



FISCAL YEAR 2019-20

BUDGET

CITY OF BURLINGAME, CA



On June 17, 2019, the Proposed Fiscal Year 2019-20 Operating Budget and Five Year Capital Plan was adopted by the City Council following a public hearing. All references herein to the "proposed budget" should be replaced with "adopted budget."

CITY OF BURLINGAME, CALIFORNIA



FISCAL YEAR 2019-20

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
Amy Bernardo, Senior Accountant
Sabrina Lee, Accountant
Renee Halcon, Office Assistant II

Capital Planning Committee

Art Morimoto, Assistant Public Works Director
Amy Bernardo, Senior Accountant

Finance Department

Andrea Brown	Karen Cao	Ed Gigliotti
Claudia Michaels	Margaret Ono	Lisa Rancatore
Jasmin Sutter	Elaine Wong	

Cover Art

Credit: Maryam Refahi, Graphic Artist

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CITY MANAGER'S TRANSMITTAL LETTER

Date: June 17, 2019

To: Mayor Donna Colson & the Burlingame City Council

From: Lisa K. Goldman, City Manager

Subject: Budget Transmittal Letter for Fiscal Year 2019-20



In accordance with the City of Burlingame Municipal Code, I am pleased to transmit to you the recommended budget for fiscal year 2019-20. 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.

In developing the budget for the 2019-20 fiscal year, staff focused on advancing, to the extent possible, the priorities confirmed by the Council and community. 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, and in keeping with its long-range rationale, the Council also identified a list of unfunded infrastructure projects, ranging in cost, complexity, sourcing, and duration, on which to focus in the upcoming fiscal year.

During the past fiscal year, the City made significant progress on many important initiatives, including the completion of the first comprehensive update of the City's General Plan, known as Envision Burlingame. The City Council adopted the General Plan and Environmental Impact Report on January 7, 2019. To reflect the policy direction in the General Plan Update and strong interest in developing the northern area of Burlingame, the City Council also adopted interim zoning standards for the North Rollins Road Mixed Use District and North Burlingame Mixed Use District.

Consistent with the prioritization of housing, and particularly the shortage of affordable housing in the area, the City approved the development of a 132-unit affordable workforce and senior housing project on a downtown City-owned parking lot. In coordination with the housing, the project also includes construction of a five-story public parking garage on an adjacent parking lot to support the downtown commercial district. The Planning Commission approved the project on December 10, 2018. Construction of the parking garage is anticipated to begin in the fall of 2019, and the housing is scheduled to begin construction in the spring of 2020.

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To substantially advance the City's interest in providing additional housing affordable to all income levels in the city by providing funds for the development of housing affordable to very low, low, and moderate income households, the City Council adopted the Residential Impact Fee Ordinance. This follows the adoption of commercial linkage fees in 2017 for new office, retail, and hotel developments. Together, these fees are intended to address the impacts new development in the region has placed on the need for affordable housing. Over time, these fees will provide a dedicated source of funding for programs supporting workforce housing in Burlingame.

With the opioid epidemic a national public concern, and as recommended by a 2017-2018 San Mateo County Civil Grand Jury report, the Police Department equipped all officers with life-saving intranasal naloxone and trained them in the heightened risk of exposure to fentanyl derivatives. The department recruited and hired an unprecedented 10 new officers and one new police dispatcher during the year and continued to develop its Community Response Team (CRT). With the successful use of an electronic stakeout program to help deter potential auto, bike, and package thefts and arrest the perpetrators, crime stats in this area are trending down.

Burlingame's $\frac{1}{4}$ cent Measure I transactions tax, approved by voters in November 2017, became effective on April 1, 2018. The 2018-19 fiscal year was the first full year of this new revenue source. Yielding estimated revenues of \$2.1 million (included in the General Fund's sales and use tax revenues), Measure I funded the additional police officer position added in the current fiscal year, with \$1 million set aside for debt service for an anticipated bond issuance to finance the new Community Center project, and approximately \$575,000 appropriated for streets and sidewalks capital improvement projects.

The budget process for the 2019-20 fiscal year started early in the calendar year as Department Directors and their budget staff began their mid-year evaluations of current-year activities and development of their budget requests for the next fiscal year. At the Mid-Year Budget Review for the 2018-19 fiscal year that was presented in March, staff discussed revenue estimates, expenditure projections, and the five-year forecast with the City Council. Preliminary departmental budgets for fiscal year 2019-20 were submitted and compiled for additional evaluation by the City Manager. Once adjusted, staff presented an initial budget to the City Council on May 8, 2019, for a high-level review and further direction. The fiscal year 2019-20 budget proposed 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

Data from the Bureau of Economic Analysis (BEA) showed the nation's economy continued to grow at a fairly moderate rate throughout 2018, with a 2.9 percent growth rate in real gross domestic product (GDP). While U.S. GDP growth continued in the first quarter of 2019 (3.1 percent), other indicators suggest a less robust growth in the near term. Based on a forecast of subdued growth in business investment, growth for the year overall is not expected to match or 2018's performance. Most economists see the modest bump in GDP as being driven by a surge in government borrowing—via the tax plan and federal budget that were passed in December 2017—rather than any true shift in fundamentals. However, the current economic expansion is

forecast to continue, albeit at a moderate pace, in the new fiscal year, barring any unexpected external impacts. Aside from the rapidly growing Federal budget deficit, the U.S. economy is exhibiting healthy private sector debt levels, adequate consumer savings rates, rising wages, and an increased pace of home building and business investment. Unemployment is also low: the headline U.S. unemployment rate was reported to be 3.8 percent after the first quarter of 2019. In April, the U.S. job market strengthened further, and the unemployment rate dipped to 3.6 percent. Average hourly earnings rose by 2.7 percent in April from the previous year. And job growth remains steady.

California saw continued economic growth in 2018 and early 2019. The gross state product grew by 3.5 percent through the first three quarters of last year, with significant contributions from technology, real estate, and manufacturing. Health care, construction, transportation, and warehousing made smaller contributions. The state and many of its metro areas continue to be at or near record lows in terms of unemployment rates: increases in California's labor force have kept the unemployment rate slightly above the 4 percent threshold. Personal income rose by 4.7 percent year-over-year in 2018, as compared to a 4.5 percent growth nationwide.

Beacon Economics provides analysis of the economy of the San Francisco Metropolitan Division (MD) in their quarterly "Regional Outlook" report. The MD covers the counties of San Francisco and San Mateo. The San Francisco MD posted another year of steady employment gains, adding nearly 42,600 jobs from January 2018 to January 2019—a 3.8 percent rate of growth, outpacing every major metro area in California. The most growth (9.1 percent) was experienced in the Construction sector. This is a welcome development in the region because a tight construction market has been contributing to rising construction costs in the area. The unemployment rate is forecasted to remain in a narrow range around its current rate through 2019, with nonfarm employment expected to expand by 2.8 percent over the year.

On a year-over-year basis, from the fourth quarter of 2017 to the fourth quarter of 2018, single family home prices in the region have continued to reach record levels. The median home price in the San Francisco MD hit \$1.42 million in the fourth quarter of 2018, a 5.6 percent increase over the fourth quarter of 2017. Despite a 9.6 percent decline in the number of home sales last year, demand remains high, and median home prices are expected to remain high. Average apartment rents continue to climb (2.6 percent year-over-year), reflecting the gravity of the rental situation in the region. Although housing affordability remains a problem statewide, it is particularly virulent in the Bay Area. California's Governor and the State Legislature have focused directly on the state's chronic housing shortage, struggling to forge a comprehensive solution to the state's deep-rooted housing problem.

Because the San Francisco Metropolitan area continues to be one of the United States' top tourist destinations, Burlingame continues to see strength in hotel tax revenues and consumer spending. With an 87.8 percent occupancy rate in the first eight months of this fiscal year, hotels in the area are among the most occupied in the country. Burlingame's revenues from TOT (transient occupancy tax) were up 5.9 percent from the same period last year. All indications are that travel and tourism is alive and well in the Bay Area. There are no current indications of any slowdown in this industry.

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As in other cities in the region, spending on autos, general consumer goods, and restaurants has been healthy for the past five years. Unfortunately, issues surrounding the implementation of the State's new computerized reporting system created shortfalls in the previous fiscal year, with corrections in the current fiscal year. This, and other one-time aberrations in sales transactions, resulted in Burlingame sales tax receipts in the 4th quarter of 2018 that were 13.0 percent higher than the same quarter of the previous year (compared to an increase of 2.3 percent in the Bay Area as a whole, and 2.8 percent statewide). Generally, the City experienced a solid quarter for auto sales and rentals, building-construction supplies, and some categories of business-related purchases. Auto sales in general levelled off from prior-year activities, but this category of transactions was skewed by a mass delivery on backorders by a single manufacturer in the second half of calendar year 2018.

Similar to other agencies dependent on traditional brick-and-mortar retail stores for a major portion of their sales tax, Burlingame will be facing new challenges in the coming year as merchants retrench and downsize to cope with a rapidly changing environment. Generational preferences for experiences over merchandise, plus the growing costs of health care, education, and housing, are reducing discretionary spending for taxable goods, while time-challenged consumers are opting for the convenience of online shopping. In 2000, online activity accounted for 4 percent of general consumer goods taxes; by the end of 2018, this figure had risen to over 16 percent. Internet sellers, many of whom posted record activity in the last year, are poised to gain market share in the future. Heretofore, only sellers who already have a physical presence in the state have collected and remitted the California sales and use tax. Following the implementation of AB 147, which will expand the collection of out-of-state sales taxes via the implementation of the landmark U.S Supreme Court decision in *South Dakota v. Wayfair* in 2018, state and local agencies in California are expected to see a sales and use tax revenue boost. However, the impact of the provisions of AB 147 on Burlingame's sales and use tax revenues is not expected to be significant.

Even with the positive economic trends of the last few years, the FY 2019-20 budget has been developed with a relatively conservative approach, with an emphasis on long-term fiscal sustainability. Some of the City's largest sources of revenue are highly volatile and inexorably linked to the health of the general economy and events that cannot be anticipated in the short term. The City's General Fund Reserve Policy acknowledges and provides for contingencies related to both economic downturns and other potential emergencies. In recognition of the significant unfunded liabilities presented by its retiree medical benefits obligations, the City established an irrevocable trust fund in fiscal year 2013-14; pre-funding of these obligations is now included in the operating budgets of each department. The City's estimated unfunded pension liabilities are also being addressed. In order to safeguard future budgets from the escalating employer rates anticipated in the next 5-15 years, the City has made contributions to a § 115 Trust, which can be drawn upon when actual required rates exceed a threshold contribution rate. Budgeting for the longer term will continue to be an important focus as the City addresses its unfunded needs and liabilities.

Current capital projects are adequately funded through a mix of capital reserves, debt financing, and special revenue funds. General Fund reserves are healthy. The City has an estimated \$39.9 million in General Fund balance as of the end of fiscal year 2018-19. The City's General Fund

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ending balances are anticipated to level off in the near term, as the Council considers options to increase funding of prior year liabilities and/or address currently unfunded capital needs in the future. General Fund reserves are extremely important to the City's ability to maintain its current level of services through varying economic climates.

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 2019-20 totals \$121,117,311. A breakdown by major funds is as follows:

CITY OF BURLINGAME, CA BUDGET SUMMARY BY FUND		
	FY18-19 Adjusted Budget	FY19-20 Proposed Budget
General Fund	\$ 58,666,062	\$ 60,256,936
Capital Projects	25,537,000	25,845,000
Financing Authority	4,747,600	4,777,302
Building Enterprise	2,137,350	2,274,729
Landfill Fund	258,004	251,813
Parking Enterprise	792,492	760,753
Sewer Enterprise	10,926,726	10,983,975
Solid Waste Enterprise	797,284	793,095
Water Enterprise	14,865,720	14,899,877
Special Revenue Funds	263,800	215,500
Other Funds	1,380,166	58,331
Total	\$ 120,372,204	\$ 121,117,311

Overall, the City's budget increased by \$0.7 million, or 0.6 percent, in the new fiscal year, when compared with the prior year *adjusted* budget. General Fund appropriations are \$1.6 million higher than in the prior year, a 2.7 percent increase. Much of the increase (63.1 percent) was the result of higher personnel costs – a combination of wage increases negotiated with labor groups, and increases in the cost of pension and other benefits. The significant decrease in the budget for "Other Funds" reflects spending, largely in the Equipment/Fleet Internal Services Fund (ISF), in excess of the amount funded from departments in the 2018-19 fiscal year. ISF budgets are shown net of departmental charges, as these costs are already included in the expenditures of the other funds.

THE GENERAL FUND

The General Fund is the City's chief operating fund. The long-term forecast anticipates a moderate pace of continued economic growth and assumes no enhancement in the level of

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services offered by the City beyond that provided with the Measure I revenues effective April 1, 2017. Per the forecast, the General Fund will remain relatively stable for the next several years.

Revenue Highlights

The following table shows the current forecast of fiscal year 2019-20 General Fund revenue projections in the context of recent-year actual amounts and current-year estimated amounts. The 2018-19 Adjusted Budget column includes the revenue amendments approved with the mid-year report on March 13th. Because of the many one-time revenue occurrences noted in the mid-year review, projections for fiscal year 2019-20 seem to reflect very limited improvement over the current fiscal year's projections.

CITY OF BURLINGAME, CA SUMMARY OF GENERAL FUND REVENUES				
	FY16-17 Actuals	FY17-18 Actuals	FY18-19 Adjusted Budget	FY19-20 Proposed Budget
Property Tax	\$18,932,795	\$20,334,818	\$22,047,000	\$23,270,000
Sales and Use Tax*	12,089,288	12,819,794	15,470,000	14,760,000
Transient Occupancy Tax	26,262,931	27,935,991	28,500,000	28,700,000
Other Taxes				
Franchise Tax	1,633,303	1,675,891	1,688,000	1,724,000
Business Licenses	976,307	1,053,991	1,040,000	1,020,000
State HOPTR	62,669	61,177	60,000	60,000
Real Property Transfer Tax	352,108	425,143	520,000	420,000
Licenses & Permits	88,069	84,030	81,000	79,500
Fines, Forfeitures and Penalties	898,184	977,121	976,500	978,000
Use of Money & Property	182,216	177,887	165,000	130,000
Charges for Services	6,023,353	5,514,394	5,930,800	5,490,000
Other Revenue	74,712	29,321	30,000	30,000
Federal and State Subventions	281,916	300,709	186,600	140,000
Interest Income	184,900	332,714	1,792,000	1,970,000
Total, General Fund Revenue	\$68,042,749	\$71,722,980	\$78,486,900	\$78,771,500

* Sales and Use Tax - includes Measure I revenue of \$2.1 million and \$2 million, respectively, for the FY18-19 and FY19-20 Budget.

Property Taxes

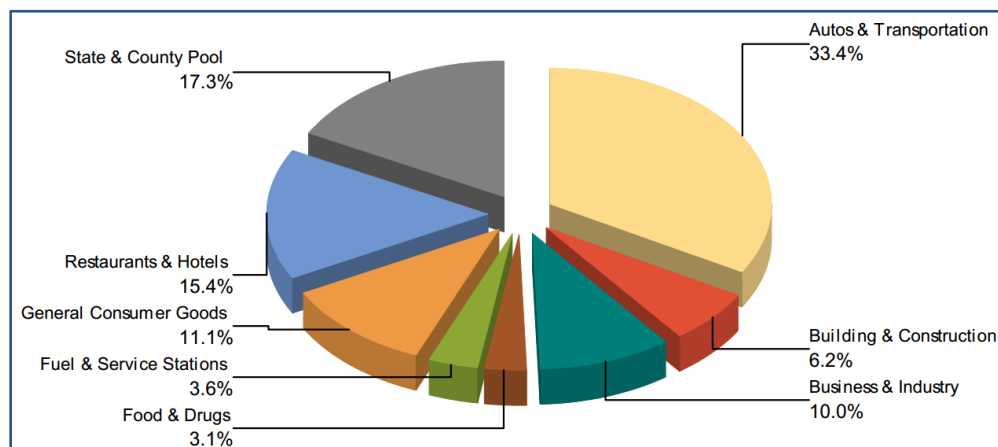
Burlingame has 8,707 taxable parcels, with a net assessed value in the secured property roll of nearly \$11.5 billion. The total assessed value subject to taxes increased by 6.47 percent in fiscal year 2017-18, and then by 6.25 percent in the current fiscal year, per the County Assessor's Roll Tracker. As of the date of this transmittal, assessed value in Burlingame is now 6.51 percent higher than last year. 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 2019-20 to be approximately 6.5 percent higher than in the current fiscal year. Although the future of refunds from the County's Educational Revenue Augmentation Fund (ERAF) has been considered very uncertain in past years, these property tax revenues are also expected to continue as long as the economy remains healthy. All told, property taxes comprise 29.5 percent of General Fund revenues in the FY 2019-20 proposed budget.

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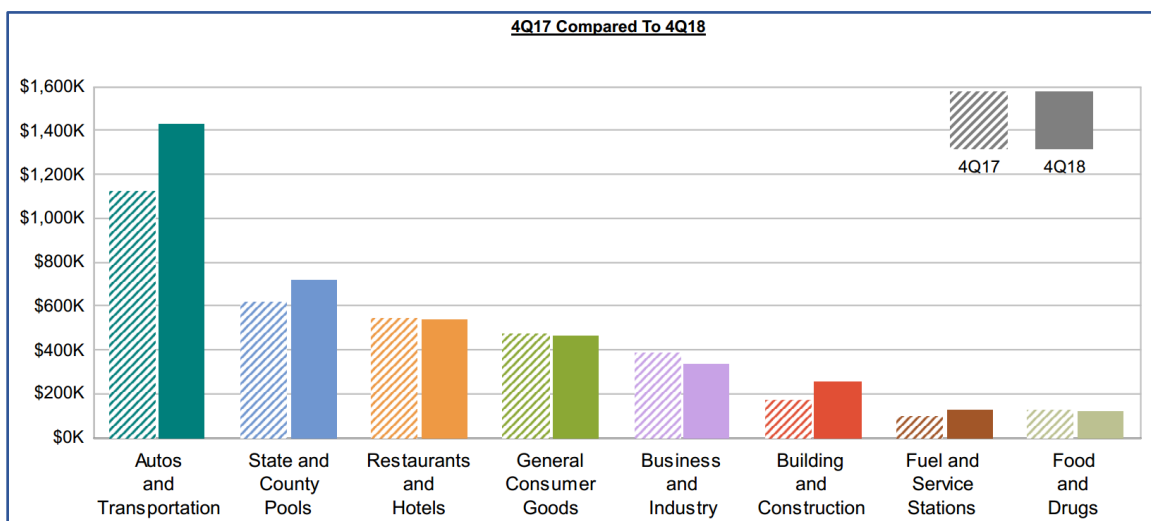
Sales and Use Taxes

Sales and use tax revenues in Burlingame have rebounded since the 2008-2010 recession, completely surpassing pre-recessionary levels in the 2013-14 fiscal year. Since that time, absent the irregularities of the State's "triple flip" revenue swapping mechanism (which was concluded at the end of the 2015-16 fiscal year), the voter-approved $\frac{1}{4}$ percent Measure I transaction tax, and several aberrations reflected as one-time revenues in the 2018-19 fiscal year, this revenue source has achieved an average growth of 3.1 percent per year. In this 2019-20 fiscal year budget, sales taxes are projected to provide nearly \$14.8 million in revenues for the City, including \$2 million in Measure I revenues.

**Sales by Business Group
Burlingame Calendar Year 2018**



Approximately one-third of sales tax revenue in Burlingame comes from automobile sales and other transportation-related sales, largely due to the numerous automobile dealerships located on Burlingame's Auto Row and near Broadway. Although historically low interest rates have supported substantial car sales gains since the recession, demand tapered off somewhat in recent years. Singular events and adjustments in this business group during the fourth quarter of 2018 caused a one-time bump-up in sales tax revenues for the City in fiscal year 2018-19.



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As Burlingame is a highly desirable residential community and upscale commercial location with attractive shopping districts, growth in the segment of general consumer goods has come largely from spending on high-end clothing, jewelry, and beauty products. This category of transactions is expected to remain fairly stable in the coming fiscal year, although on-line sales will continue to expand. Such a trend will increase the amount of local sales tax to the county pool, but may hurt the sales of traditional brick-and-mortar stores. Therefore, Burlingame continues to focus on economic development opportunities that will keep its shopping districts strong in the coming years. Taxable sales at restaurants and hotels also contribute significantly to Burlingame's sales and use tax revenues, and are anticipated to remain healthy in fiscal year 2019-20.

Sales and use taxes account for 18.7 percent of General Fund revenue in the forecast for fiscal year 2019-20.

Hotel Tax - Transient Occupancy Tax

Burlingame's 12 major hotels continue to provide convenient overnight accommodations for business travelers and tourists using San Francisco International Airport (SFO), with 3,709 hotel rooms available for rental. Burlingame hotel tax revenues have increased every fiscal year since the 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. Transient occupancy tax (TOT) receipts are usually a good indicator of current economic activity. In fiscal year 2018-19, the City's TOT revenues are expected to exceed \$28.7 million, as compared to the \$21.4 million reported just five years ago. With continued growth in Average Daily Room Rates (ADR) and extremely high occupancy rates, it is estimated that this revenue level can be maintained in fiscal year 2019-20. The minimal growth projected for the 2019-20 fiscal year includes a conservative projection for the opening of the on-site 351-room Grand Hyatt hotel at SFO at the beginning of the fiscal year.

TOT constitutes 37.3 percent of total General Fund revenue projected for fiscal year 2019-20. Because this revenue is so dependent on a vibrant economy that supports travel and tourism, these estimates are factored into the establishment and maintenance of a significant Economic Stabilization Reserve. Should the economy decline, these revenues would be heavily impacted, thereby increasing the need to draw on this reserve. It is therefore fitting that the General Fund's Economic Stabilization Reserve be replenished and strengthened in times of economic growth.

Expenditure Highlights

The \$78.8 million in General Fund revenue will finance \$71.7 million in expenditures in the 2019-20 fiscal year. Appropriations include nearly \$60.3 million in departmental expenditures, shown in the table below. The budget also includes nearly \$8.0 million to fund specific capital projects, \$3.1 million in net debt service payments, and a \$6.5 million transfer to the City's Capital Investment Reserve in the Capital Projects Fund.

General Fund departmental operating expenditures of \$60.3 million in the new fiscal year represent an increase of \$1.6 million, or 2.7 percent, from the prior year's adjusted budget. Note that the departmental budgets have included the full cost of retiree medical benefits, or OPEB

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(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.

CITY OF BURLINGAME, CA SUMMARY OF GENERAL FUND EXPENDITURES					
	FY17-18 Actuals	FY18-19 Adjusted Budget	FY19-20 Proposed Budget	\$ Change from Prior Year	% Change from Prior Year
<u>By General Fund Program</u>					
General Government	\$ 5,132,958	\$ 5,928,239	\$ 6,550,069	\$ 621,830	10.5%
Public Safety	26,413,818	28,729,864	29,336,507	606,643	2.1%
Public Works	5,645,705	6,307,429	6,352,940	45,511	0.7%
Community Development	1,799,124	2,041,729	2,019,157	(22,572)	-1.1%
Leisure & Culture	14,645,653	15,658,801	15,998,263	339,462	2.2%
Total Expenditures	\$ 53,637,258	\$ 58,666,062	\$ 60,256,936	\$ 1,590,874	2.7%

As explained in the Key Budgetary Changes noted throughout the document, increases in 2019-20 fiscal year General Fund appropriations are minimal. The largest rise in anticipated costs can be seen in the \$1.0 million (7.5 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 additional staffing proposals were kept to a minimum — an increase of 0.12 FTE is included in the General Fund budget at a cost of less than \$16,000 — salaries and wages increased only 0.8 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 \$787,000 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 expenditures are partially offset by a net \$914,000 of transfers in from other funds to cover the cost of direct and indirect services provided by the General Fund. The (net) operating surplus of \$7.0 million will allow for a transfer of \$6.5 million to the Capital Investment Reserve, while still providing a General Fund contribution of nearly \$3.0 million to the § 115 Trust for unfunded pension obligations. The Economic Stability Reserve will be increased only slightly (\$68,000) to maintain 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 slightly; the City will still have a positive ending fund balance of \$40.5 million, which includes \$9.1 million in unassigned fund balance.

Debt Service

The chart below shows only those debt service obligations with General Fund support.

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CITY OF BURLINGAME, CA GENERAL FUND DEBT SERVICE OBLIGATIONS					
Description	Maturity	FY18-19 Adopted	FY19-20 Proposed	\$ Change from Prior Year	% Change from Prior Year
2006 Pension Obligation Bonds	FY2036	\$956,648	\$976,500	\$19,852	2.1%
2010 Corp Yard Lease Refunding Bonds	FY2021	1,164,275	1,167,775	3,500	0.3%
2012 Lease Revenue Bond*	FY2042	550,888	551,488	600	0.1%
Debt Administration Costs		13,000	13,000	0	0.0%
Subtotal, Principal and Interest		2,684,811	2,708,763	23,952	0.9%
Contributions from Other Funds		(1,574,872)	(1,583,218)	(8,346)	0.5%
Net General Fund Debt Service		\$1,109,939	\$1,125,545	\$15,606	1.4%

*100% reimbursed by the Special Assessment District and Parking Enterprise

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. As no new General Fund debt was issued in fiscal year 2018-19, the only changes in the City's outflows for debt service in the current fiscal year relate to the various bond payment schedules. The above table *does not include* anticipated debt financing for the Community Center project, although \$1 million in Measure I revenues and \$1 million of other General Fund monies are budgeted (as transfers out) for the new debt issuance in fiscal year 2019-20.

Central County Fire

Burlingame's cost of fire services provided by the Central County Fire Department (CCFD) increased 5.7 percent (\$692,000) as compared to the prior 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. Beginning 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. The City Council also determined that an \$800,000 increase of the annual contribution to the § 115 Trust for pension obligations should be made in the 2019-20 fiscal year, in recognition of increasing pension contributions that will be required of CCFD in the coming years.

Community Group Funding

The budget for fiscal year 2019-20 includes \$55,000 to fund the City's traditional Community Group Funding Program, which is 10 percent higher than last year's base amount.

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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 4th. As a result of this process, 23 organizations will be granted funding from this program with the approval of the fiscal year 2019-20 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 2018-19 through fiscal year 2023-24. Future revenue growth assumptions were based largely on current trends for each revenue source as well as historic rates of growth. Future expenditure growth assumptions were based on current collective bargaining agreements, indicated increases in CalPERS retirement rates, health insurance contributions, and other needed adjustments.

The update in the City's long-term forecast suggests that the average, annual, historic growth rate for General Fund revenues varied greatly, with different revenues forecast to adjust with the economy at different speeds, even within the same category of revenues. Employee costs as well as non-personnel costs were more broadly projected. It is assumed that the City will continue to control all costs, with no enhancement of services, in order to avoid the disruption of cut-backs when the economy inevitably slows. The overall long-term forecast was based on a "most likely" scenario, with expenditure assumptions of varying certainties for each category of expenditures. Both one-time revenues and expenditures were removed from the forecast in order to provide a clear picture of "on-going" operations, with current standards of service in place. The five-year forecast was developed utilizing the most realistic budgetary projections possible and the most recent data available. As a result, the long-term picture does provide a range of slowly decreasing budgetary "surpluses" in the City's future, which can be used to fuel the Capital Investment Reserve within the Capital Projects Fund and the § 115 Trust account established for the escalating CalPERS rates for employer contributions.

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 (largely in facility projects) that are not reflected in the City's financial reports. Unlike the remaining Capital Projects Fund balance, which is committed to specific projects, the Capital Investment Reserve is intended to prevent further accumulation of the unfunded liabilities that aging facilities 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.

The FY 2019-20 Budget includes nearly \$3.4 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.

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While the new assumptions represent a more realistic measurement of pension obligations, they will result in significant increases in employer contributions for the next 10-15 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.

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.

As of June 30, 2020, a projected fund balance of approximately \$40.5 million represents 67.1 percent of the 2019-20 fiscal year's General Fund operating expenditures of \$60.3 million. Although this would normally be considered a very strong level of reserves, 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 \$9.9 million (24.6 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.

As directed by the City Council at the fiscal year 2018-19 Budget Study Session in May, the fiscal year 2019-20 General Fund's projected \$7.0 operating surplus will be used to fund a \$6.5 million transfer to the Capital Investment Reserve. The remaining \$541,000 will be used to increase reserve levels 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 \$2.9 million. These funding applications will result in a decrease of unrestricted fund balance of \$2.5 million. The General Fund will have approximately \$9.1 million in unassigned fund balance as of June 30, 2020. The current assignments (projected as of June 30, 2020) are described below.

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CITY OF BURLINGAME, CA GENERAL FUND BALANCE ASSIGNMENTS			
	FY17-18 Actual Results	FY18-19 Adjusted Budget	FY19-20 Proposed Budget
Economic Stability Reserve	\$ 16,913,000	\$ 18,837,000	\$ 18,905,000
Catastrophic Reserve	2,000,000	2,000,000	2,000,000
Contingency Reserve	500,000	500,000	500,000
Subtotal, Assigned Fund Balance	19,413,000	21,337,000	21,405,000
Add: Restricted for Pension Trust Fund (PARS)	4,139,920	6,977,920	9,934,920
Add: Unassigned Fund Balance	12,819,261	11,604,277	9,120,397
Total, Ending Fund Balance	<u>\$ 36,372,181</u>	<u>\$ 39,919,197</u>	<u>\$ 40,460,317</u>

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, 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 \$18.9 million in the FY 2019-20 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 is set at a target of \$2 million in the FY 2018-19 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 2019-20 Budget document.

Water and Sewer Enterprise Funds

The City's *Water and Sewer Enterprise Funds* remain healthy, despite a challenging climate of environmental change and increasing regulation.

The City relies on imported water purchased from the San Francisco Public Utility Commission (SFPUC) for the community's water supply. The SFPUC supply is received through six metered turnouts and distributed to approximately 8,700 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. The rate increases were equivalent to 9 percent in calendar year 2017, 7.5 percent in 2018, and 7.5 percent in 2019.

The City's sewer collection system consists of approximately 100 miles of predominately gravity sewer mains ranging from 4 inches to 36 inches in diameter. The wastewater flow is collected at seven pump stations and ultimately transported to the City's wastewater treatment plant, where it is thoroughly 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.

The 2019-20 fiscal year budget reflects \$20.4 million in revenues for water sales. 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 remains level with the current fiscal year. Both revenue assumptions will be continuously monitored and examined for adequacy throughout the year.

The Water Fund budget for the 2019-20 fiscal year will fund \$3 million of capital projects, as well as combined debt service payments of nearly \$2.5 million. The budget also provides for a transfer (\$458,000) to the General Fund to cover the cost of administrative services. The Sewer Fund will contribute nearly \$5.1 million to fund capital improvements, and spend over \$2.9 million for debt service. A \$226,000 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. The City adjusted the storm drainage fee by 2% in April 2019. (All annual increases are based on the CPI for the San Francisco-Oakland-San Jose area, but are capped at 2 percent.) The City will collect slightly over \$3.0 million in storm drainage

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fee revenue in FY 2019-20. Expenditures for the year include \$2.1 million in debt service. Storm Drain capital improvements will draw on proceeds from the Storm Drainage Revenue Bonds, Series 2016.

Internal Service Funds

The City has several 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.

CITY OF BURLINGAME, CA INTERNAL SERVICE FUNDS					
	FY17-18 Actuals	FY18-19 Adjusted Budget	FY19-20 Proposed	\$ Change from Prior Year	% Change from Prior Year
Admin & Info Technology ISF	\$981,594	\$1,439,387	\$1,158,010	(\$281,377)	-19.5%
Facilities Services ISF	1,547,304	1,742,612	1,824,011	81,399	4.7%
Fleet & Equipment ISF	1,235,560	2,181,832	1,145,000	(1,036,832)	-47.5%
OPEB Retiree Medical ISF	4,349,551	5,093,603	4,907,912	(185,691)	-3.6%
General Liability ISF	653,559	1,510,000	1,510,000	0	0.0%
Worker's Comp ISF	808,222	823,612	897,000	73,388	8.9%
Total	\$9,575,788	\$12,791,046	\$11,441,933	(\$1,349,113)	-10.5%

Several of the City's internal service funds (ISFs) are projected to experience lower costs in FY 2019-20, which does not always translate into decreased allocations to the various operating department 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 budget for the Fleet and Equipment ISF was increased significantly in the current (2018-19) fiscal year to include the purchase of a large number of vehicles that were due for replacement, including a sewer cleaning truck and two street sweepers. Fewer purchases are planned in fiscal year 2019-20.

Similarly, the current year budget for the Administration and Technology Service ISF was relatively high due to some one-time equipment upgrades and software purchases. The budget provides adequately for the contract with Redwood City for the services of their IT department personnel, as well as for routine computer replacement costs and software licenses.

Estimated costs for the janitorial contract were increased in the past year due to a rise in prevailing wages. Although most other costs remain relatively level, in the long run, aging facilities will continue to require higher repair and maintenance costs.

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Even as the City has met with success in keeping claims and expenses to a minimum, the insurance market for California public agencies is deteriorating. Public agencies throughout the state are seeing a significant increase in plaintiff demands and high dollar liability claims, resulting in much higher insurance premiums. The favorable loss runs for the City's General Liability Program have managed to keep the costs of this ISF at bay. Similarly, the City's Workers' Compensation Program cost allocation to the other departments remains at the prior-year level. Though the budget reflects a considerable increase in excess insurance costs, the number of actual claims incurred has levelled off in recent years.

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 \$4.9 million in fiscal year 2019-20. Expenses of the fund include payments of actual retiree medical premiums and costs of the program's third party administrator (over \$3.5 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 \$19 million as of June 30, 2019; the liability is anticipated to be fully funded in 2037.

FY 2019-20 Capital Improvement Program

The proposed Capital Projects budget for fiscal year 2019-20 is over \$25.8 million, an increase of approximately \$3.7 million from the FY 2018-19 Capital Projects budget. The proposed Capital Projects budget assumes a total of nearly \$8.0 million in funding from the General Fund, including over \$3.3 million for park and playground improvements, \$2.0 million for building facility improvements, and nearly \$2.7 million for traffic and pedestrian safety improvements.

In addition to the General Fund support, the Streets CIP program will also be funded with \$0.8 million in Measure A funds, \$0.6 million in Gas Tax funds, \$0.5 million in SB 1 (California's Road Repair and Accountability Act of 2017) funds, and nearly \$1.2 million in Measure I funds for street resurfacing and sidewalk improvement programs. The remaining general government improvements are being funded from storm drainage fees (\$3.2 million). Water projects (\$3.0 million) and sewer projects (\$5.1 million) are being funded from the respective Water Enterprise and Sewer Enterprise Funds.

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CITY OF BURLINGAME CAPITAL IMPROVEMENT PROGRAM			
	General Fund	Other Funds/Sources	FY19-20 Total
Facilities CIP	\$2,000,000	\$0	\$2,000,000
Parking & Garages CIP	0	2,650,000	2,650,000
Parks & Trees CIP	3,305,000	0	3,305,000
Sewer CIP	0	5,080,000	5,080,000
Storm Drain CIP	0	4,100,000	4,100,000
Streets CIP	2,660,000	3,050,000	5,710,000
Water CIP	0	3,000,000	3,000,000
All CIP Funding Sources, FY2019-20	\$7,965,000	\$17,880,000	\$25,845,000

A detailed listing of the projects and their funding sources is included in the budget document; major projects are outlined later in this transmittal letter.

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 \$65.9 million in its Statement of Net Position as of June 30, 2018. 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 felt 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 in the years to come.

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 39.2 percent (as a percentage of covered payroll) for miscellaneous members, and 86.3 percent for safety members in the next 10 to 12 years. (Current combined rates are 26.0 percent for miscellaneous employees and 50.4 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 83.7 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. The City will no doubt continue to consider other prefunding strategies.

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 \$40.6 million in the new fiscal year, representing 38.1 of the overall expenditures from all funds. The City’s main operating fund (the General Fund) provides \$31.9 million in appropriations for personnel expenditures, approximately 52.9% 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 deferred maintenance or 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 2019-20 budget provides funding of \$6.5 million for an increase to this reserve. The reserve is anticipated to reach \$31.8 million at the end of the 2019-20 fiscal year.

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, the funding of these capital needs is key to a truly sustainable budget.

The Economy

The region's growing economy has allowed for operating surpluses in recent years. The City's budget for the 2019-20 fiscal year anticipates a \$360,000 surplus, after providing for a \$6.5 million transfer to the Capital Investment Reserve. Given the inevitable contraction of business cycles, the ability to save for unfunded capital needs and pension obligations is dependent on a growing economy. As intended in the City's risk-based General Fund Reserve Policy, reserves will enable the City to meet operational demands during an economic downturn. But the funding of longer-term infrastructure needs and unfunded liabilities will not be easily accommodated. Depending on the duration of the next economic cycle, reduced funding of these long-term demands is apt to be the necessary response, which would further aggravate capital conditions, slow pre-funding of pension obligations, and ultimately impact the City's fiscal health.

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 pre-funding of currently unfunded pension obligations. The City is committed to continuing to reflect the community's priorities in its fiscal planning so that the local quality of life is maintained, irrespective of what happens nationally or with the economy.

MAJOR CAPITAL PROJECTS

Parks and Recreation Upgrades (\$3,305,000)

The budget for fiscal year 2019-20 includes a total of \$3,305,000 for 11 Park and Recreation projects, excluding the Community Center Project. 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. An initial budget in the range of \$50 million has been established for construction of the facility, which will replace the aging, 1940s-era Recreation Center. The project is anticipated to be funded in part by a lease revenue bond issuance. In addition, the City established a stand-alone project in the FY 2018-19 budget (\$2.7 million) to facilitate the construction of the new community center. The project includes a new playground relocated to the existing basketball court area; a new sports court relocated to an existing large picnic area; and a new small picnic area that will be adjacent to the new playground. Once the project scope and details are finalized, funding for the new community center itself will be included in the CIP program.

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The inclusion of projects in this year's Parks and Recreation CIP is based largely on the needs assessment and replacement schedule as identified in the department's work program. Large projects include field renovations at Ray Park (\$1.5 million), completion of the project to reconstruct the pool and deck at the Burlingame Aquatic Center (\$700,000), and parking lot improvements at Ray Park (\$400,000). In addition, the FY 2019-20 CIP budget includes funding for the future replacement of synthetic turf at Burlingame School District (BSD) facilities. (Staff continues to program \$200,000 annually for the full replacement of the synthetic turf at BSD facilities over the next 10-year period.)

Funding for a City Parks Master Plan was included in last year's budget, and that process is now nearing completion. A comprehensive plan that is based upon input from the community will assist in prioritizing and managing maintenance efforts and upgrades, and may also help the City become more competitive when applying for grants.

Public/Community Facilities (\$2,125,000)

The City owns and maintains 20 public or community facilities with over 200,000 square feet of office space. Many of these public facilities and associated components are aging and need upgrades. Timely maintenance will not only be less expensive now than in the future, but will also extend the life of the facilities. The proposed budget includes a total of \$2 million for public/community facilities projects, consisting of building maintenance projects and upgrades based on a needs assessment and replacement schedule. The larger project budgets include: \$850,000 to complete the Emergency Generators Upgrade Project at three City-owned fire stations; and a limited remodeling of the jail area (\$500,000) at the City's Police Station. Funds are also earmarked (\$250,000) for the paving of parking lots at various City facilities.

In addition, the CIP program includes funding for Americans with Disabilities Act (ADA) improvements in several buildings as part of the City's proactive effort to comply with ADA regulations.

Bicycle, Pedestrian, and Traffic Safety (\$3,360,000)

The 2019-20 fiscal year CIP program includes \$1.5 million in local matching funds to move the Broadway Grade Separation Project into the PS&E (detailed final engineering design, specifications and plans) phase. The cost estimate for this phase is estimated at \$19.8 million; the City plans to request \$18.3 million in Measure A Program grant funds from the San Mateo County Transportation Authority to fund this endeavor.

In addition, \$500,000 in new General Fund and \$700,000 from Measure I, for a total of \$1,200,000, is being proposed for next fiscal year for the sidewalk program and associated ADA (Americans with Disabilities Act) improvements.

Funding is included for traffic signal upgrades (\$200,000) as well as pedestrian, traffic calming, and street lighting improvements (\$300,000) as identified through studies or investigations that arise throughout the year.

Streets Resurfacing Program - \$2,350,000

Based on condition assessments of 84 miles of existing street infrastructure, and the recommendations from the Street Pavement Maintenance Software Program, a total of \$2.35 million of CIP funding is included in the CIP for fiscal year 2019-20, a combination of Gas Tax, Measure A, Measure I, Measure M, and SB 1 funds for the year's street repairs and resurfacing program.

The list of 14 streets included in the plan is tentative and subject to change depending on the availability of funds and construction costs. Of the total \$2.35 million proposed for next year, \$500,000 is from Measure I, and the rest is from a combination of Gas Tax, Measure A, Measure M, and SB 1 funds.

Parking Enterprise Projects (\$2,650,000)

Capital projects to be funded from the Parking Enterprise Fund in the FY 2019-20 plan include the \$1.85 million City contribution for the construction of a new public parking garage at the City-owned surface parking Lot N. The project will serve to expand parking supply as part of the Village at Burlingame project. Additionally, funding is provided for replacement of old parking meters in existing parking lots with smart meters, and resurfacing treatments and ancillary improvements in parking lots as needed

Water Program (\$3,000,000)

The City owns and maintains over 100 miles of the drinking water distribution system, with seven storage tanks and six pump stations. Based on a condition assessment of the City's water distribution system, and prioritization of the Capital Improvements Plan, the budget includes funding for a number of improvements to the City's drinking water system. The projects primarily consist of replacing aging water pipelines, water meters, valves and other necessary infrastructure.

Sewer Program (\$5,080,000)

The City owns and maintains over 100 miles of sanitary sewer collection system with seven pump stations and the Waste Water Treatment Plant. The proposed work is based on a condition assessment and prioritization of both components of the waste water collection system and the treatment plant. Improvements to the City's sanitary sewer system funded in the 2019-20 fiscal year budget include continuation of the replacement of aging sanitary sewer mains in the Rollins Road, Broadway, and El Camino Real neighborhoods, and waste water treatment plant upgrades.

Storm Drainage Projects (\$4,100,000)

In 2009, Burlingame property owners approved a ballot measure to upgrade the aging and deteriorated storm drainage system. \$26 million of improvements have been completed since the passage of the measure; a \$28 million backlog of work still remains. The additional projects proposed for the current fiscal year include projects that will address localized flooding, make

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needed repairs to storm drain infrastructure, and construct storm water treatment facilities. Included in the fiscal year 2019-20 plan is a major storm water pump station upgrade; funding for this \$1.9 million project is shared with the City of Millbrae.

ACKNOWLEDGEMENTS

I wish to thank Mayor Colson and the City Council for their leadership and support during the FY 2019-20 budget development process. The City is fortunate to have a City Council that is willing to maintain the long-term outlook necessary to preserve a high level of services through both prosperous and challenging economic times.

The budget for the 2019-20 fiscal year represents a spending plan of over \$121 million and will necessarily undergo further review and updating as needed throughout the new fiscal year. However, 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.

I would also like to offer my appreciation to the Department Directors and their budget staff for their assistance in developing a sound budget plan that strategically allocates resources to optimally address the City Council's goals. My thanks also go to Finance Director Carol Augustine and Deputy Finance Director Karen Huang for their overall management of the City's budget, and to Finance staff for their work on the operating and capital budgets. Finally, I commend Public Works Director Syed Murtuza and Assistant Public Works Director Art Morimoto for leading their department's efforts on the capital budget and long-term capital plan.

Please feel free to contact Carol Augustine or me if you need additional information on the budget.

Respectfully submitted,



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 2019-20 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

Burlingame Statistics

Total Population: 30,294

Area: 6.1 square miles on 3,517 acres

Persons per Household: 2.33

Median Household Income: \$102,443

Housing Units: More than 13,000

Street Miles: 84 centerline miles

Sidewalk Miles: 116 miles

Sanitary Sewer: Approximately 130 miles; 7 sewer stations

Water: Approximately 105 miles; 9,170 connections; 6 pump stations; 7 storage tanks

Streetlights: 1,700 total

Street Trees: 17,294

Park Trees: 4,640

Different Species of Trees: 303

Number of Parks and Open Spaces: 20

Library Circulation: 688,058

Library Print & Non-Print Volumes: Approx. 291,000

Library Programs: 1,275

Library Attendance: 48,128

Sources:

California Dept. of Finance Population and Housing Estimates

Department of Finance; City data (2017)

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. (Councilmembers elected in 2017 are serving five-year terms so that the City can comply with a new state law requiring Council elections in even-numbered years. Councilmembers elected in 2019 will also serve five-year terms.) 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.

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 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, cashiering and 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, 911 communications and dispatch, crime prevention, special weapons and tactics (SWAT), 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, Climate Action Plan, land use, economic development, plan checks, and code and zoning enforcement

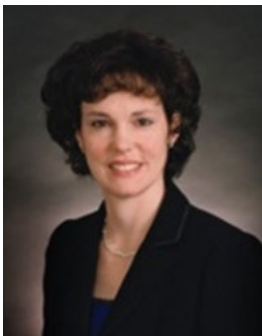
ROSTER OF ELECTED OFFICIALS AND APPOINTEES



Mayor
Donna Colson



Vice Mayor
Emily Beach



Council Member
Ann Keighran



Council Member
Ricardo Ortiz



Council Member
Michael Brownrigg



City Manager
Lisa K. Goldman



City Attorney
Kathleen Kane

EXECUTIVE TEAM



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



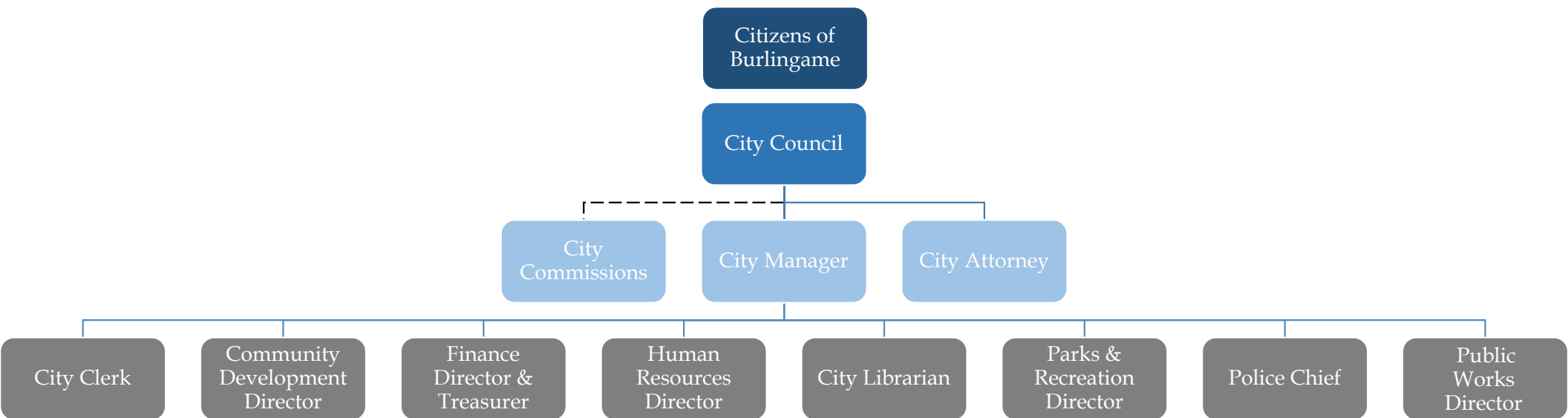
Police Chief
Mike Matteucci



Public Works Director
Syed Murtuza



Central County Fire Chief
John Kammeyer



City of Burlingame FY2019-20 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.

At the January 2019 goal-setting session, the City Council selected five large infrastructure priority projects for special focus in FY 2019-20 and assigned Council subcommittees to advance the projects: Broadway Grade Separation (Beach, Ortiz); City Hall Modernization and Safety Improvements (Keighran, Ortiz); Specific Plan for Rollins Road (Colson, Keighran) ; Sea Level Rise Shoreline Protection Improvements (Colson, Brownrigg); and Underground Power Lines on El Camino Real (Beach, Brownrigg).



Understanding the Budget

Guide to City Budget Process

Guide to Understanding the Budget

Gann Appropriation Limit

GUIDE TO CITY BUDGET PROCESS

STRATEGIC AND FINANCIAL PLANNING

The budget planning process begins in January with a public goal-setting session. During this year's session, the City Council, community, and staff discussed progress being made on three of the four priorities developed in 2017: housing, transportation, and sustainability. The City Council's fourth priority, infrastructure, was then discussed in detail. The infrastructure priority refers to the development of a near-term, fiscally responsible funding strategy to renovate City facilities in order to improve service for the Burlingame community.

The Finance Department also 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 potential and future revenue and expenditure scenarios, 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 three public meetings to provide guidance on the budget: a 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 under the Finance Department. Prior-year documents are also available for review.

BUDGET DEVELOPMENT

Under policy directives and guidance, Department Heads prepare 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

CITY OF BURLINGAME | FISCAL YEAR 2019-20

policies, consumer price indices, and other information available from expert third-parties or governing authorities.

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 to one or more reserves: the Economic Stability Reserve, Contingency Reserve, Catastrophic Reserve, and Capital Investment Reserve in the Capital Project Fund.

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 City 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.

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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 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 2019-20 Adopted Budget for the Central County Fire Department may
be obtained at:

1399 Rollins Road,
Burlingame, CA 94010

GUIDE TO UNDERSTANDING THE BUDGET

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, or 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 Drain), 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 Measure A, Gas Tax, Public TV Access, Shuttle, and Storm Drainage.

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

CITY OF BURLINGAME | FISCAL YEAR 2019-20

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 (such as the General Fund) 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.

ARTICLE XIII(B) GANN APPROPRIATION LIMIT

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:

CALCULATION OF GANN APPROPRIATION LIMIT

2018-19 Appropriation Limit	80,869,488
State of California Inflation Factor	1.0385000
Percentage Change - City Population	-0.0900000
Percentage Change - County Population	0.2800000
State of California Population Factor	1.0028000
Combined Adjustment Factor	1.0414078
2019-20 Appropriation Limit from Growth Factors	<u>84,218,116</u>
Proceeds of Taxes	70,888,590
Exclusions:	
Qualified Capital Projects and Debt	<u>(16,204,084)</u>
Appropriation Subject to Limit	<u>54,684,506</u>
2019-20 Appropriation Limit	84,218,116
Appropriation Subject to Limit	54,684,506
Over / (Under) Limit	(29,533,610)



Budget Summaries, Charts & Graphs

Key Budgetary Assumptions

Chart – Proposed FY 2019-20 Citywide Revenue by Type

Budget Summary - Estimated Revenues and Interfund Transfers

Chart – General Fund Revenues from FY 2010 - 2020

Chart – Property Tax Revenues from FY 2010 - 2020

Chart – Where Do Your Burlingame Property Tax Dollars Go?

Chart – Transient Occupancy Tax Revenues from FY 2010 - 2020

Chart – Sales and Use Tax Revenues from FY 2010 –2020

Chart – Proposed FY 2019-20 Expenses by Type

Chart – Proposed FY 2019-20 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

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

GENERAL ECONOMIC OUTLOOK

Fueled by expansion in the state's industries and increases in incomes and wages, California's economy grew solidly in 2018, but signs of more moderate growth were evident in the first quarter of 2019. The unemployment rate for California edged up slightly in March, up a tenth of a percentage point over February and back to 4.3 percent on a seasonally adjusted basis and equal to the rate reported in March 2018. Yet, nearly every industry in the state continued to add jobs year-over-year, with the category of Health Care leading the way. Gains were also strong in Professional, Scientific and Technical Services; Leisure and Hospitality; Administrative Services; Government and Construction; and even Manufacturing.

In California, there continues to be a marked difference between the coastal counties and the inland counties in employment losses recovered since 2008. With its emphasis on the tech sector, the San Francisco Bay Area economy continued to shine, with the lowest unemployment rate in the state. The region is also atop national rankings in its commercial real estate market, with commercial vacancy rates among the lowest and the cost of rent among the highest in the nation. The unemployment rate in the San Francisco Metropolitan Division (MD) decreased 0.2 percent, from 2.3 percent in December 2017 to 2.1 percent in December 2018. San Mateo County alone had the lowest unemployment rate in the state, with an unemployment rate of 2.0 percent.

As the housing shortage dilemma worsens across California, it would be logical for employment in the Construction sector to have picked up more steam than it has. Yet, construction labor in the Bay Area is tight, employment is volatile, and the overall construction costs are among the highest in the state. Median home prices in the Bay Area (including all new and existing homes and condos in the nine Bay Area counties), already amongst the highest in the country, continued to climb. Most economists agree that the well-documented housing affordability issue can only be addressed by increasing supply. Until that happens, growth of the Bay Area economy may be constrained.

High local housing costs and changes in shopping habits have contributed to slowing consumer spending growth and greater uncertainty in the outlook for related sales tax revenue. As more and more residents spend a larger portion of their income on housing, less money is left to purchase goods and services. Overall, the local economy is stable, with continued growth expected. However, the current recovery is maturing; the City must continue to be cognizant of the potential for another downturn or recession to emerge, and budget prudently.

Economic Indicator	Projected 2018-19	Forecast 2019-20
U.S. Real GDP Growth	2.6%	2.2%
U.S. CPI Inflation	1.8%	2.0%
U.S. Unemployment Rate	3.8%	3.7%
California Non-Farm Employment Growth	1.8%	1.6%
California Unemployment Rate	4.1%	3.9%
California Median Existing Home Price Growth	3.2%	0.1%
California Median Existing Home Price	\$602,920	\$608,900

Source: Beacon Economics

- **The national, state, and local economic outlook is expected to be a continuation of growth throughout the 2019-20 fiscal year.**

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.

A vibrant technology sector and strong local job growth should support regional home prices and property tax revenue in the coming year. Within the City's jurisdiction, the County shows assessed property values have grown at 6.5% since the beginning of the fiscal year, indicating a stable trend in property tax receipts.

Adjustments in the County's ERAF (Educational Revenue Augmentation Fund) distributions add a major complexity to the projection of the City's property tax revenues.

- **Property tax receipts are projected to rise over the next fiscal year; a 6.8% increase in the City's secured property assessed values is anticipated for fiscal year 2019-20.**

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, and this trend is expected to continue, barring any massive changes in education funding or other legislative changes. Changes in the County's method of allocation (over a two-year, as opposed to three-year, rolling period) resulted in a one-time bump-up in these funds in fiscal year 2018-19. The City received over \$2.25 million in excess ERAF in the current fiscal year, and a slightly lower amount has been included in property tax revenues for fiscal year 2019-20.

- **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. Though temporarily raised to 7.50% for four years, the statewide sales tax rate returned to its prior level of 7.25% as of January 1, 2017. In November 2012, San Mateo County voters approved Measure A, which raised the County sales tax rate by 0.50%, from 1.00% to 1.50%, for ten years. Then 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 9.0%. 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 will be accounted for separately from the City's regular sales tax receipts. As of July 1, 2019, the sales tax rate of all jurisdictions in San Mateo County will increase by $\frac{1}{2}$ percent due to the successful passage of Measure W to support transportation programs and infrastructure county-wide. The Measure W rate increase will not affect the City's sales tax revenues.

As a result of a number of one-time events that served to inflate sales tax revenues state-wide in fiscal year 2018-19, overall sales tax receipts are expected to show declines in the new fiscal year. A lower level of activity in the Auto and Transportation sector, as well as the Building & Construction sector, is anticipated. The Auto and Transportation sector is still strong, comprising 33 percent of the City's local sales tax receipts. Sales tax receipts from the Fuel and Service Stations sector are anticipated to increase only slightly in the upcoming fiscal year, as higher gas prices partially offset last year's one-time adjustments. Most other sectors are anticipated to provide fairly level revenues compared to the current fiscal year.

- **Due to one-time factors occurring in the 2018-19 fiscal year, sales tax revenues for the City are anticipated to decline approximately 4.6 percent.**
- **The City anticipates revenue from Measure I, included in the 2019-20 fiscal year budget for General Fund Sales Tax revenues, to be \$2.0 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. In November 2009, voters approved amending the City's ordinance and increasing the transient occupancy tax rate from 10% to 12% 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 are directly tied to changes in occupancy and average daily room rates (ADR) of the city's hotels. The City monitors 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 this revenue source is so volatile, funds received during times of strong economic performance can be used to bolster reserves and tapped when conditions turn downward.

Fiscal year 2018-19 TOT revenue is projected to be 2.0% higher than anticipated in the adopted budget for the year, reflecting very high occupancy rates. Occupancy is currently averaging a strong 87.0%, higher than the initial estimate of 86.4%. For fiscal year 2019-20, taking into account current strength but also acknowledging the uncertainty of future travel activity, TOT revenue is expected to grow an additional 0.7%.

- **The proposed budget of over \$28.7 million assumes a 0.7% increase in TOT revenues from the current fiscal year anticipated receipts of \$28.5 million.**

WATER & SEWER RATES

The severe five-year statewide drought (2012-2016) resulted in an aggressive campaign of water conservation, and subsequent decrease in urban water usage. Burlingame impressively exceeded the mandate to reduce water consumption by conserving approximately 29% of water use compared to the baseline period. As water consumption decreased, revenue to the City from water charges also decreased, an impact partially offset by the reduction in the amount of wholesale water purchased from the San Francisco Public Utilities Commission (SFPUC).

During the drought years, the SFPUC more than doubled water rates at the wholesale level in order to fund the \$4.6 billion Water System Improvement Project. In December 2016, authorized by Resolution No. 112-2016, the City Council established water rates for the next three calendar years, increasing rates 9% in 2017, 7.5% in 2018, and 7.5% in 2019.

The 2017 winter/spring season brought heavy rain and snow, providing substantial relief and supporting sustained reductions in water consumption. While usage has not returned to pre-drought levels, it appears that conservation efforts have been somewhat relaxed. In fiscal year 2019-20, water consumption is projected to match current-year experience. Due to the rate increases, projected revenues are anticipated to be \$20.6 million. Funding of capital projects/infrastructure within the Water utility will be maintained at \$3 million (as in the current fiscal year). Revenues for the Sewer Fund are projected to decrease slightly in fiscal year 2019-20, as no rate increases have been implemented since 2012, and current year actual revenues are falling slightly below budget. Funding of capital projects/infrastructure within the Sewer

CITY OF BURLINGAME | FISCAL YEAR 2019-20

utility – both collection system improvements and wastewater treatment plant upkeep – will be fairly level with the current year at just under \$5.1 million.

- **The proposed budget assumes operating revenues of approximately \$21.0 million for the Water Enterprise and \$16.1 million for the Sewer Enterprise. The assumption is based on currently enacted rates and conservative consumption forecasts. The budget provides for increased capital spending in order to maintain the quality of infrastructure supporting these major utilities.**

STORM DRAIN FEE

In April 2019, the City Council authorized an increase of 2% to the storm drain fee, which is collected as an assessment on the property tax roll. The increase is based on the consumer price index of 3.5% as published by the U.S. Department of Labor's Bureau of Labor Statistics in February 2018. Pursuant to the authority granted by voters in the May 2009 election, the City Council may increase the storm drain fee each fiscal year by the annual consumer price index, but not to exceed 2%.

- **The proposed budget of over \$3.0 million assumes a 2% increase in the storm drain fee.**

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. The 2019-20 fiscal year budget expenditures include a net increase of 0.12 FTE personnel positions (all in the General Fund budget).

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 \$1.23 million (3.1%) 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, CalPERS (the California Public Employees' Retirement System) has raised contribution rates considerably in recent years, with lower earnings forecasted, new actuarial methods, and a projection of longer life spans. 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 56.8% for Safety personnel and 29.1% for Miscellaneous personnel, up from the 50.4 % and 26.0%, respectively, charged in the 2018-19 fiscal year (and compared with 45.2% and 24.6%, respectively, charged in the previous fiscal year).

- **The proposed General Fund budget assumes that increased employer rates and required lump-sum payments to CalPERS will increase pension costs by 14.9 % (approximately \$971,000) in the upcoming fiscal year.**

PENSION LIABILITY STRATEGY

Reductions in the rate of the CalPERS investment return assumption follow several 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 will add 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 result 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 2019-20 and the estimated rates derived through a recently completed actuarial study by Bartel & Associates show the City's contribution rates rising from the current 26.0% for Miscellaneous employees and 50.4% for Safety employees to 39.2% and 86.3%, respectively, over the next 10 to 15 years. These rates reflect blended rates for Classic and PEPRAs employees.

The City's total estimated unfunded pension liability is \$65.9 million per the June 30, 2017 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, but to additionally contribute to the § 115 Trust Fund for Pensions established with Public Agency Retirement Services (PARS). The City Council also directed an additional \$800,000 contribution be made to the trust in fiscal year 2019-20, in recognition of increased pension costs incurred by the Central County Fire Department in the coming years. 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 \$3.4 million to the City's § 115 Trust Fund in fiscal year 2019-20 (including \$2.96 million from the General Fund).**

GOVERNMENTAL DEBT SERVICE

Debt service on the City's Pension Obligation Bonds, issued in 2006, decreased nearly \$2.9 million in the 2018-19 fiscal year, as the principal maturing on the front-loaded bonds was significantly reduced. Amounts due on governmental debt now total less than \$2.5 million annually.

However, construction of the new Community Center will require an additional bond issuance in fiscal year 2019-20. The expenditure plan for Measure I proceeds includes an annual set-aside of \$1 million for such financing. Along with a \$1 million annual commitment of other General

CITY OF BURLINGAME | FISCAL YEAR 2019-20

Fund monies, a lease revenue bond issuance of approximately \$30 million is anticipated to finance this project.

- **The budget includes \$2 million of General Fund monies to finance a new bond issuance of \$30 million to finance the new Community Center project.**

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.

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 2018-19 budget to fund several large vehicles, including a street sweeper and sewer cleaning truck that were due for replacement. This year's replacement schedule calls for much smaller purchases. Similarly, the Administrative and Information Technology ISF incurred costs for the new records retention and ERP systems that will not occur in fiscal year 2019-20. However, these changes do not result in a wide annual variation in ISF 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 proposed budget assumes decreases to the internal service funds for the Fleet & Equipment ISF and the Admin & IT ISF in the amounts of \$1.04 million and \$281,000, respectively.**

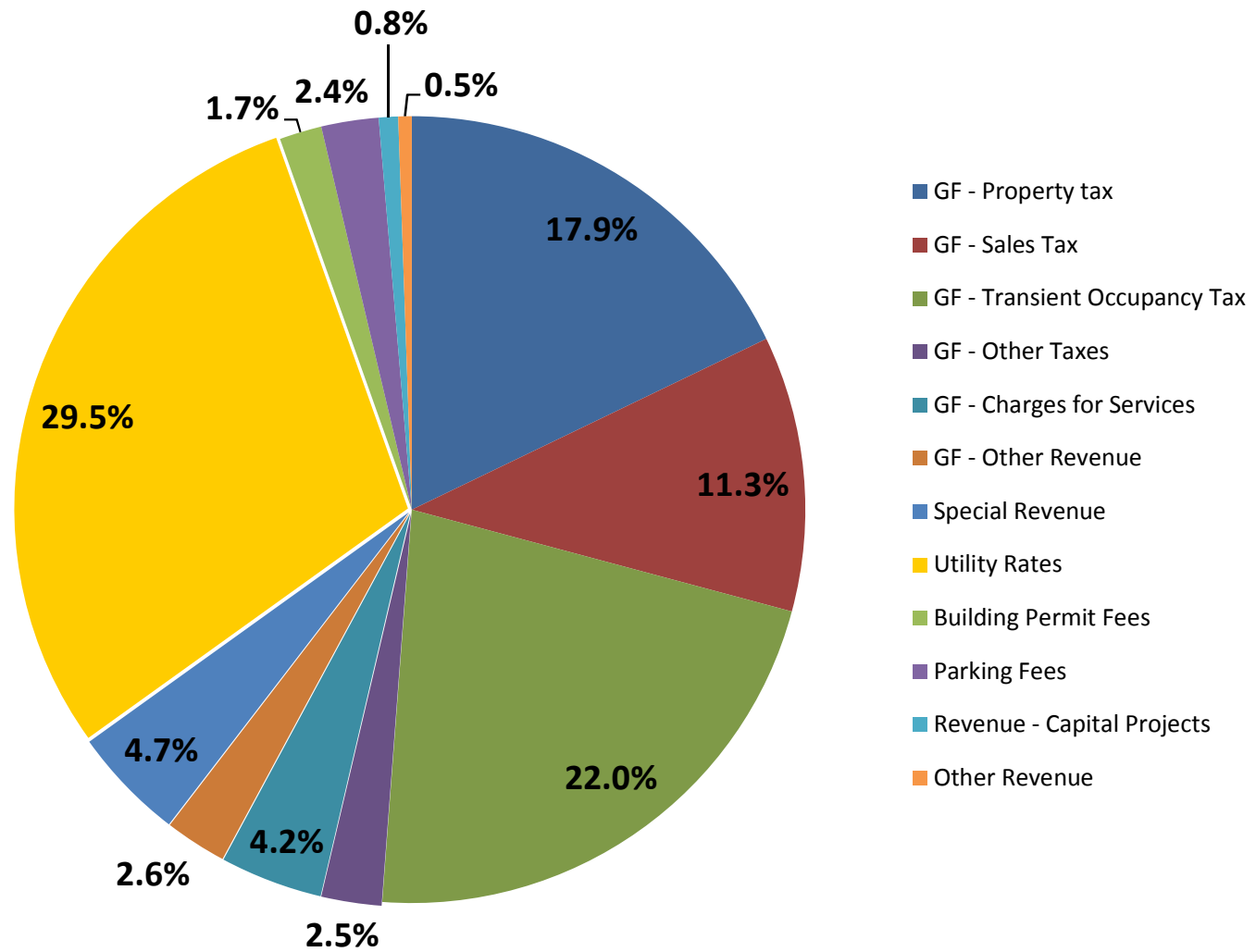
CENTRAL COUNTY FIRE DEPARTMENT BUDGET PRESENTATION

The proposed budget includes a General Fund appropriation for the Fire Department 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 maintenance of City facilities as well as certain assets that were the property of the City prior to the merger with the Town of Hillsborough in June 2010. In addition, the costs of workers' compensation for coverage of claims incurred prior to the merger are included in the City's budget. In December 2014, CCFD entered into a contract to provide fire protection and emergency medical services to the City of Millbrae, further reducing the cost of Fire services per capita for participating cities.

CCFD's FY 2019-20 operating budget as approved in April reflects an increase of approximately 5.7% (\$619,000) over current year costs.

- **The CCFD budget accurately reflects the total General Fund costs of providing fire protection and related services for the upcoming fiscal year.**

Proposed FY 2019-20 Citywide Revenue by Type



CITY OF BURLINGAME, CA
PROPOSED BUDGET FISCAL YEAR 2019-20
ESTIMATED REVENUES AND INTERFUND TRANSFERS

FUND AND DESCRIPTION	2017-2018 ACTUAL	2018-19 BUDGET	2018-19 EST. ACTUAL	2019-20 PROPOSED
GENERAL FUND				
Current Secured Property Tax	13,830,419	14,680,000	14,680,000	15,665,000
Secured Supplemental Property Tax (SB 813)	445,648	450,000	510,000	545,000
Current Unsecured Property Tax	761,488	710,000	800,000	855,000
Property Tax in-lieu of VLF	3,272,197	3,490,000	3,490,000	3,725,000
Unitary Tax	304,550	305,000	315,000	340,000
ERAF Refund	1,720,433	1,700,000	2,252,000	2,140,000
Subtotal - Property Taxes	20,334,818	21,335,000	22,047,000	23,270,000
Sales & Use Tax	12,188,551	12,457,000	13,200,000	12,600,000
Prop 172 Public Safety Fund (Sales Tax)	156,966	160,000	170,000	160,000
Subtotal - Sales and Use Tax	12,345,517	12,617,000	13,370,000	12,760,000
Transient Occupancy Tax	27,935,991	27,950,000	28,500,000	28,700,000
Subtotal - Transient Occupancy Taxes	27,935,991	27,950,000	28,500,000	28,700,000
Real Property Transfer Tax	425,143	370,000	520,000	420,000
State Homeowner Property Tax Reimbursement	61,177	60,000	60,000	60,000
Business License Tax	590,692	633,000	590,000	590,000
Business License Tax - Parking	451,237	365,000	450,000	430,000
Business License Audit (MAS)	12,062	-	-	-
PG&E - Franchise Tax -- Natural Gas	120,208	120,000	120,000	150,000
PG&E - Franchise Tax -- Surcharge (SB278)	9,743	10,000	10,000	6,000
PG&E - Franchise Tax -- Electricity	157,682	165,000	165,000	136,000
PG&E - Franchise Tax -- Surcharge-Prior Year	111,245	115,000	115,000	142,000
Franchise Tax -- Solid Waste	743,450	775,000	775,000	812,000
Comcast - Franchise Tax -- Cable Television (5%)	433,554	475,000	410,000	390,000
Astound - Franchise Tax -- Cable Television (5%)	23,979	23,000	23,000	24,000
AT&T Video Service Franchise Tax	76,031	83,000	70,000	64,000
Subtotal - Other Taxes	3,216,202	3,194,000	3,308,000	3,224,000
TOTAL TAXES	63,832,529	65,096,000	67,225,000	67,954,000
Overnight Parking Permits	15,718	15,000	15,000	15,000
Taxi Licenses	2,342	9,000	3,000	2,000
Taxicab Inspections	3,431	4,000	3,000	2,500
Special Event Permit Fee	1,400	-	-	-
Alarm Permit Fees	61,131	60,000	60,000	60,000
TOTAL LICENSES & PERMITS	84,022	88,000	81,000	79,500
Parking Citations	896,989	823,500	899,500	900,000
Vehicle Code Fines	66,732	81,000	67,000	70,000
Code Enforcement Citations	13,400	5,000	10,000	8,000
TOTAL FINES, FORFEITURES AND PENALTIES	977,121	909,500	976,500	978,000
Interest Income	332,714	1,092,000	1,792,000	1,970,000
Lease Payments	116,530	120,000	120,000	120,000
Golf Center Lease Payments	61,357	45,000	45,000	10,000
TOTAL USE OF MONEY AND PROPERTY	510,601	1,257,000	1,957,000	2,100,000

CITY OF BURLINGAME, CA
PROPOSED BUDGET FISCAL YEAR 2019-20
ESTIMATED REVENUES AND INTERFUND TRANSFERS

FUND AND DESCRIPTION	2017-2018 ACTUAL	2018-19 BUDGET	2018-19 EST. ACTUAL	2019-20 PROPOSED
False Alarm Charges	18,523	18,000	25,000	25,000
Falses Alarm Charges - Collections	1,542	1,000	2,000	2,000
Massage Operator and Practionar	2,657	4,000	-	-
Massage Practioner	1,300	-	-	-
Special Police Services	9,605	9,500	2,000	2,000
Livescan Fees	4,270	7,000	7,000	7,000
Police Booking Fees - County	(3,176)	-	-	9,000
Police Booking Fees - City	-	2,000	2,000	-
Vehicle Release Charges	43,296	37,000	42,000	42,000
State Highway Maintenance	25,000	35,000	35,000	25,000
Public Works Fees and Services	539,903	460,000	660,000	570,000
Library Fees and Services	66,926	70,000	55,000	54,000
Passport Intake	33,995	39,000	54,000	54,000
Library Service to Town of Hillsborough	684,064	633,000	633,000	650,000
Recreation Fees and Services	3,008,863	3,192,000	3,192,000	3,000,000
Aquatics Reimbursement	299,017	262,000	4,000	-
Parks Special Services	49,641	114,000	114,000	60,000
Arborist Plan Check & Inspections	20,902	19,000	19,000	20,000
Arborist Planning Fees	22,339	23,000	23,000	20,000
Protected Tree Application Fee and Banner Fee	23,316	21,000	21,000	20,000
Filing and Certification Fees	3,540	-	-	-
Zoning & Plan Check Services	157,329	195,700	255,000	200,000
Use Permit Fees	36,500	36,500	36,500	37,000
2nd Unit Amnesty Fee	-	-	-	-
Planning Fees	361,842	425,000	660,000	600,000
Plan Check Fees - Engineering	93,801	80,000	80,000	84,000
SMCCVB Processing Fee	9,300	9,300	9,300	9,000
Leaf Blower Certification Fee	-	-	-	-
TOTAL CHARGES FOR SERVICES	5,514,394	5,693,000	5,930,800	5,490,000
Police Officer Standards/Training Reimbursement	6,388	-	-	-
SLESF COPS Grant	139,416	100,000	140,000	140,000
Equitable Sharing Program (Asset Seizure)	-	-	46,600	-
State Motor Vehicle in Lieu of Tax	15,870	13,000	-	-
C/CAG Measure M	139,033	-	-	-
TOTAL FEDERAL & STATE SUBVENTIONS	300,707	113,000	186,600	140,000
Utility Reimbursements	1,872	-	-	-
Sale of Property	1,642	-	-	-
Litigation Settlement	(400)	-	-	-
Miscellaneous Revenue	26,207	30,000	30,000	30,000
TOTAL OTHER REVENUE	29,321	30,000	30,000	30,000
GENERAL FUND, BEFORE TRANSFERS	\$ 71,248,695	\$ 73,186,500	\$ 76,386,900	\$ 76,771,500

CITY OF BURLINGAME, CA
PROPOSED BUDGET FISCAL YEAR 2019-20
ESTIMATED REVENUES AND INTERFUND TRANSFERS

FUND AND DESCRIPTION	2017-2018 ACTUAL	2018-19 BUDGET	2018-19 EST. ACTUAL	2019-20 PROPOSED
Transfer In (Out) from Gas Tax Fund	6,000	6,000	6,000	6,000
Transfer In (Out) from Water Fund	1,293,887	937,822	937,822	970,815
Transfer In (Out) from Sewer Fund	1,085,859	721,279	721,279	738,815
Transfer In (Out) from Traffic Safety Fund	-	-	-	-
Transfer In (Out) from Solid Waste Fund	58,000	61,000	61,000	58,000
Transfer In (Out) from Storm Drain Fund	(29,829)	15,000	15,000	15,000
Transfer In (Out) from Development Impact Fee Fund	-	-	-	-
Transfer In (Out) from Local Grants & Donations Fund	-	-	-	-
Transfer In (Out) from Parking Fund	326,927	333,088	333,088	337,189
Transfer In (Out) from Building Fund	99,000	104,300	104,300	108,000
Transfer In (Out) from CIP- Investment Reserve	(5,300,000)	(3,000,000)	(3,000,000)	(6,500,000)
Transfer In (Out) from Capital Projects Fund	-	-	-	-
Transfer In (Out) from Shuttle Bus Fund	(140,000)	(143,500)	(143,500)	(143,500)
Transfer In (Out) from Burlingame Finance Authority	(5,574,988)	(3,684,811)	(3,684,811)	(3,708,763)
Transfer In (Out) from Facilities CIP	(2,438,800)	(2,810,000)	(3,229,000)	(2,000,000)
Transfer In (Out) from Streets CIP	(1,050,000)	(1,325,000)	(1,325,000)	(2,660,000)
Transfer In (Out) from Parks & Trees CIP	(3,632,000)	(3,105,000)	(5,805,000)	(3,305,000)
Transfer In (Out) from Federal & State Grants	-	-	-	-
Transfer In (Out) from Equipment Services Fund	-	-	-	-
Transfer In (Out) from Special Assessment District	310,000	310,000	310,000	310,000
Transfer In (Out) from OPEB Trust - CERBT	-	-	-	-
TOTAL INTERFUND TRANSFERS	(14,985,944)	(11,579,822)	(14,698,822)	(15,773,444)
Transfer In (Out) Pension Trust Fund	-	-	-	-
GENERAL FUND REVENUE, NET OF TRANSFERS	\$ 56,262,751	\$ 61,606,678	\$ 61,688,078	\$ 60,998,056

MEASURE I FUND

Measure I Revenue	474,277	1,750,000	2,100,000	2,000,000
MEASURE I FUND, BEFORE TRANSFERS	\$ 474,277	\$ 1,750,000	\$ 2,100,000	\$ 2,000,000
Transfer In (Out) from Burlingame Finance Authority	-	\$ (1,000,000)	\$ (1,000,000)	(1,000,000)
Transfer In (Out) from Streets CIP	-	(575,000)	(575,000)	(1,200,000)
MEASURE I REVENUE, NET OF TRANSFERS	\$ 474,277	\$ 175,000	\$ 525,000	\$ (200,000)

SPECIAL REVENUE FUNDS

BURLINGAME AVENUE SPECIAL ASSESSMENT DISTRICT

Special Assessment Revenue	294,136	310,000	310,000	310,000
Interest Income	1,637	7,000	7,000	8,000
SPECIAL ASSESSMENT, BEFORE TRANSFERS	295,773	317,000	317,000	318,000
Transfer In (Out) to Burlingame Financing Authority	-	-	-	-
Transfer In (Out) to General Fund	(310,000)	(310,000)	(310,000)	(310,000)
SPECIAL ASSESSMENT, NET OF TRANSFERS	\$ (14,227)	\$ 7,000	\$ 7,000	\$ 8,000

CITY OF BURLINGAME, CA
 PROPOSED BUDGET FISCAL YEAR 2019-20
 ESTIMATED REVENUES AND INTERFUND TRANSFERS

FUND AND DESCRIPTION	2017-2018 ACTUAL	2018-19 BUDGET	2018-19 EST. ACTUAL	2019-20 PROPOSED
FEDERAL & STATE GRANTS				
CA Office of Traffic Safety STEP Grant (DUI)	42,672	-	-	-
CA Office of Traffic Safety STEP Grant (Traffic Safety)	32,248	-	-	-
CA State Library Grant - Children's books & Libraries Illuminated	11,953			
Home for all Engagement Program	12,500	-	-	-
County of San Mateo 4R's Grants Program	5,000			
Bullet Proof Vest Partnership Grant	1,159	-	-	-
Sonoma Complex Fire - FEMA # 4344	20,098	-	-	-
FEDERAL & STATE GRANTS	\$ 125,629	\$ -	\$ -	\$ -
Transfer In (Out) from General Fund	-	-	-	-
FEDERAL & STATE, NET OF TRANSFERS	\$ 125,629	\$ -	\$ -	\$ -
MEASURE A & GAS TAX FUND				
Measure A Sales Tax	857,925	900,000	900,000	860,000
Interest Income	7,253	53,000	53,000	58,000
Section 2103 -- Excise Tax	117,404	231,000	107,000	258,000
Section 2106--New Construction	121,424	125,000	125,000	124,000
Section 2107--Maintenance and Construction	212,920	215,000	222,000	221,000
Section 2107.5 - Administration	6,000	6,000	6,000	6,000
Section 2105--Proposition 111 Gas Tax	163,603	174,000	170,000	170,000
ROAD & MAINTENANCE REHAB (RMRA SB1)	138,972	500,000	480,000	501,000
LOAN REPAYMENT SB1	34,273	34,000	34,000	34,000
MEASURE A & GAS TAX, BEFORE TRANSFERS	1,659,774	2,238,000	2,097,000	2,232,000
Transfer In (Out) from General Fund	(6,000)	(6,000)	(6,000)	(6,000)
Transfer In (Out) from Capital Projects Fund	(3,654,000)	(1,735,000)	(1,735,000)	(1,850,000)
TOTAL INTERFUND TRANSFERS	(3,660,000)	(1,741,000)	(1,741,000)	(1,856,000)
MEASURE A & GAS REVENUE, NET OF TRANSFERS	\$ (2,000,226)	\$ 497,000	\$ 356,000	\$ 376,000
PUBLIC TV ACCESS FUND				
PEG Access Fees	106,496	112,000	112,000	105,000
Interest Income	2,057	8,000	8,000	9,000
PUBLIC TV REVENUE	108,553	120,000	120,000	114,000
Transfer In (Out) from Capital Projects Fund	-	-	-	-
TOTAL INTERFUND TRANSFERS	-	-	-	-
PUBLIC TV ACCESS, NET OF TRANSFERS	\$ 108,553	\$ 120,000	\$ 120,000	\$ 114,000
DEVELOPMENT FEES FUND				
Public Facilities Impact Fee	123,367	-	-	-
Burlingame Ave Parking in lieu Fees	23,286	-	-	-
Interest Income	24,509	78,000	78,000	86,000
DEVELOPMENT FEES, BEFORE TRANSFERS	171,162	78,000	78,000	86,000
Transfer In (Out) from General Fund	-	-	-	-
Transfer In (Out) from Streets CIP	-	-	-	-
TOTAL INTERFUND TRANSFERS	-	-	-	-
DEVELOPMENT FEES, NET OF TRANSFERS	\$ 171,162	\$ 78,000	\$ 78,000	\$ 86,000

CITY OF BURLINGAME, CA
 PROPOSED BUDGET FISCAL YEAR 2019-20
 ESTIMATED REVENUES AND INTERFUND TRANSFERS

FUND AND DESCRIPTION	2017-2018 ACTUAL	2018-19 BUDGET	2018-19 EST. ACTUAL	2019-20 PROPOSED
STORM DRAIN FUND				
Storm Drainage Fees	2,959,633	2,958,000	2,958,000	3,017,000
Interest Income	53,331	283,000	283,000	311,000
STORM DRAIN REVENUE, BEFORE TRANSFERS	3,012,964	3,241,000	3,241,000	3,328,000
Transfer In (Out) from General Fund	29,829	(15,000)	(15,000)	(15,000)
Transfer In (Out) from Capital Projects Fund	-	-	-	-
Transfer In (Out) from Burlingame Financing Authority	(2,059,239)	(2,063,089)	(2,063,089)	(2,068,139)
TOTAL INTRAFUND TRANSFERS	(2,029,410)	(2,078,089)	(2,078,089)	(2,083,139)
STORM DRAIN, NET OF TRANSFERS	\$ 983,554	\$ 1,162,911	\$ 1,162,911	\$ 1,244,861

ENTERPRISE FUNDS

WATER ENTERPRISE FUND

Sales	18,405,535	18,400,000	18,400,000	20,400,000
Penalties	30,185	30,000	30,000	30,500
Flows and Turn-ons	435	-	-	350
Fire Flow Inspections	12,369	10,000	10,000	10,000
Fire Services	31,560	30,000	30,000	32,000
Taps for New Meters	143,341	120,000	120,000	130,000
Sale of Recyclable	515	-	-	-
Interest Income	67,316	288,000	398,000	438,000
Miscellaneous Revenue	11,352	8,000	8,000	8,000
WATER FUND REVENUE, BEFORE TRANSFERS	18,702,607	18,886,000	18,996,000	21,048,850
Transfer In (Out) to Water Capital Projects Fund	(2,750,000)	(3,000,000)	(3,000,000)	(3,000,000)
Transfer In (Out) from Water Capital Projects Fund	2,750,000	3,000,000	3,000,000	3,000,000
Transfer In (Out) from General Fund	(1,293,887)	(937,822)	(937,822)	(970,815)
TOTAL INTERFUND TRANSFERS	(1,293,887)	(937,822)	(937,822)	(970,815)
Transfer In (Out) Pension Trust Fund	-	-	-	-
WATER FUND, NET OF TRANSFERS	\$ 17,408,720	\$ 17,948,178	\$ 18,058,178	\$ 20,078,035

SEWER ENTERPRISE FUND

Service Charges	14,397,997	15,100,000	14,895,000	14,200,000
Charges to Other Agencies	1,320,766	1,300,000	1,400,000	1,350,000
Discharge Permits	95,860	95,000	95,000	95,000
Connection Fees	21,167	10,000	115,000	10,000
Interest Income	70,666	288,000	423,000	465,000
Miscellaneous Revenue	31,000	-	-	-
SEWER FUND REVENUE, BEFORE TRANSFERS	15,937,457	16,793,000	16,928,000	16,120,000
Transfer In (Out) to Sewer Capital Projects Fund	(4,700,000)	(5,200,000)	(5,200,000)	(5,080,000)
Transfer In (Out) from Sewer Capital Projects Fund	4,700,000	5,200,000	5,200,000	5,080,000
Transfer In (Out) from General Fund	(1,085,859)	(721,279)	(721,279)	(738,815)
TOTAL INTERFUND TRANSFERS	(1,085,859)	(721,279)	(721,279)	(738,815)
Transfer In (Out) Pension Trust Fund	-	-	-	-
SEWER FUND, NET OF TRANSFERS	\$ 14,851,598	\$ 16,071,721	\$ 16,206,721	\$ 15,381,185

CITY OF BURLINGAME, CA
PROPOSED BUDGET FISCAL YEAR 2019-20
ESTIMATED REVENUES AND INTERFUND TRANSFERS

FUND AND DESCRIPTION	2017-2018 ACTUAL	2018-19 BUDGET	2018-19 EST. ACTUAL	2019-20 PROPOSED
SOLID WASTE MANAGEMENT FUND				
AB939 Administration	139,586	100,000	100,000	100,000
Management Fee	58,000	61,000	61,000	58,000
Household Hazardous Waste Fee	-	-	-	-
Rate Stabilization Fee	46,655	-	-	-
Steam Cleaning Downtown	160,450	171,000	171,000	163,000
Street Sweeping Fee	295,800	315,000	315,000	300,000
Landfill Closure	-	-	-	-
Interest Income	19,022	75,000	75,000	64,000
Miscellaneous Revenue	81,729	32,000	32,000	40,000
SOLID WASTE, BEFORE TRANSFERS	801,243	754,000	754,000	725,000
Transfer In (Out) from Building Fund	-	-	-	-
Transfer In (Out) from General Fund	(58,000)	(61,000)	(61,000)	(58,000)
TOTAL INTERFUND TRANSFERS	(58,000)	(61,000)	(61,000)	(58,000)
Transfer In (Out) Pension Trust Fund	-	-	-	-
SOLID WASTE, NET OF TRANSFERS	\$ 743,243	\$ 693,000	\$ 693,000	\$ 667,000
LANDFILL FUND				
Landfill Closure	464,656	485,000	485,000	505,000
Interest Income	5,300	22,000	22,000	24,000
LANDFILL FUND, BEFORE TRANSFERS	469,957	507,000	507,000	529,000
Transfer In (Out) from Solid Waste Fund	-	-	-	-
TOTAL INTERFUND TRANSFERS	-	-	-	-
Transfer In (Out) Pension Trust Fund	-	-	-	-
LANDFILL FUND, NET OF TRANSFERS	\$ 469,957	\$ 507,000	\$ 507,000	\$ 529,000
BUILDING INSPECTION FUND				
Construction Permits	3,645,248	1,180,000	1,180,000	1,180,000
Building Plan Check Fees	614,822	1,010,000	620,000	800,000
Imaging Fees	153,304	40,000	40,000	40,000
Interest Income	38,499	124,000	224,000	246,000
Miscellaneous Income	58,459	36,000	36,000	-
BUILDING INSPECTION, BEFORE TRANSFERS	4,510,332	2,390,000	2,100,000	2,266,000
Transfer In (Out) from Solid Waste Fund	-	-	-	-
Transfer In (Out) from General Fund	(99,000)	(104,300)	(104,300)	(108,000)
TOTAL INTERFUND TRANSFERS	(99,000)	(104,300)	(104,300)	(108,000)
Transfer In (Out) Pension Trust Fund	-	-	-	-
BUILDING, NET OF TRANSFERS	\$ 4,411,332	\$ 2,285,700	\$ 1,995,700	\$ 2,158,000

CITY OF BURLINGAME, CA
PROPOSED BUDGET FISCAL YEAR 2019-20
ESTIMATED REVENUES AND INTERFUND TRANSFERS

FUND AND DESCRIPTION	2017-2018 ACTUAL	2018-19 BUDGET	2018-19 EST. ACTUAL	2019-20 PROPOSED
PARKING ENTERPRISE FUND				
Parking Fees	2,461,257	2,475,000	2,487,000	2,450,000
Monthly Parking Permits	343,680	356,000	344,000	370,000
Electric Vehicle Charging Station	15,449	15,000	15,000	15,000
Interest Income	33,846	128,000	208,000	229,000
Miscellaneous Revenue	1,624	-	-	-
PARKING REVENUE, BEFORE TRANSFERS	2,855,856	2,974,000	3,054,000	3,064,000
Transfer In (Out) from Parking Capital Projects Fund	4,941	-	(318,000)	(2,650,000)
Transfer In (Out) from Parking Capital Projects Fund	(4,941)	-	318,000	2,650,000
Transfer In (Out) to General Fund	(326,927)	(333,088)	(333,088)	(337,189)
Transfer In (Out) from Burlingame Financing Authority	-	-	-	-
TOTAL INTRAFUND TRANSFERS	(326,927)	(333,088)	(333,088)	(337,189)
Transfer In (Out) Pension Trust Fund	-	-	-	-
PARKING REVENUE, NET OF TRANSFERS	\$ 2,528,929	\$ 2,640,912	\$ 2,720,912	\$ 2,726,811

INTERNAL SERVICE FUNDS

Miscellaneous Revenue (Non-City)	63,539	55,000	55,000	15,000
Interest Income	76,521	318,000	318,000	349,000
ISF REVENUE, BEFORE TRANSFERS	140,060	373,000	373,000	364,000
Transfer In (Out) from General Fund	-	-	-	-
TOTAL INTERFUND TRANSFERS	-	-	-	-
Transfer In (Out) from Pension Trust Fund	-	-	-	-
Transfer In (Out) Pension Trust Fund	-	-	-	-
ISF REVENUE, NET OF TRANSFERS	\$ 140,060	\$ 373,000	\$ 373,000	\$ 364,000

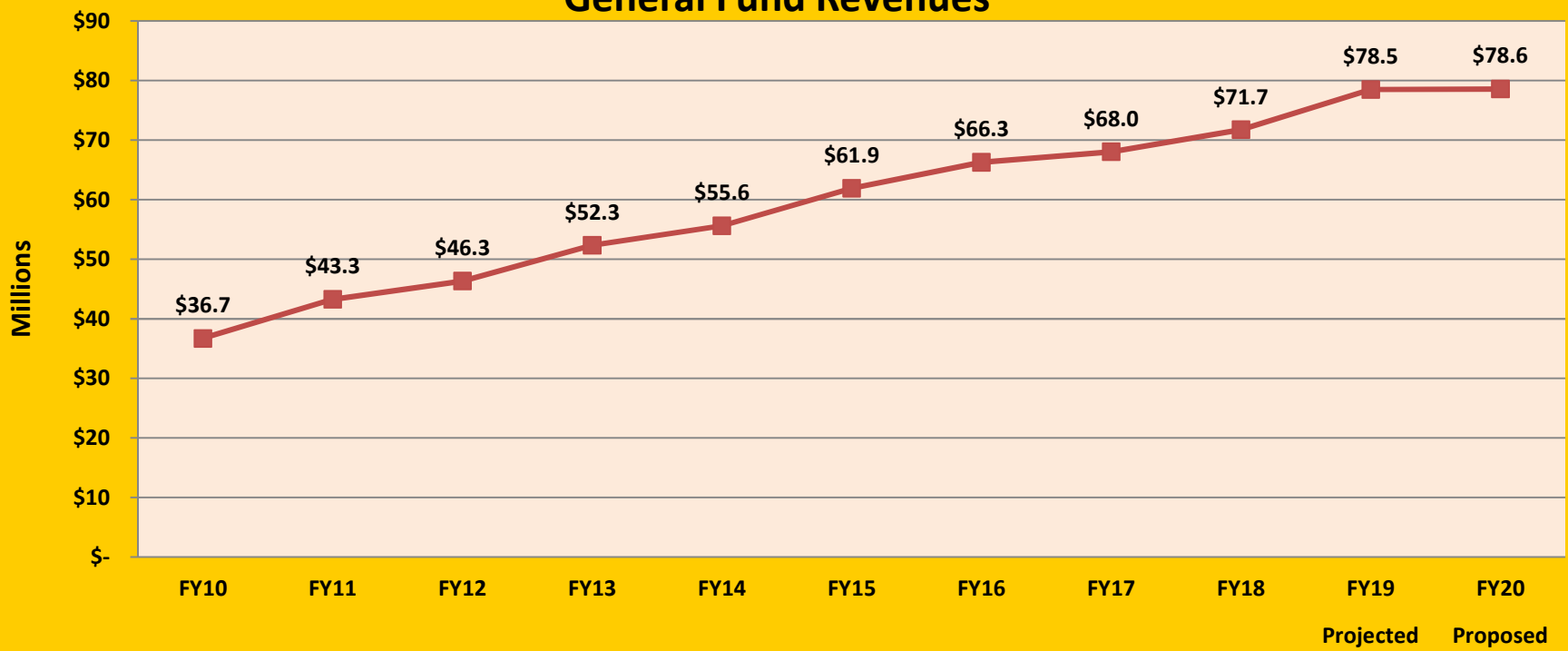
CAPITAL PROJECT FUNDS (ALL FUNDS, PROGRAMS & SUB-PROGRAMS)

Federal, State or Local Grants	-	-	-	-
Reimbursement Share - City of Millbrae	-	-	-	900,000
50/50 Sidewalk Assessment	274,016	-	-	-
Strategic Growth Grant - GP Update	280,434	89,000	89,000	-
OBAG BPIP - Carolan Complete Streets	938,059	-	-	-
Miscellaneous Revenue	-	200,000	200,000	-
C/CAG Measure M	-	130,000	130,000	140,000
CAPITAL PROJ REVENUE, BEFORE TRANSFERS	1,492,509	419,000	419,000	1,040,000
Transfer In (Out) from General Fund (CIP Projects)	7,120,800	7,240,000	10,359,000	7,965,000
Transfer In (Out) from General Fund (CIP Investment Reserve)	5,300,000	3,000,000	3,000,000	6,500,000
Transfer In (Out) from Gas Tax & Measure A Fund	3,654,000	1,735,000	1,735,000	1,850,000
Transfer In (Out) from Measure I	-	575,000	575,000	1,200,000
Transfer In (Out) from Burlingame Financing Authority	2,516,215	4,020,000	4,020,000	3,200,000
TOTAL INTERFUND TRANSFERS	18,591,015	16,570,000	19,689,000	20,715,000
CAP PROJ REVENUE, NET OF TRANSFERS	\$ 20,083,524	\$ 16,989,000	\$ 20,108,000	\$ 21,755,000

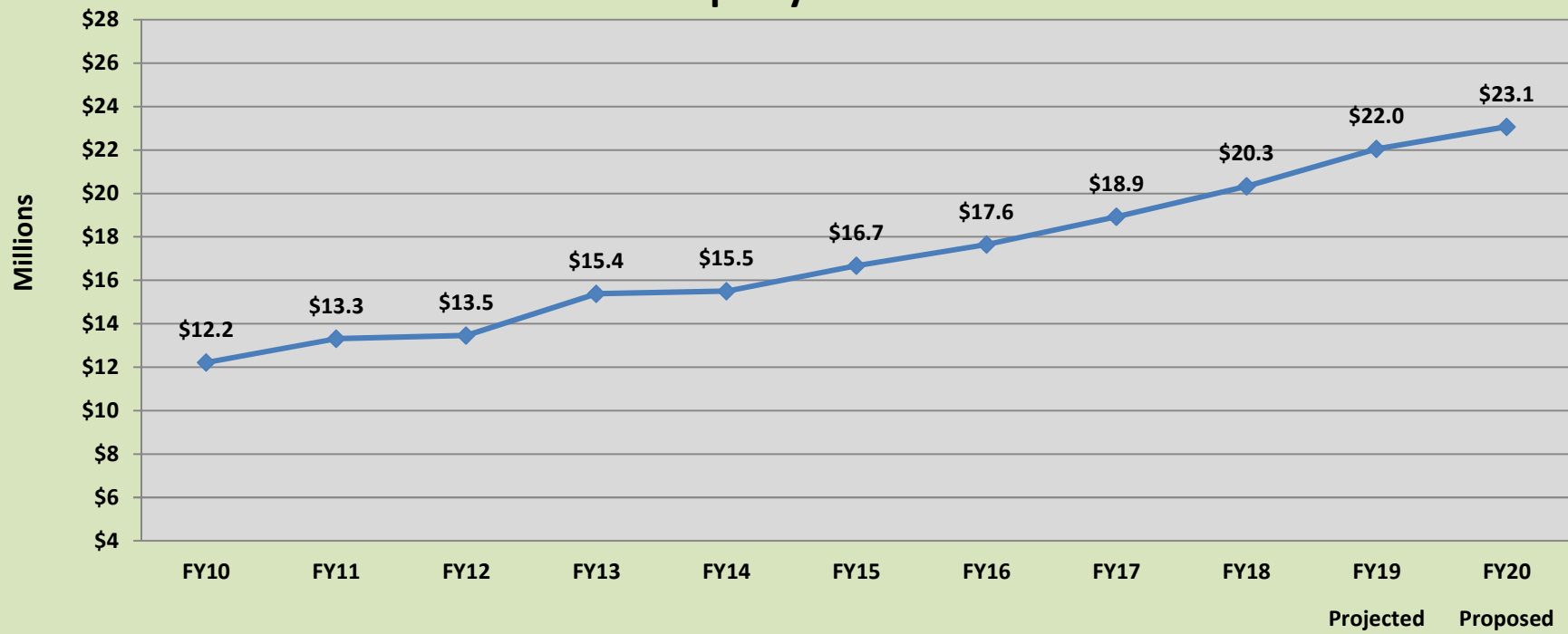
CITY OF BURLINGAME, CA
 PROPOSED BUDGET FISCAL YEAR 2019-20
 ESTIMATED REVENUES AND INTERFUND TRANSFERS

FUND AND DESCRIPTION	2017-2018 ACTUAL	2018-19 BUDGET	2018-19 EST. ACTUAL	2019-20 PROPOSED
OTHER FUNDS				
SHUTTLE BUS PROGRAM FUND				
Grants & Contributions	95,750	72,000	72,000	72,000
SHUTTLE REVENUE, BEFORE TRANSFERS	95,750	72,000	72,000	72,000
Transfer In (Out) from General Fund	140,000	143,500	143,500	143,500
TOTAL INTERFUND TRANSFERS	140,000	143,500	143,500	143,500
SHUTTLE REVENUE, NET OF TRANSFERS	\$ 235,750	\$ 215,500	\$ 215,500	\$ 215,500
OTHER LOCAL GRANTS & DONATIONS				
Youth Scholarship Donation	-	-	-	-
Grant Revenue	323,378	-	-	-
Interest Income	(4,310)	4,000	4,000	4,000
DONATIONS, BEFORE TRANSFERS	319,068	4,000	4,000	4,000
Transfer In (Out) from Capital Projects Fund	-	-	-	-
Transfer In (Out) from General Fund	-	-	-	-
TOTAL INTERFUND TRANSFERS	-	-	-	-
DONATIONS, NET OF TRANSFERS	\$ 319,068	\$ 4,000	\$ 4,000	\$ 4,000
DEBT SERVICE FUND				
BURLINGAME FINANCING AUTHORITY				
Other Financing Source-2016 Storm Drain	-	-	-	-
IRS Refund (BAB's)	155,108	155,000	155,000	156,000
Interest Income	125,832	95,000	95,000	104,000
Miscellaneous Revenue	-	-	-	-
DEBT SERVICE FUND REVENUE, BEFORE TRANSFERS	280,941	250,000	250,000	260,000
Transfer In (Out) from Measure I Fund	-	1,000,000	1,000,000	1,000,000
Transfer In (Out) from Storm Drain Fund	2,059,239	2,063,089	2,063,089	2,068,139
Transfer In (Out) from General Fund	5,574,988	3,684,811	3,684,811	3,708,763
Transfer In (Out) to Capital Project Fund (Storm Drain CIP)	(2,516,215)	(4,020,000)	(4,020,000)	(3,200,000)
TOTAL INTERFUND TRANSFERS	5,118,012	2,727,900	2,727,900	3,576,902
FINANCING AUTH, NET OF TRANSFERS	\$ 5,398,953	\$ 2,977,900	\$ 2,977,900	\$ 3,836,902
GRAND TOTAL (ALL FUNDS), GROSS REVENUE	122,702,608	124,352,500	127,796,900	130,342,350
GRAND TOTAL (ALL FUNDS), NET OF TRANSFERS	\$ 122,702,608	\$ 124,352,500	\$ 127,796,900	\$ 130,342,350

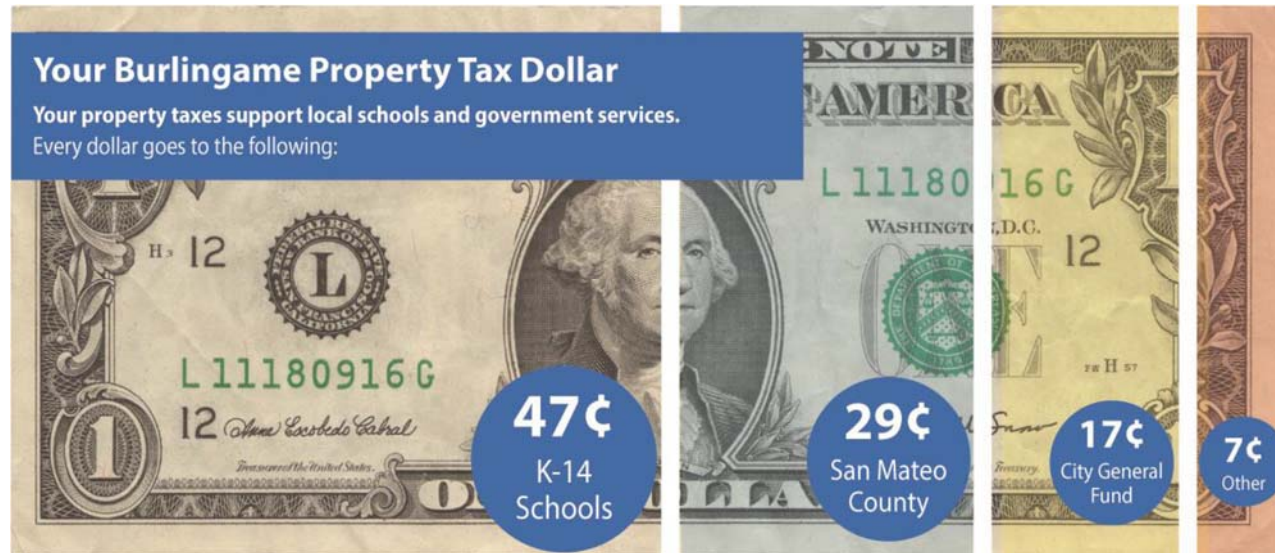
City of Burlingame, CA General Fund Revenues



City of Burlingame, CA Property Taxes

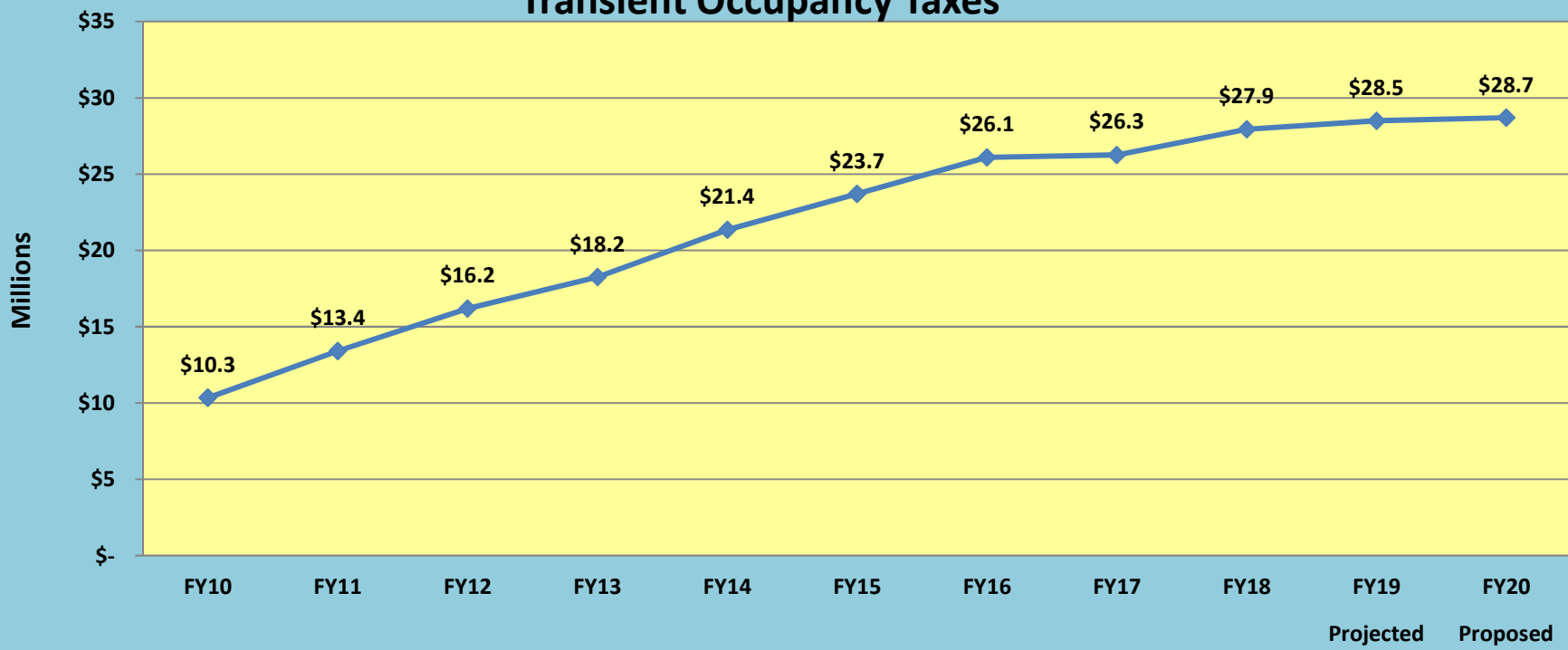


Where do your Burlingame property tax dollars go?

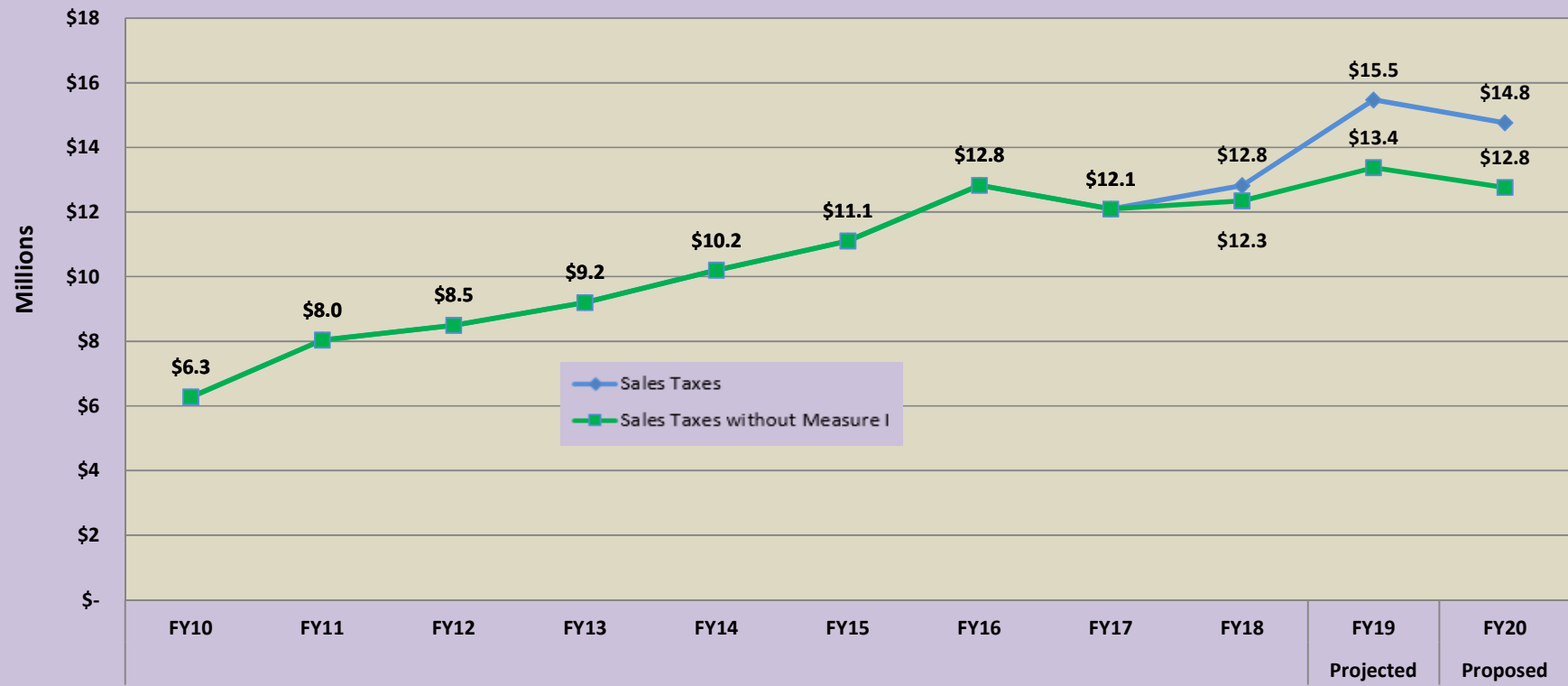


Burlingame property owners pay approximately 1.1% of the assessed value of their property in taxes each year. This includes the maximum of 1.0% percent allowed under California Proposition 13 plus an additional 0.1% agreed to by voters to support educational districts, including the San Mateo County Community College District, the High School District, and the Elementary School District. Of the 1.0% collected as allowed under Proposition 13, the County of San Mateo receives 29 cents of every dollar, 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.

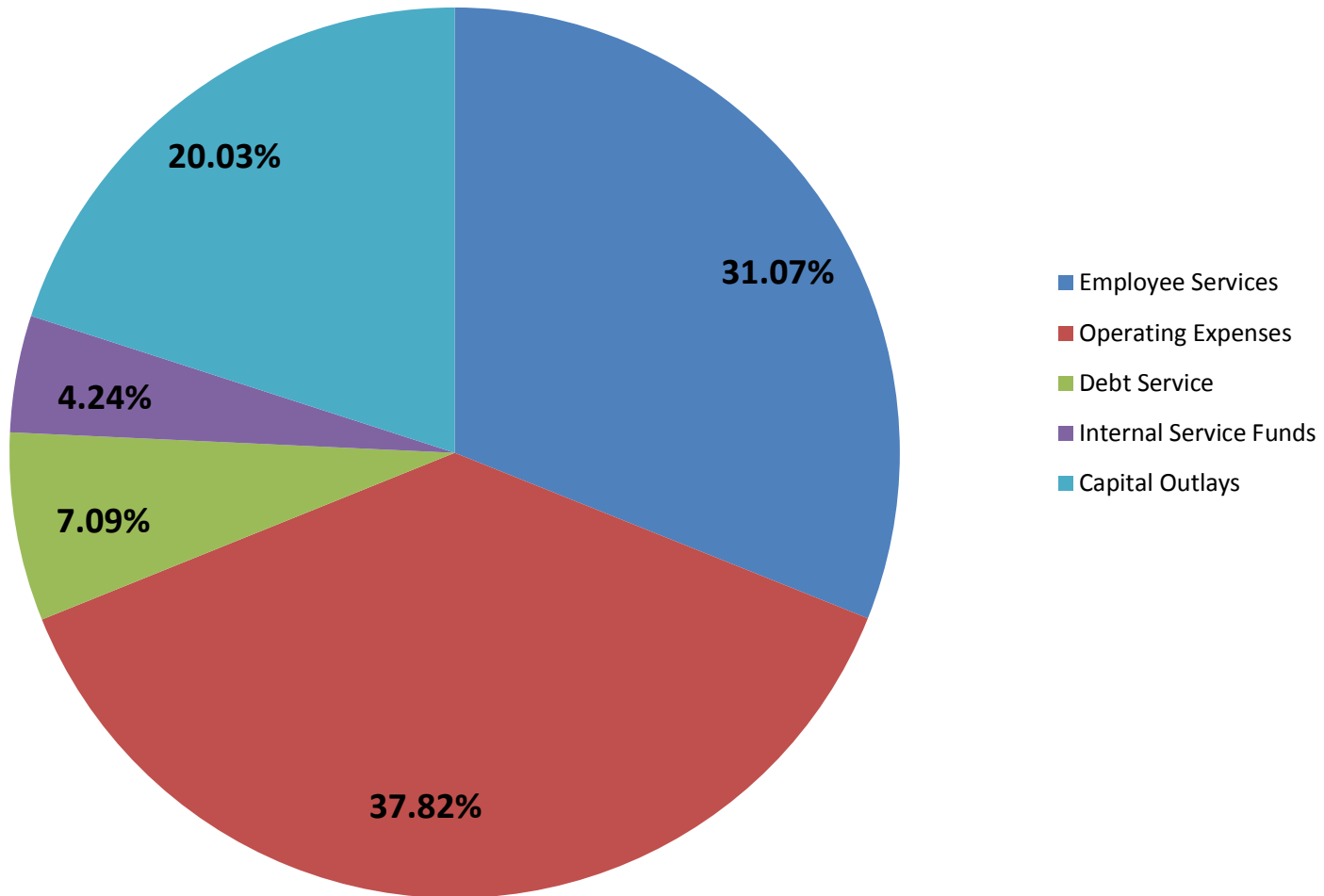
City of Burlingame, CA Transient Occupancy Taxes



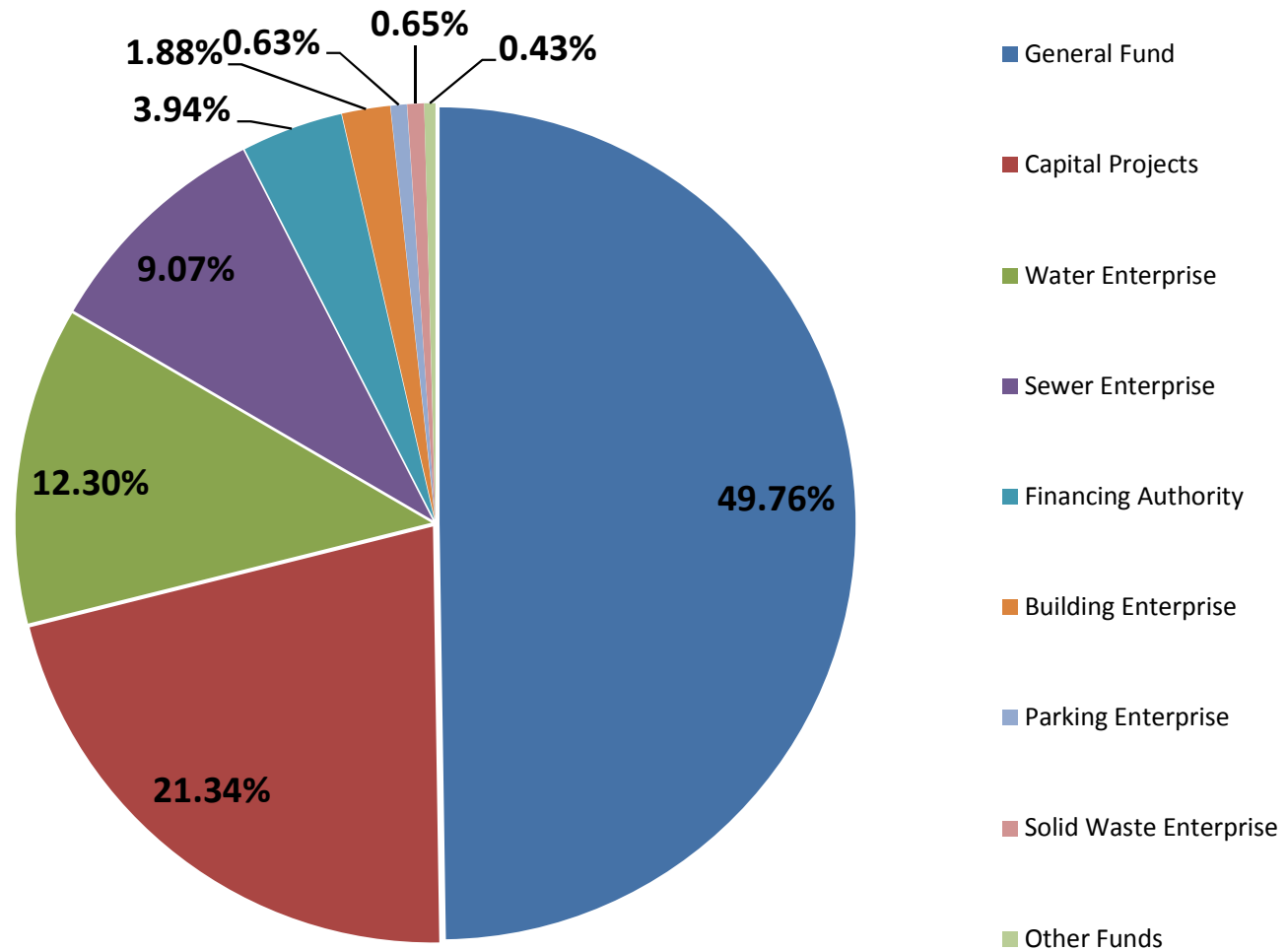
City of Burlingame, CA Sales and Use Taxes



Proposed FY 2019-20 Expenses by Type



Proposed FY 2019-20 Appropriations by Major Fund



CITY OF BURLINGAME
PROPOSED BUDGET FISCAL YEAR 2019-20
EXPENSES BY DEPARTMENT & TYPE

DEPARTMENT	EMPLOYEE SERVICES	OPERATING EXPENSES	DEBT SERVICE	CAPITAL OUTLAY	INTERNAL SERVICES	RECOVERIES	TOTAL BUDGET
GENERAL FUND							
Central County Fire Department	\$ -	\$ 11,782,359	\$ -	\$ -	\$ -	\$ -	\$ 11,782,359
City Attorney	799,352	276,636	-	-	48,176	-	1,124,164
City Clerk	268,674	122,033	-	-	30,222	-	420,929
City Council	158,081	275,706	-	-	174	-	433,961
City Manager	648,210	197,663	-	-	50,899	-	896,772
Community Development - Planning	1,450,823	463,436	-	-	104,898	-	2,019,157
Elections	-	150,000	-	-	-	-	150,000
Finance	1,797,272	626,433	-	-	161,522	-	2,585,227
Human Resources	588,190	290,226	-	-	60,600	-	939,016
Library	3,927,342	1,239,914	-	-	573,695	-	5,740,951
Parks	3,255,428	1,534,898	-	81,000	371,756	-	5,243,082
Police	11,633,101	2,478,683	-	120,000	921,207	-	15,152,991
Police - Communications	1,409,648	260,451	-	-	16,256	-	1,686,355
Police - Parking Enforcement	583,229	118,900	-	-	12,673	-	714,802
Public Works - Engineering	2,639,339	806,925	-	-	243,712	-	3,689,976
Public Works - Street & Storm Drains	1,419,778	1,036,081	-	17,500	1,069,605	-	3,542,964
Recreation	2,156,977	2,043,396	-	-	504,857	-	4,705,230
Recreation - Aquatic Center	-	309,000	-	-	-	-	309,000
Public Works Allocation to CIP	-	-	-	-	-	(880,000)	(880,000)
Total General Fund	32,735,444	24,012,740	-	218,500	4,170,252	(880,000)	60,256,936
BURLINGAME FINANCING AUTHORITY	-	33,300	4,744,002	-	-	-	4,777,302
SPECIAL REVENUE FUNDS							
Burlingame Ave. Special Assessment	-	-	-	-	-	-	-
Development Fees	-	-	-	-	-	-	-
Federal & State Grants	-	-	-	-	-	-	-
Gas Tax	-	-	-	-	-	-	-
Public TV Access	-	-	-	-	-	-	-
Storm Drain	-	-	-	-	-	-	-
Traffic Safety	-	-	-	-	-	-	-
Total Special Revenue Funds	-	-	-	-	-	-	-

CITY OF BURLINGAME
PROPOSED BUDGET FISCAL YEAR 2019-20
EXPENSES BY DEPARTMENT & TYPE

DEPARTMENT	EMPLOYEE SERVICES	OPERATING EXPENSES	DEBT SERVICE	CAPITAL OUTLAY	INTERNAL SERVICES	RECOVERIES	TOTAL BUDGET
INTERNAL SERVICE FUNDS*							
Administrative & Information Technology	101,429	1,056,581	-	-	-	(1,158,000)	10
Facilities Services	837,052	921,239	-	15,000	50,720	(1,809,010)	15,001
Fleet & Equipment Maintenance	469,359	325,476	-	289,000	61,165	(1,175,257)	(30,257)
OPEB Retiree Medical	-	4,907,912	-	-	-	(4,882,712)	25,200
Risk Management - General Liability	-	1,510,000	-	-	-	(1,510,000)	-
Risk Management - Worker's Comp	-	897,000	-	-	-	(848,623)	48,377
Total Internal Service Funds	1,407,840	9,618,208	-	304,000	111,885	(11,383,602)	58,331
*Budgets are allocated to operating departments or funded via reserves.							
ENTERPRISE FUNDS							
Solid Waste Enterprise	430,410	221,534	-	-	141,151	-	793,095
Landfill Enterprise	64,602	186,506	-	-	705	-	251,813
Parking Enterprise	234,918	398,980	-	29,645	97,210	-	760,753
Building Enterprise	1,140,062	1,015,190	-	-	119,477	-	2,274,729
Water Enterprise	2,955,988	9,434,532	1,941,600	87,841	479,916	-	14,899,877
Sewer Enterprise	2,478,899	5,314,150	2,431,155	228,000	531,771	-	10,983,975
Total Enterprise Fund	7,304,879	16,570,892	4,372,755	345,486	1,370,230	-	29,964,242
CAPITAL PROJECT FUNDS							
Facilities CIP	-	-	-	2,000,000	-	-	2,000,000
Parking & Garages CIP	-	-	-	2,650,000	-	-	2,650,000
Parks & Trees CIP	-	-	-	3,305,000	-	-	3,305,000
Sewer CIP	-	-	-	5,080,000	-	-	5,080,000
Storm Drain CIP	-	-	-	4,100,000	-	-	4,100,000
Streets CIP	-	-	-	5,710,000	-	-	5,710,000
Water CIP	-	-	-	3,000,000	-	-	3,000,000
Total Capital Project Funds	-	-	-	25,845,000	-	-	25,845,000
OTHER FUNDS							
Shuttle Bus	-	215,500	-	-	-	-	215,500
Total Other Funds	-	215,500	-	-	-	-	215,500
TOTAL BUDGET - ALL FUNDS	\$ 41,448,163	\$ 50,450,640	\$ 9,116,757	\$ 26,712,986	\$ 5,652,367	\$ (12,263,602)	\$ 121,117,311

CITY OF BURLINGAME
PROPOSED BUDGET FISCAL YEAR 2019-20
BUDGET SUMMARY - SUMMARY OF REVENUES & EXPENSES BY FUND

FUND AND DESCRIPTION	ESTIMATED REVENUES	TRANSFER IN (OUT)	NET REVENUES	OPERATING EXPENSES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL APPROPRIATION	BUDGET YEAR SURPLUS / (DEFICIT)
GENERAL FUND	\$ 78,771,500	\$ (17,973,444)	\$ 60,798,056	\$ (60,038,436)	\$ -	\$ (218,500)	\$ (60,256,936)	\$ 541,120
SPECIAL REVENUE FUNDS								
Traffic Safety Fund	-	-	-	-	-	-	-	-
Burlingame Ave. Special Assessment	318,000	(310,000)	8,000	-	-	-	-	8,000
Federal & State Grants	-	-	-	-	-	-	-	-
Measure A & Gas Tax Fund	2,232,000	(1,856,000)	376,000	-	-	-	-	376,000
Public TV Access Fund	114,000	-	114,000	-	-	-	-	114,000
Development Fees Fund	86,000	-	86,000	-	-	-	-	86,000
Storm Drain Fund	3,328,000	(2,083,139)	1,244,861	-	-	-	-	1,244,861
Total, Special Revenue Funds	6,078,000	(4,249,139)	1,828,861	-	-	-	-	1,828,861
BURLINGAME FINANCING AUTHORITY	260,000	3,576,902	3,836,902	(33,300)	(4,744,002)	-	(4,777,302)	(940,400)
ENTERPRISE FUNDS								
Water Enterprise Fund	21,048,850	(970,815)	20,078,035	(12,870,436)	(1,941,600)	(87,841)	(14,899,877)	5,178,158
Sewer Enterprise Fund	16,120,000	(738,815)	15,381,185	(8,324,820)	(2,431,155)	(228,000)	(10,983,975)	4,397,210
Solid Waste Fund	725,000	(58,000)	667,000	(793,095)	-	-	(793,095)	(126,095)
Landfill Fund	529,000	-	529,000	(251,813)	-	-	(251,813)	277,187
Building Inspection Fund	2,266,000	(108,000)	2,158,000	(2,274,729)	-	-	(2,274,729)	(116,729)
Parking Enterprise Fund	3,064,000	(337,189)	2,726,811	(731,108)	-	(29,645)	(760,753)	1,966,058
Total, Enterprise Funds	43,752,850	(2,212,819)	41,540,031	(25,246,001)	(4,372,755)	(345,486)	(29,964,242)	11,575,789
INTERNAL SERVICE FUNDS								
Administrative & Information Technology ISF	13,000	-	13,000	(10)	-	-	(10)	12,990
Facilities Maintenance ISF	7,000	-	7,000	(1)	-	(15,000)	(15,001)	(8,001)
Fleet & Equipment Maintenance ISF	139,000	-	139,000	319,257	-	(289,000)	30,257	169,257
OPEB Retiree Medical ISF	-	-	-	(25,200)	-	-	(25,200)	(25,200)
Risk Management - General Liability ISF	79,000	-	79,000	-	-	-	-	79,000
Risk Management - Worker's Comp ISF	126,000	-	126,000	(48,377)	-	-	(48,377)	77,623
Pension Trust Fund	-	-	-	-	-	-	-	-
Total, Internal Service Funds	364,000	-	364,000	245,669	-	(304,000)	(58,331)	305,669
CAPITAL PROJECT FUNDS								
Facilities CIP	-	2,000,000	2,000,000	-	-	(2,000,000)	(2,000,000)	-
Parking & Garages CIP	-	-	-	-	-	(2,650,000)	(2,650,000)	(2,650,000)
Parks & Trees CIP	-	3,305,000	3,305,000	-	-	(3,305,000)	(3,305,000)	-
Sewer CIP	-	-	-	-	-	(5,080,000)	(5,080,000)	(5,080,000)
Storm Drain CIP	900,000	3,200,000	4,100,000	-	-	(4,100,000)	(4,100,000)	-
Streets CIP	140,000	5,710,000	5,850,000	-	-	(5,710,000)	(5,710,000)	140,000
Water CIP	-	-	-	-	-	(3,000,000)	(3,000,000)	(3,000,000)
CIP Renewal & Replacement Reserve	-	6,500,000	6,500,000	-	-	-	-	6,500,000
Total, Capital Project Funds	1,040,000	20,715,000	21,755,000	-	-	(25,845,000)	(25,845,000)	(4,090,000)
OTHER FUNDS								
Other Local Grants & Donations	4,000	-	4,000	-	-	-	-	4,000
Shuttle Bus Fund	72,000	143,500	215,500	(215,500)	-	-	(215,500)	-
Total, Other Funds	76,000	143,500	219,500	(215,500)	-	-	(215,500)	4,000
TOTAL, ALL FUNDS CITY-WIDE	\$ 130,342,350	\$ -	\$ 130,342,350	\$ (85,287,568)	\$ (9,116,757)	\$ (26,712,986)	\$ (121,117,311)	\$ 9,225,039

CITY OF BURLINGAME
PROPOSED BUDGET FISCAL YEAR 2019-20
DEBT SERVICE OBLIGATIONS

	General Fund	Storm Drain	Water Enterprise	Sewer Enterprise	Parking Enterprise	Burlingame Avenue District
FUNDING SOURCE FOR DEBT SERVICE						
General Fund	99,915	0	0	0	0	0
Storm Drain Fees	0	2,068,139	0	0	0	0
Burlingame Avenue Special Assessment District	0	0	0	0	0	310,000
Water Rates	513,015	0	2,461,276	0	0	0
Sewer Rates	513,015	0	0	2,948,611	0	0
Parking Rates - Meters & Permits	0	0	0	0	247,189	0
Total Revenue for Debt Service	1,125,945	2,068,139	2,461,276	2,948,611	247,189	310,000
APPROPRIATION FOR DEBT SERVICE						
Principal						
2006 Pension Obligation Bonds	505,000	0	0	0	0	0
2010 Corp Yard Lease Refunding Bonds	1,085,000	0	0	0	0	0
2010 Storm Drain Revenue Bonds	0	275,000	0	0	0	0
2012 Burlingame Streetscape Lease Revenue Bonds	245,000	0	0	0	0	0
2012 Storm Drain Revenue Bonds	0	325,000	0	0	0	0
2016 Storm Drain Revenue Bonds	0	295,000	0	0	0	0
2011 Water & Wastewater Refunding Bonds	0	0	210,000	120,000	0	0
2003 State Water Resources Control Board	0	0	0	586,075	0	0
2010 State Water Resources Control Board	0	0	0	254,966	0	0
2013 Water & Wastewater Refunding Bonds	0	0	540,000	275,000	0	0
2016 Water & Wastewater Refunding Bonds	0	0	495,000	455,000	0	0
Total Principal	1,835,000	895,000	1,245,000	1,691,041	0	0
Transfer (In) Out - 2010 Corp Yard Lease Refunding	(723,261)	0	361,631	361,631	0	0
Transfer (In) Out - 2006 Pension Obligation Bonds	(126,250)	0	63,125	63,125	0	0
Transfer (In) Out - 2012 Streetscape Lease Bonds	(245,000)	0	0	0	108,691	136,309
Subtotal, Transfer (In) / Out	(1,094,511)	0	424,756	424,756	108,691	136,309
Total Adjusted Principal	740,489	895,000	1,669,756	2,115,797	108,691	136,309
Interest						
2006 Pension Obligation Bonds	471,500	0	0	0	0	0
2010 Corp Yard Lease Refunding Bonds	82,775	0	0	0	0	0
2010 Storm Drain Revenue Bonds	0	496,220	0	0	0	0
2012 Burlingame Streetscape Lease Bonds	306,488	0	0	0	0	0
2012 Storm Drain Revenue Bonds	0	299,144	0	0	0	0
2016 Storm Drain Revenue Bonds	0	357,875	0	0	0	0
2011 Water & Wastewater Refunding Bonds	0	0	109,813	62,438	0	0
2003 State Water Resources Control Board	0	0	0	128,001	0	0
2010 State Water Resources Control Board	0	0	0	118,063	0	0
2013 Water & Wastewater Refunding Bonds	0	0	257,838	130,463	0	0
2016 Water & Wastewater Refunding Bonds (2007)	0	0	328,950	301,150	0	0
Total Interest	860,763	1,153,239	696,601	740,115	0	0
Transfer (In) Out - 2010 Corp Yard Lease Refunding	(55,178)	0	27,589	27,589	0	0
Transfer (In) Out - 2006 Pension Obligation Bonds	(117,875)	0	58,938	58,938	0	0
Transfer (In) Out - 2012 Streetscape Lease Bonds	(306,488)	0	0	0	135,969	170,519
Subtotal, Transfer (In) / Out	(479,541)	0	86,526	86,526	135,969	170,519
Total Adjusted Interest	381,222	1,153,239	783,127	826,641	135,969	170,519
Debt Administration						
General Long-Term Debt	13,400	0	0	0	0	0
Storm Drain Long-Term Debt	0	19,900	0	0	0	0
Enterprise Long-Term Debt	0	0	6,660	4,440	0	0
Total Debt Administration	13,400	19,900	6,660	4,440	0	0
Transfer (In) Out - 2010 Corp Yard Lease Refunding	(2,466)	0	1,233	1,233	0	0
Transfer (In) Out - 2006 Pension Obligation Bonds	(1,000)	0	500	500	0	0
Transfer (In) Out - 2012 Streetscape Lease Bonds	(5,700)	0	0	0	2,529	3,171
Subtotal, Transfer (In) / Out	(9,166)	0	1,733	1,733	2,529	3,171
Total Adjusted Debt Administration	4,234	19,900	8,393	6,173	2,529	3,171
Total Expenditures for Debt Service	1,125,945	2,068,139	2,461,276	2,948,611	247,189	310,000
Recap of Debt Service-Related Expenditure						
Direct Debt Service	2,695,763	2,048,239	1,941,601	2,431,156	0	0
Debt Administration	13,400	19,900	6,660	4,440	0	0
Contributions / Reimbursements via Transfers (In) Out	(1,583,218)	0	513,015	513,015	247,189	310,000
Total Debt Service-Related Expenditure	1,125,945	2,068,139	2,461,276	2,948,611	247,189	310,000

CITY OF BURLINGAME, CA
PROPOSED BUDGET FISCAL YEAR 2019-20
BUDGET SUMMARIES BY DEPARTMENT

DEPARTMENT	FY 2018-19 Adopted	FY 2019-20 Proposed	% Percent of Total	Chg Since PY (\$)	Chg Since PY (%)
General Fund					
City Council	\$ 385,071	\$ 433,961	0%	48,890	13%
City Manager	849,583	896,772	1%	47,189	6%
City Attorney	948,990	1,124,164	1%	175,174	18%
City Clerk	392,391	420,929	0%	28,538	7%
Elections	-	150,000	0%	150,000	-
Finance	2,369,665	2,585,227	2%	215,562	9%
Human Resources	921,539	939,016	1%	17,477	2%
Community Development - Planning	1,941,729	2,019,157	2%	77,428	4%
Library	5,554,025	5,740,951	5%	186,926	3%
Police	14,952,892	15,152,991	13%	200,099	1%
Police - Communications	1,632,903	1,686,355	1%	53,452	3%
Police - Parking Enforcement	682,090	714,802	1%	32,712	5%
Fire - Central County Fire Dept (CCFD)	11,106,979	11,782,359	10%	675,380	6%
Public Works - Engineering	3,581,576	3,689,976	3%	108,400	3%
Public Works - Streets & Storm Drainage	3,413,853	3,542,964	3%	129,111	4%
Recreation	4,771,800	4,705,230	4%	(66,570)	-1%
Parks	5,016,926	5,243,082	4%	226,156	5%
Aquatics Center	602,800	309,000	0%	(293,800)	-49%
Public Works Allocation to CIP	(850,000)	(880,000)	-1%	(30,000)	4%
Subtotal, Operating Budget	58,274,812	60,256,936	50%	1,982,124	3%
Burlingame Financing Authority	4,747,600	4,777,302	4%	29,702	1%
Enterprise Funds					
Building Inspection	2,137,350	2,274,729	2%	137,379	6%
Landfill Fund	258,004	251,813	0%	(6,191)	-
Parking Enterprise	792,492	760,753	1%	(31,739)	-4%
Sewer Enterprise (Maintenance & Treatment)	10,915,726	10,983,975	9%	68,249	1%
Solid Waste Enterprise	797,284	793,095	1%	(4,189)	-1%
Water Enterprise	14,865,720	14,899,877	12%	34,157	0%
Total Operating Budget	29,766,576	29,964,242	25%	197,666	1%
Special Revenue Funds					
Traffic Safety	-	-	0%	-	-
Burlingame Ave. Special Assessment	-	-	0%	-	-
Federal & State Grants	-	-	0%	-	-
Gas Tax	-	-	0%	-	-
Development Fees	-	-	0%	-	-
Storm Drain	-	-	0%	-	-
Public TV Access	-	-	0%	-	-
Total Operating Budget	-	-	0%	-	0%
Other Funds					
Internal Service Funds*	946,666	58,331	0%	(888,335)	-94%
Shuttle Bus	215,500	215,500	0%	-	0%
Total Operating Budget	1,162,166	273,831	0%	(888,335)	-76%
* includes recoveries					
Subtotal, Operating Expenditures	93,951,154	95,272,311	79%	1,321,157	1%
Capital Improvement Programs	22,100,000	25,845,000	21%	3,745,000	17%
TOTAL OPERATING & CAPITAL BUDGET	\$ 116,051,154	\$ 121,117,311	100%	\$ 5,066,157	4%

CITY OF BURLINGAME, CA
PROPOSED BUDGET FISCAL YEAR 2019-20
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS

Department	2018-19 Budget	2019-20 Proposed	Change Since Prior Year
GENERAL FUND			
City Attorney	3.40	3.40	0.00
City Clerk	1.50	1.50	0.00
City Manager	2.13	2.13	0.00
Community Development - Planning	6.75	6.75	0.00
Finance	10.25	10.25	0.00
Human Resources	3.00	3.00	0.00
Library	22.88	23.00	0.12
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	12.75	12.75	0.00
Public Works - Streets & Storm Drain	8.03	8.03	0.00
Recreation	11.25	11.25	0.00
Total General Fund	161.44	161.56	0.12
ENTERPRISE & INTERNAL SERVICE FUNDS			
Sewer Enterprise	15.48	15.48	0.00
Solid Waste Enterprise	3.00	3.00	0.00
Landfill Enterprise	0.25	0.25	0.00
Parking Enterprise	2.00	2.00	0.00
Community Development - Building	6.00	6.00	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
Water Enterprise	17.48	17.48	0.00
Total Enterprise & Int Svc Funds	52.71	52.71	-
Grand Totals, City-Wide	214.15	214.27	0.12

CITY OF BURLINGAME, CA

PROPOSED BUDGET FISCAL YEAR 2019-20

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

	General Fund		Storm Drain (Special Revenue)		Measure A/Gas Tax	
	2018-19 EST. ACTUALS	2019-20 PROJECTED	2018-19 EST. ACTUALS	2019-20 PROJECTED	2018-19 EST. ACTUALS	2019-20 PROJECTED
FUND BALANCE (SPENDABLE)						
Beginning of the year	\$ 36,372,181	\$ 39,919,197	\$ 4,195,033	\$ 5,357,944	\$ 964,997	\$ 1,320,997
REVENUES						
Revenues	78,486,900	78,771,500	3,241,000	3,328,000	2,097,000	2,232,000
EXPENSES						
Operating Expenses	(58,666,062)	(60,256,936)	-	-	-	-
NET AVAILABLE REVENUES	19,820,838	18,514,564	3,241,000	3,328,000	2,097,000	2,232,000
TRANSFERS IN (OUT)						
Transfers - Capital Investment Reserve	(3,000,000)	(6,500,000)	-	-	-	-
Transfers - Capital Projects Fund	(10,934,000)	(9,165,000)	-	-	(1,735,000)	(1,850,000)
Transfers - Burlingame Financing Authority	(3,109,939)	(3,125,945)	(2,063,089)	(2,068,139)	-	-
Other Transfers In (Out)	770,117	817,501	(15,000)	(15,000)	(6,000)	(6,000)
Subtotal, Transfers Out	(16,273,822)	(17,973,444)	(2,078,089)	(2,083,139)	(1,741,000)	(1,856,000)
CHANGE IN NET POSITION	3,547,016	541,120	1,162,911	1,244,861	356,000	376,000
FUND BALANCE (SPENDABLE)						
End of year	\$ 39,919,197	\$ 40,460,317	\$ 5,357,944	\$ 6,602,805	\$ 1,320,997	\$ 1,696,997
ASSIGNED FUND BALANCE	2018-19	2019-20	2018-19	2019-20	2018-19	2019-20
City Council Reserves (Assignments)						
Economic Stabilization Reserve	18,837,000	18,905,000	-	-	-	-
Catastrophic Reserve	2,000,000	2,000,000	-	-	-	-
Contingency Reserve	500,000	500,000	-	-	-	-
Operating Reserve	-	-	810,250	832,000	-	-
Storm Drain Rate Stabilization Reserve	-	-	324,100	332,800	-	-
Debt Service Reserve	-	-	2,063,089	2,068,139	-	-
Capital Improvements Reserve	-	-	-	-	-	-
Subtotal, Assigned Fund Balance	21,337,000	21,405,000	3,197,439	3,232,939	-	-
Restricted for Pension Trust Fund (PARS)	6,977,920	9,934,920	-	-	-	-
UNASSIGNED FUND BALANCE (DEFICIT)	11,604,277	9,120,397	2,160,505	3,369,866	1,320,997	1,696,997
TOTAL FUND BALANCE (DEFICIT)	\$ 39,919,197	\$ 40,460,317	\$ 5,357,944	\$ 6,602,805	\$ 1,320,997	\$ 1,696,997

CITY OF BURLINGAME, CA
 PROPOSED BUDGET FISCAL YEAR 2019-20
 PROJECTED ENDING BALANCE - WATER, SEWER & PARKING ENTERPRISES

	Water Enterprise		Sewer Enterprise		Parking Enterprise	
	2018-19 EST. ACTUALS	2019-20 PROJECTED	2018-19 EST. ACTUALS	2019-20 PROJECTED	2018-19 EST. ACTUALS	2019-20 PROJECTED
UNRESTRICTED NET POSITION						
Beginning of the year	\$ 7,451,491	\$ 8,643,949	\$7,762,365	\$10,042,360	\$7,271,936	\$9,050,356
OPERATING REVENUES						
Revenues	18,598,000	20,610,850	16,505,000	15,655,000	2,846,000	2,835,000
OPERATING EXPENSES						
Operating Expenses (including Depreciation)	(8,244,569)	(8,319,276)	(13,140,081)	(13,243,860)	(942,492)	(910,753)
Purchased Water	(7,884,000)	(7,884,000)	-	-	-	-
Total Operating Expenses	(16,128,569)	(16,203,276)	(13,140,081)	(13,243,860)	(942,492)	(910,753)
NET AVAILABLE REVENUES	2,469,431	4,407,574	3,364,919	2,411,140	1,903,508	1,924,247
INTEREST REVENUES (EXPENSES)	(339,151)	(258,601)	(363,645)	(275,115)	208,000	229,000
TRANSFERS IN (OUT)						
Transfers - General Fund	(428,580)	(457,800)	(212,037)	(225,800)	(86,700)	(90,000)
Transfers - General Fund - Contributions for Debt Service	(509,242)	(513,015)	(509,242)	(513,015)	(246,388)	(247,189)
Transfers - Pension Trust Fund	-	-	-	-	-	-
Subtotal, Transfers Out	(937,822)	(970,815)	(721,279)	(738,815)	(333,088)	(337,189)
CHANGE IN NET POSITION	1,192,458	3,178,158	2,279,995	1,397,210	1,778,420	1,816,058
RESTRICTED FOR PENSION TRUST FUND (PARS)	-	-	-	-	-	-
End of year	\$ 8,643,949	\$ 11,822,107	\$10,042,360	\$11,439,570	\$9,050,356	\$ 10,866,414



Operating Departments

Budgets and Narratives by Department

CITY COUNCIL

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 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.

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.

The City Council selected the following five large infrastructure priority projects for special focus in FY 2019-20 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

Personnel costs for the City Council are largely the same as the prior year, with a small decrease in the estimated cost of health benefits. Non-personnel costs have increased \$53,000, or 19%, mainly due to a \$40,000 appropriation to support the creation of a new county-wide agency to address the challenges of flooding, sea level rise, and coastal erosion. This additional funding is in alignment with the City Council's FY 2019-20 priorities. The City Council also approved a \$5,000 increase in Community Group funding, for a total of \$55,000 for fiscal year 2019-20.

DEPARTMENT BUDGET SUMMARY

	FY2019 Adopted Budget	FY2020 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	162,528	158,081	(4,447)	-2.8%
Non-Personnel Costs	222,356	275,706	53,350	19.4%
Internal Services	187	174	(13)	-7.5%
Capital Outlay	0	0	0	0.0%
Total Appropriation	385,071	433,961	48,890	11.3%
Sources of Funds				
General Fund	385,071	433,961	(48,890)	-11.3%
Total Funding	385,071	433,961	(48,890)	-11.3%

DEPARTMENT STAFF

	FY2019 Actual FTE	FY2020 Budget Request	+ / - Change in FTE
Full-Time Equivalents (FTE)			
Council Members	5.00	5.00	0.00
Total FTE	5.00	5.00	0.00

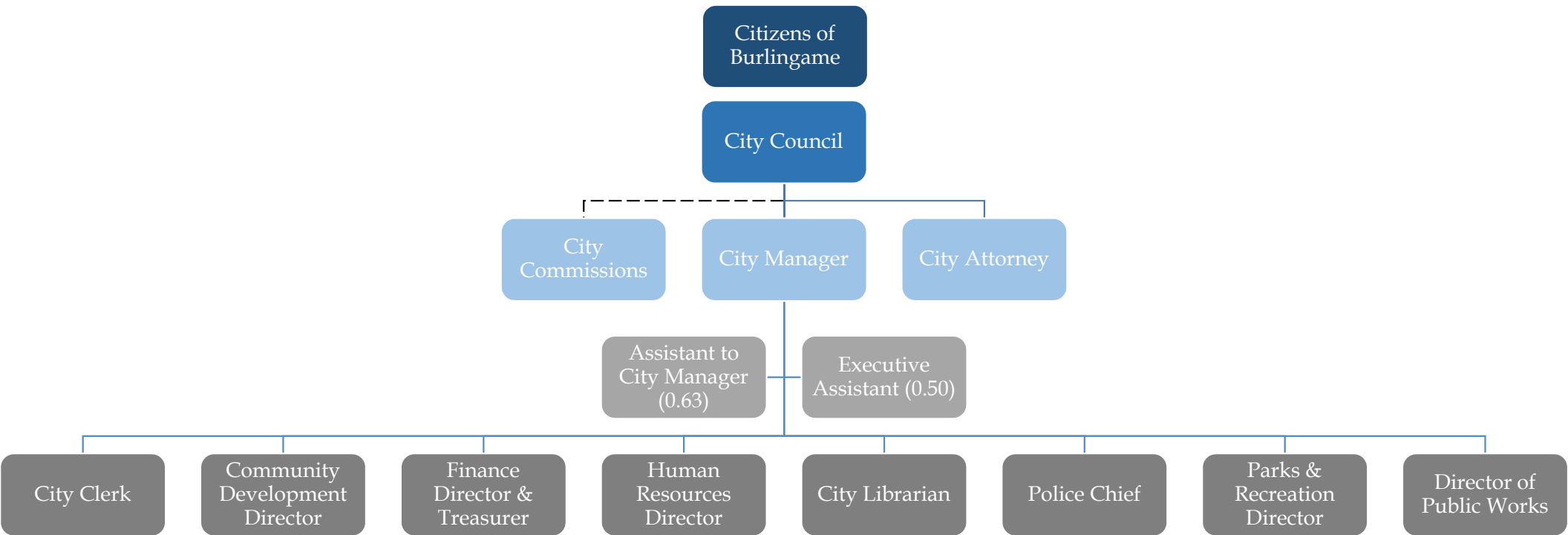
CITY OF BURLINGAME, CALIFORNIA



FISCAL YEAR 2019-20

OFFICE OF THE CITY MANAGER

CITY MANAGER



OFFICE OF THE CITY MANAGER

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 City Council 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 and assists the City Clerk in providing staff support services to the City Council. 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

There are no significant changes in the City Manager's Office budget for fiscal year 2019-20. Personnel costs have increased \$45,000, or 6.9%, primarily due to scheduled salary increases and associated benefit costs.

CITY OF BURLINGAME | FISCAL YEAR 2019-20

DEPARTMENT BUDGET SUMMARY

	FY2019 Adopted Budget	FY2020 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	603,411	648,210	44,799	6.9%
Non-Personnel Costs	195,001	197,663	2,662	1.3%
Internal Services	51,171	50,899	(272)	-0.5%
Capital Outlay	0	0	0	0.0%
Total Appropriation	849,583	896,772	47,189	5.3%
Sources of Funds				
General Fund	849,583	896,772	(47,189)	-5.3%
Total Funding	849,583	896,772	(47,189)	-5.3%

DEPARTMENT STAFF

	FY2019 Actual FTE	FY2020 Budget Request	+ / - Change in FTE
Full-Time Equivalents (FTE)			
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
Total FTE	2.13	2.13	0.00

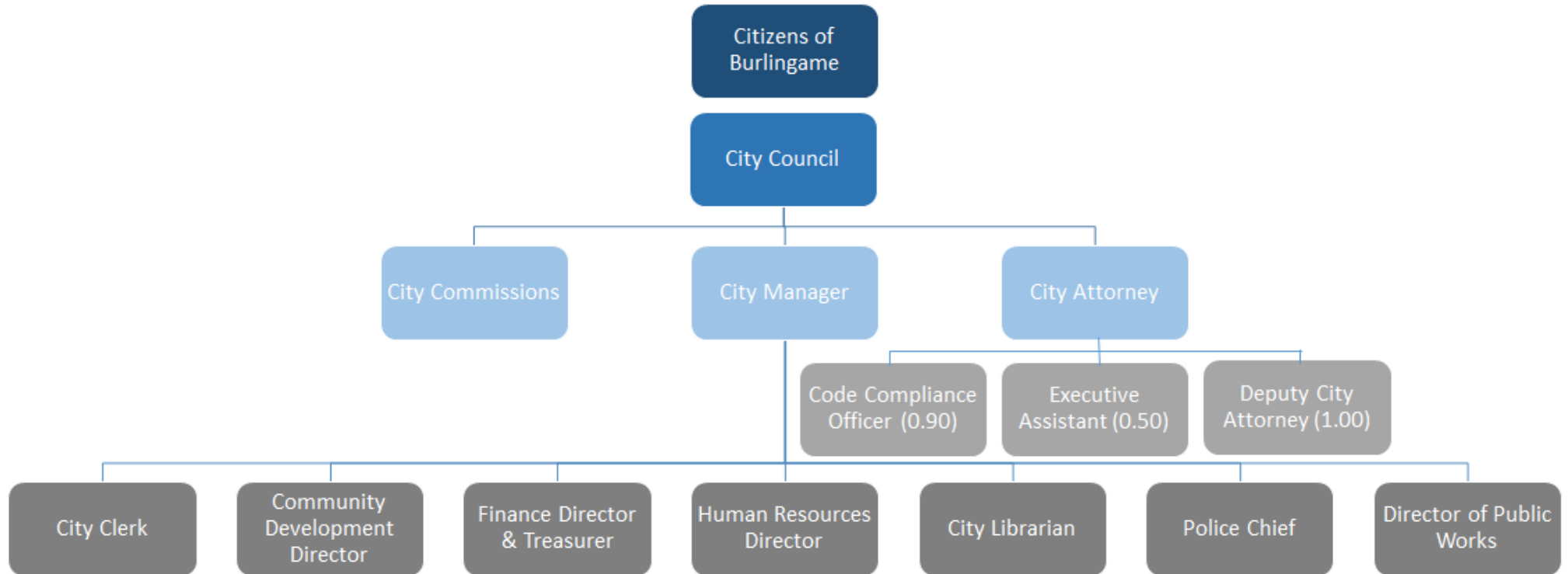
CITY OF BURLINGAME, CALIFORNIA



FISCAL YEAR 2019-20

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 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, which is 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 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 Senior Risk Analyst/Code Compliance Officer and a Deputy/Assistant City Attorney position; the office shares an Executive Assistant position with the City Manager.

DEPARTMENT BUDGET SUMMARY

	FY2019 Adopted Budget	FY2020 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	670,863	799,352	128,489	19.2%
Non-Personnel costs	1,741,815	1,786,636	44,821	2.6%
Internal Services	46,312	48,176	1,864	4.0%
Capital Outlay	0	0	0	0.0%
Total Appropriation	2,458,990	2,634,164	175,174	7.1%

CITY OF BURLINGAME | FISCAL YEAR 2019-20

	FY2019 Adopted Budget	FY2020 Budget Request	+ / - Change in \$	+ / - Change in %
Sources of Funds				
Charges for Services - ISF	1,510,000	1,510,000	-	0.0%
Interest Income	72,000	79,000	7,000	9.7%
General Fund	948,990	1,124,164	175,174	18.5%
Total Funding	2,530,990	2,713,164	182,174	7.2%

DEPARTMENT STAFF

	FY2019 Actual FTE	FY2020 Budget Request	+ / - Change in FTE
Full-Time Equivalents (FTE)			
City Attorney	1.00	1.00	0.00
Deputy/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
Total FTE	3.40	3.40	0.00

CITY ATTORNEY DIVISION

KEY CITY ATTORNEY BUDGET CHANGES

In March 2019, the City Council approved adding a new full-time Deputy/ Assistant City Attorney position to provide additional legal services to enhance City operations. With salary savings from eliminating the part-time Assistant City Attorney position, the net fiscal impact for adding this new position is anticipated to be approximately \$108,000. Other personnel cost increases are due to scheduled salary increases and associated benefit costs. Non-personnel budgets were adjusted to reflect an anticipated increase (\$40,000) in specialized contract litigation services. A provision was also made (\$5,000), for furnishings needed once the City Attorney's Office has been reconfigured to allow a workspace for the new full-time position.

CITY ATTORNEY DIVISION BUDGET SUMMARY

	FY2019 Adopted Budget	FY2020 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	670,863	799,352	128,489	19.2%
Non-Personnel Costs	231,815	276,636	44,821	19.3%
Internal Services	46,312	48,176	1,864	4.0%
Total Appropriation	948,990	1,124,164	175,174	18.5%

CITY OF BURLINGAME | FISCAL YEAR 2019-20

	FY2019 Adopted Budget	FY2020 Budget Request	+ / - Change in \$	+ / - Change in %
Sources of Funds				
General Fund	948,990	1,124,164	175,174	18.5%
Total Funding	948,990	1,124,164	175,174	18.5%

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. Certain prospective risk mitigation and loss avoidance activities are also covered by the fund.

KEY RISK MANAGEMENT BUDGET CHANGES

General liability insurance premiums are expected to increase significantly in FY 2019-20. The insurance market for California public agencies is deteriorating as high dollar liability claims in recent years make excess coverage increasingly difficult to obtain. However, favorable loss runs for the City's General Liability Program and decreases in the number and severity of claims are expected to offset these increases. Therefore, the overall budget for this program (and the charges to City departments for general liability coverage) remains the same as in the prior year. If the cost of insurance continues to rise, the charges to City departments from the General Liability Internal Service Fund will need to increase in future fiscal years.

RISK MANAGEMENT BUDGET SUMMARY

	FY2019 Adopted Budget	FY2020 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Non-Personnel Costs	1,510,000	1,510,000	0	0.0%
Total Appropriation	1,510,000	1,510,000	0	0.0%
Sources of Funds				
Charges for Services - ISF	1,510,000	1,510,000	0	0.0%
Interest Income	72,000	79,000	7,000	9.7%
Total Funding	1,582,000	1,589,000	7,000	0.4%

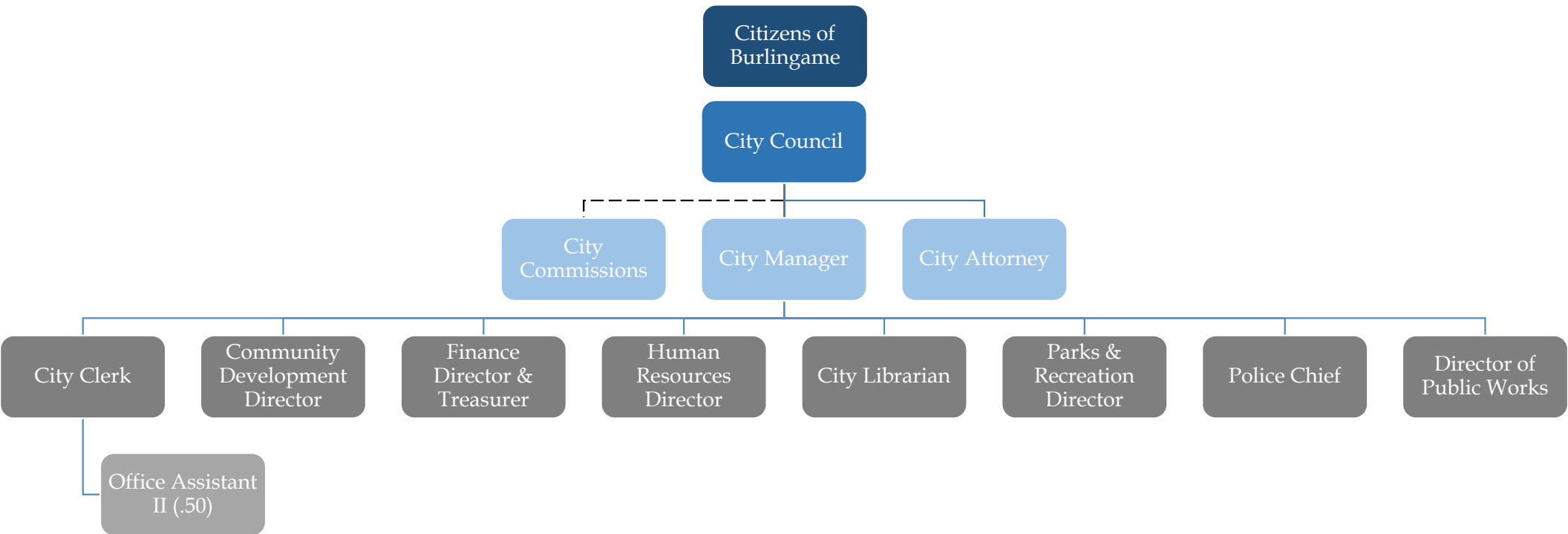
CITY OF BURLINGAME, CALIFORNIA



FISCAL YEAR 2019-20

OFFICE OF THE CITY CLERK

CITY CLERK



OFFICE OF THE CITY CLERK

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 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.

DEPARTMENT BUDGET SUMMARY

	FY2019 Adopted Budget	FY2020 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	249,520	268,674	19,154	7.7%
Non-Personnel Costs	111,840	272,033	160,193	143.2%
Internal Services	31,031	30,222	(809)	-2.6%
Capital Outlay	0	0	0	0.0%
Total Appropriation	392,391	570,929	178,538	45.5%
Sources of Funds				
Charges for Svc - General Fund	500	0	(500)	-100.0%
General Fund	391,891	570,929	179,038	45.7%
Total Funding	392,391	570,929	178,538	45.5%

CITY OF BURLINGAME | FISCAL YEAR 2019-20

DEPARTMENT STAFF

	FY2019 Actual FTE	FY2020 Budget Request	+ / - Change in FTE
Full-Time Equivalents (FTE)			
City Clerk	1.00	1.00	0.00
Office Assistant I/II	0.50	0.50	0.00
Total FTE	1.50	1.50	0.00

DEPARTMENT STATISTICS

	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19 Estimated
City Council meetings held (regular and special)	39	31	38	34	35
Staff reports processed	230	230	245	280	260
Resolutions processed	110	108	112	155	140
Ordinances published	9	11	15	3	7
Elections managed	0	1	1	1	0
Residency certifications	10	10	10	7	7

DEPARTMENT PERFORMANCE MEASURES

	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19 Estimated
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 CLERK DIVISION

KEY CITY CLERK DIVISION BUDGET CHANGES

Personnel costs have increased by \$19,000, or 7.7%, mainly due to scheduled salary increases and associated benefit costs. Non-personnel costs have increased \$10,000, or 9%, due to an increase in costs pertaining to contractual services.

CITY CLERK DIVISION BUDGET SUMMARY

	FY2019 Adopted Budget	FY2020 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	249,520	268,674	19,154	7.7%
Non-Personnel Costs	111,840	122,033	10,193	9.1%
Internal Services	31,031	30,222	(809)	-2.6%
Capital Outlay	0	0	0	0.0%
Total Appropriation	392,391	420,929	28,538	7.3%
Sources of Funds				
Charges for Svc - General Fund	500	0	(500)	-100.0%
General Fund	391,891	420,929	29,038	7.4%
Total Funding	392,391	392,391	28,538	7.3%

CITY CLERK – ELECTION DIVISION

KEY ELECTIONS DIVISION BUDGET CHANGES

A \$150,000 appropriation has been provided for the November 2019 local election.

ELECTIONS DIVISION BUDGET SUMMARY

	FY2019 Adopted Budget	FY2020 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Non-Personnel Costs	0	150,000	150,000	100.0%
Total Appropriation	0	150,000	150,000	100.0%
Sources of Funds				
General Fund	0	150,000	150,000	100.0%
Total Funding	0	150,000	150,000	100.0%

CITY OF BURLINGAME, CALIFORNIA



FISCAL YEAR 2019-20

CENTRAL COUNTY FIRE DEPARTMENT

CENTRAL COUNTY FIRE DEPARTMENT

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 Council members 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 (87 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 2019-20

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 the contributions to CCFD, certain retained workers' compensation program costs, and emergency preparedness activities. Overall, the City's FY 2019-20 proposed budget for Fire Services has increased by 6.1%, primarily due to increases of CCFD contributions.

The Central County Fire Department's (CCFD) FY 2019-20 adopted budget shows an increase of 5.7% as a whole, driven by an increase in CalPERS pension costs, contractual increases in salaries and benefits, and required workers' compensation funding. Burlingame's contributions to CCFD increased by 6.4%, to \$11,482,359, constituting approximately 43% of CCFD's total funding from member agencies. Other operating expenditures are anticipated to stay flat or show a slight decrease.

DEPARTMENT BUDGET SUMMARY

	FY2019 Adopted Budget	FY2020 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Contributions to CCFD	10,789,979	11,482,359	692,380	6.4%
Non-Personnel Costs (Burlingame)	307,000	300,000	(7,000)	-2.3%
Internal Services (Burlingame)	10,000	0	(10,000)	-100.0%
Capital Outlay (Burlingame)	0	0	0	0.0%
Total Appropriation	11,106,979	11,782,359	675,380	6.1%

DEPARTMENT STATISTICS

	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19 Estimated
Total calls for service	5,296	7,322	7,668	7,424	7,424
Medical responses	3,220	4,329	4,473	4,380	4,380
Fire suppression responses	160	193	180	149	149

CITY OF BURLINGAME | FISCAL YEAR 2019-20

	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19 Estimated
Hazardous conditions responses	442	436	217	186	186
Other responses	2,010	2,364	2,787	2,709	2,709
Special Events - Fund raising events conducted by off-duty firefighters	3	3	3	3	3
Plans checked	310	197	230	266	266
Plans reviewed	475	332	334	403	403
Public education activities	32	21	24	13	13
Fire origin and cause investigations	6	11	10	5	5
Special events inspections	67	57	63	45	45
Engine Company inspections	1,010	1,459	1,454	563	563
Construction inspections	440	404	407	325	325
Fire and life safety inspections	62	234	61	55	55
Junior Fire Marshal Picnic (number of children)	270	234	500	500	500
Car seat inspections	110	107	94	84	84
General public trained for disaster response (CERT)	44	47	23	71	71
General public trained for disaster response (GET READY)	0	56	8	55	55
City employees trained in city-wide disaster drills or other classes	72	63	100	0	70
CPR training (number of adults)	120	193	141	121	121
Training hours completed	36,600	2,989	5,820	7,168	7,168
EMS training hours	4,170	1,845	2,301	1,852	1,852
Driver training hours	2,010	1,322	1,717	2,122	2,122

CITY OF BURLINGAME | FISCAL YEAR 2019-20

	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19 Estimated
Percent of time a first in fire engine arrives on a structure fire scene within six minutes of dispatch	100%	100%	100%	100%	100%
Average response time for Priority 1 calls (emergency)	<6:59	<6:59	<6:59	<6:59	<6:59
Average response time for Priority 3 calls (non-emergency)	<6:59	<6:59	<6:59	<6:59	<6:59
Average response time for all calls	<6:59	<6:59	<6:59	<6:59	<6:59
Percentage of residents rating Emergency Response services as good or excellent based on courtesy and service	100%	100%	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 1 working day	100%	100%	100%	100%	100%
Complete required annual continuing education training for all paramedics and Emergency Medical Technicians (EMTs)	100%	100%	100%	100%	100%

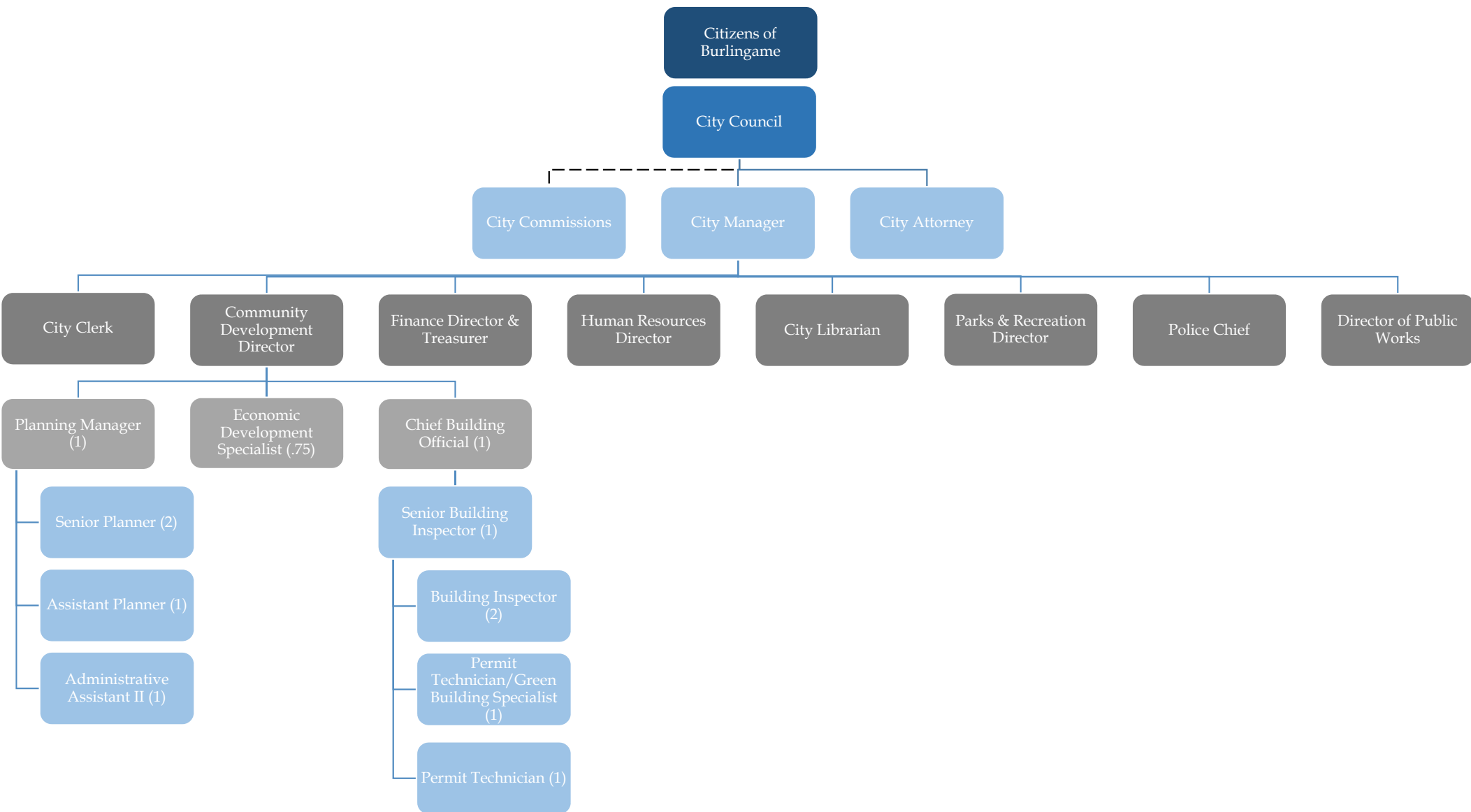
CITY OF BURLINGAME, CALIFORNIA



FISCAL YEAR 2019-20

COMMUNITY DEVELOPMENT DEPARTMENT

COMMUNITY DEVELOPMENT



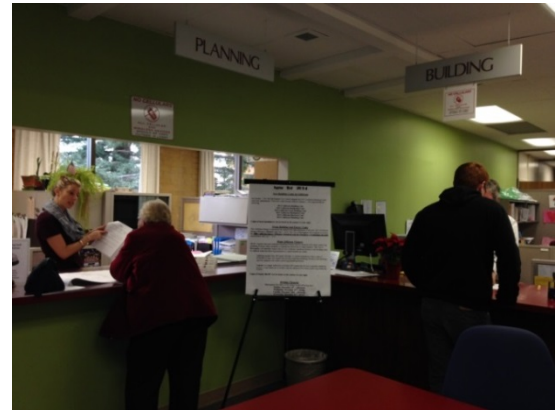
COMMUNITY DEVELOPMENT DEPARTMENT

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 (which includes Economic Development) 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

	FY2019 Adopted Budget	FY2020 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	2,531,919	2,590,885	58,966	2.3%
Non-Personnel Costs	1,311,914	1,478,626	166,712	12.7%
Internal Services	235,246	224,375	(10,871)	-4.6%
Capital Outlay	0	0	0	0.0%
Total Appropriation	4,079,079	4,293,886	214,807	5.3%
Sources of Funds				
General Fund	1,284,529	1,182,157	(102,372)	-8.0%
Charges for Svc - General Fund	657,200	837,000	179,800	27.4%
Charges for Svc - Building	2,230,000	2,020,000	(210,000)	-9.4%
Other Revenue	160,000	246,000	86,000	53.8%
Total Funding	4,331,729	4,285,157	(46,572)	-1.1%

CITY OF BURLINGAME | FISCAL YEAR 2019-20

DEPARTMENT STAFF

	FY2019 Actual FTE	FY2020 Budget Request	+ / - Change in FTE
Full-Time Equivalents (FTE)			
Administrative Assistant II	1.00	1.00	0.00
Assistant Planner	1.00	1.00	0.00
Building Inspector	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 Specialist	0.75	0.75	0.00
Permit Technician	1.00	1.00	0.00
Permit Technician/Green Building Specialist	1.00	1.00	0.00
Planning Manager	1.00	1.00	0.00
Senior Building Inspector	1.00	1.00	0.00
Senior Planner	2.00	2.00	0.00
Total FTE	12.75	12.75	0.00

DEPARTMENT STATISTICS

	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19 Estimated
Planning Division					
Commission Hearings					
Conditional use permits	25	11	18	30	14
Variances	20	14	7	15	8
Special permits	20	16	13	19	18
Hillside area construction permits	10	5	6	4	7
Design review	50	64	65	62	65
Design Review Amendments	10	6	7	5	8
Other agenda items	15	6	8	11	8
Applications reviewed	120	125	105	96	85
General plan/zoning code amendments	4	3	2	1	3

CITY OF BURLINGAME | FISCAL YEAR 2019-20

	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19 Estimated
Council agenda items considered	4	6	14	10	10
Administrative permits issued	25	35	10	28	35
Sign permits issued	50	54	34	38	36
Negative declarations and EIRs prepared	5	8	10	1	3
Home occupation permits reviewed	75	44	54	75	57
Construction plan checks performed	500	463	378	444	475
Code enforcement cases processed	15	n/a	n/a	n/a	n/a
Final inspections completed	45	38	39	51	50
Net single-family dwellings approved	15	16	16	15	19
New affordable dwellings units approved	32*	0	1	0	145
New apt/condo units approved	350*	11	48	17	286
Major projects in process	3 **	8	9	11	14
Building Division					
Building permits issued	1,230	1,285	1,300	1,278	1,190
Building plan checks performed	675	708	715	663	655
Building inspections conducted	5,600	6,135	6,250	7,433	7,022

* Applications that do not require Planning Commission Review, such as Hillside Area Construction permits, Minor Modifications, Minor Design Review, Second Units, Wireless Facilities, Reasonable Accommodation for Disabled Accessibility

** Major Projects require a Negative Declaration or Environmental Impact Report (EIR)

DEPARTMENT PERFORMANCE MEASURES

	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19 Estimated
Planning Division					
Percentage of planning application reviews completed within 30 days	85%	76%	80%	57%	60%
Percentage of plan checks (for new building permits) completed within 10 business days	85%	91%	91%	88%	80%
Building Division					
Percentage of plan checks completed within 15 working days	96%	93%	94%	94%	95%
Percentage of permits issued over-the-counter	70%	73%	75%	76%	71%
Percentage of "good" or "excellent" customer service ratings (per annual survey)	92%	99%	92%	91%	92%

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).

The City's Economic Development Division is focused on creating a positive business climate in Burlingame. The Division works to address the needs of Burlingame businesses, help retain and expand existing businesses, and promote new development in the city.

KEY PLANNING DIVISION BUDGET CHANGES

For FY 2019-20, the Planning Division's non-personnel costs are estimated to increase \$90,000 due to an increase in contractual services. The need for consultant services is anticipated in both the implementation of affordable housing programs and the preparation of a sea level rise assessment for the City's shoreline areas.

PLANNING DIVISION BUDGET SUMMARY

	FY2019 Adopted Budget	FY2020 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	1,458,831	1,450,823	(8,008)	-0.5%
Non-Personnel Costs	373,154	463,436	90,282	24.2%
Internal Services	109,744	104,898	(4,846)	-4.4%
Capital Outlay	0	0	0	0.0%
Total Appropriation	1,941,729	2,019,157	77,428	4.0%
Sources of Funds				
General Fund	1,031,879	1,190,886	159,007	15.4%
Charges for Svc - General Fund	657,200	837,000	179,800	27.4%
Building Enterprise	252,650	(8,729)	(261,379)	-103.5%
Total Funding	1,941,729	2,019,157	77,428	4.0%

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

Personnel costs have increased by \$67,000, or 6.2%, mainly due to scheduled salary increases and associated benefit costs. The increase in the 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 inspection and plan check services. Increases of approximately \$76,000 are essentially pass-through expenditures that are paid by the building permit applicants.

BUILDING DIVISION BUDGET SUMMARY

	FY2019 Adopted Budget	FY2020 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	1,073,088	1,140,062	66,974	6.2%
Non-Personnel Costs	938,760	1,015,190	76,430	8.1%
Internal Services	125,502	119,477	(6,025)	-4.8%
Capital Outlay	0	0	0	0.0%
Total Appropriation	2,137,350	2,274,729	137,379	6.4%
Sources of Funds				
Charges for Svc - Building	2,230,000	2,020,000	(210,000)	-9.4%
Other Revenue	160,000	246,000	86,000	53.8%
Total Funding	2,390,000	2,266,000	(124,000)	-5.2%

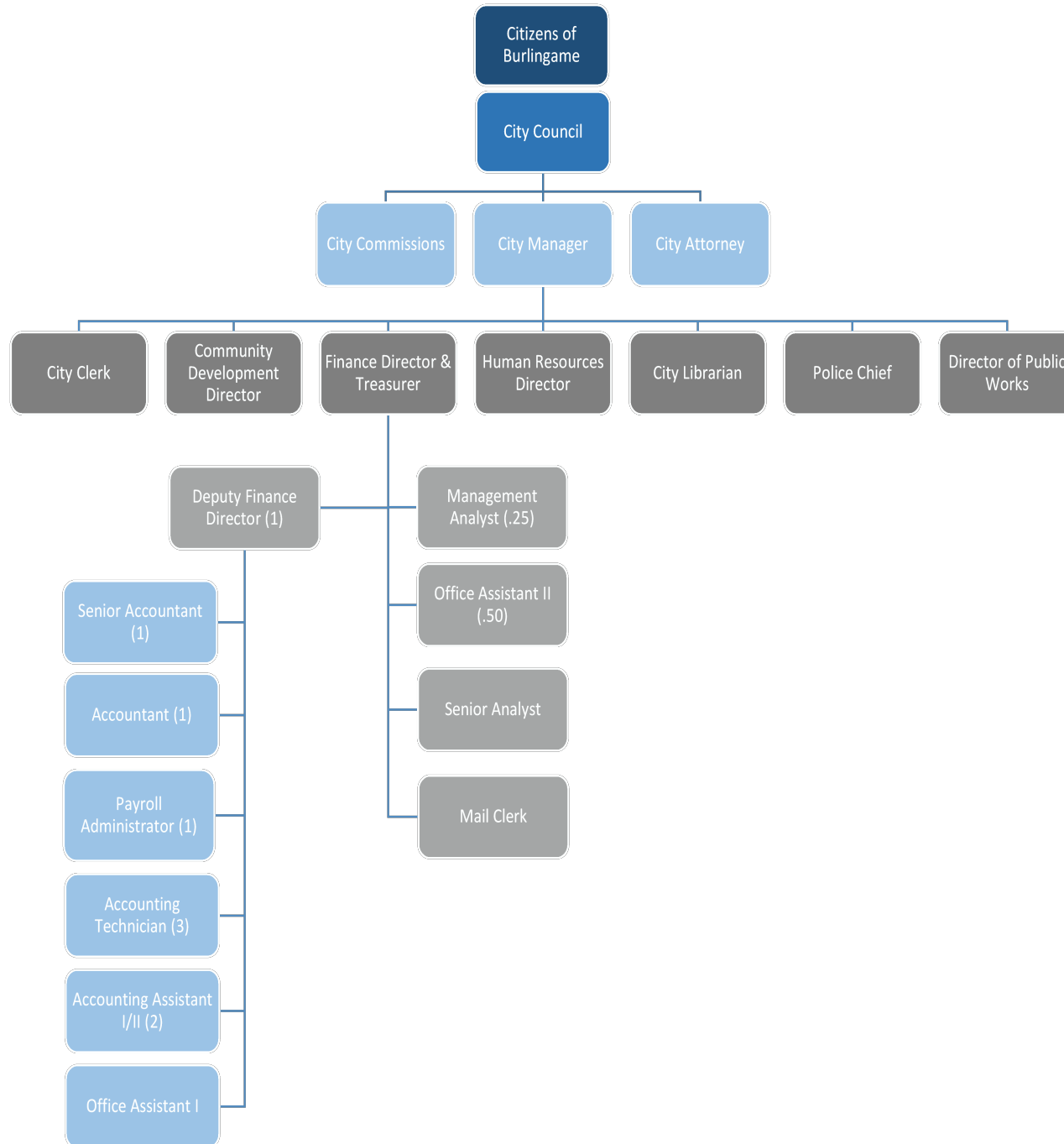
CITY OF BURLINGAME, CALIFORNIA



FISCAL YEAR 2019-20

FINANCE DEPARTMENT

FINANCE



FINANCE

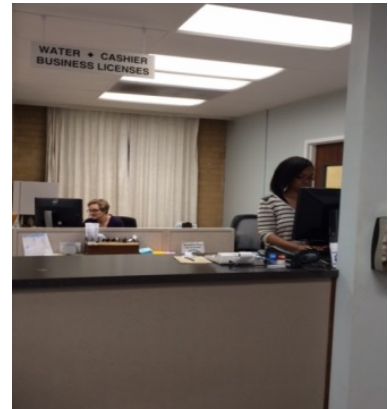
DEPARTMENT MISSION

The Finance Department ensures that the City's assets are safeguarded, preserved, maximized, and maintained through effective financial management in order to provide 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 information 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, 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 Bayside Waste Management Joint Powers Authority Technical Advisory Committee and the San Mateo County Telecommunications Authority.



DEPARTMENT BUDGET SUMMARY

	FY2019 Adopted Budget	FY2020 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	1,777,340	1,898,701	219,358	13.1%
Non-Personnel Costs	1,715,928	1,683,014	(32,914)	-1.9%
Internal Services	170,784	161,522	(9,262)	-5.4%
Capital Outlay	40,000	0	(40,000)	-100.0%
Total Appropriation	3,704,052	3,743,237	137,182	3.8%

CITY OF BURLINGAME | FISCAL YEAR 2019-20

Sources of Funds

	FY2019 Adopted Budget	FY2020 Budget Request	+ / - Change in \$	+ / - Change in %
Charges for Svc - General Fund	9,300	9,000	(300)	-3.2%
Charges for Services - ISF	1,334,387	1,158,000	(176,387)	-13.2%
General Fund	1,666,248	1,861,327	195,079	11.7%
Interest Income - Admin Svc	12,000	13,000	1,000	8.3%
Water Enterprise	428,580	457,800	29,220	6.8%
Sewer Enterprise	212,037	225,800	13,763	6.5%
Solid Waste Fund	30,500	29,000	(1,500)	-4.9%
Measure I	23,000	2,300	(20,700)	-90.0%
Total Funding	3,716,052	3,756,227	40,175	1.1%

DEPARTMENT STAFF

Full-Time Equivalents (FTE)

	FY2019 Actual FTE	FY2020 Budget Request	+ / - Change in FTE
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
Management Analyst	0.25	0.25	0.00
Office Assistant I/II	0.50	0.50	0.00
Payroll Administrator	1.00	1.00	0.00
Senior Accountant	1.00	1.00	0.00
Total FTE	10.75	10.75	0.00

DEPARTMENT STATISTICS

	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19 Estimated
Total computers citywide	315	317	317	304	312
Number of utility accounts billed (annually)	10,600	10,595	10,380	10,301	10,307

CITY OF BURLINGAME | FISCAL YEAR 2019-20

	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19 Estimated
Number of business license accounts (annually)	6,500	6,740	6,902	7,493	7,463
Over the counter inquiries (annually)	10,736	11,810	11,768	10,978	11,005
Utility service phone calls received (annually)	18,250	18,207	18,389	18,355	17,532
General main line phone inquiries received (annually)	9,500	10,450	10,555	10,337	9,520

DEPARTMENT PERFORMANCE MEASURES

	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19 Estimated
Prepare a 5 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 10th 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 1 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, 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. The City of 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

The key budgetary changes for the Administrative Services Division are largely reflected within the non-personnel budget. The significant reduction is due largely to the inclusion of the implementation of a new records management system (\$180,000) in last year's budget. The project was later established as a CIP project and received separate funding. Offsetting this reduction somewhat is an increase in IT-related contractual services of \$40,000. Overall, the budget for non-personnel costs has decreased by \$140,000 or 12%.

The City is currently implementing a new Enterprise Resource Planning (ERP) System. This project is a major capital initiative of the Finance Department. Phase I (Financial Modules) is scheduled to go live in October; Phase II (HR & Payroll) is scheduled to go live in calendar year 2020; and Phase III (Utility Billing) will be implemented toward the end of the fiscal year. The new system will not only improve the efficiency of the department, but it should serve as a vital tool in the fiscal management of programs and services city-wide.

ADMINISTRATIVE SERVICES DIVISION BUDGET SUMMARY

	FY2019 Adopted Budget	FY2020 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	97,997	101,429	3,432	3.5%
Non-Personnel Costs	1,196,390	1,056,581	(139,809)	-11.7%
Capital Outlay	40,000	0	(40,000)	-100.0%
Total Appropriation	1,334,387	1,158,010	(176,377)	-13.2%

CITY OF BURLINGAME | FISCAL YEAR 2019 - 20

Sources of Funds

Charges for Services - ISF	1,334,387	1,158,000	(176,387)	-13.2%
Interest Income - Admin Svc	12,000	13,000	1,000	8.3%
Total Funding	1,346,387	1,171,000	(175,387)	-13.0%

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 Finance Department personnel budget has increased \$118,000, or 7%, due to scheduled salary increases and associated benefit costs. The increases in non-personnel costs were mainly due to increases in contractual services, including a one-time \$60,000 budget for adding temporary help to assist in managing the Department's workload during the implementation of the City's new ERP. The contractual cost for sales tax auditing and monitoring services has increased in past years (\$25,000); the costs of asset management services are also anticipated to be higher (\$15,000) as the City's investment portfolio has grown.

FINANCE DIVISION BUDGET SUMMARY

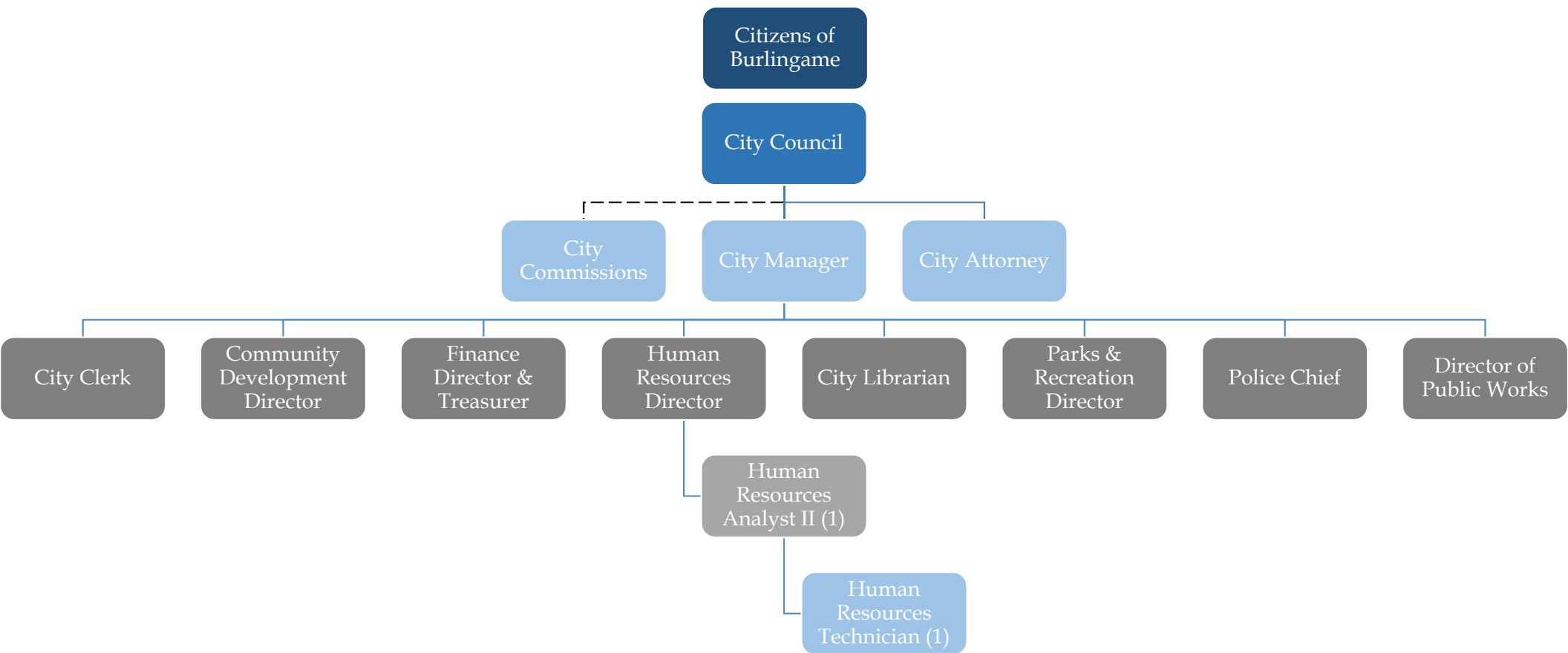
	FY2019 Adopted Budget	FY2020 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	1,679,343	1,797,272	117,929	7.0%
Non-Personnel Costs	519,538	626,433	106,895	20.6%
Internal Services	170,784	161,522	(9,262)	-5.4%
Capital Outlay	0	0	0	0.0%
Total Appropriation	2,369,665	2,585,227	215,562	9.1%
Sources of Funds				
Charges for Svc - General Fund	9,300	9,000	(300)	-3.3%
General Fund	1,666,248	1,861,327	195,079	10.5%
Water Enterprise	428,580	457,800	29,220	6.4%
Sewer Enterprise	212,037	225,800	13,763	6.1%
Solid Waste Fund	30,500	29,000	(1,500)	-5.2%
Measure I	23,000	2,300	(20,700)	-900.0%
Total Funding	2,369,665	2,585,227	215,562	8.3%

CITY OF BURLINGAME, CALIFORNIA



FISCAL YEAR 2019-20

HUMAN RESOURCES DEPARTMENT



HUMAN RESOURCES

DEPARTMENT MISSION

The Human Resources Department's mission is to provide a timely and efficient 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

	FY2019 Adopted Budget	FY2020 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	562,673	588,190	25,517	4.3%
Non-Personnel Costs	1,120,219	1,187,226	67,007	5.6%
Internal Services	62,259	60,600	(1,659)	-2.7%
Capital Outlay	0	0	0	0.0%
Total Appropriation	1,745,151	1,836,016	90,865	4.9%
Sources of Funds				
Interest Income - Workers' Comp	115,000	126,000	11,000	8.7%
Charges for Services - ISF	848,623	897,000	48,377	5.4%
General Fund	921,539	939,016	17,477	1.9%
Total Funding	1,885,162	1,962,016	76,854	3.9%

CITY OF BURLINGAME | FISCAL YEAR 2019-20

DEPARTMENT STAFF

	FY2019 Actual FTE	FY2020 Budget Request	+ / - Change in FTE
Full-Time Equivalents (FTE)			
Human Resources Director	1.00	1.00	0.00
Human Resources Analyst II	1.00	1.00	0.00
Human Resources Technician	1.00	1.00	0.00
Total FTE	3.00	3.00	0.00

DEPARTMENT STATISTICS

	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19 Estimated
Human Resources Division					
Average number of business days for a recruitment process to establish an eligible list	21	25	42	25	34
Number of employee participants in City training	150	150	241	137	215
Number of regular recruitments completed	40	52	44	18	20
Number of regular new hires	42	52	20	17	32
Number of labor associations	6	6	6	7	7
Number of labor agreements (MOU's) negotiated and approved	1	3	3	4	3
Workers' Compensation Division					
Number of workers' compensation claims filed	25	26	24	36	27
Number of lost work days due to workers' compensation injuries	800	700	450	303	290

KEY HUMAN RESOURCES DIVISION BUDGET CHANGES

There are no significant changes in the Human Resources Department's budget for fiscal year 2019-20. Personnel costs have increased due to scheduled salary increases and associated benefit costs. Other budgetary items mainly stay flat or reflect a slight decrease from last year's budget.

HUMAN RESOURCES DIVISION BUDGET SUMMARY

	FY2019 Adopted Budget	FY2020 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	562,673	588,190	25,517	4.5%
Non-Personnel Costs	296,607	290,226	(6,381)	-2.2%
Internal Services	62,259	60,600	(1,659)	-2.7%
Capital Outlay	0	0	0	0.0%
Total Appropriation	921,539	939,016	17,477	1.9%
Sources of Funds				
General Fund	921,539	939,016	17,477	1.9%
Total Funding	921,539	939,016	17,477	1.9%

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 safety laws 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 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.

CITY OF BURLINGAME | FISCAL YEAR 2019-20

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

Non-personnel costs of the Workers' Compensation Internal Service Fund have increased by \$73,000, or 8%, due to rising costs in both existing workers' compensation claims and the cost of excess insurance premiums. However, the fund's charges to departments remain stable and should be able to cover the costs of the Workers' Compensation program as well as provide appropriate case reserves.

WORKERS' COMPENSATION DIVISION BUDGET SUMMARY

	FY2019 Adopted Budget	FY2020 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Non-Personnel Costs	823,612	897,000	73,388	8.2%
Total Appropriation	823,612	897,000	73,388	8.2%
Sources of Funds				
Interest Income - Workers' Comp	115,000	126,000	11,000	8.7%
Charges for Services - ISF	848,623	848,623	0	0.0%
Total Funding	963,623	974,623	11,000	1.1%

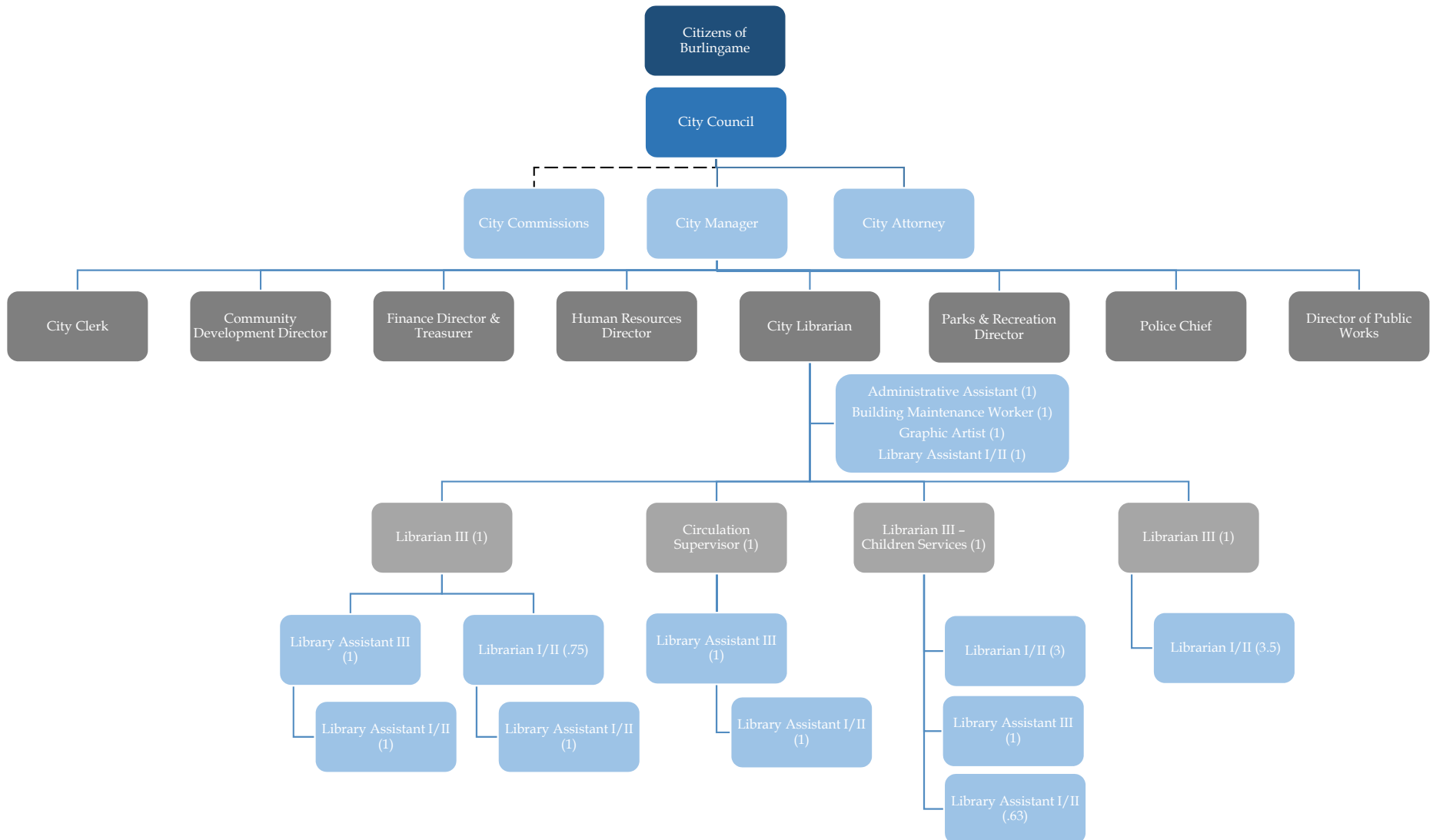
CITY OF BURLINGAME, CALIFORNIA



FISCAL YEAR 2019-20

LIBRARY

LIBRARY



LIBRARY

DEPARTMENT MISSION

Burlingame Public Library. Awaken your curiosity. Spark your creativity. Strengthen your connections. The Burlingame Public Library is a place 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 managing 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 PLS consortium’s IT department) as well as City IT contractors to implement new technology and train staff in new protocols.

The Library developed a Strategic Plan for 2017-2019. The Strategic Plan gives the Library focus and direction towards achieving the goals and objectives expressed through community and staff feedback. In an effort to listen to the needs of the entire community, the Library has created an Equity Committee to ensure that the Library proactively works to change the policies, practices, and systems that create barriers to prosperity and well-being for all ages, genders, abilities, and people of color. The committee is using the Government Alliance on Race and Equity framework to guide them in reducing disparities in the Library’s collections, services, and programs as well as its workforce.

KEY BUDGET CHANGES

Personnel costs increased by \$196,000, or 5%, due to contractual salary and wage increases and associated benefit costs for both full- and par-time employees. The Library’s budget includes a proposal to increase the Cataloging Librarian position from 0.75 FTE to 1.00 FTE to support the Library’s operations. The Library Strategic Plan outlines the need to evaluate the collection against current best-practice cataloging standards, to increase the collection of materials in languages other than English, and for greater data-driven capabilities and utilization of the database. The proposed position change will support the Library’s operations and enhance its services to the public. In addition, the position cost increase will be partially offset by a reduction in the Library Assistant II position (from 0.63 FTE to 0.50 FTE) through attrition. The net

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budgetary impact for these position changes is approximately \$9,000. Other budget items remain flat, and some reflect a slight decrease in FY 2019-20.

DEPARTMENT BUDGET SUMMARY

	FY2019 Adopted Budget	FY2020 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	3,731,479	3,927,342	195,863	5.2%
Non-Personnel Costs	1,241,844	1,239,914	(1,930)	-0.2%
Internal Services	573,554	573,695	141	0.0%
Capital Outlay	7,148	0	(7,148)	-100.0%
Total Appropriation	5,554,025	5,740,951	186,926	3.4%
Sources of Funds				
General Fund	4,812,025	4,982,951	170,926	3.6%
Charges for Svc - Hillsborough	633,000	650,000	17,000	2.7%
Charges for Svc - General Fund	109,000	108,000	(1,000)	-0.9%
Total Funding	5,554,025	5,740,951	186,926	3.4%

DEPARTMENT STAFF

	FY2019 Actual FTE	FY2020 Budget Request	+ / - Change in FTE
Full-Time Equivalents (FTE)			
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	7.25	7.50	0.25
Librarian III	3.00	3.00	0.00
Library Assistant I/II	4.63	4.50	(0.13)
Library Assistant III	3.00	3.00	0.00
Total FTE	22.88	23.00	0.12

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DEPARTMENT STATISTICS

	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19 Estimated
Population served	37,503	37,515	37,983	37,989	38,000
Registered borrowers	27,240	24,805*	27,237	29,248	29,000
Population registered	73%	66%	72%	77%	77%
Items circulated	632,550	704,166	677,229	650,002	683,000
Children's items	306,891	339,850	329,481	311,696	327,000
Teen Items	26,698	27,494	26,147	24,303	25,500
E-books	25,910	29,730	36,121	46,638	55,000
Circulation per capita	17	19	18	17	18
Circulation per child/teen patron	47	56	47	43	45
Library visits	361,396	335,511	360,182	345,445	350,000
Visits to library website	105,233	99,270	89,126	88,291	95,000
Programs offered	798	987	1,275	1,121	1,100
Program attendance	30,328	37,706	48,128	49,246	50,000
Total collection size	260,581	281,223	287,523	301,286	305,000

*Reduction due to change in normal record purge from fiscal to calendar year

DEPARTMENT PERFORMANCE MEASURES

	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19 Estimated
Kindergarten card drive	245	195	251	216	204
Story time attendance	13,293	16,080	17,350	15,393	16,000
Children's summer reading club	1,239	1,057	1,097	1,242	1,250
Librarian visits at schools	188	204	202	228	210
Class visits at library	29	79	78	79	50
Passports issued	N/A	N/A	N/A	1,051	1,191

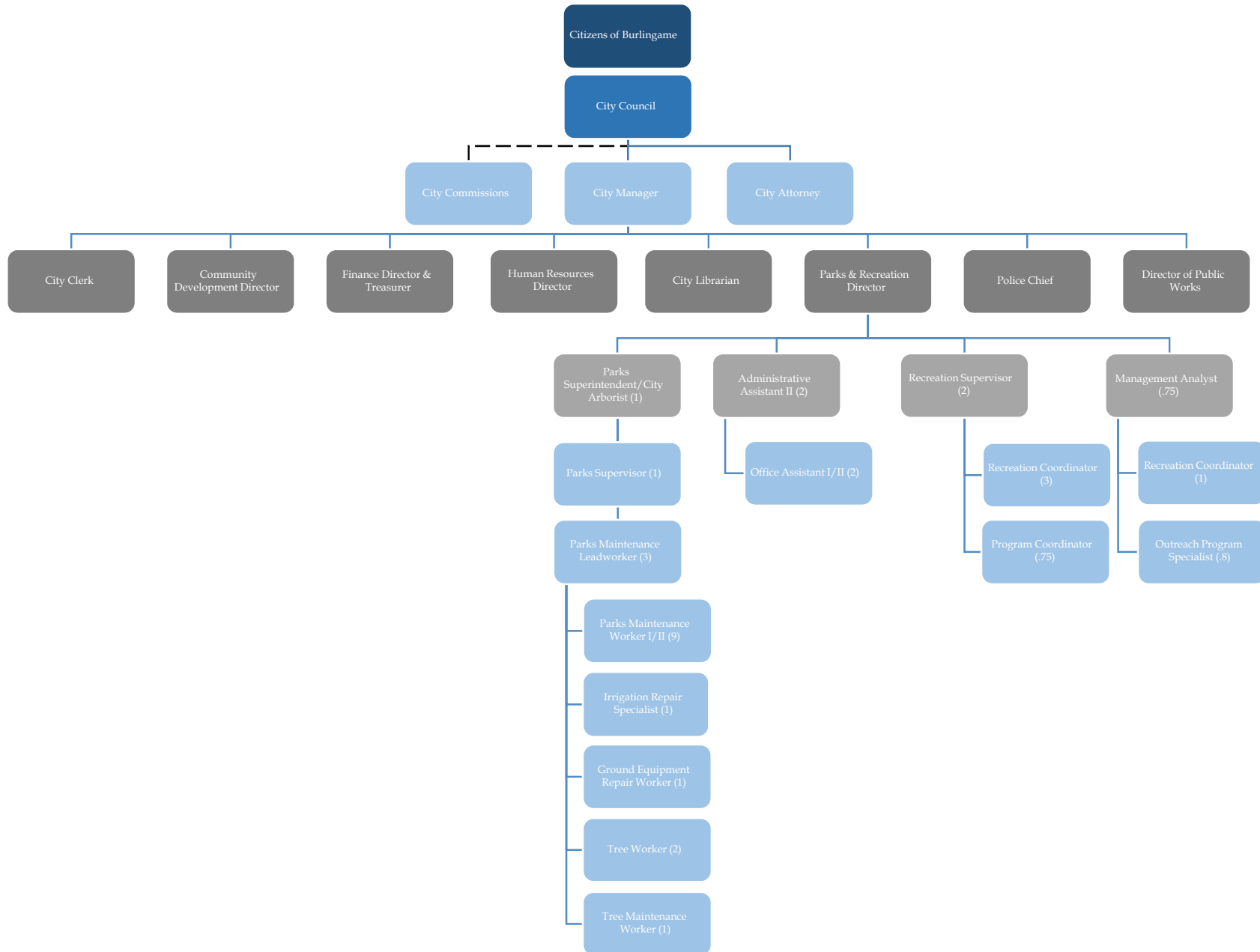
CITY OF BURLINGAME, CALIFORNIA



FISCAL YEAR 2019-20

PARKS & RECREATION DEPARTMENT

PARKS & RECREATION



PARKS AND RECREATION DEPARTMENT

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, 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 for 40 consecutive years by the Arbor Day Foundation. The Department manages the contracts for the Golf Center, Burlingame Aquatics Club, Lions Club, the Depot, 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 2019-2020, the Department will begin the construction of a new Community Center. During that time, programming that currently occurs at the Recreation Center will be held in temporary portable buildings and at other off-site locations. It is anticipated that the new Community Center will open in early 2022.

DEPARTMENT BUDGET SUMMARY

	FY2019 Adopted Budget	FY2020 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	5,105,583	5,412,405	306,822	6.0%
Non-Personnel Costs	4,324,395	3,887,294	(437,101)	-10.1%
Internal Services	861,048	876,613	15,565	1.8%
Capital Outlay	100,500	81,000	(19,500)	-19.4%
Total Appropriation	10,391,526	10,257,312	(134,214)	-1.3%

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	FY2019 Adopted Budget	FY2020 Budget Request	+ / - Change in \$	+ / - Change in %
Sources of Funds				
General Fund	6,746,926	7,123,312	376,386	5.6%
Charges for Svcs - General Fund	3,631,000	3,120,000	(511,000)	-14.1%
Parking Fund	13,600	14,000	400	2.9%
Total Funding	10,391,526	10,257,312	(134,214)	-1.3%

DEPARTMENT STAFF

	FY2019 Actual FTE	FY2020 Budget Request	+ / - Change in FTE
Full-Time Equivalents (FTE)			
Administrative Assistant II	2.00	2.00	0.00
Automotive Mechanic	0.00	1.00	1.00
Grounds Equipment Repair Worker	1.00	0.00	(1.00)
Irrigation Repair Specialist	1.00	1.00	0.00
Management Analyst	0.75	0.75	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 Maintenance Leadworker	3.00	3.00	0.00
Program Coordinator	1.00	1.00	0.00
Recreation Coordinator	4.00	4.00	0.00
Recreation Supervisor	2.00	2.00	0.00
Tree Maintenance Worker	1.00	1.00	0.00
Tree Worker	2.00	2.00	0.00
Total FTE	32.75	32.75	0.00

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DEPARTMENT STATISTICS

	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19 Estimated
Recreation Program Participants					
Preschool	2,234	2,079	2,182	2,079	2,326
Youth/Teen Enrichment	4,760	4,974	5,541	5,834	6,187
Youth/Teen Sports	3,726	3,858	3,501	4,218	4,092
Adult Enrichment/Sports	2,145	2,956	2,841	3,169	3,320
Mature Adult (includes weekly drop-in programming)	3,537	4,478	4,725	4,983	5,300
Recreation Rentals					
Picnic	240	225	233	232	233
Building	329	325	345	375	344
Tennis Courts	100	105	108	208	250
Community Garden Beds	22	22	22	22	22
Bocce Ball Courts	96	86	91	128	100
Parks Services					
Tree Plantings	198	271	240	257	244
Tree Removals	212	281	184	224	189
Tree Trimmings	2,866	1,520	1,830	2,114	1,751
Permit Applications	87	130	105	94	65
Emergency Call Outs	187	34	30	24	30

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 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, Burlingame Avenue, Broadway, and 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
- 6 City building landscapes
- 6 large parks with athletic fields
- 7 neighborhood parks and tot lots
- Mills Canyon Wildlife Area
- Bayside Community Garden
- Bayside Dog Park
- Burlingame Ave. landscaping & trees
- Broadway trees and landscape
- 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
- 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 maintains 17,146 City street trees and 4,640 open space/City park trees with over 294 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 proposed FY 2019-20 budget includes an additional full-time Parks Maintenance Worker approved by the City Council in October 2018. The position was added to the Parks Division to support the Division's increasing workload. The personnel budget also includes the reclassification of one staff member from Grounds Equipment Repair Worker to Automotive Mechanic. The reclassification reflects the current employee's actual daily responsibilities. The budgetary impact of the reclassification is approximately \$6,000 for fiscal year 2019-20. The remaining increase in the Division's personnel budget is due to salary and wage increases for both full-and part-time employees, and benefit cost increases.

The Division's budget stays flat for most of the other budgetary items. Capital outlay is higher than last year because the Division requested to purchase a scissor lift (\$16,000) to maintain streetscaping for the Downtown Burlingame Avenue area.

PARKS DIVISION BUDGET SUMMARY

	FY2019 Adopted Budget	FY2020 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	3,035,539	3,255,428	219,889	7.2%
Non-Personnel Costs	1,553,486	1,534,898	(18,588)	-1.2%
Internal Services	364,901	371,756	6,855	1.9%
Capital Outlay	63,000	81,000	18,000	28.6%
Total Appropriation	5,016,926	5,243,082	226,156	4.5%
Sources of Funds				
General Fund	4,826,326	5,109,082	282,756	5.9%
Charges for Svcs - General Fund	177,000	120,000	(57,000)	-32.2%
Parking Fund	13,600	14,000	400	2.9%
Total Funding	5,016,926	5,243,082	226,156	4.5%

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 the 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 Dance, the Muddy Mile, and the Volunteer Appreciation Lunch.

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In addition, the Recreation Division has supported the annual Pet Parade on Broadway and the Fall Fest on Howard Ave. The Recreation Center staff administers the Lobby Gallery, which displays the work of local artists.

Finally, while much of the regular Recreation Division programming occurs at locations other than the Recreation Center, the Division is anticipating a slight reduction in Recreation Center program offerings and participation due to the construction of the new Community Center and the use of temporary facilities.

KEY RECREATION DIVISION BUDGET CHANGES

As the new Burlingame Community Center is scheduled to break ground in December 2019, the Recreation Division's program revenues are anticipated to decrease during demolition of the existing Recreation Center and construction of the project. As a result, program revenues and operating budget were adjusted to reflect this key budgetary change. Increases in personnel costs are mainly due to scheduled salary increases and associated benefit costs.

RECREATION DIVISION BUDGET SUMMARY

	FY2019 Adopted Budget	FY2020 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	2,070,044	2,156,977	86,933	4.2%
Non-Personnel Costs	2,198,109	2,043,396	(154,713)	-7.0%
Internal Services	496,147	504,857	8,710	1.8%
Capital Outlay	7,500	0	(7,500)	-100.0%
Total Appropriation	4,771,800	4,705,230	(66,570)	-1.4%
Sources of Funds				
General Fund	1,317,800	1,705,230	387,430	29.4%
Charges for Svc - General Fund	3,454,000	3,000,000	(454,000)	-13.1%
Total Funding	4,771,800	4,705,230	(66,570)	-1.4%

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, 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 subsidy estimate for FY 2019-20 is between \$50,000 and \$150,000.

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. Since 2016, the City has been supporting the facility by paying for 78% of the annual maintenance and operating expenses and 50% of capital expenses, with a portion of the annual operating costs paid by the BAC.

In July 2018, SMUHSD undertook a renovation of the Aquatic Center that 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 have negotiated and approved a term sheet that provides the basis for an amended and restated joint use agreement expected to be approved by both governing bodies prior to the end of summer. Under the term sheet, the City will contribute \$2.7 million to the Aquatic Center reconstruction. Of this amount, \$1.27 million will be paid in 2019, and the remainder will be paid after the City completes its new Community Center, but no later than June 2023. The City's share of maintenance and operations expenses will be 50% for the first year, 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.

KEY AQUATICS DIVISION BUDGET CHANGES

The Burlingame High School Swimming Pool is undergoing major renovation and is closed to the public. As a result, staff reduced the Aquatic Center budget by nearly 50% for fiscal year 2019-20.

CITY OF BURLINGAME | FISCAL YEAR 2019-20

AQUATICS DIVISION BUDGET SUMMARY

	FY2019 Adopted Budget	FY2020 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Non-Personnel Costs	572,800	309,000	(263,800)	-46.1%
Capital Outlay	30,000	0	(30,000)	-100.0%
Total Appropriation	602,800	309,000	(293,800)	-48.7%
Sources of Funds				
General Fund	602,800	309,000	(293,800)	-48.7%
Total Funding	602,800	309,000	(293,800)	-48.7%

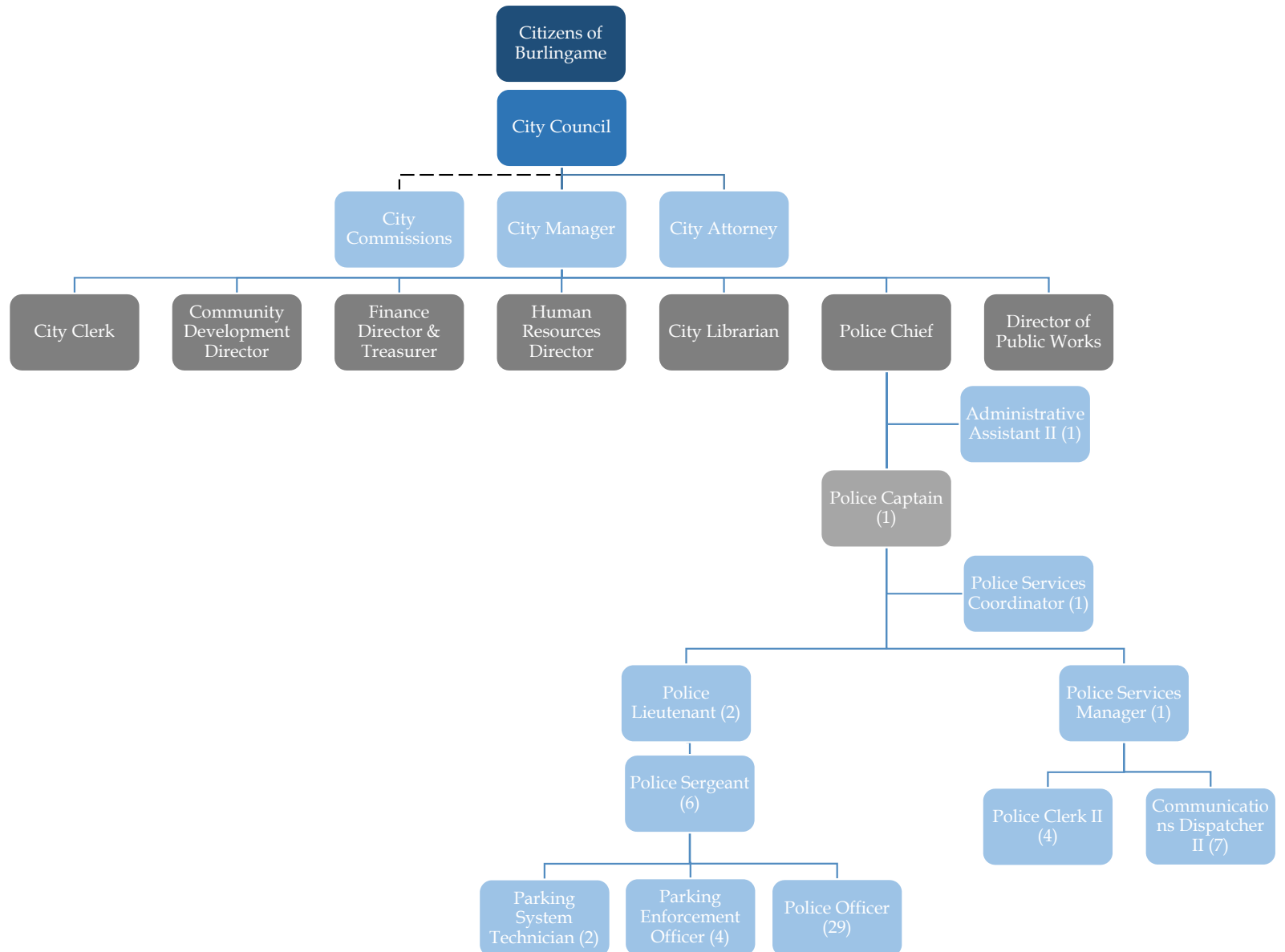
CITY OF BURLINGAME, CALIFORNIA



FISCAL YEAR 2019-20

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 has 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, property owners, and businesses by patrolling roughly five square miles using cars, bicycles, motorcycles, and foot patrols. The Department fosters a problem-solving, community policing philosophy and works collaboratively with the City Council, the City Manager's Office, other City departments, and the community to address problems of crime and property damage.



DEPARTMENT BUDGET SUMMARY

	FY2019 Adopted Budget	FY2020 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	13,395,319	13,860,896	465,577	3.5%
Non-Personnel Costs	3,552,175	3,257,014	(295,161)	-8.3%
Internal Services	1,043,238	1,047,346	4,108	0.4%
Capital Outlay	69,645	149,645	80,000	114.9%
Total Appropriation	18,060,377	18,314,901	254,524	1.4%
Sources of Funds				
General Fund	16,916,545	17,200,648	284,103	1.7%
Measure I	172,840	166,500	(6,340)	-3.7%
Charges for Svc - General Fund	78,500	87,000	8,500	10.8%
Electric Vehicle Charging Station	15,000	15,000	0	0.0%
State Grants	100,000	100,000	0	0.0%

CITY OF BURLINGAME | FISCAL YEAR 2019-20

	FY2019 Adopted Budget	FY2020 Budget Request	+ / - Change in \$	+ / - Change in %
Monthly Parking Permits	356,000	370,000	14,000	3.9%
Other Revenue	128,000	229,000	101,000	78.9%
Parking Fees	2,475,000	2,450,000	(25,000)	-1.0%
Total Funding	20,241,885	20,618,148	376,263	1.9%

DEPARTMENT STAFF

	FY2019 Actual FTE	FY2020 Budget Request	+ / - Change in FTE
Full-Time Equivalents (FTE)			
Administrative Assistant II	1.00	1.00	0.00
Police Services Manager	1.00	1.00	0.00
Communications Dispatcher I	0.00	0.00	0.00
Communications Dispatcher 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 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
Total FTE	60.00	60.00	0.00

DEPARTMENT STATISTICS

*Calendar Year	2014	2015	2016	2017	2018
Calls for service	40,773	40,854	41,553	41,673	41,172
Total crimes reported	1,787	1,878	2,222	1,885	1,994
Total arrests	634	586	770	768	696
Total vehicle accidents	339	333	342	317	324
Moving citations issued	5,824	3,372	3,341	2,615	2,448

CITY OF BURLINGAME | FISCAL YEAR 2019-20

*Calendar Year	2014	2015	2016	2017	2018
Average calls per officer	1,101	1,104	1,065	1,069	1,029
Average calls per dispatcher	5,825	5,836	5,936	5,953	5,882
Five year average calls for service	36,427	38,773	40,911	40,300	41,205
Five year average annual calls per officer	984	1,047	1,094	1,092	1,074
Five year average annual calls per dispatcher	5,204	5,539	5,844	5,900	5,886
Traffic stops	9,455	6,506	4,812	5,003	4,620
Incident reports	3,690	3,949	4,198	4,072	3,852

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 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 program 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 responsible persons involved in committing crimes. The Investigations Division also spearheads the Department's efforts against human trafficking.

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.

CITY OF BURLINGAME | FISCAL YEAR 2019-20

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

Police personnel costs have increased \$408,000, or 3.6%, due to scheduled salary increases and associated benefit costs. Non-personnel costs have decreased \$280,000, or 10%, due primarily to a decrease in OPEB (prior retiree medical obligations) amortization costs. Funding of the Department's OPEB liability as a percent of payroll could be decreased based on the latest OPEB actuarial study.

In the area of capital outlay, the Police Department will be in the third year of a three-year replacement plan for Police in-car computers for \$40,000. In addition, the Department requested a one-time \$80,000 appropriation to replace the office furniture and workstations at the Police Station as the old items come to the end of their useful lives.

POLICE DIVISION BUDGET SUMMARY

	FY2019 Adopted Budget	FY2020 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	11,224,729	11,633,101	408,372	3.6%
Non-Personnel Costs	2,757,646	2,478,683	(278,963)	-10.1%
Internal Services	930,517	921,207	(9,310)	-1.0%
Capital Outlay	40,000	120,000	80,000	200.0%
Total Appropriation	14,952,892	15,152,991	200,099	1.3%
Sources of Funds				
General Fund	14,601,552	14,799,491	197,939	1.4%
Measure I	172,840	166,500	(6,340)	-3.7%
Charges for Svc - General Fund	78,500	87,000	8,500	10.8%
State Grants	100,000	100,000	0	0.0%
Total Funding	14,952,892	15,152,991	200,099	1.3%

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

CITY OF BURLINGAME | FISCAL YEAR 2019-20

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 proposed personnel budget for the Communications Division has increased by \$55,000, or 4%, due to scheduled salary increases and the associated benefit costs. The remaining budget largely stays flat for 2019-20.

COMMUNICATIONS BUDGET SUMMARY

	FY2019 Adopted Budget	FY2020 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	1,354,546	1,409,648	55,102	4.1%
Non-Personnel Costs	258,410	260,451	2,041	0.8%
Internal Services	19,947	16,256	(3,691)	-18.5%
Capital Outlay	0	0	0	0.0%
Total Appropriation	1,632,903	1,686,355	53,452	3.3%
Sources of Funds				
General Fund	1,632,903	1,686,355	53,452	3.3%
Total Funding	1,632,903	1,686,355	53,452	3.3%

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 violations as well as respond to requests for services. The 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.

KEY PARKING ENFORCEMENT BUDGET CHANGES

There is a 5% increase in the proposed personnel budget due to scheduled salary increases and associated benefit costs. The non-personnel budget increased by \$10,000, or 8.8%, due primarily

CITY OF BURLINGAME | FISCAL YEAR 2019-20

to anticipated increases in parking citation processing services; however, the cost increases will be offset by an increase in citation revenues.

PARKING ENFORCEMENT BUDGET SUMMARY

	FY2019 Adopted Budget	FY2020 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	556,317	583,229	26,912	4.8%
Non-Personnel Costs	109,280	118,900	9,620	8.8%
Internal Services	16,493	12,673	(3,820)	-23.2%
Capital Outlay	0	0	0	0.0%
Total Appropriation	682,090	714,802	32,712	4.8%
Sources of Funds				
General Fund	682,090	714,802	32,712	4.8%
Total Funding	682,090	714,802	32,712	4.8%

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.

A review of the City's current parking meter functionality and activity has indicated that new, modern meters are needed in the Broadway area, and the underground sensors on Burlingame Avenue need to have new batteries installed or be deactivated. New meters in the Broadway area will allow credit card payment and provide additional flexibility to residents and visitors. However, there is a cost associated with credit card payments that the City would have to absorb. The impact may require an increase in the Broadway area parking rates in order to recover costs. On Burlingame Avenue, the parking sensors do not allow adequate enforcement of the two-hour limit, and digging them up and replacing the batteries may not be worth the cost. If, instead, the sensors were deactivated, the current tiered metered rate would have to be changed to a flat or single tier rate. Such a change, however, would require the Council to revise the Municipal Code, which defines the current two-tier rate.

KEY PARKING ENTERPRISE BUDGET CHANGES

The proposed personnel budget decreased by \$25,000 due primarily to employees changing their health insurance plans during open enrollment, resulting in a decrease in health insurance costs anticipated for fiscal year 2019-20.

The non-personnel budget has been reduced to eliminate the costs of parking citation processing services (\$40,000); this cost is borne by the General Fund's Parking Enforcement program. This reduction is partially offset by an anticipated increase (approximately \$12,000) in equipment maintenance for new parking meter installations, maintenance, and repairs. As a result, the total non-personnel budget decreased by \$28,000.

Allocation of internal services went up \$21,000, due primarily to an increase in the Vehicle and Equipment allocation. The Division replaced a number of vehicles in recent years. The replacement costs were higher than the original anticipated costs. As a result, the enterprise's contribution to the vehicle equipment reserve was re-calculated to ensure the Division will have sufficient funds to purchase vehicle replacements in the future.

PARKING ENTERPRISE BUDGET SUMMARY

	FY2019 Adopted Budget	FY2020 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	259,727	234,918	(24,809)	-9.6%
Non-Personnel Costs	426,839	398,980	(27,859)	-6.5%
Internal Services	76,281	97,210	20,929	27.4%
Capital Outlay	29,645	29,645	0	0.0%
Total Appropriation	792,492	760,753	(31,739)	-4.0%
Sources of Funds				
Monthly Parking Permits	356,000	370,000	14,000	3.9%
Electric Vehicle Charging Station	15,000	15,000	0	0.0%
Parking Fees	2,475,000	2,450,000	(25,000)	-1.0%
Other Revenue	128,000	229,000	101,000	78.9%
Total Funding	2,974,000	3,064,000	90,000	3.0%

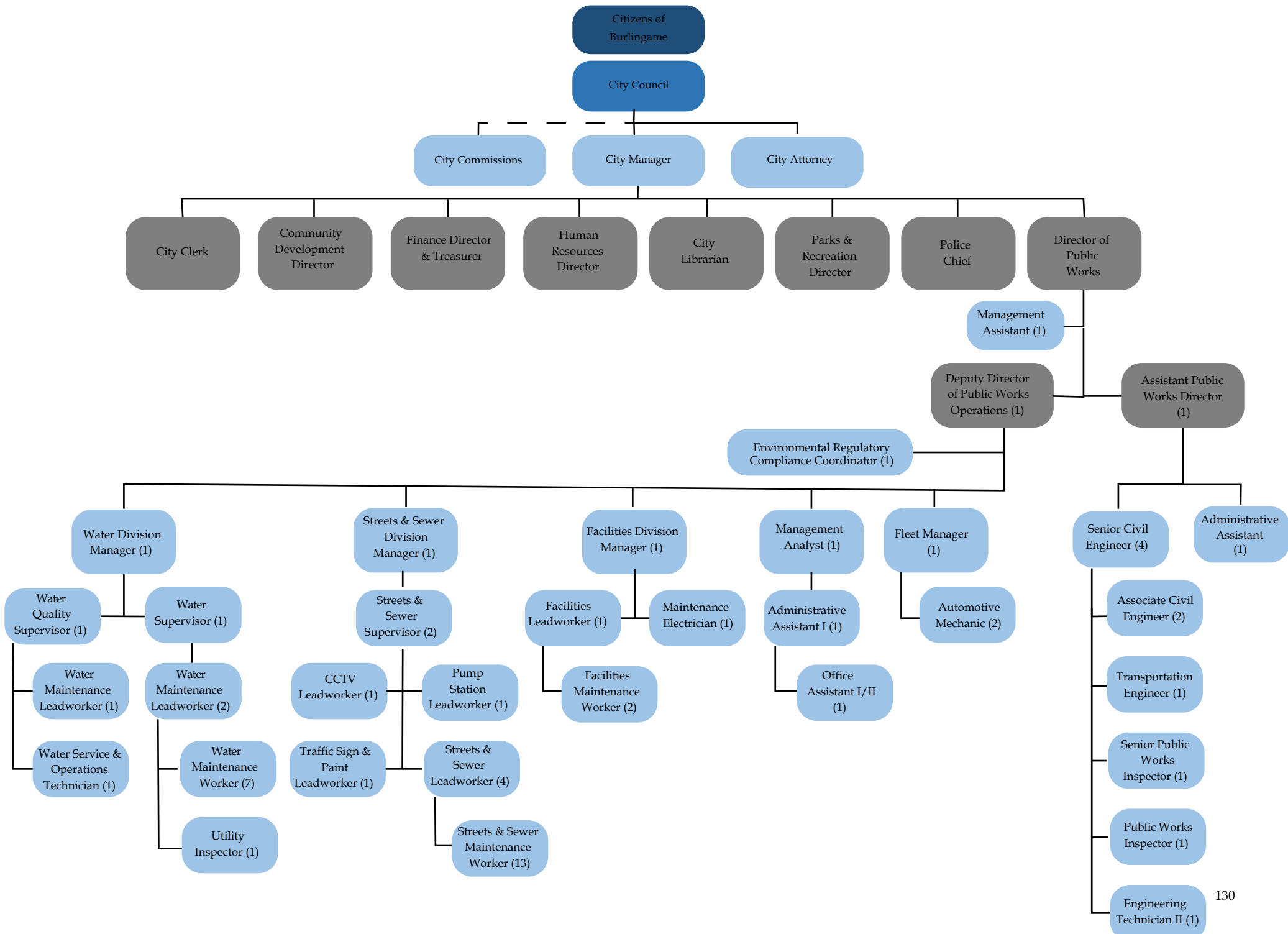
CITY OF BURLINGAME, CALIFORNIA



FISCAL YEAR 2019-20

PUBLIC WORKS DEPARTMENT

PUBLIC WORKS



PUBLIC WORKS DEPARTMENT

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 2019 - 20

DEPARTMENT BUDGET SUMMARY

	FY2019 Adopted Budget	FY2020 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	10,664,246	11,295,427	393,042	3.6%
Non-Personnel Costs	17,988,442	18,450,843	251,059	1.4%
Debt Service	4,393,161	4,383,855	(4,202)	-0.1%
Internal Services	2,534,435	2,578,745	169,921	7.1%
Capital Outlay	1,312,946	637,341	(1,107,216)	-63.5%
Total Appropriation	36,893,230	37,346,211	(297,396)	-0.8%
Sources of Funds				
Capital Projects Fund	900,000	880,000	30,000	3.5%
Charges for Svc - General Fund	500,300	679,000	104,000	18.1%
Charges for Svc - ISF	2,731,950	2,984,267	335,000	12.6%
Charges for Svc - Landfill	434,000	505,000	20,000	4.1%
Charges for Svc - Sewer	14,808,000	14,305,000	(900,000)	-5.9%
Charges for Svc - Solid Waste	752,900	661,000	(18,000)	-2.7%
Charges for Svc - Water	17,415,000	20,400,000	2,000,000	10.9%
Charges for Svc - Outside Agencies	1,085,000	1,355,000	0	0.0%
General Fund	5,472,537	5,741,440	100,611	1.8%
Grants & Contributions	64,150	72,000	0	0.0%
Interest Income	957,600	1,122,000	330,000	41.7%
Other Revenue	179,500	210,850	12,850	6.5%
Parking Fund	69,426	76,000	2,900	4.0%
Reserves	302,264	(83,161)	(899,122)	-110.2%
Total Funding	45,672,627	48,908,396	1,118,239	2.3%

CITY OF BURLINGAME | FISCAL YEAR 2019-20

DEPARTMENT STAFF

Full-Time Equivalents (FTE)	FY2019 Actual FTE	FY2020 Budget Request	+ / - Change in FTE
Administrative Assistant I/II	2.00	2.00	0.00
Asst Public Works Director	1.00	1.00	0.00
Associate Civil Engineer	2.00	2.00	0.00
Automotive Mechanic	2.00	2.00	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 Compliance Coordinator	1.00	0.00	(1.00)
Environmental Regulatory Manager	0.00	1.00	1.00
Facilities Division Manager	1.00	1.00	0.00
Facilities Leadworker	1.00	1.00	0.00
Facilities Maintenance Worker	2.00	2.00	0.00
Fleet Manager	1.00	1.00	0.00
Maintenance Electrician	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
Public Works Inspector	1.00	1.00	0.00
Pump Station Leadworker	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 & Meter Technician	0.00	0.00	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
Total FTE	65.00	65.00	0.00

CITY OF BURLINGAME | FISCAL YEAR 2019-20

DEPARTMENT STATISTICS

	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19 Estimated
Engineering					
Major studies conducted	15	16	16	19	21
Streets, sidewalks, and storm drainage projects undertaken	15	15	17	20	23
Sewer projects undertaken	11	12	13	13	16
Water projects undertaken	9	9	11	12	13
Parks projects undertaken	2	3	4	4	4
Miscellaneous projects undertaken	6	9	9	12	12
Private development projects reviewed	116	125	130	140	145
Facilities					
Buildings maintained	21	21	21	21	21
Help desk tickets addressed	540	870	387	400	600
Square footage of buildings painted	5,000	10,225	8,450	10,000	8,000
Sewer					
Customer service calls	432	383	360	325	300
Mains cleaned (non-easement in feet)	254,298	198,600	147,976	160,000	275,000
Mains cleaned (easement in feet)	112,476	67,579	59,073	68,000	70,000
Laterals repaired and replaced	94	92	200	135	130
Mains repaired and replaced (feet)	1,912	2,901	11,625	6,400	5,000
Pumps repaired	1	4	1	5	2
Private laterals inspected	268	262	176	210	175
Closed circuit television (miles of mains)	21	28	11	20	20
Manholes replaced	33	35	57	45	40

CITY OF BURLINGAME | FISCAL YEAR 2019-20

	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19 Estimated
Lateral maintenance completed (each)	3,401	4,779	1,484	1,500	3,800
Lateral maintenance completed (feet)	84,377	139,580	30,672	26,500	90,000
Root foaming completed (mains in feet)	31,002	29,000	28,102	33,000	25,000
Streets & Storm Drainage					
Streets swept (miles)	9,243	10,997	8,755	8,200	5,000
Debris removed (cubic yards)	6,636	5,000	3,367	4,000	5,000
Streets repaired (square feet)	13,650	15,000	11,500	11,000	15,500
Regulatory signs repaired and replaced	1,081	1,000	507	950	400
Striping (feet)	5,290	4,500	4,600	3,500	4,950
Pavement markings	1,750	1,500	1,575	1,000	1,000
Sidewalk and curbs repaired (concrete in square feet)	3,789	1,500	1,240	1,300	1,620
Temporary sidewalks repaired (asphalt in square feet)	2,383	2,500	1,400	1,350	1,200
Storm drain pipes cleaned (feet)	3,200	15,000	2,750	1,030	1,600
Catch basins cleaned	1,085	1,500	537	800	500
Crack sealing (feet)	58,000	52,000	0	0	25,000
Creeks cleaned and debris removed (each/tons)	5 / 360	6/400	6/440	6/400	5/500
Vehicle & Equipment					
Vehicles & Equipment serviced (preventive maintenance)	396	774	845	789	1,020
Miscellaneous repairs made (minor repairs)	416	425	506	489	645
Vehicles smog tested	17	17	22	21	30
Vehicles and equipment maintained	317	321	335	314	330
Emergency road service calls	25	24	80	40	25
Water					
Water purchased (in billion gallons)	1.32	1.13	1.20	1.15	1

CITY OF BURLINGAME | FISCAL YEAR 2019-20

	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19 Estimated
Customer service calls made	930	902	485	400	450
Meters replaced	1,011	952	386	205	400
Main and valves repaired	26	23	23	20	24
Valves exercised	36	215	166	1,300	500
Services repaired	14	11	11	5	20
New services installed	16	14	28	23	25
Fire hydrants serviced or repaired	9	19	160	595	20
Fire hydrants replaced	7	8	5	4	5
Water quality tests conducted	535	596	580	525	725
Water mains flushed (miles)	4	4	5	13	35
Backflow devices tested	35	35	35	35	11
Fire flow test performed	50	60	44	38	50
Wastewater Treatment Plant					
Minimum flows - million gallons day (MGD)	3	2	2	2	1
Average flows - (MGD)	3	3	3	3	3
Maximum flows - (MGD)	14	7	19	18	18
Biological oxygen demand (BOD) – average lbs/day	8,349	7,999	8,311	8,400	8,000
Total suspended solids (TSS) – avg lbs/day	8,030	7,839	8,197	8,100	9,000

DEPARTMENT PERFORMANCE MEASURES

	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19 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%	100%

CITY OF BURLINGAME | FISCAL YEAR 2019-20

	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19 Estimated
Maintain a citywide average PCI (Pavement Condition Index) score of at least 65	76	77	77	76	81
Complete 70% of Facilities Help Desk tickets within 3 days of receipt, excluding requests that require ordering specialty parts	96%	95%	95%	95%	70%
Make initial response to Streets/Sewer/Water service calls within an average of 30 minutes or less	26 mins	30 mins	30 mins	20 mins	18 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%	96%	96%	93%	95%
Complete 90% of scheduled preventative maintenance for vehicles in the month they are due	97%	97%	97%	93%	95%
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 minimal of 95% of samples free from total coliform	99%	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.

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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 traffic studies and analyses to address traffic-related problems. Responsibility for applying for and administering grant funding for transportation-related projects also lies in the Engineering 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 the City's jurisdiction to ensure compliance with City requirements.

KEY ENGINEERING DIVISION BUDGET CHANGES

The Engineering Division personnel budget has increased by \$102,000, or 4%. The budget includes the reclassification of one staff member from Environmental Regulatory Compliance Coordinator to Environmental Compliance Manager. This position is funded by the General Fund (20%), Water Fund (40%) and Sewer Fund (40%). The reclassification reflects the current employee's actual daily responsibilities. The budgetary impact of the reclassification is approximately \$7,200. The remaining increase in the Division's personnel budget is due to wage increases for both full-and part-time employees, and benefit cost increases.

ENGINEERING DIVISION BUDGET SUMMARY

	FY2019 Adopted Budget	FY2020 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	2,536,892	2,639,339	102,447	4.0%
Non-Personnel Costs	788,468	806,925	18,457	2.3%
Internal Services	246,216	243,712	(2,504)	-1.0%
Capital Outlay	10,000	0	(10,000)	-100.0%
Total Appropriation	3,581,576	3,689,976	108,400	3.0%
Sources of Funds				
General Fund	2,156,576	2,130,976	(25,600)	-1.2%
Charges for Svc - General Fund	575,000	679,000	104,000	18.1%
Capital Projects Fund	850,000	880,000	30,000	3.5%
Total Funding	3,581,576	3,689,976	108,400	3.0%

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, and fire stations. 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 Division 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 FY 2019-20 budget for the Facilities Maintenance Division increased by \$107,000, or 6.3%. The Division's personnel costs reflect a moderate increase of 3.6% due to scheduled salary increases and associated benefit costs. The non-personnel budget is increased 7.3%, as the Division anticipates increases in the contractual cost of janitorial services due to prevailing wage increases.

FACILITIES MAINTENANCE DIVISION BUDGET SUMMARY

	FY2019 Adopted Budget	FY2020 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	808,140	837,052	28,912	3.6%
Non-Personnel Costs	858,889	921,239	62,350	7.3%
Internal Services	49,583	50,720	1,137	2.3%
Capital Outlay	0	15,000	15,000	0.0%
Total Appropriation	1,716,612	1,824,011	107,399	6.3%
Sources of Funds				
Charges for Services - ISF	1,716,612	1,809,010	92,398	5.4%
Charges for Svc - Outside Agencies	0	0	0	0.0%
Interest Income	6,000	7,000	1,000	16.7%
Reserves	(6,000)	8,001	14,001	-233.4%
Total Funding	1,716,612	1,824,011	107,399	6.3%

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 2019-20.

LANDFILL FUND BUDGET SUMMARY

	FY2019 Adopted Budget	FY2020 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	60,588	64,602	4,014	6.6%
Non-Personnel Costs	196,475	186,506	(9,969)	-5.1%
Internal Services	941	705	(236)	-25.1%
Capital Outlay	0	0	0	0.0%
Total Appropriation	258,004	251,813	(6,191)	-2.4%
Sources of Funds				
Charges for Svc - Landfill	485,000	505,000	20,000	4.1%
Interest Income	22,000	24,000	2,000	9.1%
Total Funding	507,000	529,000	22,000	4.3%

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 100 miles of gravity sewers, 31 miles of lower laterals, five miles of force mains, and seven 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 performing repairs of broken sewer mains and lower laterals as part of the Sewer System Overflows Reduction Program. The Division also performs rehabilitation of manholes and cleanouts in order to prevent storm water infiltration into the system.

The Sewer Division performs daily checks of pump stations and performs preventative maintenance as required. This includes replacing damaged parts and performing repairs. In addition, the Division cleans the pump 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 Maintenance Division's proposed non-personnel budget decreased by \$110,000, or 10%, for fiscal year 2019-20. This is largely due to the Division's continued efforts to improve current work processes and the Division's overall operations. After testing new methods and procedures during 2018, the Division will attempt to clear sewer easements (for access) with in-house staff during FY 2019-20. The crew will also complete more paving requests in house and therefore reduce the use of on-call paving contractual services.

Another key budgetary change is the increase in allocation for Internal Services, up \$77,000, mainly due to an increase in the Vehicle and Equipment allocation. A sewer vacuum cleaning truck and a number of other vehicles were replaced in FY 2018-19. As a result, the Division's contributions to the vehicle and equipment reserve were re-calculated to ensure the Division will have sufficient funds to purchase vehicle and equipment replacements in the future.

SEWER MAINTENANCE DIVISION BUDGET SUMMARY

	FY2019 Adopted Budget	FY2020 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	2,438,802	2,478,899	40,097	1.6%
Non-Personnel Costs	1,092,214	981,360	(110,854)	-10.1%
Debt Service	2,432,086	2,435,595	3,509	0.1%
Internal Services	445,591	522,372	76,781	17.2%
Capital Outlay	103,500	31,000	(72,500)	-70.0%
Total Appropriation	6,512,193	6,449,226	(62,967)	-1.0%
Sources of Funds				
Charges for Svc - Sewer	12,101,467	11,120,251	(981,216)	-8.1%
Interest Income	288,000	465,000	177,000	61.5%
Other Revenue	0	0	0	0.0%
Total Funding	12,389,467	11,585,251	(804,216)	-6.5%

PUBLIC WORKS – SHUTTLE BUS PROGRAM

The Burlingame Shuttle Bus Program provides public transportation services to reduce traffic congestion during the 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. A summary of the four shuttles follows.

The Bayside Commuter Shuttle, with its two shuttle vehicles, has very high ridership and serves 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 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. The shuttle is managed by the San Mateo County/Silicon Valley Convention and Visitors Bureau.

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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

There is no budget change in fiscal year 2019-20.

SHUTTLE PROGRAM BUDGET SUMMARY

	FY2019 Adopted Budget	FY2020 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Non-Personnel Costs	215,500	215,500	0	0.0%
Total Appropriation	215,500	215,500	0	0.0%
Sources of Funds				
General Fund	143,500	143,500	0	0.0%
Grants & Contributions	72,000	72,000	0	0.0%
Total Funding	215,500	215,500	0	0.0%

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% on January 1, 2019. Rates will be further increased by 6% at the beginning of each of the calendar years 2020 and 2021.

KEY SOLID WASTE FUND BUDGET CHANGES

The Solid Waste Fund's budget for Internal Services is up \$71,000 in FY 2019-20, as the Division replaced two street sweepers in FY 2018-19, at a cost of nearly \$250,000 each. As a result of these large purchases, charges from the City's Vehicle and Equipment Internal Service Fund must be increased to ensure sufficient funds are available to cover future equipment replacement costs.

SOLID WASTE FUND BUDGET SUMMARY

	FY2019 Adopted Budget	FY2020 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	459,601	430,410	(29,191)	-6.4%
Non-Personnel Costs	267,454	221,534	(45,920)	-17.2%
Internal Services	70,229	141,151	70,922	101.0%
Capital Outlay	0	0	0	0.0%
Total Appropriation	797,284	793,095	(4,189)	-0.5%
Sources of Funds				
Charges for Svc - Solid Waste	679,000	661,000	(18,000)	-2.7%
Interest Income	75,000	64,000	(11,000)	-14.7%
Reserve	43,284	68,095	24,811	57.3%
Total Funding	797,284	793,095	(4,189)	-0.5%

PUBLIC WORKS – STREETS AND STORM DRAINAGE DIVISION

The Streets and Storm Drainage Division is responsible for providing operation and maintenance services related to the streets and storm drainage system, which includes 84 lane miles of streets, 116 miles of sidewalks, 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 prevent tripping hazards.

The Division also works closely with the Engineering Division to install street signage, striping, and pavement markings as required by regulations. The Division utilizes outside contractors to perform traffic signal maintenance services.

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The Division maintains and performs regular cleaning of creeks, channels, catch basins, trash capture devices, and pipe systems. In addition, the Division performs maintenance services to pump stations to ensure proper functioning during rain storms to prevent flooding.

The Division also performs street sweeping services for all residential, commercial, and industrial areas. The street sweeping is performed six days a week in the Downtown and commercial areas. The street sweeping in the residential areas is performed 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 AND STORM DRAINAGE DIVISION BUDGET CHANGES

Personnel costs have increased \$63,000, or 4.6%, due to scheduled salary increases and associated benefit costs. The Division requires an additional \$108,000 under its non-personnel budget to cover the costs of creek maintenance permits (\$53,000), painting services for downtown poles and garbage cans (\$30,000), and increased maintenance and repairs at storm water pump stations (\$25,000).

STREETS AND STORM DRAINAGE DIVISION BUDGET SUMMARY

	FY2019 Adopted Budget	FY2020 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	1,357,026	1,419,778	62,752	4.6%
Non-Personnel Costs	914,257	1,036,081	121,824	13.3%
Internal Services	1,058,070	1,069,605	11,535	1.1%
Capital Outlay	84,500	17,500	(67,000)	-79.3%
Total Appropriation	3,413,853	3,542,964	129,111	3.8%
Sources of Funds				
General Fund	3,340,753	3,466,964	126,211	3.8%
Parking Fund	73,100	76,000	2,900	4.0%
Total Funding	3,413,853	3,542,964	129,111	3.8%

PUBLIC WORKS – VEHICLE AND EQUIPMENT MAINTENANCE DIVISION

The Vehicle and Equipment Maintenance Division is responsible for providing vehicle maintenance services to the City fleet system. The City fleet consists of a total of 118 vehicles and

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trucks and 132 pieces of equipment operated by the Public Works, Parks, Police, Library, and Community Development Departments.

The Division is also responsible for managing the City fleet of vehicles and rolling stock. The Division purchases vehicles and rolling equipment based on replacement criteria and schedules. Vehicle and Equipment Maintenance is operated as an internal service fund.

The Division also provides vehicle maintenance services to the Town of Hillsborough Public Works Department fleet, which consists of 39 vehicles.

KEY VEHICLE AND EQUIPMENT MAINTENANCE BUDGET CHANGES

The budget for personnel costs in this internal service fund reflect an increase of \$35,000, or 8%, due to scheduled salary increases, merit increases, and associated benefit costs. A decrease in the capital outlay budget is recommended: the FY 2018-19 adopted budget included the cost of replacing seven vehicles, one Sewer Cleaning Truck, and two Street Sweepers, driving the total capital outlay over \$1 million. Based on the City's vehicle and equipment replacement schedule, a budget of \$289,000 will be sufficient for the City's needs in fiscal year 2019-20.

VEHICLE & EQUIPMENT MAINTENANCE BUDGET SUMMARY

	FY2019 Adopted Budget	FY2020 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	434,733	469,359	34,626	8.0%
Non-Personnel Costs	337,406	325,476	(11,930)	-3.5%
Internal Services	58,236	61,165	2,929	5.0%
Capital Outlay	1,048,957	289,000	(759,957)	-72.4%
Total Appropriation	1,879,332	1,145,000	(734,332)	-39.1%
Sources of Funds				
Charges for Svc - ISF	932,655	1,175,257	242,602	26.0%
Interest Income	113,000	124,000	11,000	9.7%
Charges for Svc - Outside Agencies	55,000	5,000	(50,000)	-90.9%
Revenue - Sale of Vehicles	0	0	0	0.0%
Reserves	778,677	(159,257)	(937,934)	-120.5%
Total Funding	1,879,332	1,145,000	(734,332)	-39.1%

PUBLIC WORKS – WATER MAINTENANCE DIVISION

The Water Maintenance Division is responsible for providing 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, four 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 Department of Health Services regulations, 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 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 Division is also responsible for performing water-meter reads in the city every two months, and performs tests of water meters and calibrates them every other year 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

Personnel costs in the Division are anticipated to increase \$149,000, or 5.3%, in the upcoming fiscal year, mainly due to scheduled salary increases and associated benefit costs.

The budget for water purchases is expected to remain the same as last year because the SFPUC did not change the cost of wholesale water. Other operating budgets also remain fairly level when compared with the current fiscal year.

The Division's capital outlay budget is decreased by \$155,000 primarily due to the funding of certain one-time purchases of new equipment for the Division in the adopted FY 2018-19 budget. The FY 2019-20 capital outlay budget reflects a more normal range for the Division's needs.

WATER MAINTENANCE DIVISION BUDGET SUMMARY

	FY2019 Adopted Budget	FY2020 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	2,806,603	2,955,988	149,385	5.3%
Non-Personnel Costs	9,382,186	9,427,872	45,686	0.5%
Debt Service	1,955,971	1,948,260	(7,711)	-0.4%
Internal Services	478,360	479,916	1,556	0.3%
Capital Outlay	242,600	87,841	(154,759)	-63.8%
Total Appropriation	14,865,720	14,899,877	34,157	0.2%
Sources of Funds				
Charges for Svc - Water	18,400,000	20,400,000	2,000,000	10.9%
General Fund	0	0	0	N/A
Interest Income	288,000	438,000	150,000	52.1%
Other Revenue	198,000	210,850	12,850	6.5%
Total Funding	18,886,000	21,048,850	2,162,850	11.5%

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

The overall budget for the Wastewater Treatment Plant for the upcoming 2019-20 fiscal year reflects an increase of 3% as compared to last year. Personnel costs have increased 4.4% due to scheduled salary increases and associated benefit costs. The budget for capital outlay fluctuates from time to time due to changes in the Division's equipment replacement schedule and operation needs.

WASTEWATER TREATMENT BUDGET SUMMARY

	FY2019 Adopted Budget	FY2020 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Non-Personnel Costs	4,146,935	4,328,350	181,415	4.4%
Internal Services	1,598	9,399	7,801	488.2%
Capital Outlay	255,000	197,000	(58,000)	-22.7%
Total Appropriation	4,403,533	4,534,749	131,216	3.0%
Sources of Funds				
Charges for Svc - Sewer	3,103,533	3,184,749	81,216	2.6%
Charges for Svc - Outside Agencies	1,300,000	1,350,000	50,000	3.8%
Total Funding	4,403,533	4,534,749	131,216	3.0%



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

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 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 17,146 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 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, 1,700 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.

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 seven 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 Recreation Center and 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.

															5 YEAR CIP PLAN						
CITYWIDE CIP BY MAJOR & MINOR PROGRAM																					
General Fund	Gas Tax	Measure A	Measure I	SB 1	Sewer Rates (City)	Other Revenue	Storm Drain Fee	Water Rates (City)	Parking Fund	Total New FY20 Appropriations	** Available Existing Funding	Transfers	Total Available Existing, Net of Transfers	Total FY20 Need (Existing + New)	FY21 Need	FY22 Need	FY23 Need	FY24 Need	FY20-24 Need Total	FY24+ Need	Total FY20-24+ Need
*in thousands	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)
A. FACILITIES CAPITAL IMPROVEMENT PROGRAM																					
Improvements	100	0	0	0	0	0	0	0	0	100	4,845	32	4,877	4,977	51,050	1,050	1,050	1,050	59,177	56,048	115,225
Minor Upgrades	1,900	0	0	0	0	0	0	0	0	1,900	5,700	(32)	5,668	7,568	0	0	0	0	7,568	0	7,568
Miscellaneous (General Plan Update)	0	0	0	0	0	0	0	0	0	0	583	0	583	583	0	0	0	0	583	0	583
SUBTOTAL	2,000	0	0	0	0	0	0	0	0	2,000	11,128	0	11,128	13,128	51,050	1,050	1,050	1,050	67,328	56,048	123,376
B. PARKING & GARAGES CAPITAL IMPROVEMENT PROGRAM																					
Improvements	0	0	0	0	0	0	0	0	2,650	2,650	429	0	429	3,079	100	100	100	100	3,479	0	3,479
SUBTOTAL	0	0	0	0	0	0	0	0	2,650	2,650	429	0	429	3,079	100	100	100	100	3,479	0	3,479
C. PARKS & TREES CAPITAL IMPROVEMENT PROGRAM																					
Tree Management and Replacement	55	0	0	0	0	0	0	0	0	55	88	0	88	143	55	5	55	0	258	0	258
Citywide Parks Paving, Courts, Pathways	0	0	0	0	0	0	0	0	0	0	203	0	203	203	50	50	50	0	353	0	353
Citywide Playgrounds and Resilient Resurfacing	150	0	0	0	0	0	0	0	0	150	2,319	0	2,319	2,469	150	150	150	100	3,019	0	3,019
Citywide Parks Fencing	0	0	0	0	0	0	0	0	0	0	165	0	165	165	100	0	0	0	265	0	265
Citywide Parks Lighting	0	0	0	0	0	0	0	0	0	0	78	0	78	78	0	0	0	0	78	0	78
Parks Safety, Maintenance and Improvements	300	0	0	0	0	0	0	0	0	300	1,104	0	1,104	1,404	200	380	250	300	2,534	0	2,534
Aquatics Facility	700	0	0	0	0	0	0	0	0	700	397	0	397	1,097	0	0	1,300	0	2,397	0	2,397
Major Improvements	2,100	0	0	0	0	0	0	0	0	2,100	3,734	0	3,734	5,834	200	200	200	200	6,634	15,000	21,634
SUBTOTAL	3,305	0	0	0	0	0	0	0	0	3,305	8,088	0	8,088	11,393	755	785	2,005	600	15,538	15,000	30,538
D. SEWER CAPITAL IMPROVEMENT PROGRAM																					
Studies	0	0	0	0	0	650	0	0	0	650	197	60	257	907	600	0	100	0	1,607	0	1,607
Sewer Main Rehabilitation	0	0	0	0	0	3,350	0	0	0	3,350	5,447	(100)	5,347	8,697	3,000	2,700	2,800	4,300	21,497	30,000	51,497
Miscellaneous Sewer Repairs	0	0	0	0	0	250	0	0	0	250	1,391	100	1,491	1,741	50	50	50	0	1,891	1,000	2,891
Pump Stations	0	0	0	0	0	0	0	0	0	0	1,150	0	1,150	1,150	0	0	0	0	1,150	0	1,150
Treatment	0	0	0	0	0	710	0	0	0	710	3,256	(60)	3,196	3,906	1,200	2,310	1,945	210	9,571	16,430	26,001
Miscellaneous	0	0	0	0	0	120	0	0	0	120	14	0	14	134	120	0	0	0	254	0	254
SUBTOTAL	0	0	0	0	0	5,080	0	0	0	5,080	11,455	0	11,455	16,535	4,970	5,060	4,895	4,510	35,970	47,430	83,400
E. STORM DRAIN CAPITAL IMPROVEMENT PROGRAM																					
Studies	0	0	0	0	0	0	50	0	0	50	100	0	100	150	50	50	50	50	350	800	1,150
California Drive Roundabout Project (storm facilities)	0	0	0	0	0	0	0	0	0	0	227	0	227	227	0	0	0	0	227	0	227
Capacity Improvements - Easton Creek	0	0	0	0	0	0	0	0	0	0	60	0	60	60	0	0	0	0	60	0	60
Capacity Improvements - Mills Creek	0	0	0	0	0	0	0	0	0	0	200	0	200	200	0	0	0	0	200	600	800
Capacity Improvements - Burlingame Creek	0	0	0	0	0	0	0	0	0	0	11,280	0	11,280	11,280	0	0	0	0	11,280	0	11,280
Capacity Improvements - Sanchez Creek, Terrace & Laguna	0	0	0	0	0	0	0	0	0	0	103	0	103	103	0	0	0	0	103	0	103
Capacity Improvements - El Portal Creek, Trousdale & Gilbreath	0	0	0	0	0	0	150	0	0	150	193	0	193	343	0	0	0	0	343	0	343
Neighborhood Area	0	0	0	0	0	0	2,000	0	0	2,000	2,185	0	2,185	4,185	700	700	700	0	6,285	0	6,285
Bridge & Storm Culvert Improvements	0	0	0	0	0	0	0	0	0	0	1,408	0	1,408	1,408	200	200	200	0	2,008	0	2,008
Pump Stations	0	0	0	0	0	900	1,000	0	0	1,900	2,759	0	2,759	4,659	160	100	100	0	5,019	500	5,519
SUBTOTAL	0	0	0	0	0	900	3,200	0	0	4,100	18,515	0	18,515	22,615	1,110	1,050	1,050	50	25,875	1,900	27,775
F. STREETS CAPITAL IMPROVEMENT PROGRAM																					
Studies	160	0	0	0	0	0	0	0	0	160	1,500	(27)	1,473	1,633	100	180	100	100	2,113	25,000	27,113
Paving & Reconstruction	0	600	750	500	500	0	0	0	0	2,350	5,077	0	5,077	7,427	2,000	2,020	2,000	2,020	15,467	20,150	35,617
Traffic	300	0	0	0	0	0	0	0	0	300	1,138	31	1,169	1,469	200	100	100	0	1,869	500	2,369
Railroad Improvements	1,500	0	0	0	0	0	0	0	0	1,500	898	0	898	2,398	0	0	0	0	2,398	255,000	257,398
Downtown Improvements	0	0	0	0	0	0	0	0	0	0	410	0	410	410	0	0	0	0	410	0	410
Bike & Pedestrian Improvements	100	0	0	0	0	0	0	0	0	100	2,139	(4)	2,135	2,235	0	100	0	100	2,435	5,000	7,435
Lighting & Poles	100	0	0	0	0	0	0	0	0	100	952	0	952	1,052	200	200	200	0	1,652	3,000	4,652
Sidewalks, Curbs & Gutters	500	0	0	700	0	0	0	0	0	1,200	1,143	0	1,143	2,343	800	800	800	800	5,543	17,000	22,543
SUBTOTAL	2,660	600	750	1,200	500	0	0	0	0	5,710	13,257	0	13,257	18,967	3,300	3,400	3,200	3,020	31,887	325,650	357,537
G. WATER CAPITAL IMPROVEMENT PROGRAM																					
Planning	0	0	0	0	0	0	0	50	0	50	140	0	140	190	50	100	50	100	490	1,070	1,560
Storage	0	0	0	0	0	0	0	0	0	0	211	(109)	102	102	0	300	0	0	402	18,500	18,902
Transmission Pipelines	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7,530	7,530
Pipelines Rehabilitation	0	0	0	0	0	0	0	2,480	0	2,480	5,438	159	5,597	8,077	3,030	2,700	3,250	3,200	20,257	27,340	47,597
Pump Stations	0	0	0	0	0	0	0	100	0	100	0	0	0	100	0	0	0	0	100	250	350
Water Quality & Dechloramination	0	0	0	0	0	0	0	0	0	0	156	(50)	106	106	50	50	0	0	206	250	456
Supervisory Control & Data Acquisition (SCADA)	0	0	0	0	0	0	0	120	0	120	181	0	181	301	170	50	0	0	521	500	1,021
Miscellaneous Improvements	0	0	0	0	0	0	0	250	0	250	424	0	424	674	200	300	200	200	1,574	2,020	3,594
SUBTOTAL	0	0	0	0	0	0	0	3,000	0	3,000	6,550	0	6,550	9,550	3,500	3,500	3,500	3,500	23,550	57,460	81,010
TOTAL, CITYWIDE CAPITAL IMPROVEMENT PROGRAM																					
\$7,965	\$600	\$750	\$1,200	\$500	\$5,080	\$900	\$3,200	\$3,000	\$2,650	\$25,845	\$69,422	\$0	\$69,422	\$95,267	\$64,785	\$14,945	\$15,800	\$12,830	\$203,627	\$503,488	\$707,115

** Available Existing Funding - balance as of December 2018 Finance Reports unless adjusted in Mid-Year Budget Amendment.

							5 YEAR CIP PLAN						
FACILITIES CAPITAL IMPROVEMENT PROGRAM													
	General Fund	Total New FY20 Appropriations	** Available Existing Funding	Transfers	Total Available Existing, Net of Transfers	Total FY20 Need (Existing + New)	FY21 Need	FY22 Need	FY23 Need	FY24 Need	FY20-24 Need Total	FY24+ Need	Total FY20-24+ Need
*in thousands	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)
A. IMPROVEMENTS													
a-1 Community Center Master Planning	0	0	4,687	0	4,687	4,687	50,000	0	0	0	54,687	3,000	57,687
a-2 City Hall Asbestos Remediation Plan	0	0	0	0	0	0	0	0	0	0	0	8,000	8,000
a-3 Police Building	0	0	0	0	0	0	0	0	0	0	0	1,600	1,600
a-4 Recreation Center Seismic	0	0	0	0	0	0	0	0	0	0	0	35,000	35,000
a-5 Fire Department	0	0	0	0	0	0	0	0	0	0	0	2,900	2,900
a-6 Parks Corporation Yard	0	0	0	0	0	0	0	0	0	0	0	3,400	3,400
a-7 Aquatic Center	0	0	0	0	0	0	0	0	0	0	0	250	250
a-8 Citywide Facility Master Plan	0	0	100	0	100	100	1,000	1,000	1,000	1,000	4,100	0	4,100
a-9 Citywide Minor Building Facilities	100	100	58	32	90	190	50	50	50	50	390	1,898	2,288
SUBTOTAL	100	100	4,845	32	4,877	4,977	51,050	1,050	1,050	1,050	59,177	56,048	115,225
B. MINOR UPGRADES													
b-1 Police Antenna	0	0	0	0	0	0	0	0	0	0	0	0	0
b-2 Library RFID	0	0	0	0	0	0	0	0	0	0	0	0	0
b-3 Communications and IT Modernization	0	0	85	0	85	85	0	0	0	0	85	0	85
b-4 City Hall Boiler	0	0	55	0	55	55	0	0	0	0	55	0	55
b-5 Library PLP	0	0	10	0	10	10	0	0	0	0	10	0	10
b-6 Police Records Management System	0	0	16	0	16	16	0	0	0	0	16	0	16
b-7 Library Lighting Control System Upgrade	0	0	107	(107)	0	0	0	0	0	0	0	0	0
b-8 Recreation Center Improvements	0	0	6	(6)	0	0	0	0	0	0	0	0	0
b-9 ADA Assessment Studies	0	0	0	0	0	0	0	0	0	0	0	0	0
b-10 Fire Stations Painting, Auto Gate Operator and Garage Floor	0	0	26	(26)	0	0	0	0	0	0	0	0	0
b-11 Police Station and Corp Yard Painting	0	0	0	0	0	0	0	0	0	0	0	0	0
b-12 City Buildings Energy Efficiency	0	0	0	0	0	0	0	0	0	0	0	0	0
b-13 Police Station HVAC Improvements	0	0	15	(15)	0	0	0	0	0	0	0	0	0
b-14 Fire Station 35 Rehabilitation and HVAC System Upgrade	0	0	1,191	0	1,191	1,191	0	0	0	0	1,191	0	1,191
b-15 Building Facilities Condition Assessment Study & CIP Master Plan	0	0	7	0	7	7	0	0	0	0	7	0	7
b-16 Donnelly Parking Garage Roof Deck Resurfacing	0	0	70	0	70	70	0	0	0	0	70	0	70
b-17 New Backup Server for City Information System	0	0	27	0	27	27	0	0	0	0	27	0	27
b-18 Energy Efficiency Upgrades	0	0	512	15	527	527	0	0	0	0	527	0	527
b-19 Police Station Fuel Tank Removal and Replacement	0	0	732	0	732	732	0	0	0	0	732	0	732
b-20 Parking Lots Resurfacing (City Hall, Rec Center, Corp Yard and PD)	250	250	277	0	277	527	0	0	0	0	527	0	527
b-21 Facilities ADA Improvements	250	250	268	0	268	518	0	0	0	0	518	0	518
b-22 Stormwater Pollution Prevention Plan for Facilities	0	0	50	0	50	50	0	0	0	0	50	0	50
b-23 Community Development Department Remodeling	0	0	89	0	89	89	0	0	0	0	89	0	89
b-24 Washington Park Grandstand Remodeling	0	0	50	0	50	50	0	0	0	0	50	0	50
b-25 Fire Stations Emergency Generators Upgrade Project (FS 34, 35 and 36)	850	850	150	0	150	1,000	0	0	0	0	1,000	0	1,000
b-26 Fuel Pump Station Improvements at Corp Yard	0	0	89	0	89	89	0	0	0	0	89	0	89
b-27 Police Dispatch Furniture Upgrades	0	0	0	0	0	0	0	0	0	0	0	0	0
b-28 New Financial System	0	0	538	0	538	538	0	0	0	0	538	0	538
b-29 Electronic Records Management System	0	0	90	0	90	90	0	0	0	0	90	0	90
b-30 Fire Station 35 Communications Tower Relocation	0	0	300	0	300	300	0	0	0	0	300	0	300
b-31 Facilities CIP Program Management	0	0	200	0	200	200	0	0	0	0	200	0	200
b-32 City Hall Carpet Replacement Project	0	0	200	0	200	200	0	0	0	0	200	0	200
b-33 Library HVAC & EMS (Energy Management System) Upgrade	0	0	100	107	207	207	0	0	0	0	207	0	207
b-34 City Hall - Acoustic Improvements (Sound Masking) Project	0	0	75	0	75	75	0	0	0	0	75	0	75
b-35 Village Park Deck Improvements	0	0	75	0	75	75	0	0	0	0	75	0	75
b-36 Parks Corporation Yard Bathroom & Locker Rooms Gender Separation/Remodel Project	0	0	75	0	75	75	0	0	0	0	75	0	75
b-37 Fire Station 35 Traffic Signal Upgrades	0	0	50	0	50	50	0	0	0	0	50	0	50
b-38 PW Corporation Yard EMS Upgrade Design	0	0	50	0	50	50	0	0	0	0	50	0	50
b-39 Police Station Improvement Project	500	500	75	0	75	575	0	0	0	0	575	0	575
b-40 Adjustable height workstation for records division	0	0	40	0	40	40	0	0	0	0	40	0	40
b-41 Voice recorder for police station radio system	0	0	0	0	0	0	0	0	0	0	0	0	0
b-42 City Attorney Office Remodel	50	50	0	0	0	50	0	0	0	0	50	0	50
SUBTOTAL	1,900	1,900	5,700	(32)	5,668	7,568	0	0	0	0	7,568	0	7,568
C. MISCELLANEOUS													
c-1 General Plan Update	0	0	358	0	358	358	0	0	0	0	358	0	358
c-2 North Rollins Rd Specific Plan	0	0	225	0	225	225	0	0	0	0	225	0	225
SUBTOTAL	0	0	583	0	583	583	0	0	0	0	583	0	583
TOTAL, FACILITIES CAPITAL IMPROVEMENT PROGRAM	\$2,000	\$2,000	\$11,128	\$0	\$11,128	\$13,128	\$51,050	\$1,050	\$1,050	\$1,050	\$67,328	\$56,048	\$123,376

** Available Existing Funding - balance as of December 2018 Finance Reports unless adjusted in Mid-Year Budget Amendment.

								5 YEAR CIP PLAN										
PARKING & GARAGES CAPITAL IMPROV PROGRAM		General Fund		Total New FY20 Appropriations		** Available Existing Funding		Total Available Existing, Net of Transfers		Total FY20 Need (Existing + New)								
		FY21 Need	FY22 Need	FY23 Need	FY24 Need	FY20-24 Need Total	FY24+ Need	Total FY20-24+ Need										
*in thousands		(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)			
A. IMPROVEMENTS																		
a-1	City Parking Lot Resurfacing	0	250	250	72	0	72	322	100	100	100	100	722	0	722			
a-2	Wayfinding Signage Improvements	0	0	0	39	0	39	39	0	0	0	0	39	0	39			
a-3	Downtown Smart Parking Meters	0	550	550	48	0	48	598	0	0	0	0	598	0	598			
a-4	Parking Structure in Lot N	0	1,850	1,850	200	0	200	2,050	0	0	0	0	2,050	0	2,050			
a-5	Electrical Vehicle Charging Stations	0	0	0	70	0	70	70	0	0	0	0	70	0	70			
SUBTOTAL		0	2,650	2,650	429	0	429	3,079	100	100	100	100	3,479	0	3,479			
TOTAL, PARKING & GARAGES CAPITAL IMPROVEMENT PROGRAM		\$0	\$2,650	\$2,650	\$429	\$0	\$429	\$3,079	\$100	\$100	\$100	\$100	\$3,479	\$0	\$3,479			

5 YEAR CIP PLAN													
PARKS & TREES CAPITAL IMPROV PROGRAM													
	General Fund	Total New FY20 Appropriations	** Available Existing Funding	Transfers	Total Available Existing, Net of Transfers	Total FY20 Need (Existing + New)	FY21 Need	FY22 Need	FY23 Need	FY24 Need	FY20-24 Need Total	FY24+ Need	Total FY20-24+ 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	81	(10)	71	71	0	0	0	0	71	0	71
a-2 Annual Tree Replacement Program	5	5	17	0	17	22	5	5	5	0	37	0	37
a-3 ECR Tree Management	50	50	(10)	10	0	50	50	0	50	0	150	0	150
SUBTOTAL	55	55	88	0	88	143	55	5	55	0	258	0	258
B. CITYWIDE PARKS PAVING, COURTS, PATHWAYS													
b-1 Citywide Parks Paving, Courts and Pathway Improvements	0	0	203	0	203	203	50	50	50	0	353	0	353
SUBTOTAL	0	0	203	0	203	203	50	50	50	0	353	0	353
C. CITYWIDE PLAYGROUNDS AND RESILIENT RESURFACING													
c-1 Ray	0	0	796	0	796	796	0	0	0	0	796	0	796
c-2 Victoria	0	0	700	0	700	700	0	0	0	0	700	0	700
c-3 Murray	0	0	100	0	100	100	0	0	0	0	100	0	100
c-4 Paloma	0	0	49	0	49	49	0	0	0	0	49	0	49
c-5 J-Lot	0	0	0	0	0	0	0	0	0	0	0	0	0
c-6 Trenton	0	0	0	0	0	0	0	0	0	0	0	0	0
c-7 Playground Replacement	100	100	200	0	200	300	100	100	100	100	700	0	700
c-8 Repair Damaged Playground Resilient Surfacing	50	50	74	0	74	124	50	50	50	0	274	0	274
c-9 Skyline Park	0	0	400	0	400	400	0	0	0	0	400	0	400
SUBTOTAL	150	150	2,319	0	2,319	2,469	150	150	150	100	3,019	0	3,019
D. CITYWIDE PARKS FENCING													
d-1 Parks Yard Fencing	0	0	0	0	0	0	0	0	0	0	0	0	0
d-2 City Parks Fencing	0	0	165	0	165	165	100	0	0	0	265	0	265
SUBTOTAL	0	0	165	0	165	165	100	0	0	0	265	0	265
E. CITYWIDE PARKS LIGHTING													
e-1 Murray Lights Retrofits	0	0	25	0	25	25	0	0	0	0	25	0	25
e-2 Washington Small Ball Field Lighting	0	0	53	0	53	53	0	0	0	0	53	0	53
SUBTOTAL	0	0	78	0	78	78	0	0	0	0	78	0	78
F. PARK SAFETY, MAINTENANCE AND IMPROVEMENTS													
f-1 Park Safety Maintenance and Improvements	0	0	166	0	166	166	0	80	0	0	246	0	246
f-2 Parks Picnic Tables, Benches and Fountains	50	50	86	0	86	136	0	50	50	50	286	0	286
f-3 Central Irrigation Controller	50	50	59	0	59	109	50	50	50	50	309	0	309
f-4 Dog Park Improvements	0	0	6	0	6	6	0	0	0	0	6	0	6
f-5 Washington Park Restrooms	0	0	134	0	134	134	0	0	0	0	134	0	134
f-6 Murray Field Renovations	0	0	346	0	346	346	0	0	0	0	346	0	346
f-7 Murray Field Synthetic Turf Replacement Fund	150	150	150	0	150	300	150	150	150	150	900	0	900
f-8 Open Space Hazard Mitigation Plan	50	50	69	0	69	119	0	50	0	50	219	0	219
f-9 Cuernavaca Park Improvements	0	0	13	0	13	13	0	0	0	0	13	0	13
f-10 Athletic Fields Renovation (Citywide Parks)	0	0	75	0	75	75	0	0	0	0	75	0	75
SUBTOTAL	300	300	1,104	0	1,104	1,404	200	380	250	300	2,534	0	2,534
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	700	700	337	0	337	1,037	0	0	1,300	0	2,337	0	2,337
SUBTOTAL	700	700	397	0	397	1,097	0	0	1,300	0	2,397	0	2,397
H. MAJOR IMPROVEMENTS													
h-1 Bayview Park Improvements (State Lands)	0	0	118	0	118	118	0	0	0	0	118	0	118
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	183	0	183	183	0	0	0	0	183	0	183
h-5 Burlingame School District Synthetic Turf Replacement Fund	200	200	200	0	200	400	200	200	200	200	1,200	15,000	16,200
h-6 Double Batting Cage at Bayside	0	0	100	0	100	100	0	0	0	0	100	0	100
h-7 Washington Park Parking Lot Resurfacing	0	0	0	0	0	0	0	0	0	0	0	0	0
h-8 Bay Trail Fitness Equipment	0	0	200	0	200	200	0	0	0	0	200	0	200
h-9 Ray Park Field Renovations	1,500	1,500	0	0	0	1,500	0	0	0	0	1,500	0	1,500
h-10 Ray Park Parking Lot Improvements	400	400	0	0	0	400	0	0	0	0	400	0	400
h-11 Washington Park Playground and Sports Court	0	0	2,700	0	2,700	2,700	0	0	0	0	2,700	0	2,700
SUBTOTAL	2,100	2,100	3,734	0	3,734	5,834	200	200	200	200	6,634	15,000	21,634
TOTAL, PARKS & TREES CAPITAL IMPROVEMENT PROGRAM	\$3,305	\$3,305	\$8,088	\$0	\$8,088	\$11,393	\$755	\$785	\$2,005	\$600	\$15,538	\$15,000	\$30,538

** Available Existing Funding - balance as of December 2018 Finance Reports unless adjusted in Mid-Year Budget Amendment.

								5 YEAR CIP PLAN							
SEWER CAPITAL IMPROVEMENT PROGRAM								FY21 Need	FY22 Need	FY23 Need	FY24 Need	FY20-24 Need Total	FY24+ Need	Total FY20-24+ Need	
*In thousands	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	
A. STUDIES															
a-1	Geo Based Information System	0	0	0	36	0	36	36	50	0	50	0	136	0	136
a-2	Sewer Sys. Modeling & Master Plan Updates	600	0	600	0	0	0	600	0	0	0	0	600	0	600
a-3	Force Main Sewer Study	50	0	50	13	0	13	63	50	0	50	0	163	0	163
a-4	SFO 39" Force Main Relocation Feasibility Study	0	0	0	148	60	208	208	500	0	0	0	708	0	708
SUBTOTAL		650	0	650	197	60	257	907	600	0	100	0	1,607	0	1,607
B. SEWER MAIN REHABILITATION															
b-1	Burlingame Ave Streetscape	0	0	0	(2)	2	0	0	0	0	0	0	0	0	0
b-2	South Rollins Road Utility Improvements (Phase 1)	0	0	0	174	(174)	0	0	0	0	0	0	0	0	0
b-3	Broadway & Rollins Interchange Sewer System Improvement	0	0	0	126	(126)	0	0	0	0	0	0	0	0	0
b-4	Easton Addition, Ray Park, & Neighborhood Sewer Rehabilitation Phase 4&5	0	0	0	138	(138)	0	0	0	0	0	0	0	0	0
b-5	Easton Addition, Ray Park, & Neighborhood Sewer Rehabilitation Phase 4&5	0	0	0	2,569	0	2,569	2,569	0	0	0	0	2,569	0	2,569
b-6	Easton Addition, Ray Park, & Neighborhood Sewer Rehabilitation Phase 2&3	0	0	0	357	(252)	105	105	0	0	0	0	105	0	105
b-7	Easton Addition Subdivision Sewer Rehabilitation	150	0	150	0	0	0	150	2,250	1,250	0	0	3,650	0	3,650
b-8	Summerhill City Easement Sewer Main	0	0	0	546	(100)	446	446	0	0	0	0	446	0	446
b-9	Mitten Force Main Bypass	0	0	0	43	0	43	43	750	750	0	0	1,543	0	1,543
b-10	Burlingame Ave East of California Utility Improvements - S Rollins Phs3	500	0	500	1,496	388	1,884	2,384	0	0	0	0	2,384	0	2,384
b-11	Sanitary Sewer Main Rehabilitation	1,500	0	1,500	0	300	300	1,800	0	0	0	0	1,800	30,000	31,800
b-12	Rollins Road Gravity and Force Main Rehabilitation	1,200	0	1,200	0	0	0	1,200	0	0	0	0	1,200	0	1,200
b-13	Ray Park Subdivision Sewer Rehabilitation	0	0	0	0	0	0	0	0	350	1,800	1,800	3,950	0	3,950
b-14	Industrial Park Sewer Rehabilitation	0	0	0	0	0	0	0	0	350	1,000	2,500	3,850	0	3,850
SUBTOTAL		3,350	0	3,350	5,447	(100)	5,347	8,697	3,000	2,700	2,800	4,300	21,497	30,000	51,497
C. MISCELLANEOUS SEWER REPAIRS															
c-1	City Wide Sewer Spot Repair 2017	0	0	0	396	0	396	396	0	0	0	0	396	500	896
c-2	Misc Sewer Root Foaming and misc Sewer Repair	50	0	50	38	0	38	88	50	50	50	0	238	500	738
c-3	Mills Canyon Sewer Access Road Repair	200	0	200	957	100	1,057	1,257	0	0	0	0	1,257	0	1,257
SUBTOTAL		250	0	250	1,391	100	1,491	1,741	50	50	50	0	1,891	1,000	2,891
D. PUMP STATIONS															
d-1	1740 Rollins Road Sewer Pump Station	0	0	0	1,150	0	1,150	1,150	0	0	0	0	1,150	0	1,150
SUBTOTAL		0	0	0	1,150	0	1,150	1,150	0	0	0	0	1,150	0	1,150
E. TREATMENT															
e-1	Methane Gas Piping Replacement	0	0	0	168	0	168	168	0	0	0	0	168	0	168
e-2	GBT Buid. Condition Assessment	160	0	160	0	0	0	160	0	0	0	0	160	750	910
e-3	Sludge Storage Tank, 5%	0	0	0	0	0	0	0	120	120	120	0	360	0	360
e-4	Gravity Thickener Condition Assessment	0	0	0	160	0	160	160	0	0	0	0	160	180	340
e-5	Digester Mixing System Upgrades	0	0	0	0	0	0	0	0	0	500	0	500	0	500
e-6	WWTP Master Plan and Improvements	0	0	0	2,181	0	2,181	2,181	80	800	0	0	3,061	15,500	18,561
e-7	Chemical Feed Building Condition Assessment	0	0	0	175	0	175	175	0	0	0	0	175	0	175
e-8	Rollins Road Pump Replacement (#3&4)	0	0	0	100	0	100	100	0	0	0	0	100	0	100
e-9	Rollins Road Lift Station Pumps (#6,#1,#2,#5)	100	0	100	0	0	0	100	105	110	115	0	430	0	430
e-10	RRLS Force-main 20 year condition assessment	0	0	0	75	0	75	75	0	0	0	0	75	0	75
e-11	Secondary Clarifier Turntable Replacement B	175	0	175	0	0	0	175	0	0	0	0	175	0	175
e-12	Secondary Clarifier Turntable Replacement C	0	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	0	170	0	170
e-14	Pump Final Effluent Pumps (#1,#2,)	65	0	65	0	0	0	65	65	70	0	0	200	0	200
e-15	Replace Temporary Co-Gen Hot Water Heating Loop	0	0	0	95	0	95	95	0	0	0	0	95	0	95
e-16	Site Safety Upgrades and Structural, piping, Infrastructure Surf. Rehab.	0	0	0	242	0	242	242	0	0	0	0	242	0	242
e-17	Rehab. Solids Building MCC & Annunciator	0	0	0	60	(60)	0	0	0	0	0	0	0	0	0
e-18	Digester #1 and #2 5% Assessment	210	0	210	0	0	0	210	330	540	540	210	1,830	0	1,830
e-19	Headworks, Coating of Channels	0	0	0	0	0	0	0	0	0	0	0	0	0	0
e-20	Aeration and Sec. A & B Assessment	0	0	0	0	0	0	0	500	500	500	0	1,500	0	1,500
SUBTOTAL		710	0	710	3,256	(60)	3,196	3,906	1,200	2,310	1,945	210	9,571	16,430	26,001
F. MISCELLANEOUS															
f-1	SCADA System Upgrade	120	0	120	0	0	0	120	120	0	0	0	240	0	240
f-2	Large Main CCTV	0	0	0	14	0	14	14	0	0	0	0	14	0	14
SUBTOTAL		120	0	120	14	0	14	134	120	0	0	0	254	0	254
TOTAL, SEWER CAPITAL IMPROVEMENT PROGRAM		\$5,080	\$0	\$5,080	\$11,455	\$0	\$11,455	\$16,535	\$4,970	\$5,060	\$4,895	\$4,510	\$35,970	\$47,430	\$83,400

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								5 YEAR CIP PLAN						
STORM DRAIN CAPITAL IMPROVEMENT PROGRAM								FY21	FY22	FY23	FY24	FY20-24	FY24+	Total FY20-24+ Need
*in thousands								Need	Need	Need	Need	Need Total	Need	(000)
Other Revenue	Storm Drain Fee	Total New FY20 Appropriations	** Available Existing Funding	Transfers	Total Available Existing, Net of Transfers	Total FY20 Need (Existing + New)								
(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)
A. STUDIES														
a-1	Program Management 2016	0	0	0	24	(24)	0	0	0	0	0	0	200	200
a-2	Program Management 2017/2018	0	0	0	38	(38)	0	0	0	0	0	0	200	200
a-3	Program Management 2018/2019	0	0	0	38	(37)	1	1	0	0	0	1	200	201
a-4	Program Management 2019/2020	0	50	50	0	99	99	149	50	50	50	50	200	549
SUBTOTAL		0	50	50	100	0	100	150	50	50	50	50	800	1,150
B. STORMWATER QUALITY IMPROVEMENTS														
b-1	California Roundabout Project (storm facilities)	0	0	0	227	0	227	227	0	0	0	0	227	227
SUBTOTAL		0	0	0	227	0	227	227	0	0	0	0	227	227
C. CAPACITY IMPROVEMENTS - EASTON CREEK														
c-1	Outfall Pipeline, Marsten PS to SF Bay	0	0	0	60	0	60	60	0	0	0	0	60	60
SUBTOTAL		0	0	0	60	0	60	60	0	0	0	0	60	60
D. CAPACITY IMPROVEMENTS - MILLS CREEK														
d-1	Mills Creek Improvements	0	0	0	200	0	200	200	0	0	0	0	200	800
SUBTOTAL		0	0	0	200	0	200	200	0	0	0	0	600	800
E. CAPACITY IMPROVEMENTS - BURLINGAME CREEK														
e-1	Burlingame Creek Bypass	0	0	0	682	0	682	682	0	0	0	0	682	682
e-2	Flap Gates on Sanchez Lagoon	0	0	0	110	0	110	110	0	0	0	0	110	110
e-3	Ralston Creek Improvements	0	0	0	0	0	0	0	0	0	0	0	0	0
e-4	Rollins/US 101 - Crossing	0	0	0	4,123	0	4,123	4,123	0	0	0	0	4,123	4,123
e-5	Rollins Area Collection System	0	0	0	3,198	0	3,198	3,198	0	0	0	0	3,198	3,198
e-6	New Rollins Pump Station	0	0	0	3,167	0	3,167	3,167	0	0	0	0	3,167	3,167
e-7	Lorton Avenue 54" Storm Drain Cleaning	0	0	0	0	0	0	0	0	0	0	0	0	0
SUBTOTAL		0	0	0	11,280	0	11,280	11,280	0	0	0	0	11,280	11,280
F. CAPACITY IMPROVEMENTS - SANCHEZ CREEK, TERRACE & LAGUNA														
f-1	Laguna Area Improvements	0	0	0	103	0	103	103	0	0	0	0	103	103
SUBTOTAL		0	0	0	103	0	103	103	0	0	0	0	103	103
G. CAPACITY IMPROVEMENTS - EL PORTAL CREEK, TROUSDALE & GILBREATH														
g-1	El Portal Creek, Trousdale Channel, Gilbreth Creek Improvements	0	0	0	193	0	193	193	0	0	0	0	193	193
g-2	El Portal Creek at Bayshore Highway Flap Gate Project	0	150	150	0	0	0	150	0	0	0	0	150	150
SUBTOTAL		0	150	150	193	0	193	343	0	0	0	0	343	343
H. NEIGHBORHOOD AREA														
h-1	Citywide Neighborhood Storm Drain Improvements	0	0	0	0	0	0	0	700	700	700	0	2,100	2,100
h-2	Downtown Burlingame Avenue Streetscape Storm Drain Improvements	0	0	0	100	0	100	100	0	0	0	0	100	100
h-3	Neighborhood Storm Drain Project #9	0	0	0	285	0	285	285	0	0	0	0	285	285
h-4	Neighborhood Storm Drain Project #10	0	0	0	611	0	611	611	0	0	0	0	611	611
h-5	Neighborhood Storm Drain Project #11	0	0	0	1,189	0	1,189	1,189	0	0	0	0	1,189	1,189
h-6	Neighborhood Storm Drain Project #12	0	1,500	1,500	0	0	0	1,500	0	0	0	0	1,500	1,500
h-7	Easton Drive Drainage Improvements	0	500	500	0	0	0	500	0	0	0	0	500	500
SUBTOTAL		0	2,000	2,000	2,185	0	2,185	4,185	700	700	700	0	6,285	6,285
I. BRIDGE & STORM CULVERT IMPROVEMENTS														
i-1	Summit Drive Culvert Rehabilitation	0	0	0	0	0	0	0	0	0	0	0	0	0
i-2	City-wide Culvert Crossing Assessment	0	0	0	7	(7)	0	0	0	0	0	0	0	0
i-3	Vancouver-Easton Storm Drain Repair	0	0	0	0	0	0	0	0	0	0	0	0	0
i-4	Culvert Crossing Repairs	0	0	0	1,401	7	1,408	1,408	200	200	200	0	2,008	2,008
SUBTOTAL		0	0	0	1,408	0	1,408	1,408	200	200	200	0	2,008	2,008
J. PUMP STATIONS														
j-1	Pump Station Improvements / 1740 Rollins & Cowan PS	900	1,000	1,900	2,759	0	2,759	4,659	100	100	100	0	4,959	5,459
j-2	SCADA System Upgrade	0	0	0	0	0	0	0	60	0	0	0	60	60
SUBTOTAL		900	1,000	1,900	2,759	0	2,759	4,659	160	100	100	0	5,019	5,519
TOTAL, STORM DRAIN CAPITAL IMPROVEMENT PROGRAM		\$900	\$3,200	\$4,100	\$18,515	\$0	\$18,515	\$22,615	\$1,110	\$1,050	\$1,050	\$50	\$25,875	\$27,775

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							5 YEAR CIP PLAN						
WATER CAPITAL IMPROVEMENT PROGRAM							FY21 Need	FY22 Need	FY23 Need	FY24 Need	FY20-24 Need Total	FY24+ Need	Total FY20-24+ Need
*In thousands	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)
A. PLANNING													
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	50	0	50	100	720	820
a-3 Regional Water Supply Studies/Modeling	50	50	121	0	121	171	50	50	50	50	371	250	621
SUBTOTAL	50	50	140	0	140	190	50	100	50	100	490	1,070	1,560
B. STORAGE													
b-1 Emergency Storage Tank Expansion	0	0	102	0	102	102	0	0	0	0	102	5,000	5,102
b-2 Hillside and Skyview Reservoir Exterior Roof Coating	0	0	109	(109)	0	0	0	0	0	0	0	0	0
b-3 Mills, Alcazar and Donnelly Storage Tank Repairs	0	0	0	0	0	0	0	300	0	0	300	13,500	13,800
SUBTOTAL	0	0	211	(109)	102	102	0	300	0	0	402	18,500	18,902
C. TRANSMISSION PIPELINES													
c-1 Howard - Primrose to Carolan	0	0	0	0	0	0	0	0	0	0	0	2,520	2,520
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	2,510	2,510
SUBTOTAL	0	0	0	0	0	0	0	0	0	0	0	7,530	7,530
D. PIPELINES REHABILITATION													
d-1 Emergency Water Main Replacement	300	300	323	151	474	774	230	100	100	100	1,304	500	1,804
d-2 El Camino Real Water Main Replacement	0	0	0	0	0	0	0	0	0	0	0	0	0
d-3 South Rollins Road and Neighborhood Water Improvements, Phase 1	0	0	42	(42)	0	0	0	0	0	0	0	0	0
d-4 Burlingame Shoreland Subdivision Water Main Improvements - S Rollins Phs2	0	0	2,316	0	2,316	2,316	0	0	0	0	2,316	0	2,316
d-5 Burlingame Ave East of California Utility Improvements - S Rollins Phs3	0	0	1,573	279	1,852	1,852	0	0	0	0	1,852	0	1,852
d-6 US101/Broadway - Airport Blvd Water Main Improvements	0	0	129	(129)	0	0	0	0	0	0	0	0	0
d-7 Kenmar Water Main Improvement	0	0	100	(100)	0	0	0	0	0	0	0	0	0
d-8 South ECR WMR, Phase 1 Sanchez to Barroilhet	2,180	2,180	281	0	281	2,461	0	0	0	0	2,461	0	2,461
d-9 Glenwood and Burlingame Height Subdivision - South ECR WMR, Phase 2	0	0	300	0	300	300	2,500	0	0	0	2,800	0	2,800
d-10 Burlingame Park Subdivision - South ECR WMR Phase 3	0	0	0	0	0	0	300	2,300	0	0	2,600	0	2,600
d-11 North Burlingame Park - South ECR WMR Phase 4	0	0	0	0	0	0	0	300	2,850	0	3,150	0	3,150
d-12 Burlingame Terrace Subdivision	0	0	0	0	0	0	0	300	2,800	3,100	2,500	0	5,600
d-13 Lagoon Bridge 12" Water Main Study and Design	0	0	374	0	374	374	0	0	0	0	374	0	374
d-14 Oakgrove/Burlingame/Washington Park/Rollins Road Subdivision	0	0	0	0	0	0	0	0	0	300	300	4,115	4,415
d-15 Broadway from ECR to Chula Vista	0	0	0	0	0	0	0	0	0	0	0	3,800	3,800
d-16 Replace Riveted Steel on Loma Vista	0	0	0	0	0	0	0	0	0	0	0	1,000	1,000
d-17 Ray Park/Easton Fire Flow Improvement, Phase 1, 2 & 3	0	0	0	0	0	0	0	0	0	0	0	5,000	5,000
d-18 2100 Block of Trousdale	0	0	0	0	0	0	0	0	0	0	0	1,000	1,000
d-19 Industrial Area (Steel Valves) Prevention Program	0	0	0	0	0	0	0	0	0	0	0	1,000	1,000
d-20 Mills Canyon Crossing	0	0	0	0	0	0	0	0	0	0	0	1,000	1,000
d-21 El Prado Road (Canyon to Summit)	0	0	0	0	0	0	0	0	0	0	0	750	750
d-22 Burlingame Terrace Subdivision	0	0	0	0	0	0	0	0	0	0	0	2,000	2,000
d-23 Unincorporated Areas	0	0	0	0	0	0	0	0	0	0	0	1,675	1,675
d-24 Area bound by Newhall, Edgehill, California and Oak Grove	0	0	0	0	0	0	0	0	0	0	0	2,000	2,000
d-25 Broadway Grade Separation	0	0	0	0	0	0	0	0	0	0	0	1,000	1,000
SUBTOTAL	2,480	2,480	5,438	159	5,597	8,077	3,030	2,700	3,250	3,200	20,257	27,340	47,597
E. PUMP STATIONS													
e-1 Trousdale Pump Station Improvements	100	100	0	0	0	100	0	0	0	0	100	250	350
SUBTOTAL	100	100	0	0	0	100	0	0	0	0	100	250	350
F. WATER QUALITY & CHLORAMINATION													
f-1 Unidirectional Flushing Program	0	0	106	0	106	106	50	50	0	0	206	0	206
f-2 Frontera Water Quality Improvement Project	0	0	50	(50)	0	0	0	0	0	0	0	250	250
SUBTOTAL	0	0	156	(50)	106	106	50	50	0	0	206	250	456
G. SUPERVISORY CONTROL & DATA ACQUISITION (SCADA)													
g-1 SCADA & RTU's for turnouts	0	0	181	0	181	181	50	50	0	0	281	500	781
g-2 SCADA System Upgrade	120	120	0	0	0	120	120	0	0	0	240	0	240
SUBTOTAL	120	120	181	0	181	301	170	50	0	0	521	500	1,021
H. MISCELLANEOUS IMPROVEMENTS													
h-1 Water Meter Replacement	100	100	149	0	149	249	100	100	100	100	649	920	1,569
h-2 Urban Water Management Plan Update	0	0	0	0	0	0	0	100	0	0	100	100	200
h-3 Misc. Reservoir and Pump Station Improvement	0	0	0	0	0	0	0	0	0	0	0	0	0
h-4 Valve Replacement Project	100	100	200	0	200	300	100	100	100	100	700	1,000	1,700
h-5 Skyview Retaining Wall Repair	0	0	75	0	75	75	0	0	0	0	75	0	75
h-6 Driveway at Hillside	0	0	0	0	0	0	0	0	0	0	0	0	0
h-7 Miscellaneous Painting	50	50	0	0	0	50	0	0	0	0	50	0	50
SUBTOTAL	250	250	424	0	424	674	200	300	200	200	1,574	2,020	3,594
TOTAL, WATER CAPITAL IMPROVEMENT PROGRAM	\$3,000	\$3,000	\$6,550	\$0	\$6,550	\$9,550	\$3,500	\$3,500	\$3,500	\$3,500	\$23,550	\$57,460	\$81,010

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Appendix

Summary of Community Funding Awards

**CITY OF BURLINGAME
COMMUNITY GROUP FUNDING
FISCAL YEAR 2019-20**

Organization	Awarded Amount
Burlingame Historical Society	\$2,075.00
Burlingame Neighborhood Network	\$3,100.00
CALL Primrose Center	\$6,515.00
Center for Independence of Individuals with Disabilities	\$535.00
Citizens Environmental Council - Burlingame	\$2,465.00
Community Gatepath	\$4,025.00
CORA	\$3,580.00
County of San Mateo Jobs for Youth	\$1,085.00
Hillbarn Theatre, Inc.	\$345.00
HIP Housing	\$5,410.00
Legal Aid Society of San Mateo County	\$760.00
Life Steps Foundation	\$355.00
LifeMoves	\$6,315.00
Mission Hospice & Home Care	\$720.00
Music at Kohl Mansion	\$740.00
Ombudsman Services of San Mateo County, Inc.	\$385.00
PARCA	\$1,085.00
Peninsula Choral Association DBA Peninsula Girls Chorus	\$160.00
Peninsula Museum of Art	\$2,170.00
Samaritan House - Core Services	\$5,290.00
Samaritan House/Safe Harbor/Winter Shelter	\$4,925.00
Star Vista	\$1,500.00
Sustainable San Mateo County	\$1,460.00
Totals:	\$55,000.00