



2021-2022



FISCAL YEAR 2021-2022

# BUDGET

CITY OF BURLINGAME, CA



On June 21, 2021, the City Council adopted the Proposed Fiscal Year 2021-22 Operating Budget and Five-Year Capital Plan following a public hearing. All references herein to the "proposed budget" and "budget request" should be replaced with "adopted budget."

CITY OF BURLINGAME, CALIFORNIA



# FISCAL YEAR 2021-22

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## PROPOSED OPERATING AND CAPITAL BUDGET

FINANCE DEPARTMENT  
501 PRIMROSE ROAD,  
BURLINGAME, CA 94010



**Budget Staff**

Lisa K. Goldman, City Manager

Carol Augustine, Finance Director and Treasurer

Syed Murtuza, Public Works Director

Karen Huang, Deputy Finance Director

Oscar Herrera, Senior Management Analyst

Amy Bernardo, Senior Accountant

Sabrina Lee, Accountant

**Capital Planning Committee**

Art Morimoto, Assistant Public Works Director

Amy Bernardo, Senior Accountant

**Finance Department**

Karen Cao

Erin Dobson

Andrew Kwoka

Claudia Michaels

Margaret Ono

Lisa Rancatore

Andrea Torres

Elaine Wong

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## CITY MANAGER'S TRANSMITTAL LETTER

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Date: June 21, 2021

To: Mayor Ann O'Brien Keighran & the Burlingame  
City Council

From: Lisa K. Goldman, City Manager

Subject: Budget Transmittal Letter for Fiscal Year 2021-22



In accordance with the City of Burlingame Municipal Code, I am pleased to transmit to you the recommended budget for fiscal year 2021-22. The attached document contains the funding recommendations for all City programs and services, including those that utilize funds from the City's various enterprise and special revenue accounts. The capital improvement projects that are programmed for funding from all City sources are presented as well.

At the time the budget for the 2020-21 fiscal year was being developed, the economic outlook was very uncertain. Across the nation, government leaders were grappling with how to respond to the public health emergency created by the COVID-19 pandemic without causing irreparable harm to the country's economic health. As the fiscal year progressed, the virus took a toll on every aspect of social life: routine activities had to be modified, and limitations were placed on businesses, schools, and social gatherings. Business travel came to a halt, and leisure travel was confined to local destinations. All told, it was a challenging environment in which to be allocating future resources to the priorities confirmed by the Council and community. At mid-year, the rollout of vaccines seemed to give a glimmer of hope that the public health crisis was finally nearing its conclusion. And now, although economic conditions are not as strong as had been projected with the budget that the City Council adopted in June 2020, they are certainly less turbulent. Although recovery from the pandemic-induced recession of 2020 remains uneven and fairly unpredictable, the outlook for the City's fiscal year 2021-22 budget is more stable than could be foreseen a year ago.

The City's priorities are aimed at increasing environmental sustainability in City operations and the community at large, improving transportation and roadway safety, addressing housing affordability with a focus on socioeconomic diversity, and improving the City's infrastructure. These priorities serve as guiding principles to help the Council and City leaders determine future initiatives, policies, and strategies. At its annual goal setting session in late January, the Council reviewed progress-to-date in these four areas of priorities and discussed specific actions/projects to further those priorities- all ranging in cost, complexity, sourcing, and duration. However, recognizing that reduced revenues would result in deficit spending in the new fiscal year, the City's focus would continue to be maintenance of municipal services in a time of budgetary constraint.

The City responded swiftly to the changes in the pandemic environment in order to continue to provide high-quality municipal services to the community. The City Clerk's Office was responsible for setting up training and policies for Zoom meetings/webinars so that the City's Council, Committees, and Commissions could continue to meet. The move to online meetings brought more public attendance and public comment to Council meetings. Forms were established on-line to ensure that the public was able to purchase their business license renewals, request monthly parking permits, and search records from the safety of their own home. Workflows and systems were modified so that the planning application submittal process could be conducted electronically. Applications can be submitted by email, and where hard copy plans are required, they can be dropped off in collection bins outside City Hall. Plan reviews were accelerated via the use of specialized software that allowed electronic reviews that could be shared among Planning, Building, and Engineering personnel. A system was implemented to allow neighboring residents the opportunity to view plans online rather than visiting the planning counter.

The City made significant progress on many important initiatives during the past fiscal year, despite the pervasiveness of the COVID-19 pandemic. Work on the comprehensive update of the Zoning Ordinance has been underway, and an administrative draft is complete. Staff has been reviewing each chapter to ensure internal consistency and fine-tuning standards so they reflect the sentiments of the community and the updated General Plan. Though delayed somewhat by the public health crisis, the Draft Zoning Ordinance will be soon be available for review by the Planning Commission and the City Council.

Fulfilling a key element in the Downtown Specific Plan, work on the downtown town square has been underway. Community outreach was adjusted to account for public meeting limitations posed by the pandemic, with an interactive public input website launched in late 2020 and two community meetings held via Zoom. And in the Rollins Road area, a specific plan is underway to develop a Transit Oriented Development (TOD) plan for the northern portion of the corridor, within proximity to the Millbrae Intermodal Transit Station. Two rounds of meetings have been held via Zoom to receive input from a Community Advisory Committee (CAC), Technical Advisory Committee (TAC) of staff, the Planning Commission, and the community at large. A draft of the specific plan is underway, with anticipated adoption hearings in the fall.

Development activity in FY 2020-21 has been vigorous, despite the pandemic. In FY 2020-21, the Planning Commission and City Council, as needed, approved a total of 705 new housing units. Looking at the bigger picture, as of March 2021, a total of 1,676 units have been approved and are either under construction or awaiting building permits; 246 units are under review; and an additional 477 units are in pre-application phases, for a total of 2,399 units in the "pipeline." Of this total, 492 (21%) are proposed to be affordable to moderate, low, or very low income households. The City approved a total of 316,560 square feet of commercial and office space, including a 155,915 square foot adaptive reuse of the historic former United States Post Office downtown.

Projects under construction include the City's first 100% affordable housing development, known as the Village at Burlingame. Many years in the making, the project is comprised of a 132-unit

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affordable workforce and senior housing project on a downtown City-owned parking property, and a public parking garage to support the downtown commercial district. The garage will open early in the new fiscal year, and the housing construction will be completed in 2022.

Construction in Burlingame has remained at a high level this past year, despite the pandemic. Building inspectors have been busy with the Burlingame Point and Anson (SummerHill) projects, which are now completed. Large projects currently under construction include 128 apartments at 920 Bayswater Avenue and a four-story, mixed use office building at 250 California Drive. Building permit applications currently under review include 265 apartments at 1 Adrian Court and 150 apartments at 1095 Rollins Road. Numerous new homes, additions, remodels, and Accessory Dwelling Units (ADUs) have also been under construction.

In the meanwhile, the City adopted building “reach codes.” The reach codes limit the use of natural gas to specific purposes, require photo-voltaic systems on commercial and multi-family construction, and increase the requirements for electric vehicle (EV) charging infrastructure. The intent is to expedite implementation of measures to lessen climate change by lowering carbon emissions, in conjunction with the City’s Climate Action Plan. In addition, the City initiated a study of multi-unit and commercial soft story buildings within the City of Burlingame. To date, an inventory of potential soft story buildings has been prepared, and an ad hoc committee is evaluating potential programs and regulations.

Following direction from the City Council, the Street Division executed the temporary closures of Broadway and Burlingame Avenues to facilitate safe outdoor dining with social distancing during the beginning of the pandemic. The weekend street closures for Broadway and Burlingame Avenue were done over the course of five months. In response to changing COVID restrictions and significant crowding, especially on Burlingame Avenue, the closures were discontinued. The Street Division staff pivoted, working collectively with the Engineering Division to coordinate and install 43 parklets in both downtown areas to allow for continued and ongoing outdoor dining and personal services. This required Public Works staff to work with downtown merchants to enable the issuance of permits allowing the expanded outdoor use.

Other Public Works projects included the construction of approximately 12,200 feet of new sanitary sewer pipelines, potable water mains, and storm drain lines to replace aging and deteriorated infrastructure and improve drainage in various neighborhoods throughout Burlingame. Utilizing the Pavement Management Program to establish priorities, the City undertook the paving of 21 streets to improve roadways and address potholes.

The City has implemented phase one of the Lyon Hoag and Adjacent Neighborhoods Traffic Calming Recommendations, in response to neighborhood concerns regarding speeding vehicles, cut-through traffic, and parking issues. After extensive community input, the City Council adopted the Bicycle and Pedestrian Master Plan, with the goal of promoting walking and bicycling through the creation of safe, comfortable, and connected networks.

Work on the City’s new Enterprise Resource Planning System continued despite the need for most Finance Department staff to work remotely. After implementing the major financial modules of the Munis® Enterprise Resource Planning (ERP) in fiscal year 2019-20, the Human

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Capital Management modules - Phase II of the ERP project - went live in September 2020, allowing for payroll processing to be fully integrated with the Munis® Accounting modules. This phase of the implementation also provided on-line time card capabilities for most employees. Although some Phase II modules are yet to be fully implemented, work on Phase III, the Utility Billing System modules for the City's Water and Sewer utilities, is well underway. This multi-year project represents a much-needed upgrade to the City's financial systems infrastructure.

Late in the fiscal year, Finance staff worked with the City's financial advisor and bond counsel to prepare the official statements, draft the necessary lease and sublease agreements, and prepare other associated documents and notices to enable a June 2021 Storm Drain Bond issuance. Debt service on the bonds is paid by the City's Storm Drainage Special Revenue Fund. The proceeds from this fourth and final Storm Drain bond issuance (the storm drain fee expires in 2038) provide nearly \$12.2 million for storm drain capital improvement projects at a net interest cost of under 1.9 percent and will refinance outstanding 2012 Storm Drain Bonds for net present value savings of nearly \$1 million (11.6%).

The Parks and Recreation Department faced unique challenges in the past year. Recreation staff successfully moved all operations out of the old Recreation Center into temporary facilities (to allow for demolition of the building and construction on the new Community Center) during the initial COVID shut down and into the summer months of 2020. Even though many programs were halted due to COVID restrictions, the staff was able to bring special events and modified programs to the community throughout the year. The response from the community was outstanding.

Improvements to Burlingame's parks proceeded at an admirable pace. Skyline Park, which opened in August 2020, is the first new park to open in the city in over 20 years. The J-lot Playground was completely renovated and renamed Primrose Park. The athletic fields at Ray Park were completely renovated, and the old play structure at the Murray Playground was renovated to a natural play area. The Cuernavaca upper field turf was renovated, and the irrigation was repaired. And, a fun amenity was added to Washington Park – the Bunny Hutch.

In addition to providing Curbside Service for books and materials six days a week, the Library also successfully transitioned programming and events to an online format, even as most staff worked from home. Though the buildings were closed to the public for almost the entire fiscal year, Library employees were able to assist with the City's pandemic response by reaching out to businesses about PPP loans, contacting local schools to provide new or renewed library cards for access to the Department's services, and contacting seniors about vaccinations.

The City's Police Department provided full public safety services throughout the pandemic. As essential workers and first responders, the Police Department was never shut down, and the patrol force and dispatch center operated at 100% staffing the entire year. The Department took several steps in response to the George Floyd tragedy in May 2020: the Use of Force Policy was revised, banning carotid holds, choke holds, and strangle holds; adding de-escalation language; and addressing "8 Can't Wait" campaign suggestions. The Police Department and City Council hosted a Town Hall and Listening Session, where topics such as police use of force, hiring practices, and community relations were discussed. And the "stop" data collection required

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under the California Racial and Identity Profiling Act (RIPA) was implemented a year earlier than required by law. The Department also provided mutual aid throughout Northern California during the “Lightning Fires.” The aid included assisting with evacuations, security in the evacuated neighborhoods to prevent looting, and traffic control.

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The budget process for the 2021-22 fiscal year started early in the calendar year as Department Directors and their budget staff began their mid-year evaluation of current-year activities and development of their budget requests for the next fiscal year. At the March Mid-Year Budget Review for the 2020-21 fiscal year, staff discussed revenue estimates, expenditure projections, and the five-year forecast with the City Council. Despite the significant downturn in the City’s revenues and the continually changing restrictions that were issued to prevent the virus’ spread, staff was able to develop those budget estimates based on the most probable scenario of a gradually recovering economy and social norms.

In spite of uncertain conditions, the preliminary departmental budgets for fiscal year 2021-22 were submitted and compiled for additional evaluation by the City Manager. Once adjusted, staff presented an initial budget to the City Council at the FY 2021-22 budget study session on May 12, 2021, for a high-level review and further direction. The General Fund’s Five-Year Forecast was updated and presented to the Council at that time. The budget was not revised significantly before the proposed budget was finalized for presentation to the Council on June 21<sup>st</sup>. The fiscal year 2020-21 budget herein includes funding for the City’s day-to-day operations and reflects the City’s fiscal priorities, including the funding of long-term liabilities.

### FISCAL SUMMARY AND ECONOMIC OUTLOOK

Now, 15 months since the first-at-home orders were announced, the City faces a second fiscal year of greatly reduced revenues. As the City proceeds with a realistic outlook for a gradual recovery from the pandemic-induced recession of 2020, it must also be prepared for the possibility of an extended economic down-turn.

Therefore, adoption of a cautious budget for the 2021-22 fiscal year in June is justified. As always, this important effort should reflect the priorities and needs of the Burlingame community, while remaining cognizant of the City’s long-term financial health. This initial budget for FY 2021-22 utilizes the tools available to adjust to the changing economic environment. Compared to the General Fund budget adopted for the 2020-21 fiscal year, revenues are still reduced from pre-pandemic levels. While showing recovery on multiple fronts, the City’s transient occupancy tax (TOT) revenues are not expected to exceed 50 percent of fiscal year 2018-19 receipts. On the expenditure level, current staffing levels and employee benefits have been maintained. Departmental budgets include anticipated operating cost increases, although travel and meeting budgets remain at lower levels. Decreased capital spending has also been maintained in this initial budget in order to lessen further impact to General Fund reserves while the City’s revenues recover. The presence of reserves has allowed the City to respond more deliberately to the longer-term repercussions of the global COVID-19 pandemic.

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The economic evaluation that informed this proposed budget for the 2021-22 fiscal year was presented with the FY 2020-21 mid-year report. That economic picture was compiled largely from recent reports provided by HdL Companies, the City's sales tax consultant, in partnership with Beacon Economics, LLC. In addition, updates from the San Mateo County/Silicon Valley Convention & Visitors Bureau (SMCCVB) helped inform forecasts of the City's most economically-sensitive revenue source – transient occupancy (hotel) tax (TOT). The duration of the impact of COVID-19 on the travel industry is still unknown. As this is a global pandemic, travel restrictions and other impacts of the coronavirus are expected to negatively impact international tourism and the area's hotel occupancy rates until global vaccination distributions are very high and the public is again comfortable flying. In the meanwhile, business travel planners will favor destinations where there are fewer restrictions, and leisure travel will be limited. Data from CBRE Hotels Research indicate that occupancy rates for hotels in the San Francisco Bay Area will not return to 2019 levels until 2024, and ADR rates will not achieve comparable levels until calendar year 2025.

Trends in consumer spending are largely reflected in sales tax receipts. The City's sales tax receipts were also heavily impacted by the COVID 19 pandemic; these revenues were most dramatically affected by the economic shutdown resulting from the initial shelter-in-place directives, imposed just prior to the second quarter of 2020. Auto dealers, general consumer retailers, and restaurants that depend on indoor services were immediately impaired, as were fuel and service stations. The City's allocation of the countywide use tax pool allocations served to offset some of the losses, as the pool was boosted by a combination of: (1) new taxes on out-of-state purchases from full implementation of AB 147 (Wayfair), (2) surges in online spending tied to the pandemic crisis, and (3) the use of federal stimulus funds by households. However, sales tax receipts for Burlingame will stay below pre-pandemic levels until the Restaurant and Hotel sector is fully recovered, which is not anticipated in the upcoming fiscal year. The five-year forecast reflects that such a recovery is expected to take several years.

Current capital projects are adequately funded through a mix of capital reserves, debt financing, and special revenue funds. General Fund reserves were healthy going into the pandemic crisis and should serve to see the City through the uncertain fiscal times ahead. The City has an estimated \$39.0 million in General Fund balance as of the end of fiscal year 2020-21.

In the bond markets, the Burlingame name is recognized as a high-credit municipal entity given both the City's financial strength and solid financial management. Because the City's bonds are highly sought by investors and are fairly competitive in the marketplace, the City can borrow funds at reasonably attractive rates.

### **BUDGET OVERVIEW – ALL FUNDS**

The recommended City budget and capital improvements plan for the City of Burlingame for fiscal year 2021-22 totals \$117,684,734. A breakdown by major funds is as follows:

<b>CITY OF BURLINGAME, CA BUDGET SUMMARY BY FUND</b>		
	<b>FY20-21 Revised Budget</b>	<b>FY21-22 Proposed Budget</b>
<b>General Fund</b>	\$ 62,296,795	\$ 63,816,038
<b>Capital Projects</b>	16,409,000	15,370,000
<b>Financing Authority</b>	6,634,393	6,445,528
<b>Water Enterprise</b>	15,329,401	15,128,916
<b>Sewer Enterprise</b>	11,281,711	11,530,021
<b>Parking Enterprise</b>	821,372	831,600
<b>Solid Waste Enterprise</b>	889,975	685,937
<b>Landfill Fund</b>	258,414	261,035
<b>Building Enterprise</b>	2,774,375	2,735,663
<b>Special Revenue Funds</b>	375,500	271,500
<b>Internal Service Funds</b>	133,348	608,496
<b>Total</b>	<b>\$ 117,204,284</b>	<b>\$ 117,684,734</b>

Overall, the City's budget remained fairly flat as compared to the current year's revised budget, increasing only by \$480,000, or less than ½ percent, in the new fiscal year. This is significant, considering the adopted budget for fiscal year 2020-21 represented an \$11.6 million (9.1 percent) *drop* from the prior fiscal year. Last year's budget reflected a \$12.3 million plunge in spending for governmental capital projects in response to the pandemic-induced recession of unknown duration. The reduction served to limit the extent of the deficit (and draw on General Fund reserves) anticipated for the 2020-21 fiscal year. The proposed budget for fiscal year 2021-22 continues this short-term strategy for a second year: capital budgets are reduced by deferring certain non-essential projects to future years. Once again, infrastructure maintenance projects were left largely intact. The \$52.2 million Community Center project, now under construction, is excluded from the summary table above as it was fully funded (largely from proceeds of the 2019 Lease Revenue Bond issuance) in prior years.

## THE GENERAL FUND

The General Fund is the City's chief operating fund. The most recent five-year forecast anticipates a slow but eventual recovery of the City's economically sensitive revenues, which were greatly diminished as a result of the COVID 19 crisis beginning in March 2020. No enhancements to the level of services offered by the City are anticipated. The forecast indicates that the General Fund will continue to draw down reserves for the next two years. However, debt service and pension funding is assured, and replenishment of reserves should begin soon after operating surpluses are achieved in the third year of the forecast.

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## Revenue Highlights

The following table shows the current forecast of fiscal year 2021-22 General Fund revenue projections in the context of recent-year actual amounts and current-year estimated amounts. The FY20-21 Revised Budget column includes the revenue amendments the City Council approved with the mid-year report in March and at the Budget Study Session on May 12th. The mid-year adjustments largely recognized the further impairment of the City's revenues resulting from the pandemic, especially in transient occupancy tax revenues and charges for services. The May revision reflected the anticipated receipt of federal American Rescue Plan Act funds.

<b>CITY OF BURLINGAME, CA SUMMARY OF GENERAL FUND REVENUES</b>				
	<b>FY19-20 Actuals</b>	<b>FY20-21 Adopted Budget</b>	<b>FY20-21 Revised Budget</b>	<b>FY21-22 Proposed Budget</b>
<b>Property Tax</b>	\$ 23,304,402	\$ 25,136,000	\$ 24,659,000	\$ 24,990,000
<b>Sales and Use Tax</b>	14,803,365	12,000,000	14,570,000	15,296,000
<b>Transient Occupancy Tax</b>	20,416,543	14,000,000	7,500,000	13,500,000
<b>Other Taxes</b>				
Franchise Tax	1,661,397	1,641,200	1,561,800	1,605,000
Business Licenses	879,013	730,000	680,000	800,000
Real Property Transfer Tax	534,517	400,000	500,000	550,000
State HOPTR	59,000	60,000	61,000	62,000
<b>Licenses &amp; Permits</b>	98,904	78,200	71,200	73,200
<b>Fines, Forfeitures and Penalties</b>	793,281	560,000	650,000	888,000
<b>Use of Money &amp; Property</b>	101,996	80,000	180,000	200,000
<b>Charges for Services</b>	5,471,234	5,007,000	4,406,900	4,815,222
<b>Other Revenue</b>	81,033	30,000	32,500	30,000
<b>Federal COVID Relief Fund</b>	0	0	3,271,871	2,900,000
<b>State Subventions</b>	177,563	143,000	162,500	167,000
<b>Interest Income</b>	3,775,609	1,563,000	1,508,000	1,200,000
<b>Total, General Fund Revenue</b>	<b>\$ 72,157,856</b>	<b>\$ 61,428,400</b>	<b>\$ 59,814,771</b>	<b>\$ 67,076,422</b>

## Property Taxes

Burlingame has 8,727 taxable parcels, with a net assessed value in the secured property roll of nearly \$13.6 billion. The total assessed value subject to taxes increased by 7.28 percent in fiscal year 2019-20, and then by 11.52 percent in fiscal year 2020-21, per the County Assessor's Roll Tracker. As of the date of this transmittal, assessed value in Burlingame is now 5.13 percent higher than recorded for fiscal year 2020-21. While this does not equate to a 1-to-1 increase in property tax revenues for Burlingame, it is a good indicator of growth in this area. Staff anticipates secured property tax revenues in fiscal year 2021-22 to be approximately 4.9 percent

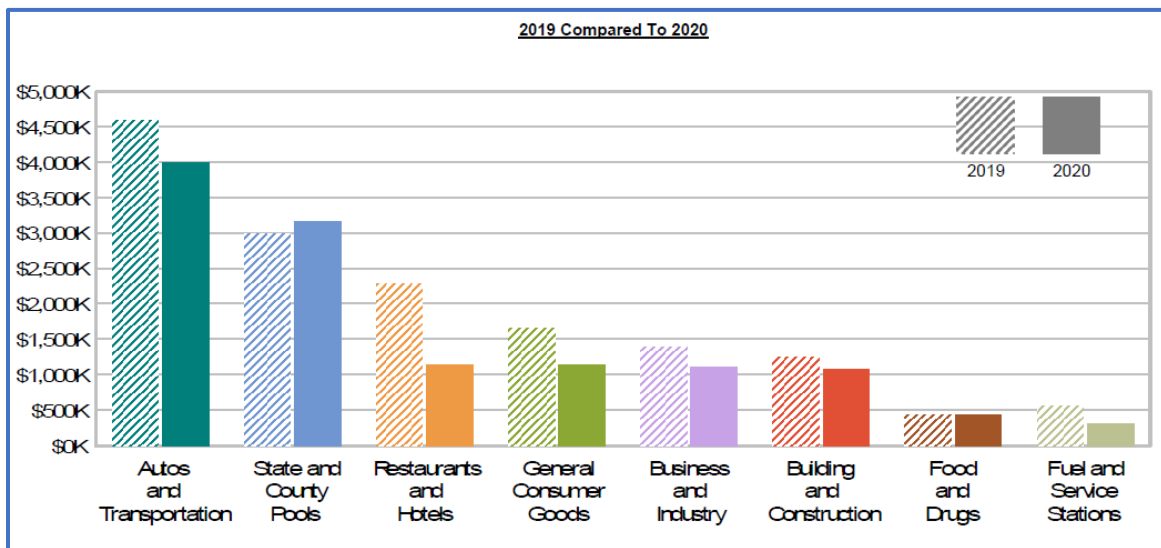
## CITY OF BURLINGAME | FISCAL YEAR 2021-22

higher than in the current fiscal year. Although resolution of insufficient VLF in-lieu revenues from the state has not been obtained, and refunds from the County's Educational Revenue Augmentation Fund (ERAF) have never been certain, these property tax revenues are included at a reasonable amount for the fiscal year 2021-22 budget. All told, property taxes comprise 37.3 percent of General Fund revenues in the FY 2021-22 proposed budget, compared to the 40.9 percent anticipated in the FY 2020-21 adopted budget.

### Sales and Use Taxes

Because Burlingame is known as a highly desirable residential community and upscale commercial location with attractive shopping districts, growth in the segment of general consumer goods has in the past come largely from spending on high-end clothing, jewelry, and beauty products. Nearby SFO typically provides an ample number of visitors to support a vibrant hotel and restaurant sector to complement this downtown commerce. But the pandemic brought a rapid decrease in tourism, and consumer spending declined significantly with the shelter-in-place restrictions and massive job losses at the beginning of the pandemic early in 2020. Sales taxes were projected to provide only \$12.0 million in revenues for the City in the 2020-21 fiscal year adopted budget, down from the \$14.2 million anticipated for FY 2019-20, and greatly curtailed from the \$17.8 million in sales and use tax revenues from the year before that. The budget was revised upward at mid-year, to nearly \$14.6 million, as many of the City's largest sales tax-producing sectors, including the retail auto industry, rebounded somewhat in the third quarter of 2020. Allocations from state and county pools also provided a lift, as the pandemic accelerated the consumer shift to digital shopping.

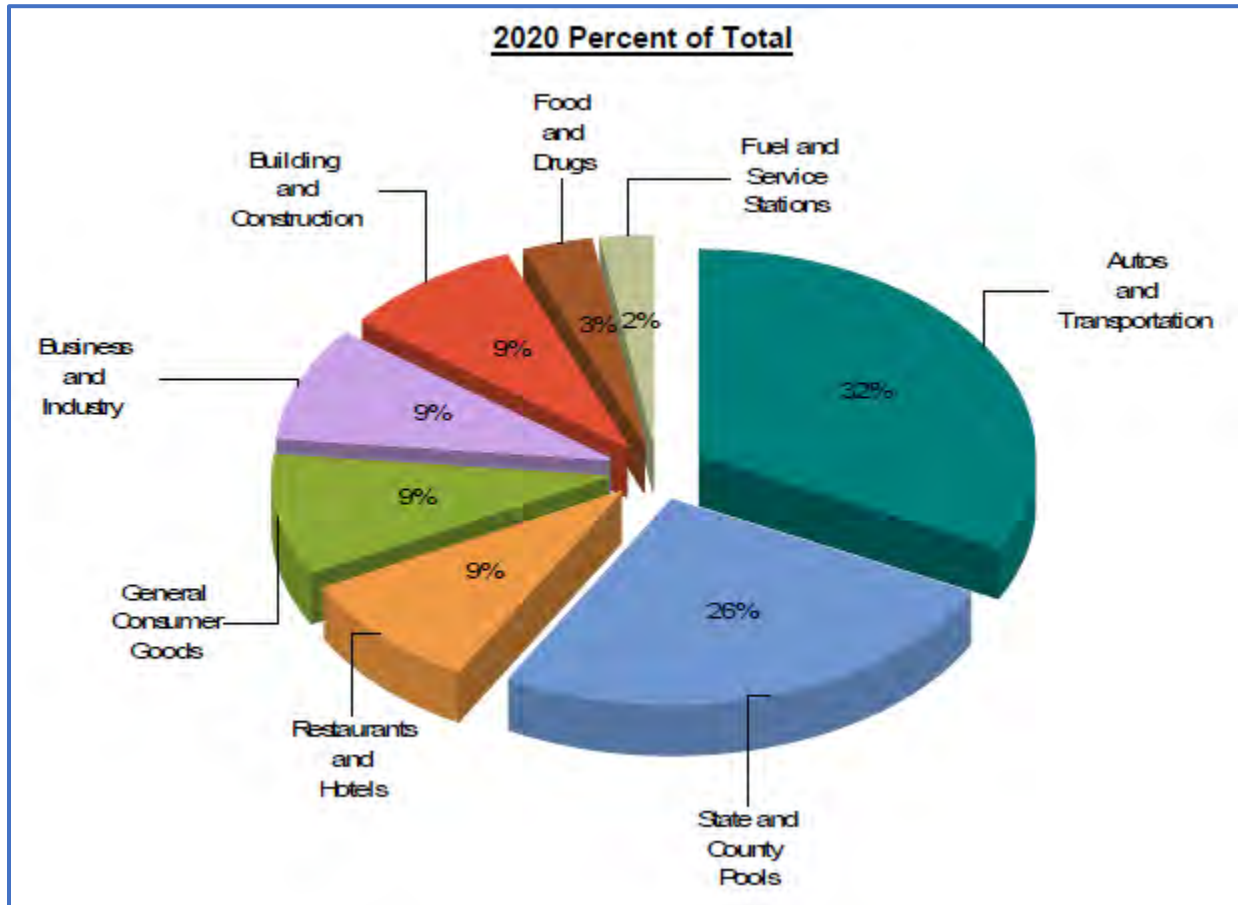
Sales and use tax revenues in Burlingame have rebounded somewhat from the pandemic-induced recession. With what appears to be a successful roll-out of vaccinations and an easing of public health protocols, further recovery in sales tax receipts across most major industry groups is anticipated. Despite some headwinds (such as supply-chain issues for auto dealerships and the future placement of on-line "fulfillment centers" in the state) sales and use tax revenues are still predicted to be 5 percent higher than in the prior fiscal year.



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Note that these sales tax predictions are distinctly different than the forecast for the state as a whole. Burlingame's unique sales tax base differs not simply by the various categories of taxable transactions, but by the location and type of businesses within each category.

**Sales by Business Group  
Burlingame Calendar Year 2020**



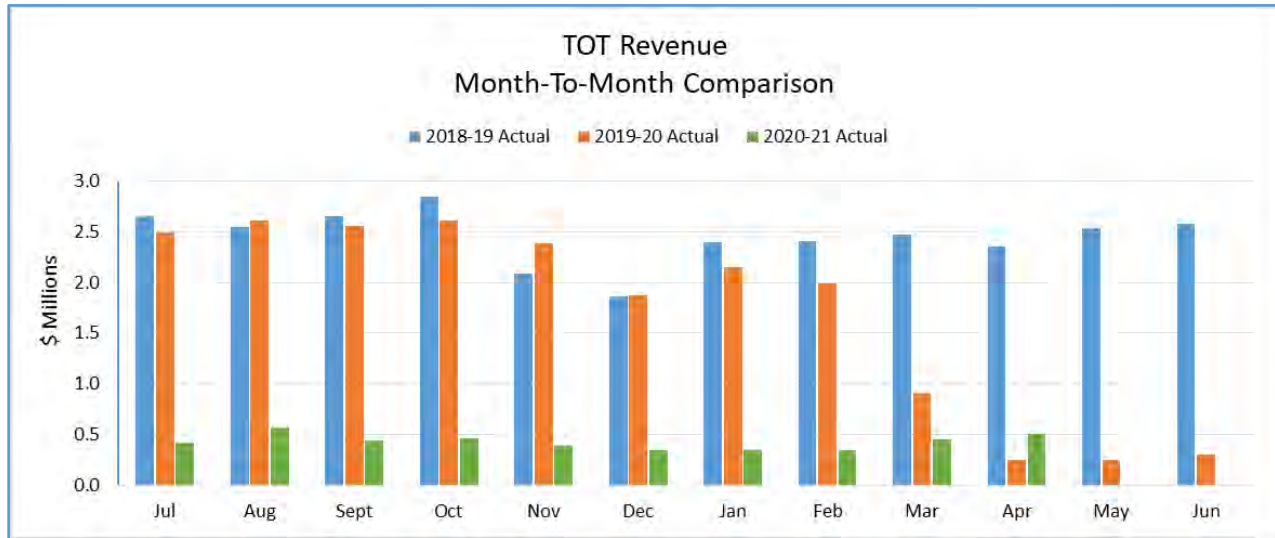
Sales and use taxes account for 22.8 percent of General Fund revenue in the forecast for fiscal year 2021-22.

### Hotel Tax - Transient Occupancy Tax

Burlingame's 12 major hotels provide convenient overnight accommodations for business travelers and tourists using San Francisco International Airport (SFO), with 3,709 hotel rooms available for rental. Prior to the COVID-19 pandemic, Burlingame hotel tax revenues had increased every fiscal year since the last recession, boosted not only by the recovery of the travel industry but also by the increase of the tax rate from 10% to 12% beginning in January 2010. In fiscal year 2019-20, the City's TOT revenues had been expected to exceed \$28.7 million; with COVID-19 emerging in the spring, actual receipts for the year came to just over \$20.4 million. Travel, tourism, and the hospitality industry have been greatly impacted by the outbreak, and the recovery process for these industries will be complicated and lengthy. Both average daily

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room rates (ADR) and occupancy rates are expected to be well below those experienced prior to the pandemic. Staff now estimates that the City's revenue from TOT will show a decline to \$7.5 million in fiscal year 2020-21. An improvement to \$13.5 million (about one-half of 2018-19 fiscal year receipts) is anticipated in FY 2021-22. Gradual growth is projected in the City's five-year forecast, but a return to pre-2020 levels is not anticipated until the last year of the forecast.



Because this revenue is so dependent on a vibrant economy that supports travel and tourism, the risk of an economic downturn was factored into the establishment and maintenance of a significant Economic Stability Reserve. Since these revenues will continue to be heavily impacted by current economic conditions, a draw on this reserve is anticipated. It is therefore fitting that the General Fund's Economic Stability Reserve be replenished and strengthened in times of economic growth.

### Expenditure Highlights

CITY OF BURLINGAME, CA SUMMARY OF GENERAL FUND EXPENDITURES					
	FY19-20 Actuals	FY20-21 Revised Budget	FY21-22 Proposed Budget	\$ Change from Prior Year	% Change from Prior Year
<b><u>By General Fund Program</u></b>					
General Government	\$ 6,482,228	\$ 7,075,747	\$ 7,290,668	\$ 214,921	3.0%
Public Safety	28,683,268	30,581,070	31,127,389	546,319	1.8%
Public Works	5,987,479	7,258,558	6,968,589	(289,969)	-4.0%
Community Development	2,197,979	2,481,668	2,276,083	(205,585)	-8.3%
Leisure & Culture	14,854,509	14,899,752	16,153,309	1,253,557	8.4%
<b>Total Expenditures</b>	<b>\$ 58,205,462</b>	<b>\$ 62,296,795</b>	<b>\$ 63,816,038</b>	<b>\$ 1,519,243</b>	<b>2.4%</b>

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The \$67.1 million in General Fund revenue will not cover the \$68.8 million in total anticipated expenditures in the 2021-22 fiscal year; a draw on General Fund reserves will be required. Appropriations include nearly \$63.8 million in departmental expenditures, shown in the summary table above.

General Fund departmental operating expenditures of \$63.8 million in the new fiscal year represent an increase of \$1.5 million, or 2.4 percent, from the prior year's adjusted budget. Note that the departmental budgets have included the full cost of retiree medical benefits, or OPEB (Other Post-Employment Benefits), since fiscal year 2014-15. Since that time, the City has contributed to an irrevocable OPEB Trust Fund and now records the actuarially-determined trust fund contributions as operating expenditures. The estimated balance in the OPEB Trust Fund as of June 30, 2021 is approximately \$29.2 million.

The budget also includes less than \$3.2 million to fund specific capital projects, and \$3.6 million for net debt service payments. Transfers in from other funds, largely to cover the cost of direct and indirect services provided by the General Fund, serve to offset nearly \$1.8 million of the fund's expenditures.

As explained in the Key Budgetary Changes noted throughout the budget document, increases in 2021-22 fiscal year General Fund appropriations are minimal. The largest rise in anticipated costs can be seen in the \$1.1 million (3.2 percent) increase in personnel costs. Increases in personnel budgets city-wide reflect contractually-agreed upon increases for most employees and anticipated increases in the cost of benefits. But because no additional staffing proposals were included, salaries and wages increased only 1.5 percent. Increases in CalPERS pension costs (based on the required employer contribution rates for both Safety and Miscellaneous Employee Plans) contributed the largest growth in personnel costs, adding \$648,000 to General Fund expenditures. Note that contributions to the § 115 Trust for pension obligations are not included in the budget as an expenditure at the time of contribution. Only when the trust fund is drawn upon to pay required CalPERS employer contributions will the expenditures be recorded.

The (net) operating deficit of nearly \$1.7 million will require a draw from the General Fund Reserves. In order to provide a General Fund contribution of approximately \$1.85 million to the § 115 Trust for unfunded pension obligations, a further draw will be required. With the modest recovery of revenues, the Economic Stability Reserve will be increased by over \$1.7 million to reflect a level of 24 percent of projected General Fund revenues, per the City's Reserve Policy. As a result, the General Fund's unassigned fund balance is projected to decrease by nearly \$5.4 million. The City will still have a positive ending fund balance of \$37.3 million, which includes nearly \$1.8 million in unassigned fund balance.

### Debt Service

The chart below shows only those debt service obligations with General Fund support. Note that while the cost of these obligations is shared in whole or in part with other funds, the debt is secured by the General Fund. The table reflects issuance in fiscal year 2019-20 of the 2019 Lease Revenue Bonds, which were issued to finance the Community Center construction project. \$1 million from Measure I revenues and \$1 million in other General Fund moneys are being utilized

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to fund the \$2 million of principal and interest due in each fiscal year, although these transfers were not needed in FY 2020-21 because advanced funding from a previous year was available. The resumption of this \$2 million debt service in fiscal year 2021-22 will be slightly offset due to the pay-off of the 2010 Lease Revenue Bonds, which refunded a 2001 issuance used to finance the construction of the City's Corporation Yard. The net change in General Fund debt service obligations over the prior year will be approximately \$1.6 million.

CITY OF BURLINGAME, CA GENERAL FUND DEBT SERVICE OBLIGATIONS						
Description	Maturity	FY19-20 Adjusted Budget	FY20-21 Adopted Budget	FY21-22 Proposed Budget	\$ Change from Prior Year	% Change from Prior Year
2006 Pension Obligation Bonds	FY2036	\$ 976,500	\$ 998,891	\$ 1,018,550	\$ 19,659	2.0%
2010 Lease Revenue Bonds (Corp Yard)*	FY2021	1,167,775	1,164,375	-	(1,164,375)	-99.7%
2012 Lease Revenue Bonds (Burl Ave Streetscape)**	FY2042	551,488	546,688	551,688	5,000	0.9%
2019 Lease Revenue Bonds (Community Center)	FY2049	1,997,334	1,997,000	1,997,750	750	0.0%
Debt Administration Costs		20,950	16,100	11,520	(4,580)	-21.9%
<b>Subtotal, Principal and Interest</b>		<b>4,714,047</b>	<b>4,723,054</b>	<b>3,579,508</b>	<b>(1,143,546)</b>	<b>-24.3%</b>
<b>Transactions for the 2019 Bonds:</b>						
Transfers from General Fund & Measure I		2,000,000	-	-	-	0.0%
Drawdown from Prior Year General Fund & Measure I Transf		(2,005,284)	(1,994,716)	-	1,994,716	-99.5%
<b>Gross Funding Needs from General Fund</b>		<b>4,708,763</b>	<b>2,728,338</b>	<b>3,579,508</b>	<b>851,170</b>	<b>18.1%</b>
<b>Contributions from Other Funds</b>		<b>(1,583,218)</b>	<b>(1,579,750)</b>	<b>(810,330)</b>	<b>769,420</b>	<b>-48.6%</b>
<b>Net General Fund Debt Service</b>		<b>\$3,125,545</b>	<b>\$1,148,588</b>	<b>\$2,769,178</b>	<b>\$1,620,590</b>	<b>51.8%</b>
* 2010 Lease Rev. Bonds paid off in FY 2021.						
**100% reimbursed by the Special Assessment District and Parking Enterprise						

### Central County Fire

Burlingame's cost of fire services provided by the Central County Fire Department (CCFD) increased 5.1 percent (\$609,000) as compared to CCFD's adopted budget for the 2020-21 fiscal year. CCFD was established through a Joint Powers Agreement between the City of Burlingame and the Town of Hillsborough to promote more efficient administration and effective delivery of fire and emergency medical services to partner cities. In December 2014, CCFD entered into an agreement with the City of Millbrae to provide fire and emergency medical services to that community. Millbrae is responsible for 30 percent of CCFD's operational budget; the remaining 70 percent is split between the City of Burlingame and the Town of Hillsborough based on the 60/40 cost allocation formula that was in place prior to the contract with the City of Millbrae.

Burlingame's budget for fire protection services includes the contributions to CCFD, certain retained Workers' Compensation program costs, and emergency preparedness activities.

### Community Group Funding

The budget for fiscal year 2021-22 includes \$55,000 to fund the City's traditional Community Group Funding Program. The City's annual Community Group Funding Program provides grants to local community groups that carry out a public purpose through the services they offer

to San Mateo County and Burlingame residents. Traditionally, these organizations are invited to apply to the program early in the budget process, and the Council decides the amounts to grant to each of the agencies. The Finance Department compiled and tabulated each Councilmember's preferences for allocation of the \$55,000 appropriation and presented the resulting funding recommendation to the City Council for approval on June 9th. As a result of this process, 23 organizations will be granted funding from this program with the approval of the fiscal year 2021-22 budget.

### **Long-Term General Fund Forecast**

In preparation for the March Mid-Year Budget Review, the Finance Department updated its long-term forecast of General Fund revenues and expenditures for fiscal year 2020-21 through fiscal year 2025-26. Staff developed the forecast based on the most probable outcome of each City revenue source and anticipated expenditures, based on a reasonable evolution of the economy as the crisis subsides and the economy recovers. The forecast assumes that the spread of the virus will diminish, as businesses and individuals gradually adapt to safer work and market places. The recovery is anticipated to be spread evenly throughout the fiscal year, experiencing only nominal seasonal variances. For example, pent up demand for a return to normalcy may lift the economy through the summer and fall months, and even persevere through the holidays. However, the economy has a lot of catching up to do, so these upswings may go relatively unnoticed. Due to the heavier impact on the travel industry, TOT revenues will grow only gradually, awaiting the return of East Coast and international business travelers. But property taxes remain relatively strong, and other tax revenues are anticipated to recover, allowing for a partial replenishment of reserves in the outer years of the forecast. Operating expenditures are contained to the extent reasonable, but as the need for capital spending does not subside, further restrictions on spending and/or draws on the City's Capital Investment Reserves may be needed.

One-time revenues and one-time expenditures are not included in the City's forecast in order to provide a clear picture of "on-going" operations, with current standards of service in place. In regard to pension obligations, the CalPERS rate of return for the current fiscal year is assumed to be 0 percent, and CalPERS returns match their assumed rate of 7 percent for subsequent plan years. This is reflected in the growth of pension costs over the five-year period covered by the forecast. Not included in expenses, contributions to the § 115 Pension Trust Fund with PARS are assumed to continue as per the City's pension funding plan, and funds are not withdrawn to pay the then-current employer's required contributions to the CalPERS plan.

The uncertainties surrounding the course of the economy warrant frequent updates to the City's revenue projections and the five-year outlook. As the course of the recovery from the current economic environment takes shape, these updates will allow decision makers to assess the impact of the economic environment and to what extent the City's reserves will hold up in the long-term. The most current forecast can be found on the City's Finance Department webpage, along with prior year budgets and other financial reports.

The Capital Investment Reserve, established with the FY 2014-15 mid-year review (initially known as the "Renewal and Replacement Reserve"), recognizes the City's many unfunded needs that are not reflected in the City's financial reports. Unlike the remaining Capital Projects Fund

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balance, which is committed to specific projects, the Capital Investment Reserve is intended to prevent further accumulation of the unfunded liabilities that aging facilities and infrastructure represent, as well as to provide funding for new capital projects. As such, funding is not appropriated to a current project but will be appropriated for needed capital projects as determined and authorized by the City Council. The City Council approved a policy identifying future sources and uses of this reserve within the Capital Projects Fund in July 2017. In the 2019-20 fiscal year, the reserve was tapped (approximately \$10.6 million) for partial funding of the New Community Center, leaving a balance of over \$24.6 million in the reserve. In FY 2020-21, nearly \$3.5 million of these reserve funds were used to purchase PG&E Rule 20A credits to help with the cost of future undergrounding of utility lines when the El Camino Real corridor is updated. The current balance in the reserve (almost \$21.2 million) is completely earmarked for funding the local share of the Broadway Grade Separation Project (\$15 million) and the El Camino Utility Undergrounding Project (\$6 million). As this reserve is funded with General Fund surplus amounts, replenishment of the balance is not anticipated to resume for several years.

The FY 2021-22 budget also includes nearly \$2.3 million to fund the City's unfunded pension obligations. The need for such funding efforts is the result of current actuarial projections that reveal the impact of a reduced discount rate and other assumptions now in place for CalPERS. While the new assumptions represent a more realistic measurement of pension obligations, they will result in significant increases in employer contributions for the next five to ten years. The annual contribution to a pension trust or reserve fund was initiated with the FY 2017-18 budget. In October 2017, the City first participated in the Public Agency Retirement Services' (PARS) Public Agencies Post-Employment Benefits Trust - a § 115 Trust established for the exclusive purpose of funding pension obligations - with an initial contribution of \$3.7 million. The plan is designed to protect the City's fiscal health in future years by setting aside funds for use when the City's required CalPERS contribution rates rise above pre-established threshold rates. As of June 30, 2021, the anticipated balance in the account is approximately \$18.2 million

### **General Fund Reserve Policies**

In accordance with GASB (Governmental Accounting Standards Board) Statement No. 54 - Fund Balance Reporting and Governmental Fund Type Definitions - the City Council established funding target amounts for each of the General Fund balance assignments (reserves) in fiscal year 2010-11. General Fund assignments and targets are reviewed as the City's long-term forecast is monitored and updated throughout the year.

In fiscal year 2014-15, the City completed a risk-based study of its General Fund Reserve levels, determined the optimal reserve target for the City, and adopted a reserve policy. The policy recognizes the sensitivity of the City's major General Fund revenue sources to the general economy, as well as the need for adequate reserves to guard against future economic downturns and provide a hedge for catastrophic events. In addition, due to the City's significant unfunded capital planning/facility needs, and the continued impact of these needs on the City's financial flexibility, the Council also approved the establishment of the Capital Investment Reserve within the Capital Projects Fund.

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As of June 30, 2022, a projected fund balance of approximately \$37.3 million represents 55.3 percent of the 2021-22 fiscal year's General Fund operating expenditures of \$67.4 million. Although this would normally be considered a very strong level of reserves, it should be noted that the City began the 2020-21 fiscal year with a \$44.8 million General Fund balance. The City's risk-based General Fund Reserve Policy targets reserve levels as a percentage of General Fund budgeted revenues (before transfers). Because the policy is based on an assessment of the City's revenue volatility, as well as the possibility of extreme events, the City Council's reserve management strategies reflect best practices in public finance. Note, too, that approximately \$14.9 million (roughly 40 percent) of the General Fund balance is projected to be set aside in the City's § 115 Pension Trust Fund as of the end of the year.

Due to the need to draw down on General Fund reserves during the past fiscal year, the Capital Investment Reserve received no contributions from General Fund.

As directed by the City Council at the Budget Study Session in May, the fiscal year 2021-22 General Fund's projected \$1.7 million operating deficit will be funded from reserves. Resulting reserve levels will then be adjusted to those prescribed by the City's General Fund Reserve Policy. The policy calls for an Economic Stability Reserve of 24 percent of budgeted revenues, a Catastrophic Reserve of \$2 million, and a \$500,000 Contingency Reserve. The budget also calls for a General Fund contribution to the § 115 Trust fund for pension obligations of \$1.85 million. These funding applications will result in a decrease of unrestricted, unassigned fund balance of nearly \$5.3 million. The General Fund will have approximately \$1.8 million in unassigned fund balance as of June 30, 2022. The current assignments (projected as of June 30, 2022) are described below.

<b>CITY OF BURLINGAME, CA GENERAL FUND BALANCE ASSIGNMENTS</b>			
	<b>FY19-20 Actual</b>	<b>FY20-21 Revised Budget</b>	<b>FY21-22 Proposed Budget</b>
<b>Economic Stability Reserve</b>	\$ 18,905,000	\$ 14,356,000	\$ 16,098,000
<b>Catastrophic Reserve</b>	2,000,000	2,000,000	2,000,000
<b>Contingency Reserve</b>	500,000	500,000	500,000
<b>Subtotal, Assigned Fund Balance</b>	21,405,000	16,856,000	18,598,000
<b>Add: Restricted for Pension Trust Fund (PARS)</b>	10,823,849	13,073,849	14,925,849
<b>Add: Investment Mark-to-Market</b>	2,003,217	2,003,217	2,003,217
<b>Add: Unassigned Fund Balance</b>	10,594,635	7,047,823	1,760,929
<b>Total, Ending Fund Balance</b>	<b>\$ 44,826,701</b>	<b>\$ 38,980,889</b>	<b>\$ 37,287,995</b>

*Economic Stability Reserve:* This reserve is available to protect and preserve City services from dramatic drops in General Fund revenues that are highly sensitive to economic conditions,

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mainly sales taxes and transient occupancy taxes. This reserve level was established to ensure that funds will be available to prevent future service level reductions during years of economic stagnation (when General Fund revenues diminish). This reserve has been increased to \$16.1 million in the FY 2021-22 budget, based on projected revenues for the fiscal year.

*Catastrophic Reserve:* This reserve is available to make initial repairs and begin reconstruction of City buildings and facilities that may be damaged by natural disasters or acts of war and terrorism. Per the City's General Fund Reserve Policy, the Catastrophic Reserve remains at the established target of \$2 million in the FY 2021-22 budget.

*Contingency Reserve:* This reserve is available to cover unexpected expenses that may arise during the course of the fiscal year that were not considered during budget planning. The Contingency Reserve maintains a funding target of \$500,000.

### OTHER FUNDS

Although the General Fund is the main operating fund of the City, the City has a variety of other Special Revenue Funds and Enterprise Funds used to account for revenues that support specific activities, programs, or utilities. The budgets for all of the City's funds have been carefully reviewed and analyzed in the context of long-term fiscal planning. Staff analyzes all funds at least monthly to ensure that they are self-sustaining and carry adequate fund balances for periods of uncertainty. At this time, these funds appear to be self-sustaining, with operations that do not pose a threat to the City's long-term fiscal health. More detail on each of these funds is provided in the final FY 2021-22 budget document.

### Water and Sewer Enterprise Funds

The City's *Water and Sewer Enterprise Funds* remain healthy, despite changing consumption patterns, a challenging climate of environmental and social changes, and increasing regulation.

The City relies on imported water purchased from the San Francisco Public Utilities Commission (SFPUC) for the community's water supply. The SFPUC supply is received through six metered turnouts and distributed to approximately 9,000 connections. The water distribution system consists of six pumping stations, seven water storage tanks, and approximately 105 miles of buried water pipes. As a result of a comprehensive water rate study in the fall of 2016, the City increased water rates (effective January 1, 2017) to cover increases in the cost of wholesale water and to pay for the ongoing capital improvements needed to bring the City's aging water system to current standards. Last year's shelter-in-place orders, meant to curb the spread of the COVID-19 virus, drastically shifted water consumption from industrial to residential customers. Consumption as a whole remained rather flat through the pandemic and is now returning to normal patterns. But Northern California is again experiencing serious drought conditions, so new conservation measures are undoubtedly on the horizon.

The City's sewer collection system consists of approximately 130 miles of predominately gravity sewer mains ranging from 4 inch to 36 inch in diameter. The wastewater flow is collected at seven pump stations and transported to the City's wastewater treatment plant, where it is thoroughly

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treated. The treated wastewater is ultimately pumped to the bay through a jointly owned outfall extending from the South San Francisco/San Bruno Wastewater Treatment Plant. Because sewer revenues showed significant reduction during the pandemic due to a decrease in industrial activities, revenues for the Sewer Fund are projected to increase somewhat in fiscal year 2021-22.

The 2021-22 fiscal year budget reflects slightly over \$21.0 million in revenues from the sale of water. As water consumption patterns are linked to sewer revenue, and sewer rates have not been increased since 2012, the revenue estimate for the Sewer Enterprise Fund will rise only due to the additional consumption in commercial and industrial accounts. Estimated revenues of \$14.6 million are anticipated for the Sewer Fund in fiscal year 2021-22. Both revenue assumptions will be continuously monitored and examined for adequacy throughout the year.

The Water Fund budget for the 2021-22 fiscal year will fund \$3.5 million of capital projects, as well as combined debt service payments of nearly \$1.95 million. The budget also provides for a transfer (\$510,700) to the General Fund to cover the cost of administrative services. The Sewer Fund's contribution toward capital improvements will be much smaller (\$1.8 million), as prior year projects are completed; approximately \$2.4 million is earmarked for debt service. A \$252,700 transfer out will reimburse the General Fund for the cost of administrative services to the sewer enterprise.

Note that Sewer Fund expenses are budgeted in two separate divisions: Sewer Maintenance and Wastewater Treatment. Maintenance work is performed by City crews, and treatment operations are performed by Veolia Water North America.

### **Storm Drainage Fund**

The Storm Drainage Fund is used to account for the storm drainage fees collected due to an assessment approved by the majority of the parcel owners in the city voting at a special election on May 5, 2009. Funds are dedicated to making capital improvements to the City's storm drainage system and related debt service. Annual increases in the rate may be approved each year based on the CPI for the San Francisco-Oakland-San Jose area, but such increases are capped at 2 percent. The City Council decided not to increase the storm drainage fee for fiscal year 2020-21 but approved a 3.6% increase in April 2021 as the catch-up CPI is allowed per ordinance. The increase is estimated to produce an additional \$106,000, for estimated revenue of over \$3.0 million in fiscal year 2021-22.

Proceeds of Storm Drainage Revenue Bonds issuances of prior years (Series 2010, 2012, and 2016) which totaled nearly \$26.7 million, are used to fund infrastructure improvements in the City's Storm Drain Capital Improvement program. These proceeds were totally drawn down by February 2021. An analysis by staff and the City's financial advisor indicated that the City would experience budgetary savings through a current refunding of the Storm Drainage Revenue Bonds, Series 2012, and noted the capacity within the Storm Drainage Fund to issue new money bonds. On July 16, the City closed on the 2021 Storm Drainage Revenue Bonds Series 2021 Bond Issuance, providing nearly \$12.2 million in funding for improvements to the storm drain system at an all-in net interest cost below 1.9%. The outstanding 2012 Series bond were refunded,

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yielding net present value savings of \$980,000, or 11.6 percent. The aggregate debt service for all the bonds is included in the Storm Drainage Special Revenue Fund 2021-22 fiscal year budget.

### Internal Service Funds

The City has several internal service funds that, through interdepartmental charges, allocate the cost of certain city-wide activities to other funds, departments, or agencies. The centrally-incurred costs are allocated based on estimated usage or other metrics.

<b>CITY OF BURLINGAME, CA INTERNAL SERVICE FUNDS</b>					
	<b>FY19-20 Actuals</b>	<b>FY20-21 Revised Budget</b>	<b>FY21-22 Proposed Budget</b>	<b>\$ Change from Prior Year</b>	<b>% Change from Prior Year</b>
<b>Admin &amp; Info Technology ISF</b>	\$1,123,825	\$1,439,669	\$1,466,257	\$26,588	1.8%
<b>Facilities Services ISF</b>	1,797,571	1,820,662	1,743,637	(77,025)	-4.2%
<b>Fleet &amp; Equipment ISF</b>	1,300,594	1,687,568	2,149,496	461,928	27.4%
<b>OPEB Retiree Medical ISF</b>	4,663,980	4,624,681	3,770,929	(853,752)	-18.5%
<b>General Liability ISF</b>	752,754	1,514,000	1,750,000	236,000	15.6%
<b>Workers' Comp ISF</b>	1,044,668	1,149,500	1,193,660	44,160	3.8%
<b>Total</b>	<b>\$10,683,393</b>	<b>\$12,236,080</b>	<b>\$12,073,979</b>	<b>(\$162,101)</b>	<b>-1.3%</b>

While the City's internal service funds (ISFs) are projected to experience lower costs in FY 2021-22 as a whole, the 1.3 percent reduction in expenditures does not necessarily translate into decreased allocations to the operating departments' budgets. The chart above shows the expenditure budgets only for each ISF; revenues from departmental expense allocations serve to offset these budgets so that costs are not double-counted in the city-wide budget.

The largest budgetary increase proposed resides in the Fleet and Equipment ISF. The Capital Outlay budget for the division varies from year to year and happens to include several pieces of heavy equipment and special purpose vehicles that staff was unable to purchase in fiscal year 2020-21. But because replacement costs are built into the annual charges to departments, the city-wide allocation should change very little. Over time, however, the higher cost of replacement vehicles and equipment will result in higher depreciation costs, increasing the allocation of this ISF's expenditure budget to the various departments.

The General Liability ISF accounts for the City's general liability program. Expenses in this fund primarily consist of insurance premiums, the cost of claims, legal and other professional services, and program administration. Staff anticipates that insurance premiums for the upcoming fiscal year will increase significantly, due to rising insurance claims in the municipal sector. In the current climate, some insurance firms have stopped underwriting municipal government insurance policies altogether.

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Due to demands to improve the City's cyber defenses from cybersecurity threats, scheduled system upgrades, and the need to provide remote access to City employees, the Admin/IT ISF budget remains high, at the same level as last year after a 20% increase from FY 2019-20. Again, the methodology for allocating to these departments is not changed - headcount and the use of department-specific systems form the basis for the amount charged to each department.

The OPEB (Other Post-Employment Benefits) Internal Service Fund was established in the 2013-14 fiscal year to account for the funding of accumulated retiree medical benefits. The City makes periodic contributions to the California Employers' Retiree Benefits Trust Fund (CERBT), an irrevocable trust fund established specifically for this purpose, based on a percentage of payroll. Revenues to the City's OPEB fund are comprised of these "percentage of payroll" charges to departments, which are projected to be approximately \$3.77 million in fiscal year 2021-22. Expenses of the fund include payments of actual retiree medical premiums and costs of the program's third party administrator (nearly \$3 million), with any remainder funds contributed to the CERBT. Funds deposited in the CERBT account, established for Burlingame's OPEB obligations, are invested with like funds in order to accelerate the pay-off of the City's liability. Once pay-as-you-go demands exceed the internal charges to departments (estimated in fiscal year 2025-26), the trust fund will be drawn upon to cover the excess premium payments. The balance in the trust is anticipated to be approximately \$28.5 million as of June 30, 2021; the liability is anticipated to be fully funded in 2037.

### **FY 2021-22 Capital Improvement Program**

The citywide Capital Improvement Program (CIP) budget for FY 2021-22 is \$15.4 million, a \$1.3 million increase as compared to FY 2020-21, but representing a \$10.4 million decrease from the FY 2019-20 CIP budget. Support from the General Fund is projected to be \$3.16 million (including \$1.8 million from Measure I for street resurfacing and sidewalk improvement programs), which is intentionally restricted and kept at the same level as in FY 2020-21 so as to limit the extent of the General Fund deficit. A detailed listing of the Capital Improvement Program projects and their funding sources is included in the budget document.

<b>CITY OF BURLINGAME CAPITAL IMPROVEMENT PROGRAM</b>			
	<b>General Fund</b>	<b>Other Funds/Sources</b>	<b>FY21-22 Proposed CIP Budget</b>
Streets CIP	\$ 2,250,000	\$ 3,050,000	\$ 5,300,000
Parks & Trees CIP	810,000	0	810,000
Parking & Garages CIP	0	0	0
Facilities CIP	100,000	0	100,000
Storm Drain CIP	0	4,560,000	4,560,000
Water CIP	0	3,500,000	3,500,000
Sewer CIP	0	1,100,000	1,100,000
<b>All CIP Funding Sources, FY2021-22</b>	<b>\$ 3,160,000</b>	<b>\$ 12,210,000</b>	<b>\$ 15,370,000</b>

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In addition to the General Fund support, the Streets CIP program will also be funded with \$0.65 million in Measure A funds, \$0.6 million in Gas Tax funds, \$0.4 million in SB 1 (California's Road Repair and Accountability Act of 2017) funds, and \$1.4 million from Measure A grants. The remaining general government improvements are being funded from storm drainage fees (\$3.2 million). Water projects (\$3.5 million) and sewer projects (\$1.1 million) are being funded from the respective Water Enterprise and Sewer Enterprise Funds.

### New Community Center

Since 2012, City staff, in collaboration with Group 4 Architecture, the Citizens' Advisory Committee, and community members, has been working on developing plans for a new community center in Washington Park. In July of 2018, the City Council approved moving forward with the pavilions style building, a 35,700 square foot Community Center that will replace the aged, 1940s-era Recreation Center. With parking under and adjacent to the new center, the project also includes a new relocated playground, picnic area, and basketball court, and an indoor and outdoor stage.

This \$52.3 million project is funded by approximately \$10.6 million from the Capital Investment Reserve, \$38.9 from the Burlingame Financing Authority Lease Revenue Bonds, Series 2019, and the remaining funding from the General Fund. Construction of the new Community Center is well underway. As of the end of May, the project is at 50% completion. The new Community Center is on schedule to open to the public in the summer of 2022.

## CITYWIDE BUDGET ISSUES

### Controlling the Increasing Costs of Employee Benefits

In compliance with Governmental Accounting Standards Board Statement No. 68, the City reflected city-wide net pension liabilities of \$69.6 million in its Statement of Net Position as of June 30, 2020. As an employer contracting with the California Public Employees' Retirement System (CalPERS), the City has grappled for many years with rate increases that resulted from poor investment returns on the CalPERS portfolio in 2008. Decreased funding and increasing liabilities since the recession continue to put pressure on employers' contribution rates. The Public Employees' Pension Reform Act (PEPRA), which was effective January 1, 2013, and primarily affects new participants by providing lower benefits, was intended to control further growth in pension liabilities. The impact of these reforms on employer rates, however, will not be significant for many years to come.

In recent years, CalPERS has responded to these rising liabilities by adopting more realistic actuarial assumptions - including a reduced discount rate and higher (age) mortality rates - and changes to its smoothing and amortization policies. While these changes will hopefully stabilize contribution rates over the long run and ensure the long-term sustainability of the fund, employer contribution rates are expected to escalate.

Based on an updated actuarial report performed to determine the impact of the anticipated discount rate reductions, the City's combined contribution rates for both "Classic " and PEPRA employees are projected to rise to 34.5 percent (as a percentage of covered payroll) for

miscellaneous members, and 78.6 percent for safety members in the next five to ten years. (Current combined rates are 27.9 percent for miscellaneous employees and 56.0 percent for safety employees.) These projected rate escalations will compound the City's existing pension funding challenges, as both the miscellaneous and safety plans are currently less than 73 percent funded.

Given the magnitude of the projected increases, the City Council approved setting aside monies in a § 115 Trust Fund for the purpose of prefunding its pension liabilities. Funding amounts are determined through the use of a "threshold" budget rate for the employer's contributions to CalPERS that is higher than the current required rate. Once the CalPERS rate exceeds the threshold rate, the trust or reserve can be drawn on to supplement CalPERS contributions. Note that approximately 80.9 percent of these contributions are borne by the General Fund. This funding is reflected as "restricted" fund balance in the various operating funds for financial statement purposes. Future contributions to the prefunding trust or reserve will be determined with each subsequent year's budget, as well as one-time contributions of sums at the discretion of the City Council.

In the meanwhile, Burlingame employees hired prior to the implementation of PEPRAs continue to contribute a portion of their base salary toward the *employer* share of the CalPERS retirement contribution. The additional employee contribution for non-sworn employees is 1.5%, while the employee contribution for sworn Police personnel is 4 percent. By law, both sworn and non-sworn PEPRAs employees (those hired on or after January 1, 2013) contribute 50% of the "normal" cost of their pensions.

The rising cost of employee benefits has been a focus of the City's for many years. The funding of prior-year liabilities for retiree health insurance was addressed through the establishment of the OPEB trust fund in FY 2013-14. Placing the funds in a qualified trust significantly decreased both the City's unfunded liability and its ongoing normal (annual) costs by increasing the yield assumption earned with the fund. Although the prefunding of this large liability diminishes the amount of available budget for other long-term needs, it enhances the City's fiscal standing with credit rating agencies by demonstrating Burlingame's commitment to recognizing and managing its obligations in a prudent and responsible manner. In addition, the growth of future liabilities has been limited by significant reductions in retiree health benefits for newer employees (hired after 2012, dependent on bargaining unit).

Personnel costs are expected to be approximately \$44.0 million in the new fiscal year, representing 37.4 percent of the overall expenditures from all funds. The City's main operating fund (the General Fund) provides \$34.4 million in appropriations for personnel expenditures, approximately 54.0% of the fund's budget. Therefore, it is prudent for the City to be ever vigilant in controlling personnel costs going forward.

### **Unfunded Infrastructure Replacement Needs**

The continued existence of critical yet unfunded capital projects also presents a challenge in developing a budget that is sustainable for the long term. Many of the unfunded projects that were identified and prioritized in recent years represent infrastructure (i.e., public facilities, parking lots) replacement needs, largely due to the historical lack of set-aside funding for these

capital demands. In recognition of these growing demands on the General Fund in the long-term, the City continues to fund the Capital Investment Reserve in the City's Capital Projects Fund. The FY 2020-21 budget provides no funding to this reserve, as an operating deficit is anticipated as the economy recovers from the 2020 pandemic. Again, the reserve's balance at the end of the 2020-21 fiscal year (almost \$21.2 million) is completely earmarked for funding the Broadway Grade Separation Project (\$15 million local matching funds) and the El Camino Utility Undergrounding Project (\$6 million).

The development of potential funding options for each of the projects that the Council wishes to initiate in the near future is a continued priority. Due to the nature of deferred capital maintenance, deferral of the inevitable renewal and replacement needs of the City's existing assets creates a capital liability that increases at a higher rate than most other liabilities. As such, long-term funding of these capital needs is key to a truly sustainable budget.

### *The Economy*

As this annual budget was being developed, there were hints that the national economy has turned the corner. Retail sales improved in the first quarter of the year, and indications from the second quarter reflect the latest round of government aid in consumers' bank accounts. New unemployment claims are slowly declining, and measures of business investment have picked up, a sign of confidence from corporate leaders. Economic forecasters have always expected the pandemic to be followed by a period of strong growth as businesses reopen and Americans resume their normal activities, and recent data tends to support that view.

Coronavirus cases are falling in the United States. And largely due to trillions of dollars in federal help, the economy appears to have made it through last year without significant structural damage. Although risks to the economy remain (new strains of the virus, political standoff that could hold up relief funds, continued global supply chain disruptions, cyberattacks of critical infrastructure, drought and accompanying wildfire incidents, etc.), the forecast is largely optimistic.

Current information and analyses on the economic forces that are likely to impact the City's operations in the upcoming fiscal year have influenced the development of this annual budget. The economic forecast was compiled largely from recent reports provided by HdL Companies, the City's sales tax consultant, in partnership with Beacon Economics, LLC. However, assessments of the recovery of the area's hospitality industry, a very large factor in the health of Burlingame's revenue picture, will require vigilance, and may result in revisions to this FY 2021-22 budget well after the City Council's adoption.

As intended in the City's risk-based General Fund Reserve Policy, reserves will enable the City to meet operational demands until the economy completely recovers. But the funding of longer-term infrastructure needs and unfunded liabilities will not be easily accommodated. Depending on the duration/speed of the recovery, reduced funding of these long-term demands is apt to be the necessary response, which would further aggravate capital conditions, slow prefunding of pension obligations, and ultimately impact the City's fiscal health.

## CITY OF BURLINGAME | FISCAL YEAR 2021-22

To maintain fiscal flexibility through all economic conditions, the City must be vigilant in controlling operating costs, recovering the costs of discretionary municipal services, promoting responsible economic development, finding innovative ways to partner with private interests to achieve infrastructure renewal, continuing a pattern of saving for and leveraging investments in the City's infrastructure, and pursuing prudent prefunding of currently unfunded pension obligations. The City is committed to focusing on the community's priorities so that the local quality of life is maintained, irrespective of economic fluctuations.

### **ACKNOWLEDGEMENTS**

I wish to thank Mayor O'Brien Keighran and the City Council for their leadership and support during the FY 2021-22 budget development process. By articulating the budget priorities in this year of greatly diminished revenues, and continuing to adhere to the long-term fiscal strategies set in place over a decade ago, they allowed staff to develop a solid spending plan that minimizes draws on the City's reserves and positions the City for a return to sustainable growth in the future. The budget for the 2021-22 fiscal year represents a spending plan of over \$115 million and will necessarily undergo further review and updating as needed throughout the new fiscal year. Still, this continuous improvement provides a higher level of transparency and accountability to the Burlingame community and reflects a commitment to advance the Council's highest priorities.

The Department Directors and their budget staff utilized the City's new ERP system in constructing a sound budget plan that strategically allocates resources to optimally address the City Council's goals, despite the unprecedented economic and social changes of the past year. Their efforts are sincerely appreciated. My thanks also go to Finance Director Carol Augustine and Deputy Finance Director Karen Huang for their overall management of the City's budget. Finally, I commend Public Works Director Syed Murtuza and Assistant Public Works Director Art Morimoto for leading their department's efforts and resourceful approach in refining the capital budget and providing a sustainable long-term capital plan.

Please feel free to contact the City's Finance Director or me if you need additional information on the budget.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Lisa K. Goldman", followed by a long horizontal flourish.

Lisa K. Goldman  
City Manager



## General Information

Organizational Compass

About the City of Burlingame

City Organization by Critical Service Area

Roster of Elected Officials and Appointees

Executive Team

Citywide Organization Chart

FY 2021-22 Priorities



# CITY OF BURLINGAME

# ORGANIZATIONAL COMPASS

The City of Burlingame is an organization that exists to serve and benefit the community. We deliver unsurpassed municipal services that enhance the quality of life for our citizens. As employees of the City of Burlingame, we recognize the leadership role we play in the community and we hold ourselves accountable to those we serve. We value the partnership that exists between the organization and community and strive to foster and maintain that relationship. As such, we are committed to the tenets of the Organizational Compass.

## COMMUNITY SERVICE THAT IS RESPONSIVE TO AND MEETS THE NEEDS OF THE PUBLIC BY:

- Being dedicated to the community we serve
- Involving and understanding our community
- Anticipating and adapting to the changing needs of our citizens

## AN ETHICAL ORGANIZATION THAT INTERACTS WITH THE PUBLIC AND EACH OTHER IN AN HONEST AND PROFESSIONAL MANNER BY:

- Treating people with respect and dignity
- Taking responsibility for our decisions, statements and actions to the organization and community
- Dealing with differences and conflicts in a professional, respectful and authentic fashion

## ONE ORGANIZATION THAT FOSTER POSITIVE RELATIONSHIPS AND TEAMWORK BY:

- Being part of the solution
- Creating and maintaining constructive relationships while respecting individual contributions
- Focusing on the issues and needs of the organization and community
- Encouraging behavior that builds confidence and self esteem
- Emphasizing self-initiative, constant improvement and employee involvement

## POSITIVE LEADERSHIP THAT IS NURTURING AND FORWARD-THINKING BY:

- Recognizing the leadership role all employees play in the community
- Encouraging innovation and creativity
- Leading by example
- Being supportive, humanistic and compassionate

As City employees we embrace the Organizational Compass and will be guided by its points.

## ABOUT THE CITY OF BURLINGAME

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### Burlingame Statistics

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Total Population <sup>(1)</sup>: 29,746

Area: 6.1 square miles on 3,517 acres

Persons per Household <sup>(2)</sup>: 2.47

Median Household Income <sup>(2)</sup>: \$128,447

Housing Units: More than 13,000

Street Miles: 84 centerline miles

Sidewalk Miles: 116 miles

Sanitary Sewer: Approximately 130 miles; 8 sewer stations

Water: Approximately 105 miles; 9,000 connections; 6 pump stations; 7 storage tanks

Streetlights: 1,800

Street Trees: 17,140

Park Trees: 4,640

Different Species of Trees: 310

Number of Parks and Open Spaces: 18

Library Circulation: 653,477

Library Print & Non-Print Volumes: Approx. 482,613

Library Programs: Approx. 791

Library Attendance: 24,984

Sources:

City of Burlingame data;

<sup>(1)</sup> California Dept. of Finance (2021)

<sup>(2)</sup> U.S. Census (2019)

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Burlingame is approximately six square miles and is located in San Mateo County, on the western shore of the San Francisco Bay approximately 10 miles south of San Francisco and close to the San Francisco International Airport.

A California general law city incorporated in 1908, Burlingame operates under the Council-Manager form of government. A five-member City Council is elected at large to four-year terms and serves as the board of directors. The City is now engaged in the process of shifting to by-district elections, with three seats transitioning in 2022, and the remaining two seats transitioning in 2024. The Council annually selects a Mayor and Vice Mayor from its members. The City Council appoints a City Manager, who serves as the chief executive officer and is responsible for all municipal functions. The City Council also appoints a City Attorney to serve as chief legal advisor for the governing body and the administration. The City Manager appoints the City Clerk and all Department Directors.

Municipal services include: police and fire protection, public works, community development, parks and recreation, library services, water, sewer, parking, solid waste, and storm drainage. General government activities include finance, human resources, legal services, and city administration. An executive team helps the City Manager lead the City organization. It includes seven Department Directors, the City Attorney, the City Clerk, and a Fire Chief, who is shared through the City's participation in the Central County Fire Department Joint Powers Authority.

## CITY ORGANIZATION BY CRITICAL SERVICE AREA

### General Government

#### **City Attorney**

In-house counsel, risk management, and code enforcement

#### **City Clerk**

Elections, City records, public meetings, public noticing, and maintenance of municipal code

#### **City Manager**

Supervision of departments, implementation of City policy and strategy, management of City communications and sustainability programs

#### **Finance**

Revenue management, disbursements, budget and forecasting, payroll, financial reporting, treasury, purchasing, information technology, telecom and utility billing, business licenses, debt financing and servicing, front-desk customer service, and solid waste

#### **Human Resources**

Salary and benefits administration, employment, health and safety, employee training and wellness, and collective bargaining

### Public Works

#### **Engineering**

Administration of capital improvement program including major and minor repair and replacement of city infrastructure

#### **Water & Sewer**

Delivery of potable water, treatment and discharge of sanitary flows in accordance with environmental, health, and safety guidelines

#### **Streets & Storm Drainage**

Street sweeping, transportation and regional shuttles, streetlights, and stormwater management and compliance

### Public Safety

#### **Police**

Community patrol and protection, 911 communications and dispatch, crime prevention, K-9 Program, traffic safety, parking enforcement, and community outreach

#### **Central County Fire Department (JPA)**

Fire suppression and prevention, emergency medical services, and disaster preparedness for the City of Burlingame and the Town of Hillsborough; provision of service to the City of Millbrae via contract

### Leisure and Neighborhood Services

#### **Library**

City literacy advocacy, circulation of written and digital media, special programs, and community education for citizens, children, and teens

#### **Parks**

Operation and maintenance of urban forest, landscaping, City parks, and infrastructure

#### **Recreation**

Recreational, educational, and after-school programs for pre-school children, youth, and seniors

### Community Development

#### **Building**

Plan checking, inspection, complaint response, development review and consultation, and building research and development

#### **Planning**

Public outreach, land use, economic development, plan checks, housing programs, and code and zoning enforcement

**ROSTER OF ELECTED OFFICIALS AND APPOINTEES**

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Mayor  
Ann O'Brien Keighran



Vice Mayor  
Ricardo Ortiz



Council Member  
Michael Brownrigg



Council Member  
Donna Colson



Council Member  
Emily Beach



City Manager  
Lisa K. Goldman



City Attorney  
Michael Guina

## EXECUTIVE TEAM

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City Clerk  
Meaghan Hassel-Shearer



City Librarian  
Brad McCulley



Community Development  
Director  
Kevin Gardiner



Finance Director and  
Treasurer  
Carol Augustine



Human Resources Director  
Sonya Morrison



Parks and Recreation  
Director  
Margaret Glomstad



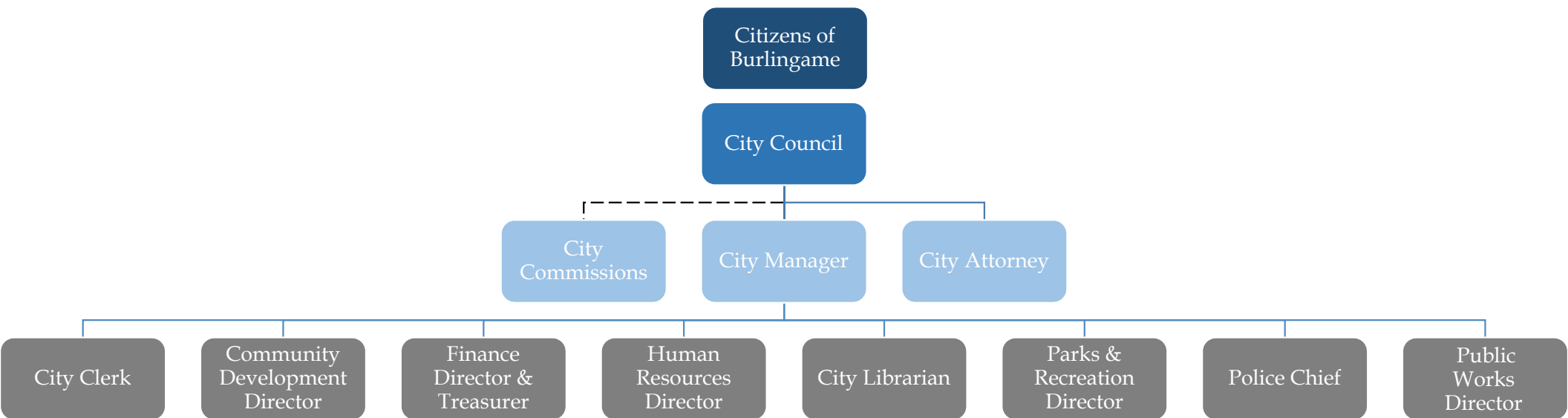
Police Chief  
Mike Matteucci



Public Works Director  
Syed Murtuza



Central County Fire Chief  
Bruce Barron



## City of Burlingame FY2021-22 Priorities

### Sustainability

Exceed carbon reduction targets and develop strategies to address changing environmental realities.

### Transportation

Improve roadway safety and reduce congestion for all modes of transportation (cars, pedestrians, and cyclists).

### Housing

Address affordability crisis and retain socioeconomic diversity of our community.

### Infrastructure\*

Develop near-term, fiscally responsible funding strategies to renovate City facilities.

These four priorities were developed in recent years with input gathered from the community, staff, and the City Council. These priorities are meant to serve as the guiding principles that will help the Council and staff prioritize future initiatives, policies, and strategies.

\* Understanding that these projects will span many fiscal years, the City Council selected five large infrastructure priority projects for special focus – Broadway Grade Separation; City Hall Modernization and Safety Improvements; Specific Plan for Rollins Road; Sea Level Rise Shoreline Protection Improvements; and Underground Power Lines on El Camino Real.





## Understanding the Budget

Guide to City Budget Process

Guide to Understanding the Budget

Gann Appropriation Limit



## GUIDE TO CITY BUDGET PROCESS

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### STRATEGIC AND FINANCIAL PLANNING

The budget planning process begins in January with a public goal-setting session. Although the City's longer-term priorities are still very much intact, the focus for fiscal year 2021-22 is on managing the impacts of the COVID-19 pandemic and preparing for the City's eventual fiscal recovery.

Once the priorities are in place, the Finance Department prepares a multi-year forecast of operating and maintenance expenditures for the General Fund. This long-term forecast of the General Fund includes the ensuing fiscal year and the succeeding five years, for a total of six budget years, along with the Mid-Year Budget Status Report, which projects the year-end balance of the General Fund and other significant funds.

Together, the forecast and budget status report are designed to provide clarity on longer-term revenue and expenditure outcomes for the General Fund, offering additional context for the financial decisions made by the City Council, City Manager, and Finance Director.

The City Council may review and approve budgetary revenue assumptions and may, at its discretion, make adjustments to City fees for services. Capital needs are also reviewed in preparation for the five-year capital plan.

### COMMUNITY ENGAGEMENT AND PUBLIC INFORMATION

The City Council encourages all Burlingame residents and business community members to participate in the development of the City budget. The Council holds at least three public meetings to provide guidance on the budget: the goal-setting session in January, and budget study sessions in March and May. The City Council solicits input at each of the meetings. Community members may also submit their ideas directly to City staff and the City Council.

The City Council also holds a public hearing on the budget in June prior to adoption of the budget. It gives residents the opportunity to comment on the spending plan.

Community members seeking information on City budgets and annual financial reports can find the documents in PDF format on the City website [www.burlingame.org](http://www.burlingame.org) under the Finance Department. Prior-year documents are also available for review.

### BUDGET DEVELOPMENT

Under policy directives and guidance, Department Heads begin preparing their budget requests in support of their programs in January for submission in mid-March. Expenditure assumptions are based on known factors such as collective bargaining agreements, current pay and benefit policies, consumer price indices, and other information available from expert third-parties or governing authorities.

## CITY OF BURLINGAME | FISCAL YEAR 2021-22

The City also contracts with community based organizations to provide services to local residents. The City issues a Notice of Funding Availability in March of each year. Community organizations submit requests for funding in April, and the City Council determines the allocation of the funding available for this purpose in June.

### **ROLE OF THE FINANCE DEPARTMENT**

The Finance Department reviews departmental budgets and consolidates and prepares the proposed operating and capital budget for the ensuing year.

The Finance Department may include technical adjustments to ensure citywide compliance with City Council directives or eliminate redundant appropriations to deliver a fiscally prudent budget on a citywide basis. The Finance Department is also responsible for the certification of sufficient funds to support the proposed budget, and properly segregating City sources to ensure that both operating and capital expenditures are consistent with legislative and budgetary authority and generally accepted accounting guidelines for government.

The Finance Director may also make recommendations regarding deposits/contributions to one or more reserves or funding mechanisms: the Economic Stability Reserve, the Contingency Reserve, the Catastrophic Reserve, the Capital Investment Reserve, the California Employers' Retiree Benefits Trust Fund (for funding retiree medical benefits), and the § 115 Trust Fund with Public Agency Retirement Services (for funding pension obligations).

### **BUDGET ADOPTION**

The proposed budget, which is delivered to the City Council in May for consideration for the fiscal year commencing July 1, shows proposed expenditures by program, authorized full-time equivalent positions, and revenue sources.

The City Council may make adjustments to the proposed budget, which they formally adopt via Council resolution in June. The budget becomes the legal authority for expenditure for the new fiscal year.

### **BUDGET AMENDMENTS**

Department Heads and the Finance Director approve budget amendments within departments, while the Finance Director and City Manager approve budget amendments between departments. Any mid-year or supplemental appropriations must obtain Council approval by majority vote.

### **CENTRAL COUNTY FIRE DEPARTMENT JOINT POWERS AUTHORITY**

Effective July 1, 2010, Burlingame Fire Department employees became employees of the Central County Fire Department (CCFD). CCFD is a stand-alone employer recognized by CalPERS.

## CITY OF BURLINGAME | FISCAL YEAR 2021-22

CCFD is a Joint Powers Authority (JPA) that provides fire, emergency medical, and disaster preparedness services to the City of Burlingame and Town of Hillsborough. It is governed by a Fire Board consisting of two Councilmembers from the Town of Hillsborough and two from the City of Burlingame. One of the two City Managers serves as the Chief Administrative Officer for CCFD, and the position is rotated every two years.

On December 29, 2014, CCFD entered into a contract for fire services with the City of Millbrae. As members of the CCFD JPA, Burlingame and Hillsborough generally fund 70% of the total budget based on a 60/40 cost allocation as outlined in the JPA. The remaining 30% is funded by the City of Millbrae.

The Fire Board adopts the CCFD budget.

A copy of the Fiscal Year 2021-22 Adopted Budget for the Central County Fire Department may be obtained online at:

[CCFD 2021-22 Budget](#)

and at:  
1399 Rollins Road,  
Burlingame, CA 94010  
(650) 558-7200

## GUIDE TO UNDERSTANDING THE BUDGET

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### BUDGET PRESENTATION

The City of Burlingame employs a formal budget as a management control device during the year. Budgets are adopted on a basis consistent with accounting principles generally accepted in the United States of America.

The accounts of the City are organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for in a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures or expenses, as appropriate. City resources are allocated to and accounted for in individual funds based upon the purpose for which they are to be spent and the means by which spending activities are controlled.

The City budget includes information regarding estimated costs (or outlays) and revenue (or cash inflows) for identified programs, projects, and levels of service to meet the needs of the City. All annual appropriations lapse at the end of the fiscal year, except in the Capital Projects Fund, because capital improvement projects typically span more than one fiscal year. Appropriations for capital projects lapse when projects are completed, placed into service, accounted for as capital assets, or abandoned at the discretion of the City or the City Council.

### OVERVIEW OF KEY FUNDS

The *General Fund* is the general operating fund of the City. It is used to account for all financial resources and transactions except those required to be accounted for in another fund, such as enterprise funds. General Fund departments include those in General Government, Public Works (Engineering and Streets and Storm Drains), Parks and Recreation, Library, Planning, and Public Safety.

The *Special Revenue Funds* represent funds with a dedicated revenue source set aside for a specific purpose. Special revenue funds include the Measure A, Gas Tax, Public TV Access, Shuttle, Storm Drainage, and Housing funds.

The *Burlingame Financing Authority* issues, calls, refunds (defeases), and makes debt service payments on behalf of the City General Fund departments. The City Manager and the Finance Director are authorized to conduct debt financings at the direction of the City Council. The debt service funds of the City are governed by bond indentures, with oversight for compliance and revenue pledge requirements managed by the Finance Department. Debt service payments for certain Special Revenue and Enterprise departments are budgeted as a component of the operating budgets for the related Special Revenue or Enterprise fund, such as Water, Sewer, and Storm Drainage.

The *Capital Project Fund* is used to account for resources used to acquire or develop facilities or major capital equipment. These are usually budgeted and accounted for as discrete, multi-year projects that receive annual appropriations that do not lapse at the end of the fiscal year. Similar

projects are tracked under the umbrella of a capital improvement program. Appropriations that are unspent may be carried forward to the following year, transferred to another project, or de-appropriated to the extent that funds are unspent, at the discretion of the City Council. The Capital Project Fund also retains the Capital Investment Reserve, holding amounts that are not appropriated to specific projects, but may be utilized only for major capital projects for which appropriate funding has not been identified or is not immediately available. Only the City Council may authorize the use of Capital Investment Reserve funds.

The *Enterprise Funds* are used to separately account for services and activities for which a fee or rate is charged to customers in exchange for goods or services provided by the City. These funds are self-sustaining and include Building, Parking, Landfill, Sewer, Solid Waste, and Water.

The *Internal Service Funds* are used to separately account for departments that provide services to other City departments, and, therefore, incur costs that are then allocated to each receiving department. These costs include risk management (Workers' Comp and General Liability programs), maintenance of fleet and equipment, information technology, administrative support such as postage and copier use, and maintenance of City buildings and facilities.

## **BUDGET BASIS OF ACCOUNTING**

Budgets are adopted on a basis consistent with generally accepted accounting principles ("GAAP").

Governmental funds (such as the General Fund and Special Revenue Funds) utilize the modified accrual basis of accounting under which revenues and related assets are recorded when measurable and available to finance operations during the year.

Proprietary funds (such as the Enterprise and Internal Service Funds) utilize the accrual basis of accounting, which recognizes revenues when earned and expenses when incurred.

Generally, operating budgets are adopted on an annual basis. The Capital Projects Fund establishes budgetary control on a project-by-project basis when applicable sources become available by fund.

All appropriations lapse at year-end, except for the Capital Projects Fund, due to the multi-year nature of the underlying projects.

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## ARTICLE XIII(B) GANN APPROPRIATION LIMIT

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Article XIII(B) of the State Constitution limits all state and local government budgets to a formula based upon the 1978-79 budget plus adjustments for cost of living and population changes. In 1990, voters approved modifications to permit use of the percentage change in commercial assessed valuation to increase the limit under certain conditions. In addition, major capital improvements were excluded from the appropriation subject to the limit. Other exceptions are allowed for service charges, federal grants, and mandated programs.

In accordance with State implementation legislation (SB1352, Chapter 1205, 1980 Statutes) and the League of California Cities Uniform Guidelines, the following is the City's appropriation limit calculation:

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### CALCULATION OF GANN APPROPRIATION LIMIT

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2020-21 Appropriation Limit	87,245,884
State of California Inflation Factor	1.0573000
Percentage Change - City Population	-1.0700000
Percentage Change - County Population	-0.7500000
State of California Population Factor	0.9925000
Combined Adjustment Factor	1.0493703
2021-22 Appropriation Limit from Growth Factors	<u>91,553,235</u>
Proceeds of Taxes	56,910,613
Exclusions:	
Qualified Capital Projects and Debt	<u>(16,175,197)</u>
Appropriation Subject to Limit	<u>40,735,416</u>
2021-22 Appropriation Limit	91,553,235
Appropriation Subject to Limit	40,735,416
Over / (Under) Limit	(50,817,819)



## Budget Summaries, Charts & Graphs

### Key Budgetary Assumptions

Chart – Proposed FY 2021-22 Citywide Revenue by Type

Budget Summary - Estimated Revenues and Interfund Transfers

Chart – General Fund Revenues from FY 2012 to FY 2022

Chart – Property Tax Revenues from FY 2012 to FY 2022

Chart – Where Do Your Burlingame Property Tax Dollars Go?

Chart – Transient Occupancy Tax Revenues from FY 2012 to FY 2022

Chart – Sales and Use Tax Revenues from FY 2012 to FY2022

Chart – Proposed FY 2021-22 Expenses by Type

Chart – Proposed FY 2021-22 Appropriations by Major Fund

Budget Summary – Expenses by Department and Type

Budget Summary – Revenues and Expenses by Fund

Budget Summary – Debt Service Obligations

Budget Summaries by Department

Authorized Full-Time Equivalent Positions

Projected Ending Fund Balance – General Fund, Storm Drain Special Revenue  
and Measure A/Gas Tax Special Revenue

Projected Unrestricted Net Position – Water, Sewer and Parking Enterprises



## KEY BUDGETARY ASSUMPTIONS

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The following provides a brief overview of key budgetary assumptions used in the proposed budget:

### GENERAL ECONOMIC OUTLOOK

As reported with the 2020-21 fiscal year budget, the pandemic-induced global recession put an abrupt halt to the economic expansion of the past decade. The world-wide response to the COVID-19 pandemic impacted every facet of life and greatly altered the economic landscape at the national, state, and local levels. As the world creeps back to some sense of normality after a year defined by uncertainty and pandemic restrictions, the outlook for fiscal year 2021-22 is vastly more stable. As the local economy recovers, the City's revenues will correspondingly improve. However, due to various levels of recovery across the globe, the City will continue to experience reductions in certain key revenue sources, particularly for the General Fund, in the upcoming fiscal year. Revenues are expected to recover only moderately, as the public at large adapts to new social and economic realities that are yet to be specifically determined.

Since the time of the mid-year analysis in March 2021, the most recent federal relief package, the American Rescue Plan, (ARP) has been finalized. The ARP is the most aggressive federal stimulus plan since the New Deal, with \$350 billion in Coronavirus State and Local Fiscal Recovery Funds, including \$120.2 billion to be divided evenly between cities and counties. Unlike prior relief funds, eligible "expenditures" include replacement of revenue lost, delayed, or decreased as a result of the pandemic. The City of Burlingame expects to receive over \$5.8 million in ARP funds; one-half of the allocation will be received before the end of the current fiscal year, and the rest will be received in fiscal year 2021-22.

With a relatively successful execution of vaccine distribution, the State of California appears to be approaching a return to some sense of fiscal stability. The state's fiscal year 2021-22 budget now projects a \$75.7 billion surplus. When combined with over \$25 billion in federal relief, this surplus supports the \$100 billion California Comeback Plan, intended to speed the state's recovery from the pandemic, and begin to address the long-standing challenges that were only exacerbated by the pandemic: homelessness and housing affordability, stressed educational systems, health care and general economic inequities, transportation, climate change, and long-term liabilities. The Governor's proposed budget includes \$24.4 billion in reserves, including \$15.9 billion in the Proposition 2 Budget Stabilization Account (Rainy Day Fund) for fiscal emergencies,

The Bay Area entered the COVID-19 pandemic from a position of relative strength. That being said, the travel and hospitality industry is an important sector in the Bay Area, and this sector was hit particularly hard by the pandemic due to global travel restrictions. The impact to Burlingame's transient occupancy tax (TOT) and sales tax revenues was immediate, with greatly reduced receipts from both these sources in the fourth quarter of fiscal year 2019-20. While recognizing initial recoveries in sales and use tax revenues, the City of Burlingame's budget for the 2020-21 fiscal year was revised at mid-year to recognize a deeper reduction in TOT revenues

## CITY OF BURLINGAME | FISCAL YEAR 2021-22

than initially anticipated. In addition, further mid-year reductions in projections for charges for services were needed, as recreational programming (which provided approximately half of the City's service-based fee revenues in previous years), was greatly curtailed.

Property taxes remain strong, other General Fund revenues are showing some level of recovery, and federal stimulus funds are on their way. Because of the economic sensitivity of the City's major revenue sources, this 2021-22 fiscal year budget assumes a subdued revenue picture for the General Fund.

- **The national, state, and local economic outlook calls for a moderate recovery in revenues, and the City's budget for fiscal year 2021-22 reflects \$2.9 million in federal stimulus funding.**

### PROPERTY TAX

Property tax is applied to the net assessed property value as determined by the San Mateo County Assessor-Recorder. Proposition 13 sets the maximum tax rate at 1% (excluding voter-approved overrides), and limits growth in the assessed property values to the lesser of inflation or 2% per year. The City has adopted the Teeter Plan, which allows the City to receive property tax disbursements based on amounts billed but not yet collected. San Mateo allocates property taxes to all taxing agencies within the County; the City of Burlingame receives approximately 17% of the taxes attributable to properties within its jurisdiction.

The County shows Burlingame's assessed property values have grown 5.1% since the beginning of the fiscal year, reflecting continued health in the area's real estate market, despite the pandemic. Such growth should translate to a healthy increase in property taxes for the subsequent fiscal year. However, payment of amounts due from the Property Tax In Lieu of Vehicle License Fee (VLF) swap, a state obligation agreed to in 2004, is uncertain. Adjustments in the County's Educational Revenue Augmentation Fund distributions add additional complexity to the projection of the City's property tax revenues.

- **Although assessed values of the 2021 secured tax rolls for Burlingame have risen approximately 5%, property tax receipts in the fiscal year 2021-22 proposed budget are reflected as increasing only 1.3%. This conservative projection is necessary due largely to an anticipated shortfall in the Property Tax in Lieu of VLF from the state.**

### REBATE OF PROPERTY TAX FROM THE EDUCATIONAL REVENUE AUGMENTATION FUND (ERAF)

Refunds of property tax from San Mateo County's ERAF occur when the amounts contributed to the fund by local agencies in a fiscal year exceed withdrawals from the fund. In 2013, the State significantly increased funding distributed to schools under the Local Control Funding Formula, which translates to higher draws from county ERAFs statewide. Uncertainty about the growing demands on ERAF monies dictated that San Mateo County jurisdictions budget ERAF refunds conservatively, as these refunds were projected to decline and could be eliminated in the future.

However, San Mateo County's growing economy and escalating property values have created larger contributions to the fund at a time when property tax revenues are sufficient to more fully fund school district needs. Therefore, ERAF refunds have grown over the years. However, there has been some dispute about the proper allocations of the ERAF funds, resulting in further uncertainty about the future of the refunds. The City received over \$2.5 million in excess ERAF in the current fiscal year; that same amount has been included in property tax revenues for fiscal year 2021-22.

- **The proposed budget assumes that the City will continue to receive significant refunds from the County's Educational Revenue Augmentation Fund.**

## SALES & USE TAX

Sales tax is imposed on retailers at the point-of-sale. Use tax is imposed on purchasers who buy goods out-of-state for use within California. In November 2017, Burlingame voters approved Measure I, a retail transactions and use tax of  $\frac{1}{4}$  percent, effective April 1, 2018. As a result, the City's sales tax rate for taxable sales transactions within Burlingame is currently 9.5%. The State's Department of Tax and Fee Administration (CDTFA) allocates the Bradley Burns (local 1%) sales tax revenue to the jurisdiction in which the taxable sales transactions occur. The CDTFA is also responsible for collection of Measure I revenues, which are accounted for separately from the City's regular sales tax receipts.

The City's *Sales Tax* receipts were also heavily impacted by the COVID 19 pandemic; these revenues were most dramatically impacted by the economic shutdown resulting from the initial shelter-in-place directives, imposed just prior to the second quarter of 2020. Auto dealers, general consumer retailers, and restaurants that depend on indoor services were immediately impaired, as were fuel and service stations. However, the City's allocation of the countywide use tax pool allocations served to offset some of the losses, as the pool was boosted by a combination of: (1) new taxes on out-of-state purchases from full implementation of AB 147 (Wayfair), (2) surges in online spending tied to the pandemic crisis, and (3) the use of federal stimulus funds by households.

Transaction data from the fourth quarter of calendar year 2020 indicates a more robust level of consumer spending than was initially anticipated and supports the forecast for the 2021-22 fiscal year. That forecast predicts that additional federal stimulus, a gradual return of foot traffic, and consumer resilience (lifted by a wide deployment of vaccines), will allow the sector of General Consumer Goods to post strong results in the upcoming fiscal year. With the continuance of new on-line shopping habits, growth in state and county pools is also expected to continue, but at a more measured pace. Other sectors contributing to the City's sales tax base will continue to recover unevenly, as supply chain disruptions created by the pandemic linger, affecting different industries to varying degrees. Recovery in the Restaurants/Hotels sector is complicated and geographically uneven, with variations across restaurant/accommodation types. Because Burlingame's hotels cater to business travel, taxable sales transactions in this area will be much slower to return than in the general restaurant sector.

- As businesses and consumers seek to recover from the pandemic-induced recession, sales tax revenues for the City are anticipated to increase an additional 5.0% in the next fiscal year.
- The City anticipates revenue from Measure I, included in the 2021-22 fiscal year budget for General Fund Sales Tax revenues, to be \$2.38 million.

## TRANSIENT OCCUPANCY TAX

Transient occupancy tax (TOT) is levied when a room in a hotel (or other temporary lodging) is occupied for 30 days or less. Voter last approved a transient occupancy tax rate increase (from 10% to 12%) in November 2009, in order to preserve municipal service levels and fund capital infrastructure projects.

As the City's largest and most economically sensitive revenue source, TOT revenues were badly damaged by the global travel restrictions that began with the emergence of the Coronavirus in late February 2020. The travel and hospitality industry had to contend with airlines cutting flights and tourists cancelling business trips and holidays. By April 2020, occupancy rates in area hotels were down by 90 percent, and contingency plans had been deployed that included measures such as closing food and beverage outlets, reducing staff, and closing floors or even entire hotels. Shuttered borders prevailed through the end of 2020; actual TOT revenues (at \$20.4 million) were down nearly \$9 million from the prior fiscal year, and the mid-year projection for 2020-21 was lowered to \$7.5 million. Hotels in the Burlingame/Millbrae/SFO area are lagging behind in their recovery in comparison to other areas of the county and the nation, due to the concentration of larger, full-service hotels focused on business meetings, conferences, and international travel.

While there is little doubt that the region will again attract a vibrant business and tourism occupancy over the long-term, the lead time needed for larger gatherings and conferences is significant, and the City's long-term forecast anticipates that TOT revenues will not return to pre-pandemic levels until 2025.

The City monitors average daily rates (ADR) on a monthly basis and makes estimates of ADR and occupancy rates based on transient occupancy tax receipts received for the previous month and industry reports. Because both ADR and occupancy rates are expected to recover only modestly in the near-term, the 2021-22 fiscal year budget projects these revenues at \$13.5 million.

- The proposed budget for fiscal year 2021-22 includes TOT revenues of \$13.5 million. While 80% higher than in the year ending June 30, 2021, this forecast represents a 54.1% decrease in the City's TOT revenues from pre-COVID fiscal year 2018-19.

## WATER & SEWER RATES

The City last increased water rates in January 2019, the last of three years of incremental rate increases meant to address the higher costs and lower revenues (due to conservation efforts) created by the severe drought conditions in northern California beginning in 2012 and finally ending in 2017. The rate increases helped the Water Fund cover for the higher cost of wholesale water purchased from the San Francisco Public Utilities Commission (SFPUC), and provided

continued funding of prudent capital improvements in the Water utility. With improving reservoir levels and water consumption easing back into higher, pre-drought patterns, revenues in the Water and Sewer Utilities have been much easier to accurately anticipate in the past few years. The shelter-in-place orders mandated to curb the spread of the COVID-19 virus drastically shifted the characteristics, if not the volume, of water consumption in Burlingame. Now that Northern California is again experiencing serious drought conditions, new conservation measures are on the horizon, and water consumption levels and reservoir levels will undoubtedly fluctuate once again.

In fiscal year 2021-22, patterns of water consumption are projected to gradually return to that of prior years. As there will be no rate increases, projected revenues are anticipated to be slightly over \$21.0 million. Funding of capital projects/infrastructure within the Water utility will remain level at \$3.5 million. After increased funding of capital projects/infrastructure within the Sewer utility – both collection system improvements and wastewater treatment plant upkeep – in recent years, funding in fiscal year 2020-21 will remain subdued at \$1.1 million. Note that capital spending is not included as an expense of the fund. At year end, infrastructure improvements are capitalized and reported as long-term assets, rather than remaining in “unrestricted net position.”

- **The proposed budget assumes operating revenues of approximately \$21.0 million for the Water Enterprise and \$14.6 million for the Sewer Enterprise. The assumption is based on currently enacted rates and conservative consumption forecasts. The budget provides for sufficient capital spending in order to maintain the quality of infrastructure supporting these major utilities.**

## STORM DRAIN FEE

In May 2009, Burlingame residents approved a storm drain fee, which is collected as an assessment on the property tax roll, to improve the City’s aging storm drain infrastructure. The fee has supported the issuance of bonds in 2010, 2012, and 2016, yielding a total of over \$30 million in bond proceeds to implement a \$39 million capital improvement program. Pursuant to the authority granted by the voters, the City Council may increase the storm drain fee each fiscal year by the annual consumer price index (CPI), but not to exceed 2%. Although the CPI for 2020 was higher than the 2% limit, the annual increase to the storm drain fee was deferred for the 2020-21 fiscal year due to declining economic conditions. The CPI for 2021 was 1.6%, and, as allowed by the storm drain measure, the storm drain fee was increased 3.6% for fiscal year 2021-22 to make up for the 2020-21 fiscal year deferral. Therefore, the revenues from this source will be approximately \$106,000 higher than provided to the fund in fiscal year 2020-21. These revenues will provide amounts adequate to pay the debt service on the bonds that provide funding for identified storm drain capital projects, including the latest 2021 Storm Drainage Revenue Bonds issuance.

- **The proposed Storm Drain Special Revenue Fund budget assumes a 3.6% increase in the storm drain fee, for estimated revenues of over \$3.0 million.**

## WAGES AND BENEFITS

In recognition of the long-term obligations incurred from employment benefits, growth in the City's workforce has been kept to a minimum in recent years. Personnel costs represent a large investment in the City's resources, and requests for increases in full-time equivalent (FTE) positions are carefully monitored to ensure they provide the best ongoing value towards addressing the City's long-term goals. Due to the cessation of many of the City's discretionary services last year, most of Burlingame's casual (part-time and seasonal) workforce was furloughed and eventually terminated. The need for this workforce was anticipated to resume when the public health crisis ended, but the budget for fiscal year 2021-22 recognizes that the programs and services supported from these employees cannot be resumed quickly.

The FY 2021-22 budget provides a full year of funding for all full-time permanent positions. An increase in hourly wages is anticipated as part-time workers are called back to fill the needs of revived programming, particularly in the Parks and Recreation and Library departments. There are no additions to staffing included in the 2020-21 fiscal year budget, but a minor classification change in the Public Works Department resulted in a nominal increase in salary cost, and a slight reallocation of positions amongst the City's major funds.

In general, wages have increased based on the negotiated MOU's for each bargaining unit, along with the increased cost of certain benefits.

- **The proposed General Fund budget assumes a \$1.1 million (3.2%) increase in the cost of wages and benefits of full-time, part-time, and seasonal employees.**

## CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM (CALPERS)

As a result of heavy investment losses during the recession, lower earnings forecasted, new actuarial methods, and a projection of longer life spans, CalPERS (the California Public Employees' Retirement System) has raised contribution rates considerably in recent years. In order to fund CalPERS pensions, the blended (Classic and PEPRA combined) employer contribution rates for the City's employees for the upcoming fiscal year are 59.2% for Safety personnel and 28.9% for Miscellaneous personnel, resulting in a city-wide budget of nearly \$8.8 million, up from the \$8.2 million provided in the adopted budget for the 2020-21 fiscal year.

- **The proposed General Fund budget assumes that increased employer rates and required lump-sum payments to CalPERS will increase pension costs by 9.0 % (approximately \$728,000) in the upcoming fiscal year.**

## PENSION LIABILITY STRATEGY

In recent years, the CalPERS investment return assumptions were reduced following years of lower-than-expected rates of return on its investment portfolio; the resulting shortfalls must be offset by larger employer contributions. More realistic assumptions have added transparency to the true level of funding needed to ensure CalPERS has the resources to meet its obligations to

retiring workers in the future. However, these changes have resulted in significant increases in the City's unfunded pension obligations and an associated rise in employer contribution rates.

The rates provided by CalPERS through FY 2021-22 and the estimated rates derived through the most recent actuarial data related to the City's pension obligations indicate that the City's contribution rates will rise from the current 28% for Miscellaneous employees and 56% for Safety employees to 35% and 79%, respectively, over the next five years. These rates reflect blended rates for Classic and PEPRA employees.

The City's total estimated unfunded pension liability is \$69.6 million at June 30, 2020 (per the June 30, 2019 valuation date). To address the gap between its pension obligations and the assets set aside to fund them, the City plans to continue to pay the required employer contributions to CalPERS and to contribute additional monies to the § 115 Trust Fund for Pensions established with Public Agency Retirement Services (PARS). Funds in the trust, which should grow at higher rates of return than can be obtained in the City's portfolio, will accumulate and be withdrawn when the CalPERS rates exceed the established threshold rates for each of the pension plans. However, contributions to the trust fund cannot be considered expenditures or included in the budget for each fiscal year. In addition, the contributions must be authorized by the City Council, and they will be reflected as "restricted" fund balance for financial reporting purposes.

- **The proposed fiscal plan assumes a city-wide contribution of nearly \$2.3 million to the City's § 115 Trust Fund in fiscal year 2021-22 (including \$1.85 million from the General Fund).**

## GOVERNMENTAL DEBT SERVICE

The City's governmental debt service obligations decreased (by \$1.16 million annually) in fiscal year 2020-21 with the final maturity of the 2010 Lease Revenue Refunding Bonds. These bonds were funded equally by the General Fund, Water Enterprise Fund, and Sewer Enterprise Fund. However, the funding of the 2019 Lease Revenue Bonds (\$2 million annually, funded by Measure I and other General Fund revenues) will be resumed. This issuance provided nearly \$39 million for construction of the new Community Center. Because a transfer of \$2.0 million to the Debt Service Fund had been made previous to issuance of the bonds, no transfer from the General Fund was needed for this debt service in fiscal year 2020-21.

- **The budget provides for \$3.6 million to meet all governmental (non-enterprise) debt service obligations of the City**

## INTERNAL SERVICE FUND CHARGES

Funded through charges to City departments, the six Internal Service Funds (ISFs) are used to account for certain programs and services that benefit all departments. Costs are allocated out to the departments based on usage/benefit, or in the case of insurance (General Liability and Workers' Compensation programs) ISFs, a historical analysis of severity and frequency of claims.

## CITY OF BURLINGAME | FISCAL YEAR 2021-22

The Fleet and Equipment ISF accounts for the costs of operation, maintenance, and repair of the City's automotive equipment, and provides for future replacement of equipment as well. The appropriations for this fund were increased in the fiscal year 2020-21 budget to fund several large vehicles, including a sewer rodder truck, that were due for replacement. Not all of these purchases could be ordered due to the pandemic environment and various supply chain impacts. Therefore, these items were again budgeted for procurement in FY 2021-22, along with equipment and vehicles that are now coming due for replacement, including an aerial bucket truck for the Parks Division. These changes do not result in a significant increase in charges to departments. The cost of planned purchases for the fiscal year have already been accumulated in the fund, and replacement costs are spread to all departments over the useful lives of the assets.

The Administrative and Information Technology ISF incurred higher than anticipated costs in fiscal year 2020-21 largely due to an amplified reliance on remote work. To be effective in the long term, applications and infrastructure were modernized to allow secure remote access to the processes and data needed to provide efficient services. Sensitive to increased risks of data systems intrusion, robust cybersecurity solutions have been implemented and need to be maintained going forward. Although the expenditure budget for the fund is only 1.8% higher than in the current fiscal year, the FY 2021-22 allocations for Admin/IT services reflect a 2.5% increase. Costs are allocated to the various departments and programs based on the number of workstations and calls for specialized software services.

- **The proposed budget assumes an increase for the Fleet & Equipment ISF in the amounts of \$462,000. Costs in the Admin/IT ISF are expected to increase only 1.8% (\$27,000).**

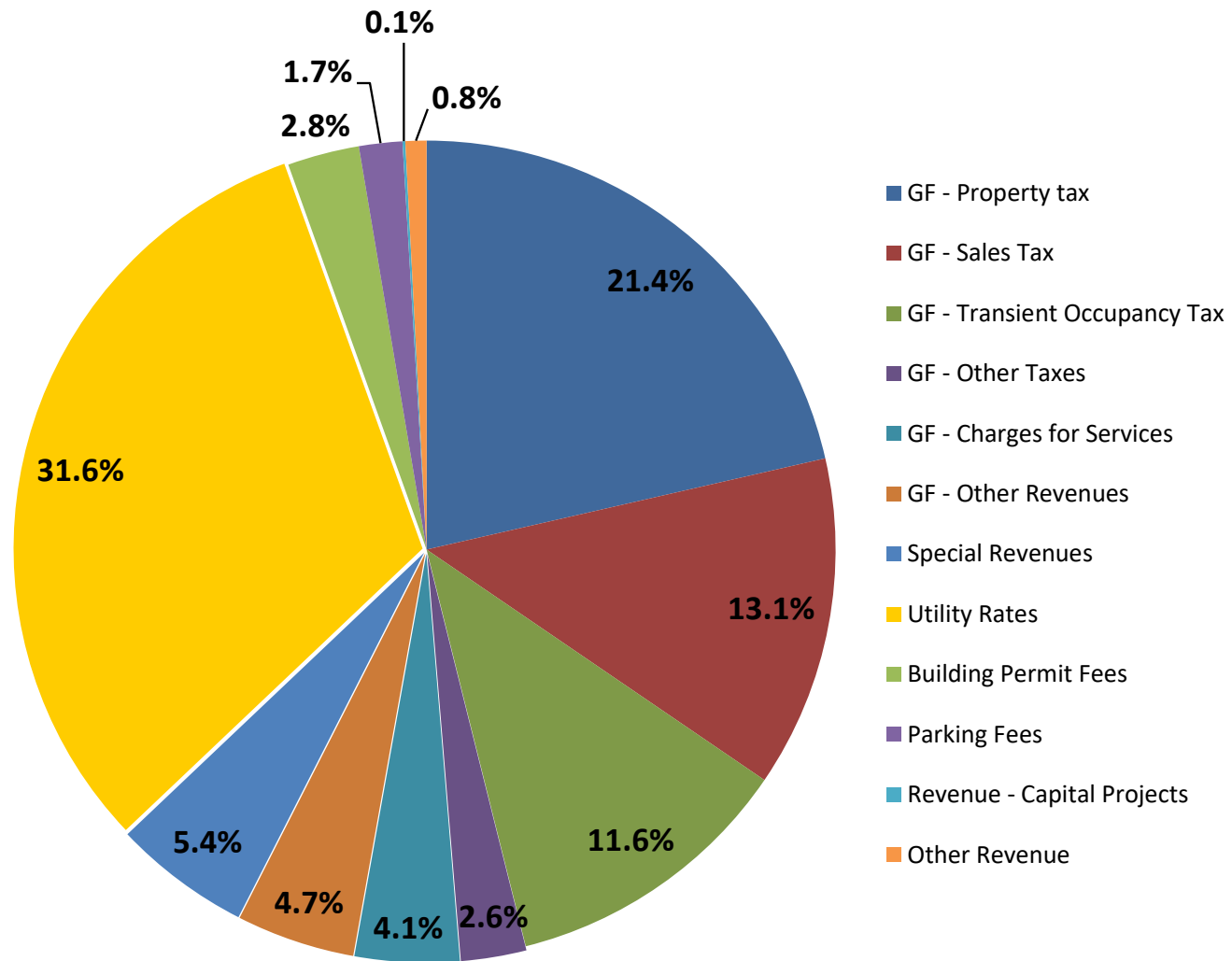
### CENTRAL COUNTY FIRE DEPARTMENT BUDGET PRESENTATION

The proposed budget includes a General Fund appropriation for fire services and disaster preparedness. The largest part of this budget reflects Burlingame's portion of the Fire Department's budget as adopted by the Central County Fire Department (CCFD) Board of Directors. Costs associated with the CCFD budget that are NOT reimbursed as part of the agreement include capital improvements to City fire facilities. In addition, the costs of workers' compensation for coverage of claims incurred prior to 2010 are included in the City's budget. In December 2014, CCFD entered into a contract to provide fire protection services to the City of Millbrae, further reducing the cost of Fire services per capita for participating cities.

CCFD's FY 2021-22 operating budget as approved in April reflects a Burlingame contribution of approximately \$12.5 million, an increase of 5.1% (\$610,000) over current-year costs.

- **The City's budget accurately reflects the total General Fund costs of providing Fire protection, emergency preparedness, and related services for the upcoming fiscal year.**

## Proposed FY 2021-22 Citywide Revenue by Type



**CITY OF BURLINGAME, CA**  
**PROPOSED BUDGET FISCAL YEAR 2021-22**  
**ESTIMATED REVENUES AND INTERFUND TRANSFERS**

FUND AND DESCRIPTION	2019-20 ACTUAL	2020-21 ADOPTED BUDGET	2020-21 ESTIMATED ACTUALS	2021-22 PROPOSED BUDGET
<b>GENERAL FUND</b>				
PROPERTY TAX-CURRENT SECURED	15,825,904	17,573,000	17,700,000	18,570,000
PROPERTY TAX-SEC SUPPL (SB813)	422,675	491,000	450,000	450,000
PROPERTY TAX-CURRENT UNSECURED	804,184	821,000	800,000	750,000
PROPERTY TAX-UNSECURED-PRIOR	(10,040)	-	-	-
PROPERTY TAX-UNITARY TAX	304,019	316,000	320,000	320,000
PROPERTY TAX IN LIEU OF VLF	3,583,335	3,560,000	2,832,000	2,400,000
ERAF REFUND	2,374,327	2,375,000	2,557,000	2,500,000
<b>SUBTOTAL - PROPERTY TAX</b>	<b>23,304,402</b>	<b>25,136,000</b>	<b>24,659,000</b>	<b>24,990,000</b>
SALES & USE TAX	12,352,271	10,230,000	12,200,000	12,750,000
PUBLIC SAFETY FUND-SALES TAX	165,920	120,000	170,000	171,000
MEASURE I	2,285,175	1,650,000	2,200,000	2,375,000
<b>SUBTOTAL - SALES TAX</b>	<b>14,803,365</b>	<b>12,000,000</b>	<b>14,570,000</b>	<b>15,296,000</b>
TRANSIENT OCCUPANCY TAX	20,416,543	14,000,000	7,500,000	13,500,000
<b>SUBTOTAL - TRANSIENT OCCUPANCY TAX</b>	<b>20,416,543</b>	<b>14,000,000</b>	<b>7,500,000</b>	<b>13,500,000</b>
REAL PROPERTY TRANSFER TAX	534,517	400,000	500,000	550,000
BUSINESS LICENSE TAX	579,251	530,000	580,000	600,000
BUSINESS LICENSE TAX-PARKING	294,377	200,000	100,000	200,000
BUSINESS LIC AUDIT REVENUE	5,385	-	-	-
FRANCHISE TAX - GAS	130,329	130,000	117,000	130,000
FRANCHISE TAX - GAS SURCHARGE	6,174	6,200	5,600	5,000
FRANCHISE TAX - ELECTRIC	146,146	146,000	131,400	150,000
FRANCHISE TAX - ELEC SURCHARGE	141,388	142,000	127,800	130,000
FRANCHISE TAX - GARBAGE	768,035	740,000	740,000	775,000
FRANCHISE TAX - CABLE TV	389,825	390,000	370,000	350,000
FRANCHISE TAX - WAVE - ASTOUND	20,288	25,000	20,000	30,000
FRANCHISE TAX - AT&T VIDEO SVC	59,212	62,000	50,000	35,000
STATE HOPTR	59,000	60,000	61,000	62,000
<b>SUBTOTAL - OTHER TAXES</b>	<b>3,133,925</b>	<b>2,831,200</b>	<b>2,802,800</b>	<b>3,017,000</b>
<b>TOTAL TAX REVENUE</b>	<b>61,658,236</b>	<b>53,967,200</b>	<b>49,531,800</b>	<b>56,803,000</b>
USE OF MONEY AND PROPERTY	17,669	-	-	-
RENTAL INCOME	84,328	80,000	180,000	200,000
<b>SUBTOTAL - USE OF MONEY &amp; PROPERTY</b>	<b>101,996</b>	<b>80,000</b>	<b>180,000</b>	<b>200,000</b>
INTEREST INCOME	1,772,392	1,563,000	1,508,000	1,200,000
INTEREST INCOME - FMV ADJ	2,003,217	-	-	-
<b>SUBTOTAL - INTEREST INCOME</b>	<b>3,775,609</b>	<b>1,563,000</b>	<b>1,508,000</b>	<b>1,200,000</b>
TAXI LICENSES	1,282	1,000	-	-
TAXICAB INSPECTIONS	2,390	2,000	1,200	1,200
MASSAGE PRACTITIONER	1,264	-	-	-
ALARM PERMIT FEES	78,380	60,000	60,000	60,000
SPECIAL EVENT PERMIT FEES	100	200	-	-
OVERNIGHT PARKING PERMIT FEES	15,489	15,000	10,000	12,000
<b>SUBTOTAL - LICENSES &amp; PERMITS</b>	<b>98,904</b>	<b>78,200</b>	<b>71,200</b>	<b>73,200</b>
FILING AND CERTIFICATION FEES	1,409	-	-	-
NOMINATION PAPERS FILING FEE	117	-	-	-
SMCCVB ANNUAL FEE-BID	9,300	9,000	9,000	9,300

**CITY OF BURLINGAME, CA**  
**PROPOSED BUDGET FISCAL YEAR 2021-22**  
**ESTIMATED REVENUES AND INTERFUND TRANSFERS**

FUND AND DESCRIPTION	2019-20 ACTUAL	2020-21 ADOPTED BUDGET	2020-21 ESTIMATED ACTUALS	2021-22 PROPOSED BUDGET
FALSE ALARM CHARGES	22,906	22,000	26,000	22,000
FALSE ALARM CHARGES-COLLECTION	1,572	2,000	-	1,500
DUI CHARGES	-	-	1,000	-
SPECIAL POLICE SERVICES	2,525	2,000	2,900	2,500
LIVESCAN FEES	3,200	5,000	-	-
POLICE BOOKING FEES-COUNTY	(6,110)	9,000	-	-
POLICE BOOKING FEES-CITY	221	-	-	-
VEHICLE RELEASE FEES	27,730	35,000	21,000	25,000
REIMBURSEMENT FOR SERVICE COST	565,904	-	702,000	-
PUBLIC WORKS FEES & SERVICES	1,173,290	600,000	720,000	720,000
PLAN CHECK FEES - ENGINEERING	66,852	52,000	64,000	64,000
STORMWATER INSPECTION FEE	2,200	4,000	4,000	4,000
REIMB STATE HWAY MAINTENANCE	25,000	25,000	25,000	25,000
PLANNING FEES	292,928	450,000	585,000	500,000
ZONING/SIGN PLAN CHECKING	320,413	400,000	360,000	360,000
USE PERMIT FEES	36,500	37,000	37,000	37,000
2ND UNIT AMNESTY	246	-	-	-
RECREATION FEES & SERVICES	2,067,907	2,250,000	900,000	2,075,820
PARK SPECIAL SERVICES	58,250	100,000	200,000	150,000
ARBORIST PLAN CHECK/SITE INSP.	16,482	20,000	15,000	20,000
ARBORIST FEE-PLANNING	17,825	20,000	15,000	20,000
PROTECTED TREE APPLICATION FEE	11,260	20,000	20,000	20,000
AQUATICS REIMBURSEMENT	12,056	220,000	25,000	52,500
LIBRARY FEES & SERVICES	27,289	20,000	-	5,000
LIBRARY SERVICES-HILLSBOROUGH	675,486	675,000	675,000	686,602
PASSPORT INTAKE	38,478	30,000	-	15,000
<b>SUBTOTAL - CHARGES FOR SERVICES</b>	<b>5,471,234</b>	<b>5,007,000</b>	<b>4,406,900</b>	<b>4,815,222</b>
PARKING CITATIONS	713,710	500,000	615,000	850,000
VEHICLE CODE FINES	64,462	50,000	25,000	30,000
CODE ENFORCEMENT CITATIONS	7,500	10,000	10,000	8,000
ASSET FORFEITURE	7,609	-	-	-
<b>SUBTOTAL - FINES, FORFEITURES &amp; PENALTIES</b>	<b>793,281</b>	<b>560,000</b>	<b>650,000</b>	<b>888,000</b>
FEDERAL COVID RELIEF FUND	-	-	3,271,871	2,900,000
<b>SUBTOTAL - FEDERAL COVID RELIEF FUND</b>	<b>-</b>	<b>-</b>	<b>3,271,871</b>	<b>2,900,000</b>
MANDATED COST REIMBURSEMENT	2,948	-	-	-
POST REIMBURSEMENT	18,668	3,000	7,500	7,000
SLESF-COPS PROGRAM	155,948	140,000	155,000	160,000
<b>SUBTOTAL - FEDERAL &amp; STATE SUBVENTIONS</b>	<b>177,563</b>	<b>143,000</b>	<b>162,500</b>	<b>167,000</b>
MISC. REVENUES	52,072	30,000	32,500	30,000
OVERAGES/SHORTAGES	30	-	-	-
LITIGATION SETTLEMENT	(400)	-	-	-
PW/ENG CONSULTANT REIMB.	30,000	-	-	-
VB GOLF/DOUBLETREE-COST REIMB.	(669)	-	-	-
<b>SUBTOTAL - OTHER REVENUE</b>	<b>81,033</b>	<b>30,000</b>	<b>32,500</b>	<b>30,000</b>
<b>GENERAL FUND, BEFORE TRANSFERS</b>	<b>\$72,157,856</b>	<b>\$61,428,400</b>	<b>\$59,814,771</b>	<b>\$67,076,422</b>

**CITY OF BURLINGAME, CA**  
**PROPOSED BUDGET FISCAL YEAR 2021-22**  
**ESTIMATED REVENUES AND INTERFUND TRANSFERS**

FUND AND DESCRIPTION	2019-20 ACTUAL	2020-21 ADOPTED BUDGET	2020-21 ESTIMATED ACTUALS	2021-22 PROPOSED BUDGET
TRANSFER IN FROM BURL AVE ASSESSMENT DISTRICT	310,000	310,000	310,000	310,000
TRANSFER IN FROM GAS TAX FUND	6,000	6,000	6,000	6,000
TRANSFER IN FROM STORM DRAINAGE FUND	15,000	15,000	15,000	15,000
TRANSFER IN FROM WATER OPS FUND	970,815	989,181	989,181	638,471
TRANSFER IN FROM SEWER OPS FUND	738,815	751,981	751,981	380,471
TRANSFER IN FROM PARKING OPS FUND	337,189	332,388	332,388	338,788
TRANSFER IN FROM SOLID WASTE FUND	58,000	58,000	58,000	58,000
TRANSFER IN FROM BUILDING FUND	108,000	111,000	111,000	113,000
TRANSFER OUT TO BURLINGAME SHUTTLE FUND	(143,500)	-	-	(73,500)
TRANSFER OUT TO CAPITAL IMPROVEMENT FUND	(6,500,000)	-	-	-
TRANSFER OUT TO PARKS & TREES CIP FUND	(3,325,000)	(555,000)	(555,000)	(810,000)
TRANSFER OUT TO FACILITIES CIP FUND	(2,300,000)	-	(19,000)	(100,000)
TRANSFER OUT TO STREETS CIP FUND	(2,660,000)	(1,000,000)	(1,035,000)	(450,000)
TRANSFER OUT TO DEBT SERVICE FUND	(3,708,763)	(2,728,338)	(2,728,338)	(2,579,508)
MEASURE I - TRANSFER OUT TO STREETS CIP FUND	(1,200,000)	(1,600,000)	(1,600,000)	(1,800,000)
MEASURE I - TRANSFER OUT TO DEBT SERVICE FUND	(1,000,000)	-	-	(1,000,000)
<b>TOTAL INTERFUND TRANSFERS</b>	<b>(18,293,444)</b>	<b>(3,309,788)</b>	<b>(3,363,788)</b>	<b>(4,953,278)</b>
<b>GENERAL FUND REVENUE, NET OF TRANSFERS</b>	<b>\$53,864,412</b>	<b>\$58,118,612</b>	<b>\$56,450,983</b>	<b>\$62,123,144</b>

**SPECIAL REVENUE FUNDS**

**BURLINGAME AVE ASSESSMENT DISTRICT**

INTEREST INCOME	15,575	4,000	3,900	3,500
SPECIAL ASSESSMENT REVENUE	294,136	310,000	310,000	310,000
<b>BURL AVE ASSESSMENT DISTRICT, BEFORE TRANSFERS</b>	<b>309,711</b>	<b>314,000</b>	<b>313,900</b>	<b>313,500</b>
TRANSFER OUT TO GENERAL FUND	(310,000)	(310,000)	(310,000)	(310,000)
<b>TOTAL INTERFUND TRANSFERS</b>	<b>(310,000)</b>	<b>(310,000)</b>	<b>(310,000)</b>	<b>(310,000)</b>
<b>BURL AVE ASSESSMENT DISTRICT, NET OF TRANSFERS</b>	<b>\$ (289)</b>	<b>\$ 4,000</b>	<b>\$ 3,900</b>	<b>\$ 3,500</b>

**MEASURE A & GAS TAX**

INTEREST INCOME	52,751	6,000	5,800	15,000
MEASURE A	823,669	764,000	764,000	800,000
SECTION 2103-EXCISE TAX	209,047	228,000	234,000	232,100
SECTION 2105-PROP 111 GAS TAX	154,650	156,000	162,000	170,500
SECTION 2106-NEW CONSTRUCTION	110,441	113,000	106,000	108,900
SECTION 2107-MAINT. & CONSTRUC	195,275	193,000	205,000	216,800
SECTION 2107.5-ADMINISTRATION	6,000	6,000	6,000	6,000
ROAD & MAINT REHAB (RMRA SB1)	529,775	512,000	541,000	578,600
LOAN PMT-TRAFFICCONGESTIONS	34,083	-	-	-
<b>MEASURE A &amp; GAS TAX, BEFORE TRANSFERS</b>	<b>2,115,691</b>	<b>1,978,000</b>	<b>2,023,800</b>	<b>2,127,900</b>
TRANSFER OUT TO GENERAL FUND	(6,000)	(6,000)	(6,000)	(6,000)
TRANSFER OUT TO STREETS CIP FUND	(1,850,000)	(800,000)	(800,000)	(1,650,000)
<b>TOTAL INTERFUND TRANSFERS</b>	<b>(1,856,000)</b>	<b>(806,000)</b>	<b>(806,000)</b>	<b>(1,656,000)</b>
<b>MEASURE A &amp; GAS TAX, NET OF TRANSFERS</b>	<b>\$ 259,691</b>	<b>\$ 1,172,000</b>	<b>\$ 1,217,800</b>	<b>\$ 471,900</b>

CITY OF BURLINGAME, CA  
PROPOSED BUDGET FISCAL YEAR 2021-22  
ESTIMATED REVENUES AND INTERFUND TRANSFERS

FUND AND DESCRIPTION	2019-20 ACTUAL	2020-21 ADOPTED BUDGET	2020-21 ESTIMATED ACTUALS	2021-22 PROPOSED BUDGET
<b>STORM DRAINAGE FUND</b>				
INTEREST INCOME	605,583	77,000	74,300	59,500
STORM DRAIN FEES	2,993,956	3,017,000	3,017,000	3,126,000
<b>STORM DRAINAGE FUND, BEFORE TRANSFERS</b>	<b>3,599,539</b>	<b>3,094,000</b>	<b>3,091,300</b>	<b>3,185,500</b>
TRANSFER OUT TO GENERAL FUND	(15,000)	(15,000)	(15,000)	(15,000)
TRANSFER OUT TO DEBT SERVICE FUND	(2,068,139)	(1,911,339)	(1,911,339)	(2,580,020)
<b>TOTAL INTERFUND TRANSFERS</b>	<b>(2,083,139)</b>	<b>(1,926,339)</b>	<b>(1,926,339)</b>	<b>(2,595,020)</b>
<b>STORM DRAINAGE FUND, NET OF TRANSFERS</b>	<b>\$ 1,516,400</b>	<b>\$ 1,167,661</b>	<b>\$ 1,164,961</b>	<b>\$ 590,480</b>
<b>PUBLIC TV ACCESS FUND</b>				
INTEREST INCOME	28,910	11,000	10,600	8,500
PEG ACCESS FEE	94,411	100,000	100,000	100,000
<b>PUBLIC TV ACCESS FUND, BEFORE TRANSFERS</b>	<b>123,321</b>	<b>111,000</b>	<b>110,600</b>	<b>108,500</b>
<b>PUBLIC TV ACCESS FUND, NET OF TRANSFERS</b>	<b>\$ 123,321</b>	<b>\$ 111,000</b>	<b>\$ 110,600</b>	<b>\$ 108,500</b>
<b>MEASURE W FUND</b>				
INTEREST INCOME	7,573	2,000	1,900	5,000
MEASURE W	305,851	350,000	350,000	350,000
<b>MEASURE W FUND, BEFORE TRANSFERS</b>	<b>313,424</b>	<b>352,000</b>	<b>351,900</b>	<b>355,000</b>
<b>MEASURE W FUND, NET OF TRANSFERS</b>	<b>\$ 313,424</b>	<b>\$ 352,000</b>	<b>\$ 351,900</b>	<b>\$ 355,000</b>
<b>DEVELOPMENT FEES FUND</b>				
INTEREST INCOME	319,357	122,000	118,000	120,000
BURL. AVE PARKING IN LIEU FEES	2,040	-	-	-
PUBLIC FACILITIES IMPACT FEE	1,716,814	-	-	-
COMMERCIAL HOUSING LINKAGE FEE	683,675	-	-	-
<b>DEVELOPMENT FEES FUND, BEFORE TRANSFERS</b>	<b>2,721,886</b>	<b>122,000</b>	<b>118,000</b>	<b>120,000</b>
<b>DEVELOPMENT FEES FUND, NET OF TRANSFERS</b>	<b>\$ 2,721,886</b>	<b>\$ 122,000</b>	<b>\$ 118,000</b>	<b>\$ 120,000</b>
<b>FEDERAL &amp; STATE GRANTS</b>				
PD OTS GRANT-20.600 TRAFFIC	12,689	-	-	-
PD OTS GRANT-20.608 DUI	15,782	-	-	-
STATE GRANT REVENUE	3,972	-	-	-
<b>FEDERAL &amp; STATE GRANTS, BEFORE TRANSFERS</b>	<b>32,443</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>FEDERAL &amp; STATE GRANTS, NET OF TRANSFERS</b>	<b>\$ 32,443</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>OTHER LOCAL GRANTS &amp; DONATIONS</b>				
INTEREST INCOME	#	10,000	9,600	5,000
GRANT REVENUE	#	-	-	-
DONATIONS	#	-	-	-
<b>OTHER LOCAL GRANTS FUND, BEFORE TRANSFERS</b>	<b>189,998</b>	<b>10,000</b>	<b>9,600</b>	<b>5,000</b>
<b>OTHER LOCAL GRANTS &amp; DONATIONS, NET OF TRANSFERS</b>	<b>\$ 189,998</b>	<b>\$ 10,000</b>	<b>\$ 9,600</b>	<b>\$ 5,000</b>

CITY OF BURLINGAME, CA  
 PROPOSED BUDGET FISCAL YEAR 2021-22  
 ESTIMATED REVENUES AND INTERFUND TRANSFERS

FUND AND DESCRIPTION	2019-20 ACTUAL	2020-21 ADOPTED BUDGET	2020-21 ESTIMATED ACTUALS	2021-22 PROPOSED BUDGET
<b>BURLINGAME TRAIN SHUTTLE FUND</b>				
GRANTS & CONTRIBUTIONS #		72,000	72,000	102,000
<b>BURLINGAME SHUTTLE FUND, BEFORE TRANSFERS</b>	<b>36,000</b>	<b>72,000</b>	<b>72,000</b>	<b>102,000</b>
TRANSFER IN FROM GENERAL FUND #		-	-	73,500
<b>TOTAL INTERFUND TRANSFERS</b>	<b>143,500</b>	<b>-</b>	<b>-</b>	<b>73,500</b>
<b>BURLINGAME TRAIN SHUTTLE FUND, NET OF TRANSFERS</b>	<b>\$ 179,500</b>	<b>\$ 72,000</b>	<b>\$ 72,000</b>	<b>\$ 175,500</b>

**ENTERPRISE FUNDS**

**WATER FUND**

INTEREST INCOME	841,871	313,000	302,000	219,000
UTILITY SALES	20,379,323	20,800,000	20,000,000	20,800,000
WATER - FIRE SERVICES	31,782	32,000	32,000	32,000
TAPS FOR NEW METERS	155,920	150,000	40,000	150,000
FLOW & TURN ONS	625	-	-	-
FIRE FLOW INSPECTION	4,345	5,000	6,000	5,000
UTILITY LATE PAYMENT PENALTIES	43,010	20,000	50,000	20,000
MISC. REVENUES	10,814	2,000	5,000	2,000
DAMAGE RECOVERIES	16,099	-	-	-
<b>WATER FUND, BEFORE TRANSFERS</b>	<b>21,483,788</b>	<b>21,322,000</b>	<b>20,435,000</b>	<b>21,228,000</b>
TRANSFER IN FROM WATER OPS FUND	3,000,000	3,500,000	3,500,000	3,500,000
TRANSFER OUT TO GENERAL FUND	(970,815)	(989,181)	(989,181)	(638,471)
TRANSFER OUT TO WATER CIP FUND	(3,000,000)	(3,500,000)	(3,500,000)	(3,500,000)
<b>TOTAL INTERFUND TRANSFERS</b>	<b>(970,815)</b>	<b>(989,181)</b>	<b>(989,181)</b>	<b>(638,471)</b>
<b>WATER FUND, NET OF TRANSFERS</b>	<b>\$ 20,512,973</b>	<b>\$ 20,332,819</b>	<b>\$ 19,445,819</b>	<b>\$ 20,589,529</b>

**SEWER FUND**

INTEREST INCOME	843,887	320,000	309,000	216,000
SEWER SERVICE CHARGES	13,250,154	12,500,000	11,800,000	12,900,000
HILLSBOROUGH SEWER CHARGES	1,275,700	1,160,000	1,200,000	1,241,000
BURLINGAME HILLS SEWER CHARGES	293,072	250,000	250,000	268,000
SEWER DISCHARGE PERMITS	146,723	95,000	125,000	125,000
SEWER CONNECTION FEES	161,671	160,000	25,000	100,000
MISC. REVENUES	160	-	-	-
<b>SEWER FUND, BEFORE TRANSFERS</b>	<b>15,971,367</b>	<b>14,485,000</b>	<b>13,709,000</b>	<b>14,850,000</b>
TRANSFER IN FROM SEWER OPS FUND	5,080,000	1,800,000	1,800,000	1,100,000
TRANSFER OUT TO GENERAL FUND	(738,815)	(751,981)	(751,981)	(380,471)
TRANSFER OUT TO SEWER CIP FUND	(5,080,000)	(1,800,000)	(1,800,000)	(1,100,000)
<b>TOTAL INTERFUND TRANSFERS</b>	<b>(738,815)</b>	<b>(751,981)</b>	<b>(751,981)</b>	<b>(380,471)</b>
<b>SEWER FUND, NET OF TRANSFERS</b>	<b>\$ 15,232,552</b>	<b>\$ 13,733,019</b>	<b>\$ 12,957,019</b>	<b>\$ 14,469,529</b>

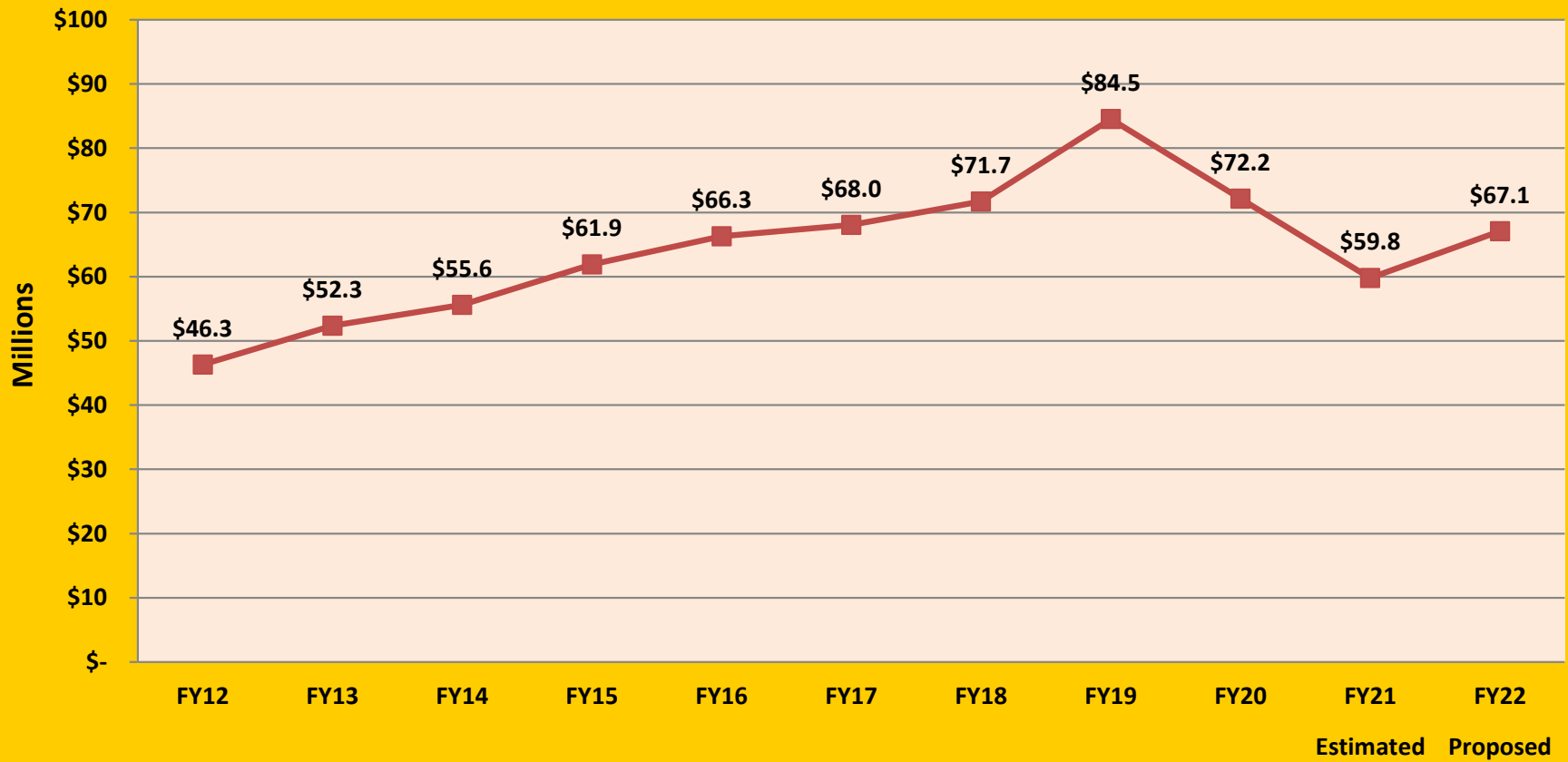
**CITY OF BURLINGAME, CA**  
**PROPOSED BUDGET FISCAL YEAR 2021-22**  
**ESTIMATED REVENUES AND INTERFUND TRANSFERS**

FUND AND DESCRIPTION		2019-20 ACTUAL	2020-21 ADOPTED BUDGET	2020-21 ESTIMATED ACTUALS	2021-22 PROPOSED BUDGET
<b>SOLID WASTE FUND</b>					
INTEREST INCOME		185,971	77,000	74,300	52,000
STEAM CLEANING DOWNTOWN		162,800	163,000	163,000	163,000
AB939 ADMINISTRATION FEE		96,004	90,000	92,000	95,000
STREET SWEEPING FEE		300,000	300,000	300,000	300,000
CITY MGMT FEE		58,000	58,000	58,000	58,000
MISC. REVENUES		281,334	40,000	40,000	100,000
<b>SOLID WASTE FUND, BEFORE TRANSFERS</b>		<b>1,084,109</b>	<b>728,000</b>	<b>727,300</b>	<b>768,000</b>
TRANSFER OUT TO GENERAL FUND		(58,000)	(58,000)	(58,000)	(58,000)
<b>TOTAL INTERFUND TRANSFERS</b>		<b>(58,000)</b>	<b>(58,000)</b>	<b>(58,000)</b>	<b>(58,000)</b>
<b>SOLID WASTE FUND, NET OF TRANSFERS</b>		<b>\$ 1,026,109</b>	<b>\$ 670,000</b>	<b>\$ 669,300</b>	<b>\$ 710,000</b>
<b>LANDFILL FUND</b>					
INTEREST INCOME		84,209	31,000	30,000	24,000
LANDFILL CLOSURE		480,022	460,000	460,000	450,000
<b>LANDFILL FUND, BEFORE TRANSFERS</b>		<b>564,231</b>	<b>491,000</b>	<b>490,000</b>	<b>474,000</b>
<b>LANDFILL FUND, NET OF TRANSFERS</b>		<b>\$ 564,231</b>	<b>\$ 491,000</b>	<b>\$ 490,000</b>	<b>\$ 474,000</b>
<b>BUILDING FUND</b>					
INTEREST INCOME	#		200,000	193,000	200,000
CONSTRUCTION PERMIT FEE	#		1,180,000	1,460,000	1,460,000
BLDG PLAN CHECK FEES	#		800,000	1,490,000	1,490,000
IMAGING FEES	#		40,000	65,000	65,000
MISC. REVENUES	#		-	-	100,000
<b>BUILDING FUND, BEFORE TRANSFERS</b>		<b>4,605,456</b>	<b>2,220,000</b>	<b>3,208,000</b>	<b>3,315,000</b>
TRANSFER OUT TO GENERAL FUND		(108,000)	(111,000)	(111,000)	(113,000)
<b>TOTAL INTERFUND TRANSFERS</b>		<b>(108,000)</b>	<b>(111,000)</b>	<b>(111,000)</b>	<b>(113,000)</b>
<b>BUILDING FUND, NET OF TRANSFERS</b>		<b>\$ 4,497,456</b>	<b>\$ 2,109,000</b>	<b>\$ 3,097,000</b>	<b>\$ 3,202,000</b>
<b>PARKING FUND</b>					
INTEREST INCOME	#		174,000	168,000	123,500
PARKING FEES	#		1,500,000	1,500,000	1,750,000
MONTHLY PARKING PERMITS	#		300,000	150,000	110,000
EV CHARGING STATION REVENUES	#		20,000	20,000	16,000
<b>PARKING FUND, BEFORE TRANSFERS</b>		<b>2,381,823</b>	<b>1,994,000</b>	<b>1,838,000</b>	<b>1,999,500</b>
TRANSFER IN FROM PARKING OPS FUND	#		350,000	350,000	-
TRANSFER OUT TO GENERAL FUND	#		(332,388)	(332,388)	(338,788)
TRANSFER OUT TO PARKING CIP FUND	#		(350,000)	(350,000)	-
<b>TOTAL INTERFUND TRANSFERS</b>		<b>(337,189)</b>	<b>(332,388)</b>	<b>(332,388)</b>	<b>(338,788)</b>
<b>PARKING FUND, NET OF TRANSFERS</b>		<b>\$ 2,044,634</b>	<b>\$ 1,661,612</b>	<b>\$ 1,505,612</b>	<b>\$ 1,660,712</b>
<b>INTERNAL SERVICE FUNDS</b>					
INTEREST INCOME	#		330,000	318,400	235,500
SALE OF ASSETS	#		10,000	10,000	50,000
<b>INTERNAL SERVICE FUNDS, BEFORE TRANSFERS</b>		<b>827,792</b>	<b>340,000</b>	<b>328,400</b>	<b>285,500</b>
<b>INTERNAL SERVICE FUNDS, NET OF TRANSFERS</b>		<b>\$ 827,792</b>	<b>\$ 340,000</b>	<b>\$ 328,400</b>	<b>\$ 285,500</b>

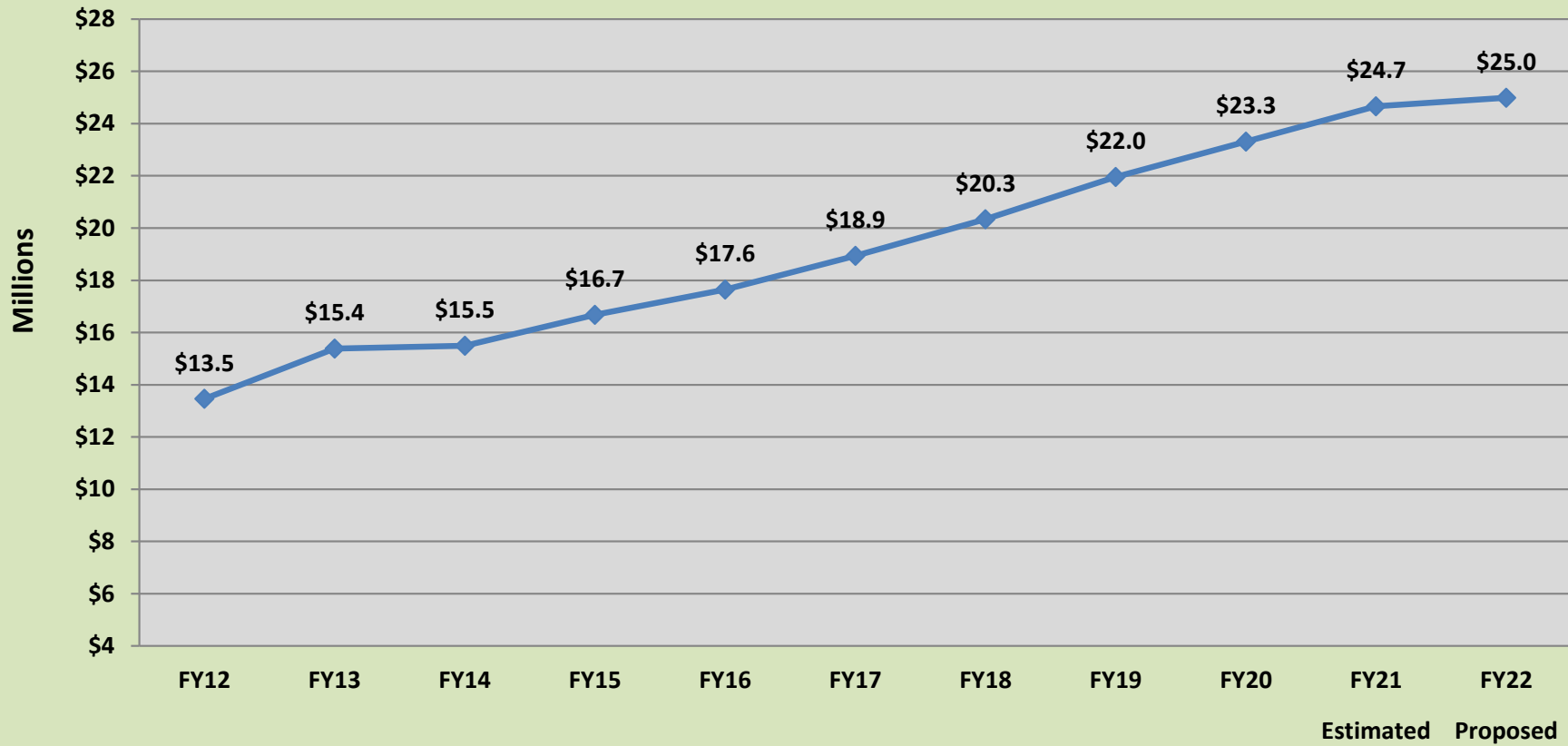
CITY OF BURLINGAME, CA  
 PROPOSED BUDGET FISCAL YEAR 2021-22  
 ESTIMATED REVENUES AND INTERFUND TRANSFERS

FUND AND DESCRIPTION	2019-20 ACTUAL	2020-21 ADOPTED BUDGET	2020-21 ESTIMATED ACTUALS	2021-22 PROPOSED BUDGET
<b><u>CAPITAL PROJECT FUNDS</u></b>				
AB1546 VEH. REGISTRATION FEES	150,773	-	-	127,000
REIMB FROM CITY OF MILLBRAE	193,890	-	-	-
MISC. REVENUES	3,400	-	-	-
DONATIONS	45,000	-	-	-
<b>CAPITAL PROJECT FUNDS, BEFORE TRANSFERS</b>	<b>393,063</b>	<b>-</b>	<b>-</b>	<b>127,000</b>
TRANSFER IN FROM GENERAL FUND (CIP RESERVE)	6,500,000	-	-	-
TRANSFER IN FROM GENERAL FUND TO PARKS-TREES CIP	3,325,000	555,000	555,000	810,000
TRANSFER IN FROM GENERAL FUND TO FACILITIES CIP	2,300,000	-	19,000	100,000
TRANSFER IN FROM GENERAL FUND TO STREETS CIP	2,660,000	1,000,000	1,035,000	450,000
TRANSFER IN FROM MEASURE I TO STREETS CIP	1,200,000	1,600,000	1,600,000	1,800,000
TRANSFER IN FROM GAX TAX FUND TO STREETS CIP	1,100,000	800,000	800,000	1,000,000
TRANSFER IN FROM MEASURE A FUND TO STREETS CIP	750,000	-	-	650,000
TRANSFER IN FROM CIP FUND TO FACILITIES CIP	10,644,000	-	-	-
TRANSFER IN FROM CIP FUND TO STREETS CIP	-	-	3,458,330	-
TRANSFER IN FROM PARKS-TREES CIP TO FACILITIES CIP	383,100	-	-	-
TRANSFER IN FROM DEBT SERVICE TO STORM DRAIN CIP	1,432,014	4,500,000	4,500,000	4,560,000
TRANSFER OUT TO FACILITIES CIP FROM CIP FUND	(10,644,000)	-	-	-
TRANSFER OUT TO FACILITIES CIP FROM PARK-TREES CIP	(383,100)	-	-	-
TRANSFER OUT TO STREETS CIP FROM CIP FUND	-	-	(3,458,330)	-
<b>CAPITAL PROJECT FUNDS</b>	<b>19,267,014</b>	<b>8,455,000</b>	<b>8,509,000</b>	<b>9,370,000</b>
<b>CAPITAL PROJECT FUNDS, NET OF TRANSFERS</b>	<b>\$ 19,660,076</b>	<b>\$ 8,455,000</b>	<b>\$ 8,509,000</b>	<b>\$ 9,497,000</b>
<b><u>DEBT SERVICE FUND</u></b>				
<b>BURLINGAME FINANCING AUTHORITY</b>				
INTEREST INCOME	352,539	330,000	318,000	208,000
<b>BURLINGAME FINANCING AUTHORITY, BEFORE TRANSFER</b>	<b>352,539</b>	<b>330,000</b>	<b>318,000</b>	<b>208,000</b>
TRANSFER IN FROM GENERAL FUND	3,708,763	2,728,338	2,728,338	2,579,508
TRANSFER IN FROM MEASURE I FUND	1,000,000	-	-	1,000,000
TRANSFER IN FROM STORM DRAIN FUND	2,068,139	1,911,339	1,911,339	2,580,020
TRANSFER OUT TO STORM DRAIN CIP	(1,432,014)	(4,500,000)	(4,500,000)	(4,560,000)
PROCEEDS FROM BOND ISSUANCE	39,231,615	-	-	-
<b>TOTAL INTERFUND TRANSFERS</b>	<b>44,576,503</b>	<b>139,677</b>	<b>139,677</b>	<b>1,599,528</b>
<b>BURLINGAME FINANCING AUTHORITY, NET OF TRANSFERS</b>	<b>\$ 44,929,042</b>	<b>\$ 469,677</b>	<b>\$ 457,677</b>	<b>\$ 1,807,528</b>
<b>GRAND TOTAL (ALL FUNDS), GROSS REVENUE</b>	<b>\$ 129,264,036</b>	<b>\$ 109,391,400</b>	<b>\$ 106,959,571</b>	<b>\$ 116,648,822</b>
<b>GRAND TOTAL (ALL FUNDS), NET OF TRANSFERS</b>	<b>\$ 168,495,651</b>	<b>\$ 109,391,400</b>	<b>\$ 106,959,571</b>	<b>\$ 116,648,822</b>

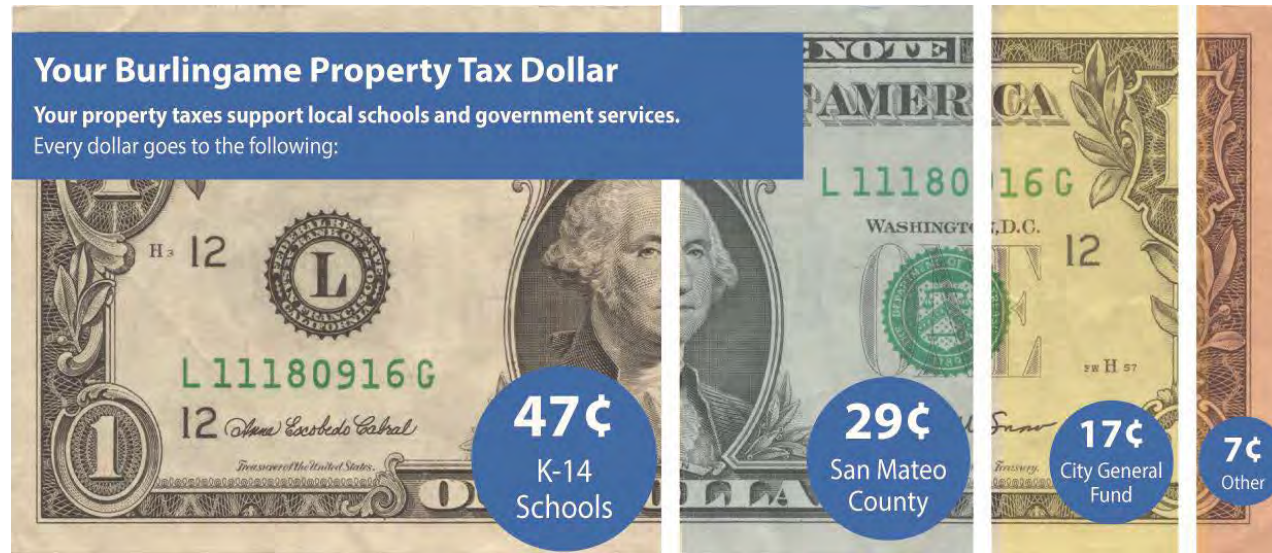
## City of Burlingame, CA General Fund Revenues



## City of Burlingame, CA Property Taxes

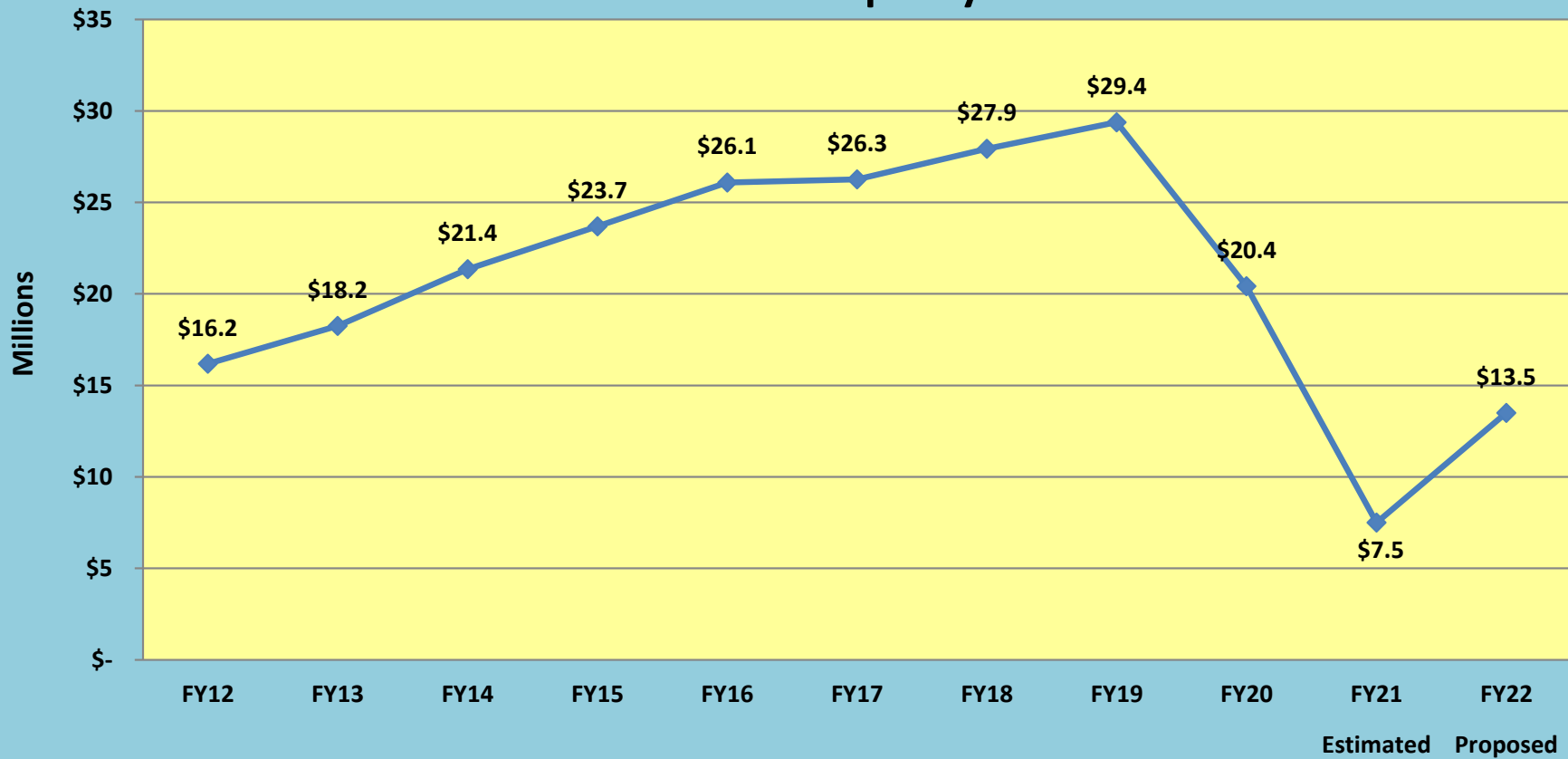


## Where do your Burlingame property tax dollars go?

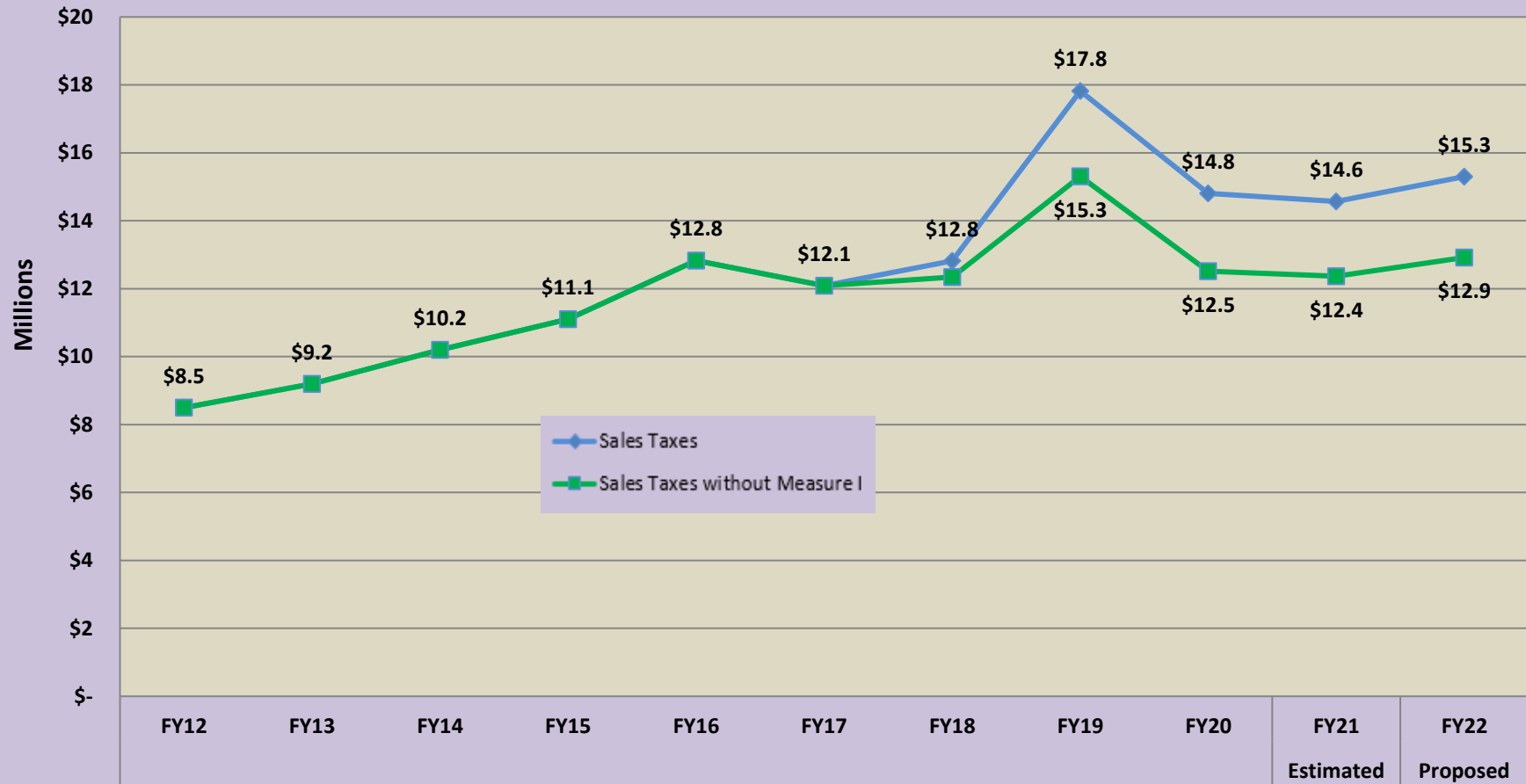


Burlingame property owners pay approximately 1.1% of the assessed value of their property in taxes each year. Proposition 13 sets the maximum tax rate at 1% (excluding voter-approved overrides), and limits growth in the assessed property values to the lesser of inflation or 2% per year. For each property tax dollar collected, the County of San Mateo receives 29 cents, and educational districts receive 47 cents. The City of Burlingame General Fund, which provides critical public services including public safety, infrastructure maintenance and improvement, operation and maintenance of parks and urban forestry, recreational programming for youth, seniors and families, literacy programs through the City's public libraries, and community development, receives 17 cents. The remaining 7 cents of the property tax dollar support a variety of programs and special districts, such as the Bay Area Air Quality Management District and the Peninsula Health Care District.

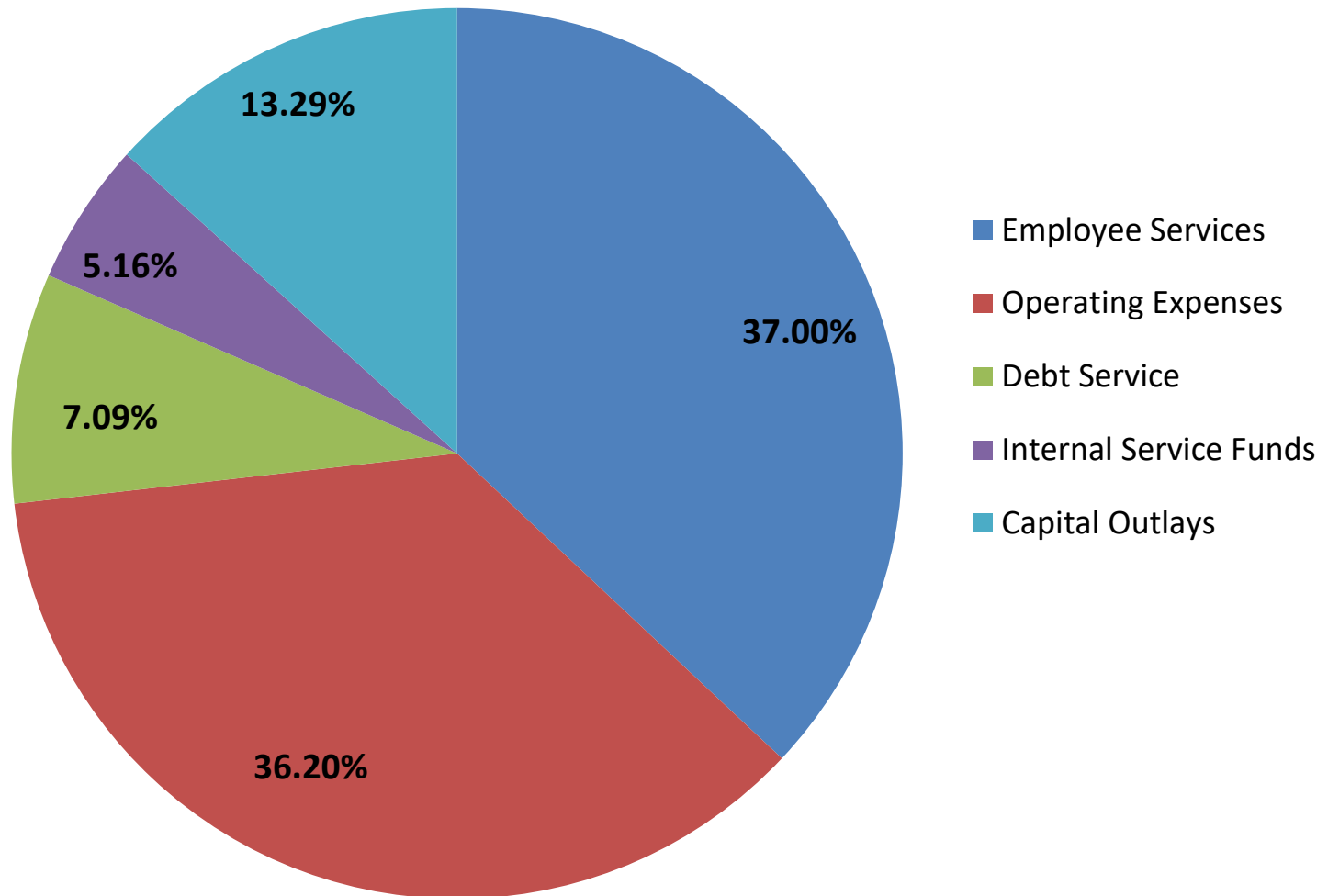
## City of Burlingame, CA Transient Occupancy Taxes



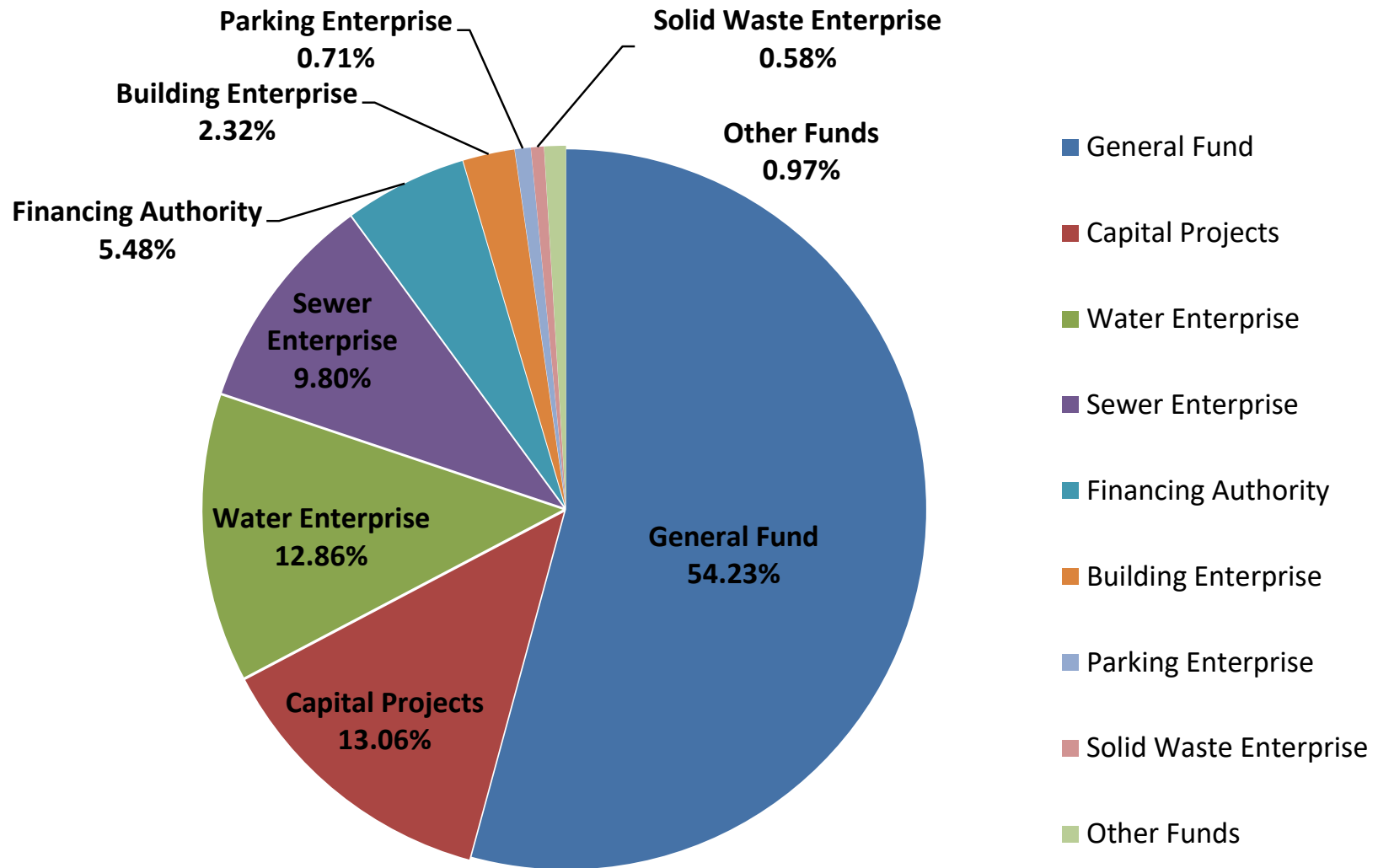
## City of Burlingame, CA Sales and Use Taxes



## Proposed FY 2021-22 Citywide Expenses by Type



## Proposed FY 2021-22 Appropriations by Major Fund



**CITY OF BURLINGAME**  
**PROPOSED BUDGET FISCAL YEAR 2021-22**  
**EXPENSES BY DEPARTMENT & TYPE**

DEPARTMENT	EMPLOYEE SERVICES	OPERATING EXPENSES	DEBT SERVICE	CAPITAL OUTLAY	INTERNAL SERVICES	RECOVERIES	TOTAL BUDGET
<b>GENERAL FUND</b>							
Central County Fire Department	\$ -	\$ 13,083,867	\$ -	\$ -	\$ -	\$ -	\$ 13,083,867
City Attorney	860,118	257,967	-	-	57,416	-	1,175,501
City Clerk	307,943	137,275	-	-	38,589	-	483,807
City Council	164,931	301,185	-	-	170	-	466,286
City Manager	690,870	314,941	-	-	64,003	-	1,069,814
Community Dev. - Planning	1,714,144	229,631	-	-	140,815	-	2,084,590
Community Dev. - Econ. & Housing	173,267	18,226	-	-	-	-	191,493
Finance	2,139,487	552,179	-	-	190,606	-	2,882,272
Human Resources	831,760	301,091	-	-	80,137	-	1,212,988
Library	3,850,508	1,081,983	-	-	653,222	-	5,585,713
Parks	3,521,970	1,963,041	-	30,000	645,855	-	6,160,866
Police	12,474,422	2,134,865	-	-	1,047,407	-	15,656,694
Police - Communications	1,477,462	237,416	-	-	23,609	-	1,738,487
Police - Parking Enforcement	520,699	109,872	-	-	17,770	-	648,341
Public Works - Engineering	2,292,810	668,297	-	-	281,262	-	3,242,369
Public Works - Street & Storm Drains	1,405,534	1,159,516	-	-	1,161,170	-	3,726,220
Recreation	2,013,010	1,557,824	-	-	491,896	-	4,062,730
Recreation - Aquatic Center	-	339,000	-	5,000	-	-	344,000
<b>Total General Fund</b>	<b>34,438,935</b>	<b>24,448,176</b>	<b>-</b>	<b>35,000</b>	<b>4,893,927</b>	<b>-</b>	<b>63,816,038</b>
<b>BURLINGAME FINANCING AUTHORITY</b>	<b>-</b>	<b>29,670</b>	<b>6,415,858</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6,445,528</b>
<b>SPECIAL REVENUE FUNDS</b>							
Burlingame Ave. Special Assessment	-	-	-	-	-	-	-
Development Fees	-	96,000	-	-	-	-	96,000
Federal & State Grants	-	-	-	-	-	-	-
Gas Tax	-	-	-	-	-	-	-
Measure A	-	-	-	-	-	-	-
Public TV Access	-	-	-	-	-	-	-
Shuttle Bus	-	175,500	-	-	-	-	175,500
Storm Drain	-	-	-	-	-	-	-
<b>Total Special Revenue Funds</b>	<b>-</b>	<b>271,500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>271,500</b>

**CITY OF BURLINGAME**  
**PROPOSED BUDGET FISCAL YEAR 2021-22**  
**EXPENSES BY DEPARTMENT & TYPE**

DEPARTMENT	EMPLOYEE SERVICES	OPERATING EXPENSES	DEBT SERVICE	CAPITAL OUTLAY	INTERNAL SERVICES	RECOVERIES	TOTAL BUDGET
<b>INTERNAL SERVICE FUNDS*</b>							
Administrative & Information Technology	128,657	1,187,600	-	150,000	-	(1,465,057)	1,200
Facilities Services	852,245	835,992	-	-	55,400	(2,003,637)	(260,000)
Fleet & Equipment Maintenance	557,870	247,052	-	1,279,490	65,084	(1,532,360)	617,136
OPEB Retiree Medical	3,758,929	12,000	-	-	-	(3,770,929)	-
Risk Management - General Liability	-	1,750,000	-	-	-	(1,659,000)	91,000
Risk Management - Worker's Comp	-	1,193,660	-	-	-	(1,034,500)	159,160
<b>Total Internal Service Funds</b>	<b>5,297,701</b>	<b>5,226,304</b>	<b>-</b>	<b>1,429,490</b>	<b>120,484</b>	<b>(11,465,483)</b>	<b>608,496</b>
*Budgets are allocated to operating departments or funded via reserves.							
<b>ENTERPRISE FUNDS</b>							
Solid Waste Enterprise	460,121	75,499	-	-	150,317	-	<b>685,937</b>
Landfill Enterprise	70,011	190,079	-	-	945	-	<b>261,035</b>
Parking Enterprise	281,090	436,914	-	-	113,596	-	<b>831,600</b>
Building Enterprise	1,426,030	1,157,300	-	-	152,333	-	<b>2,735,663</b>
Water Enterprise	3,152,904	9,453,220	1,948,401	-	574,391	-	<b>15,128,916</b>
Sewer Enterprise	2,665,027	5,458,053	2,425,880	327,000	654,061	-	<b>11,530,021</b>
<b>Total Enterprise Fund</b>	<b>8,055,183</b>	<b>16,771,065</b>	<b>4,374,281</b>	<b>327,000</b>	<b>1,645,643</b>	<b>-</b>	<b>31,173,172</b>
<b>CAPITAL PROJECT FUNDS</b>							
Facilities CIP	-	-	-	100,000	-	-	100,000
Parking & Garages CIP	-	-	-	-	-	-	-
Parks & Trees CIP	-	-	-	810,000	-	-	810,000
Sewer CIP	-	-	-	1,100,000	-	-	1,100,000
Storm Drain CIP	-	-	-	4,560,000	-	-	4,560,000
Streets CIP	-	-	-	5,300,000	-	-	5,300,000
Water CIP	-	-	-	3,500,000	-	-	3,500,000
<b>Total Capital Project Funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>15,370,000</b>	<b>-</b>	<b>-</b>	<b>15,370,000</b>
<b>TOTAL BUDGET - ALL FUNDS</b>	<b>\$ 47,791,819</b>	<b>\$ 46,746,715</b>	<b>\$ 10,790,139</b>	<b>\$ 17,161,490</b>	<b>\$ 6,660,054</b>	<b>\$ (11,465,483)</b>	<b>\$ 117,684,734</b>

**CITY OF BURLINGAME**  
**PROPOSED BUDGET FISCAL YEAR 2021-22**  
**BUDGET SUMMARY - SUMMARY OF REVENUES & EXPENSES BY FUND**

<b>FUND AND DESCRIPTION</b>	<b>ESTIMATED REVENUES</b>	<b>TRANSFER IN (OUT)</b>	<b>NET REVENUES</b>	<b>OPERATING EXPENSES</b>	<b>DEBT SERVICE</b>	<b>CAPITAL OUTLAY</b>	<b>TOTAL APPROPRIATION</b>	<b>BUDGET YEAR SURPLUS / (DEFICIT)</b>
<b>GENERAL FUND</b>	<b>\$ 67,076,422</b>	<b>\$ (4,953,278)</b>	<b>\$ 62,123,144</b>	<b>\$ (63,781,038)</b>	<b>\$ -</b>	<b>\$ (35,000)</b>	<b>\$ (63,816,038)</b>	<b>\$ (1,692,894)</b>
<b>SPECIAL REVENUE FUNDS</b>								
Burlingame Ave. Special Assessment	313,500	(310,000)	3,500	-	-	-	-	3,500
Gas Tax Fund	1,322,900	(1,006,000)	316,900	-	-	-	-	316,900
Other Local Grants & Donations	5,000	-	5,000	-	-	-	-	5,000
Measure A Fund	805,000	(650,000)	155,000	-	-	-	-	155,000
Measure W Fund	355,000	-	355,000	-	-	-	-	355,000
Public TV Access Fund	108,500	-	108,500	-	-	-	-	108,500
Development Fees Fund	120,000	-	120,000	(96,000)	-	-	(96,000)	24,000
Shuttle Bus Fund	102,000	73,500	175,500	(175,500)	-	-	(175,500)	-
Storm Drain Fund	3,185,500	(2,595,020)	590,480	-	-	-	-	590,480
<b>Total, Special Revenue Funds</b>	<b>6,317,400</b>	<b>(4,487,520)</b>	<b>1,829,880</b>	<b>(271,500)</b>	<b>-</b>	<b>-</b>	<b>(271,500)</b>	<b>1,558,380</b>
<b>BURLINGAME FINANCING AUTHORITY</b>	<b>208,000</b>	<b>1,599,528</b>	<b>1,807,528</b>	<b>(29,670)</b>	<b>(6,415,858)</b>	<b>-</b>	<b>(6,445,528)</b>	<b>(4,638,000)</b>
<b>ENTERPRISE FUNDS</b>								
Water Enterprise Fund	21,228,000	(638,471)	20,589,529	(13,180,515)	(1,948,401)	-	(15,128,916)	5,460,613
Sewer Enterprise Fund	14,850,000	(380,471)	14,469,529	(8,777,141)	(2,425,880)	(327,000)	(11,530,021)	2,939,508
Solid Waste Fund	768,000	(58,000)	710,000	(685,937)	-	-	(685,937)	24,063
Landfill Fund	474,000	-	474,000	(261,035)	-	-	(261,035)	212,965
Building Inspection Fund	3,315,000	(113,000)	3,202,000	(2,735,663)	-	-	(2,735,663)	466,337
Parking Enterprise Fund	1,999,500	(338,788)	1,660,712	(831,600)	-	-	(831,600)	829,112
<b>Total, Enterprise Funds</b>	<b>42,634,500</b>	<b>(1,528,730)</b>	<b>41,105,770</b>	<b>(26,471,891)</b>	<b>(4,374,281)</b>	<b>(327,000)</b>	<b>(31,173,172)</b>	<b>9,932,598</b>
<b>INTERNAL SERVICE FUNDS</b>								
Administrative & Information Technology ISF	15,000	-	15,000	148,800	-	(150,000)	(1,200)	13,800
Facilities Maintenance ISF	-	-	-	260,000	-	-	260,000	260,000
Fleet & Equipment Maintenance ISF	114,000	-	114,000	662,354	-	(1,279,490)	(617,136)	(503,136)
OPEB Retiree Medical ISF	-	-	-	-	-	-	-	-
Risk Management - General Liability ISF	70,000	-	70,000	(91,000)	-	-	(91,000)	(21,000)
Risk Management - Worker's Comp ISF	86,500	-	86,500	(159,160)	-	-	(159,160)	(72,660)
<b>Total, Internal Service Funds</b>	<b>285,500</b>	<b>-</b>	<b>285,500</b>	<b>820,994</b>	<b>-</b>	<b>(1,429,490)</b>	<b>(608,496)</b>	<b>(322,996)</b>
<b>CAPITAL PROJECT FUNDS</b>								
Facilities CIP	-	100,000	100,000	-	-	(100,000)	(100,000)	-
Parking & Garages CIP	-	-	-	-	-	-	-	-
Parks & Trees CIP	-	810,000	810,000	-	-	(810,000)	(810,000)	-
Sewer CIP	-	-	-	-	-	(1,100,000)	(1,100,000)	(1,100,000)
Storm Drain CIP	-	4,560,000	4,560,000	-	-	(4,560,000)	(4,560,000)	-
Streets CIP	127,000	3,900,000	4,027,000	-	-	(5,300,000)	(5,300,000)	(1,273,000)
Water CIP	-	-	-	-	-	(3,500,000)	(3,500,000)	(3,500,000)
CIP Renewal & Replacement Reserve	-	-	-	-	-	-	-	-
<b>Total, Capital Project Funds</b>	<b>127,000</b>	<b>9,370,000</b>	<b>9,497,000</b>	<b>-</b>	<b>-</b>	<b>(15,370,000)</b>	<b>(15,370,000)</b>	<b>(5,873,000)</b>
<b>TOTAL, ALL FUNDS CITY-WIDE</b>	<b>\$ 116,648,822</b>	<b>\$ -</b>	<b>\$ 116,648,822</b>	<b>\$ (89,733,105)</b>	<b>\$ (10,790,139)</b>	<b>\$ (17,161,490)</b>	<b>\$ (117,684,734)</b>	<b>\$ (1,035,912)</b>

**CITY OF BURLINGAME**  
**FISCAL YEAR 2021-22**  
**DEBT SERVICE OBLIGATIONS & REVENUE COVERAGE**

	General Fund	Storm Drain	Water Enterprise	Sewer Enterprise	Parking Enterprise	Special District
<b>REVENUE FOR DEBT SERVICE</b>						
General Fund Revenues	2,769,177	0	0	0	0	0
Storm Drain Fees	0	2,736,020	0	0	0	0
Special Assessment District (Burlingame Streetscape)	0	0	0	0	244,788	310,000
Water Rates	0	0	2,082,472	0	0	0
Sewer Rates	0	0	0	2,557,851	0	0
Parking Rates - Meters & Permits	0	0	0	0	0	0
<b>Total Revenue for Debt Service</b>	<b>2,769,177</b>	<b>2,736,020</b>	<b>2,082,472</b>	<b>2,557,851</b>	<b>244,788</b>	<b>310,000</b>
<b>EXPENDITURES FOR DEBT SERVICE</b>						
<b>Principal</b>						
2006 Pension Obligation Bonds	605,000	0	0	0	0	0
2012 Burlingame Streetscape Lease Revenue Bonds	265,000	0	0	0	0	0
2019 Community Center Lease Revenue Bonds	510,000	0	0	0	0	0
2010 Storm Drain Revenue Bonds	0	295,000	0	0	0	0
2016 Storm Drain Revenue Bonds	0	310,000	0	0	0	0
2021 Storm Drain Revenue Bonds	0	620,000	0	0	0	0
2003 State Water Resources Control Board	0	0	0	615,745	0	0
2010 State Water Resources Control Board	0	0	0	269,968	0	0
2011 Water & Wastewater Refunding Bonds	0	0	230,000	130,000	0	0
2013 Water & Wastewater Refunding Bonds	0	0	585,000	290,000	0	0
2016 Water & Wastewater Refunding Bonds	0	0	540,000	495,000	0	0
<b>Total Principal</b>	<b>1,380,000</b>	<b>1,225,000</b>	<b>1,355,000</b>	<b>1,800,713</b>	<b>0</b>	<b>0</b>
Transfer (In) Out - 2006 Pension Obligation Bonds	(151,250)	0	75,625	75,625	0	0
Transfer (In) Out - 2012 Streetscape Lease Bonds	(265,000)	0	0	0	116,925	148,075
<b>Subtotal, Transfer (In) / Out</b>	<b>(416,250)</b>	<b>0</b>	<b>75,625</b>	<b>75,625</b>	<b>116,925</b>	<b>148,075</b>
<b>Total Adjusted Principal</b>	<b>963,750</b>	<b>1,225,000</b>	<b>1,430,625</b>	<b>1,876,338</b>	<b>116,925</b>	<b>148,075</b>
<b>Interest</b>						
2006 Pension Obligation Bonds	413,550	0	0	0	0	0
2012 Burlingame Streetscape Lease Bonds	286,688	0	0	0	0	0
2019 Community Center Lease Revenue Bonds	1,487,750	0	0	0	0	0
2010 Storm Drain Revenue Bonds	0	475,245	0	0	0	0
2016 Storm Drain Revenue Bonds	0	333,875	0	0	0	0
2021 Storm Drain Revenue Bonds	0	683,750	0	0	0	0
2003 State Water Resources Control Board	0	0	0	98,330	0	0
2010 State Water Resources Control Board	0	0	0	103,061	0	0
2011 Water & Wastewater Refunding Bonds	0	0	88,313	50,188	0	0
2013 Water & Wastewater Refunding Bonds	0	0	216,538	109,438	0	0
2016 Water & Wastewater Refunding Bonds	0	0	288,550	264,150	0	0
<b>Total Interest</b>	<b>2,187,988</b>	<b>1,492,870</b>	<b>593,401</b>	<b>625,167</b>	<b>0</b>	<b>0</b>
Transfer (In) Out - 2006 Pension Obligation Bonds	(103,387)	0	51,694	51,694	0	0
Transfer (In) Out - 2012 Streetscape Lease Bonds	(286,688)	0	0	0	126,495	160,193
<b>Subtotal, Transfer (In) / Out</b>	<b>(390,075)</b>	<b>0</b>	<b>51,694</b>	<b>51,694</b>	<b>126,495</b>	<b>160,193</b>
<b>Total Adjusted Interest</b>	<b>1,797,912</b>	<b>1,492,870</b>	<b>645,095</b>	<b>676,861</b>	<b>126,495</b>	<b>160,193</b>
<b>Debt Administration</b>						
General Long-Term Debt	11,520	0	0	0	0	0
Storm Drain Long-Term Debt	0	18,150	0	0	0	0
Enterprise Long-Term Debt	0	0	6,300	4,200	0	0
<b>Total Debt Administration</b>	<b>11,520</b>	<b>18,150</b>	<b>6,300</b>	<b>4,200</b>	<b>0</b>	<b>0</b>
Transfer (In) Out - 2006 Pension Obligation Bonds	(905)	0	453	453	0	0
Transfer (In) Out - 2012 Streetscape Lease Bonds	(3,100)	0	0	0	1,368	1,732
<b>Subtotal, Transfer (In) / Out</b>	<b>(4,005)</b>	<b>0</b>	<b>453</b>	<b>453</b>	<b>1,368</b>	<b>1,732</b>
<b>Total Adjusted Debt Administration</b>	<b>7,515</b>	<b>18,150</b>	<b>6,753</b>	<b>4,653</b>	<b>1,368</b>	<b>1,732</b>
<b>Total Expenditures for Debt Service</b>	<b>\$2,769,177</b>	<b>\$2,736,020</b>	<b>\$2,082,472</b>	<b>\$2,557,851</b>	<b>\$244,788</b>	<b>\$310,000</b>
<b>Recap of Debt Service-Related Expenditure</b>						
Direct Debt Service	3,567,988	2,717,870	1,948,401	2,425,880	0	0
Debt Administration	11,520	18,150	6,300	4,200	0	0
Contributions / Reimbursements via Transfers In / Out	(810,330)	0	127,771	127,771	244,788	310,000
<b>Total Debt Service-Related Expenditure</b>	<b>\$2,769,177</b>	<b>\$2,736,020</b>	<b>\$2,082,472</b>	<b>\$2,557,851</b>	<b>\$244,788</b>	<b>\$310,000</b>
<b>NET REVENUE COVERAGE</b>	<b>16.28</b>	<b>0.51</b>	<b>5.62</b>	<b>4.68</b>	<b>6.68</b>	<b>(4.10)</b>

\*(GROSS REVENUE, NET OF TRANSFERS IN & OUT)

**CITY OF BURLINGAME, CA**  
**PROPOSED BUDGET FISCAL YEAR 2021-22**  
**BUDGET SUMMARIES BY DEPARTMENT**

DEPARTMENT	FY 2020-21 Adopted	FY 2021-22 Proposed	% Percent of Total	Chg Since PY (\$)	Chg Since PY (%)
<b>General Fund</b>					
City Council	\$ 455,960	\$ 466,286	0%	10,326	2%
City Manager	952,823	1,069,814	1%	116,991	12%
City Attorney	1,126,967	1,175,501	1%	48,534	4%
City Clerk	644,591	483,807	0%	(160,784)	-25%
Finance	2,758,687	2,882,272	2%	123,585	4%
Human Resources	1,179,619	1,212,988	1%	33,369	3%
Community Development - Planning	2,101,973	2,084,590	2%	(17,383)	-1%
Community Development - Econ. & Housing	447,195	191,493	0%	(255,702)	-57%
Library	5,972,001	5,585,713	5%	(386,288)	-6%
Police	15,220,487	15,656,694	13%	436,207	3%
Police - Communications	1,695,497	1,738,487	1%	42,990	3%
Police - Parking Enforcement	672,248	648,341	1%	(23,907)	-4%
Fire - Central County Fire Dept (CCFD)	12,569,737	13,083,867	11%	514,130	4%
Public Works - Engineering	3,226,731	3,242,369	3%	15,638	0%
Public Works - Streets & Storm Drainage	3,846,727	3,726,220	3%	(120,507)	-3%
Recreation	4,278,949	4,062,730	3%	(216,219)	-5%
Parks	5,664,687	6,160,866	5%	496,179	9%
Aquatics Center	480,000	344,000	0%	(136,000)	-28%
<b>Subtotal, Operating Budget</b>	<b>63,294,879</b>	<b>63,816,038</b>	<b>54%</b>	<b>521,159</b>	<b>1%</b>
<b>Burlingame Financing Authority</b>	<b>6,634,393</b>	<b>6,445,528</b>	<b>5%</b>	<b>(188,865)</b>	<b>-3%</b>
<b>Enterprise Funds</b>					
Building Inspection	2,461,875	2,735,663	2%	273,788	11%
Landfill Fund	258,414	261,035	0%	2,621	-
Parking Enterprise	825,472	831,600	1%	6,128	1%
Sewer Enterprise (Maintenance & Treatment)	11,296,611	11,530,021	10%	233,410	2%
Solid Waste Enterprise	893,975	685,937	1%	(208,038)	-23%
Water Enterprise	15,329,401	15,128,916	13%	(200,485)	-1%
<b>Total Operating Budget</b>	<b>31,065,748</b>	<b>31,173,172</b>	<b>26%</b>	<b>107,424</b>	<b>0%</b>
<b>Special Revenue Funds</b>					
Burlingame Ave. Special Assessment	-	-	0%	-	-
Federal & State Grants	-	-	0%	-	-
Gas Tax	-	-	0%	-	-
Development Fees	-	96,000	0%	96,000	-
Shuttle Bus	227,500	175,500	0%	(52,000)	-23%
Storm Drain	-	-	0%	-	-
Public TV Access	-	-	0%	-	-
<b>Total Operating Budget</b>	<b>227,500</b>	<b>271,500</b>	<b>0%</b>	<b>44,000</b>	<b>19%</b>
<b>Other Funds</b>					
Internal Service Funds*	156,448	608,496	1%	452,048	289%
<b>Total Operating Budget</b>	<b>156,448</b>	<b>608,496</b>	<b>1%</b>	<b>452,048</b>	<b>289%</b>
* includes recoveries					
<b>Subtotal, Operating Expenditures</b>	<b>101,378,968</b>	<b>102,314,734</b>	<b>87%</b>	<b>935,766</b>	<b>1%</b>
<b>Capital Improvement Programs</b>	<b>14,105,000</b>	<b>15,370,000</b>	<b>13%</b>	<b>1,265,000</b>	<b>9%</b>
<b>TOTAL OPERATING &amp; CAPITAL BUDGET</b>	<b>\$ 115,483,968</b>	<b>\$ 117,684,734</b>	<b>100%</b>	<b>\$ 2,200,766</b>	<b>2%</b>

**CITY OF BURLINGAME, CA**  
**PROPOSED BUDGET FISCAL YEAR 2021-22**  
**AUTHORIZED FULL-TIME EQUIVALENT POSITIONS**

<b>Department</b>	<b>2020-21 Adopted Budget</b>	<b>2021-22 Proposed Budget</b>	<b>Change Since Prior Year</b>
<b>GENERAL FUND</b>			
City Attorney	3.40	3.40	0.00
City Clerk	1.80	1.80	0.00
City Manager	2.63	2.63	0.00
Community Development - Planning	9.00	9.00	0.00
Disaster Preparedness	-	-	0.00
Finance	11.20	11.20	0.00
Human Resources	4.00	4.00	0.00
Library	23.00	23.00	0.00
Parks	21.50	21.50	0.00
Police	47.00	47.00	0.00
Police - Communications	7.00	7.00	0.00
Police - Parking Enforcement	4.00	4.00	0.00
Public Works - Engineering	13.75	13.77	0.02
Public Works - Streets & Storm Drain	8.03	7.96	(0.07)
Recreation	11.00	11.00	0.00
<b>Total General Fund</b>	<b>167.31</b>	<b>167.26</b>	<b>(0.05)</b>
<b>ENTERPRISE &amp; INTERNAL SERVICE FUNDS</b>			
Water Enterprise	17.48	17.52	0.04
Sewer Enterprise	15.48	15.52	0.04
Solid Waste Enterprise	3.00	3.00	0.00
Landfill Enterprise	0.25	0.23	(0.02)
Parking Enterprise	2.00	2.00	0.00
Community Development - Building	8.00	8.00	0.00
Facilities Services ISF	5.00	5.00	0.00
Admin & Information Technology ISF	0.50	0.50	0.00
Fleet & Equipment Maintenance ISF	3.00	3.00	0.00
<b>Total Enterprise &amp; Int Svc Funds</b>	<b>54.71</b>	<b>54.76</b>	<b>0.05</b>
<b>Grand Totals, City-Wide</b>	<b>222.02</b>	<b>222.02</b>	<b>(0.00)</b>

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## CITY OF BURLINGAME, CA

## PROPOSED BUDGET FISCAL YEAR 2021-22

## PROJECTED ENDING BALANCE - GENERAL FUND, STORM DRAIN, AND MEASURE A &amp; GAS TAX

	General Fund		Storm Drain (Special Revenue)		Measure A & Gas Tax	
	2020-21 EST. ACTUALS	2021-22 PROJECTED	2020-21 EST. ACTUALS	2021-22 PROJECTED	2020-21 EST. ACTUALS	2021-22 PROJECTED
<b>FUND BALANCE (SPENDABLE)</b>						
Beginning of the year	\$ 44,826,701	\$ 38,980,889	\$ 7,086,627	\$ 8,251,588	\$ 1,504,840	\$ 2,722,640
<b>REVENUES</b>						
Revenues	59,814,771	67,076,422	3,091,300	3,185,500	2,023,800	2,127,900
<b>EXPENSES</b>						
Operating Expenses	(62,296,795)	(63,816,038)	-	-	-	-
<b>NET AVAILABLE REVENUES</b>	<b>(2,482,024)</b>	<b>3,260,384</b>	<b>3,091,300</b>	<b>3,185,500</b>	<b>2,023,800</b>	<b>2,127,900</b>
<b>TRANSFERS IN (OUT)</b>						
Transfers - Capital Projects Fund	(3,209,000)	(3,160,000)	-	-	(800,000)	(1,650,000)
Transfers - Burlingame Financing Authority	(2,728,338)	(3,579,508)	(1,911,339)	(2,580,020)	-	-
Other Transfers In (Out)	2,573,550	1,786,230	(15,000)	(15,000)	(6,000)	(6,000)
<b>Subtotal, Transfers Out</b>	<b>(3,363,788)</b>	<b>(4,953,278)</b>	<b>(1,926,339)</b>	<b>(2,595,020)</b>	<b>(806,000)</b>	<b>(1,656,000)</b>
<b>CHANGE IN NET POSITION</b>	<b>(5,845,812)</b>	<b>(1,692,894)</b>	<b>1,164,961</b>	<b>590,480</b>	<b>1,217,800</b>	<b>471,900</b>
<b>FUND BALANCE (SPENDABLE)</b>						
End of year	\$ 38,980,889	\$ 37,287,995	\$ 8,251,588	\$ 8,842,068	\$ 2,722,640	\$ 3,194,540
<b>ASSIGNED FUND BALANCE</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2020-21</b>	<b>2021-22</b>
<b>City Council Reserves (Assignments)</b>						
Economic Stabilization Reserve	14,356,000	16,098,000	-	-	-	-
Catastrophic Reserve	2,000,000	2,000,000	-	-	-	-
Contingency Reserve	500,000	500,000	-	-	-	-
Operating Reserve	-	-	772,825	796,375	-	-
Storm Drain Rate Stabilization Reserve	-	-	309,130	318,550	-	-
Debt Service Reserve	-	-	1,911,339	2,580,020	-	-
Capital Improvements Reserve	-	-	-	-	-	-
<b>Subtotal, Assigned Fund Balance</b>	<b>16,856,000</b>	<b>18,598,000</b>	<b>2,993,294</b>	<b>3,694,945</b>	<b>-</b>	<b>-</b>
<b>Restricted for Pension Trust Fund (PARS)</b>	<b>13,073,849</b>	<b>14,925,849</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>UNASSIGNED FUND BALANCE (DEFICIT)</b>	<b>9,051,040</b>	<b>3,764,146</b>	<b>5,258,294</b>	<b>5,147,123</b>	<b>2,722,640</b>	<b>3,194,540</b>
<b>TOTAL FUND BALANCE (DEFICIT)</b>	<b>\$ 38,980,889</b>	<b>\$ 37,287,995</b>	<b>\$ 8,251,588</b>	<b>\$ 8,842,068</b>	<b>\$ 2,722,640</b>	<b>\$ 3,194,540</b>

CITY OF BURLINGAME, CA  
PROPOSED BUDGET FISCAL YEAR 2021-22  
PROJECTED ENDING BALANCE - WATER, SEWER & PARKING ENTERPRISES

	Water Enterprise		Sewer Enterprise		Parking Enterprise	
	2020-21 EST. ACTUALS	2021-22 PROJECTED	2020-21 EST. ACTUALS	2021-22 PROJECTED	2020-21 EST. ACTUALS	2021-22 PROJECTED
<b>UNRESTRICTED NET POSITION</b>						
Beginning of the year	\$ 12,568,442	\$ 13,184,860	\$ 6,808,569	\$ 6,683,877	\$ 6,910,452	\$ 7,244,692
<b>OPERATING REVENUES</b>						
Revenues	20,133,000	21,009,000	13,400,000	14,634,000	1,670,000	1,876,000
<b>OPERATING EXPENSES</b>						
Operating Expenses (excluding Depreciation)	(6,798,000)	(6,651,515)	(10,597,467)	(10,904,854)	(821,372)	(831,600)
Purchased Water	(7,884,000)	(7,884,000)	-	-	-	-
<b>Total Operating Expenses</b>	<b>(14,682,000)</b>	<b>(14,535,515)</b>	<b>(10,597,467)</b>	<b>(10,904,854)</b>	<b>(821,372)</b>	<b>(831,600)</b>
<b>NET AVAILABLE REVENUES</b>	<b>5,451,000</b>	<b>6,473,485</b>	<b>2,802,533</b>	<b>3,729,146</b>	<b>848,628</b>	<b>1,044,400</b>
<b>INTEREST REVENUES (EXPENSES)</b>	<b>(345,401)</b>	<b>(374,401)</b>	<b>(375,244)</b>	<b>(409,167)</b>	<b>168,000</b>	<b>123,500</b>
<b>TRANSFERS IN (OUT)</b>						
Transfers - General Fund	(474,500)	(510,700)	(237,300)	(252,700)	(92,000)	(94,000)
Transfers - General Fund - Contributions for Debt Service	(514,681)	(127,771)	(514,681)	(127,771)	(240,388)	(244,788)
Transfers to CIP Funds	(3,500,000)	(3,500,000)	(1,800,000)	(1,100,000)	(350,000)	-
<b>Subtotal, Transfers Out</b>	<b>(4,489,181)</b>	<b>(4,138,471)</b>	<b>(2,551,981)</b>	<b>(1,480,471)</b>	<b>(682,388)</b>	<b>(338,788)</b>
<b>CHANGE IN NET POSITION</b>	<b>616,418</b>	<b>1,960,613</b>	<b>(124,692)</b>	<b>1,839,508</b>	<b>334,240</b>	<b>829,112</b>
<b>RESTRICTED FOR PENSION TRUST FUND (PARS)</b>	-	-	-	-	-	-
End of year	\$ 13,184,860	\$ 15,145,473	\$ 6,683,877	\$ 8,523,385	\$ 7,244,692	\$ 8,073,804



## Operating Departments

Budgets and Narratives by Department



## CITY COUNCIL

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### DEPARTMENT MISSION

The City Council of the City of Burlingame is committed to delivering unsurpassed municipal services that enhance the quality of life for Burlingame's residents and business community.



### DEPARTMENT OVERVIEW

The City Council is the City's governing body. It provides political leadership, enacts laws, adopts resolutions, and establishes policies for the City government. The City Council adopts an annual budget and conducts an annual audit of the City's finances. It is composed of five members who are elected at-large on a non-partisan basis for four-year staggered terms. The Mayor is appointed annually by Councilmembers. The Mayor appoints Councilmembers to working committees and subcommittees.

The City Council meets the first and third Monday of each month in formal, public session and holds periodic study sessions. City Council agendas and minutes of the meetings are posted on the City of Burlingame website for community members to review. Burlingame residents who subscribe to cable television can usually view the Council meetings on Comcast Channel 27, Wave Channel 26, and AT&T Channel 99. The City also provides a live video stream of the meetings over the Internet. Due to safety protocols in place since the start of the COVID-19 pandemic, and pursuant to Executive Order N-29-20 issued by the Governor, the Council meetings have been held on Zoom, recorded and streamed live on YouTube, and uploaded to the City's website after the meeting.

The Mayor and the City Council represent the City of Burlingame on local, regional, and state policy committees and commissions. The City Council also reviews proposed State of California legislation and provides formal input into the legislative process.

In 2019, the City Council selected the following five large infrastructure priority projects for special focus and appointed Council subcommittees for each project:

1. Broadway Grade Separation (Beach, Ortiz)
2. City Hall Modernization and Safety Improvements (Keighran, Ortiz)
3. Specific Plan for Rollins Road (Colson, Keighran)
4. Sea Level Rise Shoreline Protection Improvements (Brownrigg, Colson)
5. Underground Power Lines on El Camino Real (Beach, Brownrigg)

## KEY BUDGET CHANGES

The City Council budget remains level for the fiscal year 2021-22 with no significant changes to personnel costs or internal services. Non-personnel costs increased by \$10,000, or 3.4%, largely due to the addition of an agreement with the City of San Jose to assist with the enforcement of the City's minimum wage ordinance.

## DEPARTMENT BUDGET SUMMARY

	FY2021 Adopted Budget	FY2022 Budget Request	+ / - Change in \$	+ / - Change in %
<b>Appropriations</b>				
Employee Costs	164,606	164,931	325	0.20%
Non-Personnel Costs	291,189	301,185	9,996	3.43%
Internal Services	165	170	5	3.03%
Capital Outlay	0	0	0	n/a
<b>Total Appropriation</b>	<b>455,960</b>	<b>466,286</b>	<b>10,326</b>	<b>2.26%</b>
<b>Sources of Funds</b>				
General Fund	455,960	466,286	10,326	2.26%
<b>Total Funding</b>	<b>455,960</b>	<b>466,286</b>	<b>10,326</b>	<b>2.26%</b>

## DEPARTMENT STAFF

	FY2021 Actual FTE	FY2022 Budget Request	+ / - Change in FTE
<b>Full-Time Equivalents (FTE)</b>			
Council Members	5.00	5.00	0.00
<b>Total FTE</b>	<b>5.00</b>	<b>5.00</b>	<b>0.00</b>

CITY OF BURLINGAME, CALIFORNIA

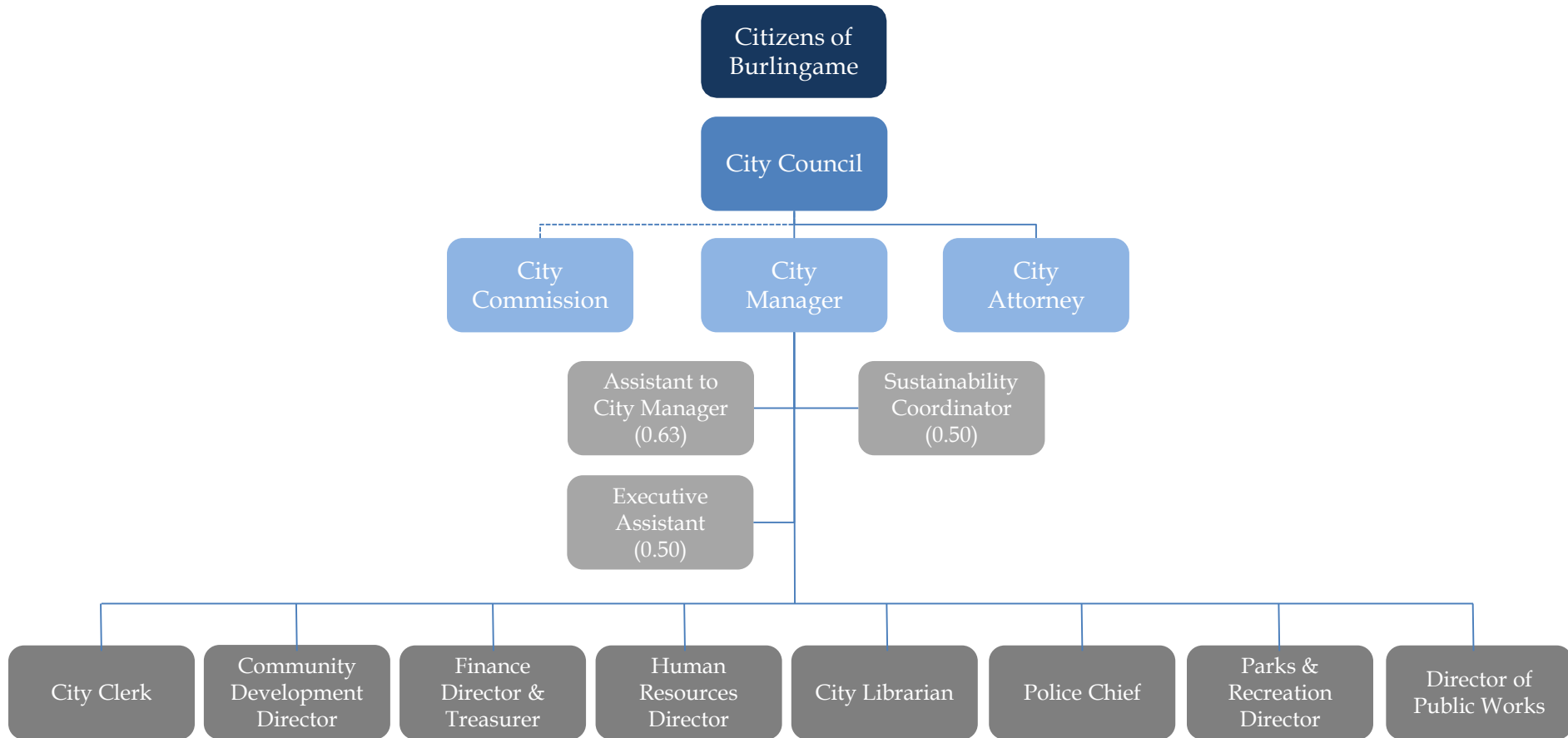


# FISCAL YEAR 2021-22

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OFFICE OF THE CITY MANAGER

# CITY MANAGER



## OFFICE OF THE CITY MANAGER

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### DEPARTMENT MISSION

The mission of the City Manager's Office is to provide professional leadership in the management and execution of policies and objectives formulated by the City Council; to develop and recommend alternative solutions to community problems for the City Council's consideration; and to provide comprehensive coordination and direction for City activities, finances, and personnel to deliver effective, efficient, and economical municipal services.



### DEPARTMENT OVERVIEW

The City Manager is appointed by the City Council and serves as the Chief Executive Officer of the City of Burlingame. The City Manager is responsible for the daily administration of the City and appoints and supervises all Department Directors. The City Manager also directs the administration of personnel relations, participates in intergovernmental relations that affect the City of Burlingame and its constituents, and authorizes investigations of citizen complaints. The Executive Assistant to the City Manager provides cross-collaborative support for both the City Manager and the City Attorney. The City Manager's Office also includes a part-time Assistant to the City Manager, who oversees the City's communications initiatives and special projects, and a part-time Sustainability Coordinator, who manages the City's green initiatives.

### KEY BUDGET CHANGES

The proposed non-personnel budget for the City Manager's Office includes an increase of \$117,000 (59.4%), largely due to additional funding for contractual services, to include grant-writing and federal advocacy services (\$100,000) and assistance with public information communication (\$30,000). The personnel costs for fiscal year 2021-22 reflect a small decrease, as scheduled salary and benefit cost increases were offset by a decrease in the estimated cost of health insurance. Other budget items remain stable with no significant changes.

# CITY OF BURLINGAME | FISCAL YEAR 2021-22

## DEPARTMENT BUDGET SUMMARY

	FY2021 Adopted Budget	FY2022 Budget Request	+ / - Change in \$	+ / - Change in %
<b>Appropriations</b>				
Employee Costs	693,389	690,870	(2,519)	-0.36%
Non-Personnel Costs	197,588	314,941	117,353	59.39%
Internal Services	61,846	64,003	2,157	3.49%
Capital Outlay	0	0	0	n/a
<b>Total Appropriation</b>	<b>952,823</b>	<b>1,069,814</b>	<b>116,991</b>	<b>12.28%</b>
<b>Sources of Funds</b>				
General Fund	952,823	1,069,814	116,991	12.28%
<b>Total Funding</b>	<b>952,823</b>	<b>1,069,814</b>	<b>116,991</b>	<b>12.28%</b>

## DEPARTMENT STAFF

	FY2021 Actual FTE	FY2022 Budget Request	+ / - Change in FTE
<b>Full-Time Equivalents (FTE)</b>			
City Manager	1.00	1.00	0.00
Executive Assistant	0.50	0.50	0.00
Assistant to City Manager	0.63	0.63	0.00
Sustainability Coordinator	0.50	0.50	0.00
<b>Total FTE</b>	<b>2.63</b>	<b>2.63</b>	<b>0.00</b>

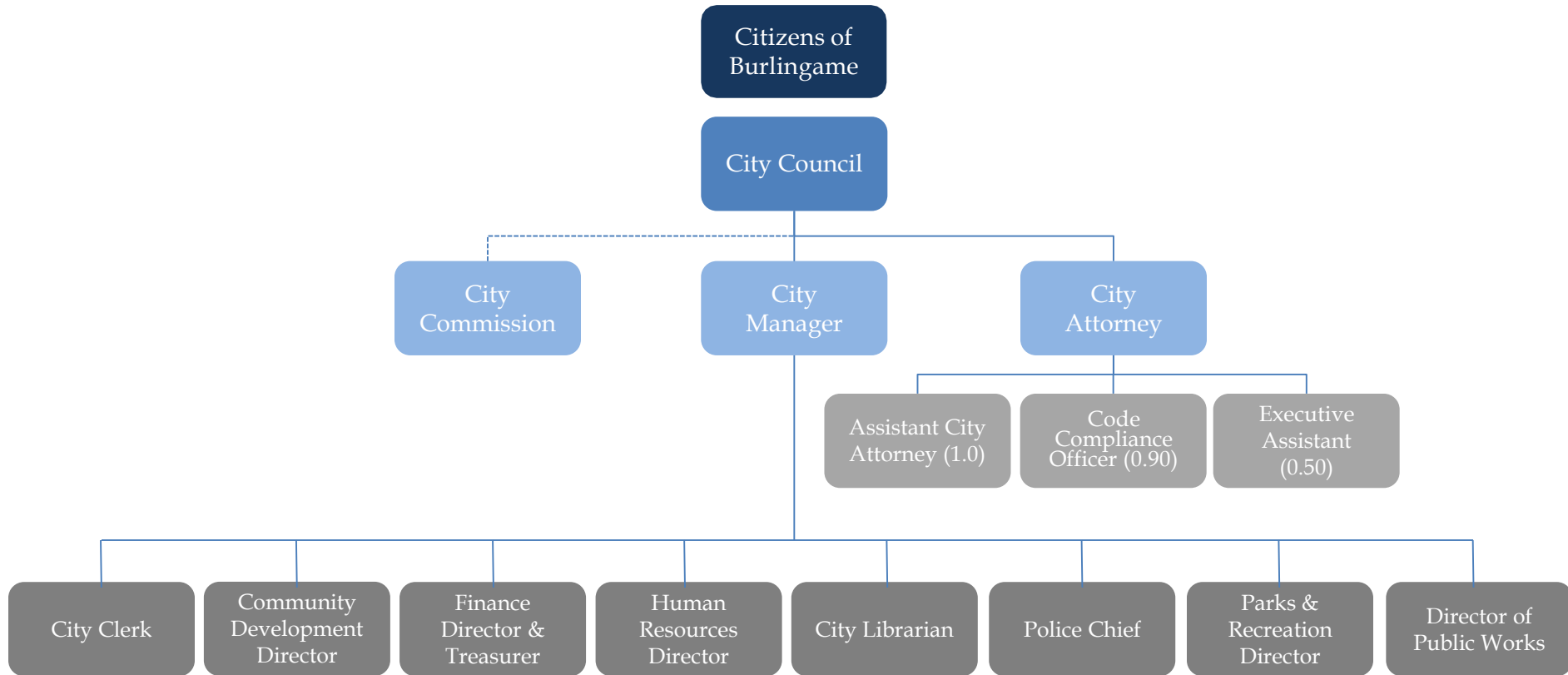


# FISCAL YEAR 2021-22

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OFFICE OF THE CITY ATTORNEY

# CITY ATTORNEY



## OFFICE OF THE CITY ATTORNEY

### DEPARTMENT MISSION

The City Attorney's Office strives to provide clear, effective, and cost-efficient legal advice to the City Council and all City functions; identify and mitigate potential legal and contractual risks while supporting the objectives of the City Council and City staff; and ensure transparent and fair administration of the City's municipal code.

### DEPARTMENT OVERVIEW

The City Attorney provides ongoing legal advice to the Mayor, City Council, Boards, Commissions, and City staff. The City Attorney manages all City litigation and handles all claims filed against the City of Burlingame under the California Government Claims Act - typically 85 claims per year. The City Attorney also drafts ordinances and resolutions, negotiates settlements and contracts, and advises on personnel matters, public records, ethics and open meetings law issues, development approvals, and environmental matters for the City.

The City Attorney also runs the risk management program, which includes general risk mitigation for City operations as well as property, general liability, and excess insurance under the Pooled Liability Assurance Network (PLAN) Joint Powers Authority. The City Attorney assists the Human Resources Department with the administration of the City's workers' compensation plan. The City Attorney also directs the City's code enforcement program, working with the Senior Risk Analyst/Code Compliance Officer and coordinating enforcement of the Burlingame Municipal Code with various City departments.

The City Council appoints the City Attorney. The Office of the City Attorney also includes a Deputy/Assistant City Attorney and a Senior Risk Analyst/Code Compliance Officer position; the office shares an Executive Assistant position with the City Manager.

### DEPARTMENT BUDGET SUMMARY

	<b>FY2021 Adopted Budget</b>	<b>FY2022 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Employee Costs	813,962	860,118	46,156	5.67%
Non-Personnel costs	1,771,465	2,007,967	236,502	13.35%
Internal Services	55,540	57,416	1,876	3.38%
Capital Outlay	0	0	0	n/a
<b>Total Appropriation</b>	<b>2,640,967</b>	<b>2,925,501</b>	<b>284,534</b>	<b>10.77%</b>

## CITY OF BURLINGAME | FISCAL YEAR 2021-22

	<b>FY2021 Adopted Budget</b>	<b>FY2022 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Source of Funds</b>				
Charges for Services – ISF	1,524,000	1,667,000	143,000	9.38%
Interest Income – ISF	94,000	70,000	(24,000)	-25.53%
General Fund	1,116,967	1,167,501	50,534	4.52%
<b>Total Funding</b>	<b>2,734,967</b>	<b>2,904,501</b>	<b>169,534</b>	<b>6.20%</b>

### DEPARTMENT STAFF

	<b>FY2021 Actual FTE</b>	<b>FY2022 Budget Request</b>	<b>+ / - Change in FTE</b>
<b>Full-Time Equivalents (FTE)</b>			
City Attorney	1.00	1.00	0.00
Assistant City Attorney	1.00	1.00	0.00
Senior Risk Analyst/Code Compliance Officer	0.90	0.90	0.00
Executive Secretary	0.50	0.50	0.00
<b>Total FTE</b>	<b>3.40</b>	<b>3.40</b>	<b>0.00</b>

### CITY ATTORNEY DIVISION

#### KEY CITY ATTORNEY BUDGET CHANGES

Personnel cost increases are primarily due to scheduled salary increases and associated benefit costs. There are no significant changes to non-personnel costs and internal services allocation.

#### CITY ATTORNEY DIVISION BUDGET SUMMARY

	<b>FY2021 Adopted Budget</b>	<b>FY2022 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Employee Costs	813,962	860,118	46,156	5.67%
Non-Personnel Costs	257,465	257,967	502	0.19%
Internal Services	55,540	57,416	1,876	3.38%
<b>Total Appropriation</b>	<b>1,126,967</b>	<b>1,175,501</b>	<b>48,534</b>	<b>4.31%</b>
<b>Sources of Funds</b>				
Code Enforcement Citation	10,000	8,000	(2,000)	-20.00%
General Fund	1,116,967	1,167,501	50,534	4.52%
<b>Total Funding</b>	<b>1,126,967</b>	<b>1,175,501</b>	<b>48,534</b>	<b>4.31%</b>

**CITY ATTORNEY – RISK MANAGEMENT**

The Risk Management fund covers general liability and risk mitigation (exclusive of workers' compensation) activities for the City. The fund is administered by the City Attorney and covers insurance premiums, property losses, claims, settlements or verdicts, and related outside counsel or expert fees. The fund also covers certain prospective risk mitigation and loss avoidance activities.

**KEY RISK MANAGEMENT BUDGET CHANGES**

General liability insurance premiums are expected to increase significantly in fiscal year 2021-22. The overall budget for the program is anticipated to be \$1.75 million, an increase of 15.6% as compared to the prior year's budget. Accordingly, the program's charges to City departments were adjusted up by 9.6% in FY 2021-22. If the cost of insurance continues to rise, charges to City departments from the General Liability Internal Service Fund may reflect further increases in future fiscal years.

**RISK MANAGEMENT BUDGET SUMMARY**

	<b>FY2021 Adopted Budget</b>	<b>FY2022 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Non-Personnel Costs	1,514,000	1,750,000	236,000	15.59%
<b>Total Appropriation</b>	<b>1,514,000</b>	<b>1,750,000</b>	<b>236,000</b>	<b>15.59%</b>
<b>Sources of Funds</b>				
Charges for Services – ISF	1,514,000	1,659,000	145,000	9.58%
Interest Income – ISF	94,000	70,000	(24,000)	-25.53%
<b>Total Funding</b>	<b>1,608,000</b>	<b>1,729,000</b>	<b>121,000</b>	<b>7.52%</b>



CITY OF BURLINGAME, CALIFORNIA

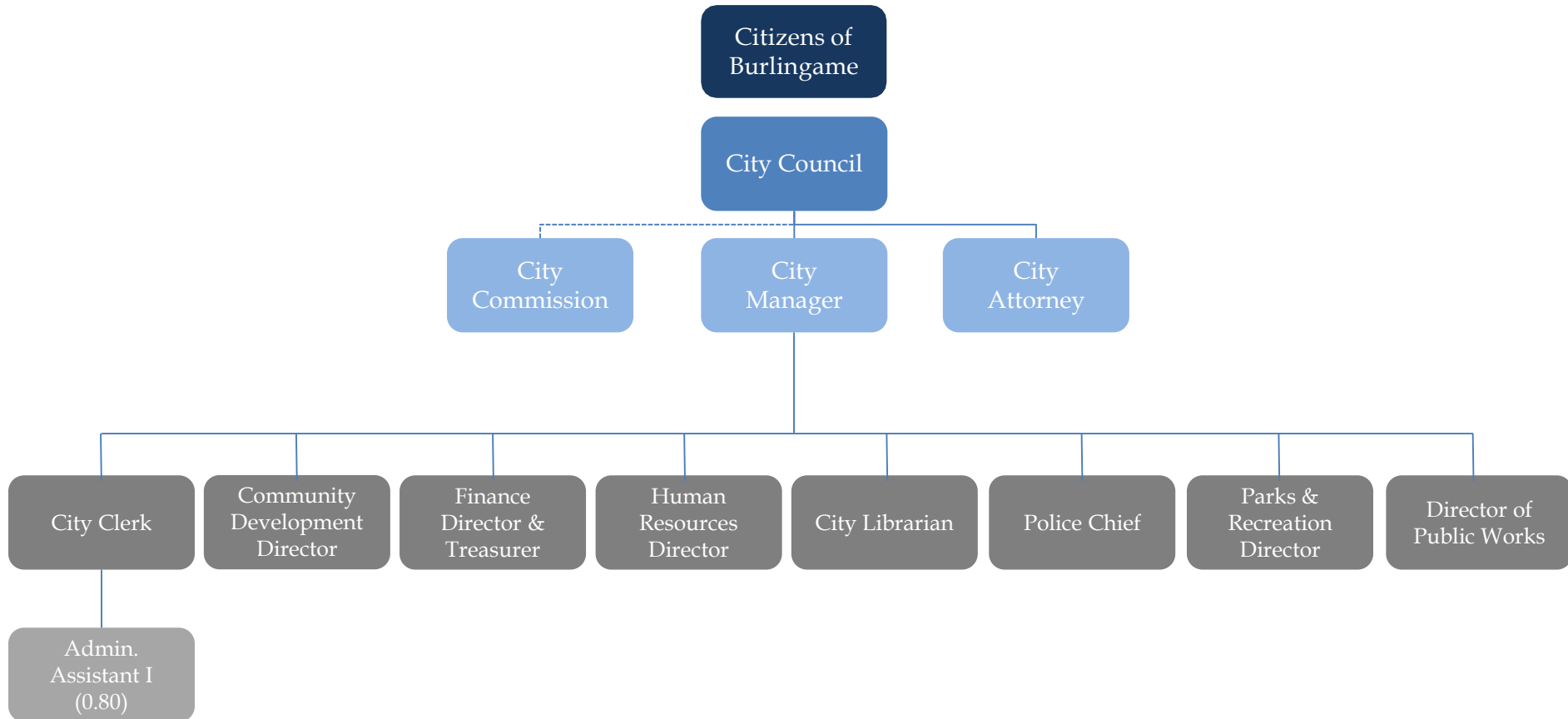


# FISCAL YEAR 2021-22

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OFFICE OF THE CITY CLERK

# CITY CLERK



## OFFICE OF THE CITY CLERK

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### DEPARTMENT MISSION

The City Clerk provides timely information regarding City business and the City Council's actions; accurately records, maintains, and preserves City records; provides quality customer service and inspires community involvement; fulfills and upholds legal obligations with integrity; supports City Departments by providing high quality and timely information requests processing; researches and disseminates information to facilitate decision-making; demonstrates professionalism; and continually strives for excellence.

### DEPARTMENT OVERVIEW

The City Clerk is responsible for maintaining custody of City records and serves as clerk for the City Council. The City Clerk records and maintains proceedings of the City Council, maintains custody of the City Seal, administers and files Oaths of Office, notarizes and records specific documents for the City, receives petitions concerning initiatives and referenda, gives notice of public hearings, maintains the Municipal Code Book, accepts subpoenas, and attends bid openings.

The City Clerk also administers City elections and maintains files for all documents related to elections, including but not limited to campaign statements and committee terminations. The City Clerk assists elected officials and designated employees in complying with the requirements of the Fair Political Practices Commission.

### KEY BUDGET CHANGES

One of the key budgetary changes for the City Clerk's Office relates to election costs. Last year's adopted budget included an appropriation of \$200,000 for contractual services to assist the City in the transition from at-large to by-district elections before the next scheduled City Council election (scheduled for November 2022). This one-time \$200,000 budget, if not fully utilized in FY 2020-21, is expected to be carried over (or re-appropriated) to the 2021-22 fiscal year. For fiscal year 2021-22, a one-time appropriation of \$30,000 was added to fund community outreach and communication associated with the transition to by-district elections.

Other budgetary items largely stay flat or reflect a slight increase from last year's budget. The increase in the City Clerk's Internal Services cost allocations are mainly due to increases borne by the IT/Admin Internal Services Fund.



# CITY OF BURLINGAME | FISCAL YEAR 2021-22

## DEPARTMENT BUDGET SUMMARY

	FY2021 Adopted Budget	FY2022 Budget Request	+ / - Change in \$	+ / - Change in %
<b>Appropriations</b>				
Employee Costs	300,658	307,943	7,285	2.42%
Non-Personnel Costs	109,272	107,275	(1,977)	-1.83%
Election Costs	200,000	30,000	(170,000)	-85.00%
Internal Services	34,661	38,589	3,928	11.33%
<b>Total Appropriation</b>	<b>644,591</b>	<b>483,807</b>	<b>(160,784)</b>	<b>-24.94%</b>
<b>Sources of Funds</b>				
General Fund	644,591	483,807	(160,784)	-24.94%
<b>Total Funding</b>	<b>644,591</b>	<b>483,807</b>	<b>(160,784)</b>	<b>-24.94%</b>

## DEPARTMENT STAFF

	FY2021 Actual FTE	FY2022 Budget Request	+ / - Change in FTE
<b>Full-Time Equivalents (FTE)</b>			
City Clerk	1.00	1.00	0.00
Administrative Assistant I/II	0.80	0.80	0.00
<b>Total FTE</b>	<b>1.80</b>	<b>1.80</b>	<b>0.00</b>

## DEPARTMENT STATISTICS

	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21 Estimated
City Council meetings held (regular and special)	38	32	32	31	31
Staff reports processed	245	300	300	340	300
Resolutions processed	112	140	140	164	140
Ordinances published	15	15	15	11	17
Elections managed	1	0	0	1	0
Residency certifications	10	7	7	5	0

**DEPARTMENT PERFORMANCE MEASURES**

	<b>FY 16-17</b>	<b>FY 17-18</b>	<b>FY 18-19</b>	<b>FY 19-20</b>	<b>FY 20-21 Estimated</b>
Council meeting agendas posted 72 hours before meeting	100%	100%	100%	100%	100%
Council special meeting agendas posted 24 hours before meeting	100%	100%	100%	100%	100%
eNews subscriptions expanded	Yes	Yes	Yes	Yes	Yes



CITY OF BURLINGAME, CALIFORNIA



# FISCAL YEAR 2021-22

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CENTRAL COUNTY FIRE DEPARTMENT



## CENTRAL COUNTY FIRE DEPARTMENT

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### DEPARTMENT MISSION

The Central County Fire Department is dedicated to enhancing the quality of life for residents and business community members of participating cities by protecting their lives, property, and the environment.

The Department accomplishes this mission through emergency mitigation, fire prevention, community outreach, and public education.



### DEPARTMENT OVERVIEW

The Central County Fire Department (CCFD) was established on April 20, 2004, through a Joint Powers Agreement (JPA) between the City of Burlingame and the Town of Hillsborough, with essential support services provided by the two cities. This partnership and JPA structure promotes more efficient administration and effective delivery of services without the additional overhead of a completely independent JPA agency. In December 2014, CCFD entered into an agreement with the City of Millbrae to provide fire protection services to the Millbrae community; 19 fire personnel and two fire stations were added to CCFD's existing organizational structure.

The Department is governed by a Board of Directors consisting of two City Councilmembers each from the City of Burlingame and the Town of Hillsborough, with each representing their respective city in determining the level of fire, emergency medical, and disaster preparedness services to be provided by the Department. All major decisions by the Board require ratification by the respective City Councils. The model, together with the joint budget, provides an effective tool for maximizing the delivery of fire services, controlling costs, and maintaining local control in determining service levels. The Burlingame and Hillsborough City Managers alternate serving as the Chief Administrative Officer of the department.

The Central County Fire Department is an all-risk emergency response and community service organization. The Department seeks to minimize risk to people, property, and the environment by responding to all fire, medical, rescue, and hazardous materials incidents. Administrative and non-emergency safety services include fire prevention and hazardous materials regulations, emergency medical services system management, and emergency preparedness and training. CCFD's personnel (88 FTEs) serve the communities with six engine companies and one truck company, strategically located in six fire stations, and administrative offices that include fire prevention, public education, training, and emergency preparedness. The total service area is 14.93 square miles, with a population of 61,344. The value of property protected is in excess of \$16 billion.

The General Fund for the Central County Fire Department (CCFD) is funded by contributions from the cities of Burlingame and Millbrae and the Town of Hillsborough. As members of the

## CITY OF BURLINGAME | FISCAL YEAR 2021-22

CCFD JPA, Burlingame and Hillsborough contribute approximately 70% based on a 60/40 cost allocation as outlined in the JPA. The remaining 30% is funded by the City of Millbrae.

### KEY BUDGET CHANGES

Burlingame's budget for fire protection services includes annual contributions to CCFD, certain retained workers' compensation program costs, and emergency preparedness activities. Overall, the City's FY 2021-22 proposed budget for Fire Services has increased by 4.1%. The increase is largely due to increased CCFD contributions, somewhat offset by decreases to the OPEB (retiree medical benefits) cost allocation.

The Central County Fire Department's (CCFD) FY 2021-22 proposed budget reflects a 3.9% increase as a whole. The increase is primarily attributable to contractual increases associated with salaries and benefits, increases in CalPERS pension costs, and required workers' compensation funding. Burlingame's contributions to CCFD increased by \$609,630 (or 5.1%) to \$12,501,367, constituting approximately 43% of CCFD's total funding from member agencies.

Another key budget change is a decrease in the OPEB cost allocation related to the benefits provided to the existing Fire Department retirees covered under the City's Tier 1 retiree medical program. The FY 2021-22 OPEB cost allocation was estimated to be \$268,000, as compared to \$368,000 in last year's budget, a decrease of \$100,000. The decrease is due largely to a decrease in the City's annual required contribution based on the latest OPEB actuarial study.

### DEPARTMENT BUDGET SUMMARY

	<b>FY2021 Adopted Budget</b>	<b>FY2022 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Contributions to CCFD	11,891,737	12,501,367	609,630	5.1%
Non-Personnel Costs (Burlingame)	678,000	582,500	(95,500)	(14.1%)
Internal Services (Burlingame)	0	0	0	n/a
Capital Outlay (Burlingame)	0	0	0	n/a
<b>Total Appropriation</b>	<b>12,569,737</b>	<b>13,083,867</b>	<b>514,130</b>	<b>4.1%</b>

### DEPARTMENT STATISTICS

	<b>FY 16-17</b>	<b>FY 17-18</b>	<b>FY 18-19</b>	<b>FY 19-20</b>	<b>FY 20-21 Estimated</b>
Total calls for service	7,668	7,424	7,493	7,410	7,410

CITY OF BURLINGAME | FISCAL YEAR 2021-22

	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21 Estimated
Medical responses	4,473	4,380	4,548	4,486	4,486
Fire suppression responses	180	149	144	116	116
Hazardous conditions responses	217	186	214	225	225
Other responses	2,787	2,709	2,587	2,583	2,583
Special events - fundraising events conducted by off-duty firefighters	3	3	3	0	0
Plans checked	230	266	282	242	242
Plans reviewed	334	403	387	392	392
Public education activities	24	13	51	31	31
Fire origin and cause investigations	10	5	7	15	15
Special events inspections	63	45	61	0	0
Engine company inspections	1,454	563	1,366	1,097	1,097
Construction inspections	407	325	540	448	448
Fire and life safety inspections	61	55	77	26	26
Junior Fire Marshal Picnic (number of children)	500	500	1,500	0	0
Car seat inspections	94	84	78	50	50
General public trained for disaster response (CERT)	23	71	70	84	84
General public trained for disaster response (GET READY)	8	55	57	99	99
City employees trained in city-wide disaster drills or other classes	100	0	0	0	0
CPR training (number of adults)	141	121	92	18	18
Training hours completed	5,820	7,168	10,711	18,122	18,122

CITY OF BURLINGAME | FISCAL YEAR 2021-22

	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21 Estimated
EMS training hours	2,301	1,852	2,681	2,684	2,684
Driver training hours	1,717	2,122	1,998	1,660	1,660
Ops. training hours	n/a	3,194	6,032	13,778	13,778
Percent of time a first in fire engine arrives on a structure fire scene within six minutes of dispatch	100%	100%	100%	83%	83%
Average response time for Priority 1 calls (emergency)	<6:59	<6:59	<6:59	<5:02	<5:02
Average response time for Priority 3 calls (non-emergency)	<6:59	<6:59	<6:59	<6:21	<6:21
Average response time for all calls	<6:59	<6:59	<6:59	<5:17	<5:17
Percentage of residents rating Emergency response services as good or excellent based on courtesy and service	100%	100%	100%	-	-
Plan checks completed within 10 working days	100%	100%	100%	100%	100%
Plan reviews completed within target	100%	100%	100%	100%	100%
Citizen inquiries responded to within one working day	100%	100%	100%	100%	100%
Completion of required annual continuing education training for all paramedics and Emergency Medical Technicians (EMTs)	100%	100%	100%	100%	100%

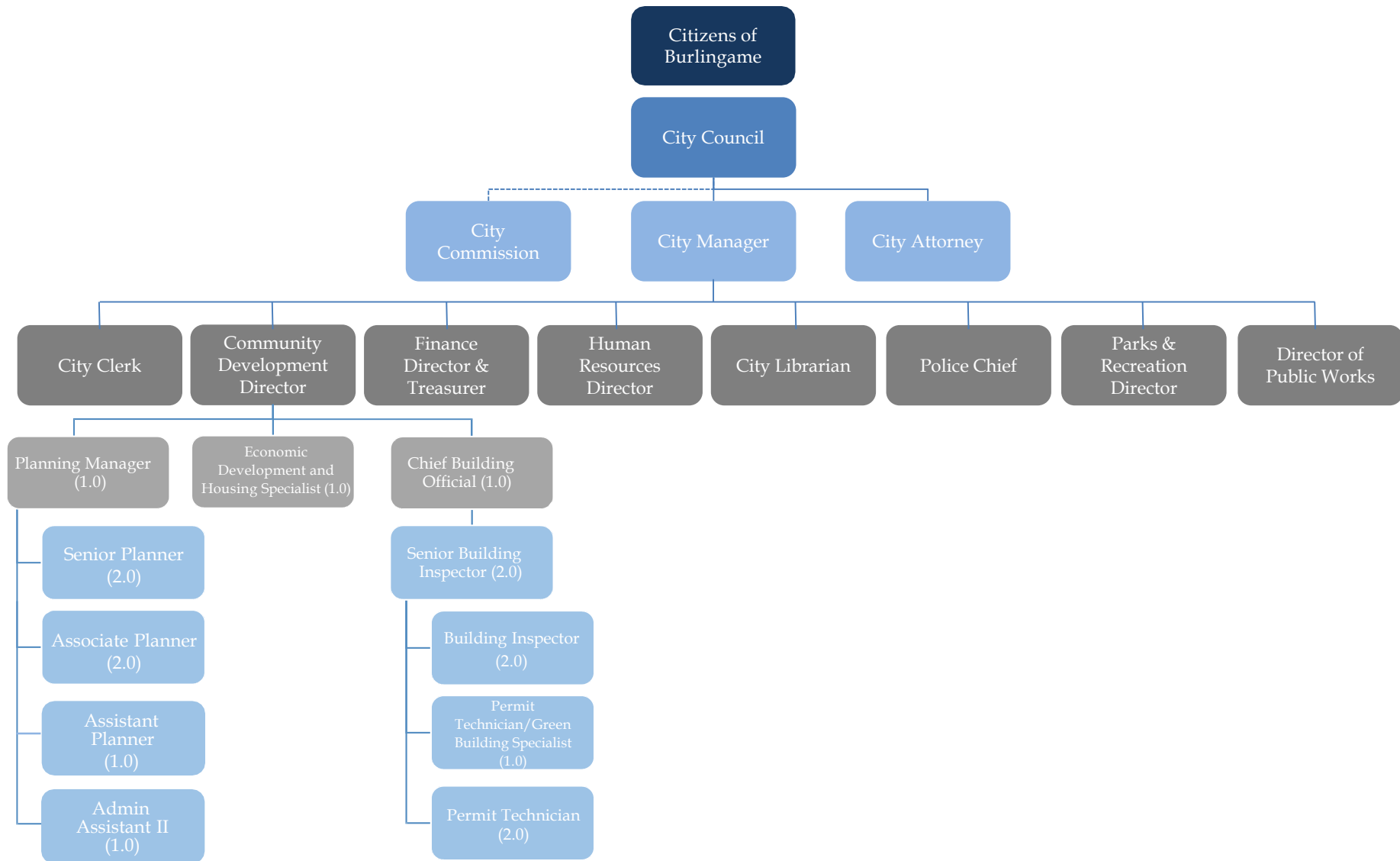


# FISCAL YEAR 2021-22

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COMMUNITY DEVELOPMENT DEPARTMENT

# COMMUNITY DEVELOPMENT DEPT.



## COMMUNITY DEVELOPMENT DEPARTMENT

### DEPARTMENT MISSION

The Community Development Department's mission is to serve as a one-stop source of information and guidance to residents and business owners desiring to engage in development or business activities within the community. The Department's goal is to provide exceptional customer service and to seek creative solutions that will ensure a positive, streamlined customer experience.

### DEPARTMENT OVERVIEW

The Community Development Department consists of the Planning Division, the Economic Development and Housing Division, and the Building Division. The Department is responsible for long-range and current planning activities, plan checking, building permit issuance, and field inspections of all buildings and structures in Burlingame. The Department also serves as a resource to assist local businesses and to attract new businesses to the community.



### DEPARTMENT BUDGET SUMMARY

	<b>FY2021 Adopted Budget</b>	<b>FY2022 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Employee Costs	3,328,258	3,313,441	(14,817)	-0.45%
Non-Personnel Costs	1,404,106	1,405,157	1,051	0.07%
Internal Services	278,679	293,148	14,469	5.19%
Capital Outlay	0	0	0	n/a
<b>Total Appropriation</b>	<b>5,011,043</b>	<b>5,011,746</b>	<b>703</b>	<b>0.01%</b>
<b>Sources of Funds</b>				
Charges for Svc - General Fund	887,000	897,000	10,000	1.13%
General Fund	1,662,168	1,379,089	(283,085)	-17.03%
Charges for Svc – Building Fund	2,020,000	3,115,000	1,095,000	54.21%
Interest Income – Building Fund	200,000	200,000	0	0.00%
Building Fund	241,875	0	(241,875)	-100.00%
<b>Total Funding</b>	<b>5,011,043</b>	<b>5,591,083</b>	<b>580,040</b>	<b>11.58%</b>

# CITY OF BURLINGAME | FISCAL YEAR 2021-22

## DEPARTMENT STAFF

	FY2021 Actual FTE	FY2022 Budget Request	+ / - Change in FTE
<b>Full-Time Equivalents (FTE)</b>			
Administrative Assistant II	1.00	1.00	0.00
Associate/Assistant Planner	3.00	3.00	0.00
Building Inspector	2.00	2.00	0.00
Building Inspector II/Sr.	2.00	2.00	0.00
Chief Building Official	1.00	1.00	0.00
Community Development Director	1.00	1.00	0.00
Economic Development & Housing Specialist	1.00	1.00	0.00
Permit Technician	2.00	2.00	0.00
Permit Technician/Green Building Specialist	1.00	1.00	0.00
Planning Manager	1.00	1.00	0.00
Senior Planner	2.00	2.00	0.00
<b>Total FTE</b>	<b>17.00</b>	<b>17.00</b>	<b>0.00</b>

## DEPARTMENT STATISTICS

	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21 Estimated
<b>Planning Division</b>					
Commission Hearings					
Conditional use permits	18	30	11	28	27
Variances	7	15	7	13	15
Special permits	13	19	17	11	14
Hillside area construction permits	6	4	7	3	6
Design review	65	62	59	46	50
Design review amendments	7	5	7	5	8
Other agenda items	8	11	13	14	20
Applications reviewed	105	96	87	74	80
General plan/zoning code amendments	2	1	2	3	4
Council agenda items considered	14	10	18	11	13
Administrative permits issued	10	28	41	35	125

## CITY OF BURLINGAME | FISCAL YEAR 2021-22

	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21 Estimated
Sign permits issued	34	38	34	19	22
Negative declarations and EIRs prepared	10	1	2	5	4
Home occupation permits reviewed	54	75	61	53	55
Construction plan checks performed	378	444	480	382	434
Final inspections completed	39	51	49	55	42
New single-family dwellings approved	16	15	18	19	24
New affordable dwellings units approved	1	0	145	53	71
New apt/condo units approved	48	17	268	445	705
Major projects in process	9	11	12	16	10
<b>Building Division</b>					
Building permits issued	1,300	1,278	1,201	1,106	1,175
Building plan checks performed	715	663	667	659	650
Building inspections conducted	6,250	7,433	7,099	8,037	8,100

## DEPARTMENT PERFORMANCE MEASURES

	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21 Estimated
<b>Planning Division</b>					
Percentage of planning application reviews completed within 30 days	80%	57%	52%	54%	60%
Percentage of plan checks (for new building permits) completed within 10 business days	91%	88%	70%	52%	65%
<b>Building Division</b>					
Percentage of plan checks completed within 15 working days	94%	94%	96%	91%	95%
Percentage of permits issued over-the-counter	75%	76%	72%	71%	75%
Percentage of "good" or "excellent" customer service ratings (per annual survey)	92%	91%	90%	89%	90%

## COMMUNITY DEVELOPMENT DEPARTMENT - PLANNING DIVISION

The Planning Division is responsible for maintaining the City's General Plan and various specific plans and for maintaining, updating, and administering the City's zoning regulations and sign regulations. The zoning regulations contain the specific regulations that inform the design and construction of new developments and additions to existing structures, including height limits, floor area ratio, parking requirements, lot coverage, and property line setbacks. The zoning regulations also outline design review processes for various types of projects (when design review is required).

### KEY PLANNING DIVISION BUDGET CHANGES

The Planning Division's proposed budget for fiscal year 2021-22 reflects a slight decrease of \$17,000, or 0.8%. Personnel costs marginally decreased by \$5,000, or 0.3%, as an Associate Planner vacancy was flexibly staffed with an Assistant Planner classification, yielding a budgetary savings of \$38,000. The savings were mostly offset by scheduled increases in salaries and associated benefit costs for the rest of the division. Increases in Internal Services are mainly due to increases from IT/Admin cost allocation as new laptops were added to the Division.

Non-personnel costs decreased by \$20,000, or 8.1%, with significant changes coming from a \$30,000 reduction in the Division's OPEB cost allocation and a net increase of \$15,000 to contractual services. The Division's contractual services was allocated an additional \$5,000 to support zoning regulations, and \$20,000 to contract temporary assistance with a digital archiving project. A reduction of \$10,000 was made to the Planning Commission's filming contract in anticipation that virtual meetings will continue until mid-fiscal year.

### PLANNING DIVISION BUDGET SUMMARY

	<b>FY2021 Adopted Budget</b>	<b>FY2022 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Employee Costs	1,719,468	1,714,144	(5,324)	-0.31%
Non-Personnel Costs	249,864	229,631	(20,233)	-8.10%
Internal Services	132,641	140,815	8,174	6.16%
Capital Outlay	0	0	0	n/a
<b>Total Appropriation</b>	<b>2,101,973</b>	<b>2,084,590</b>	<b>(17,383)</b>	<b>-0.83%</b>
<b>Sources of Funds</b>				
Charges for Svc - General Fund	887,000	897,000	10,000	1.13%
General Fund	1,214,973	1,187,590	(27,383)	-2.25%
<b>Total Funding</b>	<b>2,101,973</b>	<b>2,084,590</b>	<b>(17,383)</b>	<b>-0.83%</b>

## **COMMUNITY DEVELOPMENT DEPARTMENT - ECONOMIC DEVELOPMENT AND HOUSING DIVISION**

The Economic Development and Housing Division of the Community Development Department is dedicated to creating a positive business climate in Burlingame that helps local businesses thrive. The Division is responsible for helping retain and expand existing businesses and promoting new development. The Economic Development and Housing Specialist regularly keeps in touch with the local businesses and Business Improvement Districts (BIDs) to offer assistance; refers businesses to appropriate City contacts and organizations that can provide services; and seeks opportunities that help businesses reach out to their customers and members. The Economic Development and Housing Specialist also manages the City Council Economic Development Subcommittee, including coordination of monthly subcommittee meetings.

In 2020, the Economic Development Specialist position was expanded to include housing, with the title of the position changed to Economic Development and Housing Specialist. Housing-related functions include managing the City's affordable housing unit inventory; providing direction to residents on available housing resources; and tracking local and state housing legislation. The position is also responsible for managing the update of the City's Housing Element.

### **KEY BUDGET CHANGES FOR THE ECONOMIC DEVELOPMENT AND HOUSING DIVISION**

The Economic Development and Housing Division's FY 2021-22 budget reflects a rise in personnel costs and decline in non-personnel costs. Personnel costs increase by \$24,000, or 15.7%, due largely to the addition of \$16,000 of CalPERS pension unfunded liability (UAL) allocation, which has in the past (prior to the creation of the new division) been charged to the Planning Division. Excluding the pension UAL allocation, personnel costs for the division only increased 5.1%, primarily due to regular salary increases and associated benefit costs.

Last year's non-personnel budget included two one-time budget items: \$150,000 appropriated for affordable housing administration, and \$115,000 for Business Improvement District (BID) payments to support local businesses in response to the COVID pandemic. Such one-time appropriations will not require additional funding in FY 2021-22. The City will continue the contractual services for affordable housing administration, but it was budgeted under the City's Housing Fund (\$96,000), rather than the General Fund.

## ECONOMIC DEVELOPMENT AND HOUSING DIVISION BUDGET SUMMARY

	<b>FY2021 Adopted Budget</b>	<b>FY2022 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Employee Costs	149,738	173,267	23,529	15.71%
Non-Personnel Costs	297,457	18,226	(279,231)	-93.87%
Internal Services	0	0	0	n/a
Capital Outlay	0	0	0	n/a
<b>Total Appropriation</b>	<b>447,195</b>	<b>191,493</b>	<b>(255,702)</b>	<b>-57.18%</b>
<b>Sources of Funds</b>				
General Fund	447,195	191,493	(255,702)	-57.18%
<b>Total Funding</b>	<b>447,195</b>	<b>191,493</b>	<b>(255,702)</b>	<b>-57.18%</b>

## COMMUNITY DEVELOPMENT DEPARTMENT - BUILDING DIVISION

The Building Division is in charge of plan checking, permit issuance, and field inspections of all buildings and structures in Burlingame. The Division enforces the minimum requirements of the State Building Codes, State and Federal laws, and local ordinances. The Building Division also acts as a central clearinghouse, distributing plans to other departments to ensure that a project complies with all of the City's requirements. Once plans are approved and building begins, the Division inspects the work in progress, assuring that minimum code compliance is achieved.

### KEY BUILDING ENTERPRISE BUDGET CHANGES

The increase in the Building Division's non-personnel budget is due largely to a high volume of construction and large development projects. The Building Division anticipates additional needs for building plan check and permit technician services, resulting in a budget increase of \$217,000. Of the increases, approximately \$182,000 are essentially pass-through expenditures that are paid by the building permit applicants.

Another key budget change to the non-personnel budget is a one-time appropriation of \$100,000 to upgrade the City's existing permit tracking software, as the current version is no longer supported.

Personnel costs decreased by \$33,000, or 2.3%, due to two Building Inspector positions being filled at a lower step than originally anticipated in last year's budget. Otherwise, the personnel budget for the Building Division remains consistent with scheduled increases in salaries and benefit costs.

# CITY OF BURLINGAME | FISCAL YEAR 2021-22

## BUILDING DIVISION BUDGET SUMMARY

	FY2021 Adopted Budget	FY2022 Budget Request	+ / - Change in \$	+ / - Change in %
<b>Appropriations</b>				
Employee Costs	1,459,052	1,426,030	(33,022)	-2.26%
Non-Personnel Costs	856,785	1,157,300	300,515	35.07%
Internal Services	146,038	152,333	6,295	4.31%
Capital Outlay	0	0	0	n/a
<b>Total Appropriation</b>	<b>2,461,875</b>	<b>2,735,663</b>	<b>273,788</b>	<b>11.12%</b>
<b>Sources of Funds</b>				
Charges for Svc – Building	2,020,000	3,115,000	1,095,000	54.21%
Interest Income – Building Fund	200,000	200,000	0	0.00%
Building Fund	241,875	0	(241,875)	-100.00%
<b>Total Funding</b>	<b>2,461,875</b>	<b>3,315,000</b>	<b>853,125</b>	<b>34.65%</b>



CITY OF BURLINGAME, CALIFORNIA

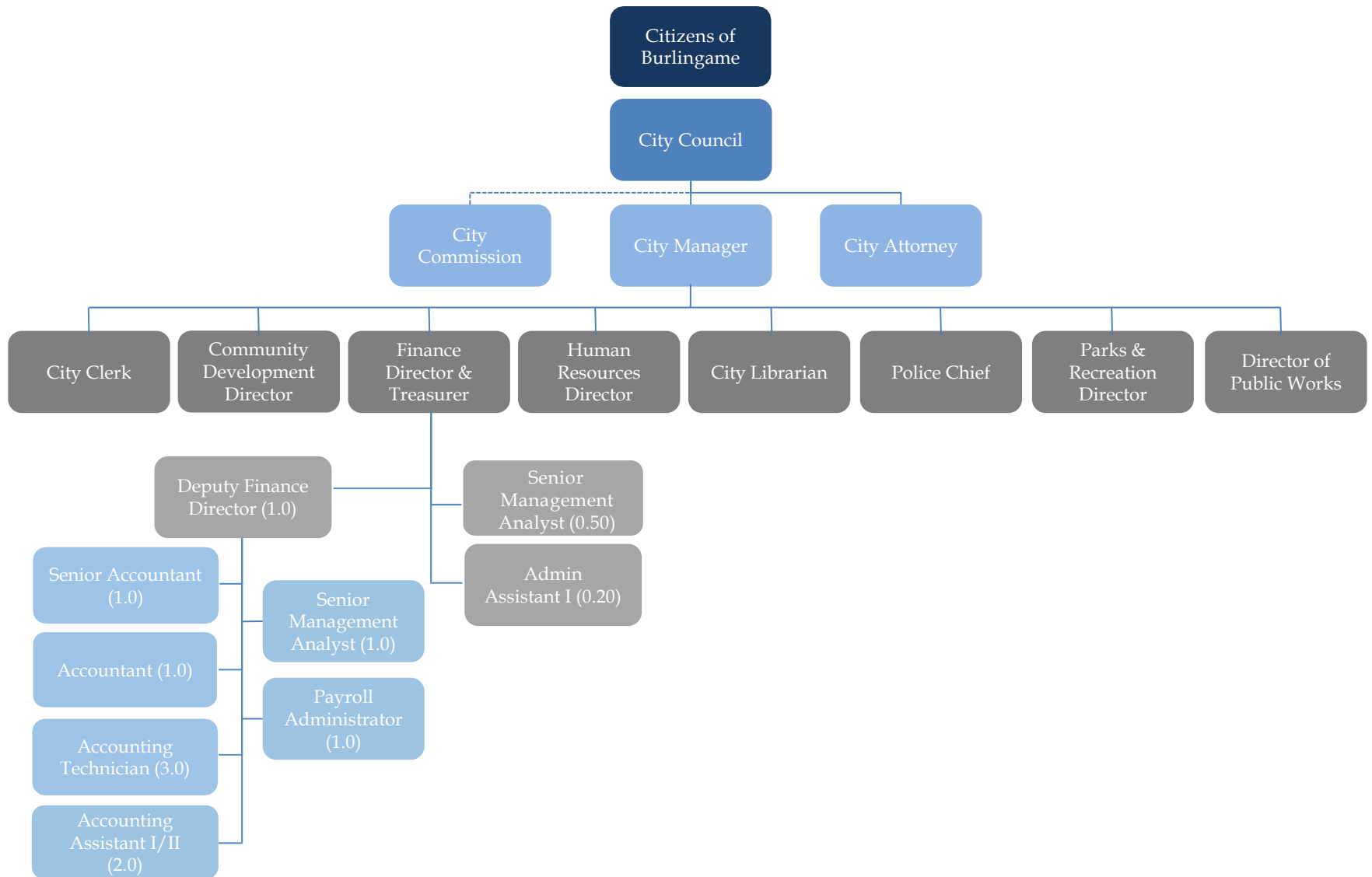


# FISCAL YEAR 2021-22

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FINANCE DEPARTMENT

# FINANCE DEPARTMENT



## FINANCE

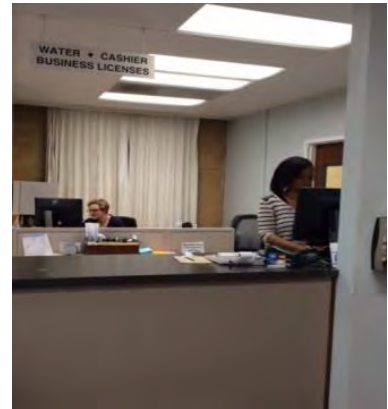
### DEPARTMENT MISSION

The Finance Department ensures that the City's assets are safeguarded, preserved, maximized, and maintained through effective financial management, providing a sound financial base to deliver City services. This mission is supported through the maintenance of an efficient and effective set of information tools that provide accurate and timely data access. The Administrative Services and Information Technology Division provides advice on applications of new technology and strives to provide responsive service and support to City staff in the fulfillment of their varied missions.



### DEPARTMENT OVERVIEW

The Finance Department manages the financial affairs of the City. The Department is responsible for oversight of the annual budget and financial statement audit and reports, debt management, oversight of the City's investment portfolio, financial stewardship, information technology, accounting, utility billing and collections, business license administration, payroll, disbursements, and administrative support for the City's three business improvement districts: Downtown Burlingame Avenue, Broadway, and the San Mateo County/Silicon Valley Convention and Visitors Bureau. The Finance Director and Treasurer serves as the City's Chief Financial Officer. The Finance Director also administers the City's various franchise agreements and represents the City on the South Bay Waste Management Joint Powers Authority Technical Advisory Committee and the San Mateo County Telecommunications Authority.



### DEPARTMENT BUDGET SUMMARY

	FY2021 Adopted Budget	FY2022 Budget Request	+ / - Change in \$	+ / - Change in %
<b>Appropriations</b>				
Employee Costs	2,138,766	2,268,144	129,378	6.05%
Non-Personnel Costs	1,877,780	1,739,779	(138,001)	-7.35%
Internal Services	183,810	190,606	6,796	3.70%
Capital Outlay	0	150,000	150,000	n/a
<b>Total Appropriation</b>	<b>4,200,356</b>	<b>4,348,529</b>	<b>148,173</b>	<b>3.53%</b>

# CITY OF BURLINGAME | FISCAL YEAR 2021-22

	<b>FY2021 Adopted Budget</b>	<b>FY2022 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Sources of Funds</b>				
Charges for Services - ISF	1,421,669	1,465,057	43,388	3.05%
Interest Income - ISF	20,000	15,000	(5,000)	-25.00%
Charges for Svc - General Fund	9,000	9,300	300	3.33%
Water Enterprise	474,500	510,700	36,200	7.63%
Sewer Enterprise	237,300	252,700	15,400	6.49%
Solid Waste Fund	29,000	29,000	0	0.00%
Measure I	2,300	2,200	(100)	-4.35%
General Fund	2,006,587	2,078,372	71,785	3.58%
<b>Total Funding</b>	<b>4,200,356</b>	<b>4,348,529</b>	<b>161,973</b>	<b>3.86%</b>

## DEPARTMENT STAFF

	<b>FY2021 Actual FTE</b>	<b>FY2022 Budget Request</b>	<b>+ / - Change in FTE</b>
<b>Full-Time Equivalents (FTE)</b>			
Accountant	1.00	1.00	0.00
Accounting Assistant I/II	2.00	2.00	0.00
Accounting Technician	3.00	3.00	0.00
Finance Director & Treasurer	1.00	1.00	0.00
Deputy Finance Director	1.00	1.00	0.00
Senior Management Analyst	1.50	1.50	0.00
Administrative Assistant I/II	0.20	0.20	0.00
Payroll Administrator	1.00	1.00	0.00
Senior Accountant	1.00	1.00	0.00
<b>Total FTE</b>	<b>11.70</b>	<b>11.70</b>	<b>0.00</b>

## DEPARTMENT STATISTICS

	<b>FY 16-17</b>	<b>FY 17-18</b>	<b>FY 18-19</b>	<b>FY 19-20</b>	<b>FY 20-21 Estimated</b>
Total computers citywide	317	304	312	320	327
Number of utility accounts billed (annually)	10,380	10,301	10,307	11,736	10,848
Number of business license accounts (annually)	6,902	7,493	7,463	7,464	7,520

# CITY OF BURLINGAME | FISCAL YEAR 2021-22

	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21 Estimated
Over the counter services rendered	11,768	10,978	11,005	10,786*	n/a*
Utility service phone calls received (annually)	18,389	18,355	17,532	19,285	15,176
General main line phone inquiries received (annually)	10,555	10,337	9,520	9,664	6,020

\*Due to the COVID-19 Shelter-in-Place Order, City Hall was closed to the public starting in mid-March 2020.

## DEPARTMENT PERFORMANCE MEASURES

	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21 Estimated
Prepare a five- year forecast for use by decision-makers	Yes	Yes	Yes	Yes	Yes
Prepare a comprehensive budget summary for the City's webpage and general public	Yes	Yes	Yes	Yes	Yes
Forecast annual General Fund revenues within 5%	Yes	Yes	Yes	Yes	Yes
Provide monthly financial reports to internal departments by the 15th business day of the following month	Yes	Yes	Yes	Yes	Yes
Prepare a clear and comprehensive annual Financial Results Summary for the City's webpage and general public	Yes	Yes	Yes	Yes	Yes
Receive an unqualified opinion on all financial audits	Yes	Yes	Yes	Yes	Yes
Achieve greater than the 12-month average of 2 year T-bill rate on investments	Yes	Yes	Yes	Yes	Yes
Post 95% of water account payments received by mail within 24 hours	Yes	Yes	Yes	Yes	Yes
Deposit all customer payments received within one business day	Yes	Yes	Yes	Yes	Yes
Identify and issue 30 new business licenses annually	Yes	Yes	Yes	Yes	Yes
Provide accurate and timely debt service payments	Yes	Yes	Yes	Yes	Yes
Maintain the City's AA+ bond rating	Yes	Yes	Yes	Yes	Yes

## **FINANCE - ADMINISTRATIVE SERVICES DIVISION**

Administrative Services is a division of the Finance Department. It is operated as an internal service fund and provides services solely to City departments. Accordingly, its costs are allocated to City departments.

The Division manages and maintains an information technology network for all departments, including computer hardware and software for running mission-critical business applications, cybersecurity and technology disaster recovery, telecommunications systems, financial information management systems, utility billing systems, email, and connectivity to the Internet and Intranet.

The Division also provides administrative support to City Hall by maintaining a staff reception desk and front-line customer service, clerical and document management, and intra-City mailroom service. The City of Burlingame contracts with Redwood City for its information technology services. Burlingame owns its software and hardware but monitors and directs Redwood City in-house staff to maintain defined levels of service. Periodic meetings with representatives from all departments allow for discussion of data and voice network issues and the development of long-term technology plans and strategies.

### **KEY ADMINISTRATIVE SERVICES DIVISION BUDGET CHANGES**

Due to the increased importance of using technology to deliver high-quality services in a convenient and cost-effective manner, the City's overall Information Technology Services budget rose significantly in FY 2020-21. Intensified demands for remote access to the City's networks for employees and the costs of related cybersecurity considerations drove the budget up 24.5% over the adopted budget for FY 2019-20. This higher level of spending needs to be maintained for fiscal year 2021-22. Due to the budgetary increases adopted in the prior year, the overall budget for the Administrative Services Division reflects only a slight increase of \$25,000, or 1.7%, with budgetary changes coming from non-personnel costs and additional capital outlay appropriations.

Non-personnel costs include the cost of the Information Technology (IT) service contract with the City of Redwood City (\$651,000), maintenance contracts for the City's computer hardware (\$190,000) and software systems (\$150,000), and the City's computer replacement program (\$140,000). Total non-personnel costs for the Division are anticipated to be \$1.18 million for fiscal year 2021-22. The decrease of \$127,000, or 9.6%, was due largely to a slight decrease in contract maintenance costs on major hardware purchased in FY 2020-21. The cost of the IT service contract with Redwood City also decreased slightly (\$19,000) from the prior year.

A capital outlay budget of \$150,000 anticipates the replacement of two assets that have reached their end-of-life cycle: a software and network storage system (\$120,000) and a folder inserter machine (\$30,000).

Investing in technological infrastructure has proven to be essential in providing convenient, secure, and cost-efficient services to the community. The implementation of Phase I (Finance) of the City's Enterprise Resource Planning (ERP) System provided the digital resources for City staff to continue daily financial operations, both in the office and remotely, during the COVID-19 pandemic. In the 2020-21 fiscal year, the City went live with parts of Phase II (HR and Payroll) of the ERP implementation that included payroll, personnel management, and digital time-keeping. The

## CITY OF BURLINGAME | FISCAL YEAR 2021-22

implementation of Phase II provided City staff with an online platform to complete routine Payroll and HR processes. Staff will continue with Phase III (Utility Billing) of the ERP implementation, scheduled to go live in the fall of 2021, with the goal of leveraging the system's paperless processes to continue providing safe and efficient digital solutions city-wide.

### ADMINISTRATIVE SERVICES DIVISION BUDGET SUMMARY

	FY2021 Adopted Budget	FY2022 Budget Request	+ / - Change in \$	+ / - Change in %
<b>Appropriations</b>				
Employee Costs	127,369	128,657	1,288	1.01%
Non-Personnel Costs	1,314,300	1,187,600	(126,700)	-9.64%
Capital Outlay	0	150,000	150,000	n/a
<b>Total Appropriation</b>	<b>1,441,669</b>	<b>1,466,257</b>	<b>24,588</b>	<b>1.71%</b>
<b>Sources of Funds</b>				
Charges for Services - ISF	1,421,669	1,465,057	43,388	3.05%
Interest Income - Admin Svc	20,000	15,000	(5,000)	-25.00%
<b>Total Funding</b>	<b>1,441,669</b>	<b>1,480,057</b>	<b>38,388</b>	<b>2.66%</b>

### FINANCE DEPARTMENT - FINANCE DIVISION

The Finance Department manages the financial affairs of the City and invests idle cash. The Finance Director/Treasurer serves as the Chief Financial Officer. The Department follows sound financial recording and reporting practices in accordance with applicable laws and generally accepted accounting principles as approved by the Governmental Accounting Standards Board.

### KEY FINANCE DIVISION BUDGET CHANGES

The overall budget for the Finance Department increased by \$124,000, or 4.5%. The key budget factors contributing to the budget increases lie largely within the personnel costs, which rose \$128,000 (6.4%). The increase was due primarily to scheduled salary increases and associated benefits costs. Non-personnel costs decreased by \$11,300, or 2%, due to a \$30,000 reduction in the Department's OPEB (retiree medical benefits) cost allocation. The net savings from these respective benefit obligations were slightly offset by anticipated increases in banking fees and a newly-budgeted contractual service provision in anticipation of an updated cost allocation study.

# CITY OF BURLINGAME | FISCAL YEAR 2021-22

## FINANCE DIVISION BUDGET SUMMARY

	FY2021 Adopted Budget	FY2022 Budget Request	+ / - Change in \$	+ / - Change in %
<b>Appropriations</b>				
Employee Costs	2,011,397	2,139,487	128,090	6.37%
Non-Personnel Costs	563,480	552,179	(11,301)	-2.01%
Internal Services	183,810	190,606	6,796	3.70%
Capital Outlay	0	0	0	n/a
<b>Total Appropriation</b>	<b>2,758,687</b>	<b>2,882,272</b>	<b>123,585</b>	<b>4.48%</b>
<b>Sources of Funds</b>				
Charges for Svc - General Fund	9,000	9,300	300	3.33%
Water Enterprise	474,500	510,700	36,200	7.63%
Sewer Enterprise	237,300	252,700	15,400	6.49%
Solid Waste Fund	29,000	29,000	0	0.0%
General Fund	2,008,887	2,080,572	71,685	3.57%
<b>Total Funding</b>	<b>2,758,687</b>	<b>2,882,272</b>	<b>123,585</b>	<b>4.48%</b>

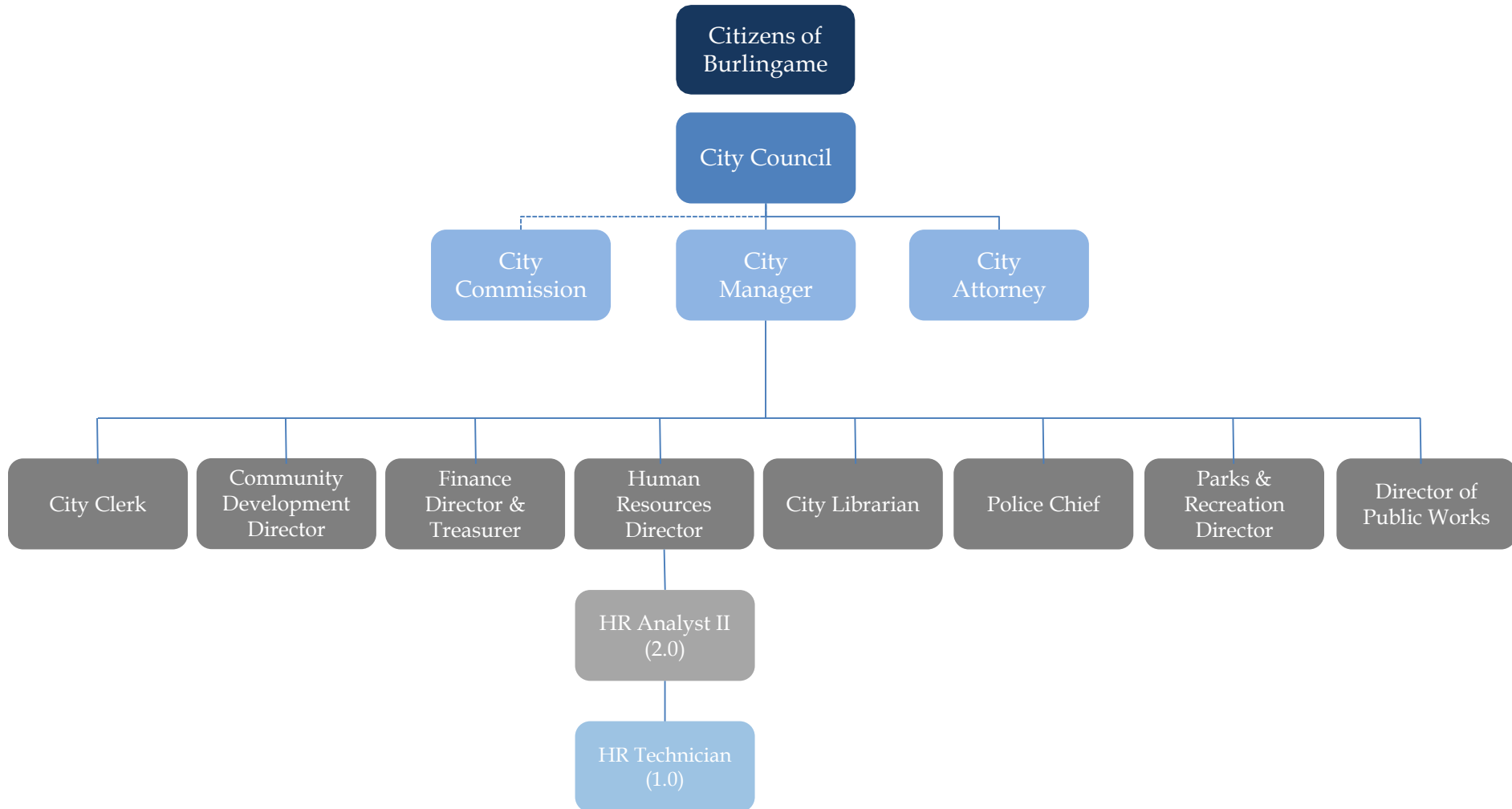


# FISCAL YEAR 2021-22

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## HUMAN RESOURCES DEPARTMENT

# HUMAN RESOURCES



## HUMAN RESOURCES

### DEPARTMENT MISSION

The Human Resources Department's mission is to provide a high quality, meaningful service experience to applicants, employees, retirees, and the public, as well as to collaborate with departments to recruit, develop, support, and retain diverse and talented employees who are the key to the City of Burlingame's reputation and success.

### DEPARTMENT OVERVIEW

The Human Resources Department provides a full array of employment services in support of the needs of the City and community at large. The Department is responsible for recruitment and retention, classification and compensation systems, workers' compensation and employee safety, labor and employee relations, employment policies and procedures, benefit administration for active and retired employees, employee development and training, employee engagement initiatives, employee recognition activities, and maintaining positive working relationships with labor groups, staff (active and retired), and the public. The Human Resources Department also ensures compliance with federal, state, and local laws and administers programs within the City's Memoranda of Understanding, the Personnel Rules and Regulations, and Administrative Procedures.

### DEPARTMENT BUDGET SUMMARY

	FY2021 Adopted Budget	FY2022 Budget Request	+ / - Change in \$	+ / - Change in %
<b>Appropriations</b>				
Employee Costs	792,454	831,760	39,306	4.96%
Non-Personnel Costs	1,462,003	1,494,751	32,748	2.24%
Internal Services	74,662	80,137	5,475	7.33%
Capital Outlay	0	0	0	n/a
<b>Total Appropriation</b>	<b>2,329,119</b>	<b>2,406,648</b>	<b>77,529</b>	<b>3.33%</b>
<b>Sources of Funds</b>				
Charges for Services - ISF	1,034,500	1,034,500	0	0.00%
Interest Income - ISF	115,000	86,500	(28,500)	-24.78%
General Fund	1,179,619	1,212,988	33,369	2.83%
<b>Total Funding</b>	<b>2,329,119</b>	<b>2,333,988</b>	<b>4,869</b>	<b>0.21%</b>

# CITY OF BURLINGAME | FISCAL YEAR 2021-22

## DEPARTMENT STAFF

	FY2021 Actual FTE	FY2022 Budget Request	+ / - Change in FTE
<b>Full-Time Equivalents (FTE)</b>			
Human Resources Director	1.00	1.00	0.00
Human Resources Analyst II	2.00	2.00	0.00
Human Resources Technician	1.00	1.00	0.00
<b>Total FTE</b>	<b>4.00</b>	<b>4.00</b>	<b>0.00</b>

## DEPARTMENT STATISTICS

	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21 Estimated
<b>Human Resources Division</b>					
Average number of business days for a recruitment process to establish an eligible list	42	25	34	38	37
Number of employee participants in City trainings	241	137	215	221	250
Number of regular recruitments completed	44	18	20	29	42
Number of regular new hires	20	17	32	24	22
Number of labor associations	6	7	7	7	7
Number of labor agreements (MOU's) negotiated and approved	3	4	3	1	0
<b>Workers' Compensation Division</b>					
Number of workers' compensation claims filed	24	36	27	21	20
Number of lost work days due to workers' compensation injuries	450	303	290	379	406

## KEY HUMAN RESOURCES DIVISION BUDGET CHANGES

The Human Resources Division (General Fund) budget increase of \$33,000, or 2.8%, reflects a fiscally stable program for the upcoming year. Personnel costs increase by \$39,000, or 5%, consistent with scheduled salary increases and associated benefit costs. The non-personnel budget remains flat, with the exception of a decreased OPEB cost allocation. The increase in Internal Services is partly attributed to a higher IT/Admin allocation due to additional laptops assigned to the department.

## HUMAN RESOURCES DIVISION BUDGET SUMMARY

	<b>FY2021 Adopted Budget</b>	<b>FY2022 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Employee Costs	792,454	831,760	39,306	4.96%
Non-Personnel Costs	312,503	301,091	(11,412)	-3.65%
Internal Services	74,662	80,137	5,475	7.33%
Capital Outlay	0	0	0	n/a
<b>Total Appropriation</b>	<b>1,179,619</b>	<b>1,212,988</b>	<b>33,369</b>	<b>2.83%</b>
<b>Sources of Funds</b>				
General Fund	1,179,619	1,212,988	33,369	2.83%
<b>Total Funding</b>	<b>1,179,619</b>	<b>1,212,988</b>	<b>33,369</b>	<b>2.83%</b>

## HUMAN RESOURCES – WORKERS’ COMPENSATION

The Human Resources Department administers a workers’ compensation program that complies with federal and state law. Workers’ compensation programs provide benefits in the event an employee is injured at work and other conditions are met. Workers’ compensation benefits cover medical care and treatment, temporary disability benefits, permanent disability benefits, vocational rehabilitation benefits, and death benefits for sustained work-related injuries and illnesses. Benefits are administered through a process of self-administration, with a right of appeal to the Workers’ Compensation Appeals Board, the California Appellate Courts, and the California Supreme Court. The law also provides for preventive measures in the form of public health and safety policies and administrative rules.

The Human Resources Department oversees both the benefit administration and the preventive measure components of workers’ compensation law. The preventive measures are found in the City’s Injury and Illness Prevention Program (IIPP). The IIPP includes a system for ensuring that employees comply with safe and healthy work practices, for communicating with employees the policies on safe work practices, for maintaining forms for reporting unsafe conditions, for emergency action plan procedures, and for establishing labor/management safety committee

## CITY OF BURLINGAME | FISCAL YEAR 2021-22

meetings. The Human Resources Department ensures safety training programs are conducted, workplace inspections are performed annually, unsafe work conditions and potential hazards are corrected, and the safety committee meets regularly.

The City's Workers' Compensation Program is operated as an internal service fund and provides for the cost of services and claims associated with all City programs and services. Accordingly, its costs are allocated to all departments based on historical frequency and severity of claims incurred.

### KEY WORKERS' COMPENSATION DIVISION BUDGET CHANGES

The Workers' Compensation program budget increased by \$44,000, or 3.8%, in anticipation of the potential risks associated with post-pandemic re-opening efforts.

### WORKERS' COMPENSATION DIVISION BUDGET SUMMARY

	<b>FY2021 Adopted Budget</b>	<b>FY2022 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Non-Personnel Costs	1,149,500	1,193,660	44,160	3.84%
<b>Total Appropriation</b>	<b>1,149,500</b>	<b>1,193,660</b>	<b>44,160</b>	<b>3.84%</b>
<b>Sources of Funds</b>				
Charges for Services - ISF	1,034,500	1,034,500	0	0.00%
Interest Income - Workers' Comp	115,000	86,500	(28,500)	-24.78%
<b>Total Funding</b>	<b>1,149,500</b>	<b>1,121,000</b>	<b>(28,500)</b>	<b>-2.48%</b>

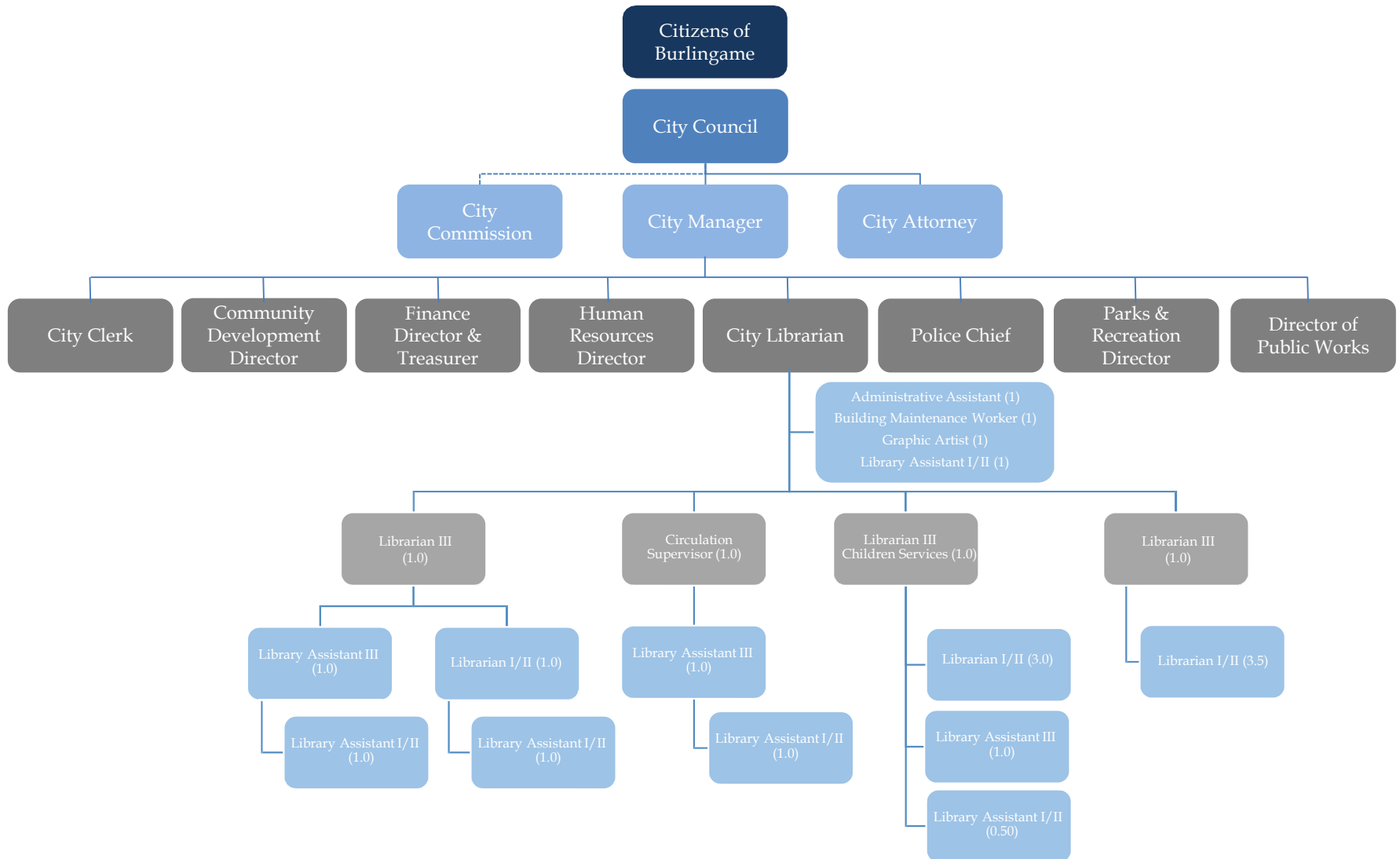


# FISCAL YEAR 2021-22

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LIBRARY

# LIBRARY



## LIBRARY

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### DEPARTMENT MISSION

Burlingame Public Library. Awaken your curiosity. Spark your creativity. Strengthen your connections. The Burlingame Public Library is a City department where all are welcome to enjoy, learn, create, gather, support, and just relax. The Library encourages inclusion and welcomes diversity; fosters literacy and life-long learning; facilitates free and easy access to information; builds community and nurtures innovation; and protects privacy and preserves intellectual freedom.



### DEPARTMENT OVERVIEW

The Library has four major program areas: Adult Services; Circulation; Children, Teen, and Easton Branch; and Technical Services and IT. Staff members in all four program areas have been working to create lasting partnerships and better working relationships with other City departments, such as Fire, Police, and Parks and Recreation, to better serve the Burlingame community.

The Adult Services Division provides professional guidance and access to information via library collections, electronic resources, and instruction. This Division selects print, media, and electronic resources to meet library user needs and offers technical education, including basic computer education and instruction on library databases, library e-services, and the online catalog. Adult Services staff members also provide a variety of programming, including author talks, small business and career planning, historical discussions, book clubs, computer and technology assistance, and art collaborations and docent lectures. Additional services include outreach to the homebound, volunteer programs, and inter-library loans.

Circulation Services provides first-class customer service in the circulation of library materials; maintains circulation by creating and editing library accounts, billing records, and inventory control; shelves books and pulls hold-transfers; and provides training and management of Library Aides and Library Assistants. This Division manages the Automated Materials Handling (AMH) system, which was installed to streamline the return of materials, increase patron satisfaction with instantaneous updating of their accounts, and reduce staff injuries.



The Children, Teen, and Easton Branch Services Division provides recommendations to readers and facilitates access to information. The Division also promotes effective use of the Library through a wide variety of programs, including Baby, Toddler, Pre-School, and special language-specific story-times; author events; special programs; college preparation programs for teens; and a Teen Advisory Board. Children Division staff put a great deal of effort into the yearly Summer Reading program to promote literacy and help slow “summer slide”. Staff members promote the Library’s services through local school outreach, community groups, and material selection. Additional services include supporting local schools by providing both in-the-Library and in-the-school class visits and by providing special privilege teacher cards.

The Technical Services Division maintains the Library’s print (including magazines and newspapers) and AV collections with three main areas of focus: acquisitions (purchasing materials), cataloging (description of materials), and processing (labeling of materials). This Division ensures that the nearly 1500 items that staff orders each month are properly classified, labeled, and on the shelf in a timely manner.

The IT staff provides support for all of the Library’s hardware, software, and network-related issues. In addition, IT staff coordinates with Peninsula Library Area Network (PLAN, the Peninsula Library System consortium’s IT department) as well as City IT contractors to implement new technology and train staff in new protocols.

Since March of 2020, the Library has worked to mitigate the impact of closing the building to the public as a result of the COVID 19 pandemic. Many Library resources were already available online or easily converted such as eBooks, Zoom programming and events, educational databases, and streaming movies. The Library’s Curbside Pick Up program was quickly implemented after the March 2020 shutdown and is still the primary and safest substitution for in-person book or materials retrieval. The program will most likely remain in place until December of 2021.

## KEY BUDGET CHANGES

The Library Department’s proposed budget decreased by \$386,000, or 6.5%, as compared to last year’s adopted budget. The Burlingame Library re-opened to the public on June 15, 2021; the Easton Branch is expected to follow suit in July 2021. Because of limited in-person hours at least initially, the Library Department anticipates a reduced need for part-time staffing as compared to previous years. The proposed FY 2021-22 personnel budget includes a part-time budget of \$275,000 (50% of the normal level).

Non-personnel costs decreased by \$132,000, or 10.9%, due to a \$55,000 reduction in the Department’s OPEB (retiree medical benefits) cost allocation, and a decrease of \$77,000 in other operating expenses after staff carefully reviewed and assessed the Department’s operational needs for fiscal year 2021-22.

# CITY OF BURLINGAME | FISCAL YEAR 2021-22

## DEPARTMENT BUDGET SUMMARY

	<b>FY2021 Adopted Budget</b>	<b>FY2022 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Employee Costs	4,095,434	3,850,508	(244,926)	-5.98%
Non-Personnel Costs	1,214,003	1,081,983	(132,020)	-10.87%
Internal Services	662,564	653,222	(9,342)	-1.41%
Capital Outlay	0	0	0	n/a
<b>Total Appropriation</b>	<b>5,972,001</b>	<b>5,585,713</b>	<b>(386,288)</b>	<b>-6.47%</b>
<b>Sources of Funds</b>				
Charges for Svc	50,000	20,000	(30,000)	-60.00%
Charges for Svc - Hillsborough	675,000	686,602	11,602	1.72%
General Fund	5,247,001	4,879,111	(367,890)	-7.01%
<b>Total Funding</b>	<b>5,972,001</b>	<b>5,585,713</b>	<b>(386,288)</b>	<b>-6.47%</b>

## DEPARTMENT STAFF

	<b>FY2021 Actual FTE</b>	<b>FY2022 Budget Request</b>	<b>+ / - Change in FTE</b>
<b>Full-Time Equivalents (FTE)</b>			
Administrative Assistant II	1.00	1.00	0.00
Building Maintenance Worker	1.00	1.00	0.00
Circulation Supervisor	1.00	1.00	0.00
City Librarian	1.00	1.00	0.00
Graphic Artist	1.00	1.00	0.00
Librarian I/II	7.50	7.50	0.00
Librarian III	3.00	3.00	0.00
Library Assistant I/II	4.50	4.50	0.00
Library Assistant III	3.00	3.00	0.00
<b>Total FTE</b>	<b>23.00</b>	<b>23.00</b>	<b>0.00</b>

# CITY OF BURLINGAME | FISCAL YEAR 2021-22

## DEPARTMENT STATISTICS

	FY 16-17	FY 17-18	FY 18-19	FY 19-20*	FY 20-21 Estimated*
Population served	37,983	37,989	37,989	37,730	37,730
Registered borrowers	27,237	29,248	28,879	26,123	27,000
Population registered	72%	77%	76%	70%	71%
Items circulated	677,229	650,002	721,452	653,477	370,000
Children's items	329,481	311,696	346,401	287,125	163,000
Teen Items	26,147	24,303	25,660	15,968	9,200
E-books	36,121	46,638	60,419	72,396	85,000
Circulation per capita	18	17	19	17	10
Circulation per child/teen patron	47	43	50	42	25
Library visits	360,182	345,445	353,073	255,280	n/a
Visits to library website	89,126	88,291	115,148	102,474	110,000
Programs offered	1,275	1,121	1,315	791	700
Program attendance	48,128	49,246	48,203	24,984	25,000
Total collection size	287,523	301,286	303,079	482,613	485,000

## DEPARTMENT PERFORMANCE MEASURES

	FY 16-17	FY 17-18	FY 18-19	FY 19-20*	FY 20-21 Estimated*
Kindergarten card drive	251	216	204	n/a	n/a
Story time attendance	17,350	15,393	14,905	11,317	13,000
Children's summer reading club	1,097	1,242	933	287	500
Librarian visits at schools	202	228	204	22	n/a
Class visits at library	78	79	71	32	n/a
Passports issued	N/A	1,051	1,237	879	n/a

\* Many statistics have been affected by Library closures due to the COVID-19 pandemic.

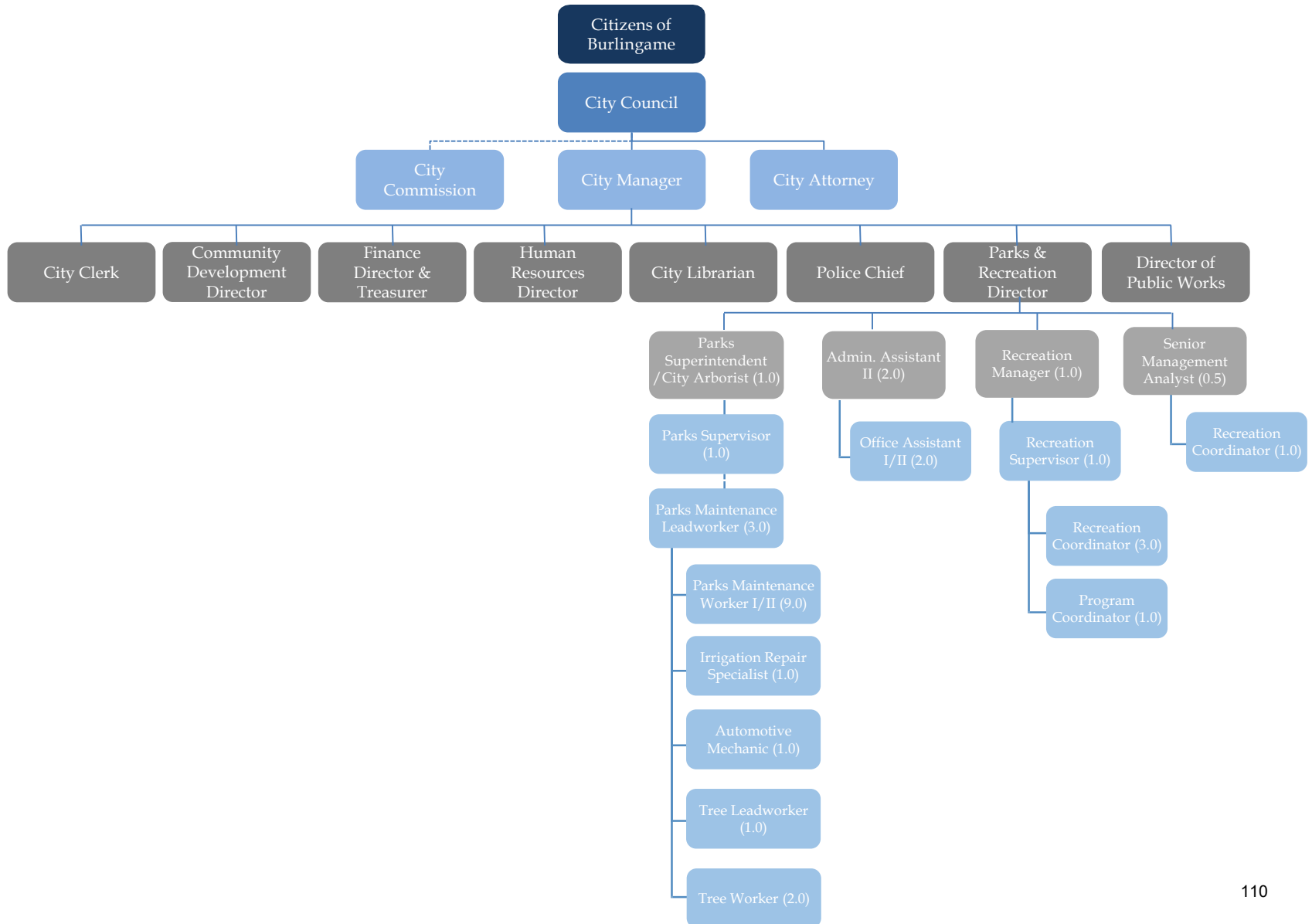


# FISCAL YEAR 2021-22

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## PARKS AND RECREATION DEPARTMENT

# PARKS AND RECREATION



## PARKS AND RECREATION DEPARTMENT

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### DEPARTMENT MISSION

The Burlingame Parks and Recreation Department is creating a better community in which to live and play through quality recreational environments, enriching opportunities, and empowering people.

### DEPARTMENT OVERVIEW

The Parks and Recreation Department includes the Parks, Recreation, and Aquatics Divisions. The Department is responsible for offering a wide variety of programs, classes, and events and maintaining open spaces, parks, athletic fields, playgrounds, fitness equipment, and the landscape of City facilities and the City's urban forest, which includes City park trees and City street trees.



Through the hard work of Department staff and support from the City Council and community, the City has retained the distinction of being named a Tree City USA by the Arbor Day Foundation for 42 consecutive years. The Department manages the contracts for the Golf Center, Burlingame Aquatics Club, Lions Club, and the Carriage House and supports the Beautification Commission, the Parks and Recreation Commission, the Youth Advisory Committee, the Parks and Recreation Foundation, and the Senior Activities Committee.

In FY 2019-20, the Department began the construction of a new Community Center. Temporary facilities and programming locations have been secured for many of the activities that occurred at the old Recreation Center. It is anticipated that the new Community Center will open in May 2022.

The Department experienced significant challenges and changes due to the COVID-19 pandemic, including heavier use and increased maintenance throughout the City parks, a reduction in class programming options, modifications to programs so they could be offered within the COVID guidance, an increase in community-wide events, and a significant reduction in part-time staff. These challenges and changes will continue into FY 2021-22.

## CITY OF BURLINGAME | FISCAL YEAR 2021-22

## DEPARTMENT BUDGET SUMMARY

	<b>FY2021 Adopted Budget</b>	<b>FY2022 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Employee Costs	5,506,674	5,534,980	28,306	0.51%
Non-Personnel Costs	3,784,077	3,859,865	75,788	2.00%
Internal Services	1,019,885	1,137,751	117,866	11.56%
Capital Outlay	113,000	35,000	(78,000)	-69.03%
<b>Total Appropriation</b>	<b>10,423,636</b>	<b>10,567,596</b>	<b>143,960</b>	<b>1.38%</b>
<b>Sources of Funds</b>				
Charges for Svcs - General Fund	2,630,000	2,338,320	(291,680)	-11.09%
General Fund	7,779,636	8,214,276	434,640	5.59%
Parking Fund	14,000	15,000	1,000	7.14%
<b>Total Funding</b>	<b>10,423,636</b>	<b>10,567,596</b>	<b>143,960</b>	<b>1.38%</b>

## DEPARTMENT STAFF

	<b>FY2021 Actual FTE</b>	<b>FY2022 Budget Request</b>	<b>+ / - Change in FTE</b>
<b>Full-Time Equivalents (FTE)</b>			
Administrative Assistant II	2.00	2.00	0.00
Automotive Mechanic	1.00	1.00	0.00
Irrigation Repair Specialist	1.00	1.00	0.00
Management Analyst	0.50	0.50	0.00
Office Assistant I/II	2.00	2.00	0.00
Parks Maintenance Worker I/II	10.00	10.00	0.00
Parks Superintendent / City Arborist	1.00	1.00	0.00
Parks Supervisor	1.00	1.00	0.00
Parks & Recreation Director	1.00	1.00	0.00
Parks Leadworker	4.00	4.00	0.00
Program Coordinator	1.00	1.00	0.00
Recreation Coordinator	4.00	4.00	0.00
Recreation Manager	1.00	1.00	0.00
Recreation Supervisor	1.00	1.00	0.00
Tree Worker	2.00	2.00	0.00
<b>Total FTE</b>	<b>32.50</b>	<b>32.50</b>	<b>0.00</b>

CITY OF BURLINGAME | FISCAL YEAR 2021-22

DEPARTMENT STATISTICS

	FY 16-17	FY 17-18	FY18-19	FY19-20*	FY 20-21 Estimated*
<b>Recreation Program Participants</b>					
Preschool	2,182	2,079	2,017	1,462	179
Youth/Teen Enrichment	5,541	5,834	5,983	4,661	2,006
Youth/Teen Sports	3,501	4,218	4,393	3,052	1,984
Adult Enrichment/Sports	2,841	3,169	3,146	1,985	1,165
Mature Adult (includes weekly drop-in programming)	4,725	4,983	5,607	4,444	869
<b>Recreation Rentals</b>					
Picnic	233	232	227	129	40
Building	345	375	372	175	0
Outdoor Class Park Space	207	206	203	119	361
Tennis Courts (and COVID reservations)	108	208	360	1,456	8,000
Community Garden Beds	22	22	22	22	22
Bocce Ball Courts	91	128	133	39	10
<b>Parks Services</b>					
Tree Plantings	240	257	248	222	280
Tree Removals	184	224	200	228	194
Tree Trimmings	1,830	2,114	1,555	1,639	1,332
Permit Applications	105	94	183	96	119
Emergency Call Outs	30	24	38	22	19

\*Due to the COVID-19 pandemic, Recreation participation numbers were significantly affected.

## PARKS AND RECREATION DEPARTMENT - PARKS DIVISION

The Parks Division's responsibilities are broken down into four areas: Administration, Facilities and Equipment Maintenance, Landscape Maintenance, and Tree Maintenance.

The Parks Division works with the Public Works Department on the sidewalk replacement program and with the Community Development Department on planning and building projects; updates and maintains the street tree inventory management system; coordinates the issuance and inspection of private tree removals; represents the City on tree-related issues with Caltrain and Caltrans; and meets and works with the City Council, the Parks and Recreation Commission, the Beautification Commission, other public agencies, City departments, and the general public.

The Parks Division's Maintenance Crew installs, inspects, and maintains playground equipment, hardscape, and site furnishings; installs and repairs irrigation systems and maintains the City's computerized central irrigation system; prepares City athletic fields for use by numerous softball, baseball, soccer, and lacrosse leagues; and performs routine and emergency maintenance on the Department's small engine equipment.

The Landscape Crew maintains turf and landscaping in all parks, medians, parking lots, along Burlingame Avenue and Broadway, and in other City-owned facilities; provides seasonal landscaping in selected locations; maintains plant materials in the nursery; services restrooms, trash receptacles, and pathways in City parks; prepares and maintains athletic fields for user groups; and provides weed and exterior pest control at all City facilities.

The Maintenance Crew and the Landscape Crew maintain the following areas and equipment:

- 62 acres of landscape maintenance
- 20 City parking lot landscapes
- 48 street median islands
- 7 City building landscapes
- 6 large parks with athletic fields
- 8 neighborhood parks and tot lots
- Mills Canyon Wildlife Area
- Bayside Community Garden
- Skyline Open Space Park
- Bayside Dog Park
- Burlingame Ave. landscaping & trees
- Broadway trees and landscape
- California Roundabout
- Facebook Reality Labs (City land)
- Bayfront Bird Sanctuary
- Sanchez Creek
- 3 bocce ball courts
- 8 tennis courts
- 6 basketball courts
- 11 baseball and softball fields
- 16 miscellaneous game courts
- 125+ pieces of playground equipment
- 4 adult fitness equipment clusters
- 8 double restrooms
- 13 grandstands and bleachers
- 21+ pieces of rolling equipment
- 50+ pieces of power tools/equipment
- 15+ miscellaneous areas

The Tree Crew ensures the protection of people and property through the maintenance or removal of hazardous trees; promotes the health and vigor of City-owned trees through a program of inspection, grid pruning, and tree health maintenance; and plants trees where others have been removed and in areas where the need for a new tree exists. The crew, with contractual support, maintains 16,238 City street trees and 4,640 open space/City park trees with over 310

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distinct tree species. The City tree canopy covers approximately 274 acres, or 7.8% of the total land area and 71% of the total streets and sidewalk area in the city.

### KEY PARKS DIVISION BUDGET CHANGES

The Parks Division's proposed personnel budget reflects an increase of \$67,000, or 2%. Such increase is consistent with scheduled salary increases and associated benefits.

Non-personnel costs in the Parks Division increased by \$334,000, or 20.5%, due largely to the City's increasing need for and costs of tree maintenance services; these contractual services will total over \$1.0 million (as compared to \$600,000 in the prior year). Capital outlay includes a budget of \$30,000 to replace a ball field groomer.

Internal Services have increased by \$173,000, due largely to a special allocation for the replacement of an aerial bucket truck. The existing aerial bucket truck is 12 years old and needs to be replaced in FY 2021-22. The estimated replacement cost for the truck, including electric-power take off for aerial boom operation, is \$300,000 based on the latest quote. The internal service fund reserve currently holds funding of \$193,000 for this vehicle. Therefore, a one-time allocation of \$107,000 has been added to the Division's vehicle and equipment replacement internal service charges to provide sufficient funding for the purchase.

### PARKS DIVISION BUDGET SUMMARY

	<b>FY2021 Adopted Budget</b>	<b>FY2022 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Employee Costs	3,454,490	3,521,970	67,480	1.95%
Non-Personnel Costs	1,629,445	1,963,041	333,596	20.47%
Internal Services	472,752	645,855	173,103	36.62%
Capital Outlay	108,000	30,000	(78,000)	-72.22%
<b>Total Appropriation</b>	<b>5,664,687</b>	<b>6,160,866</b>	<b>496,179</b>	<b>8.76%</b>
<b>Sources of Funds</b>				
Charges for Svcs - General Fund	160,000	210,000	50,000	31.25%
General Fund	5,490,687	5,935,866	445,179	8.11%
Parking Fund	14,000	15,000	1,000	7.14%
<b>Total Funding</b>	<b>5,664,687</b>	<b>6,160,866</b>	<b>496,179</b>	<b>8.76%</b>

## **PARKS AND RECREATION DEPARTMENT – RECREATION DIVISION**

The Recreation Division provides a variety of recreation and leisure opportunities to Burlingame and surrounding communities. The Division offers programs for all sectors of the population, from pre-school children to senior citizens, as well as families, schools, and local non-profit agencies. The Recreation Division's programs provide individuals with opportunities to improve their health and fitness; pursue life-long learning; enjoy outdoor areas within the city; and socialize with other members of the community.

The Recreation Division's responsibilities are broken down into eight areas: Administration, Pre-school, School-age/Teen Enrichment, School-age/Teen Sports, Adult Enrichment and Sports, Mature Adults, Facilities, and Special Programs/Events. In addition to City General Fund support, the Department relies on user fees, volunteers, donations, and the support of other community groups to provide facilities, activities, and programs that make Burlingame a special place to live, work, and play.

The Division works closely with both school districts and local community organizations in order to provide excellent programs and facilities in an effort to "create a better community in which to live and play through quality recreational environments, enriching opportunities and empowering people." These organizations include the American Youth Soccer Organization, Burlingame Girls Softball, Burlingame Soccer Club, Burlingame Youth Baseball Association, Coyotes Youth Lacrosse, Burlingame School District, Our Lady of Angels School, Adult Education, Burlingame High School, Mercy High School, St. Catherine of Siena School, the Chamber of Commerce, the San Mateo County/Silicon Valley Convention and Visitors Bureau, the Lions Club, and AARP.

The Recreation Division offers a very popular array of pre-school age activities, including the Village Park Pre-school program, camps, music, art, foreign language, sports, theater, fitness, ballet, and gymnastics. With the ability to use Burlingame School District and Mercy High School facilities in addition to City facilities, the Recreation Division is also able to offer a wide range of programming for school-age students and teens, including camps, sports programs, and classes. In addition, the Recreation Division supports the Youth Advisory Committee (YAC), which advises the Parks and Recreation Commission on matters pertaining to the youth and teen populations in Burlingame.

Programming for adults comprises a smaller but essential programming area with many diverse offerings for the community. Programs are offered in the following areas: softball, basketball, golf, tennis, first aid/CPR, music, art, performing arts, foreign languages, ping pong, pickleball, fitness programs, bridge, and specialty workshops. In addition, the Division offers weekly free bingo and bag lunches on Tuesdays, free drop-in movies on Fridays, a variety of tours and trips, free blood pressure screenings, computer classes, a driver safety program, and free tax preparation.

The Recreation Division also organizes and manages several special events, such as the Annual Holiday Tree Lighting, Movies in the Park, Music in the Park, Family Campout, middle school events, Streets Alive, the Royal Ball, the Muddy Mile, and the Volunteer Appreciation Lunch.

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While the COVID pandemic resulted in the cancellation of some events and the modifications of others, the Division was still able to offer some events virtually, and added COVID-compliant events including a Halloween Parade, St. Patrick's Day Parade, Spring Egg Hunt, Drive-in Movies and Concerts, and Night Under the Stars. Many of these events will continue into FY 2021-22.

In addition, the Recreation Division has supported the annual Pet Parade on Broadway and the Fall Fest on Howard Ave. The Recreation Center Lobby Gallery, which displays the work of local artists, is on hold until the new Community Center is opened.

Finally, the Recreation Division programming will continue in the temporary portables and other locations through the fiscal year due to the construction of the new Community Center.

### KEY RECREATION DIVISION BUDGET CHANGES

The Recreation Division anticipates that many programmed recreation activities in fiscal year 2021-22 will still be impacted by COVID-19. As a result, the Division has adjusted its revenue projection - projecting a total program revenue of \$2,076,000 for the new fiscal year, a decrease from last year's adopted budget of \$2,250,000, but a much better outlook if compared to the FY 2020-21 revised revenue projection of \$900,000.

The decrease in revenues from recreation services will be somewhat offset by a decrease in the cost of contractual services (\$105,000), part-time staff (\$67,000), and other supplies and materials (\$24,000) associated with recreation programs. Full time employees' personnel costs remain stable with a small increase due to scheduled salary increases and associated benefit costs. Internal services decreased by \$55,000, or 10.1%, due primarily to a decrease in facilities services allocation: the Recreation Division will conduct their operations in the temporary portables and various locations during most of FY 2021-22 until the completion of the new Community Center.

### RECREATION DIVISION BUDGET SUMMARY

	FY2021 Adopted Budget	FY2022 Budget Request	+ / - Change in \$	+ / - Change in %
<b>Appropriations</b>				
Employee Costs	2,052,184	2,013,010	(39,174)	-1.91%
Non-Personnel Costs	1,679,632	1,557,824	(121,808)	-7.25%
Internal Services	547,133	491,896	(55,237)	-10.10%
Capital Outlay	0	0	0	n/a
<b>Total Appropriation</b>	<b>4,278,949</b>	<b>4,062,730</b>	<b>(216,219)</b>	<b>-5.05%</b>
<b>Sources of Funds</b>				
Charges for Svc - General Fund	2,250,000	2,075,820	(174,180)	-7.74%
General Fund	2,028,949	1,986,910	(42,039)	-2.07%
<b>Total Funding</b>	<b>4,278,949</b>	<b>4,062,730</b>	<b>(216,219)</b>	<b>-5.05%</b>

## **PARKS AND RECREATION DEPARTMENT - AQUATICS DIVISION**

The Aquatics Division contracts with the Burlingame Aquatics Club (BAC) to provide a full range of aquatic programming opportunities to the Burlingame community, including swimming lessons, adult and youth swim teams, water polo, water safety classes, arthritis classes, fitness classes, lap and recreational swimming, and community events, at the Burlingame High School (BHS) pool. The City supports community aquatics programming by providing BAC with an annual subsidy. The Aquatics Division also works with the San Mateo Union High School District (SMUHSD) via a joint use agreement for the maintenance, operation, and use of the BHS pool. From 2016 to the start of renovations of the pool in July 2018, the City/BAC was supporting the facility by paying for 78% of the annual maintenance and operating expenses and 50% of capital expenses. The renovations included removal and replacement of the deck, removal and replacement of the pool finish, and the replacement of the interior lights with LED fixtures. Shortly thereafter, SMUHSD's contractor discovered a variety of problems with the pool, including corrosion of the rebar at various locations and improper concrete coverage. The District Board subsequently voted to rebuild the pool, rather than repair it, and work restarted in May 2019 after the District received its necessary State approvals to proceed.

The City and the District negotiated and approved a new 20-year agreement that took effect in 2019. The agreement includes the City's contribution of \$2.7 million to the Aquatic Center reconstruction, with \$1.27 million due after the completion of the work, and the remainder (\$1.43 million) due after the City completes its new Community Center, but no later than June 2023. Under the agreement, the City's share of maintenance and operations expenses was 50% for the first year starting in January 2020, then adjusted based on a formula using the hours the City (via BAC) uses the pool, the hours of shared use, and the hours of unused time.

The COVID-19 pandemic significantly affected the offerings at the pool. BAC will be rebuilding their program during FY 2021-22. The subsidy estimate for FY 2021-22 is \$200,000; while higher than previous years, the additional support will allow BAC to focus on programming and staffing as operating restrictions established during the pandemic are gradually lifted.

Also, the 50% share between the City and the District has been extended until December 2022 to allow both parties time to understand the operating costs and pool usage, in order to determine a fair and equitable cost share arrangement in a post-COVID environment.

### **KEY AQUATICS DIVISION BUDGET CHANGES**

The proposed budget for the Aquatics Division is anticipated to be \$344,000 for FY 2021-22. To support BAC while they rebuild their programs, the City has agreed to pay for the pool operating costs up to \$100,000 in lieu of any other subsidy from July 1 through December 31, 2021. BAC will reimburse the City \$37,500 for a portion of the pool maintenance costs relating to BAC's competitive programming.

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**AQUATICS DIVISION BUDGET SUMMARY**

	<b>FY2021 Adopted Budget</b>	<b>FY2022 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Non-Personnel Costs	475,000	339,000	(136,000)	-28.63%
Capital Outlay	5,000	5,000	0	0.00%
<b>Total Appropriation</b>	<b>480,000</b>	<b>344,000</b>	<b>(136,000)</b>	<b>-28.33%</b>
<b>Sources of Funds</b>				
Reimbursement	220,000	52,500	(167,500)	-76.14%
General Fund	260,000	291,500	31,500	12.12%
<b>Total Funding</b>	<b>480,000</b>	<b>344,000</b>	<b>136,000</b>	<b>-28.33%</b>



CITY OF BURLINGAME, CALIFORNIA

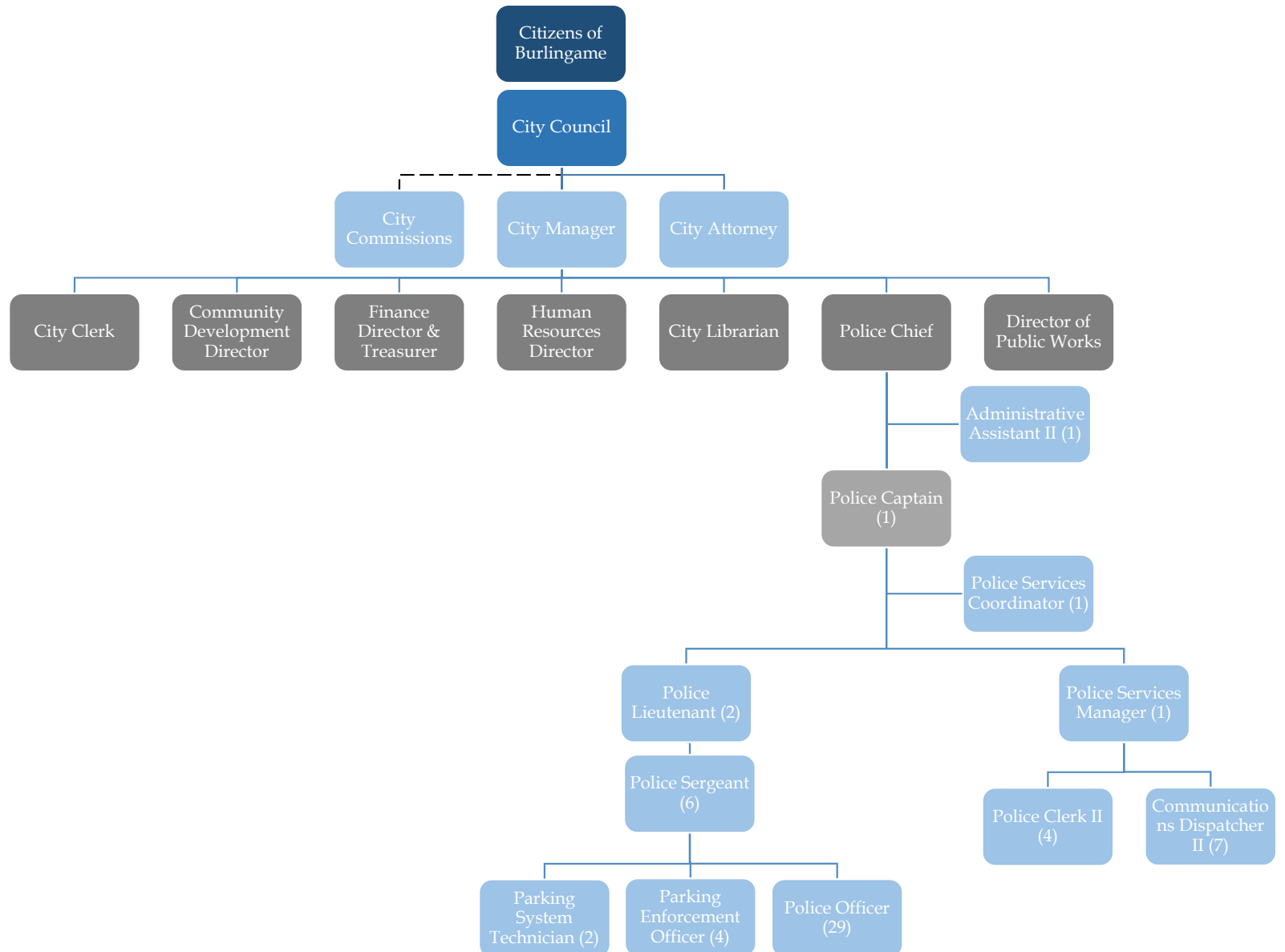


# FISCAL YEAR 2021-22

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POLICE DEPARTMENT

# POLICE



## POLICE DEPARTMENT

### DEPARTMENT MISSION

The members of the Burlingame Police Department are dedicated to serving the community by providing safety, security, and confidence through excellence in policing.



### DEPARTMENT OVERVIEW

The Police Department consists of 40 sworn officers and 20 professional full-time staff positions within three divisions and several bureaus and units, including Patrol, Investigations, and Administrative Services. The Department is responsible for protecting the City's residents, businesses, and visitors by patrolling roughly five square miles using cars, bicycles, motorcycles, and foot patrols. The Department is a progressive police agency that embraces collaborative and guardian style policing by partnering with nonprofits LifeMoves and Star Vista for homeless outreach; ensuring that all officers receive Crisis Intervention Training; utilizing the San Mateo County Mental Health Assessment and Referral Team on a majority of calls involving persons in crisis, embracing Use of Force policy reform; and collecting stop data per the Racial and Identity Profiling Act (RIPA). The Department also works collaboratively with the City Council, the City Manager's Office, other City departments, and the community to address crime, property damage, quality of life issues, and inclusion.



### DEPARTMENT BUDGET SUMMARY

	FY2021 Adopted Budget	FY2022 Budget Request	+ / - Change in \$	+ / - Change in %
<b>Appropriations</b>				
Employee Costs	14,243,993	14,753,673	509,680	3.58%
Non-Personnel Costs	3,084,223	2,919,067	(165,156)	-5.35%
Internal Services	1,085,488	1,202,382	116,894	10.77%
Capital Outlay	0	0	0	n/a
<b>Total Appropriation</b>	<b>18,413,704</b>	<b>18,875,122</b>	<b>461,418</b>	<b>2.51%</b>

# CITY OF BURLINGAME | FISCAL YEAR 2021 - 22

	<b>FY2021 Adopted Budget</b>	<b>FY2022 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Sources of Funds</b>				
General Fund	16,692,032	17,103,981	381,949	2.29%
Permits & License - General Fund	78,200	73,200	(5,000)	-6.39%
Charges for Svc - General Fund	75,000	51,000	(24,000)	-32.00%
State Grants	143,000	167,000	24,000	16.78%
Citation and Fines	600,000	880,000	280,000	46.67%
Parking Fees	1,500,000	1,750,000	250,000	16.67%
Monthly Parking Permits	300,000	110,000	(190,000)	-63.33%
EV Charging Station Revenues	20,000	16,000	(4,000)	-20.00%
Interest Income - Parking Ent.	174,000	123,500	(50,500)	-29.02%
<b>Total Funding</b>	<b>19,582,232</b>	<b>20,244,681</b>	<b>662,449</b>	<b>3.38%</b>

## DEPARTMENT STAFF

	<b>FY2021 Actual FTE</b>	<b>FY2022 Budget Request</b>	<b>+ / - Change in FTE</b>
<b>Full-Time Equivalents (FTE)</b>			
Administrative Assistant II	1.00	1.00	0.00
Police Services Manager	1.00	1.00	0.00
Communications Dispatcher I/II	7.00	7.00	0.00
Parking Enforcement Officers	4.00	4.00	0.00
Parking System Technician	2.00	2.00	0.00
Police Captain	1.00	1.00	0.00
Police Chief	1.00	1.00	0.00
Police Clerk I/II	4.00	4.00	0.00
Police Lieutenant	2.00	2.00	0.00
Police Officer	30.00	30.00	0.00
Police Sergeant	6.00	6.00	0.00
Training Coordinator	1.00	1.00	0.00
<b>Total FTE</b>	<b>60.00</b>	<b>60.00</b>	<b>0.00</b>

## DEPARTMENT STATISTICS

*Calendar Year	2016	2017	2018	2019	2020
Calls for service	41,553	41,673	41,172	41,662	45,872
Total crimes reported	2,222	1,885	1,994	2,388	2,434
Total arrests	770	768	696	638	601
Total vehicle accidents	342	317	324	300	200
Moving citations issued	3,341	2,615	2,448	3,234	1,421
Average calls per officer	1,065	1,069	1,029	1,042	1,147
Average calls per dispatcher	5,936	5,953	5,882	5,952	6,553
Five-year average calls for service	40,911	40,300	41,205	41,383	42,386
Five-year average annual calls per officer	1,094	1,092	1,074	1,062	1,070
Five-year average annual calls per dispatcher	5,844	5,900	5,886	5,912	6,055
Traffic stops	4,812	5,003	4,620	5,981	3,413
Incident reports	4,198	4,072	3,852	4,136	3,751

## POLICE DEPARTMENT - POLICE DIVISION

The Police Division includes Patrol, Traffic, Investigations, Records, and Property and Evidence.

The Patrol Division provides core law enforcement functions, including uniform patrol, crime prevention, traffic enforcement, preliminary criminal investigations, special weapons and tactics, and overall public safety through enforcement of state laws and local ordinances. Officers respond to calls for service, provide self-initiated activity, and interact with citizens on their respective beats.



The Traffic Bureau is part of the Patrol Division and is responsible for traffic enforcement, investigations of traffic collisions, Driving Under the Influence (DUI) enforcement, parking enforcement, vehicle abatement, and supervision of the crossing guard program. The Traffic Bureau promotes the safe and orderly flow of traffic throughout Burlingame and ensures compliance with the City's posted speed limits, truck routes, and traffic safety signs. The Traffic Bureau also oversees grants from the Office of Traffic Safety.



The Investigations Division works with other divisions and bureaus in the Police Department to provide quality service to Burlingame's residents and business community by conducting follow-up investigations designed to identify persons involved in committing crimes. The Investigations Division also spearheads the Department's efforts against human trafficking.

## CITY OF BURLINGAME | FISCAL YEAR 2021-22

The Records Bureau is responsible for maintaining custody of official police records and reports, including making the appropriate entries into the Records databases. The Bureau provides public access to police records according to State law and administers the clerical functions relative to updating arrest warrant status and recording and responding to civil and criminal subpoenas and Subpoena Duces Tecum (production of evidence). The Bureau also provides crime analysis and telephone operator functions for the Department.

The Property and Evidence Unit is responsible for all items the Department holds as evidence or seized property. This unit ensures that property and evidence is returned to its rightful owner or is auctioned as required by law.

### KEY POLICE DIVISION BUDGET CHANGES

The Police Division's proposed operating budget increased by \$436,000, or 2.9%, due largely to increases in personnel costs and internal service allocations. Personnel costs increased by \$484,000, or 4%, primarily due to an increase in the required pension contribution for the Safety Plan, up by \$365,000 for fiscal year 2021-22. The rest of the personnel costs remains stable, with increases mainly from scheduled salary increases and associated benefit costs.

Non-personnel costs decreased by \$159,000, or 6.9%, due to a \$205,000 reduction in the Division's OPEB (retiree medical benefits) cost allocation. The net savings from these respective benefit obligations were slightly offset by anticipated increases from certain new budgetary items, such as the addition of the Peninsula Humane Society Shelter Contribution (\$32,000), OSHA Fit Testing (\$5,000), K9 Medical Insurance (\$1,000), and estimated CPI increases for other contractual services.

Internal service allocations increased by \$110,000, or 11.8%, due largely to increases from the fleet and equipment (vehicles) services allocation, up by \$89,000. Such increases were due partly to five patrol vehicles replaced in 2020; setting aside funds for the future replacement of these vehicles will begin in FY 2021-22. In addition, in order to ensure the vehicle reserve fund has sufficient balance for future vehicle replacement, staff included the estimated costs of equipping new patrol vehicles with law enforcement equipment such as light bars, sirens, etc., to the calculation of the annual reserve funding needs.

### POLICE DIVISION BUDGET SUMMARY

	<b>FY2021 Adopted Budget</b>	<b>FY2022 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Employee Costs	11,990,080	12,474,422	484,342	4.04%
Non-Personnel Costs	2,293,540	2,134,865	(158,675)	-6.92%
Internal Services	936,867	1,047,407	110,540	11.80%
Capital Outlay	0	0	0	n/a
<b>Total Appropriation</b>	<b>15,220,487</b>	<b>15,656,694</b>	<b>436,207</b>	<b>2.87%</b>

## CITY OF BURLINGAME | FISCAL YEAR 2021 - 22

	<b>FY2021 Adopted Budget</b>	<b>FY2022 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Sources of Funds</b>				
General Fund	14,874,287	15,335,494	461,207	3.10%
Permits & License - General Fund	78,200	73,200	(5,000)	-6.39%
Fines and Forfeitures	50,000	30,000	(20,000)	-40.00%
Charges for Svcs - General Fund	75,000	51,000	(24,000)	-32.00%
State Grants	143,000	167,000	24,000	16.78%
<b>Total Funding</b>	<b>15,220,487</b>	<b>15,656,694</b>	<b>436,207</b>	<b>2.87%</b>

### POLICE DEPARTMENT - COMMUNICATIONS

The Communications Bureau is responsible for all functions related to receiving, prioritizing, monitoring, and facilitating the response to externally generated emergency and non-emergency calls for public safety services. Communications personnel utilize a computer-aided dispatch-based system to enter, categorize, and dispatch all Department calls for service and record keeping activities, and to store pertinent law enforcement information. Other Communications Bureau functions include data entry into appropriate National Crime Information Center (NCIC) and California Law Enforcement Telecommunications System (CLETS) based systems used for tracking wanted or missing persons, stolen property, warrant verification, and local databases related to court orders. Communications Bureau personnel are also responsible for activating the Rapid Notify emergency notification system and SMCAAlert.

### KEY COMMUNICATIONS BUDGET CHANGES

The Communications budget remains stable for the upcoming fiscal year. Personnel costs increase by \$38,000, or 2.7%, but the increase is consistent with scheduled salaries and associated benefit costs.

### COMMUNICATIONS BUDGET SUMMARY

	<b>FY2021 Adopted Budget</b>	<b>FY2022 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Employee Costs	1,438,976	1,477,462	38,486	2.67%
Non-Personnel Costs	234,474	237,416	2,942	1.25%
Internal Services	22,047	23,609	1,562	7.08%
Capital Outlay	0	0	0	n/a
<b>Total Appropriation</b>	<b>1,695,497</b>	<b>1,738,487</b>	<b>42,990</b>	<b>2.54%</b>

# CITY OF BURLINGAME | FISCAL YEAR 2021-22

	<b>FY2021 Adopted Budget</b>	<b>FY2022 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Sources of Funds</b>				
General Fund	1,695,497	1,738,487	42,990	2.54%
<b>Total Funding</b>	<b>1,695,497</b>	<b>1,738,487</b>	<b>42,990</b>	<b>2.54%</b>

## POLICE DEPARTMENT – PARKING ENFORCEMENT

Parking Enforcement Officers provide enforcement for all parking-related issues such as permit parking, parking for the disabled, and fire lane; they respond to requests for services as well. Parking Enforcement personnel help ensure safe and orderly parking around schools, in commercial districts, and on all city streets. Removal of abandoned vehicles is also a primary responsibility of the Parking Enforcement Officers. These activities are funded through the parking citation revenues.

### KEY PARKING ENFORCEMENT BUDGET CHANGES

Personnel costs for Parking Enforcement decreased by \$18,000, or 3.4%, due largely to vacancies filled by employees at a lower salary step than the incumbents. The reduction of City-wide OPEB obligations also created a \$7,000 reduction in non-personnel costs, while the remaining budget remains flat.

Parking Enforcement's revenue is projected to be \$850,000, up by \$350,000 or 70%, due to staff anticipating there will be more consumer traffic to the commercial districts as the City Council ended the order to waive meter fees at City parking lots and metered spaces in commercial districts, and the State of California lifted certain COVID restrictions on June 15, 2021. Accordingly, parking citations revenue is anticipated to return somewhat to the normal level during FY 2021-22.

### PARKING ENFORCEMENT BUDGET SUMMARY

	<b>FY2021 Adopted Budget</b>	<b>FY2022 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Employee Costs	538,771	520,699	(18,072)	-3.35%
Non-Personnel Costs	116,647	109,872	(6,775)	-5.81%
Internal Services	16,830	17,770	940	5.59%
Capital Outlay	0	0	0	n/a
<b>Total Appropriation</b>	<b>672,248</b>	<b>648,341</b>	<b>(23,907)</b>	<b>-3.56%</b>
<b>Sources of Funds</b>				
Fines and Forfeitures	550,000	850,000	300,000	54.55%
General Fund	122,248	0	(122,248)	-100.00%
<b>Total Funding</b>	<b>672,248</b>	<b>850,000</b>	<b>177,752</b>	<b>26.44%</b>

## POLICE DEPARTMENT – PARKING ENTERPRISE

The Parking Enterprise fund relates to the maintenance and upkeep of the City's parking lots, metering equipment, and collection of metered parking and pay-by-space revenue. Any excess revenues accumulated in the fund are used to provide funding for future parking facilities and parking meter replacement and upgrades.

To provide a more appropriate matching of revenue and expenses, the cost of the City's parking enforcement activities was moved to the General Fund in the fiscal year 2015-16 budget. Metering and parking meter collection activities were retained by the Parking Enterprise Fund. The Police Department's Traffic Division and Public Works' Engineering personnel work together to ensure that parking systems are upgraded and meters replaced or repaired when needed, all to maximize the availability of convenient and efficient parking in the City's downtown sectors.

### KEY PARKING ENTERPRISE BUDGET CHANGES

Since California lifted certain COVID restrictions on June 15, 2021, there is optimism that the City will start to resume some normalcy in the Parking Enterprise's revenue streams. The parking fees revenue projection is adjusted upward to \$1,750,000, with the expectation that there will be more consumer traffic in the commercial districts. But there is a reduced number of parking spaces due to restaurant parklets in the City's downtown areas. And even though the reconfiguration of parking around the Village at Burlingame development (former Parking Lots F and N) has added some parking spaces to the Burlingame Avenue area, parking fees are not anticipated to reach the pre-COVID level (\$2.5 million a year) in FY 2021-22.

Revenues from monthly parking permits are projected to be \$110,000 for FY 2021-22. Parking permits are used to provide downtown employees with affordable parking options, but demand for the permits remains low since the start of the pandemic. A return to demand for employee parking is anticipated; these permits may be more appealing with the new parking structure at the former Lot N coming online in FY 2021-22. Nevertheless, the parking fees revenue projection was shaped with a conservative approach.

The Parking Enterprise operating budget remains stable with no significant changes.

### PARKING ENTERPRISE BUDGET SUMMARY

	<b>FY2021 Adopted Budget</b>	<b>FY2022 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Employee Costs	276,166	281,090	4,924	1.78%
Non-Personnel Costs	439,562	436,914	(2,648)	-0.60%
Internal Services	109,744	113,596	3,852	3.51%
Capital Outlay	0	0	0	0.00%
<b>Total Appropriation</b>	<b>825,472</b>	<b>831,600</b>	<b>6,128</b>	<b>0.74%</b>

# CITY OF BURLINGAME | FISCAL YEAR 2021-22

	<b>FY2021 Adopted Budget</b>	<b>FY2022 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Sources of Funds</b>				
Parking Fees	1,500,000	1,750,000	250,000	16.67%
Monthly Parking Permits	300,000	110,000	(190,000)	-63.33%
Electric Vehicle Charging Station	20,000	16,000	(4,000)	-20.00%
Interest Income – Parking Enterprise	174,000	123,500	(50,500)	-29.02%
<b>Total Funding</b>	<b>1,994,000</b>	<b>1,999,500</b>	<b>5,500</b>	<b>0.28%</b>

CITY OF BURLINGAME, CALIFORNIA

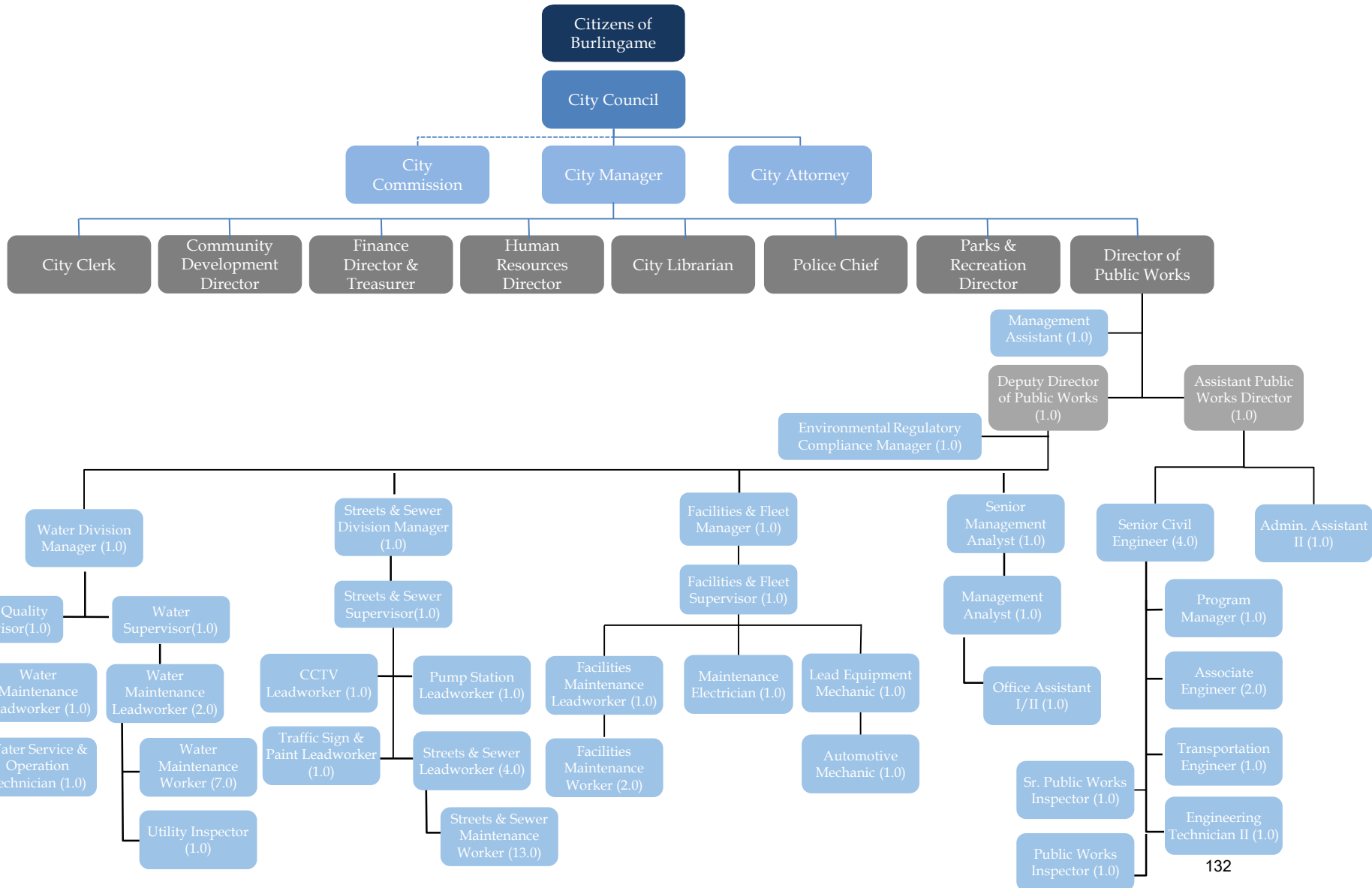


# FISCAL YEAR 2021-22

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PUBLIC WORKS DEPARTMENT

# PUBLIC WORKS



## PUBLIC WORKS DEPARTMENT

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### DEPARTMENT MISSION

The Public Works Department's mission is to provide quality services with commitment, courtesy, and pride. In partnership with the Burlingame community, the Department strives to offer cost-effective and environmentally responsible services in the areas of design, construction, operation, and maintenance of public works infrastructure critical to the health and safety of the community and to make Burlingame a beautiful and vibrant city in which to live and work.

### DEPARTMENT OVERVIEW

The Public Works Department includes seven major divisions: Engineering, Facilities, Sewer, Streets and Storm Drainage, Vehicle and Equipment, Water, and Wastewater Treatment Plant.

The primary function of the Department is to provide essential public health and safety services to the community including:

- High-quality drinking water
- Sewer collection system maintenance
- Wastewater treatment
- Safe roads and sidewalks
- Storm drainage improvements and flood protection
- Traffic signals maintenance
- Street lights maintenance
- Parking facilities maintenance
- Building facilities maintenance
- Fleet maintenance



The Public Works Department is responsible for implementing the City's Capital Improvement Program including upgrades to aging infrastructure. In addition, the Department reviews plans and inspects construction of public improvements to serve new private residential, commercial, and industrial developments. The Department also reviews and processes encroachment permits for work done in the City right-of-way by private contractors and utility companies.

# CITY OF BURLINGAME | FISCAL YEAR 2021-22

## DEPARTMENT BUDGET SUMMARY

	FY2021 Adopted Budget	FY2022 Budget Request	+ / - Change in \$	+ / - Change in %
<b>Appropriations</b>				
Employee Costs	11,156,686	11,456,522	299,836	2.69%
Non-Personnel Costs	18,893,030	18,263,208	(629,822)	-3.33%
Debt Service	4,369,732	4,374,281	4,549	0.10%
Internal Services	2,986,251	2,942,630	(43,621)	-1.46%
Capital Outlay	1,202,990	1,606,490	403,500	33.54%
<b>Total Appropriation</b>	<b>38,608,689</b>	<b>38,643,131</b>	<b>34,442</b>	<b>0.09%</b>
<b>Sources of Funds</b>				
Charges for Svc - General Fund	656,000	788,000	132,000	20.12%
Charges for Svc - ISF	3,507,882	3,535,997	28,115	0.80%
Charges for Svc - Landfill	460,000	450,000	(10,000)	-2.17%
Charges for Svc - Sewer	12,755,000	13,125,000	370,000	2.90%
Charges for Svc - Solid Waste	651,000	716,000	65,000	9.98%
Charges for Svc - Water	20,800,000	20,800,000	0	0.00%
Charges for Svc - Outside Agencies	1,410,000	1,509,000	99,000	7.02%
General Fund	6,339,458	6,175,089	(164,369)	-2.59%
Grants & Contributions	72,000	102,000	30,000	41.67%
Interest Income	842,000	575,000	(267,000)	-31.71%
Other Revenue	209,000	209,000	0	0.00%
Parking Fund	78,000	79,000	1,000	1.28%
Reserves	86,423	211,073	124,650	144.23%
<b>Total Funding</b>	<b>47,866,763</b>	<b>48,275,159</b>	<b>408,396</b>	<b>0.85%</b>

**DEPARTMENT STAFF**

	<b>FY2021 Actual FTE</b>	<b>FY2022 Budget Request</b>	<b>+ / - Change in FTE</b>
<b>Full-Time Equivalents (FTE)</b>			
Administrative Assistant I/II	1.00	1.00	0.00
Assistant Public Works Director	1.00	1.00	0.00
Associate Civil Engineer	2.00	2.00	0.00
Automotive Mechanic	1.00	1.00	0.00
Lead Automotive Mechanic	1.00	1.00	0.00
CCTV Leadworker	1.00	1.00	0.00
Deputy Director of Public Works Operations	1.00	1.00	0.00
Director of Public Works	1.00	1.00	0.00
Engineering Technician	1.00	1.00	0.00
Environmental Regulatory Manager	1.00	1.00	0.00
Facilities and Fleet Divisions Manager	1.00	1.00	0.00
Facilities Leadworker	1.00	1.00	0.00
Facilities Maintenance Worker	2.00	2.00	0.00
Facilities and Fleet Supervisor	1.00	1.00	0.00
Maintenance Electrician	1.00	1.00	0.00
Senior Management Analyst	1.00	1.00	0.00
Management Analyst	1.00	1.00	0.00
Management Assistant	1.00	1.00	0.00
Office Assistant I/II	1.00	1.00	0.00
Program Manager	1.00	1.00	0.00
Public Works Inspector	1.00	1.00	0.00
Instrumentation Maintenance Technician	1.00	1.00	0.00
Senior Civil Engineer	4.00	4.00	0.00
Senior Public Works Inspector	1.00	1.00	0.00
Street & Sewer Leadworker	4.00	4.00	0.00
Street & Sewer Division Manager	1.00	1.00	0.00
Street & Sewer Maintenance Worker	13.00	13.00	0.00
Street & Sewer Supervisor	2.00	2.00	0.00
Traffic Sign & Paint Leadworker	1.00	1.00	0.00
Transportation Engineer	1.00	1.00	0.00
Utility Inspector	1.00	1.00	0.00
Water Division Manager	1.00	1.00	0.00
Water Maintenance Leadworker	3.00	3.00	0.00
Water Maintenance Worker	7.00	7.00	0.00
Water Quality Supervisor	1.00	1.00	0.00
Water Service & Operations Technician	1.00	1.00	0.00
Water Supervisor	1.00	1.00	0.00
<b>Total FTE</b>	<b>66.00</b>	<b>66.00</b>	<b>0.00</b>

## DEPARTMENT STATISTICS

	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21 Estimated
<b>Engineering</b>					
Major studies conducted	16	19	21	21	22
Streets, sidewalks, and storm drainage projects undertaken	17	20	23	23	26
Sewer projects undertaken	13	13	16	16	17
Water projects undertaken	11	12	13	13	15
Parks projects undertaken	4	4	4	4	4
Miscellaneous projects undertaken	9	12	12	12	13
Private development projects reviewed	130	140	145	120	150
<b>Facilities</b>					
Buildings maintained	21	21	21	23	24
Help desk tickets addressed	387	400	638	613	436
Square footage of buildings painted	8,450	10,000	4,275	4,583	4,000
<b>Sewer</b>					
Customer service calls responded to	360	325	300	652	630
Mains cleaned	207,049	228,000	345,000	457,941	390,000
Laterals repaired and replaced	200	135	175	70	20
Mains repaired and replaced (feet)	11,625	6,400	5,336	2,113	3,500
Pumps repaired	1	5	2	1	1
Private laterals inspected	176	210	183	62	190
Closed circuit television (miles of mains)	11	20	18	12	15
Manholes replaced	57	45	74	14	25
Lateral maintenance completed (each)	1,484	1,500	2,213	2,987	2,000

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	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21 Estimated
Lateral maintenance completed (feet)	30,672	26,500	33,195	44,805	30,000
Root foaming completed (mains in feet)	28,102	33,000	22,230	19,014	28,440
<b>Streets &amp; Storm Drainage</b>					
Streets swept (miles)	8,755	8,200	4,888	4,776	3,300
Debris removed (cubic yards)	3,367	4,000	4,502	4,559	4,000
Streets repaired (square feet)	11,500	11,000	22,230	12,256	12,000
Regulatory signs repaired and replaced	507	950	341	449	500
Striping painted (feet)	4,600	3,500	5,985	8,848	5,000
Pavement markings painted	1,575	1,000	598	810	1,000
Sidewalk pavers repaired (in square feet)	-	-	1,233	1,754	700
Sidewalk and curbs repaired (concrete in square feet)	1,240	1,300	2,381	3,173	2,200
Storm drain pipes cleaned (feet)	2,750	1,030	2,958	4,114	2,700
Catch basins cleaned	537	800	1,047	756	850
Creeks cleaned and debris removed (each/tons)	6/440	6/400	2/300	3/275	3/200
<b>Vehicle &amp; Equipment</b>					
Vehicles and equipment serviced (preventive maintenance)	845	789	784	799	675
Miscellaneous repairs made (minor repairs)	506	489	485	468	475
Vehicles smog tested	22	21	22	22	25
Vehicles and equipment maintained	335	314	301	262	260
Emergency road service calls	80	40	20	18	51
<b>Water</b>					
Water purchased (in billion gallons)	1.19	1.28	1.24	1.26	1.25
Customer service calls made	485	400	400	513	500

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	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21 Estimated
Meters replaced	386	205	331	301	300
Main and valves repaired	23	20	17	17	20
Valves exercised	166	1,300	617	523	450
Services repaired	11	5	22	20	15
New services installed	28	23	26	24	25
Fire hydrants serviced or repaired	160	595	25	329	275
Fire hydrants replaced	5	4	5	3	4
Water quality tests conducted	580	525	650	691	740
Water mains flushed (miles)	5	13	66	74	70
Backflow devices tested	35	35	11	11	11
Fire flow test performed	44	38	49	48	45
<b>Wastewater Treatment Plant</b>					
Minimum flows - million gallons day (MGD)	2	2	1	2	2
Average flows - (MGD)	3	3	3	2.5	2.5
Maximum flows - (MGD)	19	18	6	4.84	4.5
Biological oxygen demand (BOD) – average lbs/day	8,311	8,400	7,250	6,542	5,500
Total suspended solids (TSS) – average lbs/day	8,197	8,100	8,020	7,466	5,800

## DEPARTMENT PERFORMANCE MEASURES

	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21 Estimated
Limit construction change orders to 10% or less of the contract for 80% of the CIP projects (not including increases in scope of work)	100%	100%	100%	100%	92%
Maintain a citywide average PCI (Pavement Condition Index) score of at least 65	77	76	81	80	78

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	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21 Estimated
Complete 70% of Facilities Help Desk tickets within three days of receipt, excluding requests that require ordering specialty parts	95%	95%	70%	68%	80%
Make initial response to Streets/Sewer/Water service calls within an average of 30 minutes or less	30 mins	20 mins	18 mins	29 mins	25 mins
Make initial response to investigate and prioritize pothole and sidewalk complaints within 48 hours 90% of the time	100%	100%	100%	100%	100%
Complete 95% of the vehicle services and minor repairs within one working day	96%	93%	95%	95%	90%
Complete 90% of scheduled preventative maintenance for vehicles in the month they are due	97%	93%	95%	90%	85%
Complete 95% of the water service installation requests within 10 working days	100%	100%	100%	100%	100%
Meet State and Federal regulatory water quality standards for drinking water by attaining a minimum of 95% of samples free from total coliform	100%	100%	100%	100%	100%

### PUBLIC WORKS DEPARTMENT- ENGINEERING DIVISION

The Engineering Division is responsible for providing engineering services and implementing the following key programs: Capital Improvement Program (CIP), Development Review for Impacts on City Infrastructure, Traffic Safety, and Administration.

The Division is responsible for developing and implementing the CIP and ensuring that CIP projects are planned, designed, and constructed in a timely, safe, functional, aesthetic, and economical manner. The following infrastructure areas are covered in the CIP: water system, sanitary sewer system, storm drainage system, street resurfacing program, sidewalk/ADA ramp program, street lighting system, traffic signals, signage and pavement markings, facility improvements, and the Wastewater Treatment Plant.

The Engineering Division works closely with the Community Development Department to perform plan-checking services for private development projects that impact City infrastructure to ensure compliance with codes and regulations. The Division reviews plans and processes encroachment permits for work within the public right-of-way. The Division is also responsible for reviewing and processing subdivision and parcel maps.

The Division serves as liaison to the Traffic, Safety and Parking Commission and the Bicycle Pedestrian Advisory Committee to address traffic safety and parking-related matters and performs

## CITY OF BURLINGAME | FISCAL YEAR 2021-22

traffic studies and analyses to address traffic-related problems. Responsibility for applying for and administering grant funding for transportation-related projects also lies in this Division.

The Division provides general engineering services to the City Council, City departments, and Commissions as needed. The Engineering Division coordinates with Commute.org to manage the City shuttle program; maintains City maps and utility records; and coordinates work performed by Caltrain, Caltrans, and the San Mateo County Transportation Authority within Burlingame to ensure compliance with City requirements.

### KEY ENGINEERING DIVISION BUDGET CHANGES

Personnel costs increased by \$101,000, or 4.7%, which is consistent with scheduled increases in salaries and associated benefits.

Non-personnel costs decreased by \$105,000, or 13.6%, with the majority of the savings coming from a reduction in the Division's OPEB (retiree medical benefits) cost allocation. An estimated \$56,000 of the OPEB cost allocation will be charged to capital project funds for Engineer staff time spent on capital improvement projects; the rest of the OPEB cost reduction, approximately \$46,000, was an adjustment due to the latest actuarial study.

Internal service charges increased by \$19,000, or 7.1%, due largely to an increased allocation for vehicle and equipment services. The Division replaced two vehicles in 2020; setting aside funds for the future replacement of these vehicles will begin in FY 2021-22.

### ENGINEERING DIVISION BUDGET SUMMARY

	<b>FY2021 Adopted Budget</b>	<b>FY2022 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Employee Costs	2,191,032	2,292,810	101,778	4.65%
Non-Personnel Costs	773,128	668,297	(104,831)	-13.56%
Internal Services	262,571	281,262	18,691	7.12%
Capital Outlay	0	0	0	n/a
<b>Total Appropriation</b>	<b>3,226,731</b>	<b>3,242,369</b>	<b>15,638</b>	<b>0.48%</b>
<b>Sources of Funds</b>				
General Fund	2,570,731	2,454,369	(116,362)	-4.53%
Charges for Svc - General Fund	656,000	788,000	132,000	20.12%
<b>Total Funding</b>	<b>3,226,731</b>	<b>3,242,369</b>	<b>15,638</b>	<b>0.48%</b>

**PUBLIC WORKS – FACILITIES MAINTENANCE DIVISION**

The Facilities Division is responsible for providing maintenance services to City building facilities, including City Hall, Libraries, the Parks Yard, the Police Station, the Public Works Corporation Yard, the Recreation Center, fire stations, and parking garages. The Division is also responsible for the oversight and administration of the custodial services contract.

The Division operates as an internal service fund. The Facilities and Fleet Divisions Manager is a resource on facilities remodeling, rehabilitation, and new construction projects and helps determine the need for and recommend capital improvements for City facilities. The Division performs preventive maintenance on major building systems on a regular, predetermined schedule. The maintenance components include heating, ventilation, and air conditioning systems (HVAC), electrical distribution for lighting and control systems, security and fire systems, building pumps, and building generators.

**KEY FACILITIES MAINTENANCE DIVISION BUDGET CHANGES**

The overall budget for the Facilities Division decreased by \$98,000, or 5.3%, due in large part to savings from personnel costs and contractual services. Personnel costs were reduced by \$18,000, or 2.1%, as vacancies in this fairly small division were filled by newer employees at slightly lower personnel costs than their predecessors. Contractual costs for janitorial services are expected to be \$51,000 lower, as the Parks and Recreation Department will continue to conduct their operations in the temporary portables and other locations during most of FY 2021-22 (while the new Community Center is constructed).

**FACILITIES MAINTENANCE DIVISION BUDGET SUMMARY**

	<b>FY2021 Adopted Budget</b>	<b>FY2022 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Employee Costs	870,704	852,245	(18,459)	-2.12%
Non-Personnel Costs	914,518	835,992	(78,526)	-8.59%
Internal Services	56,540	55,400	(1,140)	-2.02%
Capital Outlay	0	0	0	n/a
<b>Total Appropriation</b>	<b>1,841,762</b>	<b>1,743,637</b>	<b>(98,125)</b>	<b>-5.33%</b>
<b>Sources of Funds</b>				
Charges for Services - ISF	2,041,762	2,003,637	(38,125)	-1.87%
Charges for Svc - Outside Agencies	0	0	0	n/a
Interest Income	6,000	0	(6,000)	-100.00%
Reserves	(206,000)	(260,000)	(54,000)	26.21%
<b>Total Funding</b>	<b>1,841,762</b>	<b>1,743,637</b>	<b>(98,125)</b>	<b>-5.33%</b>

**PUBLIC WORKS – LANDFILL FUND**

The Landfill Fund finances the costs associated with the long-term monitoring requirements of the closed City landfill located on Airport Boulevard. The State requires that a dedicated fund be set aside for the purposes of landfill monitoring and maintenance. The Regional Water Quality Control Board and the Bay Area Air Quality Management District require regular sampling and analysis of ground water and monitoring of methane gas around the landfill site. The Public Works Department's Engineering Division provides the oversight and management of landfill post-closure monitoring services. Revenues from a 5% surcharge on solid waste rates is transferred and used to fund the long-term state-required testing and monitoring of water quality and volatile gases from the landfill.

**KEY LANDFILL FUND BUDGET CHANGES**

There is no significant budget change in fiscal year 2021-22.

**LANDFILL FUND BUDGET SUMMARY**

	<b>FY2021 Adopted Budget</b>	<b>FY2022 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Employee Costs	66,637	70,011	3,644	5.49%
Non-Personnel Costs	191,079	190,079	(1,000)	-0.52%
Internal Services	968	945	(23)	-2.38%
Capital Outlay	0	0	0	n/a
<b>Total Appropriation</b>	<b>256,785</b>	<b>261,035</b>	<b>2,621</b>	<b>1.01%</b>
<b>Sources of Funds</b>				
Charges for Svc - Landfill	460,000	450,000	(10,000)	-2.17%
Interest Income	31,000	24,000	(7,000)	-22.58%
<b>Total Funding</b>	<b>491,000</b>	<b>474,000</b>	<b>(17,000)</b>	<b>-3.46%</b>

## **PUBLIC WORKS – SEWER MAINTENANCE DIVISION**

The Sewer Maintenance Division is responsible for providing operation and maintenance services related to the sewer collection system. The sewer collection system consists of 81 miles of gravity sewers, 31 miles of lower laterals, six miles of force mains, and eight lift stations. The Division also provides services to convey sewage from Hillsborough to the Wastewater Treatment Plant for its treatment and disposal.

The Sewer Division crew responds to complaints in connection with sewer problems and attempts to resolve the issue. This includes emergency response related to the sewer main and lower lateral blockage relief.

The Sewer Division performs preventative cleaning of the entire collection system on a regular basis every three years to prevent line blockages due to grease, roots, and other debris. The Division performs regular inspections of the sewer system using Closed Circuit Television (CCTV) cameras. Data captured from CCTV inspection is entered into a Computerized Maintenance Management System and is evaluated for maintenance needs and Capital Improvement Projects.

The Sewer Division is responsible for repairing broken sewer mains and lower laterals as part of the Sewer System Overflows Reduction Program. The Division also rehabilitates manholes and cleanouts in order to prevent storm water infiltration into the system.

The Sewer Division conducts daily checks of pump stations and performs preventative maintenance as required. This includes replacing damaged parts and performing repairs. In addition, the Division treats and maintains the pump station wet wells by utilizing bacteria cultures to dissolve grease deposits in wet wells and connecting pipe systems.

The Sewer Division is also responsible for the oversight and certification of Sewer Lateral Tests involved in the sale of private properties or remodel of residential and commercial properties. The Division also inspects underground sewer lateral installations, main connections, and cleanout installations by private contractors for residential, commercial, and industrial properties.

## **KEY SEWER MAINTENANCE DIVISION BUDGET CHANGES**

The Sewer Division budget remained stable in the upcoming year with a minimal increase of \$39,000, or 0.6%. Personnel costs increased by \$106,000, or 4%, due largely to scheduled salary increases and associated benefit costs. In April 2021, the City Council approved the deletion of one vacant full-time Administrative Assistant position; this position was replaced with an entry-level Management Analyst position for the Public Works Corporation Yard. The cost of this new position will be allocated among the Water, Sewer, and Streets and Storm Drainage Divisions. Due to this change, staff anticipates that personnel costs will increase \$10,000 for the Sewer Division.

Another key budgetary change is related to the proposed budget for the City's sanitary sewer root control program, which includes routine sewer maintenance to control root growth within sewer mains and laterals. The City has been successfully performing root foaming control of the sewer collection system for over 10 years, and the method has proven effective in reducing the number of

## CITY OF BURLINGAME | FISCAL YEAR 2021-22

sewer overflows and improving the reliability of the wastewater collection system. On average, the City budgets an annual appropriation of \$100,000 for this program, and the budget funding was split between the sewer operating fund and the sewer capital project fund. In the current fiscal year 2020-21, \$62,000 and \$38,000 were appropriated under the sewer operating fund and the sewer capital project fund, respectively. Since this annual sewer root control program is an operating program, staff proposed to include this program entirely under the sewer operating budget for FY 2021-22. The total funding needs for FY 2021-22 were projected to be \$150,000.

A decrease in internal services allocation is largely due to the inclusion in last year's budget of a one-time special allocation for the replacement of a sewer rodder truck. Although the replacement has not yet been procured, it will be purchased in the upcoming fiscal year. But the internal service allocation is not required in FY 2021-22 – the vehicle has already been fully funded.

### SEWER MAINTENANCE DIVISION BUDGET SUMMARY

	<b>FY2021 Adopted Budget</b>	<b>FY2022 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Employee Costs	2,559,067	2,665,027	105,960	4.14%
Non-Personnel Costs	971,305	1,058,074	86,769	8.93%
Debt Service	2,427,331	2,425,880	(1,451)	-0.06%
Internal Services	791,814	644,443	(147,371)	-18.61%
Capital Outlay	20,000	15,000	(5,000)	-25.00%
<b>Total Appropriation</b>	<b>6,769,517</b>	<b>6,808,424</b>	<b>38,907</b>	<b>0.57%</b>
<b>Sources of Funds</b>				
Charges for Svc – Sewer	9,637,906	9,912,403	274,497	2.85%
Interest Income	320,000	216,000	(104,000)	-32.50%
Other Revenue	0	0	0	n/a
<b>Total Funding</b>	<b>9,957,906</b>	<b>10,128,403</b>	<b>170,497</b>	<b>1.71%</b>

### PUBLIC WORKS – SHUTTLE BUS PROGRAM

The Burlingame Shuttle Bus Program provides public transportation services to reduce traffic congestion during peak commute hours. The City coordinates with regional transportation agencies to provide shuttle services. The Shuttle Program consists of four shuttle routes and is administered by the Public Works Department's Engineering Division. As part of a regional traffic congestion management effort for San Mateo County, Commute.org provides management and contract administration services for the commuter shuttles. Reductions to the shuttle program occurred during the pandemic; however, service is anticipated to resume during the next fiscal year. A summary of the four shuttles follows.

## CITY OF BURLINGAME | FISCAL YEAR 2021-22

Prior to the COVID reductions, the Bayside Commuter Shuttle, with its two shuttle vehicles, had very high ridership and served employers in the Rollins Road and Bayshore-Airport Boulevard areas, connecting them with the BART Intermodal Station in Millbrae during peak commute hours. The Bayside Commuter Shuttle is funded 75% by the San Mateo County Transportation Authority and 25% by City funds. The shuttle was reduced to a single shuttle during the pandemic and is anticipated to resume two-shuttle service in coordination with Facebook Reality Labs (formerly known as Oculus) in the upcoming fiscal year.

The North Burlingame Shuttle connects residents and employees in the north Burlingame area, the Sisters of Mercy, and Mills-Peninsula Hospital to the Millbrae BART station during peak commute hours. The North Burlingame Shuttle is funded 50% by a City/County Association of Governments grant and 50% by the Sisters of Mercy and Mills-Peninsula Hospital.

The Hotel/Downtown Shuttle provides daily service to Burlingame hotels during lunch and dinner hours by transporting hotel patrons to the Burlingame Avenue and Broadway commercial areas for dining and shopping, and back to the hotels. The shuttle is funded by contributions from hotels, the Business Improvement Districts, and the City and is managed by the San Mateo County/Silicon Valley Convention and Visitors Bureau.

The Broadway Train Station Shuttle provides service to commuters between the Broadway Train Station and the Millbrae BART station during peak commute hours and is funded by the Peninsula Corridor Joint Powers Board.

### KEY SHUTTLE PROGRAM BUDGET CHANGES

The Shuttle Program cumulative budget decreased by \$52,000, or 22.9%, due to shuttle service that has been scaled back in response to the COVID-19 pandemic.

### SHUTTLE PROGRAM BUDGET SUMMARY

	<b>FY2021 Adopted Budget</b>	<b>FY2022 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Non-Personnel Costs	227,500	175,500	(52,000)	-22.86%
<b>Total Appropriation</b>	<b>227,500</b>	<b>175,500</b>	<b>(52,000)</b>	<b>-22.86%</b>
<b>Sources of Funds</b>				
General Fund	0	73,500	73,500	n/a
Grants & Contributions	72,000	102,000	30,000	41.67%
<b>Total Funding</b>	<b>72,000</b>	<b>175,500</b>	<b>103,500</b>	<b>143.75%</b>

## PUBLIC WORKS – SOLID WASTE FUND

The City of Burlingame is a member of the South Bayside Waste Management Authority (SBWMA), a joint powers authority that contracts with Recology and South Bay Recycling for solid waste collection and disposal, inert recyclable materials collection, and yard and organic waste collection and composting of the Burlingame customer accounts (over 6,600). A Councilmember represents the City on the SBWMA Board, while the Finance Director serves on the Technical Advisory Committee. A portion of the fees charged for garbage collection and disposal is used to fund certain City activities associated with these solid waste services, accounted for in the Solid Waste Fund. These activities include cleaning of downtown sidewalks, parking lots, and public trash receptacles. The Solid Waste Fund also retains a rate stabilization reserve to fund anticipated shortfalls experienced in the collection, recycling, and disposal services mentioned above.

The largest source of funds for the Solid Waste Fund is revenues from garbage collection fees. In recent years the cost of solid waste services has exceeded these customer revenues, requiring draws on the fund's rate stabilization reserve. For this reason, and in anticipation of further cost increases in future years, rates for this utility were raised 6% at the beginning of each of three calendar years beginning January 1, 2019.

## KEY SOLID WASTE FUND BUDGET CHANGES

Last year's adopted budget included two main elements: \$684,000 for the City's operating costs for street sweeping and steam cleaning and maintenance of public receptacles, and a \$210,000 contribution to Recology to cover the shortfall in the City's reserve fund. With the latest solid waste collection rate increase on January 1, 2021, it is anticipated revenues from Burlingame's Solid Waste utility will fully cover the expenses of the fund in 2021; therefore, no draw from the fund's rate stabilization reserve is required. Other budget components in the Solid Waste Fund remain flat with no significant budget changes.

## SOLID WASTE FUND BUDGET SUMMARY

	FY2021 Adopted Budget	FY2022 Budget Request	+ / - Change in \$	+ / - Change in %
<b>Appropriations</b>				
Employee Costs	452,463	460,121	7,658	1.69%
Non-Personnel Costs	287,079	75,499	(211,580)	-73.70%
Internal Services	154,433	150,317	(4,116)	-2.67%
<b>Total Appropriation</b>	<b>893,975</b>	<b>685,937</b>	<b>(208,038)</b>	<b>-23.27%</b>
<b>Sources of Funds</b>				
Charges for Svc - Solid Waste	651,000	716,000	65,000	9.98%
Interest Income	77,000	52,000	(25,000)	-32.47%
Rate Stabilization Reserve	165,975	(82,063)	(248,038)	-149.44%
<b>Total Funding</b>	<b>893,975</b>	<b>685,937</b>	<b>(208,038)</b>	<b>-23.27%</b>

## **PUBLIC WORKS – STREETS AND STORM DRAINAGE DIVISION**

The Streets and Storm Drainage Division provides operational and maintenance services related to the streets and storm drainage system, which includes 84 lane miles of streets, 116 miles of sidewalks, over 6000 signs, 50 miles of storm drain systems and creeks, and five pump station facilities.

The Division performs street repair services including excavations, backfills, restorations, and pothole repairs. The Division also performs regularly scheduled crack sealing street repairs in order to increase infrastructure longevity prior to resurfacing. The Division works closely with the Engineering Division to identify sidewalk, curb, and gutter problems to be addressed as part of the Capital Improvement Program. The Division performs temporary sidewalk repairs using asphalt patching and grinding of uneven surfaces to reduce tripping hazards.

The Division also works closely with the Engineering Division to install and maintain street signage, striping, and pavement markings as required by regulations. The Division utilizes outside contractors to perform traffic signal maintenance services. The Division maintains and performs regular cleaning of creeks, channels, catch basins, trash capture devices, and pipe systems. It also maintains and monitors pump stations to ensure proper functioning during rain storms to prevent flooding.

The Division also provides street sweeping services for all residential, commercial, and industrial areas. The street sweeping is conducted six days a week in the Downtown and commercial areas, while street sweeping in the residential areas occurs once a week during the winter (leaf) season, and every other week during the summer season. The Division also cleans City-owned parking lots in the Burlingame Avenue and Broadway Downtown commercial areas and power washes sidewalks in the Burlingame Avenue and Broadway Downtown districts.

## **KEY STREETS & STORM DRAINAGE DIVISION BUDGET CHANGES**

After a careful review and assessment of the Division's operational needs for fiscal year 2021-22, the budget for contractual services was reduced by \$127,000. In addition, the budget reflects a \$20,000 reduction in the division's OPEB (retiree medical benefits) cost allocation.

Personnel costs increased by \$40,000, or 3%, due to scheduled increases in salaries and associated benefit costs. In April 2021, the City Council approved the deletion of one vacant full-time Administrative Assistant position and the replacement of this position with an entry-level Management Analyst position for the Public Works Corporation Yard. The cost of this new position will be allocated among the Water, Sewer, and Streets and Storm Drainage divisions. The change resulted in a minor decrease of \$5,000 to this division's personnel costs.

Internal services increased by \$55,000, largely due to increases from the general liability insurance cost allocation, as it is anticipated that general liability insurance premiums will increase significantly for the upcoming fiscal year.

Overall, the proposed budget for the Street and Storm Drainage Division decreased by \$121,000, or 3.1%.

**STREETS AND STORM DRAINAGE DIVISION BUDGET SUMMARY**

	<b>FY2021 Adopted Budget</b>	<b>FY2022 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Employee Costs	1,365,285	1,405,534	40,249	2.95%
Non-Personnel Costs	1,325,486	1,159,516	(165,970)	-12.52%
Internal Services	1,105,956	1,161,170	55,214	4.99%
Capital Outlay	50,000	0	(50,000)	-100.00%
<b>Total Appropriation</b>	<b>3,846,727</b>	<b>3,726,220</b>	<b>(120,507)</b>	<b>-3.13%</b>
<b>Sources of Funds</b>				
General Fund	3,768,727	3,647,220	(121,507)	-3.22%
Parking Fund	78,000	79,000	1,000	1.28%
<b>Total Funding</b>	<b>3,846,727</b>	<b>3,726,220</b>	<b>(120,507)</b>	<b>-3.13%</b>

**PUBLIC WORKS – VEHICLE AND EQUIPMENT MAINTENANCE DIVISION**

The Vehicle and Equipment Maintenance Division provides vehicle maintenance services to the City fleet system, which consists of 122 vehicles and trucks and 138 pieces of equipment operated by the Public Works, Parks, Police, Library, and Community Development Departments.

The Division also manages the City fleet of vehicles, rolling stock, and fueling system. The Division purchases vehicles and rolling equipment based on replacement criteria and schedules. In addition, the Division manages, monitors, and maintains the City fueling station, which serves the City fleet as well as Burlingame's fire stations. Vehicle and Equipment Maintenance is operated as an internal service fund.

**KEY VEHICLE & EQUIPMENT MAINTENANCE BUDGET CHANGES**

Capital outlay is anticipated to be \$1.28 million for the purchase and fitting of 14 vehicles, including four vehicles that were originally budgeted in FY 2020-21. The four vehicles planned for purchase last year (including the Sewer Division's rodder truck for \$369,500) were delayed due to the pandemic environment and various supply chain impacts. Therefore, they need to be re-budgeted for procurement in FY 2021-22.

Personnel costs for the division remain stable with an increase of \$22,000, or 4.1%, which is attributed to scheduled increases in salary and associated benefit costs. The division trimmed the budget for non-personnel costs by \$83,000, or 25.1%, to align with the division's actuals expenditures in the current fiscal year.

## VEHICLE &amp; EQUIPMENT MAINTENANCE BUDGET SUMMARY

	<b>FY2021 Adopted Budget</b>	<b>FY2022 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Employee Costs	536,140	557,870	21,730	4.05%
Non-Personnel Costs	329,930	247,052	(82,878)	-25.12%
Internal Services	62,008	65,084	3,076	4.96%
Capital Outlay	759,490	1,279,490	520,000	68.47%
<b>Total Appropriation</b>	<b>1,687,568</b>	<b>2,149,496</b>	<b>461,928</b>	<b>27.37%</b>
<b>Sources of Funds</b>				
Charges for Svc - ISF	1,466,120	1,532,360	66,240	4.52%
Interest Income	95,000	64,000	(31,000)	-32.63%
Charges for Svc - Outside Agencies	0	0	0	n/a
Revenue - Sale of Vehicles	0	0	0	n/a
Reserves	126,448	553,136	426,688	337.44%
<b>Total Funding</b>	<b>1,687,568</b>	<b>2,149,496</b>	<b>461,928</b>	<b>27.37%</b>

## PUBLIC WORKS – WATER MAINTENANCE DIVISION

The Water Maintenance Division provides services related to the operations and maintenance of the City's drinking water distribution system. The drinking water distribution system consists of 100 miles of pipes, six metered connections with the San Francisco Public Utilities Commission, six pump stations, and seven storage reservoirs and appurtenances. The City receives its drinking water from the Hetch Hetchy Regional Water System and distributes it to the Burlingame community through the local distribution system. The City also provides drinking water to a portion of unincorporated San Mateo County known as Burlingame Hills.

In compliance with California Water Resources Control Board regulations and the California Department of Public Health Services, the Water Division regularly collects and analyzes water quality samples and ensures that the City's water meets or exceeds State and Federal water quality standards. The Division also coordinates with the San Mateo County Health Department to manage the Backflow Prevention Testing Program and ensures that the City-owned backflow devices meet the County's Department of Health standards.

The Water Division conducts a bi-annual program to clean the water distribution system to remove sediment from the water mains and improve water quality. The Division performs inspections and repairs of fire hydrants, makes repairs as a result of water main leaks, and replaces pipes as needed.

The Division exercises and indexes all water main valves and installs larger residential services for new development projects.

The Division performs daily pump station inspections; checks water leaks on public and private properties; rechecks meter readings; and performs turn-offs, turn-ons, and other related investigations. The Water Division is also responsible for conducting water-meter reads in the City every two months and regularly testing and calibrating water meters to ensure accurate meter readings.

The Division inspects the pump systems, pressure reducing valves, and pump control valves to ensure they are properly functioning, and performs maintenance as needed.

## **KEY WATER MAINTENANCE DIVISION BUDGET CHANGES**

In fiscal year 2021-22, water consumption is projected to match current-year experience. As there will be no rate increases, revenues are projected to be slightly over \$20.8 million.

The budget for water purchases is expected to remain flat because the SFPUC did not change the cost of wholesale water. The overall budget decreased by \$200,000, or 1.31%, with the most significant reductions coming from non-personnel costs.

Amongst non-personnel costs, decreases occurred in contractual services, down by \$70,000, largely due to a one-time appropriation of \$100,000 for the Trousdale pump station rehabilitation project that was included in last year's budget. In addition, the Division analyzed its operational spending trends from the prior fiscal years and reduced its budget request for supplies and other non-personnel expenses by \$84,000 to align the budget figures with those respective trends for FY 2021-22.

Personnel costs for the Division increased slightly by \$37,000, or 1.2%, with two major changes impacting staffing. In April 2021, the City Council approved the deletion of one vacant full-time Administrative Assistant position, to be replaced with an entry-level Management Analyst position for the Public Works Corporation Yard. The cost of this new position will be allocated among the Water, Sewer and Streets and Storm Drainage Divisions. The fiscal impact is estimated to be an increase of \$10,000 in personnel costs. The Water Division also adjusted its part-time personnel budget downward by \$19,000 based on anticipated operational needs. Other components of the personnel budget remain stable, with a small increase related to scheduled salary increases and associated benefit costs.

## WATER MAINTENANCE DIVISION BUDGET SUMMARY

	FY2021 Adopted Budget	FY2022 Budget Request	+ / - Change in \$	+ / - Change in %
<b>Appropriations</b>				
Employee Costs	3,115,628	3,152,904	37,276	1.20%
Non-Personnel Costs	9,654,033	9,453,220	(200,813)	-2.08%
Debt Service	1,942,401	1,948,401	6,000	0.31%
Internal Services	541,839	574,391	32,552	6.01%
Capital Outlay	75,500	0	(75,500)	-100.00%
<b>Total Appropriation</b>	<b>15,329,401</b>	<b>15,128,916</b>	<b>(200,485)</b>	<b>-1.31%</b>
<b>Sources of Funds</b>				
Charges for Svc – Water	20,800,000	20,800,000	0	0.00%
General Fund	0	0	0	n/a
Interest Income	313,000	219,000	(94,000)	-30.03%
Other Revenue	209,000	209,000	0	0.00%
<b>Total Funding</b>	<b>21,322,000</b>	<b>21,228,000</b>	<b>(94,000)</b>	<b>-0.44%</b>

## PUBLIC WORKS – WASTEWATER TREATMENT

The City's Wastewater Treatment Plant treats domestic, commercial, and industrial wastewater by removing hazardous elements and pollutants, and then disposes the treated effluent in a manner that does not harm the environment. The Wastewater Treatment Plant treats wastewater discharged by all City customers including residential, commercial, and industrial properties. The Wastewater Treatment Plant also treats the Town of Hillsborough wastewater conveyed through the Burlingame sewer collection system.

The Wastewater Treatment plant is a Class IV activated sludge plant. The Regional Water Quality Control Board issues a discharge permit that sets forth minimum treatment requirements. The current NPDES permit was issued in May 2013 and is in the process of being reviewed. The plant is operated through a contract with Veolia Water North America Operating Services, Inc. After treatment, the effluent is pumped to a sub-regional de-chlorination plant in South San Francisco and released into the San Francisco Bay using a deep water outfall located north of San Francisco International Airport. The dewatered sludge is trucked off site to a sanitary landfill or a land application.

**KEY WASTEWATER TREATMENT BUDGET CHANGES**

Key budgetary changes include increases from contract services with Veolia. In addition to annual CPI adjustment to the base contract, the proposed budget includes an adjustment for electricity and departing load charges (\$148,000) and paint and corrosion protection (\$30,000).

Capital outlay increased by \$14,000, or 4.7%, in accordance with the equipment replacement schedule and operational requirements.

**WASTEWATER TREATMENT BUDGET SUMMARY**

	<b>FY2021 Adopted Budget</b>	<b>FY2022 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Non-Personnel Costs	4,218,972	4,399,979	181,007	4.29%
Internal Services	10,122	9,618	(504)	-4.98%
Capital Outlay	298,000	312,000	14,000	4.70%
<b>Total Appropriation</b>	<b>4,527,094</b>	<b>4,721,597</b>	<b>194,503</b>	<b>4.30%</b>
<b>Sources of Funds</b>				
Charges for Svc - Sewer	3,117,094	3,212,597	95,503	3.06%
Charges for Svc - Outside Agencies	1,410,000	1,509,000	99,000	7.02%
<b>Total Funding</b>	<b>4,527,094</b>	<b>4,721,597</b>	<b>194,503</b>	<b>4.30%</b>



## Capital Improvement Program – Five Year Capital Plan

Capital Improvement Plan Definitions

Citywide Five Year Summary Plan by Major and Minor Program

Facilities Capital Improvement Plan

Parks and Trees Capital Improvement Plan

Parking and Garages Capital Improvement Plan

Sewer Capital Improvement Plan

Storm Drain Capital Improvement Plan

Streets Capital Improvement Plan

Water Capital Improvement Plan



## **FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM**

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The Burlingame community depends on a reliable City infrastructure that fosters a safe environment in which to live and work. The Public Works Department is tasked with the creation of long-lasting improvements to aging infrastructure, facilities, and streets in order to sustain the quality of life that all residents and members of the business community can enjoy. The Parks and Recreation Department coordinates major renovations to city parks and trees.

The Capital Improvement Program (CIP) is a multi-phase, multi-year endeavor consisting of seven subprograms:

### **PARKS AND TREES**

The Parks and Trees Capital Improvement Program ensures the safety and quality of 18 parks, 4,640 park trees, and 17,140 street trees. The program includes major repair and replacement of all playground equipment, sports fields, lighting, fencing, and paving.

### **PARKING AND GARAGES**

The City maintains approximately 26 parking lots, including one parking structure. The Village at Burlingame project is converting one of the City's parking lots into an affordable housing development and one lot into a new five-level public parking structure. The Parking and Garages Capital Improvement Program includes improvements and upgrades to parking surfaces; meters and pay stations; striping; landscaping; and ancillary equipment such as wheel stops, parking banners, and signage.

### **STREETS**

The City operates and maintains 84 miles of streets along with 116 miles of sidewalks, 1,800 streetlights (both owned by the City and by Pacific Gas & Electric), and 18 City-owned traffic intersection signals. This includes several miles of bike lanes and pedestrian facilities. The Streets Capital Improvement Program includes annual improvements to streets, sidewalks, curb and gutter, and ADA ramps. Traffic-related improvements such as signal upgrades, signage, and pavement markings are also part of this program. The Broadway Grade Separation and the El Camino Real Undergrounding projects are anticipated to begin in the next few years with significant funding requirements for both.

### **STORM DRAIN**

The City operates and maintains approximately 50 miles of storm drainage system including seven creeks/watershed areas with open and closed channel systems with over 2,000 catch basins. The Storm Drain Capital Improvement Program will replace and upgrade the City's aging storm drainage facilities including pipes, pumps, and catch basins, to provide long-lasting flood protection, improve public safety, and reduce pollution.

## **WATER**

The City operates and maintains over 105 miles of potable water system with six storage reservoirs. The City provides water services to Burlingame residents and businesses as well as the residents of Burlingame Hills, an unincorporated area of San Mateo County. The Water Capital Improvement Program improves the water distribution system and ensures system reliability, water quality, fire protection flows, and storage capacity.

## **SEWER COLLECTION AND TREATMENT**

The City operates and maintains approximately 130 miles of sanitary sewer system and eight pump stations. The City provides sewer collection and treatment services to Burlingame residents and businesses as well as conveys and treats the wastewater for the Town of Hillsborough and portions of Burlingame Hills (in unincorporated San Mateo County). The Sewer Capital Improvement Program focuses on improvements to the aging collection system and Wastewater Treatment Plant to improve overall system reliability and operation; reduce future maintenance; and provide environmental benefits by minimizing the occurrence of overflows.

## **CITY FACILITIES AND OTHER MULTI-YEAR PROJECTS**

The City maintains over 200,000 square feet of building space. The Facilities Capital Improvement Program includes improvements to City-owned buildings such as City Hall, the Parks Yard, the Public Works Corporation Yard, the Police Station, and City libraries. The Facilities Capital Improvement Program focuses on both minor and major repair and replacement of these significant City-owned buildings.

From time to time, the City will embark on projects that may span multiple years, such as the update of the City's General Plan. Appropriations and multi-year budget needs are also accounted for in this program.

CITYWIDE CIP BY MAJOR & MINOR PROGRAM	5 YEAR CIP PLAN															FY23 Need	FY24 Need	FY25 Need	FY26 Need	FY22-26 Need Total	FY26+ Need	Total FY22-26+ Need
	General Fund	Other Revenue & Grants	Gas Tax	Measure A	Measure I	SB 1	Sewer Rates (City)	Storm Drain Fee	Water Rates (City)	Parking Fund	Total New FY22 Appropriations	** Available Existing Funding	Transfers	Total Available Existing, Net of Transfers	Total FY22 Need (Existing + New)							
*In thousands	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)
<b>A. FACILITIES CAPITAL IMPROVEMENT PROGRAM</b>																						
Improvements	0	0	0	0	0	0	0	0	0	0	0	33,604	0	33,604	33,604	1,350	1,350	1,350	1,350	39,004	53,048	92,052
Minor Upgrades	100	0	0	0	0	0	0	0	0	0	100	4,297	0	4,297	4,397	0	0	0	0	4,397	0	4,397
Miscellaneous (General Plan Update)	0	0	0	0	0	0	0	0	0	0	0	557	0	557	557	0	0	0	0	557	0	557
<b>SUBTOTAL</b>	<b>100</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>100</b>	<b>38,458</b>	<b>0</b>	<b>38,458</b>	<b>38,558</b>	<b>1,350</b>	<b>1,350</b>	<b>1,350</b>	<b>1,350</b>	<b>43,958</b>	<b>53,048</b>	<b>97,006</b>
<b>B. PARKING &amp; GARAGES CAPITAL IMPROVEMENT PROGRAM</b>																						
Improvements	0	0	0	0	0	0	0	0	0	0	0	2,924	0	2,924	2,924	100	100	100	100	3,324	0	3,324
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,924</b>	<b>0</b>	<b>2,924</b>	<b>2,924</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>3,324</b>	<b>0</b>	<b>3,324</b>
<b>C. PARKS &amp; TREES CAPITAL IMPROVEMENT PROGRAM</b>																						
Tree Management and Replacement	5	0	0	0	0	0	0	0	0	0	5	132	0	132	137	5	105	5	55	307	0	307
Citywide Parks Paving, Courts, Pathways	50	0	0	0	0	0	0	0	0	0	50	142	0	142	192	100	100	100	100	592	0	592
Citywide Playgrounds and Resilient Resurfacing	100	0	0	0	0	0	0	0	0	0	100	1,392	0	1,392	1,492	950	950	950	950	5,292	0	5,292
Citywide Parks Fencing	0	0	0	0	0	0	0	0	0	0	0	78	0	78	78	0	50	0	50	178	0	178
Citywide Parks Lighting	0	0	0	0	0	0	0	0	0	0	0	51	0	51	51	0	0	0	0	51	0	51
Parks Safety, Maintenance and Improvements	150	0	0	0	0	0	0	0	0	0	150	688	0	688	838	350	350	350	300	2,188	0	2,188
Aquatics Facility	0	0	0	0	0	0	0	0	0	0	0	181	0	181	181	1,300	0	0	0	1,481	0	1,481
Major Improvements	505	0	0	0	0	0	0	0	0	0	505	1,863	0	1,863	2,368	3,050	350	350	350	6,468	4,450	10,918
<b>SUBTOTAL</b>	<b>810</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>810</b>	<b>4,526</b>	<b>0</b>	<b>4,526</b>	<b>5,336</b>	<b>5,755</b>	<b>1,905</b>	<b>1,755</b>	<b>1,805</b>	<b>16,556</b>	<b>4,450</b>	<b>21,006</b>
<b>D. SEWER CAPITAL IMPROVEMENT PROGRAM</b>																						
Studies	0	0	0	0	0	0	0	0	0	0	0	471	0	471	471	250	1,100	0	0	1,821	0	1,821
Sewer Main Rehabilitation	0	0	0	0	0	0	0	0	0	0	0	5,265	283	5,547	5,547	2,800	4,500	3,250	3,500	19,597	0	19,597
Miscellaneous Sewer Repairs	0	0	0	0	0	0	0	0	0	0	0	40	0	40	40	0	0	0	0	40	0	40
Pump Stations	0	0	0	0	0	0	0	0	0	0	0	1,283	(283)	1,000	1,000	500	500	500	500	3,000	0	3,000
Treatment	0	0	0	0	0	0	1,050	0	0	0	1,050	3,885	0	3,885	4,935	1,297	1,862	2,937	1,770	12,801	16,430	29,231
Miscellaneous	0	0	0	0	0	0	50	0	0	0	50	134	0	134	184	75	0	0	0	259	0	259
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,100</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,100</b>	<b>11,078</b>	<b>0</b>	<b>11,078</b>	<b>12,178</b>	<b>4,922</b>	<b>7,962</b>	<b>6,687</b>	<b>5,770</b>	<b>37,519</b>	<b>16,430</b>	<b>53,949</b>
<b>E. STORM DRAIN CAPITAL IMPROVEMENT PROGRAM</b>																						
Studies	0	0	0	0	0	0	0	0	0	0	0	150	0	150	150	800	50	50	0	1,050	200	1,250
Stormwater Quality Improvements	0	0	0	0	0	0	0	950	0	0	950	1,004	0	1,004	1,954	0	0	0	0	1,954	0	1,954
Capacity Improvements - Easton Creek	0	0	0	0	0	0	0	500	0	0	500	60	0	60	560	0	0	0	0	560	0	560
Capacity Improvements - Mills Creek	0	0	0	0	0	0	0	910	0	0	910	200	366	566	1,476	0	0	0	0	1,476	600	2,076
Capacity Improvements - Burlingame Creek	0	0	0	0	0	0	0	0	0	0	0	11,213	(46)	11,168	11,168	6,800	0	0	0	17,968	0	17,968
Capacity Improvements - Sanchez Creek, Terrace & Laguna	0	0	0	0	0	0	0	0	0	0	0	103	(103)	0	0	0	0	0	0	0	0	0
Capacity Improvements - El Portal Creek, Trousdale & Gilbreath	0	0	0	0	0	0	0	0	0	0	0	303	(153)	150	150	0	0	0	0	150	0	150
Neighborhood Area	0	0	0	0	0	0	0	1,650	0	0	1,650	3,154	(65)	3,089	4,739	1,400	1,400	2,600	2,600	12,739	0	12,739
Bridge & Storm Culvert Improvements	0	0	0	0	0	0	0	500	0	0	500	1,332	0	1,832	1,900	1,900	1,900	0	0	5,632	0	5,632
Pump Stations	0	0	0	0	0	0	0	50	0	0	50	4,150	0	4,150	4,200	100	100	0	0	4,400	500	4,900
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,560</b>	<b>0</b>	<b>0</b>	<b>4,560</b>	<b>21,668</b>	<b>0</b>	<b>21,668</b>	<b>26,228</b>	<b>11,000</b>	<b>3,450</b>	<b>2,650</b>	<b>2,600</b>	<b>45,928</b>	<b>1,300</b>	<b>47,228</b>
<b>F. STREETS CAPITAL IMPROVEMENT PROGRAM</b>																						
Studies	0	0	0	0	0	0	0	0	0	0	0	1,281	(181)	1,100	1,100	1,080	830	780	780	4,570	25,000	29,570
Paving & Reconstruction	0	0	600	0	1,000	400	0	0	0	0	2,000	4,213	0	4,213	6,213	2,020	2,000	2,020	2,000	14,253	20,000	34,253
Traffic	150	0	0	650	0	0	0	0	0	0	800	2,030	(100)	1,930	2,730	400	400	350	200	4,080	3,500	7,580
Railroad Improvements	0	0	0	0	0	0	0	0	0	0	0	1,916	0	1,916	1,916	15,000	0	0	0	16,916	294,000	310,916
Downtown Improvements	0	0	0	0	0	0	0	0	0	0	0	408	0	408	408	0	0	0	0	408	0	408
Bike & Pedestrian Improvements	300	1,400	0	0	0	0	0	0	0	0	1,700	521	281	802	2,502	1,000	600	600	600	5,302	5,000	10,302
Lighting & Poles	0	0	0	0	0	0	0	0	0	0	0	863	0	863	863	100	12,000	100	0	13,063	3,000	16,063
Sidewalks, Curbs & Gutters	0	0	0	0	800	0	0	0	0	0	800	1,430	0	1,430	2,230	800	800	800	800	5,430	10,000	15,430
<b>SUBTOTAL</b>	<b>450</b>	<b>1,400</b>	<b>600</b>	<b>650</b>	<b>1,800</b>	<b>400</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,300</b>	<b>12,661</b>	<b>0</b>	<b>12,661</b>	<b>17,961</b>	<b>20,400</b>	<b>16,630</b>	<b>4,650</b>	<b>4,380</b>	<b>64,021</b>	<b>360,500</b>	<b>424,521</b>
<b>G. WATER CAPITAL IMPROVEMENT PROGRAM</b>																						
Planning	0	0	0	0	0	0	0	0	75	0	75	287	0	287	362	50	50	50	50	562	1,070	1,632
Storage	0	0	0	0	0	0	0	0	100	0	100	102	0	102	202	0	0	0	0	202	20,750	20,952
Transmission Pipelines	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	10,000	10,000
Pipelines Rehabilitation	0	0	0	0	0	0	0	0	2,975	0	2,975	6,373	0	6,373	9,348	2,950	3,150	3,150	3,150	21,748	35,190	56,938
Pump Stations	0	0	0	0	0	0	0	100	0	0	100	145	0	145	245	100	0	0	0	345	250	595
Water Quality & Dechloramination	0	0	0	0	0	0	0	0	0	0	0	98	0	98	98	50	0	0	0	148	0	148
Supervisory Control & Data Acquisition (SCADA)	0	0	0	0	0	0	0	50	0	0	50	301	0	301	351	50	0	0	0	401	500	901
Miscellaneous Improvements	0	0	0	0	0	0	0	200	0	0	200	536	0	536	736	300	300	300	300	1,936	2,020	3,956
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,500</b>	<b>0</b>	<b>3,500</b>	<b>7,843</b>	<b>0</b>	<b>7,843</b>	<b>11,343</b>	<b>3,500</b>	<b>3,500</b>	<b>3,500</b>	<b>3,500</b>	<b>25,343</b>	<b>69,780</b>	<b>95,123</b>
<b>TOTAL, CITYWIDE CAPITAL IMPROVEMENT PROGRAM</b>	<b>\$1,360</b>	<b>\$1,400</b>	<b>\$600</b>	<b>\$650</b>	<b>\$1,800</b>	<b>\$400</b>	<b>\$1,100</b>	<b>\$4,560</b>	<b>\$3,500</b>	<b>\$0</b>	<b>\$15,370</b>	<b>\$99,158</b>	<b>\$0</b>	<b>\$99,158</b>	<b>\$114,528</b>	<b>\$47,027</b>	<b>\$34,897</b>	<b>\$20,692</b>	<b>\$19,505</b>	<b>\$236,649</b>	<b>\$505,508</b>	<b>\$742,157</b>

\*\* Available Existing Funding - balance as of February 28, 2021 Project Budget Reports unless adjusted in Mid-Year Budget Amendment.

							5 YEAR CIP PLAN													
FACILITIES CAPITAL IMPROVEMENT PROGRAM							General Fund	Total New FY22 Appropriations	** Available Existing Funding	Transfers	Total Available Existing, Net of Transfers	Total FY22 Need (Existing + New)	FY23 Need	FY24 Need	FY25 Need	FY26 Need	FY22-26 Need Total	FY26+ Need	Total FY22-26+ Need	
*in thousands							(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)
A. IMPROVEMENTS																				
a-1	Community Center *	0	0	33,375	0	33,375	33,375	0	0	0	0	33,375	3,000	36,375						
a-2	City Hall Asbestos Remediation Plan	0	0	0	0	0	0	0	0	0	0	0	40,000	40,000						
a-3	Police Building	0	0	0	0	0	0	0	0	0	0	0	1,600	1,600						
a-4	Fire Department	0	0	0	0	0	0	0	0	0	0	0	2,900	2,900						
a-5	Parks Corporation Yard	0	0	0	0	0	0	0	0	0	0	0	3,400	3,400						
a-6	Aquatic Center	0	0	0	0	0	0	0	0	0	0	0	250	250						
a-7	Citywide Facility Master Plan	0	0	33	0	33	33	1,300	1,300	1,300	1,300	5,233	0	5,233						
a-8	Citywide Minor Building Facilities	0	0	196	0	196	196	50	50	50	50	396	1,898	2,294						
SUBTOTAL							0	0	33,604	0	33,604	33,604	1,350	1,350	1,350	1,350	39,004	53,048	92,052	
B. MINOR UPGRADES																				
b-1	Communications and IT Modernization	0	0	85	0	85	85	0	0	0	0	85	0	85						
b-2	City Hall Boiler	0	0	55	0	55	55	0	0	0	0	55	0	55						
b-3	Library PLP	0	0	10	0	10	10	0	0	0	0	10	0	10						
b-4	Police Records Management System	0	0	16	0	16	16	0	0	0	0	16	0	16						
b-5	Fire Station 35 Rehabilitation and HVAC System Upgrade	0	0	63	0	63	63	0	0	0	0	63	0	63						
b-6	Energy Efficiency Upgrades	0	0	490	(490)	0	0	0	0	0	0	0	0	0						
b-7	Police Station Fuel Tank Removal and Replacement	100	100	73	0	73	173	0	0	0	0	173	0	173						
b-8	Parking Lots Resurfacing (City Hall, Rec Center, Corp Yard and PD)	0	0	280	0	280	280	0	0	0	0	280	0	280						
b-9	Facilities ADA Improvements	0	0	502	0	502	502	0	0	0	0	502	0	502						
b-10	Stormwater Pollution Prevention Plan for Facilities	0	0	45	0	45	45	0	0	0	0	45	0	45						
b-11	Fire Stations Emergency Generators Upgrade Project (FS 34, 35 and 36)	0	0	1,036	(50)	986	986	0	0	0	0	986	0	986						
b-12	Fuel Pump Station Improvements at Corp Yard	0	0	50	0	50	50	0	0	0	0	50	0	50						
b-13	New Financial System	0	0	199	0	199	199	0	0	0	0	199	0	199						
b-14	Backup Recovery Server for City IT	0	0	27	0	27	27	0	0	0	0	27	0	27						
b-15	Fire Station 35 Communications Tower Relocation	0	0	300	0	300	300	0	0	0	0	300	0	300						
b-16	Facilities CIP Program Management	0	0	92	0	92	92	0	0	0	0	92	0	92						
b-17	City Hall Carpet Replacement Project	0	0	126	(126)	0	0	0	0	0	0	0	0	0						
b-18	Library HVAC & EMS (Energy Management System) Upgrade	0	0	171	616	787	787	0	0	0	0	787	0	787						
b-19	Parks Corp Yard Bathroom & Locker Rooms Remodel Project	0	0	75	0	75	75	0	0	0	0	75	0	75						
b-20	Fire Station 35 Traffic Signal Upgrades	0	0	32	0	32	32	0	0	0	0	32	0	32						
b-21	PW Corporation Yard EMS Upgrade Design	0	0	50	0	50	50	0	0	0	0	50	0	50						
b-22	Police Dept Jail/Sleeping Quarters	0	0	519	0	519	519	0	0	0	0	519	0	519						
b-23	City Attorney Office Remodel	0	0	0	0	0	0	0	0	0	0	0	0	0						
b-24	Wahington Park Grandstands	0	0	0	50	50	50	0	0	0	0	50	0	50						
b-25	Roof Replacement of Six City Owned Facilities	0	0	0	0	0	0	0	0	0	0	0	0	0						
SUBTOTAL							100	100	4,297	0	4,297	4,397	0	0	0	0	4,397	0	4,397	
C. MISCELLANEOUS																				
c-1	General Plan Update	0	0	13	0	13	13	0	0	0	0	13	0	13						
c-2	North Rollins Rd Specific Plan	0	0	382	0	382	382	0	0	0	0	382	0	382						
c-3	Public Plaza on Lot E	0	0	162	0	162	162	0	0	0	0	162	0	162						
SUBTOTAL							0	0	557	0	557	557	0	0	0	0	557	0	557	
TOTAL, FACILITIES CAPITAL IMPROVEMENT PROGRAM							\$100	\$100	\$38,458	\$0	\$38,458	\$38,558	\$1,350	\$1,350	\$1,350	\$1,350	\$43,958	\$53,048	\$97,006	

\*\* Available Existing Funding - balance as of February 28, 2021 Project Budget Reports unless adjusted in Mid-Year Budget Amendment.

								5 YEAR CIP PLAN						
PARKING & GARAGES CAPITAL IMPROV PROGRAM														
	General Fund	Parking Fund	Total New FY22 Appropriations	** Available Existing Funding	Transfers	Total Available Existing, Net of Transfers	Total FY22 Need (Existing + New)	FY23 Need	FY24 Need	FY25 Need	FY26 Need	FY22-26 Need Total	FY26+ Need	Total FY22-26+ Need
*in thousands	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)
<b>A. IMPROVEMENTS</b>														
a-1 City Parking Lot Resurfacing	0	0	0	87	0	87	87	100	100	100	100	487	0	487
a-2 Downtown Smart Parking Meters	0	0	0	58	0	58	58	0	0	0	0	58	0	58
a-3 Parking Structure in Lot N	0	0	0	2,658	0	2,658	2,658	0	0	0	0	2,658	0	2,658
a-4 Wayfinding Signage Improvements	0	0	0	99	0	99	99	0	0	0	0	99	0	99
a-5 Electric Vehicle Charging Stations	0	0	0	22	0	22	22	0	0	0	0	22	0	22
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,924</b>	<b>0</b>	<b>2,924</b>	<b>2,924</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>3,324</b>	<b>0</b>	<b>3,324</b>
<b>TOTAL, PARKING &amp; GARAGES CAPITAL IMPROVEMENT PROGRAM</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,924</b>	<b>\$0</b>	<b>\$2,924</b>	<b>\$2,924</b>	<b>\$100</b>	<b>\$100</b>	<b>\$100</b>	<b>\$100</b>	<b>\$3,324</b>	<b>\$0</b>	<b>\$3,324</b>

\*\* Available Existing Funding - balance as of February 28, 2021 Project Budget Reports unless adjusted in Mid-Year Budget Amendment.

							5 YEAR CIP PLAN													
PARKS & TREES CAPITAL IMPROV PROGRAM							General Fund	Total New FY22 Appropriations	** Available Existing Funding	Transfers	Total Available Existing, Net of Transfers	Total FY22 Need (Existing + New)	FY23 Need	FY24 Need	FY25 Need	FY26 Need	FY22-26 Need Total	FY26+ Need	Total FY22-26+ Need	
*in thousands							(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	
A. TREE MANAGEMENT AND REPLACEMENT																				
a-1	Eucalyptus Tree Management						0	0	71	0	71	71	0	50	0	50	171	0	171	
a-2	Annual Tree Replacement Program						5	5	11	0	11	16	5	5	5	5	36	0	36	
a-3	ECR Tree Management						0	0	50	0	50	50	0	50	0	0	100	0	100	
SUBTOTAL							5	5	132	0	132	137	5	105	5	55	307	0	307	
B. CITYWIDE PARKS PAVING, COURTS, PATHWAYS																				
b-1	Citywide Parks Paving, Courts and Pathway Improvements						50	50	142	0	142	192	100	100	100	100	592	0	592	
SUBTOTAL							50	50	142	0	142	192	100	100	100	100	592	0	592	
C. CITYWIDE PLAYGROUNDS AND RESILIENT RESURFACING																				
c-1	Ray						0	0	0	0	0	0	0	0	0	0	0	0	0	0
c-2	Victoria						0	0	681	0	681	681	0	0	0	0	681	0	681	
c-3	Murray						0	0	151	(102)	49	49	0	0	0	0	49	0	49	
c-4	Primrose Playground Renovation - Lot J						0	0	180	0	180	180	0	0	0	0	180	0	180	
c-5	Trenton						0	0	0	50	50	50	0	0	0	0	50	0	50	
c-6	Alpine						0	0	0	50	50	50	0	0	0	0	50	0	50	
c-7	Playground Replacement						100	100	311	0	311	411	900	900	900	900	4,011	0	4,011	
c-8	Repair Damaged Playground Resilient Surfacing						0	0	70	0	70	70	50	50	50	50	270	0	270	
c-9	Skyline Park						0	0	(2)	2	0	0	0	0	0	0	0	0	0	0
SUBTOTAL							100	100	1,392	0	1,392	1,492	950	950	950	950	5,292	0	5,292	
D. CITYWIDE PARKS FENCING																				
d-1	City Parks Fencing						0	0	78	0	78	78	0	50	0	50	178	0	178	
SUBTOTAL							0	0	78	0	78	78	0	50	0	50	178	0	178	
E. CITYWIDE PARKS LIGHTING																				
e-1	Washington Small Ball Field Lighting						0	0	51	0	51	51	0	0	0	0	51	0	51	
SUBTOTAL							0	0	51	0	51	51	0	0	0	0	51	0	51	
F. PARK SAFETY, MAINTENANCE AND IMPROVEMENTS																				
f-1	Park Safety Maintenance and Improvements						0	0	202	100	302	302	100	100	100	100	702	0	702	
f-2	Parks Picnic Tables, Benches and Fountains						50	50	92	0	92	142	50	50	50	50	342	0	342	
f-3	Central Irrigation Controller						50	50	93	0	93	143	50	50	50	0	293	0	293	
f-4	Dog Park Improvements						0	0	18	0	18	18	0	50	0	50	118	0	118	
f-5	Washington Park Restrooms						0	0	134	(100)	34	34	0	0	0	0	34	0	34	
f-6	Open Space Hazard Mitigation Plan						0	0	117	0	117	117	50	0	50	0	217	0	217	
f-7	Cuernavaca Park Improvements						0	0	13	0	13	13	0	0	0	0	13	0	13	
f-8	Athletic Fields Renovation (Citywide Parks)						50	50	19	0	19	69	100	100	100	100	469	0	469	
SUBTOTAL							150	150	688	0	688	838	350	350	350	300	2,188	0	2,188	
G. AQUATICS FACILITY																				
g-1	Aquatic Boiler Replacement						0	0	60	0	60	60	0	0	0	0	60	0	60	
g-2	Pool Deck Replacement and Resurfacing						0	0	121	0	121	121	1,300	0	0	0	1,421	0	1,421	
SUBTOTAL							0	0	181	0	181	181	1,300	0	0	0	1,481	0	1,481	
H. MAJOR IMPROVEMENTS																				
h-1	Bayview Park Improvements (State Lands)						0	0	68	0	68	68	0	0	0	0	68	0	68	
h-2	Parks Yard and Murray Field Storage						0	0	35	0	35	35	0	0	0	0	35	0	35	
h-3	S.P. Circle Plaza Improvements						0	0	198	0	198	198	0	0	0	0	198	0	198	
h-4	City Parks Master Plan						0	0	44	(44)	0	0	0	0	0	0	0	0	0	
h-5	Burlingame School District Synthetic Turf Replacement Fund						200	200	600	0	600	800	200	200	200	200	1,600	3,000	4,600	
h-6	Double Batting Cage at Bayside						0	0	94	0	94	94	0	0	0	0	94	0	94	
h-7	Washington Park Parking Lot Resurfacing						0	0	0	0	0	0	200	0	0	0	200	0	200	
h-8	Bay Trail Fitness Equipment						0	0	0	0	0	0	0	0	0	0	0	0	0	
h-9	Ray Park Field Renovations						0	0	182	0	182	182	0	0	0	0	182	0	182	
h-10	Ray Park Parking Lot Improvements						0	0	0	0	0	0	0	0	0	0	0	0	0	
h-11	Cuernavaca Field Renovations and ADA Improvements						70	70	0	44	44	114	1,600	0	0	0	1,714	0	1,714	
h-12	Bayside Park Parking Lot and Pathway ADA and EV Charging Imp.						85	85	0	0	0	85	900	0	0	0	985	0	985	
h-13	Washington Park Playground and Sports Court						0	0	8	0	8	8	0	0	0	0	8	0	8	
h-14	FUNG COLLABRATIVES FOR ANSON BURL P						0	0	185	0	185	185	0	0	0	0	185	0	185	
h-15	Murray Field Synthetic Turf Replacement Fund						150	150	450	0	450	600	150	150	150	150	1,200	1,450	2,650	
SUBTOTAL							505	505	1,863	0	1,863	2,368	3,050	350	350	350	6,468	4,450	10,918	
TOTAL, PARKS & TREES CAPITAL IMPROVEMENT PROGRAM							\$810	\$810	\$4,526	\$0	\$4,526	\$5,336	\$5,755	\$1,905	\$1,755	\$1,805	\$16,556	\$4,450	\$21,006	

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								5 YEAR CIP PLAN						
SEWER CAPITAL IMPROVEMENT PROGRAM														
	Sewer Rates (City)	Sewer Rates (Other Districts)	Total New FY22 Appropriations	** Available Existing Funding	Transfers	Total Available Existing, Net of Transfers	Total FY22 Need (Existing + New)	FY23 Need	FY24 Need	FY25 Need	FY26 Need	FY22-26 Need Total	FY26+ Need	Total FY22-26+ Need
*in thousands	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)
<b>A. STUDIES</b>														
a-1	Geo Based Information System	0	0	0	36	0	36	0	50	0	0	86	0	86
a-2	Force Main Sewer Study	0	0	0	63	0	63	250	50	0	0	363	0	363
a-3	SFO 39" Force Main Relocation Feasibility Study	0	0	0	198	0	198	0	1,000	0	0	1,198	0	1,198
a-4	Wastewater Collection System Master Plan	0	0	0	174	0	174	0	0	0	0	174	0	174
	<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>471</b>	<b>0</b>	<b>471</b>	<b>250</b>	<b>1,100</b>	<b>0</b>	<b>0</b>	<b>1,821</b>	<b>0</b>	<b>1,821</b>
<b>B. SEWER MAIN REHABILITATION</b>														
b-1	Mitten Force Main Bypass	0	0	0	43	0	43	750	0	0	0	793	0	793
b-2	Burlingame Ave East of California Utility Improvements - S Rollins Phs3	0	0	0	865	(865)	0	0	0	0	0	0	0	0
b-3	Sanitary Sewer Main Rehabilitation	0	0	0	496	(496)	0	0	0	0	0	0	0	0
b-4	Easton Addition Subdivision Sewer Rehabilitation	0	0	0	150	0	150	150	2,500	1,500	0	4,300	0	4,300
b-5	Ray Park Subdivision Sewer Rehabilitation	0	0	0	0	0	0	0	1,000	1,750	2,500	5,250	0	5,250
b-6	Industrial Park Sewer Rehabilitation	0	0	0	0	0	0	0	0	0	1,000	1,000	0	1,000
b-7	1740 Rollins Road Pump Station Forcemain Project	0	0	0	2,763	(1,500)	1,263	0	0	0	0	1,263	0	1,263
b-8	El Camino Avenue Sewer Rehabilitation	0	0	0	489	3,145	3,634	500	0	0	0	4,134	0	4,134
b-9	Evaluation of Freeway Sewer Crossings	0	0	0	0	0	0	250	0	0	0	250	0	250
b-10	Rehab of Summit Drive Pipeline	0	0	0	458	0	458	0	0	0	0	458	0	458
b-11	Gravity Main along Alpine Avenue	0	0	0	0	0	0	500	0	0	0	500	0	500
b-12	Gravity Main along Palm Drive, and California	0	0	0	0	0	0	450	0	0	0	450	0	450
b-13	Gravity Main along Easton Creek	0	0	0	0	0	0	200	0	0	0	200	0	200
b-14	Gravity Main along Adeline Drive	0	0	0	0	0	0	0	550	0	0	550	0	550
b-15	Gravity Main adjacent to Adeline Drive	0	0	0	0	0	0	0	150	0	0	150	0	150
b-16	Gravity Main along Trousdale Drive	0	0	0	0	0	0	0	300	0	0	300	0	300
	<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,265</b>	<b>283</b>	<b>5,547</b>	<b>2,800</b>	<b>4,500</b>	<b>3,250</b>	<b>3,500</b>	<b>19,597</b>	<b>0</b>	<b>19,597</b>
<b>C. MISCELLANEOUS SEWER REPAIRS</b>														
c-1	Annual Citywide Spot Repair Project	0	0	0	40	0	40	0	0	0	0	40	0	40
	<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>40</b>	<b>0</b>	<b>40</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>40</b>	<b>0</b>	<b>40</b>
<b>D. PUMP STATIONS</b>														
d-1	1740 Rollins Road Sewer Pump Station	0	0	0	1,283	(283)	1,000	0	0	0	0	1,000	0	1,000
d-2	1000 Rollins Pump Station Recommended Improvements	0	0	0	0	0	0	500	500	500	500	2,000	0	2,000
	<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,283</b>	<b>(283)</b>	<b>1,000</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>3,000</b>	<b>0</b>	<b>3,000</b>
<b>E. TREATMENT</b>														
e-1	Methane Gas Piping Replacement	0	0	0	112	(112)	0	0	0	0	0	0	0	0
e-2	GBT Buld. Condition Assessment	0	0	0	160	0	160	0	175	0	0	335	750	1,085
e-3	Sludge Storage Tank, 5%	0	0	0	0	0	0	122	122	122	0	366	0	366
e-4	Gravity Thickener Condition Assessment	0	0	0	4	(4)	0	0	0	0	0	0	180	180
e-5	Digester Mixing System Upgrades	0	0	0	0	0	0	0	0	500	0	500	0	500
e-6	WWTP Master Plan and Improvements	0	0	0	2,120	(335)	1,785	0	0	0	0	1,785	15,500	17,285
e-7	Chemical Feed Building Condition Assessment	0	0	0	0	0	0	0	0	0	0	0	0	0
e-8	Rollins Road Pump Replacement (#3&4)	0	0	0	3	0	3	0	0	0	0	3	0	3
e-9	Rollins Road Lift Station Pumps (#6,#1,#2,#5)	100	0	100	8	0	8	105	115	0	0	328	0	328
e-10	RRLS Force-main 20 year condition assessment	0	0	0	72	0	72	0	0	0	0	72	0	72
e-11	Secondary Clarifier Turntable Replacement B	0	0	0	175	0	175	0	0	0	0	175	0	175
e-12	Secondary Clarifier Turntable Replacement C	0	0	0	0	0	0	0	170	0	0	170	0	170
e-13	Secondary Clarifier Turntable Replacement D	0	0	0	0	0	0	0	0	0	170	170	0	170
e-14	Pump Final Effluent Pumps (#1,#2,&#3)	0	0	0	6	0	6	65	70	100	100	341	0	341
e-15	Replace Temporary Co-Gen Hot Water Heating Loop	0	0	0	95	0	95	0	0	0	0	95	0	95
e-16	Site Safety Upgrades and Structural, piping, Infrastructure Surf. Rehab.	0	0	0	70	0	70	0	0	0	0	70	0	70
e-17	Aeration and Sec. A & B Assessment	0	0	0	0	0	0	500	500	500	500	2,000	0	2,000
e-18	Digester Equipment Building and Digester 1 and 2 Pre-Design	0	0	0	70	0	70	0	600	0	0	670	0	670
e-19	Rollins LS Pumps #1, #2, and #5 Replacement	0	0	0	125	0	125	105	110	115	0	455	0	455
e-20	Main Switchgear Breaker Replacement	200	0	200	375	0	375	0	0	0	0	575	0	575
e-21	Piping Repair Around Gravity Thickener	0	0	0	469	(469)	0	0	0	0	0	0	0	0
e-22	Headworks Channel Assessment	0	0	0	75	0	75	400	0	0	0	475	0	475
e-23	Co-Generator and Co-Generator Engine Replacement	0	0	0	0	0	0	0	0	600	1,000	1,600	0	1,600
e-24	WWTP Process Piping	625	0	625	(55)	920	865	0	0	0	0	1,490	0	1,490
e-25	WWTP Lift Station Pump	0	0	0	0	0	0	0	0	0	0	0	0	0
e-26	Digester No. 2 Cleaning	125	0	125	0	0	125	0	0	0	0	125	0	125
e-27	Gravity Thickener Rehabilitation Lunder Replacement	0	0	0	0	0	0	0	0	1,000	0	1,000	0	1,000
	<b>SUBTOTAL</b>	<b>1,050</b>	<b>0</b>	<b>1,050</b>	<b>3,885</b>	<b>0</b>	<b>3,885</b>	<b>1,297</b>	<b>1,862</b>	<b>2,937</b>	<b>1,770</b>	<b>12,801</b>	<b>16,430</b>	<b>29,231</b>
<b>F. MISCELLANEOUS</b>														
f-1	SCADA System Upgrade	50	0	50	120	0	120	0	0	0	0	170	0	170
f-2	Large Main CCTV	0	0	0	14	0	14	0	0	0	0	14	0	14
f-3	Sewer Details and Specifications Update	0	0	0	0	0	0	75	0	0	0	75	0	75
	<b>SUBTOTAL</b>	<b>50</b>	<b>0</b>	<b>50</b>	<b>134</b>	<b>0</b>	<b>134</b>	<b>75</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>259</b>	<b>0</b>	<b>259</b>
<b>TOTAL, SEWER CAPITAL IMPROVEMENT PROGRAM</b>								<b>\$4,922</b>	<b>\$7,962</b>	<b>\$6,687</b>	<b>\$5,770</b>	<b>\$37,519</b>	<b>\$16,430</b>	<b>\$53,949</b>

\*\* Available Existing Funding - balance as of February 28, 2021 Project Budget Reports unless adjusted in Mid-Year Budget Amendment.

							5 YEAR CIP PLAN						
STORM DRAIN CAPITAL IMPROVEMENT PROGRAM							FY23 Need	FY24 Need	FY25 Need	FY26 Need	FY22-26 Need Total	FY26+ Need	Total FY22-26+ Need
*in thousands	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)
<b>A. STUDIES</b>													
a-1 Program Management	0	0	150	0	150	150	50	50	50	0	300	200	500
a-2 Asset Studies and Master Plan	0	0	0	0	0	0	750	0	0	0	750	0	750
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>150</b>	<b>0</b>	<b>150</b>	<b>150</b>	<b>800</b>	<b>50</b>	<b>50</b>	<b>0</b>	<b>1,050</b>	<b>200</b>	<b>1,250</b>
<b>B. STORMWATER QUALITY IMPROVEMENTS</b>													
b-1 California Roundabout Project (storm facilities)	0	0	5	0	5	5	0	0	0	0	5	0	5
b-2 Large Diameter Storm Drain Cleaning	950	950	999	0	999	1,949	0	0	0	0	1,949	0	1,949
<b>SUBTOTAL</b>	<b>950</b>	<b>950</b>	<b>1,004</b>	<b>0</b>	<b>1,004</b>	<b>1,954</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,954</b>	<b>0</b>	<b>1,954</b>
<b>C. CAPACITY IMPROVEMENTS - EASTON CREEK</b>													
c-1 Outfall Pipeline, Marsten PS to SF Bay	0	0	60	0	60	60	0	0	0	0	60	0	60
c-2 Easton Creek Lining	500	500	0	0	0	500	0	0	0	0	500	0	500
<b>SUBTOTAL</b>	<b>500</b>	<b>500</b>	<b>60</b>	<b>0</b>	<b>60</b>	<b>560</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>560</b>	<b>0</b>	<b>560</b>
<b>D. CAPACITY IMPROVEMENTS - MILLS CREEK</b>													
d-1 Mills Creek Improvements	0	0	200	0	200	200	0	0	0	0	200	600	800
d-2 Plan for Easton Creek, Mills Creek, and Sanchez Creek Cleaning and Fli	160	160	0	366	366	526	0	0	0	0	526	0	526
d-3 Clearing Vegetation to Improve Capacities	750	750	0	0	0	750	0	0	0	0	750	0	750
<b>SUBTOTAL</b>	<b>910</b>	<b>910</b>	<b>200</b>	<b>366</b>	<b>566</b>	<b>1,476</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,476</b>	<b>600</b>	<b>2,076</b>
<b>E. CAPACITY IMPROVEMENTS - BURLINGAME CREEK</b>													
e-1 Burlingame Creek Bypass	0	0	682	0	682	682	5,300	0	0	0	5,982	0	5,982
e-2 Flap Gates on Sanchez Lagoon	0	0	110	(110)	0	0	0	0	0	0	0	0	0
e-3 Ralston Creek Improvements	0	0	0	0	0	0	1,500	0	0	0	1,500	0	1,500
e-4 Rollins/US 101 - Crossing	0	0	4,122	0	4,122	4,122	0	0	0	0	4,122	0	4,122
e-5 Rollins Area Collection System	0	0	3,197	0	3,197	3,197	0	0	0	0	3,197	0	3,197
e-6 New Rollins Pump Station	0	0	3,166	0	3,166	3,166	0	0	0	0	3,166	0	3,166
e-7 Burlingame Avenue Storm Drainage Improvement	0	0	(65)	65	0	0	0	0	0	0	0	0	0
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>11,213</b>	<b>(46)</b>	<b>11,168</b>	<b>11,168</b>	<b>6,800</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>17,968</b>	<b>0</b>	<b>17,968</b>
<b>F. CAPACITY IMPROVEMENTS - SANCHEZ CREEK, TERRACE &amp; LAGUNA</b>													
f-1 Terrace Creek Improvements	0	0	0	0	0	0	0	0	0	0	0	0	0
f-2 Laguna Area Improvements	0	0	103	(103)	0	0	0	0	0	0	0	0	0
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>103</b>	<b>(103)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>G. CAPACITY IMPROVEMENTS - EL PORTAL CREEK, TROUSDALE &amp; GILBREATH</b>													
g-1 El Portal Creek, Trousdale Channel, Gilbreth Creek Improvements	0	0	153	(153)	0	0	0	0	0	0	0	0	0
g-2 El Portal Creek at Bayshore Highway Flap Gate Project	0	0	150	0	150	150	0	0	0	0	150	0	150
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>303</b>	<b>(153)</b>	<b>150</b>	<b>150</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>150</b>	<b>0</b>	<b>150</b>
<b>H. NEIGHBORHOOD AREA</b>													
h-1 Neighborhood Storm Drain Project #9	0	0	285	(285)	0	0	0	0	0	0	0	0	0
h-2 Neighborhood Storm Drain Project #10	0	0	5	(5)	0	0	0	0	0	0	0	0	0
h-3 Neighborhood Storm Drain Project #11	0	0	143	(143)	0	0	0	0	0	0	0	0	0
h-4 Neighborhood Storm Drain Project #12	0	0	1,068	0	1,068	1,068	0	0	0	0	1,068	0	1,068
h-5 Easton Drive Drainage Improvements	0	0	65	0	65	65	0	0	0	0	65	0	65
h-6 Neighborhood Storm Drain Project #13	0	0	1,489	0	1,489	1,489	0	0	0	0	1,489	0	1,489
h-7 Neighborhood Storm Drain Project #14	1,650	1,650	0	368	368	2,018	0	0	0	0	2,018	0	2,018
h-8 Neighborhood Storm Drain Projects	0	0	0	0	0	0	1,400	1,400	1,400	1,400	5,600	0	5,600
h-9 Embankment Improvements along Gilbreth Road	0	0	0	0	0	0	0	0	1,200	1,200	2,400	0	2,400
h-10 Downtown Burlingame Avenue Streetscape Storm Drain Improvemen	0	0	100	0	100	100	0	0	0	0	100	0	100
<b>SUBTOTAL</b>	<b>1,650</b>	<b>1,650</b>	<b>3,154</b>	<b>(65)</b>	<b>3,089</b>	<b>4,739</b>	<b>1,400</b>	<b>1,400</b>	<b>2,600</b>	<b>2,600</b>	<b>12,739</b>	<b>0</b>	<b>12,739</b>
<b>I. BRIDGE &amp; STORM CULVERT IMPROVEMENTS</b>													
i-1 Easton Creek Bridge Repair	0	0	0	0	0	0	0	0	0	0	0	0	0
i-2 Culvert Crossing Repairs	0	0	332	0	332	332	200	200	0	0	732	0	732
i-3 Culvert Crossing Repairs Phase 2	500	500	1,000	0	1,000	1,500	200	200	0	0	1,900	0	1,900
i-4 Improvements along El Camino Real	0	0	0	0	0	0	1,500	1,500	0	0	3,000	0	3,000
<b>SUBTOTAL</b>	<b>500</b>	<b>500</b>	<b>1,332</b>	<b>0</b>	<b>1,332</b>	<b>1,832</b>	<b>1,900</b>	<b>1,900</b>	<b>0</b>	<b>0</b>	<b>5,632</b>	<b>0</b>	<b>5,632</b>
<b>J. PUMP STATIONS</b>													
j-1 Pump Station Improvements / 1740 Rollins & Cowan PS	0	0	4,406	(355)	4,051	4,051	100	100	0	0	4,251	500	4,751
j-2 1740 Rollins Road/842 Cowan Repairs	0	0	(256)	355	99	99	0	0	0	0	99	0	99
j-3 SCADA System Upgrade	50	50	0	0	0	50	0	0	0	0	50	0	50
<b>SUBTOTAL</b>	<b>50</b>	<b>50</b>	<b>4,150</b>	<b>0</b>	<b>4,150</b>	<b>4,200</b>	<b>100</b>	<b>100</b>	<b>0</b>	<b>0</b>	<b>4,400</b>	<b>500</b>	<b>4,900</b>
<b>TOTAL, STORM DRAIN CAPITAL IMPROVEMENT PROGRAM</b>	<b>\$4,560</b>	<b>\$4,560</b>	<b>\$21,668</b>	<b>\$0</b>	<b>\$21,668</b>	<b>\$26,228</b>	<b>\$11,000</b>	<b>\$3,450</b>	<b>\$2,650</b>	<b>\$2,600</b>	<b>\$45,928</b>	<b>\$1,300</b>	<b>\$47,928</b>

\*\* Available Existing Funding - balance as of February 28, 2021 Project Budget Reports unless adjusted in Mid-Year Budget Amendment.

												5 YEAR CIP PLAN						
STREETS CAPITAL IMPROVEMENT PROGRAM												FY23 Need	FY24 Need	FY25 Need	FY26 Need	FY22-26 Need Total	FY26+ Need	Total FY22-26+ Need
*in thousands	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	
A. STUDIES																		
a-1 Traffic & Transportation Studies	0	0	0	0	0	0	0	106	0	106	106	80	80	80	80	426	500	926
a-2 City Monument Master Plan	0	0	0	0	0	0	0	65	0	65	65	0	0	0	0	65	0	65
a-3 Traffic/Pedestrian Safety Improvements - City Hall	0	0	0	0	0	0	0	208	0	208	208	0	0	0	0	208	500	708
a-4 Shuttle Demand Study	0	0	0	0	0	0	0	80	0	80	80	0	0	0	0	80	0	80
a-5 El Camino Real Stakeholder Process	0	0	0	0	0	0	0	130	0	130	130	100	50	0	0	280	0	280
a-6 Bike Boulevards Implementation Feasibility Study	0	0	0	0	0	0	0	69	100	169	169	0	0	0	0	169	1,000	1,169
a-7 Bicycle Pedestrian Master Plan Update	0	0	0	0	0	0	0	301	(301)	0	0	900	700	700	700	3,000	13,000	16,000
a-8 Lyon Hoag Neighborhood Traffic Calming	0	0	0	0	0	0	0	(20)	20	0	0	0	0	0	0	0	0	0
a-9 Old Bayshore Highway Streetscape Improvements	0	0	0	0	0	0	0	142	0	142	142	0	0	0	0	142	10,000	10,142
a-10 Bay Trails Gap Design and Development	0	0	0	0	0	0	0	200	0	200	200	0	0	0	0	200	0	200
SUBTOTAL	0	0	0	0	0	0	0	1,281	(181)	1,100	1,100	1,080	830	780	780	4,570	25,000	29,570
B. PAVING & RECONSTRUCTION																		
b-1 Annual Street Resurfacing Program 2022	0	0	600	0	1,000	400	2,000	0	355	355	2,355	0	0	0	0	2,355	0	2,355
b-2 Annual Street Resurfacing Program 2021	0	0	0	0	0	0	0	1,591	0	1,591	1,591	0	0	0	0	1,591	0	1,591
b-3 Annual Street Resurfacing Program 2020	0	0	0	0	0	0	0	1,882	0	1,882	1,882	0	0	0	0	1,882	0	1,882
b-4 Annual Street Resurfacing Program 2019	0	0	0	0	0	0	0	355	(355)	0	0	0	0	0	0	0	0	0
b-5 Federal Resurfacing Program 2018	0	0	0	0	0	0	0	(588)	826	237	237	0	0	0	0	237	0	237
b-6 Annual Street Resurfacing Program 2018	0	0	0	0	0	0	0	826	(826)	0	0	0	0	0	0	0	0	0
b-7 Future Street Resurfacing Program	0	0	0	0	0	0	0	0	0	0	0	2,000	2,000	2,000	2,000	8,000	20,000	28,000
b-8 Pavement Management system	0	0	0	0	0	0	0	18	0	18	18	20	0	20	0	58	0	58
b-9 Thermoplastic Pavement Marking - Citywide	0	0	0	0	0	0	0	130	0	130	130	0	0	0	0	130	0	130
SUBTOTAL	0	0	600	0	1,000	400	2,000	4,213	0	4,213	6,213	2,020	2,000	2,020	2,000	14,253	20,000	34,253
C. TRAFFIC																		
c-1 City-Wide Traffic Signal Upgrade	0	0	0	0	0	0	0	(2)	2	0	0	200	200	150	0	550	500	1,050
c-2 Traffic Signal Interconnect System Software Upgrade	0	0	0	0	0	0	0	38	(2)	37	37	0	0	0	0	37	0	37
c-3 Gateway Signs (El Camino Real)	0	0	0	0	0	0	0	76	0	76	76	0	0	0	0	76	0	76
c-4 Bayshore Signal Pole & Mastarm Replacement	0	0	0	0	0	0	0	199	0	199	199	0	0	0	0	199	0	199
c-5 Hoover School Traffic and Safety Improvements	0	0	0	0	0	0	0	98	0	98	98	0	0	0	0	98	0	98
c-6 Hoover School - Sidewalk Project	0	0	0	0	0	0	0	839	0	839	839	0	0	0	0	839	0	839
c-7 Oak Grove/Carolan Traffic Signal Improvements	0	0	0	650	0	0	650	387	0	387	1,037	0	0	0	0	1,037	0	1,037
c-8 Pedestrian Improvements	150	0	0	0	0	0	150	106	0	106	256	100	100	100	100	656	0	656
c-9 Traffic Calming Improvements	0	0	0	0	0	0	0	162	(100)	62	62	100	100	100	100	462	0	462
c-10 Chapin Ave Streetscape & Stormwater Treatment	0	0	0	0	0	0	0	125	0	125	125	0	0	0	0	125	3,000	3,125
SUBTOTAL	150	0	0	650	0	0	800	2,030	(100)	1,930	2,730	400	400	350	200	4,080	3,500	7,580
D. RAILROAD IMPROVEMENTS																		
d-1 Bayswater Avenue North Lane Crossing	0	0	0	0	0	0	0	125	0	125	125	0	0	0	0	125	0	125
d-2 Railroad Grade Separation at Broadway	0	0	0	0	0	0	0	1,791	0	1,791	1,791	15,000	0	0	0	16,791	294,000	310,791
SUBTOTAL	0	0	0	0	0	0	0	1,916	0	1,916	1,916	15,000	0	0	0	16,916	294,000	310,916
E. DOWNTOWN IMPROVEMENTS																		
e-1 Burlingame Ave Streetscape/Downtown Improv.	0	0	0	0	0	0	0	50	0	50	50	0	0	0	0	50	0	50
e-2 Burlingame Ave District Parking Improvement/Studies	0	0	0	0	0	0	0	357	0	357	357	0	0	0	0	357	0	357
SUBTOTAL	0	0	0	0	0	0	0	408	0	408	408	0	0	0	0	408	0	408
F. BICYCLE & PEDESTRIAN IMPROVEMENTS																		
f-1 California Drive Complete Streets	0	0	0	0	0	0	0	45	0	45	45	0	0	0	0	45	0	45
f-2 California Drive Roundabout	0	0	0	0	0	0	0	107	0	107	107	0	0	0	0	107	5,000	5,107
f-3 Rollins and Bloomfield Radar Speed Warning Signs	0	0	0	0	0	0	0	12	0	12	12	0	0	0	0	12	0	12
f-4 Lyon Hoag Neighborhood Traffic Calming - Phase 1	0	0	0	0	0	0	0	356	(20)	336	336	1,000	600	600	600	3,136	0	3,136
f-5 California Drive Bike Facility	200	800	0	0	0	0	1,000	0	161	161	1,161	0	0	0	0	1,161	0	1,161
f-6 Burlingame Station Pedestrian Improvements	100	600	0	0	0	0	700	0	140	140	840	0	0	0	0	840	0	840
SUBTOTAL	300	1,400	0	0	0	0	1,700	521	281	802	2,502	1,000	600	600	600	5,302	5,000	10,302
G. LIGHTING & POLES																		
g-1 Citywide Streetlight Improvements/Masterplan	0	0	0	0	0	0	0	72	0	72	72	100	0	100	0	272	3,000	3,272
g-2 Broadway Pedestrian Lighting	0	0	0	0	0	0	0	792	0	792	792	0	0	0	0	792	0	792
g-3 El Camino Real Utility Undergrounding additional \$18M in PGE Rule 20A credits available)	0	0	0	0	0	0	0	0	0	0	0	0	12,000	0	0	12,000	0	12,000
SUBTOTAL	0	0	0	0	0	0	0	863	0	863	863	100	12,000	100	0	13,063	3,000	16,063
H. SIDEWALKS, CURBS & GUTTERS																		
h-1 Sidewalk and ADA Improvements 2019	0	0	0	0	0	0	0	648	(648)	0	0	0	0	0	0	0	0	0
h-2 Sidewalk and ADA Improvements 2020	0	0	0	0	0	0	0	782	0	782	782	0	0	0	0	782	0	782
h-3 Sidewalk and ADA Improvements 2021	0	0	0	0	800	0	800	0	648	648	1,448	800	800	800	800	4,648	10,000	14,648
SUBTOTAL	0	0	0	0	800	0	800	1,430	0	1,430	2,230	800	800	800	800	5,430	10,000	15,430
TOTAL, STREETS CAPITAL IMPROVEMENT PROGRAM	\$450	\$1,400	\$600	\$650	\$1,800	\$400	\$5,300	\$12,661	\$0	\$12,661	\$17,961	\$20,400	\$16,630	\$4,650	\$4,380	\$64,021	\$360,500	\$424,521

\*\* Available Existing Funding - balance as of February 28, 2021 Project Budget Reports unless adjusted in Mid-Year Budget Amendment.

							5 YEAR CIP PLAN						
WATER CAPITAL IMPROVEMENT PROGRAM							FY23 Need	FY24 Need	FY25 Need	FY26 Need	FY22-26 Need Total	FY26+ Need	Total FY22-26+ Need
*in thousands	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)
<b>A. PLANNING</b>													
a-1 Recycled Water and Well Water Distribution Planning	0	0	19	0	19	19	0	0	0	0	19	100	119
a-2 Geo Base Information System	0	0	(0)	0	0	0	0	0	0	0	0	720	720
a-3 Regional Water Supply Studies/Modeling	75	75	92	(0)	92	167	50	50	50	50	367	250	617
a-4 2020 Urban Water Management Plan	0	0	42	0	42	42	0	0	0	0	42	0	42
a-5 American Water Infrastructure Act	0	0	135	0	135	135	0	0	0	0	135	0	135
<b>SUBTOTAL</b>	<b>75</b>	<b>75</b>	<b>287</b>	<b>0</b>	<b>287</b>	<b>362</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>562</b>	<b>1,070</b>	<b>1,632</b>
<b>B. STORAGE</b>													
b-1 Emergency Storage Tank Expansion	0	0	102	0	102	102	0	0	0	0	102	7,250	7,352
b-2 Mills Storage Tank Study	100	100	0	0	0	100	0	0	0	0	100	13,500	13,600
<b>SUBTOTAL</b>	<b>100</b>	<b>100</b>	<b>102</b>	<b>0</b>	<b>102</b>	<b>202</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>202</b>	<b>20,750</b>	<b>20,952</b>
<b>C. TRANSMISSION PIPELINES</b>													
c-1 Howard - Primrose to Carolan	0	0	0	0	0	0	0	0	0	0	0	2,500	2,500
c-2 Train Track Xings (4)	0	0	0	0	0	0	0	0	0	0	0	2,500	2,500
c-3 Easton Turnout to Easton Pump Station	0	0	0	0	0	0	0	0	0	0	0	2,500	2,500
c-4 Skyline Blvd south of Trousdale 12 inch main	0	0	0	0	0	0	0	0	0	0	0	2,500	2,500
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10,000</b>	<b>10,000</b>
<b>D. PIPELINES REHABILITATION</b>													
d-1 Emergency Water Main Replacement	100	100	276	0	276	376	100	100	100	100	776	500	1,276
d-2 Burlingame Ave East of California Utility Improvements - S Rollins Phs3	0	0	0	0	0	0	0	0	0	0	0	0	0
d-3 South ECR WMR, Phase 1 Sanchez to Barroilhet	0	0	5,113	0	5,113	5,113	0	0	0	0	5,113	0	5,113
d-4 Glenwood and Burlingame Height Subdivision - South ECR WMR, Phase 2	2,075	2,075	616	0	616	2,691	0	0	0	0	2,691	0	2,691
d-5 Burlingame Park Subdivision - South ECR WMR Phase 3	0	0	368	0	368	368	2,450	0	0	0	2,818	0	2,818
d-6 North Burlingame Park - South ECR WMR Phase 4	400	400	0	0	0	400	0	2,650	0	0	3,050	0	3,050
d-7 Burlingame Terrace Subdivision Phase 1	0	0	0	0	0	0	400	0	2,650	0	3,050	0	3,050
d-8 Burlingame Terrace Subdivision Phase 2	0	0	0	0	0	0	0	400	0	2,650	3,050	2,500	5,550
d-9 El Camino Real at Adeline	400	400	0	0	0	400	0	0	0	0	400	0	400
d-10 Lagoon Bridge 12" Water Main Study and Design	0	0	0	0	0	0	0	0	0	0	0	0	0
d-11 Howard and Bloomfield	0	0	0	0	0	0	0	0	400	0	400	3,300	3,700
d-12 Bayswater and Victoria	0	0	0	0	0	0	0	0	0	400	400	3,800	4,200
d-13 Broadway frm Vancouver to Drake, frm ECR to Carolan, Carmelita frm ECR to Cal	0	0	0	0	0	0	0	0	0	0	0	3,200	3,200
d-14 Broadway Grade Separation	0	0	0	0	0	0	0	0	0	0	0	2,000	2,000
d-15 Ray Park/Easton Fire Flow Improvement, Phase 1, 2 & 3	0	0	0	0	0	0	0	0	0	0	0	5,350	5,350
d-16 2100 Block of Trousdale	0	0	0	0	0	0	0	0	0	0	0	1,000	1,000
d-17 Industrial Area (Steel Valves) Prevention Program	0	0	0	0	0	0	0	0	0	0	0	1,000	1,000
d-18 Mills Canyon Crossing	0	0	0	0	0	0	0	0	0	0	0	1,000	1,000
d-19 El Prado Road (Canyon to Summit)	0	0	0	0	0	0	0	0	0	0	0	750	750
d-20 Alturas and La Mesa	0	0	0	0	0	0	0	0	0	0	0	2,000	2,000
d-21 Unincorporated Areas	0	0	0	0	0	0	0	0	0	0	0	1,675	1,675
d-22 Valdivia and Hayward Drive	0	0	0	0	0	0	0	0	0	0	0	2,000	2,000
d-23 Replace Riveted Steel on Loma Vista	0	0	0	0	0	0	0	0	0	0	0	1,000	1,000
d-24 Oakgrove/Burlingame/Washington Park/Rollins Road Subdivision	0	0	0	0	0	0	0	0	0	0	0	4,115	4,115
<b>SUBTOTAL</b>	<b>2,975</b>	<b>2,975</b>	<b>6,373</b>	<b>0</b>	<b>6,373</b>	<b>9,348</b>	<b>2,950</b>	<b>3,150</b>	<b>3,150</b>	<b>3,150</b>	<b>21,748</b>	<b>35,190</b>	<b>56,938</b>
<b>E. PUMP STATIONS</b>													
e-1 Trousdale Pump Station Improvements	0	0	145	0	145	145	0	0	0	0	145	0	145
e-2 Skyview Reservoir Pump Upgrades	0	0	0	0	0	0	100	0	0	0	100	0	100
e-3 Sisters of Mercy Pump Station	100	100	0	0	0	100	0	0	0	0	100	250	350
<b>SUBTOTAL</b>	<b>100</b>	<b>100</b>	<b>145</b>	<b>0</b>	<b>145</b>	<b>245</b>	<b>100</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>345</b>	<b>250</b>	<b>595</b>
<b>F. WATER QUALITY &amp; CHLORAMINATION</b>													
f-1 Unidirectional Flushing Program	0	0	98	0	98	98	50	0	0	0	148	0	148
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>98</b>	<b>0</b>	<b>98</b>	<b>98</b>	<b>50</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>148</b>	<b>0</b>	<b>148</b>
<b>G. SUPERVISORY CONTROL &amp; DATA ACQUISITION (SCADA)</b>													
g-1 SCADA & RTU's for turnouts	0	0	181	0	181	181	50	0	0	0	231	500	731
g-2 SCADA System Upgrade	50	50	120	0	120	170	0	0	0	0	170	0	170
<b>SUBTOTAL</b>	<b>50</b>	<b>50</b>	<b>301</b>	<b>0</b>	<b>301</b>	<b>351</b>	<b>50</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>401</b>	<b>500</b>	<b>901</b>
<b>H. MISCELLANEOUS IMPROVEMENTS</b>													
h-1 Water Meter Replacement	100	100	187	0	187	287	100	100	100	100	687	920	1,607
h-2 Water Service Replacement Program	100	100	0	0	0	100	100	100	100	100	500	100	600
h-3 Valve Replacement Project	0	0	253	0	253	253	100	100	100	100	653	1,000	1,653
h-4 Hillside and Skyview Site Improvements	0	0	27	0	27	27	0	0	0	0	27	0	27
h-5 Hillside and Skyview Roof Repair	0	0	19	0	19	19	0	0	0	0	19	0	19
h-6 Miscellaneous Painting	0	0	50	0	50	50	0	0	0	0	50	0	50
<b>SUBTOTAL</b>	<b>200</b>	<b>200</b>	<b>536</b>	<b>0</b>	<b>536</b>	<b>736</b>	<b>300</b>	<b>300</b>	<b>300</b>	<b>300</b>	<b>1,936</b>	<b>2,020</b>	<b>3,956</b>
<b>TOTAL, WATER CAPITAL IMPROVEMENT PROGRAM</b>	<b>\$3,500</b>	<b>\$3,500</b>	<b>\$7,843</b>	<b>\$0</b>	<b>\$7,843</b>	<b>\$11,343</b>	<b>\$3,500</b>	<b>\$3,500</b>	<b>\$3,500</b>	<b>\$3,500</b>	<b>\$25,343</b>	<b>\$69,780</b>	<b>\$95,123</b>



## Appendix

### Summary of Community Funding Awards



**CITY OF BURLINGAME  
COMMUNITY GROUP FUNDING  
FISCAL YEAR 2021-22**

<b>Organization</b>	<b>Awarded Amount</b>
<b>Burlingame Historical Society</b>	<b>\$1,800.00</b>
<b>Burlingame Neighborhood Network</b>	<b>\$2,860</b>
<b>CALL Primrose Center</b>	<b>\$8,400.00</b>
<b>Citizens Environmental Council - Burlingame</b>	<b>\$1,800.00</b>
<b>Community Gatepath</b>	<b>\$2,740.00</b>
<b>CORA</b>	<b>\$3,500.00</b>
<b>County of San Mateo Jobs for Youth</b>	<b>\$1,270.00</b>
<b>Health Right 360</b>	<b>\$1,600.00</b>
<b>Hillbarn Theatre, Inc.</b>	<b>\$200.00</b>
<b>HIP Housing</b>	<b>\$3,830.00</b>
<b>Legal Aid Society of San Mateo County</b>	<b>\$400.00</b>
<b>Life Steps Foundation</b>	<b>\$480.00</b>
<b>LifeMoves</b>	<b>\$7,600.00</b>
<b>Mission Hospice &amp; Home Care</b>	<b>\$600.00</b>
<b>Music at Kohl Mansion</b>	<b>\$570.00</b>
<b>Ombudsman Services of San Mateo County, Inc.</b>	<b>\$700.00</b>
<b>PARCA</b>	<b>\$1,200.00</b>
<b>Peninsula Choral Association DBA Peninsula Girls Chorus</b>	<b>\$360.00</b>
<b>Samaritan House - Core Services</b>	<b>\$5,500.00</b>
<b>Samaritan House/Safe Harbor/Winter Shelter</b>	<b>\$5,200.00</b>
<b>Sonrisas Dental</b>	<b>\$1,800.00</b>
<b>Star Vista</b>	<b>\$1,900.00</b>
<b>Sustainable San Mateo County</b>	<b>\$690.00</b>
<b>Totals:</b>	<b>\$55,000.00</b>