

BUDGET

CITY OF BURLINGAME, CA



**FISCAL
YEAR
2023-2024**



**CITY OF
BURLINGAME**

On June 5, 2023, the City Council adopted the Proposed Fiscal Year 2023-24 Operating Budget and Five-Year Capital Plan following a public hearing. All references herein to the "proposed budget" and "budget request" should be replaced with "adopted budget."

CITY OF BURLINGAME, CALIFORNIA



FISCAL YEAR 2023-24

PROPOSED OPERATING AND CAPITAL BUDGET

FINANCE DEPARTMENT
501 PRIMROSE ROAD,
BURLINGAME, CA 94010

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CITY MANAGER'S TRANSMITTAL LETTER

Date: June 5, 2023

To: Mayor Michael Brownrigg & the Burlingame City Council

From: Lisa K. Goldman, City Manager

Subject: Budget Transmittal Letter for Fiscal Year 2023-24



In accordance with the City of Burlingame Municipal Code, I am pleased to transmit to you the recommended budget for fiscal year 2023-24. The attached document contains the funding recommendations for all City programs and services, including those that utilize funds from the City's various enterprise and special revenue accounts. The capital improvement projects that are programmed for funding from all City sources are presented as well.

At the time the budget for the 2022-23 fiscal year was being developed, the economic outlook was still uncertain. Although the economy has been slowly recovering from the pandemic-induced recession of 2020, a new set of challenges has surfaced – high inflation rates, supply chain issues, labor market shortages, the Russia/Ukraine war, recent technology sector layoffs, and bank closures. The City's fiscal year 2023-24 budget reflects continued cautious optimism, consistent with the conservative financial assumptions.

The City's priorities include 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, each Councilmember presented a small idea and a big idea that they wanted the City to work on in the coming years. After the meeting, Mayor Brownrigg met with the City Manager and the Assistant to the City Manager to discuss each of the ideas and create a plan of action, including the creation of three new City Council subcommittees to advance the big ideas. The new subcommittees and their members include shuttles (Mayor Brownrigg and Councilmember Beach), vision zero (Councilmembers Beach and Stevenson), and water reuse and retention (Councilmembers Ortiz and Stevenson). In addition, the City Hall subcommittee (Vice Mayor Colson and Councilmember Ortiz) and the sea level rise subcommittee (Mayor Brownrigg and Vice Mayor Colson) are still in effect.

In reflecting over the past three years, the City has responded swiftly to the changes necessitated by the pandemic environment in order to continue to provide high-quality municipal services to the community. The City Clerk's Office, for example, set up trainings and policies for Zoom

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meetings/webinars so that the City Council, Commissions, and Committees could continue to meet. In 2022, the City Clerk's Office oversaw the project to purchase and install the technology necessary to hold hybrid meetings, thereby facilitating greater public access to Council and Commission meetings after the end of the State's COVID emergency order in February 2023. The City Clerk's Office also successfully managed the City's first district elections process in November 2022.

The City Attorney's Office continued to provide legal advice to the City Council, Commissions, and staff on all aspects of the City's operations. In addition to regularly attending the Council and Planning Commission meetings, the City Attorney's Office conducted Brown Act and Conflict Interest training for all Commissioners and their staff. The Department also prepared numerous Ordinances and legislation, including the Street Vending Ordinance, updates to the Building, Fire, and Reach Codes, and the Peddlers & Solicitor's Ordinance. The Department continues to make progress on the Tree Ordinance updates and advised on Measure X which updated the City's Business Licenses Tax.

The City Attorney's Office also provides extensive support on commercial and residential development projects. The Office completed negotiations on the Topgolf Ground Lease, approved in October 2022, and continues to advise and negotiate on the implementation of the Ground Lease. The Office is also heavily involved in the 1300 Old Bayshore Highway project sponsored by DivcoWest and provided advice on land use entitlements and CEQA on the 777, 567, and 620 Airport projects; the housing project at 1766 El Camino Real; the update to the City's Housing Element; implementation of the parklets program; and the Wireless Facilities Ordinance.

The City Manager's Office continued to provide strategic direction and general oversight over all City departments and was heavily involved in the Topgolf negotiations, the El Camino Real Roadway Renewal project, and the management of the City's finances. The Office also oversaw the development and placement of the business license tax modernization measure on the November 2022 ballot and managed the federal legislative agenda, including securing an earmark for the Town Square project and submitting a grant for the Broadway Grade Separation project. Finally, the City Manager's Office managed the City's green initiatives, including overseeing the process of bringing bike sharing to Burlingame and implementing the Lawn Be Gone program. The Office also coordinated with San Mateo County on the implementation of the disposable foodware ordinance and with the County, Recology, Rethink Waste, and the Business Improvement Districts to improve composting education and outreach to residents and businesses.

Perhaps the most significant achievement for the Community Development Department's Planning Division was the completion of the Draft Housing Element. This was a multi-year process, involving community outreach that started in 2021 but built upon earlier engagement efforts such as Home for All. In 2022, the Planning and Economic Development/Housing staff worked together to prepare the draft document, which was released for public review in late 2022 and is currently being reviewed by the California Department of Housing and Community Development (HCD).

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Fulfilling a key element in the Downtown Specific Plan, work on the downtown town square is underway. After conducting community outreach in 2020 and early 2021, the project progressed to the Design Development phase. The Construction Documents phase is now underway, including the preparation of construction bid documents. The intention is to have the project ready to build by the time the adjacent 220 Park Road development is completed in 2024.

In the Rollins Road area, a specific plan is underway to develop a Transit Oriented Development (TOD) plan for the northern portion of the corridor, within proximity to the Millbrae Intermodal Transit Station. The Planning Commission and City Council reviewed a public review draft in late 2022, and staff is currently reviewing the environmental review document. Adoption is anticipated in the coming months.

Development activity continues to be vigorous. As of May 2023, more than 2,600 housing units are either under construction, awaiting building permits, or under review. Of this total, 21% are proposed to be affordable to moderate, low, or very low-income households. There has also been a surge in commercial development applications, with 850,000 square feet of office/R&D approved in 2022 and 2.5 million square feet currently under review. Summaries of development activity may be found at www.burlingame.org/majorprojects. Additional information on housing development may be found at www.burlingame.org/prohousing.

Construction in Burlingame has remained high, with a total construction valuation of \$412,592,532 just for the large projects submitted. Building inspectors and plan reviewers have been busy with a seven-story office/lab project at 810 Malcom, a nine-story parking structure at 821 Malcolm, an eight-story office/lab at 1699 Bayshore Blvd, an eight-story, 311-unit multi-family development at 1766 El Camino Real, a six-story, 90-unit condominium project at 1818 Ogden, and a five-story, 420-unit multi-family mixed-use building at 1855 Rollins Road. Numerous new homes, additions, remodels, and Accessory Dwellings units (ADUs) have also been under construction.

After completion of the final phase of the City's Munis® Enterprise Resource Planning (ERP) Utility Billing System module for the City's Water and Sewer utilities in early 2022, the Finance Department experienced significant staff turnover. With the new team members on board in early June and August 2022, they were able to stay on track to complete the fiscal year 2022 audit and continue to produce an award-winning Annual Comprehensive Financial Report while getting up to speed on City operations. The Finance General Ledger team also worked on streamlining reporting and processing procedures to ensure City funds are managed and tracked timely and appropriately. Even though these types of activities are routine for a Finance Department, staff felt it prudent to mention them since the entire General Ledger team was new this fiscal year.

The City's new Information Technology (IT) managed services provider, Eaton & Associates, has completed its first year with the City. They have stayed busy providing day-to-day IT support for all City of Burlingame staff while moving forward with a few long overdue projects, such as a network refresh project, updating the virtual environment and servers, deploying an advanced network monitoring system, providing a large file sharing solution, rolling out two years' worth of computer replacements, procuring and deploying Burlingame's KnowBe4 cyber security

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training platform, completing the first phase of the Microsoft 365 migration project, and supporting various departmental projects across the City.

In fiscal year 2022-23, the Library Department was able to make progress towards its mission of youth literacy, lifelong learning, and entertainment while also offering a curated collection that provides popular, educational, and entertaining materials thanks to the efforts of both generous volunteers and City staff. In addition, the Children's Division was able to achieve its goal of implementing and funding the official licensing of the Burlingame-Hillsborough Youth Poet Laureate program with the assistance of the Burlingame Library Board of Trustees.

The Library Department has also benefitted over the years from a fiscal partnership with the Library Foundation, which generously donated \$141,414 this year for library materials and collections, events and programs, technology, and furniture. The Foundation's contributions each year help maintain library services, thereby benefitting all Burlingame residents as well as relieving pressure on the City's budget during challenging times. The Library Department was also fortunate to receive a Peninsula Museum of Art donation of a Bufano Bronze Owl, which the Library Foundation paid to restore at a cost of \$12,000.

The Parks and Recreation Department's Recreation Division started the fiscal year with the opening of the long-awaited new Community Center. The Community Center is already a hit, with rentals of the Sequoia Hall most weekends and seniors taking advantage of activities and fellowship in the Grand Oak Lounge. During the year, Recreation Division staff developed and updated policies for the Community Center, including those related to rentals, behavior, and refunds, to keep the Center running smoothly. On the sports front, the Adult Softball program proved popular in fiscal year 2022-23, with an increase of teams and players enjoying the game. With the easing of COVID restrictions, staff brought back the Muddy Mile and Family Camp Out community events and continued to increase programming opportunities to meet the needs of all community members. Most recently, the very popular Drop-in Indoor Playground is averaging 75 attendances per rainy/cold/windy day.

Fiscal year 2022-23 marked another busy year for the Recreation and Parks Department's Parks Division. The Division's accomplishments include the renovation of Alpine Park, the landscape and maintenance of the new Community Center, the maintenance of the public areas of the Meta development, and the completion of improvements to the Central Irrigation Control system to improve field playability, aesthetics, and the long-term health of the City's athletic areas. The Division also was instrumental in responding to tree emergencies, flooding, and other challenges resulting from the significant rain and wind storm events in late 2022 and early 2023.

In fiscal year 2022-23, the Police Department installed and activated Automated License Plate Readers (ALPRs) throughout the city; the technology is used to help locate and apprehend individuals, locate stolen vehicles, and assist with criminal investigations. The Department also began reporting Racial and Identity Profiling Act (RIPA) data to the Department of Justice (DOJ) to comply with State legislation intended to help combat biased-based policing. The Police Department opened two substations during the year, one at the Community Center and one at the Golf Center, in order to better serve the community. Finally, the Department applied for and received two grant awards, one that enabled the Department to implement officer wellness

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program including a Peer Support Program and an Officer Wellness smartphone app, and one from the State Office of Traffic Safety for DUI, distracted driving, and other traffic-related enforcement operations.

The Public Works Department continued an extensive infrastructure improvement program, overseeing the construction of approximately 12,000 feet of new sanitary sewer pipelines, potable water mains, and storm drain lines as well as improvements to the drainage in various neighborhoods throughout Burlingame. Utilizing the Pavement Management Program to establish priorities, the City undertook the paving of 15 streets to improve roadways and address potholes. Over 54,000 square feet of sidewalk and 29 ramps were constructed to address Americans with Disabilities Act improvements. Up to \$30.0 million in low-cost financing from the State has been applied for major Wastewater Treatment Facility improvements that have been developed.

The Public Works Department has worked diligently over the years to collaborate with other agencies and build partnerships at the federal, state, and regional levels to promote Burlingame's interests. During the FY 2022-23 fiscal year, the Department: received approximately \$5.6 million in federal and regional grant funds to implement several bicycle/pedestrian projects in the city; facilitated federal and state grant applications seeking construction funding for the Broadway Grade Separation; received over \$1.0 million in grant funding for implementation of Advanced Metering Infrastructure for remote water usage data; collaborated with OneShoreline and the City of Millbrae to develop a regional Sea Level Rise & Flooding Protection project to study design alternatives; and collaborated with Caltrans and PG&E to coordinate the design of the Rule 20A undergrounding project for El Camino Real, which will be implemented as part of the overall El Camino Real renewal project.

* * * * *

The budget process for the 2023-24 fiscal year started early in the calendar year as Department Directors and their budget staff began their mid-year evaluation of current-year activities and development of their budget requests for the next fiscal year. At the March Mid-Year Budget Review for the 2022-23 fiscal year, staff discussed revenue estimates, expenditure projections, and the five-year forecast with the City Council.

In spite of uncertain conditions, the preliminary departmental budgets for fiscal year 2023-24 were submitted and compiled for additional evaluation by the City Manager. Once adjusted, staff presented an initial budget to the City Council at the FY 2023-24 budget study session on May 10, 2023, for a high-level review and further direction. The General Fund's Five-Year Forecast was updated and presented to the Council at that time. The budget was not revised significantly before the proposed budget was finalized for presentation to the Council on June 5th. The fiscal year 2023-24 budget herein includes funding for the City's day-to-day operations and reflects the City's fiscal priorities, including the funding of long-term liabilities.

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FISCAL SUMMARY AND ECONOMIC OUTLOOK

More than three years since the first stay-at-home orders were announced, the City faces a fourth fiscal year of reduced revenues. As the City proceeds with a realistic outlook for a gradual recovery from the pandemic-induced recession of 2020, it must also be prepared for the possibility of an extended economic downturn.

Therefore, the adoption of a cautious budget for the 2023-24 fiscal year is justified. As always, the budget should reflect the priorities and needs of the Burlingame community, while remaining cognizant of the City's long-term financial health. This initial budget for FY 2023-24 utilizes the tools available to adjust to the changing economic environment. Compared to the General Fund budget adopted for the 2022-23 fiscal year, revenues are improving but still lower than pre-pandemic levels. While showing recovery on multiple fronts, the City's transient occupancy tax (TOT) revenues are expected to be at 61 percent of the pre-pandemic level. On the expenditure level, current staffing levels and employee benefits have been maintained. Departmental budgets include anticipated operating cost increases. Decreased capital spending has also been maintained in this initial budget in order to lessen further impact on General Fund reserves while the City's revenues recover. The presence of reserves has allowed the City to respond more deliberately to the longer-term repercussions of the global COVID-19 pandemic.

The economic evaluation that informed this proposed budget for the 2023-24 fiscal year was presented with the FY 2022-23 mid-year report. That economic picture was compiled largely from recent reports provided by HdL Companies, the City's sales tax consultant, in partnership with Beacon Economics, LLC. In addition, updates from The San Francisco Peninsula (formerly the San Mateo County/Silicon Valley Convention & Visitors Bureau) helped inform forecasts of the City's most economically-sensitive revenue source – transient occupancy (hotel) tax (TOT). The duration of the impact of COVID-19 on the travel industry is still unknown. Data from CBRE Hotels Research indicate that occupancy rates for hotels in the San Francisco Bay Area will not return to 2019 levels until 2024, and average daily room rates will not achieve comparable levels until calendar year 2025.

Trends in consumer spending are largely reflected in sales tax receipts. The City's sales tax receipts were heavily impacted by the COVID 19 pandemic. However, after the City experienced a consumer spending spike during fiscal year 2021-22 and early fiscal year 2022-23, sales tax receipts for Burlingame are projected to plateau and slow in growth in fiscal year 2023-24.

Current capital projects are adequately funded through a mix of capital reserves, debt financing, and special revenue funds. General Fund reserves were healthy going into the pandemic crisis and should serve to see the City through the uncertain fiscal times ahead. The City has an estimated \$44.0 million in General Fund balance as of the end of fiscal year 2022-23.

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.

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BUDGET OVERVIEW – ALL FUNDS

The recommended City budget and capital improvements plan for the City of Burlingame for fiscal year 2023-24 totals \$149,244,406. A breakdown by major funds is as follows:

CITY OF BURLINGAME, CA BUDGET SUMMARY BY FUND		
	FY22-23 Revised Budget	FY23-24 Proposed Budget
General Fund	\$ 71,178,930	\$ 74,518,635
Capital Projects	21,905,000	32,270,000
Financing Authority	6,178,471	6,210,105
Water Enterprise	16,003,933	16,783,918
Sewer Enterprise	11,977,824	12,530,913
Parking Enterprise	1,043,878	1,106,657
Solid Waste Enterprise	781,595	745,759
Landfill Fund	272,672	284,848
Building Enterprise	4,503,762	3,938,336
Special Revenue Funds	642,330	218,100
Internal Service Funds	107,344	637,136
Total	\$ 134,595,739	\$ 149,244,406

Overall, the City's budget increased more than \$14.6 million, or 10.9 percent, in the new fiscal year, when compared with the current year's revised budget. The growth is largely attributable to a \$10.4 million increase in the Capital Improvement program, which represents an uptick in activities that are funded through grants or funds other than the General Fund. General Fund appropriations are \$3.3 million higher than in the FY 2022-23 fiscal year, a 4.7 percent increase. Much of the increase (37.8 percent) is the result of higher personnel costs – a combination of wage increases negotiated with labor groups, a net increase of 3.63 FTE (full-time equivalent) staff positions, and increases in the costs of pension and other benefits. The proposed budget for fiscal year 2023-24 continues this short-term strategy for a fourth year: the capital budget has been reduced by deferring certain non-essential projects to future years. Once again, infrastructure maintenance projects were left largely intact.

THE GENERAL FUND

The General Fund is the City's chief operating fund. The most recent five-year forecast anticipates a slow but eventual recovery of the City's economically sensitive revenues, which were greatly diminished as a result of the COVID 19 crisis beginning in March 2020. No enhancements to the level of services offered by the City are anticipated, except for adding 3.63 FTEs to various departments (one Engineering Technician II and one Fleet Supervisor position in the Public Works Department, one Tree Leadworker position in the Parks Division, and increasing the time base of the Sustainability Program Manager and Assistant to the City Manager positions in the

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City Manager's Office.) The forecast indicates that the General Fund will continue to draw down reserves for the next few years. However, debt service and pension funding are assured, and replenishment of reserves should begin after operating surpluses are achieved.

Revenue Highlights

The following table shows the current forecast of fiscal year 2023-24 General Fund revenue projections in the context of recent-year actual amounts and current-year estimated amounts. The FY22-23 Revised Budget column includes the revenue amendments the City Council approved with the mid-year report in March and at the Budget Study Session on May 10th. The mid-year adjustments largely recognized the status of the local economy as reflected in cash receipts for the current fiscal year. Improvements in property taxes, sales tax, transient occupancy tax, and charges for services revenues are encouraging.

CITY OF BURLINGAME, CA SUMMARY OF GENERAL FUND REVENUES				
	FY21-22 Actuals	FY22-23 Adopted Budget	FY22-23 Revised Budget	FY23-24 Proposed Budget
Property Tax	\$ 27,722,881	\$ 28,298,000	\$ 29,452,500	\$ 31,644,580
Sales and Use Tax	17,577,473	17,116,000	17,468,000	17,458,222
Transient Occupancy Tax	12,378,959	12,975,000	15,725,000	17,919,000
Other Taxes				0
Franchise Tax	1,652,012	1,590,000	1,681,500	1,748,000
Business Licenses	889,658	800,000	800,000	1,500,000
Real Property Transfer Tax	907,846	800,000	500,000	500,000
State HOPTR	61,596	62,000	62,000	63,000
Licenses & Permits	88,298	86,000	86,000	82,600
Fines, Forfeitures and Penalties	875,732	653,000	653,000	653,000
Use of Money & Property	278,439	200,000	200,000	210,000
Charges for Services	8,376,293	6,356,225	7,134,225	6,909,300
Other Revenue	13,997	32,000	55,000	77,000
Federal COVID Relief Fund	3,694,653	0	0	0
State Subventions	208,333	165,000	175,000	215,000
Interest Income	(4,731,626)	1,500,000	1,500,000	1,530,000
Total, General Fund Revenue	\$ 69,994,544	\$ 70,633,225	\$ 75,492,225	\$ 80,509,702

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Property Taxes

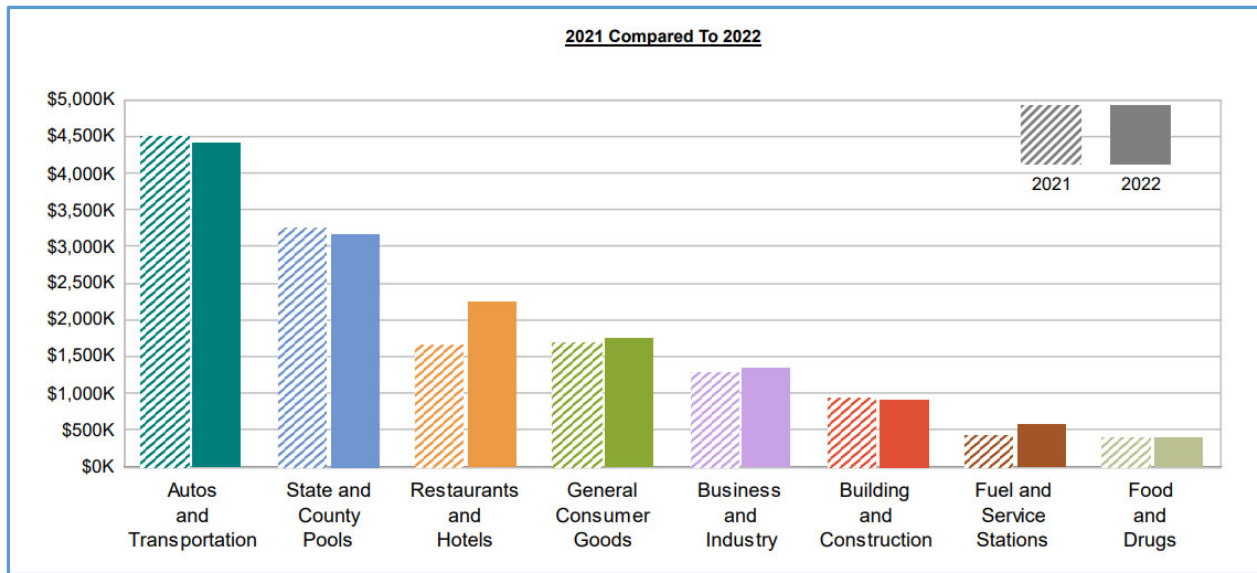
Burlingame has 8,758 taxable parcels, with a net assessed value in the secured property roll of nearly \$16.0 billion. The total assessed value subject to taxes increased by 5.13 percent in fiscal year 2020-21, and then by 10.15 percent in fiscal year 2021-22, per the County Assessor's Roll Tracker. As of the date of this transmittal letter, the assessed value in Burlingame is now 6.76 percent higher than recorded for fiscal year 2022-23. 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 2023-24 to be approximately 8.6 percent higher than in the current fiscal year. Although the resolution of insufficient Vehicle License Fee (VLF) in-lieu revenues from the State has not been obtained, and refunds from the County's Educational Revenue Augmentation Fund (ERAF) have never been certain, these property tax revenues are included at a reasonable amount for the fiscal year 2023-24 budget. All told, property taxes comprise 39.3 percent of General Fund revenues in the FY 2023-24 proposed budget, compared to the 40.1 percent anticipated in the FY 2022-23 adopted budget.

Sales and Use Taxes

Because Burlingame is known as a highly desirable residential community and upscale commercial location with attractive shopping districts, growth in the segment of general consumer goods has in the past come largely from spending on high-end clothing, jewelry, and beauty products. Nearby SFO typically provides an ample number of visitors to support a vibrant hotel and restaurant sector to complement this downtown commerce. But the pandemic brought a rapid decrease in tourism, and consumer spending declined significantly with the shelter-in-place restrictions and massive job losses at the beginning of the pandemic early in 2020. With federal stimulus funding and an increase in online spending, the City experienced a consumer spending surge during fiscal year 2021-22 that continued into early FY 2022-23. Sales taxes were projected to provide \$17.1 million in revenues for the City in the 2022-23 fiscal year adopted budget, and the budget was revised upward at mid-year, to \$17.5 million, as the cost of crude oil kept fuel prices high and gas station receipts up. Restaurant-hotel revenues boomed as residents and travelers stayed, played, and dined in Burlingame.

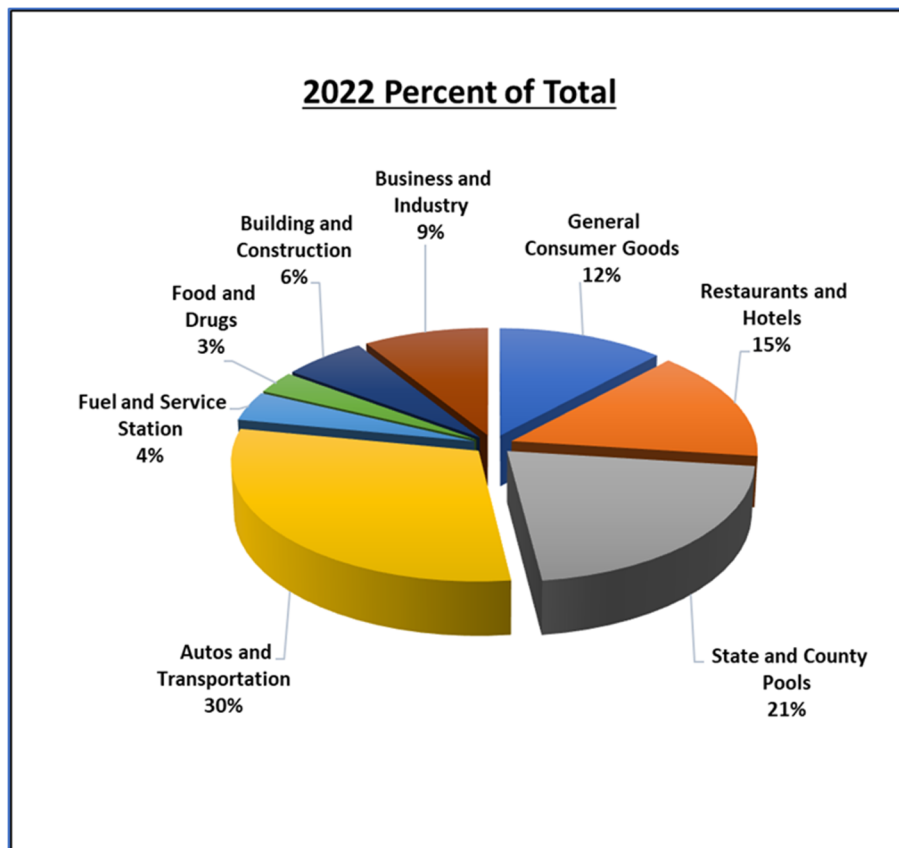
More recently, higher interest rates and tighter financial requirements have dampened consumer and business demand. Receipts from the fourth quarter of calendar year 2022 were 6.7 percent below the same sales period in 2021. Revenues from sales and use taxes revenue is anticipated to grow slowly in fiscal year 2023-24.

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

Sales by Business Group Burlingame Calendar Year 2022

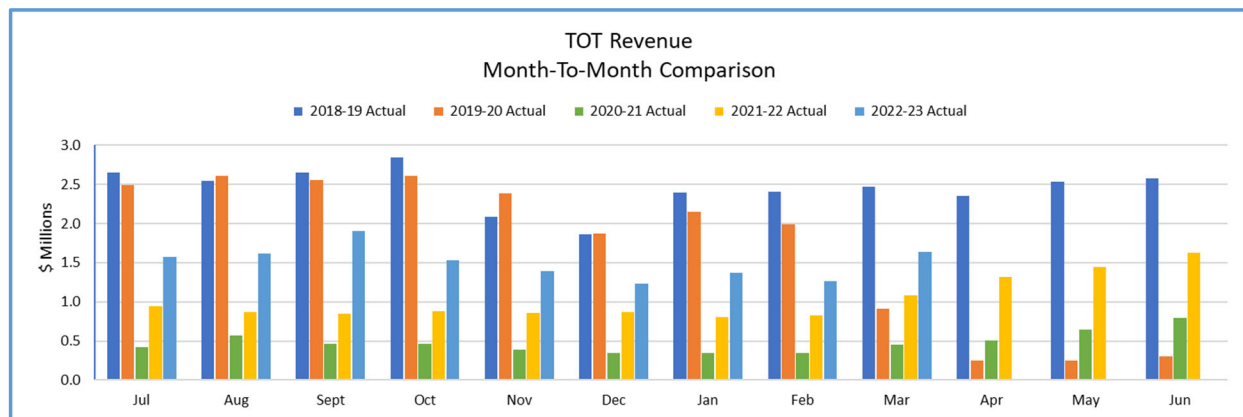


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Sales and use taxes account for 21.7 percent of General Fund revenue in the forecast for fiscal year 2023-24.

Hotel Tax - Transient Occupancy Tax

Prior to the COVID-19 pandemic, Burlingame hotel tax revenues had increased every fiscal year since the last recession, boosted not only by the recovery of the travel industry but also by the increase of the tax rate from 10% to 12% beginning in January 2010. In fiscal year 2019-20, the City's TOT revenues had been expected to exceed \$28.7 million. With COVID-19 emerging in the spring of 2020, actual receipts for the year came to just over \$20.4 million. The downward trend accelerated in fiscal year 2020-21, as the City finished the year with only \$5.7 million in revenue. The actual cash receipts for fiscal year 2021-22 were higher than the revised budget level of \$10.0 million by almost \$2.4 million, and TOT revenues are projected to continue improving in the current and upcoming fiscal year. Nevertheless, travel, tourism, and the hospitality industry have been greatly impacted by the outbreak, and the recovery process for these industries is complicated and lengthy. Both average daily room rates (ADR) and occupancy rates are expected to remain below those experienced prior to the pandemic for several more years. Gradual growth is projected in the City's five-year forecast, but a return to pre-2020 levels is not anticipated until fiscal year 2024-25.



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

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Expenditure Highlights

CITY OF BURLINGAME, CA SUMMARY OF GENERAL FUND EXPENDITURES					
	FY21-22 Actuals	FY22-23 Revised Budget	FY23-24 Proposed Budget	\$ Change from Prior Year	% Change from Prior Year
<u>By General Fund Program</u>					
General Government	\$ 6,703,704	\$ 7,595,770	\$ 8,188,642	\$ 592,872	7.8%
Public Safety	30,126,370	33,297,456	34,745,182	\$ 1,447,726	4.3%
Public Works	6,609,061	7,879,011	8,757,334	\$ 878,323	11.1%
Community Development	2,184,040	2,540,357	2,782,144	\$ 241,787	9.5%
Leisure & Culture	17,096,330	19,866,336	20,045,332	\$ 178,996	0.9%
Total Expenditures	\$ 62,719,506	\$ 71,178,930	\$ 74,518,635	\$ 3,339,704	4.7%

The \$80.5 million in General Fund revenue will not cover the \$82.9 million in total anticipated expenditures and transfers in the 2023-24 fiscal year; a draw on General Fund reserves will be required. Appropriations include \$74.5 million in departmental expenditures, shown in the summary table above.

General Fund departmental operating expenditures of \$74.5 million in the new fiscal year represent an increase of \$3.3 million, or 4.7 percent, from the prior year's adjusted budget. Note that the departmental budgets have included the full cost of retiree medical benefits, or OPEB (Other Post-Employment Benefits) since fiscal year 2014-15. Since that time, the City has contributed to an irrevocable OPEB Trust Fund and now records the actuarially-determined trust fund contributions as operating expenditures. The estimated balance in the OPEB Trust Fund as of June 30, 2023, is approximately \$28.1 million.

The budget also includes more than \$6.6 million to fund specific capital projects and \$3.6 million for net debt service payments. Transfers in from other funds, largely to cover the cost of direct and indirect services provided by the General Fund, serve to offset nearly \$1.9 million of the fund's expenditures.

The proposed expenditure budget for fiscal year 2023-24 is oriented toward sustaining the City's current operational levels while meeting the service needs of the community. More than one-third of the increase in anticipated General Fund departmental operating costs can be seen in the nearly \$1.3 million (3.5 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. 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 \$198,000 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.

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The (net) operating deficit of nearly \$2.4 million will require a draw from the General Fund Reserves. In order to provide a General Fund contribution of approximately \$0.9 million to the \$ 115 Trust for unfunded pension obligations, a further draw will be required. With the modest recovery of revenues, the Economic Stability Reserve will be increased by over \$1.2 million to reflect a level of 24 percent of projected General Fund revenues, per the City's Reserve Policy. As a result, the General Fund's unassigned fund balance is projected to decrease by nearly \$4.5 million. The City will still have a positive ending fund balance of \$41.6 million, which includes nearly \$2.4 million in unassigned fund balance.

Debt Service

The chart below shows only those debt service obligations with General Fund support. Note that while the cost of these obligations is shared in whole or in part with other funds, the debt is secured by the General Fund. \$1.0 million from Measure I revenues and \$1.0 million in other General Fund monies are being utilized to fund the \$2.0 million of principal and interest due each fiscal year to fund the Community Center lease revenue bonds. The net change in General Fund debt service obligations over the prior year will be minimal.

CITY OF BURLINGAME, CA GENERAL FUND DEBT SERVICE OBLIGATIONS						
Description		Maturity	FY22-23 Adopted Budget	FY23-24 Proposed Budget	\$ Change from prior Year	% Change from prior Year
2006 Pension Obligation Bonds		FY2036	\$ 1,039,966	\$ 1,068,329	\$ 28,363	2.7%
2012 Lease Revenue Bonds (Burl Ave Streetscape)*		FY2042	551,088	547,338	(3,750)	-0.7%
2019 Lease Revenue Bonds (Community Center)		FY2049	1,997,250	1,995,500	(1,750)	-0.1%
Debt Administration Costs			11,520	11,520	-	0.0%
Subtotal, Principal and Interest			3,599,824	3,622,687	22,863	0.6%
Contributions from Other Funds			(817,800)	(821,140)	(3,340)	0.4%
Net General Fund Debt Service			\$2,782,024	\$2,801,547	\$19,523	0.7%

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

Central County Fire

Burlingame's cost of fire services provided by the Central County Fire Department (CCFD) increased 6.2 percent (more than \$0.8 million) as compared to CCFD's adopted budget for the 2022-23 fiscal year. CCFD was established through a Joint Powers Agreement between the City of Burlingame and the Town of Hillsborough to promote more efficient administration and effective delivery of fire and emergency medical services to partner cities. In December 2014, CCFD entered into an agreement with the City of Millbrae to provide fire and emergency medical services to that community. Millbrae is responsible for 30 percent of CCFD's operational budget; the remaining 70 percent is split between the City of Burlingame and the Town of Hillsborough.

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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 contributions to CCFD, certain retained Workers' Compensation program costs, and emergency preparedness activities.

Community Group Funding

The budget for fiscal year 2023-24 includes funding for the City's traditional Community Group Funding Program. The City's annual Community Group Funding Program provides grants to local community groups that carry out a public purpose through the services they offer to San Mateo County and Burlingame residents. Traditionally, these organizations are invited to apply to the program early in the budget process, and the Council decides the amounts to grant to each of the agencies. The Finance Department compiled and tabulated each Councilmember's preferences for the allocation of the \$60,000 appropriation and presented the resulting funding recommendation to the City Council for approval on June 5th. As a result of this process, 21 organizations will be granted funding from this program with the approval of the fiscal year 2023-24 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 2022-23 through fiscal year 2027-28. Staff developed the forecast based on the most probable outcome of each City's revenue source and anticipated expenditures, based on a reasonable evolution of the economy. The forecast assumes that the local economy is stable, with continued growth expected. However, new challenges such as high inflation rates, interest rate hikes, supply chain issues, the Russian invasion of Ukraine, technology sector layoffs, and recent bank failures will likely slow down the recovery's momentum. In addition, TOT revenues will grow only gradually, with full recovery of hotel tax revenue not anticipated for several years. But property taxes remain relatively strong, and other tax revenues are continuing to recover. Operating expenditures are contained to the extent feasible, but as the need for capital spending will not subside, further restrictions on spending and/or draws on the City's Capital Investment Reserves may be needed.

One-time revenues and one-time expenditures are not included in the City's long-term forecast in order to provide a clear picture of "ongoing" operations, with current standards of service in place. In regard to pension obligations, the most recent actuarial data from CalPERS indicated that the City's blended contribution rates will rise from the current 32% for Miscellaneous employees and 69% for Safety employees to 37% and 83%, respectively, over the five-year period covered by the forecast. Not included in expenses, contributions to the § 115 Pension Trust Fund with PARS are assumed to continue as per the City's pension funding plan. However, one-time draws from other sources such as the OPEB trust account or other accumulated funds, are anticipated in the fiscal year 2024-25 through 2026-27 forecast as part of the five-year long-term outlook.

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

The Capital Investment Reserve, initially known as the "Renewal and Replacement Reserve" and established with the FY 2014-15 mid-year review, recognizes the City's many unfunded needs 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 and infrastructure represent, as well as to provide funding for new capital projects. As such, funding is not appropriated to a current project but will be appropriated for needed capital projects as determined and authorized by the City Council. The City Council approved a policy identifying future sources and uses of this reserve within the Capital Projects Fund in July 2017. In the 2019-20 fiscal year, approximately \$10.6 million from this reserve was to help fund the new Community Center, leaving a balance of over \$24.6 million in the reserve. In FY 2020-21, nearly \$3.5 million of these reserve funds were used to purchase PG&E Rule 20A credits to help with the cost of future undergrounding of utility lines when the El Camino Real corridor is updated. The current balance in the reserve (almost \$21.2 million) is completely earmarked for funding the local share of the Broadway Grade Separation Project (\$15 million) and the El Camino Utility Undergrounding Project (\$6 million). As this reserve is funded with General Fund surplus amounts, replenishment of the balance is not anticipated to resume for several years.

The FY 2023-24 budget also includes nearly \$1.2 million to fund the City's unfunded pension obligations. The need for such funding efforts is the result of current actuarial projections that reveal the impact of a reduced discount rate and other assumptions now in place for CalPERS. While the new assumptions represent a more realistic measurement of pension obligations, they will result in significant increases in employer contributions for the next five to ten years. The annual contribution to a pension trust or reserve fund was initiated with the FY 2017-18 budget. In October 2017, the City first participated in the Public Agency Retirement Services' (PARS) Public Agencies Post-Employment Benefits Trust - a § 115 Trust established for the exclusive purpose of funding pension obligations - with an initial contribution of \$3.7 million. The plan is designed to protect the City's fiscal health in future years by setting aside funds for use when the City's required CalPERS contribution rates rise above pre-established threshold rates. As of June 30, 2023, the anticipated balance in the account is approximately \$20.4 million.

General Fund Reserve Policies

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

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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, 2024, a projected fund balance of approximately \$41.6 million represents 55.8 percent of the 2023-24 fiscal year's General Fund operating expenditures of \$74.5 million. Although this would normally be considered a very strong level of reserves, it should be noted that the City began the 2022-23 fiscal year with a \$47.4 million General Fund balance. The City's risk-based General Fund Reserve Policy targets reserve levels as a percentage of General Fund budgeted revenues (before transfers). Because the policy is based on an assessment of the City's revenue volatility, as well as the possibility of extreme events, the City Council's reserve management strategies reflect best practices in public finance. Note, too, that approximately \$19.3 million (roughly 46.5 percent) of the General Fund balance is projected to be set aside in the City's § 115 Pension Trust Fund as of the end of the year.

Due to the need to draw down on General Fund reserves during the past three fiscal years, the Capital Investment Reserve received no contributions from the General Fund. However, a request for a \$0.6 million withdrawal from Capital Investment Reserve was included in the fiscal year 2023-24 budget to cover the City's share of the Construction Management/General Contractor (CM/GC) cost for the Broadway Grade Separation project.

As directed by the City Council at the Budget Study Session in May, the General Fund's projected \$2.4 million operating deficit for fiscal year 2023-24 will be funded from reserves. Resulting reserve levels will then be adjusted to those prescribed by the City's General Fund Reserve Policy. The policy calls for an Economic Stability Reserve of 24 percent of budgeted revenues, a Catastrophic Reserve of \$2 million, and a \$500,000 Contingency Reserve. The budget also calls for a General Fund contribution to the § 115 Trust fund for pension obligations of \$0.9 million. These funding applications will result in a decrease of unrestricted, unassigned fund balance of nearly \$4.5 million. The General Fund will have approximately \$2.4 million in unassigned fund balance as of June 30, 2024. The current assignments (projected as of June 30, 2024) are described below.

**CITY OF BURLINGAME, CA
GENERAL FUND BALANCE ASSIGNMENTS**

	FY21-22 Actuals	FY22-23 Revised Budget	FY23-24 Proposed Budget
Economic Stability Reserve	\$ 16,441,000	\$ 18,118,000	\$ 19,322,000
Catastrophic Reserve	2,000,000	2,000,000	2,000,000
Contingency Reserve	500,000	500,000	500,000
Subtotal, Assigned Fund Balance	18,941,000	20,618,000	21,822,000
Add: Restricted for Pension Trust Fund (PARS)	15,251,760	16,502,360	17,366,360
Add: Unassigned Fund Balance	13,201,060	6,850,230	2,396,551
Total, Ending Fund Balance	\$ 47,393,820	\$ 43,970,590	\$ 41,584,911

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 over \$19.3 million in the FY 2023-24 budget, based on projected revenues for the fiscal year.

Catastrophic Reserve: This reserve is available to make initial repairs and begin reconstruction of City buildings and facilities that may be damaged by natural disasters or acts of war and terrorism. Per the City's General Fund Reserve Policy, the Catastrophic Reserve remains at the established target of \$2 million in the FY 2023-24 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.

Water and Sewer Enterprise Funds

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

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

The City's sewer collection system consists of approximately 130 miles of predominantly gravity sewer mains ranging from 4 inches to 36 inches in diameter. The wastewater flow is collected at seven pump stations and 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. Sewer revenues showed a significant reduction during the pandemic due to a decrease in industrial activities. In December 2021, the City Council approved average rate increases of 9 percent for the three calendar years beginning January 1, 2022, to increase the fund's net investment in capital assets through improvements to the City's wastewater collection system and treatment plant. Revenues for the Sewer Fund are projected to increase 7 percent in fiscal year 2023-24.

The 2023-24 fiscal year budget reflects approximately \$20.2 million in revenues from the sale of water. As water consumption patterns are linked to sewer revenue, estimated revenues of \$15.9 million are anticipated for the Sewer Fund in fiscal year 2023-24. Both revenue assumptions will be continuously monitored and examined for adequacy throughout the year.

The Water Fund budget for the 2023-24 fiscal year will fund \$3.5 million of capital projects, as well as combined debt service payments of nearly \$2.1 million. The budget also provides for a transfer (\$530,600) to the General Fund to cover the cost of administrative services. The Sewer Fund's contribution toward capital improvements will be slightly over \$2.8 million; approximately \$2.6 million is earmarked for debt service. A \$263,500 transfer will reimburse the General Fund for the cost of administrative services to the sewer enterprise.

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

Storm Drainage Fund

The Storm Drainage Fund is used to account for the storm drainage fees collected due to an assessment approved by the majority of the parcel owners in the city voting at a special election on May 5, 2009. Funds are dedicated to making capital improvements to the City's storm drainage system and related debt service. Annual increases in the rate may be approved each year based on the CPI for the San Francisco-Oakland-San Jose area, but such increases are capped at 2 percent. The City will collect approximately \$3.3 million in storm drainage fee revenue in FY 2023-24. Expenditures for the year include nearly \$2.6 million in debt service. Storm Drain capital improvements will draw on proceeds from the Storm Drainage Revenue Bonds, Series 2021.

Proceeds of Storm Drainage Revenue Bonds issuances of prior years (Series 2010, 2012, and 2016) which totaled nearly \$26.7 million, are used to fund infrastructure improvements in the City's Storm Drain Capital Improvement program. These proceeds were totally drawn down by February 2021. In June 2021, the City issued Storm Drainage Revenue Bonds, Series 2021 to provide additional funding for improvements to the storm drain system, fund a reserve account for the bonds, and refund the Storm Drainage Revenue Bonds, Series 2012. The aggregate debt service for all the bonds is included in the Storm Drainage Special Revenue Fund 2023-24 fiscal year budget.

Internal Service Funds

The City has several internal service funds that, through inter-departmental 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					
	FY21-22 Actuals	FY22-23 Revised Budget	FY23-24 Proposed Budget	\$ Change from Prior Year	% Change from Prior Year
Admin & Info Technology ISF	\$1,415,598	\$2,202,445	\$2,141,098	(\$61,347)	-2.8%
Facilities Services ISF	1,363,848	2,120,931	2,259,412	138,481	6.5%
Fleet & Equipment ISF	1,230,631	1,361,341	2,220,379	859,038	63.1%
OPEB Retiree Medical ISF	3,815,018	3,372,000	3,402,000	30,000	0.9%
Employment Insurance ISF	-	-	532,680	532,680	n/a
General Liability ISF	1,868,015	4,177,060	3,903,620	(273,440)	-6.5%
Workers' Comp ISF	582,080	1,222,860	1,063,000	(159,860)	-13.1%
Total	\$10,275,190	\$14,456,637	\$15,522,189	\$1,065,552	7.4%

Several of the City's internal service funds (ISFs) are projected to experience higher costs in FY 2023-24, which will require higher allocations to the various operating department budgets. The chart above shows only the expenditure budgets for each ISF; revenues from departmental

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expense allocations serve to offset these budgets so that costs are not double-counted in the city-wide budget.

One significant change to the ISF group for fiscal year 2023-24 involves the City's plan to become a member of the Employment Risk Management Authority, which serves as the first and only statewide public sector employment practices liability risk pool. Staff included a slightly over \$0.5 million appropriation for this newly created Employment Insurance Internal Services Fund to cover insurance premiums, contractual services costs, and a placeholder for potential claim payments.

The largest budgetary increase is proposed for the Fleet and Equipment ISF. The Capital Outlay budget for the division varies from year to year and happens to include a few carryover items that staff was unable to purchase in fiscal years 2021-22 and 2022-23 due to supply chain shortages. The Citywide allocation should change very little because replacement costs are built into the annual charges to departments. However, the higher cost of replacement vehicles and equipment will result in higher depreciation costs, increasing the allocation of this ISF's expenditure budget to the various departments over time.

The OPEB (Other Post-Employment Benefits) Internal Service Fund was established in the 2013-14 fiscal year to account for the funding of accumulated retiree medical benefits. The City makes periodic contributions to the California Employers' Retiree Benefits Trust Fund (CERBT), an irrevocable trust fund established specifically for this purpose, based on a percentage of payroll. Revenues to the City's OPEB fund are comprised of these "percentage of payroll" charges to departments, which are projected to be approximately \$3.4 million in fiscal year 2023-24. Expenses of the fund include payments of actual retiree medical premiums and costs of the program's third-party administrator (over \$3.0 million), with any remaining funds contributed to the CERBT. Funds deposited in the CERBT account, established for Burlingame's OPEB obligations, are invested with like funds in order to accelerate the pay-off of the City's liability. Once pay-as-you-go demands exceed the internal charges to departments (estimated in fiscal year 2025-26), the trust fund will be drawn upon to cover the excess premium payments. The balance in the trust is anticipated to be approximately \$28.1 million as of June 30, 2023; the liability is anticipated to be fully funded in 2037.

FY 2023-24 Capital Improvement Program

The citywide Capital Improvement Program (CIP) budget for FY 2023-24 is \$32.3 million, an increase of \$10.4 million as compared to the adopted FY 2022-23 budget. Support from the General Fund is projected to be nearly \$6.6 million (including \$2.0 million from Measure I for street resurfacing and sidewalk improvement programs), which is intentionally restricted so as to limit the extent of the General Fund deficit. A detailed listing of the Capital Improvement Program projects and their funding sources is included in the budget document.

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CITY OF BURLINGAME CAPITAL IMPROVEMENT PROGRAM					FY23-24 Proposed CIP Budget
	General Fund	Capital Investment Reserve	Enterprise Funds	Other Funds/Sources	
Streets CIP	\$ 2,500,000	\$ 600,000	\$ -	\$ 9,095,000	\$ 12,195,000
Parks & Trees CIP	4,120,000	-	-	4,000,000	8,120,000
Parking & Garages CIP	-	-	450,000	-	450,000
Facilities CIP	-	-	-	870,000	870,000
Storm Drain CIP	-	-	-	3,250,000	3,250,000
Water CIP	-	-	3,500,000	1,050,000	4,550,000
Sewer CIP	-	-	2,835,000	-	2,835,000
All CIP Funding Sources, FY2023-24	\$ 6,620,000	\$ 600,000	\$ 6,785,000	\$ 18,265,000	\$ 32,270,000

In addition to the General Fund support, the Streets CIP program will also be funded with \$370,000 in Measure A funds, \$750,000 in Gas Tax funds, \$700,000 in SB 1 (California's Road Repair and Accountability Act of 2017) funds, \$600,000 from the Capital Investment Reserve, nearly \$1.5 million from Impact fees, and \$5.8 million from various grants. The remaining general government improvements are being funded from storm drainage fees (about \$3.3 million), public facilities impact fees and development impact fees (nearly \$2.9 million), and park related grants (nearly \$2.0 million). Water projects (\$3.5 million), sewer projects (over \$2.8 million), and parking projects (nearly \$0.5 million) are being funded from the respective Enterprise Funds.

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 \$47.9 million in its Statement of Net Position as of June 30, 2022. As an employer contracting with the California Public Employees' Retirement System (CalPERS), the City has grappled for many years with rate increases that resulted from poor investment returns on the CalPERS portfolio in 2008. Decreased funding and increasing liabilities since the recession continue to put pressure on employers' contribution rates. The Public Employees' Pension Reform Act (PEPRA), which was effective January 1, 2013, and primarily affects new participants by providing lower benefits, was intended to control further growth in pension liabilities. The impact of these reforms on employer rates, however, will not be significant for many years to come.

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

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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.

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.

In July 2021, CalPERS reported a 21.3 percent net return on investments for the 12-month period that ended June 30, 2021. The double-digit return triggered a further reduction in the discount rate used to calculate employer and Public Employees’ Pension Reform Act (PEPRA) member contributions. The discount rate dropped to 6.8 percent from its then-current level of 7 percent. On November 15, 2021, the CalPERS Board of Directors voted to keep this discount rate - the long-term interest rate used to fund future pension benefits. These and other actuarial assumption changes will serve to push employer required pension contributions upward over the course of the next five to ten years.

The rising cost of employee benefits has been a focus of the City 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 \$51.8 million in the new fiscal year, representing 31.5 percent of the overall expenditure from all funds. The City’s main operating fund (the General Fund) provides \$37.5 million in appropriations for personnel expenditures, approximately 50.3% of the fund’s budget. Therefore, it is prudent for the City to be ever vigilant in controlling personnel costs going forward.

Unfunded Infrastructure Replacement Needs

The continued existence of critical yet unfunded capital projects also presents a challenge in developing a budget that is sustainable for the long term. Many of the unfunded projects that were identified and prioritized in recent years represent infrastructure (i.e., public facilities, parking lots) replacement needs, largely due to the historical lack of set-aside funding for these capital demands. In recognition of these growing demands on the General Fund in the long-term, the City had been funding the Capital Investment Reserve in the City's Capital Projects Fund. Since fiscal year 2020-21, however, the City has not been able to add to the reserve due to the pandemic's effects on the City's revenues. As described earlier, the reserve's balance at the end of the 2020-21 fiscal year (almost \$21.2 million) is completely earmarked for funding the Broadway Grade Separation Project (\$15 million in local matching funds) and the El Camino Utility Undergrounding Project (\$6 million).

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

The Economy

Current information and analyses on the economic forces that are likely to impact the City's operations in the upcoming fiscal year have influenced the development of this annual budget. The economic forecast was compiled largely from recent reports provided by HdL Companies, the City's sales tax consultant, in partnership with Beacon Economics, LLC. However, assessments of the recovery of the area's hospitality industry, a very large factor in the health of Burlingame's revenue picture, will be monitored carefully, and very likely result in revisions to this FY 2023-24 budget after the City Council's adoption.

As intended in the City's risk-based General Fund Reserve Policy, reserves will enable the City to meet operational demands until the economy completely recovers. But the funding of longer-term infrastructure needs and unfunded liabilities will not be easily accommodated. Depending on the duration/speed of the recovery, reduced funding of these long-term demands is apt to be the necessary response, further aggravating capital conditions, slowing prefunding of pension obligations, and ultimately impacting 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 prefunding of currently unfunded pension obligations. The City is committed to focusing on the community's priorities so that the local quality of life is maintained, irrespective of economic fluctuations.

ACKNOWLEDGEMENTS

I wish to thank Mayor Brownrigg and the City Council for their leadership and support during the FY 2023-24 budget development process. By articulating the budget priorities and continuing to adhere to the long-term fiscal strategies set in place over a decade ago, they allowed staff to develop a solid spending plan that minimizes draws on the City's reserves and positions the City for a return to sustainable growth in the future. The budget for the 2023-24 fiscal year represents a spending plan of over \$149.2 million and will necessarily undergo further review and updating as needed throughout the new fiscal year. Still, this continuous improvement provides a higher level of transparency and accountability to the Burlingame community and reflects a commitment to advance the Council's highest priorities.

The Department Directors and their budget staff utilized the City's ERP system in constructing a sound budget plan that strategically allocates resources to optimally address the City Council's goals, despite the unprecedented economic and social changes of the last few years. Their efforts are sincerely appreciated. My thanks also go to Finance Director Helen Yu-Scott and Financial Services Managers Karen Cao and Darlene Wong for their overall management of the City's budget. Finally, I commend Public Works Director Syed Murtuza and Assistant Public Works Director Art Morimoto for leading their department's efforts and resourceful approach in refining the capital budget and providing a sustainable long-term capital plan.

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

Respectfully submitted,

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

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 2023-24 Priorities

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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 ⁽¹⁾: 30,136

Area: 6.1 square miles on 3,517 acres

Persons per Household ⁽²⁾: 3.14

Median Household Income ⁽²⁾: \$150,182

Housing Units⁽¹⁾: More than 13,300

Street Miles: 84 centerline miles

Sidewalk Miles: 116 miles

Sanitary Sewer: Approximately 130 miles; 8 sewer stations

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

Streetlights: 1,800

Street Trees: 14,444

Park Trees: 1,516

Different Species of Trees: 309

Number of Parks and Open Spaces: 23

Library Circulation: 709,000

Library Print & Non-Print Volumes: Approx. 520,000

Library Programs: Approx. 900

Library Attendance: 22,000

Sources:

City of Burlingame data;

⁽¹⁾ California Dept. of Finance (2023)

⁽²⁾ U.S. Census (2021)

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

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

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

CITY ORGANIZATION BY CRITICAL SERVICE AREA

General Government

City Attorney

In-house counsel, risk management, and code enforcement

City Clerk

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

City Manager

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

Finance

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

Human Resources

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

Public Works

Engineering

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

Water & Sewer

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

Streets & Storm Drainage

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

Public Safety

Police

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

Central County Fire Department (JPA)

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

Leisure and Neighborhood Services

Library

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

Parks

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

Recreation

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

Community Development

Building

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

Planning

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

ROSTER OF ELECTED OFFICIALS AND APPOINTEES



Mayor
Michael Brownrigg



Vice Mayor
Donna Colson



Council Member
Emily Beach



Council Member
Ricardo Ortiz



Council Member
Peter Stevenson



City Manager
Lisa K. Goldman



City Attorney
Michael Guina

EXECUTIVE TEAM



City Clerk
Meaghan Hassel-Shearer



City Librarian
Brad McCulley



Community Development
Director
Kevin Gardiner



Finance Director and
Treasurer
Helen Yu-Scott



Human Resources
Director
Maria Saguisag-Sid



Parks and Recreation
Director
Margaret Glomstad



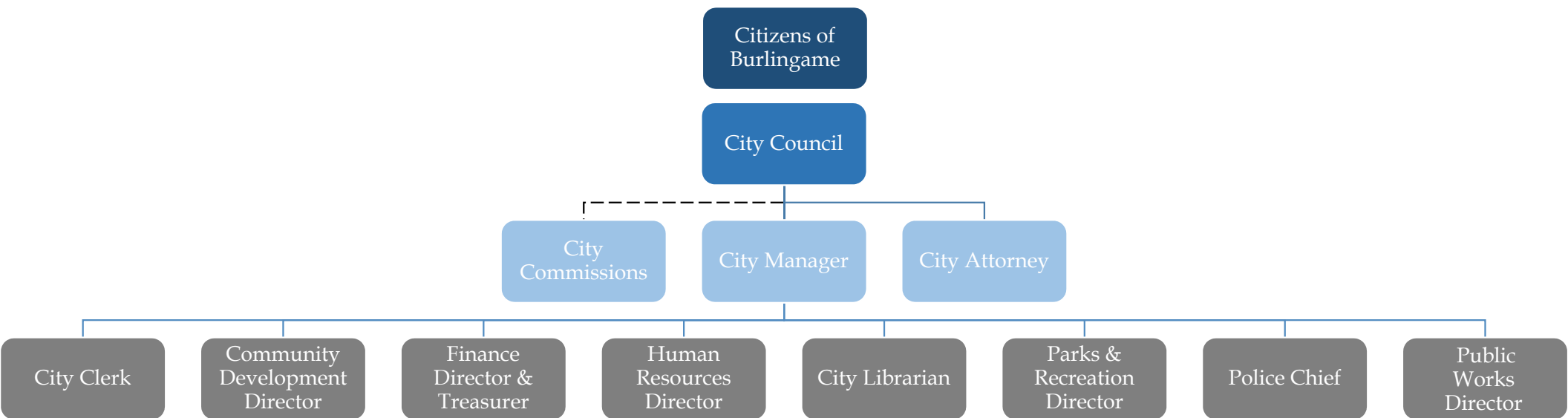
Police Chief
Mike Matteucci



Public Works Director
Syed Murtuza



Central County Fire Chief
Bruce Barron



City of Burlingame FY2023-24 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.

- The City Council has also formed subcommittees to tackle several larger projects that have been discussed during recent goal-setting sessions. The projects include rebuilding City Hall, sea level rise, shuttles, vision zero, and water reuse and retention. The Broadway Grade Separation project and the El Camino Real Roadway Renewal project also remain top City Council projects.

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Understanding the Budget

Guide to City Budget Process

Guide to Understanding the Budget

Gann Appropriation Limit

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GUIDE TO CITY BUDGET PROCESS

STRATEGIC AND FINANCIAL PLANNING

The budget planning process begins in January with a public goal-setting session. Although the City's longer-term priorities are still very much intact, the focus for fiscal year 2023-24 is on continuing to manage the impacts of the COVID-19 pandemic and working for the City's long-term fiscal recovery.

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

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

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

COMMUNITY ENGAGEMENT AND PUBLIC INFORMATION

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

The City Council also holds a public hearing on the budget in June prior to adoption of the budget. The hearing 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's 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 begin preparing their budget requests in support of their programs in January for submission in mid-March. Expenditure assumptions are based on known factors such as collective bargaining agreements, current pay and benefit policies, consumer price indices, and other information available from expert third-parties or governing authorities.

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

ROLE OF THE FINANCE DEPARTMENT

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

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

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

BUDGET ADOPTION

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

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

BUDGET AMENDMENTS

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

CENTRAL COUNTY FIRE DEPARTMENT JOINT POWERS AUTHORITY

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

CITY OF BURLINGAME | FISCAL YEAR 2023-24

CCFD is a Joint Powers Authority (JPA) that provides fire, emergency medical, and disaster preparedness services to the City of Burlingame and the 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 and emergency medical services with the City of Millbrae. As members of the CCFD JPA, Burlingame and Hillsborough generally fund 70% of the total budget based on a 60/40 cost allocation as outlined in the JPA. The remaining 30% is funded by the City of Millbrae.

The Fire Board adopts the CCFD budget.

A copy of the Fiscal Year 2023-24 Adopted Budget for the Central County Fire Department may be obtained online at:

[CCFD 2023-24 Budget](#)

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

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, accounted for as capital assets, or abandoned at the discretion of the City or the City Council.

OVERVIEW OF KEY FUNDS

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

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

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

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

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

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

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

BUDGET BASIS OF ACCOUNTING

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

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

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

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

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

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

2022-23 Appropriation Limit	97,559,622
State of California Inflation Factor	1.0444000
Percentage Change - City Population	0.2200000
Percentage Change - County Population	-0.4300000
State of California Population Factor	1.0022000
Combined Adjustment Factor	1.0466977
2023-24 Appropriation Limit from Growth Factors	<u>102,115,430</u>
Proceeds of Taxes	70,842,729
Exclusions:	
Qualified Capital Projects and Debt	<u>(31,314,922)</u>
Appropriation Subject to Limit	<u>39,527,807</u>
2023-24 Appropriation Limit	102,115,430
Appropriation Subject to Limit	39,527,807
Over / (Under) Limit	(62,587,623)



Budget Summaries, Charts & Graphs

Key Budgetary Assumptions

Chart – Proposed FY 2023-24 Citywide Revenue by Type

Budget Summary - Estimated Revenues and Interfund Transfers

Chart – General Fund Revenues from FY 2014 to FY 2024

Chart – Property Tax Revenues from FY 2014 to FY 2024

Chart – Where Do Your Burlingame Property Tax Dollars Go?

Chart – Transient Occupancy Tax Revenues from FY 2014 to FY 2024

Chart – Sales and Use Tax Revenues from FY 2014 to FY2024

Chart – Proposed FY 2023-24 Expenses by Type

Chart – Proposed FY 2023-24 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

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KEY BUDGETARY ASSUMPTIONS

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

GENERAL ECONOMIC OUTLOOK

Three years after the declaration of the COVID-19 pandemic, the economic outlook remains uncertain. Continued war in Ukraine and lingering supply chain disruptions have sustained high inflation, while recent technology sector layoffs and bank closures have put more pressure on the stock market and the economy. Low unemployment rates and positive employment data, however, contributed to solid consumption spending.

Overall, the local economy is stable, with continued growth expected. Property taxes remain solid, and other General Fund revenues are showing some level of improvement. Even though the recovery in the City's transient occupancy tax (TOT) is encouraging, the City is mindful that the full recovery of TOT revenue will take several years.

Economic Indicator	Projected 2022-23	Forecast 2023-24
U.S. Real GDP Growth	1.5%	2.5%
U.S. CPI Inflation	7.5%	4.9%
U.S. Unemployment Rate	3.5%	3.8%
California Unemployment Rate	4.1%	4.3%
California Total Nonfarm Employment Growth	3.4%	2.0%
California Median Existing Home Price	\$648,170	\$632,546

Source: Beacon Economics

- **The national, state, and local economies are expected to continue growing, and the City's fiscal year 2023-24 budget reflects a \$4.4 million increase for the City's three largest tax revenues.**

PROPERTY TAX

Property tax is applied to the net assessed property value 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.

According to the County, Burlingame's assessed property values have grown nearly 6.8% since the beginning of the fiscal year, reflecting continued health in the area's real estate market despite the pandemic. Such growth should translate to a healthy increase in property taxes for

the subsequent fiscal year. However, payment of amounts due from the Property Tax In Lieu of Vehicle License Fee (VLF) swap, a state obligation agreed to in 2004, is uncertain. Adjustments in the County's Educational Revenue Augmentation Fund distributions add complexity to the City's property tax revenues projection.

- Although assessed values of the 2023 secured tax rolls for Burlingame have risen approximately 6.8%, property tax receipts in the fiscal year 2023-24 proposed budget are reflected as increasing 7.4%. This increase in the projection is primarily due to the Property Tax in Lieu of VLF from the State.

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

Refunds of property tax from San Mateo County's ERAF occur when the amounts contributed to the fund by local agencies in a fiscal year exceed withdrawals from the fund. In 2013, the State significantly increased funding distributed to schools under the Local Control Funding Formula, which translates to higher draws from county ERAFs statewide. In recent years, uncertainty about the growing demands on ERAF monies dictated that San Mateo County jurisdictions budget ERAF refunds conservatively, as these refunds were projected to decline and could be eliminated in the future. However, San Mateo County's growing economy and escalating property values have created larger contributions to the fund at a time when property tax revenues are sufficient to more fully fund school district needs. Therefore, ERAF refunds have grown over the years. However, there has been some dispute about the proper allocation of the ERAF funds, resulting in further uncertainty about the future of the refunds. The City received nearly \$3.3 million in excess ERAF in the current fiscal year, but as this revenue is uncertain, \$3.2 million has been included in property tax revenues for fiscal year 2023-24.

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

SALES & USE TAX

Sales tax is imposed on retailers at the point-of-sale. Use tax is imposed on purchasers who buy goods out-of-state for use within California. In November 2017, Burlingame voters approved Measure I, a retail transactions and use tax of ¼ percent, effective April 1, 2018. As a result, the City's sales tax rate for taxable sales transactions within Burlingame is currently 9.5%. The State's Department of Tax and Fee Administration (CDTFA) allocates the Bradley Burns (local 1%) sales tax revenue to the jurisdiction in which the taxable sales transactions occur. The CDTFA is also responsible for the collection of Measure I revenues, which are accounted for separately from the City's regular sales tax receipts.

Transaction data from the fourth quarter of calendar year 2022 is now available and supports the fiscal year 2023-24 forecast. Overall, receipts from the fourth quarter were 6.7 percent below the same sales period in 2021. Excluding reporting aberrations, actual sales were down 1.7 percent. Rising financing costs caused buyers to pump the breaks on new vehicle acquisitions,

and returns declined 10.2 percent during the quarter. Economic uncertainty was evident as shoppers spent 14.3 percent less on general consumer goods; jewelry and specialty stores remitted smaller returns. On the bright side, elevated fuel prices generated a 17.4 percent increase for service stations. Strong patronage pushed casual dining up 9.0 percent, while a one-time payment from a lumber supplier boosted the building-construction group. The City's allocation of the countywide use tax pool dipped 11.8 percent, driven by taxpayer reporting changes and a shift in pool allocations as other agencies in the county realized a more considerable quarterly growth. However, e-commerce and the countywide pool remain solid sources of local revenue.

- The City's sales and use tax revenue projection assumes that growth in taxable sales transactions will slow in fiscal year 2023-24.
- The City anticipates revenue from Measure I, included in the 2023-24 fiscal year budget for General Fund Sales Tax revenues, to be \$3.0 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. Voters last approved a transient occupancy tax rate increase (from 10% to 12%) in November 2009, in order to preserve municipal service levels and fund capital infrastructure projects.

As the City's largest and most economically sensitive revenue source, TOT revenues were badly damaged by the global travel restrictions that began with the emergence of the Coronavirus in late February 2020. At nearly \$29.4 million, TOT accounted for approximately 34.8 percent of all General Fund revenue in fiscal year 2018-19, dropping to \$20.4 million in fiscal year 2019-20, and lowering to \$5.7 million in fiscal year 2020-21. At mid-year, the forecast for TOT for the current (2022-23) fiscal year was increased by nearly \$2.8 million to reflect the recovery in the travel and tourism sector.

While there is little doubt that the region will again attract robust business and leisure travel over the long-term, the lead time needed for larger gatherings and conferences is significant. According to data from The San Francisco Peninsula (formerly the San Mateo County/Silicon Valley Convention and Visitors Bureau), hotel occupancy rates in the San Francisco Bay Area will not return to calendar year 2019 levels (the last pre-pandemic year) until 2024. Average daily room rates will not achieve comparable levels until calendar year 2025.

The City monitors average daily rates (ADR) on a monthly basis and makes estimates of ADR and occupancy rates based on transient occupancy tax receipts received for the previous month and industry reports. Because both ADR and occupancy rates are expected to recover only modestly in the near term, the 2023-24 fiscal year budget projects these revenues at around \$17.9 million.

- The proposed fiscal year 2023-24 budget includes TOT revenues of approximately \$17.9 million. While 44.8% higher than in the year ending June

30, 2022, this forecast represents a 39.0% decrease in the City's TOT revenues from pre-COVID fiscal year 2018-19.

WATER & SEWER RATES

The City last increased water rates in January 2019, the last of three years of incremental rate increases meant to address the higher costs and lower revenues (due to conservation efforts) created by the severe drought conditions in northern California beginning in 2012 and finally ending in 2017. The rate increases helped the Water Fund cover the higher cost of wholesale water purchased from the San Francisco Public Utilities Commission (SFPUC) and provided continued funding of prudent capital improvements in the Water utility. With improving reservoir levels and water consumption easing back into higher, pre-drought patterns, revenues in the Water and Sewer Utilities have been much easier to anticipate accurately.

In fiscal year 2023-24, water consumption patterns are projected to increase slightly from the current year. As there will be no rate increases, projected revenues are anticipated to be nearly \$20.2 million. Funding of capital projects/infrastructure within the Water utility will be \$3.5 million.

The City Council approved average sewer rate increases of 9% for the three calendar years beginning January 1, 2022. Revenues for the Sewer Fund are projected to increase by over \$1.0 million in the upcoming fiscal year. Funding of capital projects/infrastructure within the Sewer utility – both collection system improvements and wastewater treatment plant upkeep – will increase by nearly \$1.3 million in fiscal year 2023-24. Note that capital spending is not included as an expense of the fund. At year end, infrastructure improvements are capitalized and reported as long-term assets rather than remaining in “unrestricted net position.”

- **The proposed budget assumes operating revenues of approximately \$20.2 million for the Water Enterprise and \$15.9 million for the Sewer Enterprise. The assumption is based on currently enacted rates and conservative consumption forecasts. The budget provides for sufficient capital spending to maintain the infrastructure quality supporting these major utilities.**

STORM DRAIN FEE

In May 2009, Burlingame residents approved a storm drain fee, collected as an assessment on the property tax roll, to improve the City's aging storm drain infrastructure. The fee supported the issuance of bonds in 2010, 2012, and 2016, yielding a total of over \$30 million in bond proceeds to implement a \$39 million capital improvement program. Pursuant to the authority granted by the voters, the City Council may increase the storm drain fee each fiscal year by the annual consumer price index (CPI), but not to exceed 2%. The report published by the Bureau of Labor Statistics as of March 14, 2023, was the CPI report for February 2023, which indicated a CPI increase of 5.3%. In April 2023, the City Council authorized an increase of 2% to the storm drain fee. These revenues will provide amounts adequate to pay the debt service on the bonds that provide funding for identified storm drain capital projects, including the latest 2021 Storm Drainage Revenue Bonds issuance.

- **The proposed Storm Drain Special Revenue Fund budget assumes a 2.0% increase in the storm drain fee, for estimated revenues of nearly \$3.3 million.**

WAGES AND BENEFITS

In recognition of the long-term obligations incurred from employment benefits, growth in the City's workforce has been kept to a minimum in recent years. Personnel costs represent a large investment in the City's resources, and requests for increases in full-time equivalent (FTE) positions are carefully monitored to ensure they provide the best ongoing value towards addressing the City's long-term goals.

The FY 2023-24 budget provides a full year of funding for all full-time permanent positions. The City added 3.63 positions in the fiscal year 2023-24 budget and made some minor classification changes, resulting in a nominal increase in salary cost and a slight reallocation of positions among the City's major funds.

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

- **The proposed General Fund budget assumes a \$1.3 million (3.5%) increase in the cost of wages and benefits of full-time, part-time, and seasonal employees.**

CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM (CALPERS)

As a result of heavy investment losses during the recession, lower earnings forecasted, new actuarial methods, and a projection of longer life spans, CalPERS (the California Public Employees' Retirement System) has raised contribution rates considerably in recent years. In order to fund CalPERS pensions, the blended (Classic and PEPRA combined) employer contribution rates for the City's employees for the upcoming fiscal year are 63.1% for Safety personnel and 30.2% for Miscellaneous personnel, resulting in a city-wide budget of approximately \$9.9 million, up from the \$9.6 million provided in the adopted budget for the 2022-23 fiscal year.

- **The proposed budget assumes that increased employer rates and required lump-sum payments to CalPERS will increase pension costs by 2.8% (approximately \$273,000) in the upcoming fiscal year.**

PENSION LIABILITY STRATEGY

In recent years, the CalPERS investment return assumptions were reduced following years of lower-than-expected rates of return on its investment portfolio; the resulting shortfalls must be offset by larger employer contributions. More realistic assumptions have added transparency to the true level of funding needed to ensure CalPERS has the resources to meet its obligations to retiring workers in the future. However, these changes have significantly increased the City's unfunded pension obligations and an associated rise in employer contribution rates.

The rates provided by CalPERS through FY 2023-24 and the estimated rates derived through the most recent actuarial data related to the City's pension obligations indicate that the City's contribution rates will rise from the current 32% for Miscellaneous employees and 69% for Safety employees to 37% and 83%, respectively, over the next five years. These rates reflect blended rates for Classic and PEPRA employees.

The City's total estimated net pension liability is nearly \$47.9 million at June 30, 2022 (per the June 30, 2021 valuation date). To address the gap between its pension obligations and the assets set aside to fund them, the City plans to continue to pay the required employer contributions to CalPERS and to contribute additional monies to the § 115 Trust Fund for Pensions established with Public Agency Retirement Services (PARS). Funds in the trust, which should grow at higher rates of return than can be obtained in the City's portfolio, will accumulate and be withdrawn when the CalPERS rates exceed the established threshold rates for each pension plan. 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 \$1.2 million to the City's § 115 Trust Fund in fiscal year 2023-24 (including \$0.9 million from the General Fund).**

INTERNAL SERVICE FUND CHARGES

Funded through charges to City departments, the 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 the 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 are higher due to the carryover items from the prior year caused by the pandemic environment and supply chain shortage. The allocations to departments are not impacted materially.

It is worth mentioning that the City plans to become a member of the Employment Risk Management Authority, which serves as the first and only statewide public sector employment practices liability risk pool, representing over 220 public agencies. Approximately \$233,000 in insurance premiums, \$100,000 in contractual services, and \$200,000 in claim payments are included in the fiscal year 2023-24 budget as a placeholder in the newly created Employment Insurance Internal Services Fund.

- **The proposed budget assumes an increase for the Fleet & Equipment ISF of \$859,000. Costs in the General Liability and Workers' Compensation ISFs are expected to decrease by more than \$433,000 in total.**

CENTRAL COUNTY FIRE DEPARTMENT BUDGET PRESENTATION

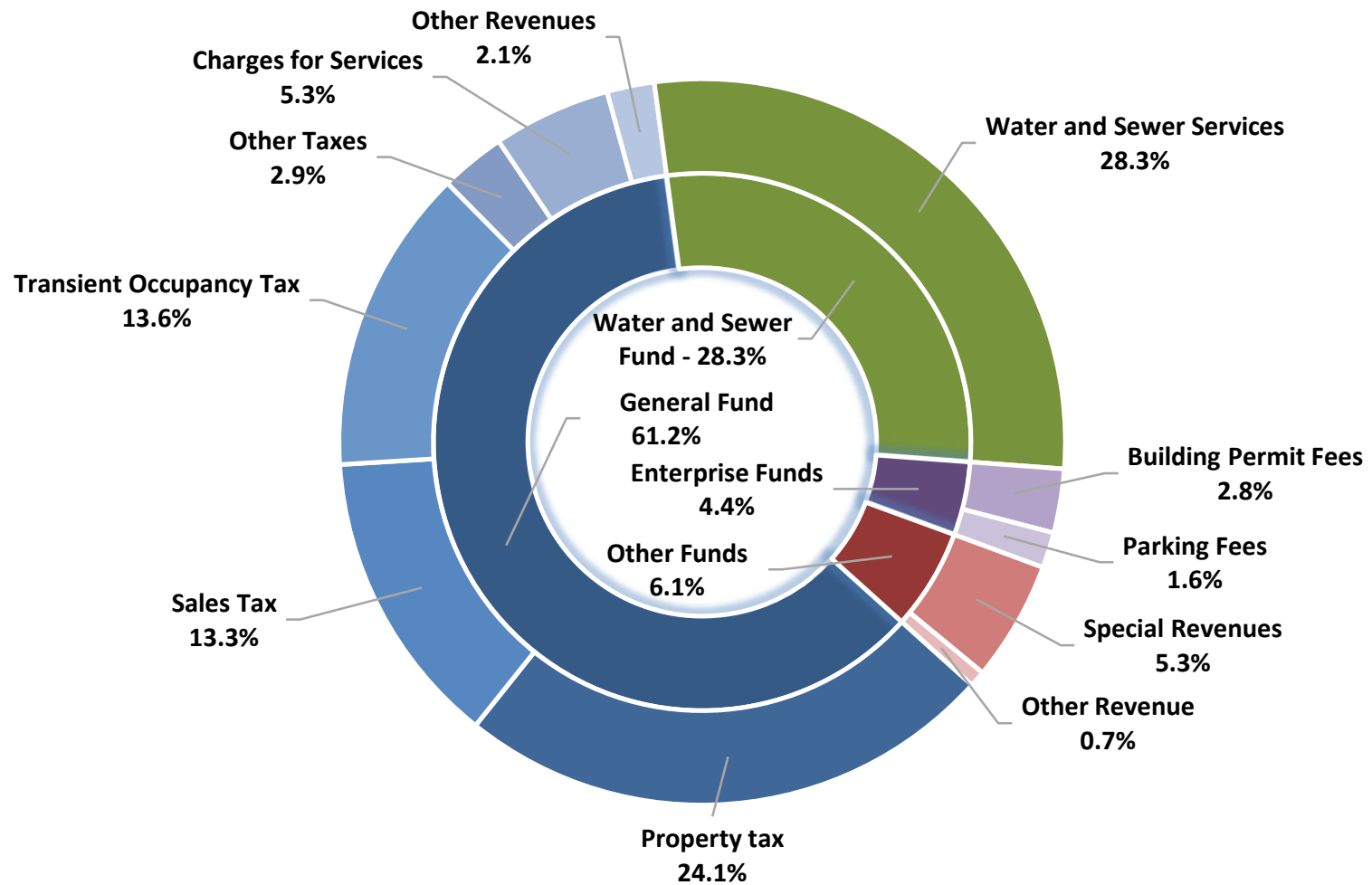
The proposed budget includes a General Fund appropriation for fire services and disaster preparedness. The largest part of this budget reflects Burlingame's portion of the Fire Department's budget as adopted by the Central County Fire Department (CCFD) Board of Directors. Costs associated with the CCFD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

CCFD's FY 2023-24 operating budget as approved in April reflects a Burlingame contribution of approximately \$14.4 million, an increase of 6.2% (more than \$0.8 million) over current-year costs.

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

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Proposed FY 2023-24 Citywide Revenues by Type



CITY OF BURLINGAME, CA
PROPOSED BUDGET FISCAL YEAR 2024
ESTIMATED REVENUES AND INTERFUND TRANSFERS

FUND AND DESCRIPTION	2021-22 ACTUAL	2022-23 BUDGET	2022-23 EST. ACTUAL	2023-24 PROPOSED
GENERAL FUND				
PROPERTY TAX-CURRENT SECURED	18,666,350	20,038,000	20,038,000	21,770,260
PROPERTY TAX-SEC SUPPL (SB813)	594,531	450,000	450,000	450,000
PROPERTY TAX-CURRENT UNSECURED	753,457	765,000	765,000	819,170
PROPERTY TAX-UNSECURED-PRIOR	(9,871)	-	-	-
PROPERTY TAX-UNITARY TAX	343,723	320,000	320,000	342,250
PROPERTY TAX IN LIEU OF VLF	3,911,483	3,525,000	4,591,000	5,062,900
ERAF REFUND	3,463,208	3,200,000	3,288,500	3,200,000
SUBTOTAL - PROPERTY TAX	27,722,881	28,298,000	29,452,500	31,644,580
SALES & USE TAX	14,389,671	14,041,000	14,227,000	14,237,032
PUBLIC SAFETY FUND-SALES TAX	194,490	195,000	200,000	200,000
0.25% MEASURE I	2,993,313	2,880,000	3,041,000	3,021,190
SUBTOTAL - SALES TAX	17,577,473	17,116,000	17,468,000	17,458,222
TRANSIENT OCCUPANCY TAX	12,377,158	12,975,000	15,725,000	17,919,000
TOT-SHORT TERM RENTAL	1,801	-	-	-
SUBTOTAL - TRANSIENT OCCUPANCY TAX	12,378,959	12,975,000	15,725,000	17,919,000
REAL PROPERTY TRANSFER TAX	907,846	800,000	500,000	500,000
BUSINESS LICENSE TAX	566,662	600,000	600,000	1,300,000
BUSINESS LICENSE TAX-PARKING	312,634	200,000	200,000	200,000
BUSINESS LIC AUDIT REVENUE	10,362	-	-	-
FRANCHISE TAX - GAS	144,967	130,000	145,000	155,000
FRANCHISE TAX - GAS SURCHARGE	6,852	5,000	6,500	7,500
FRANCHISE TAX - ELECTRIC	175,998	150,000	150,000	160,000
FRANCHISE TAX - ELEC SURCHARGE	102,062	130,000	130,000	150,000
FRANCHISE TAX - GARBAGE	799,937	775,000	850,000	875,500
FRANCHISE TAX - CABLE TV	365,911	350,000	350,000	350,000
FRANCHISE TAX - WAVE - ASTOUND	15,338	15,000	15,000	15,000
FRANCHISE TAX - AT&T VIDEO SVC	40,948	35,000	35,000	35,000
STATE HOPTR	61,596	62,000	62,000	63,000
SUBTOTAL - OTHER TAXES	3,511,111	3,252,000	3,043,500	3,811,000
TOTAL TAX REVENUE	61,190,425	61,641,000	65,689,000	70,832,802
RENTAL INCOME	278,439	200,000	200,000	210,000
SUBTOTAL - USE OF MONEY & PROPERTY	278,439	200,000	200,000	210,000
INTEREST INCOME	(1,720,797)	1,500,000	1,500,000	1,530,000
INTEREST INCOME - FMV ADJ	(3,010,829)	-	-	-
SUBTOTAL - INTEREST INCOME	(4,731,626)	1,500,000	1,500,000	1,530,000

CITY OF BURLINGAME, CA
PROPOSED BUDGET FISCAL YEAR 2024
ESTIMATED REVENUES AND INTERFUND TRANSFERS

FUND AND DESCRIPTION	2021-22 ACTUAL	2022-23 BUDGET	2022-23 EST. ACTUAL	2023-24 PROPOSED
TAXI LICENSES	416	200	200	200
TAXICAB INSPECTIONS	595	800	800	400
MASSAGE OPERATOR	2,135	-	-	-
MASSAGE PRACTITIONER	828	-	-	-
ALARM PERMIT FEES	70,628	70,000	70,000	70,000
OVERNIGHT PARKING PERMIT FEES	13,696	15,000	15,000	12,000
SUBTOTAL - LICENSES & PERMITS	88,298	86,000	86,000	82,600
FILING AND CERTIFICATION FEES	34	-	-	-
SMCCVB ANNUAL FEE-BID	9,300	9,300	9,300	9,300
FALSE ALARM CHARGES	20,850	20,000	20,000	20,000
FALSE ALARM CHARGES-COLLECTION	-	1,500	1,500	-
SPECIAL POLICE SERVICES	3,291	2,500	2,500	2,000
LIVESCAN FEES	522	500	500	3,000
POLICE BOOKING FEES-COUNTY	29	-	-	-
VEHICLE RELEASE FEES	32,400	25,000	25,000	25,000
REIMBURSEMENT FOR SERVICE COST	179,597	-	-	-
PUBLIC WORKS FEES & SERVICES	2,631,699	1,100,000	1,100,000	1,100,000
PLAN CHECK FEES - ENGINEERING	94,247	90,000	90,000	90,000
STORMWATER INSPECTION FEE	-	4,000	4,000	4,000
REIMB STATE HWAY MAINTENANCE	14,121	25,000	25,000	25,000
PLANNING FEES	685,922	400,000	1,000,000	725,000
ZONING/SIGN PLAN CHECKING	596,129	425,000	675,000	450,000
USE PERMIT FEES	61,492	37,000	37,000	37,000
SHORT TERM RENTAL PERMIT FEES	600	1,000	1,000	1,000
RECREATION FEES & SERVICES	3,039,403	3,007,824	3,007,824	3,100,000
PARK SPECIAL SERVICES	175,183	300,000	300,000	350,000
ARBORIST PLAN CHECK/SITE INSP.	16,185	20,000	6,000	20,000
ARBORIST FEE-PLANNING	18,377	20,000	10,000	20,000
PROTECTED TREE APPLICATION FEE	21,414	20,000	2,000	20,000
AQUATICS REIMBURSEMENT	74,293	150,000	120,000	150,000
LIBRARY FEES & SERVICES	8,616	5,000	5,000	10,000
LIBRARY SERVICES-HILLSBOROUGH	692,592	692,601	692,601	748,000
SUBTOTAL - CHARGES FOR SERVICES	8,376,293	6,356,225	7,134,225	6,909,300
PARKING CITATIONS	808,570	600,000	600,000	600,000
VEHICLE CODE FINES	65,962	45,000	45,000	45,000
CODE ENFORCEMENT CITATIONS	1,200	8,000	8,000	8,000
SUBTOTAL - FINES, FORFEITURES & PENALTIES	875,732	653,000	653,000	653,000
FEDERAL COVID RELIEF FUND	3,694,653	-	-	-
SUBTOTAL - FEDERAL COVID RELIEF FUND	3,694,653	-	-	-

CITY OF BURLINGAME, CA
PROPOSED BUDGET FISCAL YEAR 2024
ESTIMATED REVENUES AND INTERFUND TRANSFERS

FUND AND DESCRIPTION	2021-22 ACTUAL	2022-23 BUDGET	2022-23 EST. ACTUAL	2023-24 PROPOSED
STATE MOTOR VEHICLE TAX	34,364	-	-	-
MANDATED COST REIMBURSEMENT	79	-	-	-
POST REIMBURSEMENT	7,605	5,000	15,000	15,000
SLESF-COPS PROGRAM	161,285	160,000	160,000	200,000
HABITATCONSVGRANT-MILLSCANYON	5,000	-	-	-
SUBTOTAL - FEDERAL & STATE SUBVENTIONS	208,333	165,000	175,000	215,000
MISCELLANEOUS REVENUES	13,235	32,000	55,000	77,000
VB GOLF/DOUBLETREE-COST REIMB.	761	-	-	-
SUBTOTAL - OTHER REVENUE	13,997	32,000	55,000	77,000
TOTAL NON-TAX REVENUE	8,804,119	8,992,225	9,803,225	9,631,900
GENERAL FUND, BEFORE TRANSFERS	\$69,994,544	\$70,633,225	\$75,492,225	\$80,509,702
TRANSFER IN FROM BURL AVE ASSESSMENT DISTRICT	310,000	310,000	310,000	310,000
TRANSFER IN FROM GAS TAX FUND	6,000	6,000	6,000	6,000
TRANSFER IN FROM STORM DRAINAGE FUND	15,000	15,000	15,000	15,000
TRANSFER IN FROM WATER OPS FUND	638,471	660,868	660,868	666,313
TRANSFER IN FROM SEWER OPS FUND	380,471	394,544	394,544	398,489
TRANSFER IN FROM PARKING OPS FUND	338,788	342,188	342,188	344,438
TRANSFER IN FROM SOLID WASTE FUND	58,000	58,000	58,000	58,000
TRANSFER IN FROM BUILDING FUND	113,000	119,000	119,000	125,000
TRANSFER OUT TO BURLINGAME TRAIN SHUTTLE FUND	(73,500)	(52,300)	(52,300)	(52,300)
TRANSFER OUT TO OTHER LOCAL GRANTS FUND	(30,000)	-	-	(5,000)
TRANSFER OUT TO PARKS & TREES CIP FUND	(810,000)	(2,285,000)	(2,285,000)	(4,120,000)
TRANSFER OUT TO FACILITIES CIP FUND	(205,000)	(300,000)	(300,000)	-
TRANSFER OUT TO STREETS CIP FUND	(450,000)	(600,000)	(600,000)	(500,000)
TRANSFER OUT TO DEBT SERVICE FUND	(2,579,508)	(2,599,824)	(2,599,824)	(2,622,687)
MEASURE I - TRANSFER OUT TO STREETS CIP FUND	(1,800,000)	(2,000,000)	(2,000,000)	(2,000,000)
MEASURE I - TRANSFER OUT TO DEBT SERVICE FUND	(1,000,000)	(1,000,000)	(1,000,000)	(1,000,000)
TOTAL INTERFUND TRANSFERS	(5,088,278)	(6,931,524)	(6,931,524)	(8,376,747)
GENERAL FUND REVENUE, NET TRANSFERS	\$64,906,266	\$63,701,701	\$68,560,701	\$72,132,955

CITY OF BURLINGAME, CA
PROPOSED BUDGET FISCAL YEAR 2024
ESTIMATED REVENUES AND INTERFUND TRANSFERS

FUND AND DESCRIPTION	2021-22 ACTUAL	2022-23 BUDGET	2022-23 EST. ACTUAL	2023-24 PROPOSED
<u>SPECIAL REVENUE FUNDS</u>				
BURL AVE ASSESSMENT DISTRICT				
INTEREST INCOME	(13,017)	3,500	3,500	3,500
SPECIAL ASSESSMENT REVENUE	294,136	310,000	310,000	310,000
BURL AVE ASSESSMENT DISTRICT, BEFORE TRANSFERS	281,119	313,500	313,500	313,500
TRANSFER OUT TO GENERAL FUND	(310,000)	(310,000)	(310,000)	(310,000)
TOTAL INTERFUND TRANSFERS	(310,000)	(310,000)	(310,000)	(310,000)
BURL AVE ASSESSMENT DISTRICT, NET TRANSFERS	(28,881)	3,500	3,500	3,500
MEASURE A & GAS TAX				
INTEREST INCOME	(81,759)	15,000	15,000	15,000
MEASURE A	951,901	800,000	800,000	983,000
SECTION 2103-EXCISE TAX	235,873	292,900	268,300	309,700
SECTION 2105-PROP 111 GAS TAX	165,720	191,900	188,600	205,080
SECTION 2106-NEW CONSTRUCTION	107,572	120,600	120,600	131,370
SECTION 2107-MAINT. & CONSTRUC	198,261	262,100	225,900	246,330
SECTION 2107.5-ADMINISTRATION	6,000	6,000	6,000	6,000
ROAD & MAINT REHAB (RMRA SB1)	654,359	678,000	678,000	772,580
MEASURE A & GAS TAX, BEFORE TRANSFERS	2,237,927	2,366,500	2,302,400	2,669,060
TRANSFER OUT TO GENERAL FUND	(6,000)	(6,000)	(6,000)	(6,000)
TRANSFER OUT TO STREETS CIP FUND	(1,650,000)	(2,130,000)	(2,130,000)	(1,820,000)
TOTAL INTERFUND TRANSFERS	(1,656,000)	(2,136,000)	(2,136,000)	(1,826,000)
MEASURE A & GAS TAX, NET TRANSFERS	581,927	230,500	166,400	843,060
MEASURE W FUND				
INTEREST INCOME	(22,946)	5,000	5,000	5,000
MEASURE W	421,184	350,000	350,000	439,000
MEASURE W FUND, BEFORE TRANSFERS	398,238	355,000	355,000	444,000
MEASURE W FUND, NET TRANSFERS	398,238	355,000	355,000	444,000
PUBLIC TV ACCESS FUND				
INTEREST INCOME	(28,650)	8,500	8,500	8,500
PEG ACCESS FEE	84,666	100,000	100,000	85,000
PUBLIC TV ACCESS FUND, BEFORE TRANSFERS	56,016	108,500	108,500	93,500
PUBLIC TV ACCESS FUND, NET TRANSFERS	56,016	108,500	108,500	93,500

CITY OF BURLINGAME, CA
PROPOSED BUDGET FISCAL YEAR 2024
ESTIMATED REVENUES AND INTERFUND TRANSFERS

FUND AND DESCRIPTION	2021-22 ACTUAL	2022-23 BUDGET	2022-23 EST. ACTUAL	2023-24 PROPOSED
STORM DRAINAGE FUND				
INTEREST INCOME	(518,852)	60,000	60,000	60,000
STORM DRAIN FEES	3,104,952	3,188,000	3,188,000	3,251,760
STORM DRAINAGE FUND, BEFORE TRANSFERS	2,586,100	3,248,000	3,248,000	3,311,760
TRANSFER OUT TO GENERAL FUND	(15,000)	(15,000)	(15,000)	(15,000)
TRANSFER OUT TO DEBT SERVICE FUND	(2,580,020)	(2,578,647)	(2,578,647)	(2,587,418)
TOTAL INTERFUND TRANSFERS	(2,595,020)	(2,593,647)	(2,593,647)	(2,602,418)
STORM DRAINAGE FUND, NET TRANSFERS	(8,920)	654,353	654,353	709,342
DEVELOPMENT FEES FUND				
INTEREST INCOME	(405,615)	120,000	120,000	128,000
DEVELOPMENT FEES FUND, BEFORE TRANSFERS	(405,615)	120,000	120,000	128,000
DEVELOPMENT FEES FUND, NET TRANSFERS	(405,615)	120,000	120,000	128,000
BAYFRONT DEV. IMPACT FEES FUND				
BAYFRONT DEVELOPMENT FEES	336,055	-	-	-
BAYFRONT DEV. IMPACT FEES FUND, BEFORE TRANSFERS	336,055	-	-	-
TRANSFER OUT TO STREETS CIP FUND	-	-	-	(500,000)
TOTAL INTERFUND TRANSFERS	-	-	-	(500,000)
BAYFRONT DEV. IMPACT FEES FUND, NET TRANSFERS	336,055	-	-	(500,000)
N. BURL. DEV. IMPACT FEES FUND				
N. BURLINGAME DEVELOPMENT FEE	149,764	-	-	-
N. BURL. DEV. IMPACT FEES FUND, BEFORE TRANSFERS	149,764	-	-	-
TRANSFER OUT TO STREETS CIP FUND	-	-	-	(800,000)
TOTAL INTERFUND TRANSFERS	-	-	-	(800,000)
N. BURL. DEV. IMPACT FEES FUND, NET TRANSFERS	149,764	-	-	(800,000)
PUB. FACILITIES IMP. FEES FUND				
PUBLIC FACILITIES IMPACT FEE	3,332,325	-	-	-
PUB. FACILITIES IMP. FEES FUND, BEFORE TRANSFERS	3,332,325	-	-	-

CITY OF BURLINGAME, CA
PROPOSED BUDGET FISCAL YEAR 2024
ESTIMATED REVENUES AND INTERFUND TRANSFERS

FUND AND DESCRIPTION	2021-22 ACTUAL	2022-23 BUDGET	2022-23 EST. ACTUAL	2023-24 PROPOSED
TRANSFER OUT TO PARKS & TREES CIP FUND	-	(160,000)	(160,000)	(50,000)
TRANSFER OUT TO FACILITIES CIP FUND	-	(470,000)	(470,000)	(2,870,000)
TRANSFER OUT TO STREETS CIP FUND	-	(500,000)	(500,000)	(180,000)
TOTAL INTERFUND TRANSFERS	-	(1,130,000)	(1,130,000)	(3,100,000)
PUB. FACILITIES IMP. FEES FUND, NET TRANSFERS	3,332,325	(1,130,000)	(1,130,000)	(3,100,000)
HOUSING FUND				
COMMERCIAL HOUSING LINKAGE FEE	8,281,129	-	-	-
HOUSING FUND, BEFORE TRANSFERS	8,281,129	-	-	-
HOUSING FUND, NET TRANSFERS	8,281,129	-	-	-
FEDERAL & STATE GRANTS				
BULLETPROOF VEST P'SHIP GRANT	446	-	-	-
PD OTS GRANT-20.600 TRAFFIC	13,218	-	-	-
PD OTS GRANT-20.608 DUI	32,444	-	-	-
PD TOBACCO GRANT-STATE DOJ	2,120	-	-	-
STATE GRANT REVENUE	-	-	140,000	-
FEDERAL & STATE GRANTS, BEFORE TRANSFERS	48,228	-	140,000	-
FEDERAL & STATE GRANTS, NET TRANSFERS	48,228	-	140,000	-
OTHER LOCAL GRANTS & DONATIONS				
INTEREST INCOME	(11,668)	5,000	5,000	5,000
GRANT REVENUE	30,227	-	-	-
DONATIONS	464,825	-	-	-
OTHER LOCAL GRANTS FUND, BEFORE TRANSFERS	483,383	5,000	5,000	5,000
GRANTS & CONTRIBUTIONS	30,000	-	10,000	5,000
TOTAL INTERFUND TRANSFERS	30,000	-	10,000	5,000
OTHER LOCAL GRANTS & DONATIONS, NET TRANSFERS	513,383	5,000	15,000	10,000
BURLINGAME TRAIN SHUTTLE FUND				
GRANTS & CONTRIBUTIONS	59,767	109,700	109,700	65,000
BURLINGAME TRAIN SHUTTLE FUND, BEFORE TRANSFERS	59,767	109,700	109,700	65,000
GRANTS & CONTRIBUTIONS	73,500	52,300	52,300	52,300
TOTAL INTERFUND TRANSFERS	73,500	52,300	52,300	52,300
BURLINGAME TRAIN SHUTTLE FUND, NET TRANSFERS	133,267	162,000	162,000	117,300

CITY OF BURLINGAME, CA
PROPOSED BUDGET FISCAL YEAR 2024
ESTIMATED REVENUES AND INTERFUND TRANSFERS

FUND AND DESCRIPTION	2021-22 ACTUAL	2022-23 BUDGET	2022-23 EST. ACTUAL	2023-24 PROPOSED
ENTERPRISE FUNDS				
WATER OPS FUND				
INTEREST INCOME	(924,550)	219,000	219,000	222,000
UTILITY SALES	19,915,573	20,000,000	20,000,000	20,000,000
WATER - FIRE SERVICES	32,339	32,000	32,000	32,000
TAPS FOR NEW METERS	96,723	50,000	70,000	90,000
FLOW & TURN ONS	60	-	-	-
FIRE FLOW INSPECTION	19,159	5,000	6,000	6,000
UTILITY LATE PAYMENT PENALTIES	40,937	20,000	35,000	32,000
MISCELLANEOUS REVENUES	3,210	3,000	3,000	3,000
WATER OPS FUND, BEFORE TRANSFERS	19,183,450	20,329,000	20,365,000	20,385,000
TRANSFER IN FROM WATER CIP FUND	3,500,000	5,000,000	5,000,000	3,330,000
TRANSFER OUT TO GENERAL FUND	(638,471)	(660,868)	(660,868)	(666,313)
TRANSFER OUT TO FACILITIES FUND	-	-	-	(170,000)
TRANSFER OUT TO WATER CIP FUND	(3,500,000)	(5,000,000)	(5,000,000)	(3,330,000)
TOTAL INTERFUND TRANSFERS	(638,471)	(660,868)	(660,868)	(836,313)
WATER OPS FUND, NET TRANSFERS	18,544,979	19,668,132	19,704,132	19,548,687
SEWER OPS FUND				
INTEREST INCOME	(793,023)	216,000	216,000	219,000
SEWER SERVICE CHARGES	13,305,751	12,900,000	12,900,000	14,000,000
HILLSBOROUGH SEWER CHARGES	1,376,598	1,437,000	1,437,000	1,446,000
BURLINGAME HILLS SEWER CHARGES	284,595	268,000	268,000	268,000
SEWER DISCHARGE PERMITS	137,796	125,000	125,000	125,000
SEWER CONNECTION FEES	24,415	100,000	100,000	35,000
SEWER OPS FUND, BEFORE TRANSFERS	14,336,132	15,046,000	15,046,000	16,093,000
TRANSFER IN FROM SEWER OPERATION FUND	1,100,000	1,560,000	1,560,000	2,665,000
TRANSFER OUT TO GENERAL FUND	(380,471)	(394,544)	(394,544)	(398,489)
TRANSFER OUT TO FACILITIES FUND	-	-	-	(170,000)
TRANSFER OUT TO SEWER CIP FUND	(1,100,000)	(1,560,000)	(1,560,000)	(2,665,000)
TOTAL INTERFUND TRANSFERS	(380,471)	(394,544)	(394,544)	(568,489)
SEWER OPS FUND, NET TRANSFERS	13,955,661	14,651,456	14,651,456	15,524,511
PARKING OPS FUND				
INTEREST INCOME	(398,588)	52,000	52,000	52,000
PARKING FEES	2,102,663	1,750,000	1,750,000	1,900,000
MONTHLY PARKING PERMITS	196,257	110,000	150,000	115,000
EV CHARGING STATION REVENUES	34,305	16,000	30,000	20,000
PARKLET ANNUAL PERMIT	46,500	-	5,000	-
CAPITAL CONTRIBUTION	12,978,673	-	-	-
PARKING OPS FUND, BEFORE TRANSFERS	14,959,811	1,928,000	1,987,000	2,087,000

CITY OF BURLINGAME, CA
PROPOSED BUDGET FISCAL YEAR 2024
ESTIMATED REVENUES AND INTERFUND TRANSFERS

FUND AND DESCRIPTION	2021-22 ACTUAL	2022-23 BUDGET	2022-23 EST. ACTUAL	2023-24 PROPOSED
TRANSFER IN (OUT) FROM PARKING OPERATING FUND	(2,028,945)	450,000	450,000	450,000
TRANSFER OUT TO GENERAL FUND	(338,788)	(342,188)	(342,188)	(344,438)
TRANSFER OUT TO FACILITIES FUND	-	(200,000)	(200,000)	-
TRANSFER IN (OUT) TO PARKING CIP FUND	2,028,945	(450,000)	(450,000)	(450,000)
TOTAL INTERFUND TRANSFERS	(338,788)	(542,188)	(542,188)	(344,438)
PARKING OPS FUND, NET TRANSFERS	14,621,023	1,385,812	1,444,812	1,742,562
SOLID WASTE FUND				
INTEREST INCOME	(177,684)	52,000	52,000	52,000
STEAM CLEANING DOWNTOWN	162,800	163,000	163,000	163,000
AB939 ADMINISTRATION FEE	99,992	95,000	95,000	110,000
STREET SWEEPING FEE	300,000	300,000	300,000	300,000
CITY MGMT FEE	58,000	58,000	58,000	58,000
MISCELLANEOUS REVENUES	197,738	100,000	100,000	50,000
SOLID WASTE FUND, BEFORE TRANSFERS	640,845	768,000	768,000	733,000
TRANSFER OUT TO FUND 101	(58,000)	(58,000)	(58,000)	(58,000)
TRANSFER OUT TO FUND 321	-	(200,000)	(200,000)	-
TOTAL INTERFUND TRANSFERS	(58,000)	(258,000)	(258,000)	(58,000)
SOLID WASTE FUND, NET TRANSFERS	582,845	510,000	510,000	675,000
LANDFILL FUND				
INTEREST INCOME	(86,309)	24,000	24,000	24,000
LANDFILL CLOSURE	499,960	450,000	450,000	500,000
LANDFILL FUND, BEFORE TRANSFERS	413,651	474,000	474,000	524,000
LANDFILL FUND, NET TRANSFERS	413,651	474,000	474,000	524,000
BUILDING FUND				
INTEREST INCOME	(580,237)	200,000	200,000	214,000
CONSTRUCTION PERMIT FEE	2,690,845	1,700,000	2,181,000	1,800,000
BLDG PLAN CHECK FEES	2,884,654	1,550,000	2,111,120	1,550,000
IMAGING FEES	114,654	75,000	76,000	75,000
MISCELLANEOUS REVENUES	120,266	100,000	100,000	100,000
BUILDING FUND, BEFORE TRANSFERS	5,230,182	3,625,000	4,668,120	3,739,000
TRANSFER OUT TO FUND 101	(113,000)	(119,000)	(119,000)	(125,000)
TOTAL INTERFUND TRANSFERS	(113,000)	(119,000)	(119,000)	(125,000)
BUILDING FUND, NET TRANSFERS	5,117,182	3,506,000	4,549,120	3,614,000

CITY OF BURLINGAME, CA
 PROPOSED BUDGET FISCAL YEAR 2024
 ESTIMATED REVENUES AND INTERFUND TRANSFERS

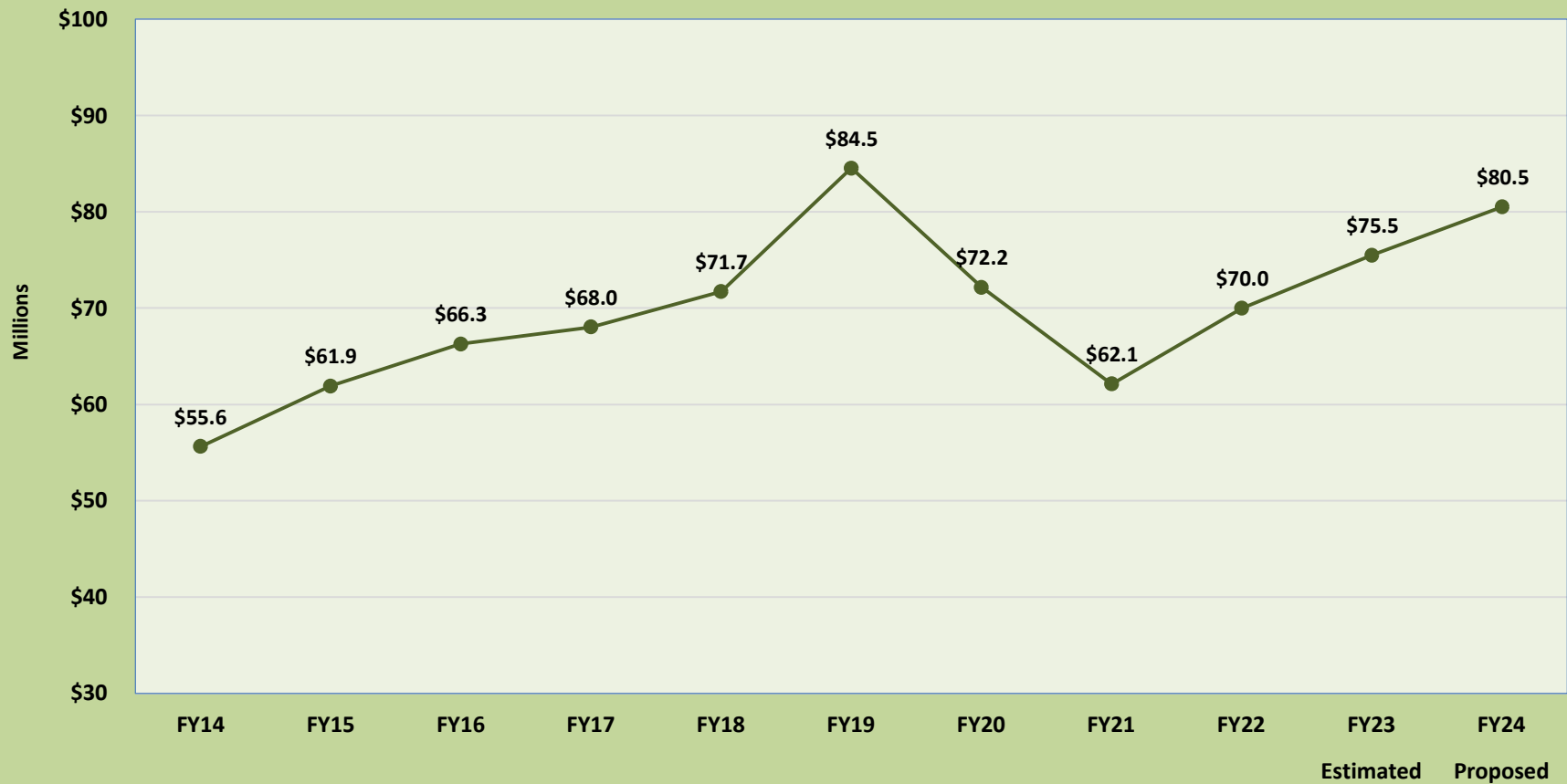
FUND AND DESCRIPTION	2021-22 ACTUAL	2022-23 BUDGET	2022-23 EST. ACTUAL	2023-24 PROPOSED
INTERNAL SERVICE FUNDS				
INTEREST INCOME	(827,599)	240,500	240,500	240,500
SALE OF ASSETS	47,920	50,000	50,000	-
INTERNAL SERVICE FUNDS, BEFORE TRANSFERS	(779,679)	290,500	290,500	240,500
INTERNAL SERVICE FUNDS, NET TRANSFERS	(779,679)	290,500	290,500	240,500
CAPITAL PROJECT FUNDS (ALL FUNDS, PROGRAMS & SUB-PROGRAMS)				
OBAG 2 BPIP (HOOVER SCH PED)	208,208	-	-	-
OBAG 2 TLC (BROADWAY ST LGTS)	1,328	-	-	-
OBAG 2 LSR(2018 STREET RESURF)	-	-	-	-
AB1546 VEH. REGISTRATION FEES	103,733	112,000	112,000	116,000
STRATEGIC GROWTH COUNCIL GRANT	39,519	-	-	-
STATE GRANT REVENUE	157,226	-	-	-
MISCELLANEOUS REVENUES	(62,267)	-	-	-
DONATIONS TO PARKS & REC	11,192	-	-	-
CAPITAL PROJECT FUNDS, BEFORE TRANSFERS	458,939	112,000	112,000	116,000
PARKS & TREES CIP FUND - TRANSFER IN FROM FUND 101	810,000	2,285,000	2,285,000	4,120,000
FACILITIES CIP FUND - TRANSFER IN FROM FUND 101	205,000	300,000	1,100,000	-
STREETS CIP FUND - TRANSFER IN FROM FUND 101	450,000	600,000	600,000	500,000
STREETS CIP FUND - TRANSFER IN FROM FUND 103	1,800,000	2,000,000	2,000,000	2,000,000
STREETS CIP FUND - TRANSFER IN FROM FUND 209	1,000,000	1,450,000	1,450,000	1,450,000
STREETS CIP FUND - TRANSFER IN FROM FUND 210	650,000	680,000	680,000	370,000
STREETS CIP FUND - TRANSFER IN FROM FUND 231	-	-	-	500,000
STREETS CIP FUND - TRANSFER IN FROM FUND 232	-	-	-	800,000
PARKS & TREES CIP FUND - TRANSFER IN FROM FUND 234	-	160,000	160,000	50,000
FACILITIES CIP FUND - TRANSFER IN FROM FUND 234	-	470,000	470,000	2,870,000
STREETS CIP FUND - TRANSFER IN FROM FUND 234	-	500,000	500,000	180,000
STREETS CIP FUND - TRANSFER IN FROM FUND 320	-	-	-	600,000
FACILITIES CIP FUND - TRANSFER IN FROM FUND 430	14,913,099	-	-	-
STORM DRAINAGE CIP FUND - TRANSFER IN FROM FUND 430	2,821,325	2,150,000	2,150,000	3,250,000
FACILITIES CIP FUND - TRANSFER IN FROM FUND 500	-	-	-	170,000
FACILITIES CIP FUND - TRANSFER IN FROM FUND 510	-	-	-	170,000
FACILITIES CIP FUND - TRANSFER IN FROM FUND 520	-	200,000	200,000	-
PARKS & TREES CIP FUND - TRANSFER IN FROM FUND 530	-	200,000	200,000	-
CAPITAL IMPROVEMENT FUND - TRANSFER OUT TO FUND 329	-	-	-	(600,000)
CAPITAL PROJECT FUNDS	22,649,424	10,995,000	11,795,000	16,430,000
CAPITAL PROJECT FUNDS, NET TRANSFERS	23,108,363	11,107,000	11,907,000	16,546,000

CITY OF BURLINGAME, CA
 PROPOSED BUDGET FISCAL YEAR 2024
 ESTIMATED REVENUES AND INTERFUND TRANSFERS

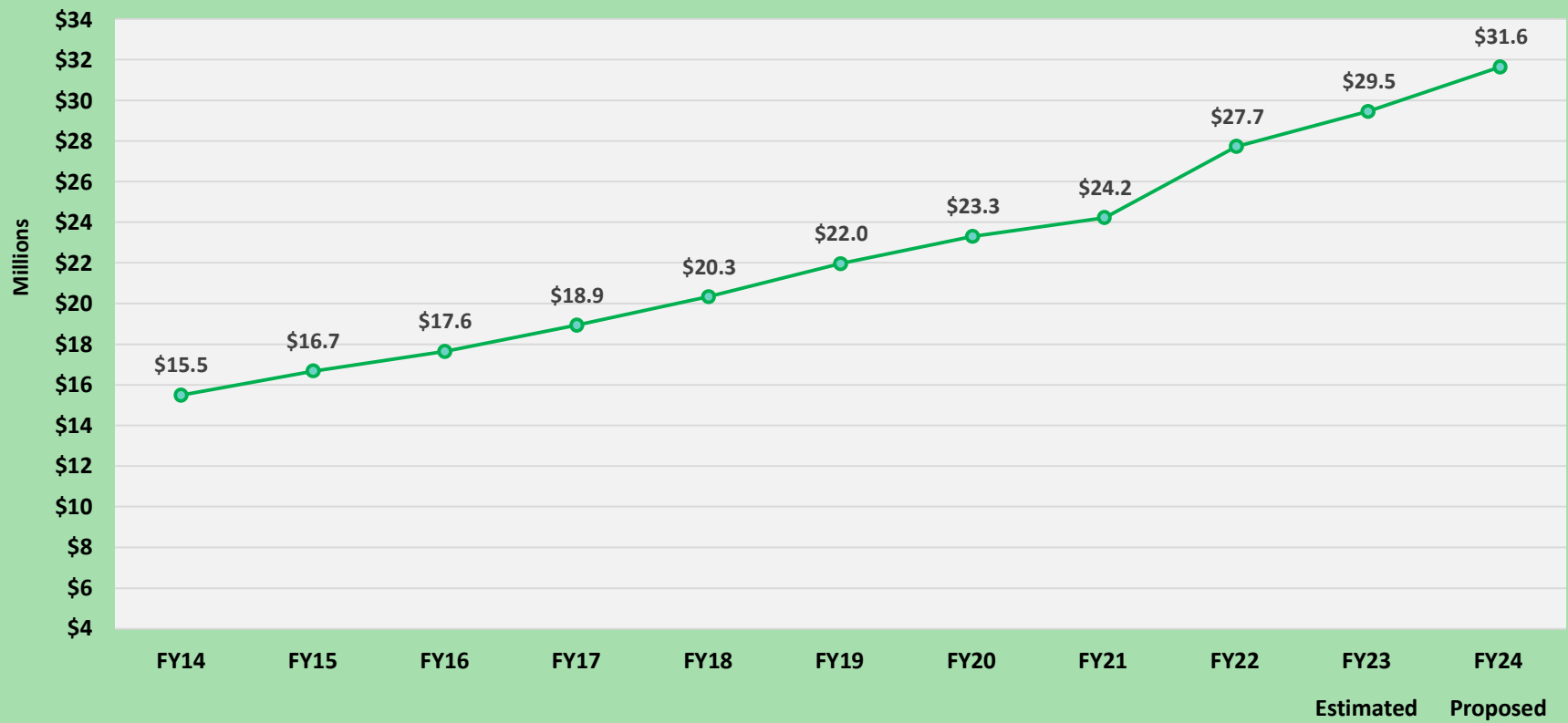
FUND AND DESCRIPTION	2021-22 ACTUAL	2022-23 BUDGET	2022-23 EST. ACTUAL	2023-24 PROPOSED
DEBT SERVICE FUND				
BURLINGAME FINANCING AUTHORITY				
INTEREST INCOME	14,620	50,000	50,000	50,000
DEBT SERVICE FUND, BEFORE TRANSFERS	14,620	50,000	50,000	50,000
TRANSFER IN FROM FUND 101	2,579,508	2,599,824	2,599,824	2,622,687
TRANSFER IN FROM FUND 103	1,000,000	1,000,000	1,000,000	1,000,000
TRANSFER IN FROM FUND 211	2,580,020	2,578,647	2,578,647	2,587,418
TRANSFER OUT TO FUND 322	(14,913,099)	-	-	-
TRANSFER OUT TO FUND 328	(2,821,325)	(2,150,000)	(2,150,000)	(3,250,000)
TOTAL INTERFUND TRANSFERS	(11,574,896)	4,028,471	4,028,471	2,960,105
FINANCING AUTHORITY, NET TRANSFERS	(11,560,276)	4,078,471	4,078,471	3,010,105

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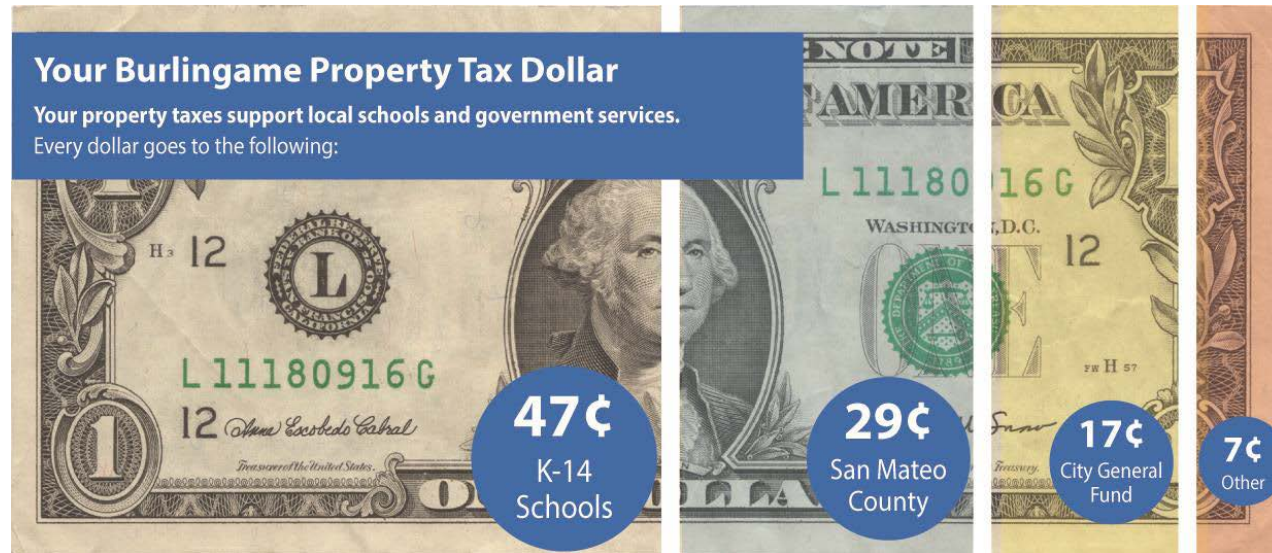
City of Burlingame, CA General Fund Revenues



City of Burlingame, CA Property Taxes

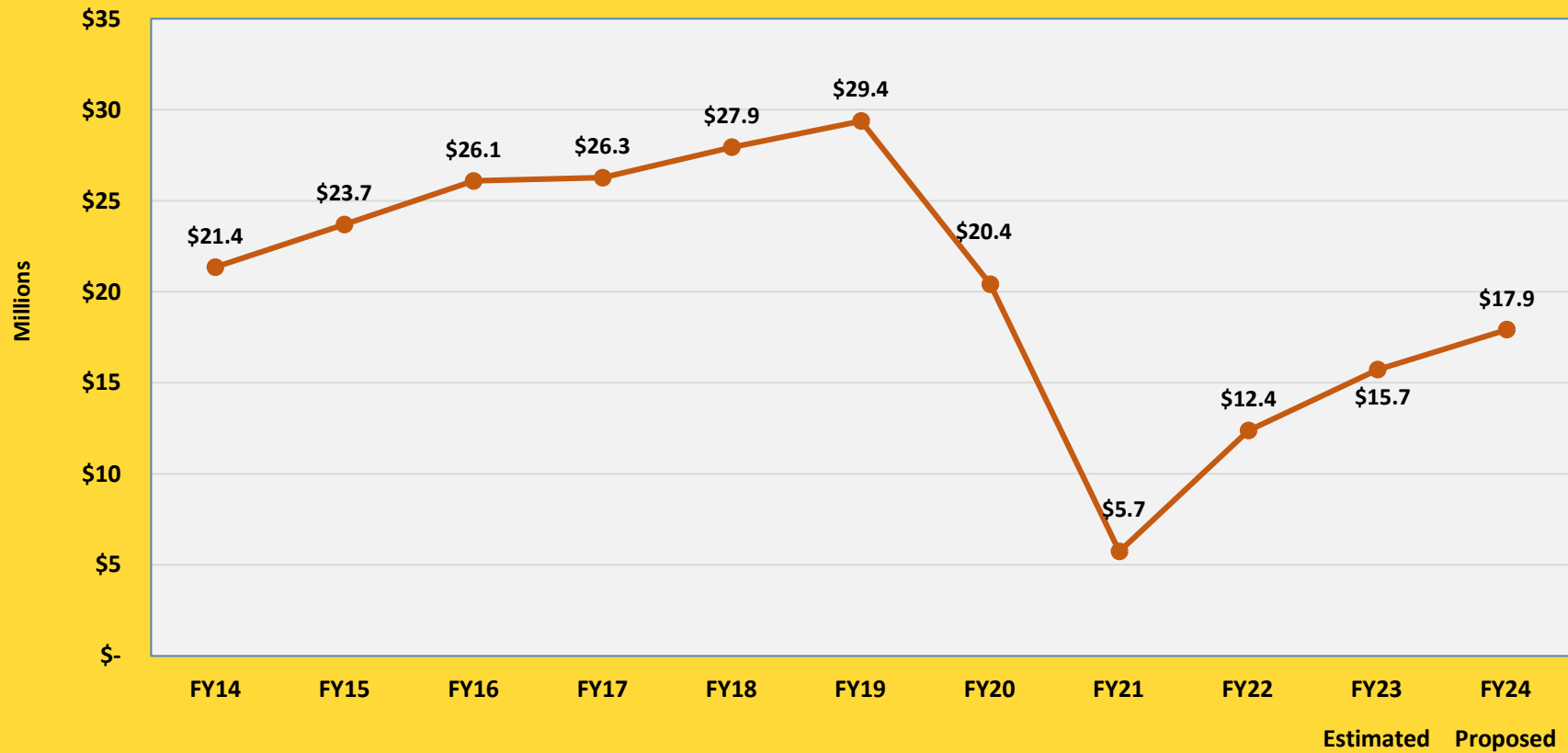


Where do your Burlingame property tax dollars go?

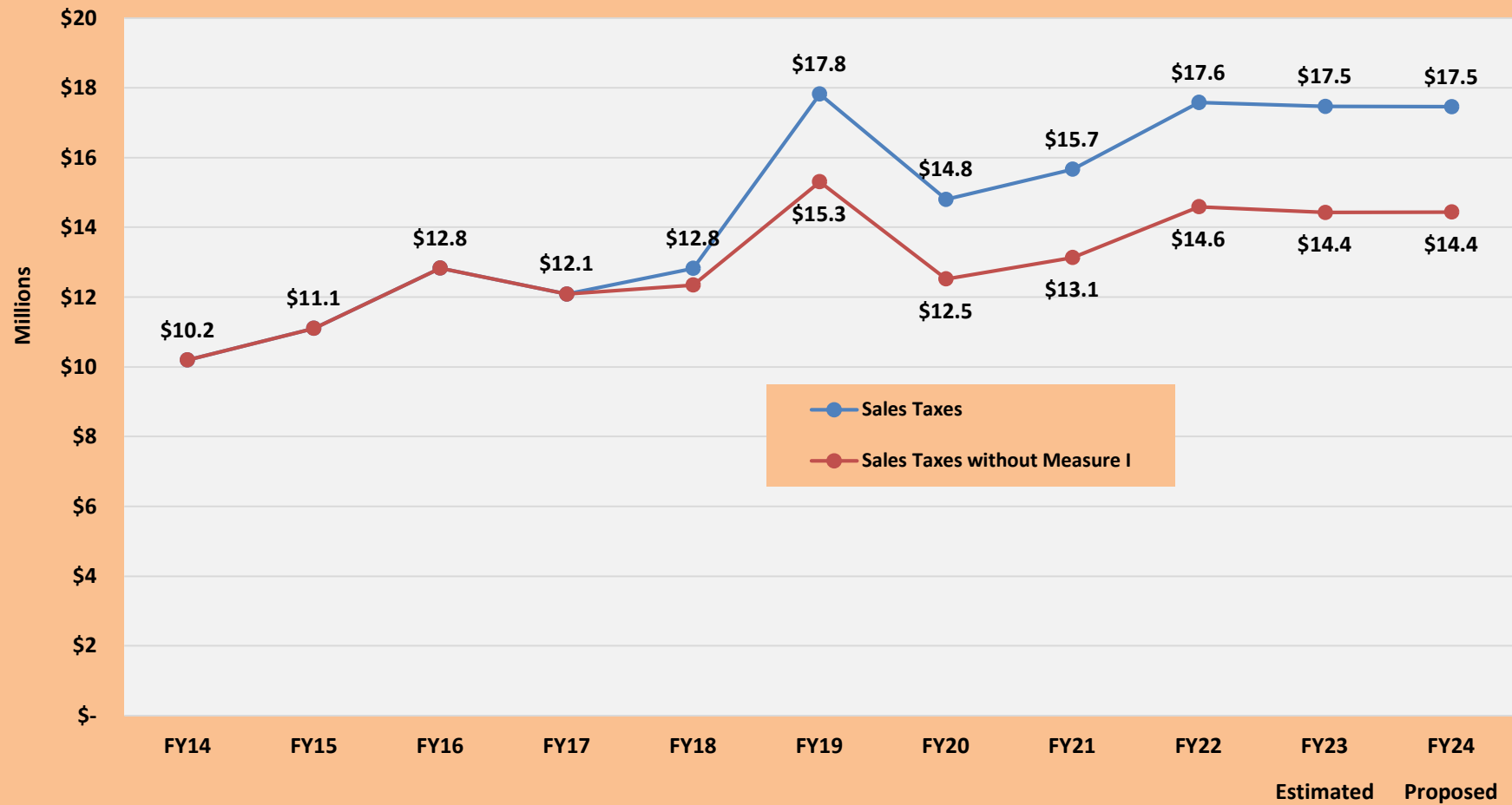


Burlingame property owners pay approximately 1.1% of the assessed value of their property in taxes each year. Proposition 13 sets the maximum tax rate at 1% (excluding voter-approved overrides), and limits growth in the assessed property values to the lesser of inflation or 2% per year. For each property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

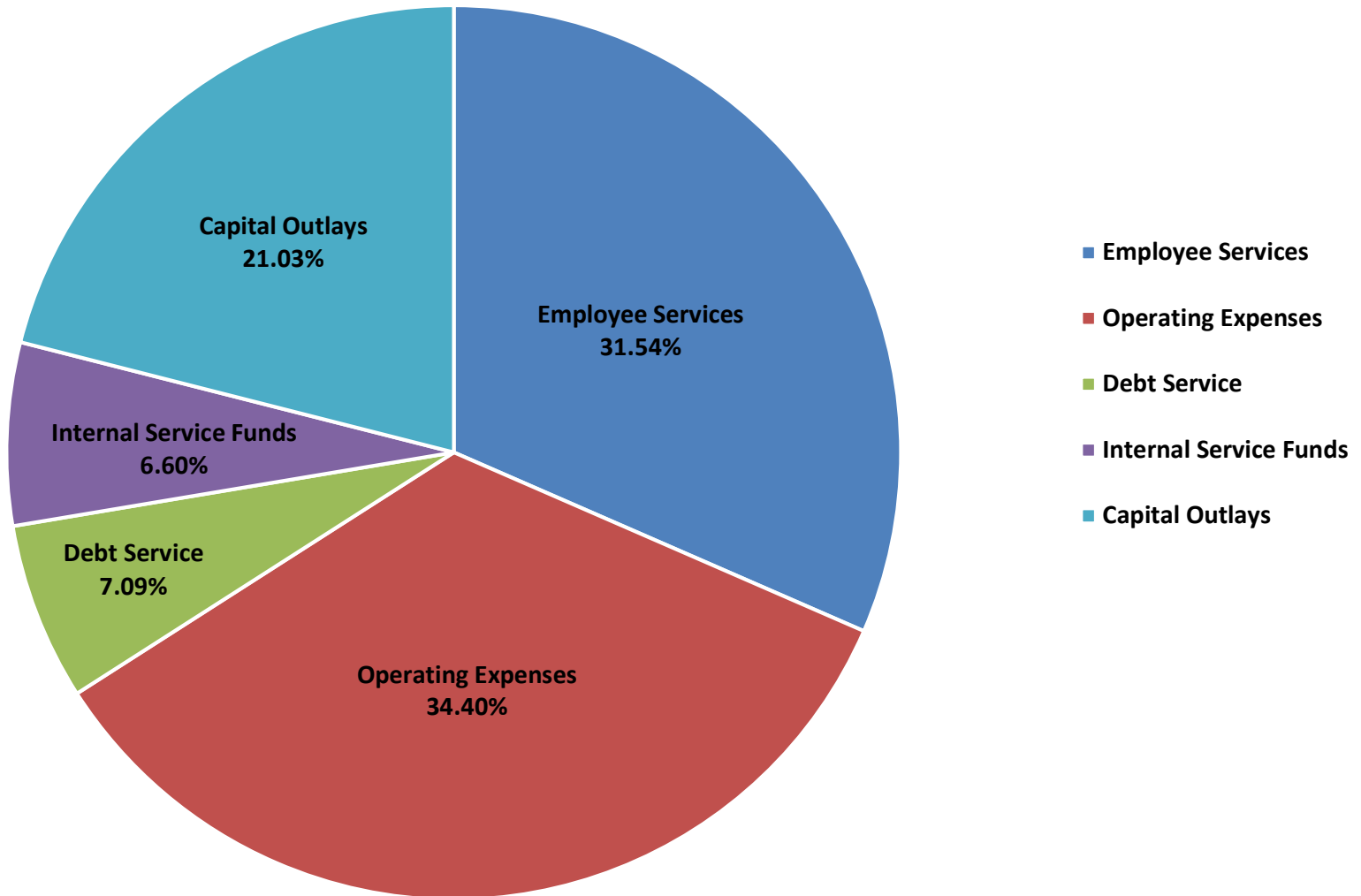
City of Burlingame, CA Transient Occupancy Taxes



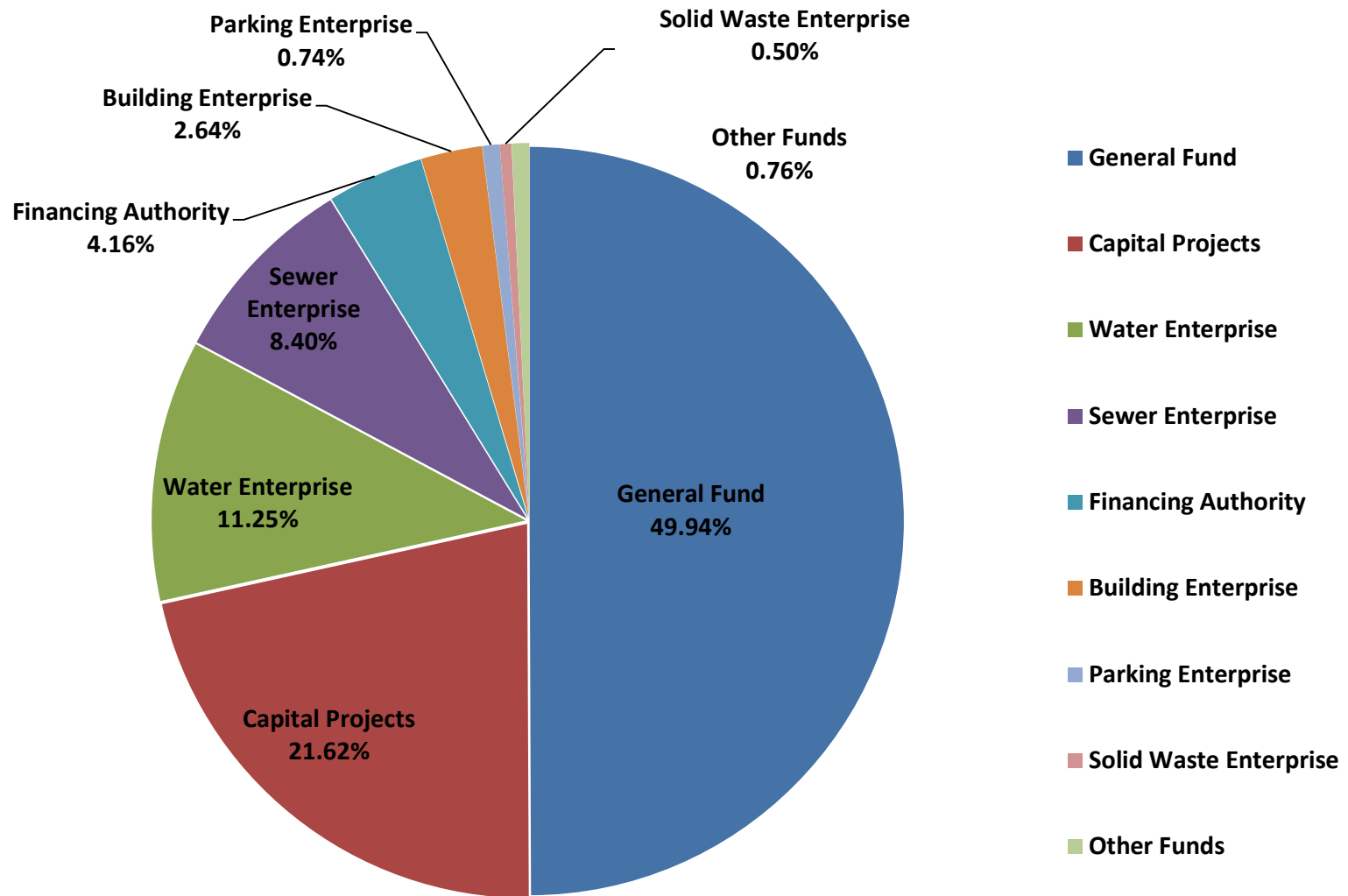
City of Burlingame, CA Sales and Use Taxes



Proposed FY 2023-24 Citywide Expenses by Type



Proposed FY 2023-24 Appropriations by Major Fund



CITY OF BURLINGAME
PROPOSED BUDGET FISCAL YEAR 2023-24
EXPENSES BY DEPARTMENT & TYPE

DEPARTMENT	EMPLOYEE SERVICES	OPERATING EXPENSES	DEBT SERVICE	CAPITAL OUTLAY	INTERNAL SERVICES	RECOVERIES	TOTAL BUDGET
GENERAL FUND							
Central County Fire Department	-	14,649,078	-	-	53,481	-	14,702,559
City Attorney	925,123	255,002	-	-	78,313	-	1,258,438
City Clerk	410,095	234,250	-	-	48,504	-	692,849
City Council	177,477	252,695	-	-	1,075	-	431,247
City Manager	791,579	372,859	-	-	86,737	-	1,251,175
Community Development - Planning	1,593,034	713,447	-	-	177,146	-	2,483,627
Community Development - Economic & Housi	268,632	29,885	-	-	-	-	298,517
Finance	2,142,127	713,053	-	-	240,140	-	3,095,320
Human Resources	986,711	372,849	-	-	100,053	-	1,459,613
Library	4,251,923	1,141,474	-	-	960,009	-	6,353,406
Parks	3,789,983	2,696,869	-	176,000	1,813,254	-	8,476,106
Police	13,384,972	2,209,460	-	27,000	1,738,846	-	17,360,278
Police - Communications	1,606,335	238,424	-	-	87,015	-	1,931,774
Police - Parking Enforcement	594,594	112,207	-	-	43,770	-	750,571
Public Works - Engineering	2,774,823	666,676	-	-	359,522	-	3,801,021
Public Works - Street & Storm Drains	1,517,461	1,417,927	-	50,000	1,970,925	-	4,956,313
Recreation	2,270,688	1,946,859	-	-	536,273	-	4,753,820
Recreation - Aquatic Center	-	437,000	-	25,000	-	-	462,000
Total General Fund	37,485,557	28,460,015	-	278,000	8,295,063	-	74,518,635
BURLINGAME FINANCING AUTHORITY	-	29,670	6,180,435	-	-	-	6,210,105
SPECIAL REVENUE FUNDS							
Burlingame Ave. Special Assessment	-	-	-	-	-	-	-
Development Fees	-	100,800	-	-	-	-	100,800
Federal & State Grants	-	-	-	-	-	-	-
Gas Tax	-	-	-	-	-	-	-
Measure A	-	-	-	-	-	-	-
Public TV Access	-	-	-	-	-	-	-
Shuttle Bus	-	117,300	-	-	-	-	117,300
Storm Drain	-	-	-	-	-	-	-
Total Special Revenue Funds	-	218,100	-	-	-	-	218,100

CITY OF BURLINGAME
PROPOSED BUDGET FISCAL YEAR 2023-24
EXPENSES BY DEPARTMENT & TYPE

DEPARTMENT	EMPLOYEE SERVICES	OPERATING EXPENSES	DEBT SERVICE	CAPITAL OUTLAY	INTERNAL SERVICES	RECOVERIES	TOTAL BUDGET
INTERNAL SERVICE FUNDS*							
Administrative & Information Technology	258,149	1,483,149	-	399,800	-	(2,141,098)	-
Facilities Services	914,926	1,263,477	-	-	81,009	(2,259,412)	-
Fleet & Equipment Maintenance	683,931	341,458	-	1,076,000	118,990	(1,732,923)	487,456
OPEB Retiree Medical	3,390,000	12,000	-	-	-	(3,402,000)	-
Risk Management - General Liability	-	3,903,620	-	-	-	(3,903,620)	-
Risk Management - Worker's Comp	-	1,063,000	-	-	-	(846,000)	217,000
Risk Management - Employment	-	532,680	-	-	-	(600,000)	(67,320)
Total Internal Service Funds	5,247,006	8,599,384	-	1,475,800	199,999	(14,885,053)	637,136
*Budgets are allocated to operating departments or funded via reserves.							
ENTERPRISE FUNDS							
Solid Waste Enterprise	478,186	85,682	-	-	181,891	-	745,759
Landfill Enterprise	82,267	200,445	-	-	2,136	-	284,848
Parking Enterprise	296,555	633,314	-	-	176,788	-	1,106,657
Building Enterprise	2,068,385	1,638,576	-	-	231,375	-	3,938,336
Water Enterprise	3,312,047	10,626,554	1,942,051	60,000	843,266	-	16,783,918
Sewer Enterprise	2,794,895	5,975,712	2,428,081	429,600	902,625	-	12,530,913
Total Enterprise Fund	9,032,335	19,160,283	4,370,132	489,600	2,338,081	-	35,390,431
CAPITAL PROJECT FUNDS							
Facilities CIP	-	-	-	870,000	-	-	870,000
Parking & Garages CIP	-	-	-	450,000	-	-	450,000
Parks & Trees CIP	-	-	-	8,120,000	-	-	8,120,000
Sewer CIP	-	-	-	2,835,000	-	-	2,835,000
Storm Drain CIP	-	-	-	3,250,000	-	-	3,250,000
Streets CIP	-	-	-	12,195,000	-	-	12,195,000
Water CIP	-	-	-	4,550,000	-	-	4,550,000
Total Capital Project Funds	-	-	-	32,270,000	-	-	32,270,000
TOTAL BUDGET - ALL FUNDS	\$ 51,764,898	\$ 56,467,452	\$ 10,550,567	\$ 34,513,400	\$ 10,833,143	\$ (14,885,053)	\$ 149,244,406

CITY OF BURLINGAME
PROPOSED BUDGET FISCAL YEAR 2023-24
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	\$ 80,509,702	\$ (8,376,747)	\$ 72,132,955	\$ (74,240,635)	\$ -	\$ (278,000)	\$ (74,518,635)	\$ (2,385,680)
SPECIAL REVENUE FUNDS								
Burlingame Ave. Special Assessment	313,500	(310,000)	3,500	-	-	-	-	3,500
Gas Tax Fund	1,681,060	(1,456,000)	225,060	-	-	-	-	225,060
Other Local Grants & Donations	5,000	5,000	10,000	-	-	-	-	10,000
Measure A Fund	988,000	(370,000)	618,000	-	-	-	-	618,000
Measure W Fund	444,000	-	444,000	-	-	-	-	444,000
Public TV Access Fund	93,500	-	93,500	-	-	-	-	93,500
Development Fees Fund	128,000	(4,400,000)	(4,272,000)	(100,800)	-	-	(100,800)	(4,372,800)
Shuttle Bus Fund	65,000	52,300	117,300	(117,300)	-	-	(117,300)	-
Storm Drain Fund	3,311,760	(2,602,418)	709,342	-	-	-	-	709,342
Total, Special Revenue Funds	7,029,820	(9,081,118)	(2,051,298)	(218,100)	-	-	(218,100)	(2,269,398)
BURLINGAME FINANCING AUTHORITY	50,000	2,960,105	3,010,105	(29,670)	(6,180,435)	-	(6,210,105)	(3,200,000)
ENTERPRISE FUNDS								
Water Enterprise Fund	20,385,000	(666,313)	19,718,687	(14,781,867)	(1,942,051)	(60,000)	(16,783,918)	2,934,769
Sewer Enterprise Fund	16,093,000	(398,489)	15,694,511	(9,673,232)	(2,428,081)	(429,600)	(12,530,913)	3,163,598
Solid Waste Fund	733,000	(58,000)	675,000	(745,759)	-	-	(745,759)	(70,759)
Landfill Fund	524,000	-	524,000	(284,848)	-	-	(284,848)	239,152
Building Inspection Fund	3,739,000	(125,000)	3,614,000	(3,938,336)	-	-	(3,938,336)	(324,336)
Parking Enterprise Fund	2,087,000	(344,438)	1,742,562	(1,106,657)	-	-	(1,106,657)	635,905
Total, Enterprise Funds	43,561,000	(1,592,240)	41,968,760	(30,530,699)	(4,370,132)	(489,600)	(35,390,431)	6,578,329
INTERNAL SERVICE FUNDS								
Administrative & Information Technology ISF	20,000	-	20,000	399,800	-	(399,800)	-	20,000
Facilities Maintenance ISF	-	-	-	-	-	-	-	-
Fleet & Equipment Maintenance ISF	64,000	-	64,000	588,544	-	(1,076,000)	(487,456)	(423,456)
OPEB Retiree Medical ISF	-	-	-	-	-	-	-	-
Risk Management - General Liability ISF	70,000	-	70,000	-	-	-	-	70,000
Risk Management - Worker's Comp ISF	86,500	-	86,500	(217,000)	-	-	(217,000)	(130,500)
Risk Management - Employment	-	-	-	67,320	-	-	67,320	67,320
Total, Internal Service Funds	240,500	-	240,500	838,664	-	(1,475,800)	(637,136)	(396,636)
CAPITAL PROJECT FUNDS								
Facilities CIP	-	2,870,000	2,870,000	-	-	(870,000)	(870,000)	2,000,000
Parking & Garages CIP	-	-	-	-	-	(450,000)	(450,000)	(450,000)
Parks & Trees CIP	-	4,170,000	4,170,000	-	-	(8,120,000)	(8,120,000)	(3,950,000)
Sewer CIP	-	-	-	-	-	(2,835,000)	(2,835,000)	(2,835,000)
Storm Drain CIP	-	3,250,000	3,250,000	-	-	(3,250,000)	(3,250,000)	-
Streets CIP	116,000	6,400,000	6,516,000	-	-	(12,195,000)	(12,195,000)	(5,679,000)
Water CIP	-	-	-	-	-	(4,550,000)	(4,550,000)	(4,550,000)
CIP Renewal & Replacement Reserve	-	-	-	-	-	-	-	-
Total, Capital Project Funds	116,000	16,690,000	16,806,000	-	-	(32,270,000)	(32,270,000)	(15,464,000)
TOTAL, ALL FUNDS CITY-WIDE	\$ 131,507,022	\$ 600,000	\$ 132,107,022	\$ (104,180,440)	\$ (10,550,567)	\$ (34,513,400)	\$ (149,244,406)	\$ (17,137,384)

CITY OF BURLINGAME
FISCAL YEAR 2023-24
DEBT SERVICE OBLIGATIONS & REVENUE COVERAGE

	<u>General Fund</u>	<u>Storm Drain</u>	<u>Water Enterprise</u>	<u>Sewer Enterprise</u>	<u>Parking Enterprise</u>	<u>Special District</u>
REVENUE FOR DEBT SERVICE						
General Fund Revenues	2,801,547	0	0	0	0	0
Storm Drain Fees	0	2,738,375	0	0	0	0
Special Assessment District (Burlingame Streetscape)	0	0	0	0	240,438	310,000
Water Rates	0	0	2,084,063	0	0	0
Sewer Rates	0	0	0	2,567,269	0	0
Parking Rates - Meters & Permits	0	0	0	0	0	0
Total Revenue for Debt Service	2,801,547	2,738,375	2,084,063	2,567,269	240,438	310,000
EXPENDITURES FOR DEBT SERVICE						
Principal						
2006 Pension Obligation Bonds	725,000	0	0	0	0	0
2012 Burlingame Streetscape Lease Revenue Bonds	285,000	0	0	0	0	0
2019 Community Center Lease Revenue Bonds	560,000	0	0	0	0	0
2010 Storm Drain Revenue Bonds	0	320,000	0	0	0	0
2016 Storm Drain Revenue Bonds	0	345,000	0	0	0	0
2021 Storm Drain Revenue Bonds	0	710,000	0	0	0	0
2003 State Water Resources Control Board	0	0	0	646,917	0	0
2010 State Water Resources Control Board	0	0	0	285,854	0	0
2011 Water & Wastewater Refunding Bonds	0	0	255,000	145,000	0	0
2013 Water & Wastewater Refunding Bonds	0	0	630,000	320,000	0	0
2016 Water & Wastewater Refunding Bonds	0	0	590,000	540,000	0	0
Total Principal	1,570,000	1,375,000	1,475,000	1,937,771	0	0
Transfer (In) Out - 2006 Pension Obligation Bonds	(181,250)	0	90,625	90,625	0	0
Transfer (In) Out - 2012 Streetscape Lease Bonds	(285,000)	0	0	0	124,491	160,509
Subtotal, Transfer (In) / Out	(466,250)	0	90,625	90,625	124,491	160,509
Total Adjusted Principal	1,103,750	1,375,000	1,565,625	2,028,396	124,491	160,509
Interest						
2006 Pension Obligation Bonds	343,329	0	0	0	0	0
2012 Burlingame Streetscape Lease Revenue Bonds	262,338	0	0	0	0	0
2019 Community Center Lease Revenue Bonds	1,435,500	0	0	0	0	0
2010 Storm Drain Revenue Bonds	0	438,600	0	0	0	0
2016 Storm Drain Revenue Bonds	0	301,625	0	0	0	0
2021 Storm Drain Revenue Bonds	0	605,000	0	0	0	0
2003 State Water Resources Control Board	0	0	0	67,158	0	0
2010 State Water Resources Control Board	0	0	0	87,176	0	0
2011 Water & Wastewater Refunding Bonds	0	0	64,813	36,688	0	0
2013 Water & Wastewater Refunding Bonds	0	0	168,938	85,638	0	0
2016 Water & Wastewater Refunding Bonds	0	0	233,300	213,650	0	0
Total Interest	2,041,167	1,345,225	467,050	490,309	0	0
Transfer (In) Out - 2006 Pension Obligation Bonds	(85,832)	0	42,916	42,916	0	0
Transfer (In) Out - 2012 Streetscape Lease Bonds	(262,338)	0	0	0	114,592	147,745
Subtotal, Transfer (In) / Out	(348,170)	0	42,916	42,916	114,592	147,745
Total Adjusted Interest	1,692,997	1,345,225	509,966	533,225	114,592	147,745
Debt Administration						
General Long-Term Debt	11,520	0	0	0	0	0
Storm Drain Long-Term Debt	0	18,150	0	0	0	0
Enterprise Long-Term Debt	0	0	6,300	4,200	0	0
Total Debt Administration	11,520	18,150	6,300	4,200	0	0
Transfer (In) Out - 2006 Pension Obligation Bonds	(3,620)	0	2,172	1,448	0	0
Transfer (In) Out - 2012 Streetscape Lease Bonds	(3,100)	0	0	0	1,354	1,746
Subtotal, Transfer (In) / Out	(6,720)	0	2,172	1,448	1,354	1,746
Total Adjusted Debt Administration	4,800	18,150	8,472	5,648	1,354	1,746
Total Expenditures for Debt Service	\$2,801,547	\$2,738,375	\$2,084,063	\$2,567,269	\$240,438	\$310,000
Recap of Debt Service-Related Expenditure						
Direct Debt Service	3,611,167	2,720,225	1,942,050	2,428,080	0	0
Debt Administration	11,520	18,150	6,300	4,200	0	0
Contributions / Reimbursements via Transfers In / Out	(821,140)	0	135,713	134,989	240,438	310,000
Total Debt Service-Related Expenditure	\$2,801,547	\$2,738,375	\$2,084,063	\$2,567,269	\$240,438	\$310,000

CITY OF BURLINGAME, CA
PROPOSED BUDGET FISCAL YEAR 2023-24
BUDGET SUMMARIES BY DEPARTMENT

DEPARTMENT	FY 2022-23 Adopted	FY 2023-24 Proposed	% Percent of Total	Chg Since PY (\$)	Chg Since PY (%)
General Fund					
City Council	\$ 436,535	\$ 431,247	0%	(5,288)	-1%
City Manager	1,089,715	1,251,175	1%	161,460	15%
City Attorney	1,196,471	1,258,438	1%	61,967	5%
City Clerk	658,837	692,849	0%	34,012	5%
Finance	2,869,161	3,095,320	2%	226,159	8%
Human Resources	1,304,885	1,459,613	1%	154,728	12%
Community Development - Planning	1,955,176	2,483,627	2%	528,451	27%
Community Development - Economic & Housing	283,784	298,517	0%	14,733	5%
Library	5,870,691	6,353,406	4%	482,715	8%
Police	16,092,858	17,360,278	12%	1,267,420	8%
Police - Communications	1,810,074	1,931,774	1%	121,700	7%
Police - Parking Enforcement	708,248	750,571	1%	42,323	6%
Fire - Central County Fire Dept (CCFD)	14,072,647	14,702,559	10%	629,912	4%
Public Works - Engineering	3,442,936	3,801,021	3%	358,085	10%
Public Works - Streets & Storm Drainage	4,348,252	4,956,313	3%	608,061	14%
Recreation	4,700,850	4,753,820	3%	52,970	1%
Parks	6,288,120	8,476,106	6%	2,187,986	35%
Aquatics Center	474,000	462,000	0%	(12,000)	-3%
Subtotal, Operating Budget	67,603,240	74,518,635	50%	6,915,394	10%
Burlingame Financing Authority	6,178,471	6,210,105	4%	31,634	1%
Enterprise Funds					
Building Inspection	3,428,142	3,938,336	3%	510,194	15%
Landfill Fund	272,018	284,848	0%	12,830	-
Parking Enterprise	971,572	1,106,657	1%	135,085	14%
Sewer Enterprise (Maintenance & Treatment)	11,968,804	12,530,913	8%	562,109	5%
Solid Waste Enterprise	740,687	745,759	0%	5,072	1%
Water Enterprise	15,784,824	16,783,918	11%	999,094	6%
Total Operating Budget	33,166,047	35,390,431	24%	2,224,384	7%
Special Revenue Funds					
Burlingame Ave. Special Assessment	-	-	0%	-	-
Federal & State Grants	-	-	0%	-	-
Gas Tax	-	-	0%	-	-
Development Fees	75,000	100,800	0%	25,800	34%
Shuttle Bus	162,000	117,300	0%	(44,700)	-28%
Storm Drain	-	-	0%	-	-
Public TV Access	-	-	0%	-	-
Total Operating Budget	237,000	218,100	0%	(18,900)	-8%
Other Funds					
Internal Service Funds*	21,785	637,136	0%	615,351	2825%
Total Operating Budget	21,785	637,136	0%	615,351	2825%
* includes recoveries					
Subtotal, Operating Expenditures	107,206,543	116,974,406	78%	9,767,863	9%
Capital Improvement Programs	21,905,000	32,270,000	22%	10,365,000	47%
TOTAL OPERATING & CAPITAL BUDGET	\$ 129,111,543	\$ 149,244,406	100%	\$ 20,132,863	16%

CITY OF BURLINGAME, CA
PROPOSED BUDGET FISCAL YEAR 2023-24
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS

Department	2022-23 Adopted Budget	2023-24 Proposed Budget	Change Since Prior Year
GENERAL FUND			
City Attorney	3.40	3.40	0.00
City Clerk	1.80	1.80	0.00
City Manager	2.63	2.75	0.12
Community Development - Planning	8.60	8.60	0.00
Finance	11.70	11.70	0.00
Human Resources	4.00	4.00	0.00
Library	23.00	23.00	0.00
Parks	21.50	22.50	1.00
Police	47.00	47.00	0.00
Police - Communications	7.00	7.00	0.00
Police - Parking Enforcement	4.00	4.00	0.00
Public Works - Engineering	13.75	14.75	1.00
Public Works - Streets & Storm Drain	7.96	8.13	0.17
Recreation	11.00	11.50	0.50
Total General Fund	167.34	170.13	2.79
ENTERPRISE & INTERNAL SERVICE FUNDS			
Water Enterprise	17.52	17.85	0.33
Sewer Enterprise	15.52	15.85	0.33
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	10.40	10.40	0.00
Facilities Services ISF	5.00	4.67	(0.33)
Admin & Information Technology ISF	1.00	1.00	0.00
Fleet & Equipment Maintenance ISF	3.00	3.50	0.50
Total Enterprise & Int Svc Funds	57.68	58.52	0.84
Grand Totals, City-Wide	225.02	228.65	3.63

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CITY OF BURLINGAME, CA
PROPOSED BUDGET FISCAL YEAR 2023-24
PROJECTED ENDING BALANCE - GENERAL FUND, STORM DRAIN, AND MEASURE A & GAS TAX

	General Fund		Storm Drain (Special Revenue)		Measure A & Gas Tax	
	2022-23 EST. ACTUALS	2023-24 PROJECTED	2022-23 EST. ACTUALS	2023-24 PROJECTED	2022-23 EST. ACTUALS	2023-24 PROJECTED
FUND BALANCE (SPENDABLE)						
Beginning of the year	\$ 47,393,820	\$ 43,970,591	\$ 8,135,782	\$ 8,853,895	\$ 3,297,517	\$ 3,463,917
REVENUES						
Revenues	75,492,225	80,509,702	3,311,760	3,248,000	2,302,400	2,669,060
EXPENSES						
Operating Expenses	(71,178,930)	(74,518,635)	-	-	-	-
NET AVAILABLE REVENUES	4,313,295	5,991,067	3,311,760	3,248,000	2,302,400	2,669,060
TRANSFERS IN (OUT)						
Transfers - Capital Projects Fund	(5,985,000)	(6,620,000)	-	-	(2,130,000)	(1,820,000)
Transfers - Burlingame Financing Authority	(3,599,824)	(3,622,687)	(2,578,647)	(2,587,418)	-	-
Other Transfers In (Out)	1,848,300	1,865,940	(15,000)	(15,000)	(6,000)	(6,000)
Subtotal, Transfers Out	(7,736,524)	(8,376,747)	(2,593,647)	(2,602,418)	(2,136,000)	(1,826,000)
CHANGE IN NET POSITION	(3,423,229)	(2,385,680)	718,113	645,582	166,400	843,060
FUND BALANCE (SPENDABLE)						
End of year	\$ 43,970,591	\$ 41,584,911	\$ 8,853,895	\$ 9,499,477	\$ 3,463,917	\$ 4,306,977
ASSIGNED FUND BALANCE	2022-23	2023-24	2022-23	2023-24	2022-23	2023-24
City Council Reserves (Assignments)						
Economic Stabilization Reserve	18,118,000	19,322,000	-	-	-	-
Catastrophic Reserve	2,000,000	2,000,000	-	-	-	-
Contingency Reserve	500,000	500,000	-	-	-	-
Operating Reserve	-	-	827,940	812,000	-	-
Storm Drain Rate Stabilization Reserve	-	-	331,176	324,800	-	-
Debt Service Reserve	-	-	2,578,647	2,587,418	-	-
Capital Improvements Reserve	-	-	-	-	-	-
Subtotal, Assigned Fund Balance	20,618,000	21,822,000	3,737,763	3,724,218	-	-
Restricted for Pension Trust Fund (PARS)	17,575,356	17,366,360	-	-	-	-
UNASSIGNED FUND BALANCE (DEFICIT)	5,777,235	2,396,551	5,116,132	5,775,259	3,463,917	4,306,977
TOTAL FUND BALANCE (DEFICIT)	\$ 43,970,591	\$ 41,584,911	\$ 8,853,895	\$ 9,499,477	\$ 3,463,917	\$ 4,306,977

CITY OF BURLINGAME, CA
PROPOSED BUDGET FISCAL YEAR 2023-24
PROJECTED ENDING BALANCE - WATER, SEWER & PARKING ENTERPRISES

	Water Enterprise		Sewer Enterprise		Parking Enterprise	
	2022-23 EST. ACTUALS	2023-24 PROJECTED	2022-23 EST. ACTUALS	2023-24 PROJECTED	2022-23 EST. ACTUALS	2023-24 PROJECTED
UNRESTRICTED NET POSITION						
Beginning of the year	\$ 16,088,269	\$ 14,788,468	\$9,281,849	\$10,395,481	\$8,739,400	\$8,690,334
OPERATING REVENUES						
Revenues	20,146,000	20,163,000	14,830,000	15,874,000	1,935,000	2,035,000
OPERATING EXPENSES						
Operating Expenses (excluding Depreciation)	(6,979,433)	(7,430,867)	(11,418,730)	(11,107,832)	(1,043,878)	(1,106,657)
Purchased Water	(8,493,000)	(8,886,000)	-	-	-	-
Total Operating Expenses	(15,472,433)	(16,316,867)	(11,418,730)	(11,107,832)	(1,043,878)	(1,106,657)
NET AVAILABLE REVENUES	4,673,567	3,846,133	3,411,270	4,766,168	891,122	928,343
INTEREST REVENUES (EXPENSES)	(312,500)	(245,051)	(343,094)	(271,310)	52,000	52,000
TRANSFERS IN (OUT)						
Transfers - General Fund	(528,700)	(530,600)	(263,100)	(263,500)	(98,000)	(104,000)
Transfers - General Fund - Contributions for Debt Service	(132,168)	(135,713)	(131,444)	(134,989)	(244,188)	(240,438)
Transfers to CIP Funds	(5,000,000)	(3,500,000)	(1,560,000)	(2,835,000)	(650,000)	(450,000)
Subtotal, Transfers Out	(5,660,868)	(4,166,313)	(1,954,544)	(3,233,489)	(992,188)	(794,438)
CHANGE IN NET POSITION	(1,299,801)	(565,231)	1,113,632	1,261,369	(49,066)	185,905
RESTRICTED FOR PENSION TRUST FUND (PARS)	-	-	-	-	-	-
End of year	\$ 14,788,468	\$ 14,223,237	\$10,395,481	\$11,656,850	\$8,690,334	\$ 8,876,239



Operating Departments

Budgets and Narratives by Department

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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 on a non-partisan basis for four-year staggered terms. The City switched to by-district elections in November 2022. Three seats were elected by-district in 2022, and the remaining two seats will be elected by-district in 2024. 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, Astound Channel 26, and AT&T Channel 99. The City also provides a live video stream of the meetings over YouTube and via Zoom.

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.

During its goal-setting session in 2023, the City Council identified several priorities it wished to focus on in the coming years. The Mayor subsequently assigned subcommittees to each of the priorities. These priorities, combined with two held over from the 2019-2020 goal-setting session, include:

- City Hall: Colson and Ortiz
- Sea Level Rise: Brownrigg and Colson
- Shuttles: Brownrigg and Beach
- Vision Zero: Beach and Stevenson
- Water Reuse and Retention: Ortiz and Stevenson

KEY BUDGET CHANGES

The City Council budget remains stable, with the change coming from a \$10,000 reduction in contractual service obligations. However, it is offset by health premiums increasing.

DEPARTMENT BUDGET SUMMARY

	FY2023 Adopted Budget	FY2024 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	172,012	177,477	5,465	3.18%
Non-Personnel Costs	264,295	252,695	(11,600)	-4.39%
Internal Services	228	1,075	847	371.49%
Total Appropriation	436,535	431,247	(5,288)	-1.21%
Sources of Funds				
General Fund	436,535	431,247	(5,288)	-1.21%
Total Funding	436,535	431,247	(5,288)	-1.21%

DEPARTMENT STAFF

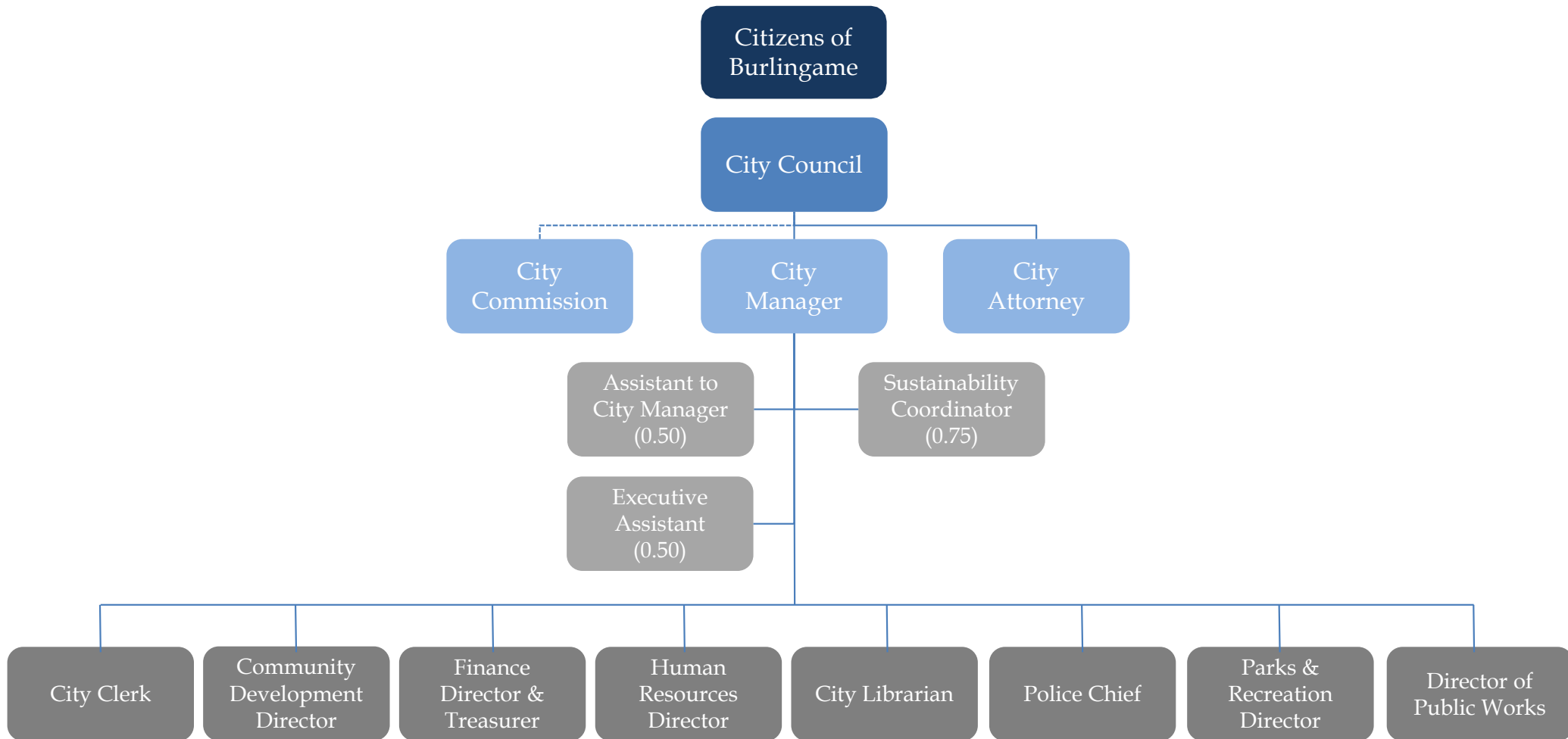
	FY2023 Actual FTE	FY2024 Budget Request	+ / - Change in FTE
Full-Time Equivalents (FTE)			
Council Members	5.00	5.00	0.00
Total FTE	5.00	5.00	0.00



FISCAL YEAR 2023-24

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 an Assistant to the City Manager, who oversees the City's communications initiatives, website maintenance, and special projects, and a part-time Sustainability Program Manager, who administers the City's green initiatives.

KEY BUDGET CHANGES

The proposed personnel cost for the City Manager's Office for fiscal year 2023-24 reflects an increase of \$85,000 or 12.02%, due to the increase in the time base of FTEs as well as health insurance premiums. The non-personnel budget includes an increase of \$58,000, or 18.45%, primarily due to a \$50,000 increase in grant-writing contractual services. The Internal Services appropriation increase also contributed to the 14.82% overall increase for the City Manager's Office for fiscal year 2023-24.

CITY OF BURLINGAME | FISCAL YEAR 2023-24

DEPARTMENT BUDGET SUMMARY

	FY2023 Adopted Budget	FY2024 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	706,639	791,579	84,940	12.02%
Non-Personnel Costs	314,795	372,859	58,064	18.45%
Internal Services	68,281	86,737	18,456	27.03%
Total Appropriation	1,089,715	1,251,175	161,460	14.82%
Sources of Funds				
General Fund	1,089,715	1,251,175	161,460	14.82%
Total Funding	1,089,715	1,251,175	161,460	14.82%

DEPARTMENT STAFF

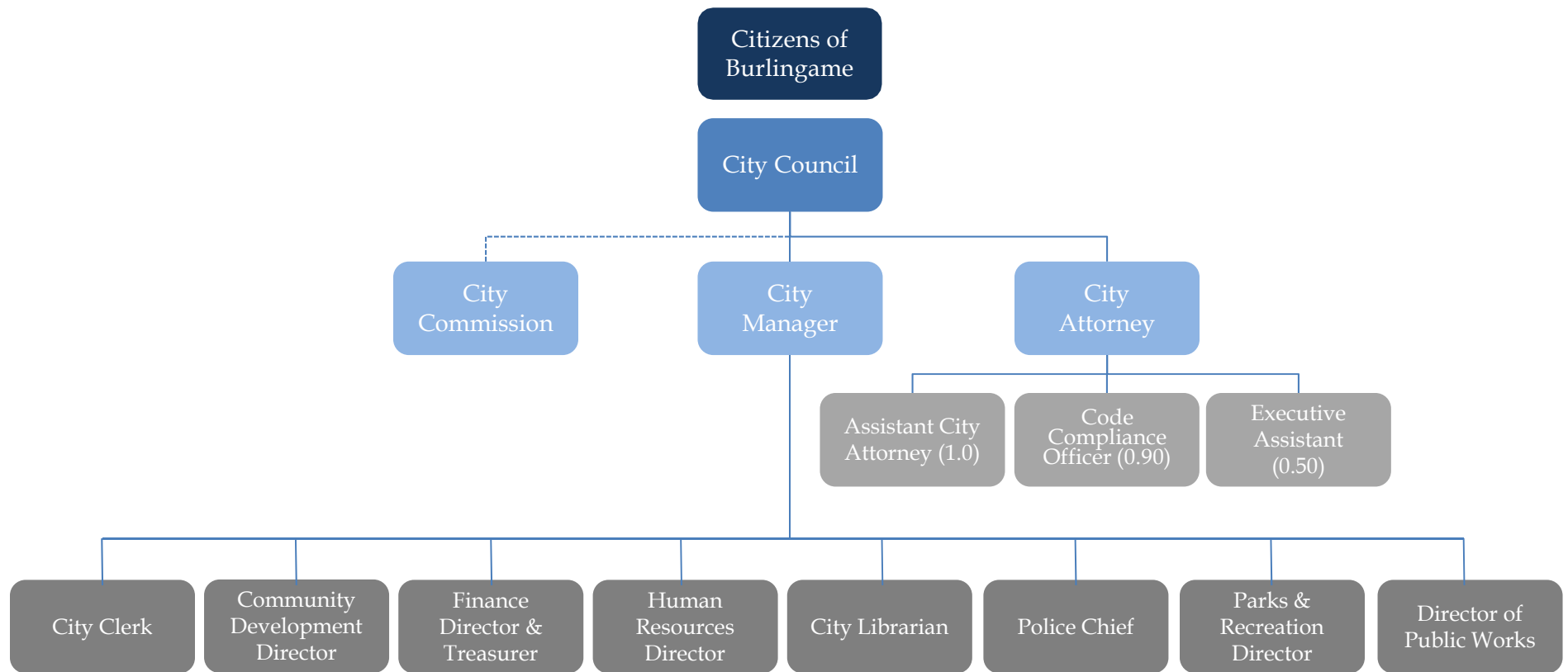
	FY2023 Actual FTE	FY2024 Budget Request	+ / - Change in FTE
Full-Time Equivalents (FTE)			
City Manager	1.00	1.00	0.00
Executive Assistant	0.50	0.50	0.00
Assistant to City Manager	0.63	0.50	-0.13
Sustainability Program Manager	0.50	0.75	0.25
Total FTE	2.63	2.75	0.12



FISCAL YEAR 2023-24

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 represents the City in administrative and litigation proceedings. 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, and land use matters. The City Attorney negotiates on behalf of the City on development approvals, real estate transactions, and environmental matters.

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

CITY OF BURLINGAME | FISCAL YEAR 2023-24

DEPARTMENT BUDGET SUMMARY

	FY2023 Adopted Budget	FY2024 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	884,625	925,123	40,498	4.6%
Non-Personnel Costs	2,912,470	4,691,302	1,778,832	61.1%
Internal Services	59,376	78,313	18,937	31.9%
Total Appropriation	3,856,471	5,694,738	1,838,267	47.7%
Sources of Funds				
Charges for Svc – ISF	2,668,000	4,511,620	1,843,620	69.1%
Interest Income	70,000	70,000	0	0.0%
General Fund	1,188,471	1,250,438	61,967	5.2%
Total Funding	3,926,471	5,832,058	1,905,587	48.5%

DEPARTMENT STAFF

	FY2023 Actual FTE	FY2024 Budget Request	+ / - Change in FTE
Full-Time Equivalents (FTE)			
City Attorney	1.00	1.00	0.00
Assistant City Attorney	1.00	1.00	0.00
Senior Risk Analyst/Code Compliance Officer	0.90	0.90	0.00
Executive Assistant	0.50	0.50	0.00
Total FTE	3.40	3.40	0.00

CITY ATTORNEY DIVISION

KEY CITY ATTORNEY BUDGET CHANGES

The proposed budget for the City Attorney's Office will increase by \$62,000 or 5.18%. Personnel cost increases of 4.58% are primarily due to scheduled salary increases and associated benefit costs. The increase of 31.89% in internal services appropriations is due to the new employment insurance program that will begin in fiscal year 2023-24.

CITY ATTORNEY DIVISION BUDGET SUMMARY

	FY2023 Adopted Budget	FY2024 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	884,625	925,123	40,498	4.6%
Non-Personnel Costs	252,470	255,002	2,532	1.0%
Internal Services	59,376	78,313	18,937	31.9%
Total Appropriation	1,196,471	1,258,438	61,967	5.2%
Sources of Funds				
Charges for Svc - General Fund	8,000	8,000	0	0.0%
General Fund	1,188,471	1,250,438	61,967	5.2%
Total Funding	1,196,471	1,258,438	61,967	5.2%

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.

In fiscal year 2023-24, the City plans to become a member of the Employment Risk Management Authority (ERMA), which serves as the first and only statewide public sector employment practice liability risk pool, representing 220 public agencies. Started in July 1999, the ERMA is a statewide joint powers authority designed to provide broad coverage and tailored loss prevention services to reduce the employment practices liability (EPL) exposures of California public entities. The City Attorney's Office will work with the Human Resources Department to administer this program.

KEY RISK MANAGEMENT BUDGET CHANGES

General liability insurance premiums are expected to increase significantly in fiscal year 2023-24. The overall budget for the program is anticipated to be \$3.9 million, which is an increase of 46.75% from last year's budget. The increasing costs to operate the Risk Management fund will be distributed city-wide and will result in a global increase in internal service costs for all departments.

The Employment Insurance Internal Services Fund is a newly created fund for fiscal year 2023-24 that provides for the cost of services and claims associated with all City programs and services for employment risk management. Accordingly, its costs are allocated to all departments based on the proportion of base salary. Approximately \$233,000 in insurance premiums, \$100,000 in contractual services, and \$200,000 in claim payments are included in the upcoming fiscal year budget as a placeholder.

RISK MANAGEMENT BUDGET SUMMARY – LIABILITY PROGRAM

	FY2023 Adopted Budget	FY2024 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Non-Personnel Costs	2,660,000	3,903,620	1,243,620	46.8%
Total Appropriation	2,660,000	3,903,620	1,243,620	46.8%
Sources of Funds				
Charges for Svc – ISF	2,660,000	3,903,620	1,243,620	46.8%
Interest Income	70,000	70,000	0	0.00%
Total Funding	2,730,000	3,973,620	1,243,620	45.6%

RISK MANAGEMENT BUDGET SUMMARY – EMPLOYMENT PROGRAM

	FY2023 Adopted Budget	FY2024 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Non-Personnel Costs	n/a	532,680	532,680	n/a
Total Appropriation	n/a	532,680	532,680	n/a
Sources of Funds				
Charges for Svc – ISF	n/a	600,000	600,000	n/a
Total Funding	n/a	600,000	600,000	n/a

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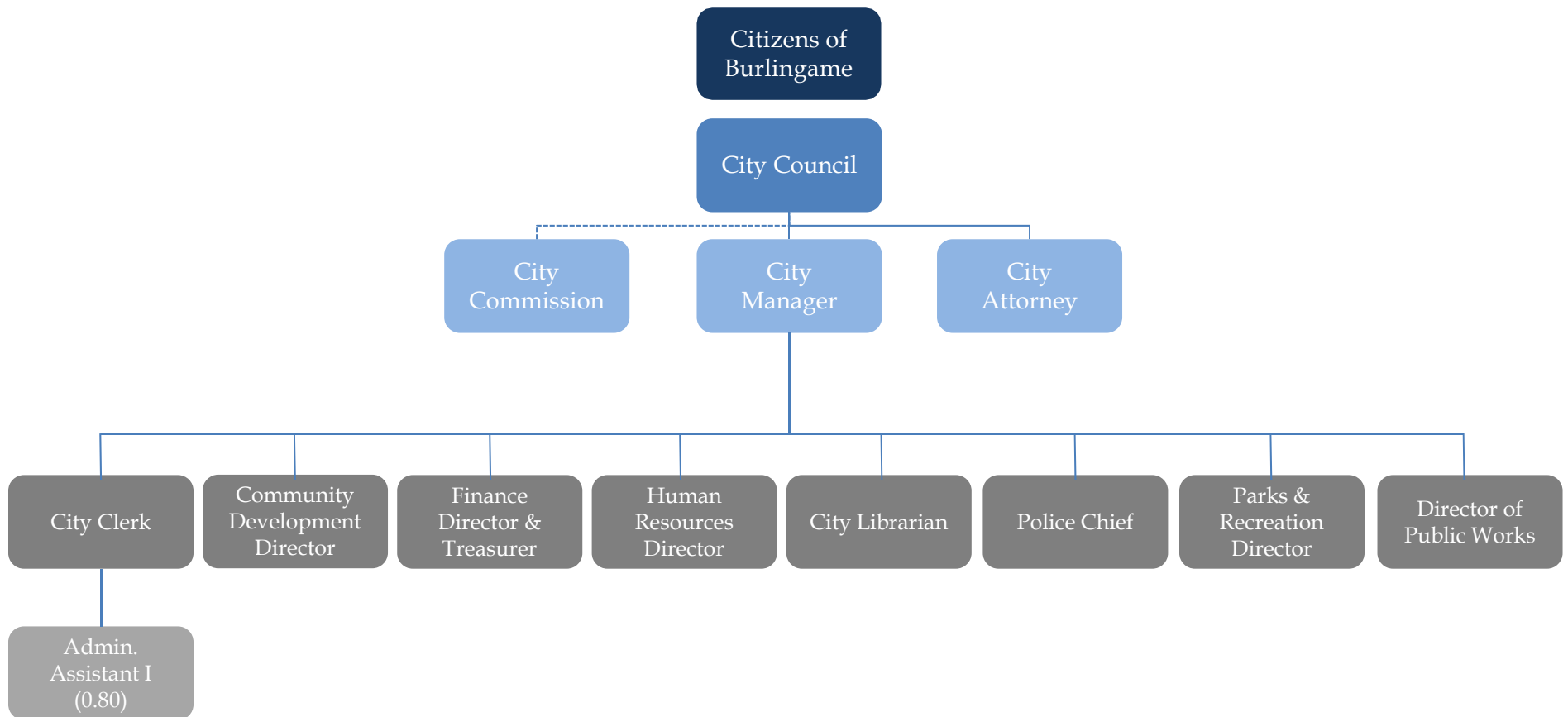
CITY OF BURLINGAME, CALIFORNIA



FISCAL YEAR 2023-24

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.

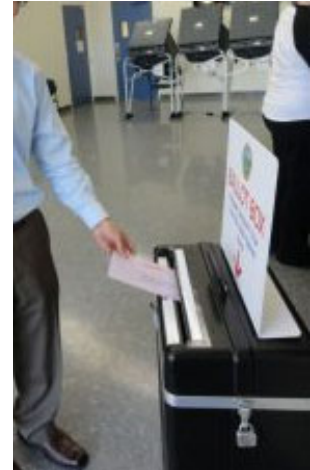
DEPARTMENT OVERVIEW

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.

KEY BUDGET CHANGES

The proposed budget for the City Clerk's Office is increasing 5.2%. Most of the change comes from personnel costs due to scheduled salary increases and associated benefits. The increase of 22.0% in internal services appropriation is caused by the higher cost allocations from Facilities Services and the newly created Employment Risk Management Authority Insurance Fund. The budget also includes \$120,000 for any election-related needs – the same amount that was budgeted in the prior year.



CITY OF BURLINGAME | FISCAL YEAR 2023-24

DEPARTMENT BUDGET SUMMARY

	FY2023 Adopted Budget	FY2024 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	383,823	410,095	26,272	6.8%
Non-Personnel Costs	115,267	114,250	(1,017)	-0.9%
Election	120,000	120,000	0	0.0%
Internal Services	39,747	48,504	8,757	22.0%
Total Appropriation	658,837	692,849	34,012	5.2%
Sources of Funds				
General Fund	658,837	692,849	34,012	5.2%
Total Funding	658,837	692,849	34,012	5.2%

DEPARTMENT STAFF

	FY2023 Actual FTE	FY2024 Budget Request	+ / - Change in FTE
Full-Time Equivalents (FTE)			
City Clerk	1.00	1.00	0.00
Administrative Assistant I/II	0.80	0.80	0.00
Total FTE	1.80	1.80	0.00

DEPARTMENT STATISTICS

	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23 Estimated
City Council meetings held (regular and special)	32	31	31	55	50
Staff reports processed	300	340	300	380	389
Resolutions processed	140	164	140	115	135
Ordinances published	15	11	17	15	11
Elections managed	0	1	0	0	1
Residency certifications	7	5	0	5	4

DEPARTMENT PERFORMANCE MEASURES

	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23 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

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FISCAL YEAR 2023-24

CENTRAL COUNTY FIRE DEPARTMENT

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

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 (90 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 2023-24

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

KEY BUDGET CHANGES

Burlingame's budget for fire protection services includes annual contributions to CCFD, certain retained workers' compensation program costs, and emergency preparedness activities. Overall, the City's FY 2023-24 proposed budget for Fire services has increased by \$630,000, or 4.5%. The increase is largely due to increased CCFD contributions, somewhat offset by decreases in the OPEB (retiree medical benefits) cost allocation.

Another key budget change is an increase of \$53,000 for the facilities maintenance allocation, which is allocated to each department based on a percentage. The percentage that is allocated to CCFD is 3.4% based on a five-year average.

DEPARTMENT BUDGET SUMMARY

	FY2023 Adopted Budget	FY2024 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Contributions to CCFD	13,534,647	14,372,078	837,431	6.2%
Non-Personnel Costs (Burlingame)	538,000	277,000	(261,000)	-48.5%
Internal Services	0	53,481	53,481	-
Total Appropriation	14,072,647	14,702,559	629,912	4.5%

DEPARTMENT STATISTICS

	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23 YTD*
Total calls for service	7,493	7,410	7,004	8,328	4,744
Medical responses	4,548	4,486	4,314	5,141	3,014
Fire suppression responses	144	116	156	153	96
Hazardous conditions responses	214	225	169	238	114
Other responses	2,587	2,583	2,365	2,796	1,596
Special Events - Fund raising events conducted by off-duty firefighters	3	0	0	0	0

CITY OF BURLINGAME | FISCAL YEAR 2023-24

	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23 YTD*
Plans checked	282	242	260	290	120
Plans reviewed	387	392	523	492	231
Public education activities	13	31	0	4	6
Fire origin and cause investigations	5	15	12	12	4
Fire code permits (underground storage tank removal/modifications, special events)	45	0	11	31	20
Engine Company inspections	563	1,097	1,597	1,780	1,536
Construction inspections	325	448	688	654	367
Fire and life safety inspections	55	26	233	201	102
Junior Fire Marshal Picnic (number of children)	500	0	0	0	0
Car seat inspections	84	50	0	0	14
General public trained for disaster response (CERT)	71	84	14	33	65
General public trained for disaster response (GET READY)	55	99	0	0	0
CPR training (number of adults)	121	18	6	47	1
Training hours completed	7,168	18,122	20,491	16,665	6,718
EMS training hours	1,852	2,684	2,005	1,913	1,293
Driver training hours	2,122	1,660	1,867	2,458	1,408
Ops. training hours	3,194	13,778	16,619	12,294	4,017
Percent of time a first in fire engine arrives on a structure fire scene within six minutes of dispatch	100%	83%	86%	73%	76%
Average response time for Priority 1 calls (emergency)	<6:59	5:02	5:30	5:18	5:21

CITY OF BURLINGAME | FISCAL YEAR 2023-24

	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23 YTD*
Average response time for Priority 3 calls (non-emergency)	<6:59	6:21	6:37	6:38	6:08
Average response time for all calls	<6:59	5:17	5:43	5:32	5:29
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%

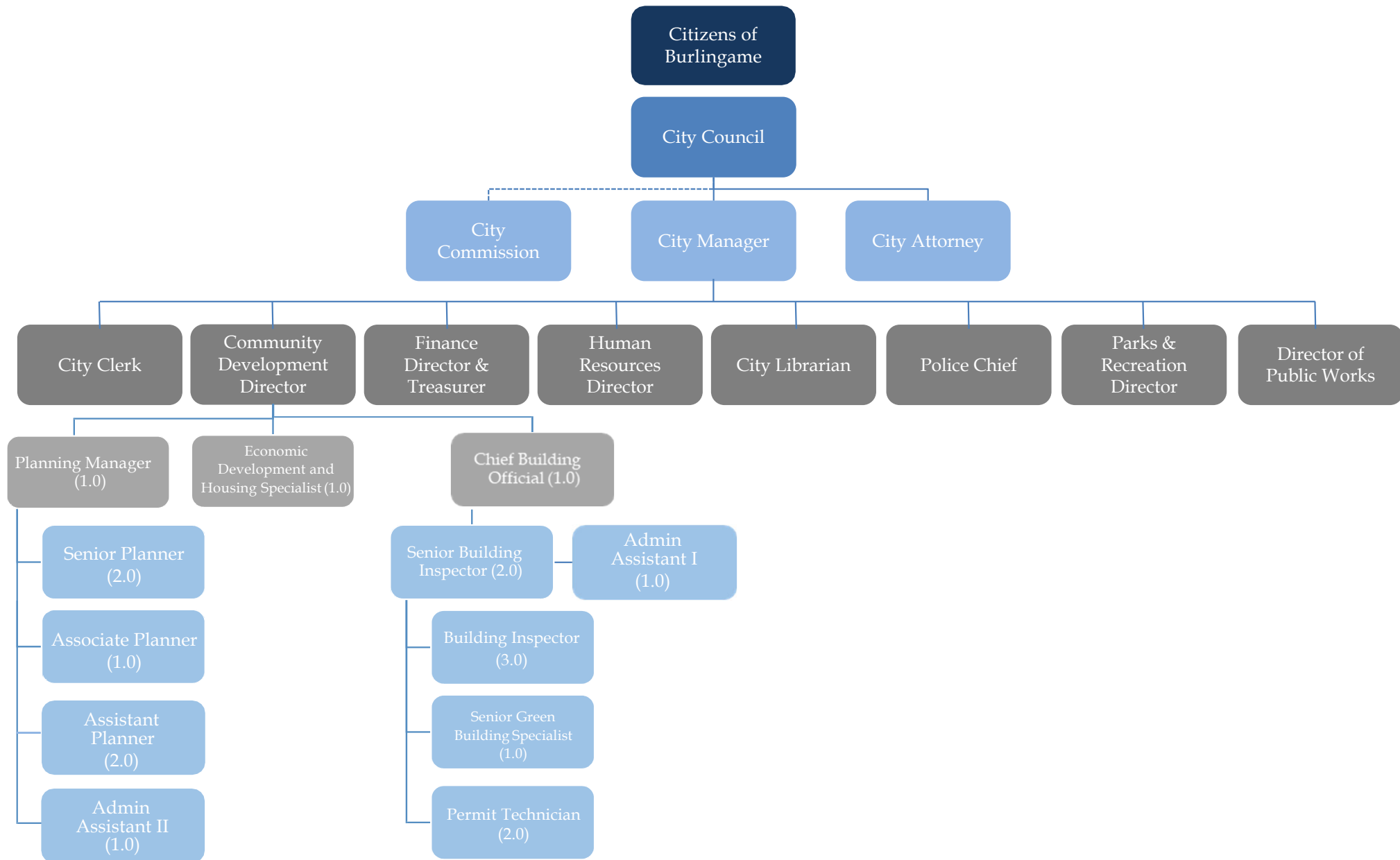
*YTD data collected as of March 9, 2023



FISCAL YEAR 2023-24

COMMUNITY DEVELOPMENT DEPARTMENT

COMMUNITY DEVELOPMENT DEPT.



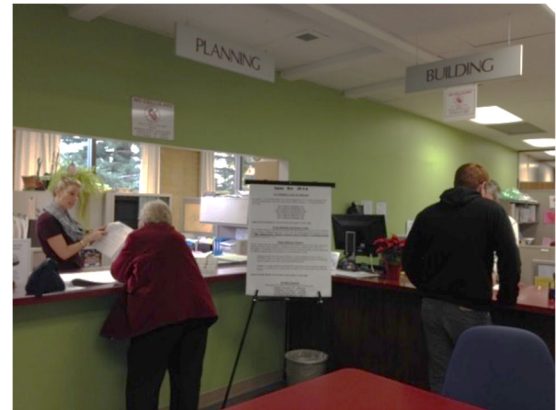
COMMUNITY DEVELOPMENT DEPARTMENT

DEPARTMENT MISSION

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

DEPARTMENT OVERVIEW

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



DEPARTMENT BUDGET SUMMARY

	FY2023 Adopted Budget	FY2024 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	3,753,909	3,930,051	176,142	4.7%
Non-Personnel Costs	1,587,679	2,381,908	794,229	50.0%
Internal Services	325,514	408,521	83,007	25.5%
Total Appropriation	5,667,102	6,720,480	1,053,378	18.6%
Sources of Funds				
Charges for Svc - General Fund	863,000	1,213,000	350,000	40.6%
General Fund	1,375,960	1,569,144	193,184	14.0%
Charges for Svc - Building	3,425,000	3,525,000	100,000	2.9%
Interest Income - Building Fund	200,000	214,000	14,000	7.0%
Building Fund	0	199,336	199,336	-
Total Funding	5,863,960	6,720,480	856,520	14.6%

CITY OF BURLINGAME | FISCAL YEAR 2023-24

DEPARTMENT STAFF

	FY2023 Actual FTE	FY2024 Budget Request	+ / - Change in FTE
Full-Time Equivalents (FTE)			
Administrative Assistant I/II	2.00	2.00	0.00
Associate/Assistant Planner	3.00	3.00	0.00
Building Inspector I/II	3.00	3.00	0.00
Senior 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 & Housing Specialist	1.00	1.00	0.00
Permit Technician	2.00	2.00	0.00
Planning Manager	1.00	1.00	0.00
Senior Green Building Specialist	1.00	1.00	0.00
Senior Planner	2.00	2.00	0.00
Total FTE	19.00	19.00	0.00

DEPARTMENT STATISTICS

	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23 Estimated
Planning Division					
Commission Hearings					
Conditional use permits	11	28	20	8	4
Variances	7	13	14	10	8
Special permits	17	11	16	23	31
Hillside area construction permits	7	3	4	6	12
Design review	59	46	61	58	50
Design Review Amendments	7	5	9	3	7
Other agenda items	13	14	18	13	12
Applications reviewed	87	74	81	78	74
General plan/zoning code amendments	2	3	7	0	3
Council agenda items considered	18	11	13	8	10
Administrative permits issued	41	35	89	86	91

CITY OF BURLINGAME | FISCAL YEAR 2023-24

	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23 Estimated
Sign permits issued	34	19	18	35	23
Negative declarations and EIRs prepared	2	5	3	1	2
Home occupation permits reviewed	61	53	57	59	50
Construction plan checks performed	480	382	460	491	451
Code enforcement cases processed	n/a	n/a	n/a	n/a	n/a
Final inspections completed	49	55	47	33	61
New single-family dwellings approved	18	19	31	27	15
New affordable dwellings units approved	145	53	71	29	35
New apt/condo units approved	268	445	749	416	440
Major projects in the process	12	16	10	10	11
Building Division					
Building permits issued	1,201	1,106	1,175	1,404	1,104
Building plan checks performed	1,024	1,019	1,446	1,657	1,789
Building inspections conducted	7,099	8,037	8,100	9,546	9,374

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

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

DEPARTMENT PERFORMANCE MEASURES

	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23 Estimated
Planning Division					
Percentage of planning application reviews completed within 30 days	52%	54%	55%	20%	35%
Percentage of plan checks (for new building permits) completed within 10 business days	70%	52%	46%	58%	45%
Building Division					
Percentage of plan checks completed within 15 working days	96%	91%	95%	98%	98%
Percentage of permits issued over-the-counter	72%	71%	75%	84%	74%
Percentage of "good" or "excellent" customer service ratings (per annual survey)	90%	89%	90%	92%	90%

COMMUNITY DEVELOPMENT DEPARTMENT - PLANNING DIVISION

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

KEY PLANNING DIVISION BUDGET CHANGES

The Planning Division's proposed budget for fiscal year 2023-24 reflects an increase of \$528,000, or 27.0%. Personnel costs increased by \$50,000, or 3.2%, due to the scheduled salary increases and associated benefit costs. This increase is offset, in part, by a reduction of \$34,000 in health insurance as one of the new employees is waiving the City sponsored health plan. However, the cost of health insurance will increase if the employee decides to enroll in the City's health plan later.

The increase of \$35,000, or 24.3%, in internal services is primarily due to the new employment insurance cost allocation that is being rolled out this year.

Non-personnel costs increased by \$444,000, or 165.0%. This is due to a significant increase in professional services contracts, including \$280,000 for the preparation of the safety and environmental justice elements. The other key change is the addition of a \$99,000 contract for arborist services as the City Arborist/Park Superintendent needs to focus more time on the City's urban forest. The contract arborist will assist with reviewing planning applications and conducting site inspections.

PLANNING DIVISION BUDGET SUMMARY

	FY2023 Adopted Budget	FY2024 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	1,543,409	1,593,034	49,625	3.2%
Non-Personnel Costs	269,218	713,447	444,229	165.0%
Internal Services	142,549	177,146	34,597	24.3%
Total Appropriation	1,955,176	2,483,627	528,451	27.0%

CITY OF BURLINGAME | FISCAL YEAR 2023 - 24

	FY2023 Adopted Budget	FY2024 Budget Request	+ / - Change in \$	+ / - Change in %
Sources of Funds				
Charges for Svc - General Fund	863,000	1,213,000	350,000	40.6%
General Fund	1,092,176	1,270,627	178,451	16.3%
Total Funding	1,955,176	2,483,627	528,451	27.0%

COMMUNITY DEVELOPMENT DEPARTMENT - ECONOMIC DEVELOPMENT AND HOUSING DIVISION

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

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

KEY BUDGET CHANGES FOR THE ECONOMIC DEVELOPMENT AND HOUSING DIVISION

The proposed budget for Economic Development and Housing Division remains stable with no significant change for fiscal year 2023-24.

ECONOMIC DEVELOPMENT AND HOUSING DIVISION BUDGET SUMMARY

	FY2023 Adopted Budget	FY2024 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	257,154	268,632	11,478	4.5%
Non-Personnel Costs	26,630	29,885	3,255	12.2%
Total Appropriation	283,784	298,517	14,733	5.2%
Sources of Funds				
General Fund	283,784	298,517	14,733	5.2%
Total Funding	283,784	298,517	14,733	5.2%

COMMUNITY DEVELOPMENT DEPARTMENT - BUILDING DIVISION

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

KEY BUILDING ENTERPRISE BUDGET CHANGES

The increase of 26.8% in the Building Division's non-personnel budget is due largely to a high volume of construction and multiple large projects, some of which will continue until the end of 2026. The increase in contract services is to ensure that the Building Division can meet the increasing demand for building services, which includes plan checks, building permits, inspections, and other services.

With the increase in interest rates, the Building Division also anticipates an increase of \$30,000, or 8.65%, in credit card fees. The non-personnel budget also includes an increase of \$30,000 in professional services to assist with upgrading the current version of the City's Community Development software (TRAKit) to the latest version.

Personnel costs are increasing by \$115,000, or 5.95%, mainly due to scheduled salary increases and the associated benefit costs.

CITY OF BURLINGAME | FISCAL YEAR 2023-24

BUILDING DIVISION BUDGET SUMMARY

	FY2023 Adopted Budget	FY2024 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	1,953,346	2,068,385	115,039	5.9%
Non-Personnel Costs	1,291,831	1,638,576	346,745	26.8%
Internal Services	182,965	231,375	48,410	26.5%
Total Appropriation	3,428,142	3,938,336	510,194	14.9%
Sources of Funds				
Charges for Svc - Building	3,425,000	3,525,000	100,000	2.9%
Interest Income - Building Fund	200,000	214,000	14,000	7.0%
Building Fund	0	199,336	199,336	-
Total Funding	3,625,000	3,938,336	313,336	8.6%

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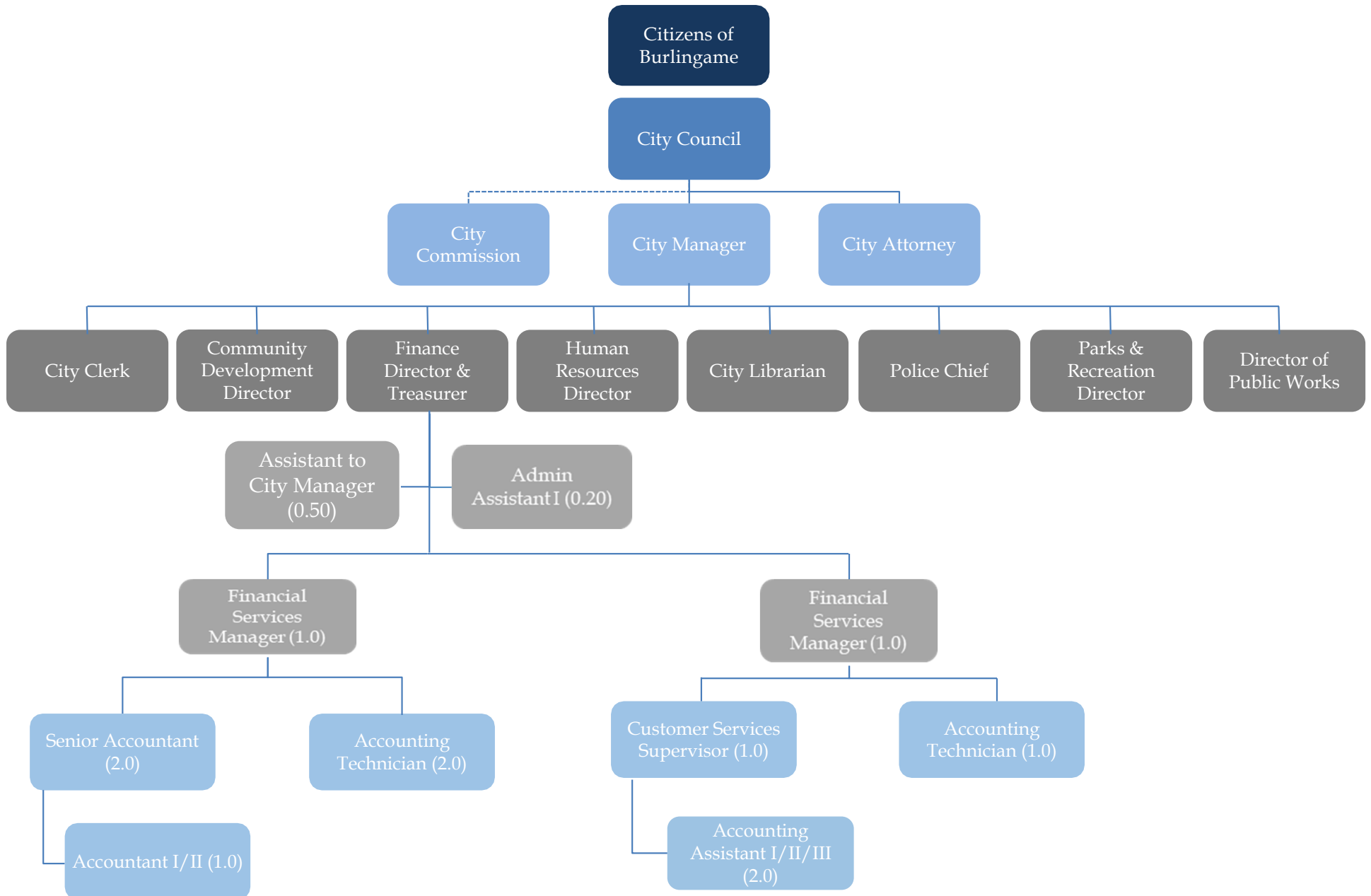
CITY OF BURLINGAME, CALIFORNIA



FISCAL YEAR 2023-24

FINANCE DEPARTMENT

FINANCE DEPARTMENT



FINANCE

DEPARTMENT MISSION

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

DEPARTMENT OVERVIEW

The Finance Department manages the financial affairs of the City. The Department is responsible for oversight of the annual budget and financial statement audit and reports, debt management, oversight of the City's investment portfolio, financial stewardship, information technology, accounting, utility billing and collections, business license administration, payroll, disbursements, and administrative support for the City's three business improvement districts: Downtown Burlingame Avenue, Broadway, and the San Francisco Peninsula (formerly 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 City's Insurance Pool - PLAN Joint Powers Authority as an alternative Board member.



DEPARTMENT BUDGET SUMMARY

	FY2023 Adopted Budget	FY2024 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	2,355,602	2,400,276	44,674	1.9%
Non-Personnel Costs	2,031,078	2,196,202	165,124	8.1%
Internal Services	203,940	240,140	36,200	17.8%
Capital Outlay	120,000	399,800	279,800	233.2%
Total Appropriation	4,710,620	5,236,418	525,798	11.2%

CITY OF BURLINGAME | FISCAL YEAR 2023 - 24

	FY2023 Adopted Budget	FY2024 Budget Request	+ / - Change in \$	+ / - Change in %
Sources of Funds				
Charges for Services - ISF	1,841,460	2,141,098	299,638	16.3%
Interest Income - ISF	20,000	20,000	0	0.0%
Charges for Services - General Fund	9,300	9,300	0	0.0%
Water Enterprise	528,700	530,600	1,900	0.4%
Sewer Enterprise	263,100	263,500	400	0.2%
Solid Waste Enterprise	29,000	29,000	0	0.0%
Measure I	2,200	2,200	0	0.0%
General Fund	2,016,860	2,240,720	223,860	11.1%
Total Funding	4,710,620	5,236,418	525,798	11.2%

DEPARTMENT STAFF

	FY2023 Actual FTE	FY2024 Budget Request	+ / - Change in FTE
Full-Time Equivalents (FTE)			
Accountant I/II	1.00	1.00	0.00
Accounting Assistant I/II/III	2.00	2.00	0.00
Accounting Technician	3.00	3.00	0.00
Administrative Assistant I/II	0.20	0.20	0.00
Customer Service Supervisor	1.00	1.00	0.00
Finance Director & Treasurer	1.00	1.00	0.00
Financial Services Manager	2.00	2.00	0.00
Senior Accountant	2.00	2.00	0.00
Senior Management Analyst	0.50	0.00	-0.50
Assistant to City Manager	0.00	0.50	0.50
Total FTE	12.70	12.70	0.00

CITY OF BURLINGAME | FISCAL YEAR 2023-24

DEPARTMENT STATISTICS

	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23 Estimated
Total computers citywide	312	320	327	331	333
Number of utility accounts billed (annually)	10,307	11,736	10,848	11,798	10,800
Number of business license accounts (annually)	7,463	7,464	7,520	8,319	8,549
Over-the-counter services rendered	11,005	10,786*	n/a*	4,215*	4,489
Utility service phone calls received (annually)	17,532	19,285	15,176	19,771	19,376
General main line phone inquiries received (annually)	9,520	9,664	6,020	9,914	9,716

*Due to the COVID-19 Shelter in Place Order, City Hall was closed to the public between mid-March 2020 and early September 2021.

DEPARTMENT PERFORMANCE MEASURES

	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23 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
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
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
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 began contracting for information technology services with Eaton & Associates in May 2022. The City of Burlingame remains the owner of its software and hardware and partners with Eaton & Associates to meet the technological needs of each department.

KEY ADMINISTRATIVE SERVICES DIVISION BUDGET CHANGES

The proposed budget for the Administrative Services Division for fiscal year 2023-24 will increase by \$300,000, or 16.3%. The significant increase is due to the increase of \$280,000 in capital outlay to ensure that the City has the necessary resources and equipment to provide secure, convenient, and cost-efficient services to the community. The capital outlay budget includes \$60,000 for the replacement of the firewall to ensure the security of the City network. Another key change in the capital outlay budget is the inclusion of \$125,000 for the replacement of the City's current phone system.

The personnel cost remains stable. Twenty-five percent of the work hours for the Finance Director and one of the Financial Services Managers is allocated to the division. Additionally, fifty percent of the Assistant to City Manager's work hours are allocated to the Administrative Services Division for website management and other programs, like SiteImprove and Archive Social.

The non-personnel cost remains stable with no significant change.

Phase 3 (Utility Billing), which is the last phase of the three-phase project to implement a new Enterprise Resource Planning (ERP) system, was completed in January 2022. The Administrative Services Division will continue to work on upgrading the ERP system to ensure that the City is running on the most updated version.

ADMINISTRATIVE SERVICES DIVISION BUDGET SUMMARY

	FY2023 Adopted Budget	FY2024 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	246,671	258,149	11,478	4.7%
Non-Personnel Costs	1,474,788	1,483,149	8,361	0.6%
Capital Outlay	120,000	399,800	279,800	233.2%
Total Appropriation	1,841,459	2,141,098	299,639	16.3%
Sources of Funds				
Charges for Svc – ISF	1,841,460	2,141,098	299,638	16.3%
Interest Income – ISF	20,000	20,000	0	0.0%
Total Funding	1,861,460	2,161,098	299,638	16.1%

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 proposed personnel costs for the Finance Division remain relatively stable. The increase of \$33,000, or 1.6%, is due to scheduled salary increases and associated benefit costs.

The non-personnel costs have significantly increased by \$157,000, or 28.2%. This significant change anticipates two main projects in this fiscal year. The proposed budget of \$40,000 is anticipated for the user fee and cost allocation study. The other key change is the \$105,000 contract with HdL Company to administer the City's Business License and Transient Occupancy Tax (TOT) programs. This change will allow more staffing resources to meet the increasing public demand for utility billing services.

The increase of \$36,000, or 17.8%, in internal services was mainly due to the new employment insurance cost allocation.

FINANCE DIVISION BUDGET SUMMARY

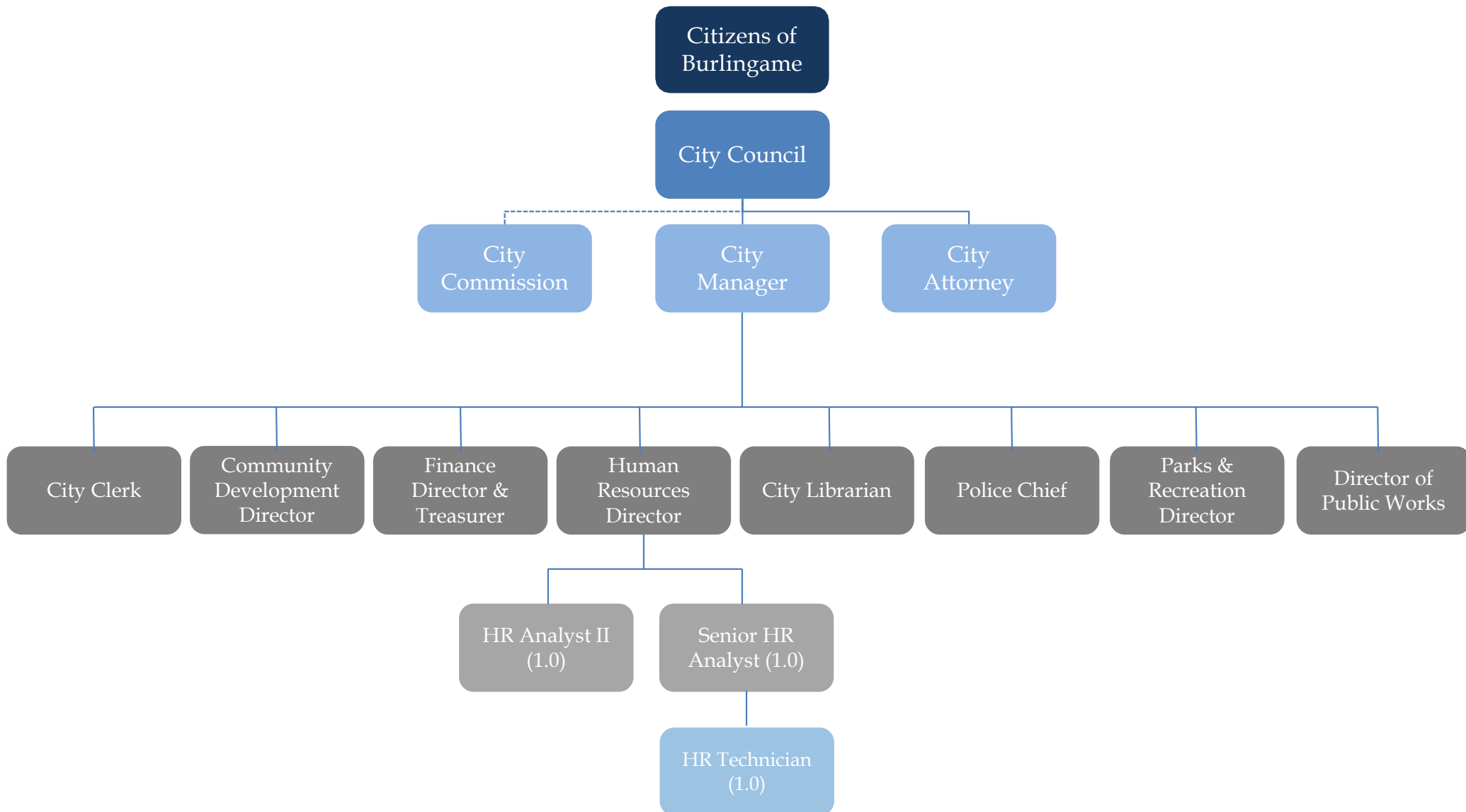
	FY2023 Adopted Budget	FY2024 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	2,108,931	2,142,127	33,196	1.6%
Non-Personnel Costs	556,290	713,053	156,763	28.2%
Internal Services	203,940	240,140	36,200	17.8%
Total Appropriation	2,869,161	3,095,320	226,159	7.9%
Sources of Funds				
Charges for Svc - ISF				
Interest Income - ISF				
Charges for Svc - General Fund	9,300	9,300	0	0.0%
Water Enterprise	528,700	530,600	1,900	0.4%
Sewer Enterprise	263,100	263,500	400	0.2%
Solid Waste Enterprise	29,000	29,000	0	0.0%
Measure I	2,200	2,200	0	0.0%
General Fund	2,036,861	2,260,720	223,859	11.0%
Total Funding	2,869,161	3,095,320	226,159	7.9%



FISCAL YEAR 2023-24

HUMAN RESOURCES DEPARTMENT

HUMAN RESOURCES



HUMAN RESOURCES

DEPARTMENT MISSION

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

DEPARTMENT OVERVIEW

The Human Resources Department provides a full array of employment services in support of the needs of the City and the 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, benefits 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

	FY2023 Adopted Budget	FY2024 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	897,594	986,711	89,117	9.9%
Non-Personnel Costs	1,548,045	1,435,849	(112,196)	-7.2%
Internal Services	82,106	100,053	17,947	21.9%
Total Appropriation	2,527,745	2,522,613	(5,132)	-0.2%
Sources of Funds				
Charges for Svc – ISF	986,000	846,000	(140,000)	-14.2%
Interest Income – ISF	86,500	86,500	0	0.0%
General Fund	1,304,885	1,459,613	154,728	11.9%
Workers Comp – ISF	150,360	130,500	(19,860)	-13.2%
Total Funding	2,527,745	2,522,613	(5,132)	-0.2%

CITY OF BURLINGAME | FISCAL YEAR 2023-24

DEPARTMENT STAFF

	FY2023 Actual FTE	FY2024 Budget Request	+ / - Change in FTE
Full-Time Equivalents (FTE)			
Human Resources Director	1.00	1.00	0.00
Senior Human Resources Analyst	0.00	1.00	1.00
Human Resources Analyst II	2.00	1.00	-1.00
Human Resources Technician	1.00	1.00	0.00
Total FTE	4.00	4.00	0.00

DEPARTMENT STATISTICS

	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23 Estimated
Human Resources Division					
Average number of business days for a recruitment process to establish an eligible list	34	38	44	29	36
Number of employee participants in City training	215	221	233	300	315
Number of regular recruitments completed	20	29	16	36	30
Number of regular new hires	32	24	20	35	32
Number of labor associations	7	7	7	7	7
Number of labor agreements (MOU's) negotiated and approved	3	1	0	5	3
Workers' Compensation Division					
Number of workers' compensation claims filed	27	21	22	29	16
Number of lost work days due to workers' compensation injuries	290	379	475	400	565

KEY HUMAN RESOURCES DIVISION BUDGET CHANGES

The Human Resources Division (General Fund) budget is increasing nearly \$155,000, or 11.9%. Personnel costs are increasing by \$89,000, or 9.9%, consistent with scheduled salary increases and associated benefit costs. The non-personnel budget remains flat, except for an increase in contractual services. The increase in Internal Services is mainly attributed to the newly added Employment Risk Management insurance cost allocation.

HUMAN RESOURCES DIVISION BUDGET SUMMARY

	FY2023 Adopted Budget	FY2024 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	897,594	986,711	89,117	9.9%
Non-Personnel Costs	325,185	372,849	47,664	14.7%
Internal Services	82,106	100,053	17,947	21.9%
Total Appropriation	1,304,885	1,459,613	154,728	11.9%
Sources of Funds				
General Fund	1,304,885	1,459,613	154,728	11.9%
Total Funding	1,304,885	1,459,613	154,728	11.9%

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. 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,

CITY OF BURLINGAME | FISCAL YEAR 2023-24

workplace inspections are performed annually, unsafe work conditions and potential hazards are corrected, and the safety committee meets regularly.

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

KEY WORKERS' COMPENSATION DIVISION BUDGET CHANGES

The Workers' Compensation program budget decreased by nearly \$160,000, or -13.1%. The Workers' Compensation program has a healthy fund balance and will help subsidize the internal services allocated city-wide. The internal services allocated to other departments decrease by \$140,000, or -14.2%, and any additional costs incurred above the recovery amount will be funded by reserves.

WORKERS' COMPENSATION DIVISION BUDGET SUMMARY

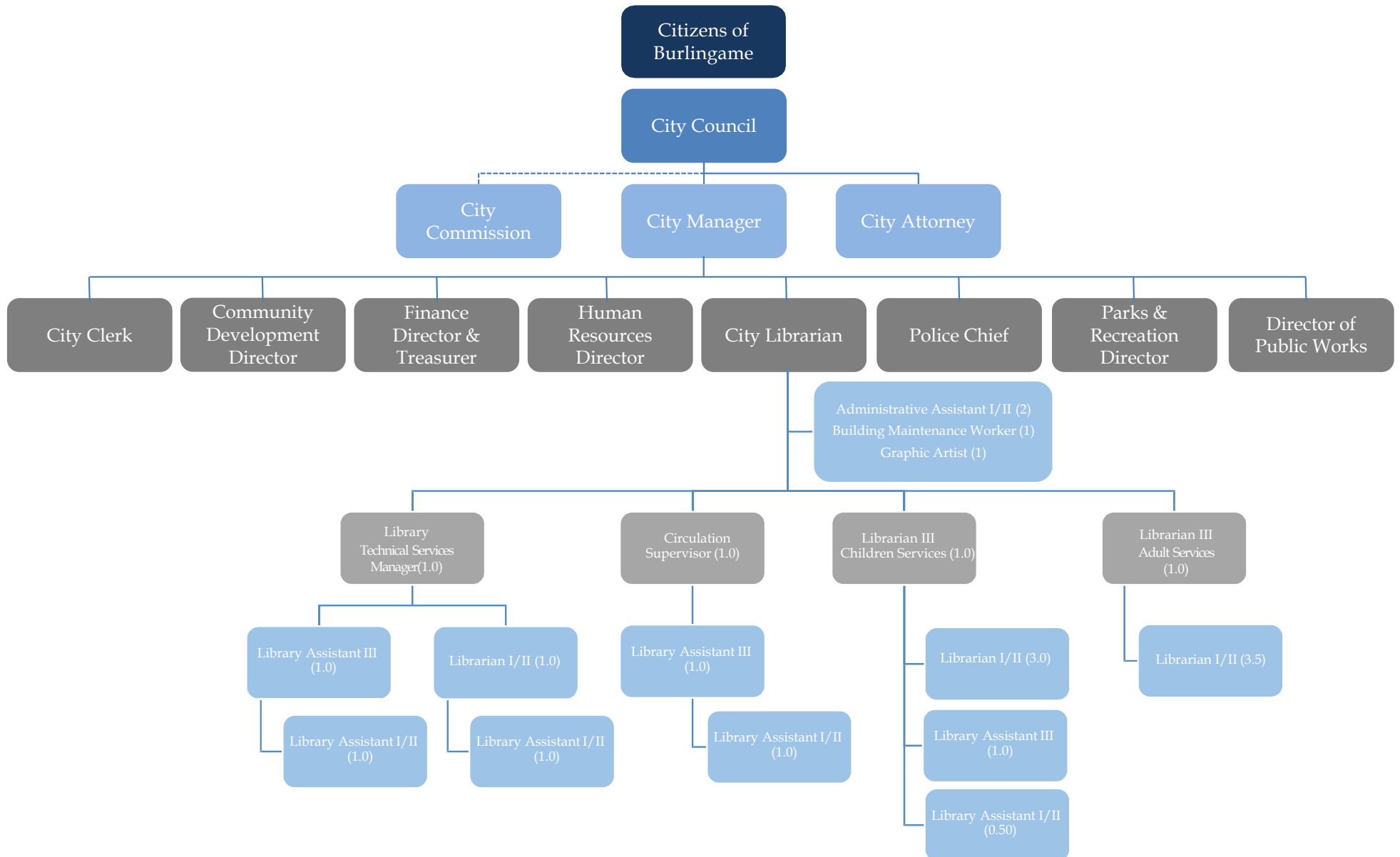
	FY2023 Adopted Budget	FY2024 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Non-Personnel Costs	1,222,860	1,063,000	(159,860)	-13.1%
Total Appropriation	1,222,860	1,063,000	(159,860)	-13.1%
Sources of Funds				
Charges for Svc - ISF	986,000	846,000	(140,000)	-14.2%
Interest Income - ISF	86,500	86,500	0	0.0%
Workers Comp - ISF	150,360	130,500	(19,860)	-13.2%
Total Funding	1,072,500	1,063,000	(159,860)	-13.1%



FISCAL YEAR 2023-24

LIBRARY

LIBRARY



LIBRARY



DEPARTMENT MISSION

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.

The Library has continued to make strides towards post-pandemic normalcy, with large crowds of people enjoying the Library on any

given day. Staff looks forward to another year of serving the Burlingame/Hillsborough public.

DEPARTMENT OVERVIEW

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

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

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

CITY OF BURLINGAME | FISCAL YEAR 2023-24

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 class visits both in the Library and in school 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 the 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.

KEY BUDGET CHANGES

The Library Department’s proposed budget is set to increase by \$483,000, or 8.2%. Personnel costs will increase by about \$254,000, or 6.3%, due to regular contractual wage increases for both full-time and part-time employees and associated benefit costs.

The increase of \$46,000, or 4.2%, for non-personnel costs is due to a \$20,000 increase in utilities cost and an increase in contractual services.

The allocation of internal services has increased by \$183,000, or 23.5%. The increase is primarily due to an increase in the allocation for Facilities maintenance services provided directly to the Main and Easton branch locations. The allocation for Information Technology Services is also increasing by \$34,000 for fiscal year 2023-24. The inclusion of \$52,000 for the new employment insurance allocation is another change that has driven the increase in internal services.

CITY OF BURLINGAME | FISCAL YEAR 2023-24

DEPARTMENT BUDGET SUMMARY

	FY2023 Adopted Budget	FY2024 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	3,998,140	4,251,923	253,783	6.3%
Non-Personnel Costs	1,095,306	1,141,474	46,168	4.2%
Internal Services	777,245	960,009	182,764	23.5%
Total Appropriation	5,870,691	6,353,406	482,715	8.2%
Sources of Funds				
General Fund	5,000	10,000	5,000	100.0%
Charges for Svc - Hillsborough	692,601	748,000	55,399	8.0%
Charges for Svc - General Fund	5,173,090	5,595,406	422,316	8.2%
Total Funding	5,870,691	6,353,406	482,715	8.2%

DEPARTMENT STAFF

	FY2023 Actual FTE	FY2024 Budget Request	+ / - Change in FTE
Full-Time Equivalents (FTE)			
Administrative Assistant I/II	2.00	2.00	0.00
Building Maintenance Worker	1.00	1.00	0.00
Circulation Supervisor	1.00	1.00	0.00
City Librarian	1.00	1.00	0.00
Graphic Artist	1.00	1.00	0.00
Librarian I/II	7.50	7.50	0.00
Librarian III	3.00	2.00	-1.00
Library Technical Services Manager	0.00	1.00	1.00
Library Assistant I/II	3.50	3.50	0.00
Library Assistant III	3.00	3.00	0.00
Total FTE	23.00	23.00	0.00

DEPARTMENT STATISTICS

	FY 18-19	FY 19-20 *	FY 20-21*	FY 21-22*	FY 22-23 Estimated *
Population served	37,989	37,730	37,340	37,340	37,350
Registered borrowers	28,879	26,123	27,462	28,198	28,500
Population registered	76%	70%	74%	76%	76%
Items circulated	721,452	653,477	413,750	628,472	709,000
Children's items	346,401	287,125	190,768	338,034	381,000
Teen Items	25,660	15,968	13,287	22,509	25,500
E-media	60,419	72,396	88,177	83,134	85,000
Circulation per capita (entire population)	19	17	11	17	19
Circulation per child/teen patron	50	42	32	53	56
Library visits	353,073	255,280	4,937 June 15-30 only	155,037	220,500
Visits to library website	115,148	102,474	113,085	82,556	83,100
Programs offered	1,315	791	565	737	900
Program attendance	48,203	24,984	19,442	20,096	22,000
Total collection size including e-media	303,079	482,613	469,447	506,882	520,000

DEPARTMENT PERFORMANCE MEASURES

	FY 18-19	FY 19-20 *	FY 20-21*	FY 21-22*	FY 22-23 Estimated *
Kindergarten card drive	204	n/a	n/a	139	181
Story time attendance	14,905	11,317	10,476	6,499	7,000
Children's summer reading club	933	287	354	682	750
Librarian visits at schools	204	22	n/a	179	185
Class visits at library	71	32	3	6	40
Passports issued	1,237	879	n/a	n/a	n/a

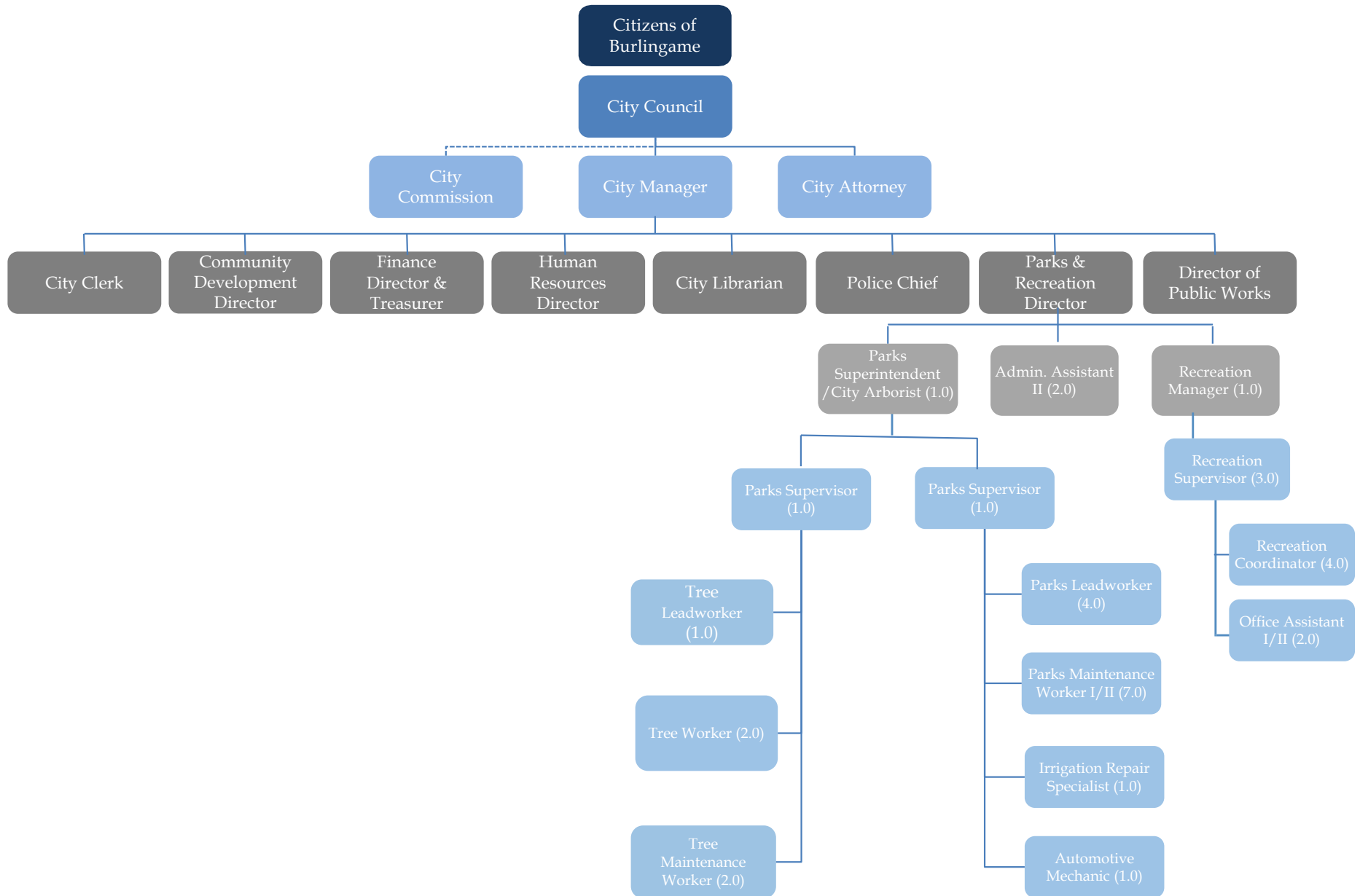
* Many statistics have been affected by Library closures due to the COVID-19 pandemic.



FISCAL YEAR 2023-24

PARKS AND RECREATION DEPARTMENT

PARKS AND RECREATION



PARKS AND RECREATION DEPARTMENT

DEPARTMENT MISSION

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

DEPARTMENT OVERVIEW

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



Through the hard work of Department staff and support from the City Council and community, the City has retained the distinction of being named a Tree City USA by the Arbor Day Foundation for 44 consecutive years. The Department manages the contracts for Topgolf, Gabriel & Daniel's Mexican Grill, various parking agreements at Murray Park, the Burlingame Aquatics Club, the San Mateo Union High School District, the Lions Club, and the Carriage House. Department staff also supports the Beautification Commission, the Parks and Recreation Commission, the Youth Advisory Committee, the Parks and Recreation Foundation, and the Senior Advisory Committee.

The new Community Center opened in June of 2022 as COVID began to recede. While many COVID restrictions were still in place, the new Community Center became the focal point for the community. As a result, the Department has seen increased usage, particularly senior programming and general community use.

Over the past few years, the Recreation Division's succession plan has been thriving. Seasoned recreation coordinators have advanced into promotional positions in neighboring cities and organizations. That, along with some retirements, has enabled the Division to rebuild and restructure with a few familiar faces and new ones. The team is excited to bring fresh ideas to the community and the new Community Center.

CITY OF BURLINGAME | FISCAL YEAR 2023-24

DEPARTMENT BUDGET SUMMARY

	FY2023 Adopted Budget	FY2024 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	5,748,978	6,060,671	311,693	5.4%
Non-Personnel Costs	3,958,074	5,080,728	1,122,654	28.4%
Internal Services	1,630,918	2,349,527	718,609	44.1%
Capital Outlay	125,000	201,000	76,000	60.8%
Total Appropriation	11,462,970	13,691,926	2,228,956	19.4%
Sources of Funds				
Charges for Svc - General Fund	3,517,824	3,660,000	142,176	4.0%
General Fund	7,930,146	10,015,926	2,085,780	26.3%
Parking Fund	15,000	16,000	1,000	6.7%
Total Funding	11,462,970	13,691,926	2,228,956	19.4%

DEPARTMENT STAFF

	FY 2023 Actual FTE	FY 2024 Budget Request	+ / - Change in FTE
Full-Time Equivalents (FTE)			
Administrative Assistant II	2.00	2.00	0.00
Automotive Mechanic	1.00	1.00	0.00
Irrigation Repair Specialist	1.00	1.00	0.00
Office Assistant I/II	2.00	2.00	0.00
Parks Maintenance Worker I/II	8.00	7.00	-1.00
Parks Superintendent / City Arborist	1.00	1.00	0.00
Parks Supervisor	2.00	2.00	0.00
Parks & Recreation Director	1.00	1.00	0.00
Parks Maintenance Leadworker	4.00	4.00	0.00
Recreation Coordinator I/II	4.00	4.00	0.00
Recreation Manager	1.00	1.00	0.00
Recreation Supervisor	3.00	3.00	0.00
Tree Leadworker	1.00	1.00	0.00
Tree Worker	3.00	2.00	-1.00
Tree Maintenance Worker	0.00	2.00	2.00
Total FTE	34.00	34.00	0.00

PARKS AND RECREATION DEPARTMENT PARKS DIVISION

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

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

The Tree Maintenance Crew ensures the protection of people and property through the maintenance or removal of hazardous trees; promotes the health and vigor of City-owned trees through a program of inspection, grid pruning, and tree health maintenance; and plants trees where others have been removed and in areas where the need for a new tree exists. The crew, with contract support, maintains 16,301 City street trees and 4,640 open space/City park trees with over 310 distinct tree species. The City tree canopy covers approximately 274 acres, or 7.8% of the total land area and 71% of the City's total streets and sidewalk area.

While each Crew has its primary responsibilities, the Parks Division staff has trained in each area of maintenance, allowing for a well-coordinated storm response team. The response is prioritized

by life safety, property damage, and public thoroughfare access. During storm events, Parks staff are called upon to maintain a coordinated response to protect these prioritized areas of service. Significant outreach and customer service are provided to educate the public on the balance of benefits and risks trees present.

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

KEY PARKS DIVISION BUDGET CHANGES

The Parks Division's proposed personnel budget reflects an increase of \$176,000, or 4.9%. This proposed budget includes the reclassification of two full-time Parks Maintenance Workers to Tree Maintenance Workers and one Parks Maintenance Worker to Irrigation Repair Specialist. The remaining increase in the Division's personnel budget is consistent with the scheduled salary increases for both full-time and part-time employees, and associated benefits.

Non-personnel costs in the Parks Division significantly increased by \$1.2 million, or 75.1%. Due to the recent storms, more large-stature trees need to be trimmed or removed. Therefore, the contractual services budget will increase by \$1.0 million (as compared to \$500,000 in the prior year) to meet the City's increasing need for and cost of tree maintenance services.

The proposed budget for capital outlay includes an increase of \$76,000, or 76%. The increase is to replace a fifteen-year-old large field mower as well as a thirteen-year-old gator as both existing pieces of equipment are beginning to fail.

Internal services have increased by \$780,000, or 75.4%, due largely to a special insurance allocation. The increase in vehicle services and IT cost allocations is also a component of this increase. The remaining increase is due to the new employment insurance allocation.

CITY OF BURLINGAME | FISCAL YEAR 2023-24

PARKS DIVISION BUDGET SUMMARY

	FY2023 Adopted Budget	FY2024 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	3,614,396	3,789,983	175,587	4.9%
Non-Personnel Costs	1,540,232	2,696,869	1,156,637	75.1%
Internal Services	1,033,492	1,813,254	779,762	75.4%
Capital Outlay	100,000	176,000	76,000	76.0%
Total Appropriation	6,288,120	8,476,106	2,187,986	34.8%
Sources of Funds				
Charges for Svc - General Fund	360,000	410,000	50,000	13.9%
General Fund	5,913,120	8,050,106	2,136,986	36.1%
Parking Fund	15,000	16,000	1,000	6.7%
Total Funding	6,288,120	8,476,106	2,186,986	34.8%

PARKS DIVISION STATISTICS

	FY18-19	FY19-20*	FY 20-21*	FY 21-22*	FY 22-23 Estimated*
Parks Services					
Tree Plantings	248	222	280	336	252
Tree Removals	200	228	194	317	323
Tree Trimmings	1,555	1,639	1,332	1427	1350
Permit Applications	183	96	119	55	147
Emergency Call Outs	38	22	19	93	66

PARKS AND RECREATION DEPARTMENT RECREATION DIVISION

The Recreation Division provides recreation and leisure opportunities and community support to Burlingame and surrounding communities. The Division offers programs for all sectors of the population, from pre-school children to senior citizens, families, schools, and local non-profit agencies. The Recreation Division's programs allow individuals to improve their health and fitness, pursue life-long learning, enjoy outdoor areas within the city, and socialize with other community members. The new Community Center also provides community support services through referrals and spaces to work, meet, and visit.

The Recreation Division's operations encompass 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 school districts and local community organizations to provide excellent programs and facilities 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, Chamber of Commerce, SF Peninsula, Lions Club, the Business Improvement Districts, and AARP.

The Recreation Division offers a popular array of youth activities, including the Village Park preschool program, camps, music, art, foreign language, sports, theater, fitness, ballet, gymnastics, and drop-in playground. With the ability to use Burlingame School District facilities, the Recreation Division also offers a wide range of programming for school-age students and teens, including camps, sports programs, and classes on school sites. In addition, the Recreation Division supports the Youth Advisory Committee (YAC), which advises the Parks and Recreation Commission on matters relevant to Burlingame's youth and teen populations.

Programming for adults has been growing with the new Community Center. Programs are offered in the following areas: softball, basketball, tennis, first aid/CPR, music, art, performing arts, foreign languages, ping pong, pickleball, fitness programs, bridge, specialty workshops, and a variety of drop-in programs. In addition, the Division offers weekly free bingo, free movies, various 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 & Winterfest, Movies in the Park, Music in the Park, Family Campout, Streets Alive, Royal Ball, Muddy Mile, and Volunteer and Contractor Appreciation Lunches.

CITY OF BURLINGAME | FISCAL YEAR 2023-24

In addition, the Recreation Division has supported the annual Pet Parade on Broadway, the Fall Fest on Howard Ave, and Burlingame on the Ave. With the new Community Center, the Lobby Gallery, which displays the work of local artists, has resumed.

The new Community Center provides spaces for community meetings, trainings, private rentals (parties, weddings, etc.), and party package rentals. In addition, staff opened a drop-in playground for community use during inclement weather. The new Community Center has a backup generator and solar power, enabling it to remain open during power outages and providing a space for community members to continue to work and use WIFI as needed.

KEY RECREATION DIVISION BUDGET CHANGES

Personnel costs are increasing by \$136,000, or 6.4%, to fund more part-time employees as the Recreation Division is anticipating an increase in the number of classes offered to the community. The remaining increase in the Division's personnel budget is due to scheduled salary increases and associated benefits.

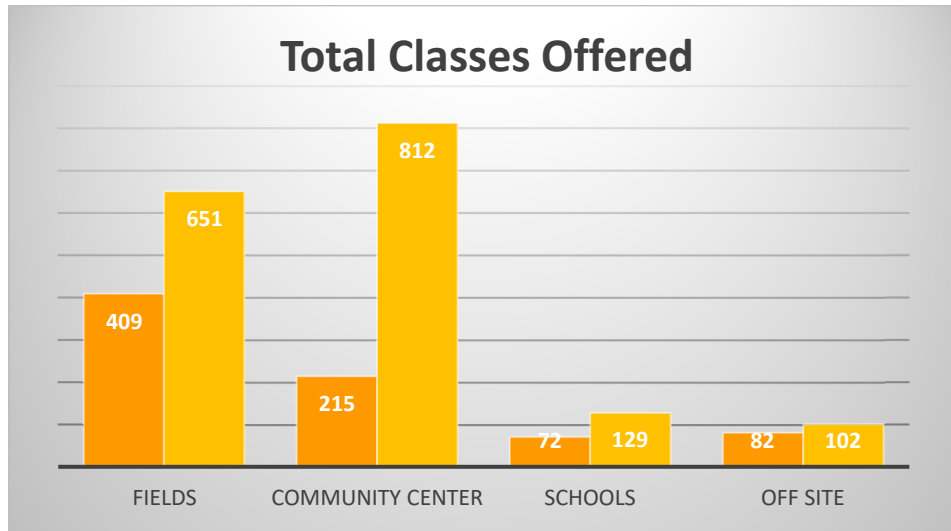
The proposed budget includes a decrease in non-personnel costs of \$22,000. This is due to a decrease of \$74,000 in contractual services related to the implementation of the new registration system, RecTrac, which was completed in the previous year. The increase of \$30,000 in supplies, \$17,000 in utilities, and other operating expenses is offsetting the decrease in contractual services.

Internal services costs are decreasing by \$61,000, or 10.2%, primarily due to the decrease in IT and facilities cost allocations. However, the decrease is partially offset by the new employment insurance allocation, which is budgeted for \$26,000 in fiscal year 2023-24.

RECREATION DIVISION BUDGET SUMMARY

	FY2023 Adopted Budget	FY2024 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	2,134,582	2,270,688	136,106	6.4%
Non-Personnel Costs	1,968,842	1,946,859	(21,983)	-1.1%
Internal Services	597,426	536,273	(61,153)	-10.2%
Capital Outlay	0	0	0	0.0%
Total Appropriation	4,700,850	4,753,820	52,970	1.1%
Sources of Funds				
Charges for Svc - General Fund	3,007,824	3,100,000	92,176	3.1%
General Fund	1,693,026	1,653,820	(39,206)	-2.3%
Total Funding	4,700,850	4,753,820	52,970	1.1%

RECREATION DIVISION STATISTICS

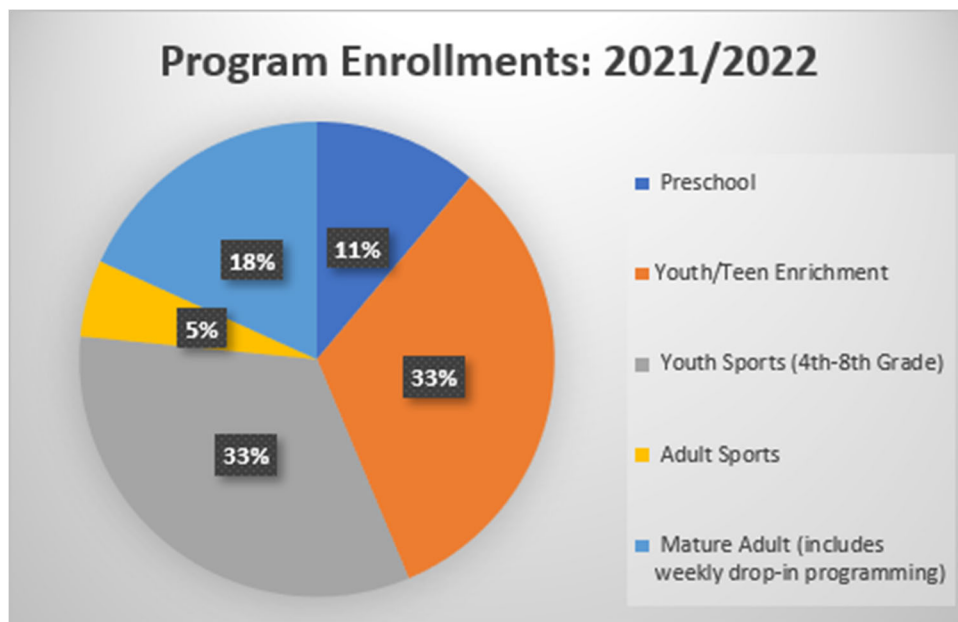


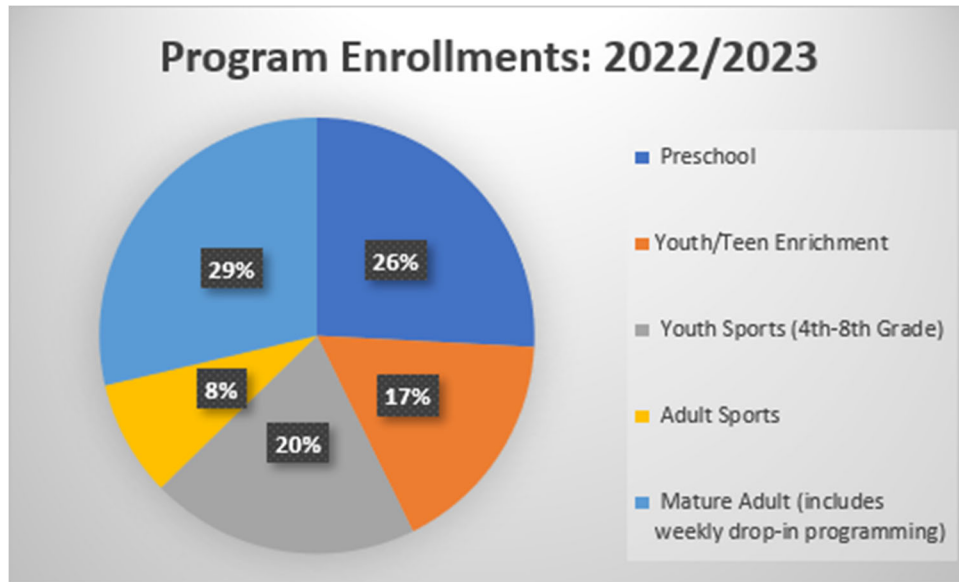
Orange: 2021/2022

Yellow: 2022/2023

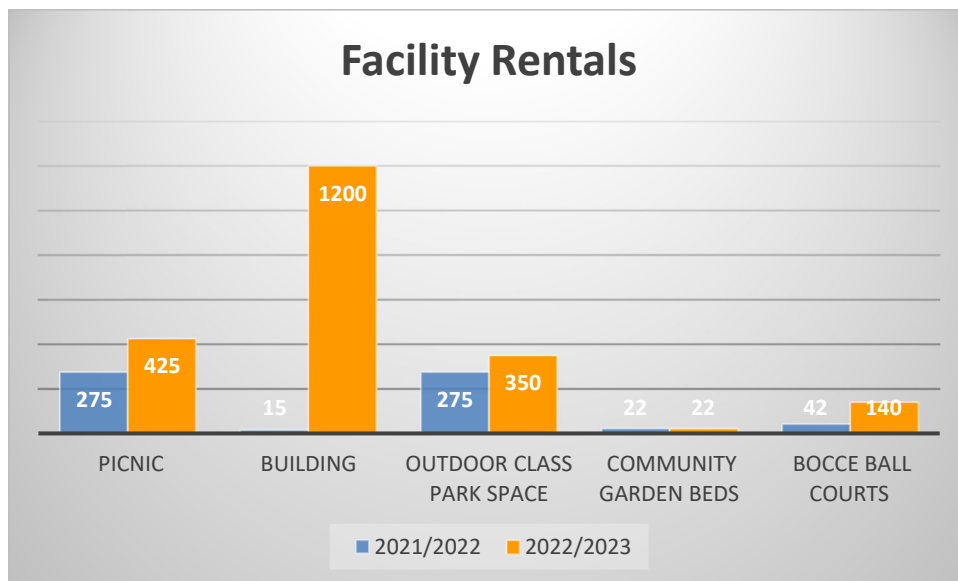
Total Classes Cancelled

	2021/2022	2022/2023
Fields	12%	14%
Community Center	31%	21%
Schools	32%	13%
Off Sites	5%	14%





*Adult Sports: Sunday morning Adult Basketball restarted



*Building: Community Center opened

*Bocce Ball: Adult League resumed

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 for the Burlingame community. Programming includes 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 Aquatics Division also works with the San Mateo Union High School District (SMUHSD) via a joint-use agreement for the maintenance, operation, and use of the BHS pool. From 2016 to the start of the pool renovations in July 2018, the City/BAC supported the facility by paying 78% of the annual maintenance and operating expenses and 50% of capital expenses. The renovations included removing and replacing the deck, removing and replacing the pool finish, and replacing the interior lights with LED fixtures. However, shortly after the start of the renovations, SMUHSD's contractor discovered various problems with the pool, including corrosion of the rebar at multiple locations and improper concrete coverage. The District Board subsequently voted to rebuild the pool rather than repair it, and work restarted in May 2019 after the District received its necessary State approvals to proceed.

The City and the District negotiated and approved a 20-year agreement in 2019. The agreement includes the City's contribution of \$2.7 million to the Aquatic Center reconstruction. Of this amount, \$1.27 million was paid once the work was completed, and the remainder was paid after the City completed its new Community Center. The City's share of maintenance and operations expenses has been at 50/50% due to the impacts of COVID. Fiscal year 2022-23 will be used as the lookback period to determine the use percentage going forward. The City estimates 70-75% of pool use will be attributed to the City/BAC.

BAC continues to rebuild its programs after COVID. Based on the recalculation of pool usage with the District, BAC and the City will update the percentage of shared use between community programming and competitive programming to establish the City/BAC cost allocations and City subsidy of community programming.

KEY AQUATICS DIVISION BUDGET CHANGES

The Division's non-personnel budget has decreased by \$12,000, or 2.5%. This is primarily due to a decrease in the cost of water consumption.

AQUATICS DIVISION BUDGET SUMMARY

	FY2023 Adopted Budget	FY2024 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Non-Personnel Costs	449,000	437,000	(12,000)	-2.7%
Capital Outlay	25,000	25,000	0	0.0%
Total Appropriation	474,000	462,000	(12,000)	-2.5%
Sources of Funds				
Charges for Svc - General Fund	150,000	150,000	0	0.0%
General Fund	324,000	312,000	(12,000)	-3.7%
Total Funding	474,000	462,000	(12,000)	-2.5%

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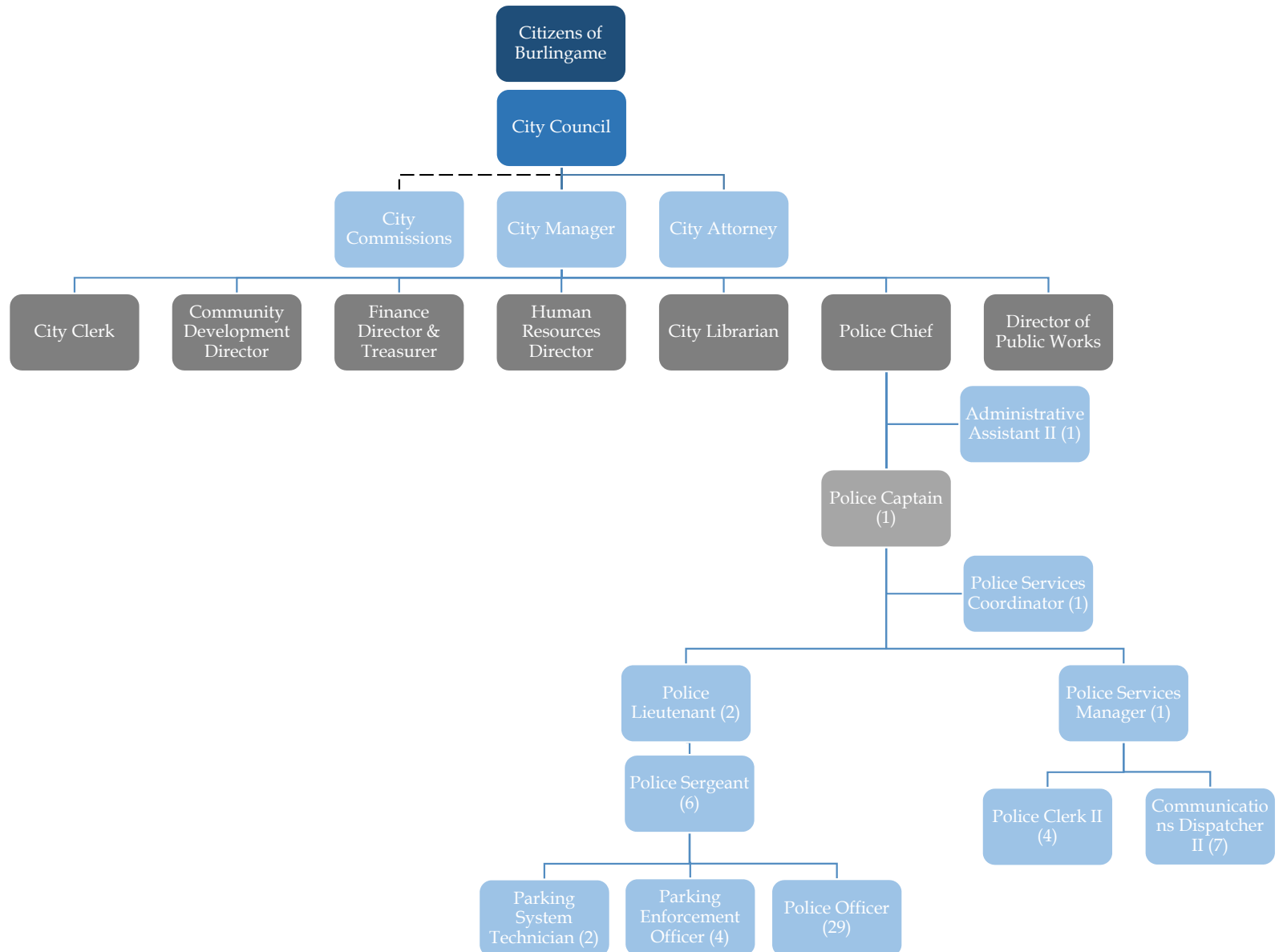
CITY OF BURLINGAME, CALIFORNIA



FISCAL YEAR 2023-24

POLICE DEPARTMENT

POLICE



POLICE DEPARTMENT

DEPARTMENT MISSION

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



DEPARTMENT OVERVIEW

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



DEPARTMENT BUDGET SUMMARY

	FY2023 Adopted Budget	FY2024 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	15,219,992	15,882,456	662,464	4.4%
Non-Personnel Costs	2,900,472	3,193,405	292,933	10.1%
Internal Services	1,462,288	2,046,419	584,131	39.9%
Capital Outlay	0	27,000	27,000	-
Total Appropriation	19,582,752	21,149,280	1,566,528	8.0%

CITY OF BURLINGAME | FISCAL YEAR 2023-24

	FY2023 Adopted Budget	FY2024 Budget Request	+ / - Change in \$	+ / - Change in %
Sources of Funds				
General Fund	17,491,381	18,852,138	1,360,757	7.8%
Permits & License - General Fund	86,000	82,600	(3,400)	-4.0%
Charges for Svc - General Fund	51,500	52,000	500	1.0%
State Grants	165,000	215,000	50,000	30.3%
Measure I	172,299	195,885	23,586	13.7%
Fines and Forfeitures	645,000	645,000	0	0.0%
Parking Fees	1,750,000	1,900,000	150,000	8.6%
Monthly Parking Permits	110,000	115,000	5,000	4.5%
EV Charging Station Revenues	16,000	20,000	4,000	25.0%
Interest Income - Parking Enterprise	52,000	52,000	0	0.0%
Total Funding	20,539,180	22,129,623	1,590,443	7.7%

DEPARTMENT STAFF

	FY2023 Actual FTE	FY2024 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/II	7.00	7.00	0.00
Parking Enforcement Officers	4.00	4.00	0.00
Parking System Technician	2.00	2.00	0.00
Police Captain	1.00	1.00	0.00
Police Chief	1.00	1.00	0.00
Police Clerk I/II	4.00	4.00	0.00
Police Lieutenant	2.00	2.00	0.00
Police Officer	30.00	30.00	0.00
Police Sergeant	6.00	6.00	0.00
Training Coordinator	1.00	1.00	0.00
Total FTE	60.00	60.00	0.00

DEPARTMENT STATISTICS

*Calendar Year	2018	2019	2020	2021	2022
Calls for service	41,172	41,662	45,872	43,706	43,787
Total crimes reported	1,994	2,388	2,434	2,202	2,220
Total arrests	696	638	601	624	532
Total vehicle accidents	324	300	200	199	252
Moving citations issued	2,448	3,234	1,421	2,264	1,856
Average calls per officer	1,029	1,042	1,147	1,093	1,095
Average calls per dispatcher	5,882	5,952	6,553	6,244	6,255
Five-year average calls for service	41,205	41,383	42,386	42,817	43,240
Five-year average annual calls per officer	1,074	1,062	1,070	1,076	1,081
Five-year average annual calls per dispatcher	5,886	5,912	6,055	6,117	6,177
Traffic stops	4,620	5,981	3,413	4,548	3,567
Incident reports	3,852	4,136	3,751	3,536	3,523

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.

CITY OF BURLINGAME | FISCAL YEAR 2023-24

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

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

KEY POLICE DIVISION BUDGET CHANGES

The Police Division's proposed operating budget increased by \$1.3 million, or 7.9%, due largely to the increase in personnel costs and internal services allocations. Personnel costs increased by \$568,000, or 4.4%, primarily due to the new labor contracts approved by the City Council in February 2023. The other increases included in the personnel budget are \$70,000 for part-time salaries and \$152,000 for health insurance. The rest of the increase is mainly to fund the associated benefit costs.

The internal services allocations increased by \$489,000, or 39.1%. This is mainly caused by the increasing charges from the Information Technology, General Liability Insurance, and Employment Insurance ISFs.

Non-personnel costs increased by \$184,000, or 9.1%, due largely to the increase of contractual services in the amount of \$115,000. This increase includes additional funding for the contract with Flock for automated license plate readers. The contract with All City Management Services for crossing guards is increasing by \$25,000. Additionally, staff included the estimated cost of \$16,000 for new bulletproof vests. This funding is only to cover 50% of the cost of the new bulletproof vests as the Police Division receives some grant funding to cover the remaining cost.

Capital outlay increases by \$27,000 to fund the replacement of three in-car computers that are over eight years old.

POLICE DIVISION BUDGET SUMMARY

	FY2023 Adopted Budget	FY2024 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	12,817,243	13,384,972	567,729	4.4%
Non-Personnel Costs	2,025,497	2,209,460	183,963	9.1%
Internal Services	1,250,118	1,738,846	488,728	39.1%
Capital Outlay	0	27,000	27,000	-
Total Appropriation	16,092,858	17,360,278	1,267,420	7.9%

CITY OF BURLINGAME | FISCAL YEAR 2023-24

	FY2023 Adopted Budget	FY2024 Budget Request	+ / - Change in \$	+ / - Change in %
Sources of Funds				
General Fund	15,573,059	16,769,793	1,196,734	7.7%
Permits & License - General Fund	86,000	82,600	(3,400)	-4.0%
Charges for Svc - General Fund	51,500	52,000	500	1.0%
Fines and Forfeitures	45,000	45,000	0	0.0%
State Grants	165,000	215,000	50,000	30.3%
Measure I	172,299	195,885	23,586	13.7%
Total Funding	16,092,858	17,360,278	70,686	0.4%

POLICE DEPARTMENT - COMMUNICATIONS

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

KEY COMMUNICATIONS BUDGET CHANGES

The proposed personnel budget for the Communications Division has increased by \$67,000, or 4.4%, but the increase is consistent with a scheduled salary increase and associated benefit costs. The internal services cost has increased by \$49,000, primarily to fund the increases of IT and new employment insurance cost allocations.

COMMUNICATIONS BUDGET SUMMARY

	FY2023 Adopted Budget	FY2024 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	1,539,310	1,606,335	67,025	4.4%
Non-Personnel Costs	232,265	238,424	6,159	2.7%
Internal Services	38,499	87,015	48,516	126.0%
Total Appropriation	1,810,074	1,931,774	121,700	6.7%

CITY OF BURLINGAME | FISCAL YEAR 2023 - 24

	FY2023 Adopted Budget	FY2024 Budget Request	+ / - Change in \$	+ / - Change in %
Sources of Funds				
General Fund	1,810,074	1,931,774	121,700	6.7%
Total Funding	1,810,074	1,931,774	121,700	6.7%

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

Personnel costs for Parking Enforcement have increased by \$18,000, or 3.2%, due to the scheduled salary increases and associated benefit costs. The non-personnel costs remain stable for the upcoming fiscal year. Internal services cost increased by \$19,000, or 77.8%, due largely to the IT and new employment insurance cost allocations.

PARKING ENFORCEMENT BUDGET SUMMARY

	FY2023 Adopted Budget	FY2024 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Personnel Costs	576,313	594,594	18,281	3.2%
Non-Personnel Costs	107,312	112,207	4,895	4.6%
Internal Services	24,623	43,770	19,147	77.8%
Total Appropriation	708,248	750,571	42,323	6.0%
Sources of Funds				
Citation and fines	600,000	600,000	0	0.0%
General Fund	108,248	150,571	42,323	39.1%
Total Funding	708,248	750,571	42,323	6.0%

POLICE DEPARTMENT – PARKING ENTERPRISE

The Parking Enterprise Fund relates to the maintenance and upkeep of the City's parking lots and metering equipment and the 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 payments, providing 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 Parking Enterprise revenues are projected to increase by \$160,000 for fiscal year 2023-24. Personnel costs for Parking Enterprise remain stable with a 3.3% increase due to the scheduled salary increases and associated benefit costs.

Non-personnel costs have increased by \$98,000, or 18.3%. The increase is largely reflected in equipment maintenance, credit card fees, and utilities costs. All City parking meters are now smart meters or pay-by-space machines with credit card capabilities, which increase the credit card fees by \$20,000. Because the cost to operate smart meters is higher than for coin-only meters, the cost for the contract to maintain the equipment has increased by \$32,000. The remaining increase of \$45,000 is to cover the increasing cost of utilities.

The internal services costs are projected to increase by \$28,000, or 18.6%, due primarily to anticipated increases in facilities and IT cost allocations.

PARKING ENTERPRISE BUDGET SUMMARY

	FY2023 Adopted Budget	FY2024 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	287,126	296,555	9,429	3.3%
Non-Personnel Costs	535,398	633,314	97,916	18.3%
Internal Services	149,048	176,788	27,740	18.6%
Total Appropriation	971,572	1,106,657	135,085	13.9%
Sources of Funds				
Parking Fees	1,750,000	1,900,000	150,000	8.6%
Monthly Parking Permits	110,000	115,000	5,000	4.5%
EV Charging Station Revenues	16,000	20,000	4,000	25.0%
Interest Income - Parking Enterprise	52,000	52,000	0	0.0%
Total Funding	1,928,000	2,087,000	159,000	8.2%

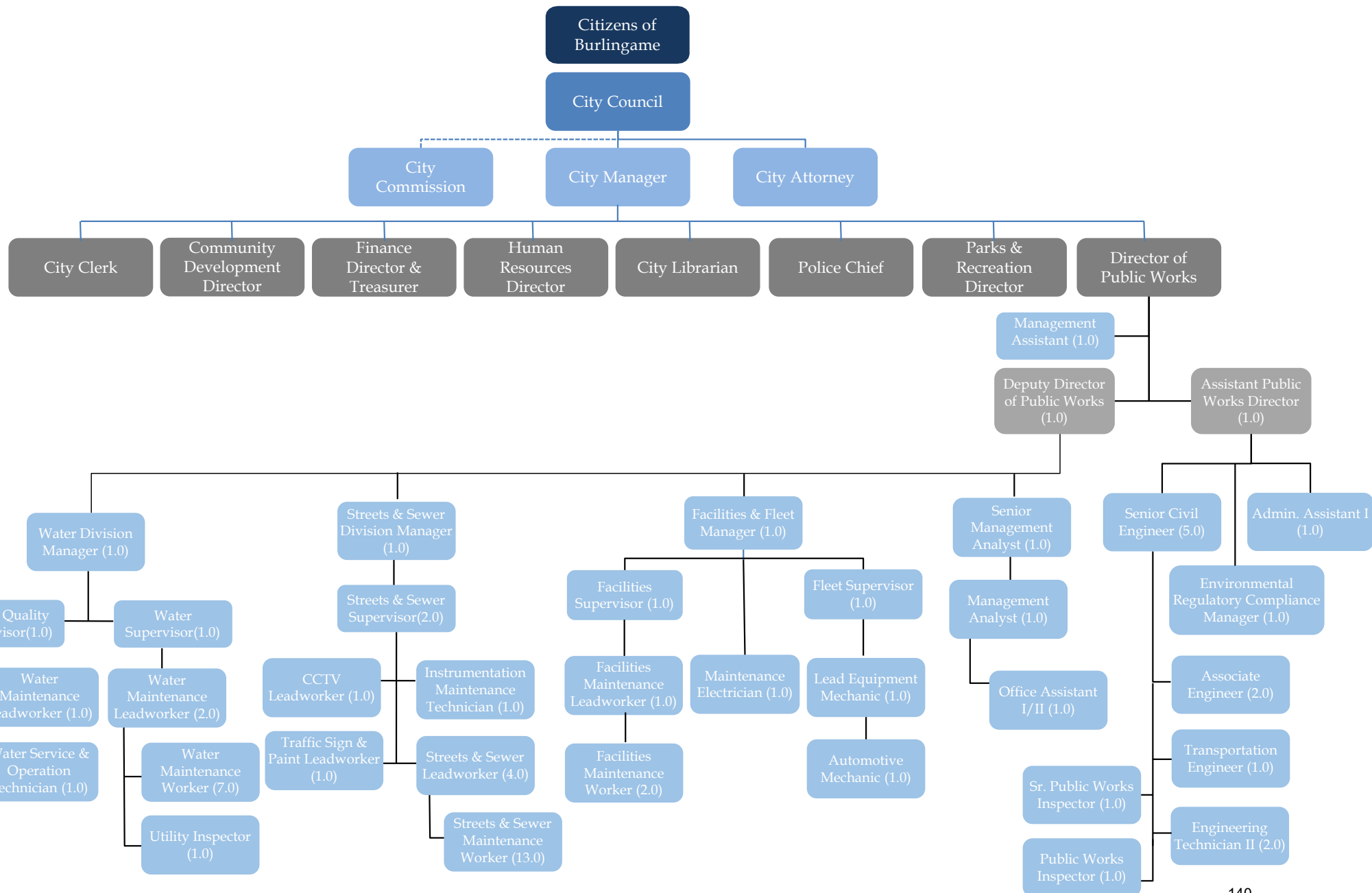
CITY OF BURLINGAME, CALIFORNIA



FISCAL YEAR 2023-24

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 2023-24

DEPARTMENT BUDGET SUMMARY

	FY2023 Adopted Budget	FY2024 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	11,866,408	12,558,536	692,128	5.8%
Non-Personnel Costs	19,581,712	20,695,231	1,113,519	5.7%
Debt Service	4,369,530	4,370,132	602	0.0%
Internal Services	3,577,730	4,460,364	882,634	24.7%
Capital Outlay	698,900	1,615,600	916,700	131.2%
Total Appropriation	40,094,280	43,699,863	3,605,583	9.0%
Sources of Funds				
Charges for Svc - General Fund	1,194,000	1,194,000	0	0.0%
Charges for Svc - ISF	3,725,913	3,992,335	266,422	7.2%
Charges for Svc - Landfill	450,000	500,000	50,000	11.1%
Charges for Svc - Sewer	13,125,000	14,160,000	1,035,000	7.9%
Charges for Svc - Solid Waste	716,000	681,000	(35,000)	-4.9%
Charges for Svc - Water	20,000,000	20,000,000	0	0.0%
Charges for Svc - Outside Agencies	1,705,000	1,714,000	9,000	0.5%
General Fund	6,566,488	7,527,634	961,146	14.6%
Grants & Contributions	109,700	65,000	(44,700)	-40.7%
Interest Income	575,000	581,000	6,000	1.0%
Other Revenue	110,000	163,000	53,000	48.2%
Parking Fund	83,000	88,000	5,000	6.0%
Reserves	(442,467)	436,215	878,682	-198.6%
Total Funding	47,917,634	51,102,184	3,184,550	6.6%

CITY OF BURLINGAME | FISCAL YEAR 2023-24

DEPARTMENT STAFF

Full-Time Equivalents (FTE)	FY2023 Actual FTE	FY2024 Budget Request	+ / - Change in FTE
Administrative Assistant I/II	1.00	1.00	0.00
Asst. Public Works Director	1.00	1.00	0.00
Associate Civil Engineer	2.00	2.00	0.00
Automotive Mechanic	1.00	1.00	0.00
Lead Automotive Mechanic	1.00	1.00	0.00
CCTV Leadworker	1.00	1.00	0.00
Deputy Director of Public Works Operations	1.00	1.00	0.00
Director of Public Works	1.00	1.00	0.00
Engineering Technician	1.00	2.00	1.00
Environmental Regulatory Manager	1.00	1.00	0.00
Facilities and Fleet Divisions Manager	1.00	1.00	0.00
Facilities Leadworker	1.00	1.00	0.00
Facilities Maintenance Worker	2.00	2.00	0.00
Facilities and Fleet Supervisor	1.00	0.00	-1.00
Facilities Supervisor	0.00	1.00	1.00
Fleet Supervisor	0.00	1.00	1.00
Maintenance Electrician	1.00	1.00	0.00
Senior Management Analyst	1.00	1.00	0.00
Management Analyst	1.00	1.00	0.00
Management Assistant	1.00	1.00	0.00
Office Assistant I/II	1.00	1.00	0.00
Public Works Inspector	1.00	1.00	0.00
Instrumentation Maintenance Technician	1.00	1.00	0.00
Senior Civil Engineer	5.00	5.00	0.00
Senior Public Works Inspector	1.00	1.00	0.00
Street & Sewer Leadworker	4.00	4.00	0.00
Street & Sewer Division Manager	1.00	1.00	0.00
Street & Sewer Maintenance Worker	13.00	13.00	0.00
Street & Sewer Supervisor	2.00	2.00	0.00
Traffic Sign & Paint Leadworker	1.00	1.00	0.00
Transportation Engineer	1.00	1.00	0.00
Utility Inspector	1.00	1.00	0.00
Water Division Manager	1.00	1.00	0.00
Water Maintenance Leadworker	3.00	3.00	0.00
Water Maintenance Worker	7.00	7.00	0.00
Water Quality Supervisor	1.00	1.00	0.00
Water Service & Operations Technician	1.00	1.00	0.00
Water Supervisor	1.00	1.00	0.00
Total FTE	66.00	68.00	2.00

DEPARTMENT STATISTICS

	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23 Estimated
Engineering					
Major studies conducted	21	21	22	23	24
Streets, sidewalks, and storm drainage projects undertaken	23	23	26	26	27
Sewer projects undertaken	16	16	17	18	18
Water projects undertaken	13	13	15	17	17
Parks projects undertaken	4	4	4	5	4
Miscellaneous projects undertaken	12	12	13	13	13
Private development projects reviewed	145	120	150	190	210
Facilities					
Buildings maintained	21	23	26	27	28
Help desk tickets addressed	638	613	357	404	650
Sewer					
Customer service calls	300	652	602	728	775
Mains cleaned	345,000	457,941	379,633	438,108	400,000
Laterals repaired and replaced	175	70	19	22	25
Mains repaired and replaced (feet)	5,336	2,113	88	78	900
Pumps repaired	2	1	1	13	2
Private laterals inspected	183	62	91	87	75
Closed circuit television (miles of mains)	18	12	18	14	15
Manholes replaced	74	14	-	3	5
Lateral maintenance completed (each)	2,213	2,987	2,143	3,882	3,000
Lateral maintenance completed (feet)	33,195	44,805	32,145	83,781	55,000
Root foaming completed (mains in feet)	22,230	19,014	28,440	32,474	60,342

CITY OF BURLINGAME | FISCAL YEAR 2023-24

	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23 Estimated
Streets & Storm Drainage					
Streets swept (miles)	4,888	4,776	3,392	3,965	4,000
Debris removed (cubic yards)	4,502	4,559	5,332	5,134	5,000
Streets repaired (square feet)	22,230	12,256	28,200	7,397	15,000
Regulatory signs repaired and replaced	341	449	307	181	250
Striping (feet)	5,985	8,848	3,915	1,200	3,800
Pavement markings	598	810	775	552	600
Sidewalk Pavers repaired (in square feet)	1,233	1,754	657	2,050	1,500
Sidewalk and curbs repaired (concrete in square feet)	2,381	3,173	43,000	40,373	55,832
Storm drain pipes cleaned (feet)	2,958	4,114	784	3,527	3,000
Catch basins cleaned	1,047	756	734	923	800
Creeks cleaned and debris removed (each/tons)	2/300	3/275	3/200	3/325	4/400
Vehicle & Equipment					
Vehicles & Equipment serviced (preventive maintenance)	784	799	745	620	650
Miscellaneous repairs made (minor repairs)	485	468	539	617	800
Vehicles smog tested	22	22	25	28	26
Vehicles and equipment maintained	301	262	260	261	265
Emergency road service calls	20	18	61	37	41
Water					
Water purchased (in billion gallons)	1.24	1.26	1.20	1.19	1.25
Customer service calls made	400	513	472	453	480
Meters replaced	331	301	438	333	350
Main and valves repaired	17	17	22	30	25
Valves exercised	617	523	534	1,458	850

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	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23 Estimated
Services repaired	22	20	14	21	20
New services installed	26	24	32	26	25
Fire hydrants serviced or repaired	25	329	232	545	370
Fire hydrants replaced	5	3	1	2	2
Water quality tests conducted	650	691	1,198	586	586
Water mains flushed (miles)	66	74	101	3	60
Backflow devices tested	11	11	11	11	11
Fire flow test performed	49	48	70	74	65
Wastewater Treatment Plant					
Minimum flows - million gallons day (MGD)	1	2	2	1.9	2.5
Average flows - (MGD)	3	2.5	2.3	3.3	4.4
Maximum flows - (MGD)	6	4.84	20.1	19	25.4
Biological oxygen demand (BOD) – average lbs/day	7,250	6,542	5,500	7,018	9,357
Total suspended solids (TSS) – avg lbs/day	8,020	7,466	5,800	7,960	10,613

DEPARTMENT PERFORMANCE MEASURES

	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23 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%	92%	100%	100%
Maintain a citywide average PCI (Pavement Condition Index) score of at least 65	81	80	78	77	77
Complete 70% of Facilities Help Desk tickets within 3 days of receipt, excluding requests that require ordering specialty parts	70%	68%	77%	77%	77%
Make initial response to Streets/Sewer/Water service calls within an average of 30 minutes or less	18 mins	29 mins	30 mins	29 mins	30mins

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	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23 Estimated
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	95%	95%	90%	90%	85%
Complete 90% of scheduled preventative maintenance for vehicles in the month they are due	95%	90%	85%	85%	90%
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	100%	100%	100%	100%	100%

PUBLIC WORKS DEPARTMENT- ENGINEERING DIVISION

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

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

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

The Division serves as liaison to the Traffic, Safety and Parking Commission and the Bicycle Pedestrian Advisory Committee to address traffic safety and parking-related matters and performs traffic studies and analyses to address traffic-related problems. Responsibility for applying for and administering grant funding for transportation-related projects also lies in this Division.

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

KEY ENGINEERING DIVISION BUDGET CHANGES

The Engineering Division's personnel budget increased by \$297,000, or 12.0%, largely due to the cost of adding an Engineering Technician II position (1.0 FTE), scheduled salary increases, and associated benefit costs. Engineering has utilized part-time Engineering Technicians to support existing staff with permit processing and reviewing building permits. Due to the increase in workload and demands for staff resources to meet public needs, the City Council approved adding an Engineering Technician II position in Public Works. The net fiscal impact of adding this position is approximately \$167,000. Internal Services appropriations have increased by \$68,000, or 23.3%, primarily due to an increase in city-wide allocations for several internal services funds, especially for facilities maintenance (\$17,000) and new employment insurance cost (\$48,000).

ENGINEERING DIVISION BUDGET SUMMARY

	FY2023 Adopted Budget	FY2024 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	2,477,455	2,774,823	297,368	12.0%
Non-Personnel Costs	664,588	666,676	2,088	0.3%
Internal Services	291,493	359,522	68,029	23.3%
Capital Outlay	9,400	0	(9,400)	-100.0%
Total Appropriation	3,442,936	3,801,021	358,085	10.4%
Sources of Funds				
Charges for Svc - General Fund	1,194,000	1,194,000	0	0.0%
General Fund	2,248,936	2,607,021	358,085	15.9%
Total Funding	3,442,936	3,801,021	358,085	10.4%

PUBLIC WORKS – FACILITIES MAINTENANCE DIVISION

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

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

KEY FACILITIES MAINTENANCE DIVISION BUDGET CHANGES

The proposed budget for the Facilities Maintenance Division increased by \$242,000, or 12.0%. The personnel costs increased by \$57,000, or 6.6%, due primarily to a staff reorganization, scheduled salary increase, and associated benefit costs. As part of the reorganization, the existing Facilities and Fleet Division Manager will be funded equally by the Facilities Services ISF and Fleet & Equipment ISF. The existing Facilities and Fleet Supervisor was reclassified to a Facilities Supervisor and will be fully funded from the Facilities Fund.

Non-personnel costs have increased by \$171,000, or 15.7%. This is primarily due to the increase in contractual services (\$136,000) for additional custodial services and maintenance needs related to the Community Center, Golf Center, and Central County Fire Department. The other change in non-personnel costs is the increase in the cost of supplies and materials due to inflation and supply chain issues.

FACILITIES MAINTENANCE DIVISION BUDGET SUMMARY

	FY2023 Adopted Budget	FY2024 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	858,047	914,926	56,879	6.6%
Non-Personnel Costs	1,092,432	1,263,477	171,045	15.7%
Internal Services	66,909	81,009	14,100	21.1%
Total Appropriation	2,017,388	2,259,412	242,024	12.0%
Sources of Funds				
Charges for Svc - ISF	2,212,314	2,259,412	47,098	2.1%
Reserves	(194,926)	0	194,926	-100.0%
Total Funding	2,017,388	2,259,412	242,024	12.0%

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 groundwater and monitoring of methane gas around the landfill site. The Public Works Department's Engineering Division provides the oversight and management of landfill post-closure monitoring services. Revenues from a 5% surcharge on solid waste rates is transferred and used to fund the long-term, state-required testing and monitoring of water quality and volatile gases from the landfill.

KEY LANDFILL FUND BUDGET CHANGES

There is no significant budget change in fiscal year 2023-24.

LANDFILL FUND BUDGET SUMMARY

	FY2023 Adopted Budget	FY2024 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	79,627	82,267	2,640	3.3%
Non-Personnel Costs	190,973	200,445	9,472	5.0%
Internal Services	1,418	2,136	718	50.6%
Total Appropriation	272,018	284,848	12,830	4.7%
Sources of Funds				
Charges for Svc - Landfill	450,000	500,000	50,000	11.1%
Interest Income	24,000	24,000	0	0
Total Funding	474,000	524,000	50,000	10.5%

PUBLIC WORKS – SEWER MAINTENANCE DIVISION

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

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

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

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

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

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

KEY SEWER MAINTENANCE DIVISION BUDGET CHANGES

The proposed personnel budget for the Sewer Maintenance Division increased by \$63,000, or 2.3%, which is consistent with scheduled salary increases and associated benefit costs. The increase of \$28,000, or 2.5%, in non-personnel costs is mainly due to the increase in the annual cost of software licensing and a root foaming project. Internal service costs increased by \$160,000, or 22.0%, due to the increases in City-wide allocations for IT, insurance, vehicle services, and the new employment insurance cost.

The increase of \$106,000 in capital outlay is due to the anticipated cost for the spartan eel, CCTV camera, diesel trash pump replacement, and camera system.

Overall, the proposed budget for the Sewer Maintenance Division increased by \$203,000, or 2.9%.

SEWER MAINTENANCE DIVISION BUDGET SUMMARY

	FY2023 Adopted Budget	FY2024 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	2,731,832	2,794,895	63,063	2.3%
Non-Personnel Costs	1,097,616	1,125,414	27,798	2.5%
Internal Services	730,329	890,703	160,374	22.0%
Debt Service	2,428,030	2,273,747	(154,283)	-6.4%
Capital Outlay	16,000	121,700	105,700	660.6%
Total Appropriation	7,003,807	7,206,459	202,652	2.9%
Sources of Funds				
Charges for Svc – Sewer	9,865,003	10,549,546	684,543	6.9%
Interest Income	216,000	219,000	3,000	1.4%
Total Funding	10,081,003	10,768,546	687,543	6.8%

PUBLIC WORKS – SHUTTLE BUS PROGRAM

The Burlingame Shuttle Bus Program, which is administered by the Engineering Division, provides public transportation services to reduce traffic congestion during the peak commute hours. The City coordinates with regional transportation agencies to provide shuttle services. 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 three shuttles follows.

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

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The North Burlingame Shuttle connected 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 Broadway Train Station Shuttle provided 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 (JPB). The two shuttles have been combined to create the Millbrae-Burlingame Commuter route. The new shuttle will be funded 60% by SMCTA, 20% by the JPB, and 20% split between the Sisters of Mercy and Mills-Peninsula Hospital.

Prior to the COVID-19 pandemic, the Hotel/Downtown Shuttle provided 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, which is not currently in operation, was funded by contributions from hotels, the Business Improvement Districts, and the City and was managed by the San Mateo County/Silicon Valley Convention and Visitors Bureau. The Convention and Visitors Bureau has not determined a return date for the shuttle.

KEY SHUTTLE PROGRAM BUDGET CHANGES

The Shuttle Program cumulative budget decreased by \$45,000, or 27.6%, due to the revised route developed by Commute.org.

SHUTTLE PROGRAM BUDGET SUMMARY

	FY2023 Adopted Budget	FY2024 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Non-Personnel Costs	162,000	117,300	(44,700)	-27.6%
Total Appropriation	162,000	117,300	(44,700)	-27.6%
Sources of Funds				
General Fund	52,300	52,300	0	0.0%
Grants & Contributions	109,700	65,000	(44,700)	-40.7%
Total Funding	162,000	117,300	(44,700)	-27.6%

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 over 6,600 Burlingame customer accounts. A Councilmember represents the City on the SBWMA Board, while the Finance Director and Sustainability Program Manager serve 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 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, 2020, and 2021.

KEY SOLID WASTE FUND BUDGET CHANGES

There is no significant change in this budget for fiscal year 2023-24.

SOLID WASTE FUND BUDGET SUMMARY

	FY2023 Adopted Budget	FY2024 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	485,731	478,186	(7,545)	-1.6%
Non-Personnel Costs	85,984	85,682	(302)	-0.4%
Internal Services	168,972	181,891	12,919	7.6%
Capital Outlay	0	0	0	0.0%
Total Appropriation	740,687	745,759	5,072	0.7%
Sources of Funds				
Charges for Svc - Solid Waste	716,000	681,000	(35,000)	-4.9%
Interest Income	52,000	52,000	0	0.0%
Reserve	(27,313)	12,759	40,072	-146.7%
Total Funding	740,687	745,759	5,072	0.7%

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, over 6000 signs, 50 miles of storm drain systems and creeks, and five pump station facilities.

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

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

The Division maintains and performs regular cleaning of creeks, channels, catch basins, trash capture devices, and pipe systems. 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. Street sweeping is performed six days a week in the Downtown and commercial areas; in residential areas, streets are swept 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 \$66,000, or 4.5%, due to scheduled salary increases and associated benefit costs. The increase of \$66,000, or 4.9%, in non-personnel costs is primarily due to an increase in maintenance contracts, especially with the replacement of thermoplastic pavement markings. The other key change in non-personnel costs is the increase of \$42,000 in supplies and materials. This \$42,000 increase is to fund the conversion of parking lot lighting to LED fixtures and the rising cost of supplies and materials.

Internal services increased by \$433,000, or 28.2%, largely due to increases from the general liability insurance cost allocation (\$364,000). The increase of \$42,500 in capital outlay is mainly for the 6" diesel-operated trash pump for emergency operations and security camera for Corporation Yard.

Overall, the proposed budget for the Street and Storm Drainage Division increased by \$608,000, or 14.0%.

STREETS AND STORM DRAINAGE DIVISION BUDGET SUMMARY

	FY2023 Adopted Budget	FY2024 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	1,451,505	1,517,461	65,956	4.5%
Non-Personnel Costs	1,351,718	1,417,927	66,209	4.9%
Internal Services	1,537,529	1,970,925	433,396	28.2%
Capital Outlay	7,500	50,000	42,500	566.7%
Total Appropriation	4,348,252	4,956,313	608,061	14.0%
Sources of Funds				
Parking Fund	83,000	88,000	5,000	6.0%
General Fund	4,265,252	4,868,313	603,061	14.1%
Total Funding	4,348,252	4,956,313	608,061	14.0%

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 122 vehicles and trucks and 138 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, rolling stock, and fueling system. The Division purchases vehicles and rolling equipment based on replacement criteria and schedules. In addition, the Division manages, monitors, and maintains the City fueling station, which serves the City fleet as well as the Police and Burlingame CCFD Fire stations. Vehicle and Equipment Maintenance is operated as an internal service fund.

KEY VEHICLE AND EQUIPMENT MAINTENANCE BUDGET CHANGES

The proposed budget for the Vehicle and Equipment Maintenance Division increased by \$863,000, or 63.6% for fiscal year 2023-24. Personnel costs increased by \$77,000, or 12.6%. Part of the increase is due to a reorganization that included equally splitting the funding for the existing Facilities and Fleet Division Manager between the Facilities Maintenance and Vehicle and Equipment Maintenance Divisions. The remaining net change in personnel costs is due to the scheduled salary increases and associated benefit costs.

The capital outlay is anticipated to be \$1.1 million for the purchase and fitting of new vehicles for the Police Department and a tractor for the Parks Division. Due to the pandemic environment and supply chain impacts, multiple vehicle purchases have been delayed from fiscal year 2021-22. Therefore, they need to be re-budgeted for procurement in fiscal year 2023-24.

VEHICLE & EQUIPMENT MAINTENANCE BUDGET SUMMARY

	FY2023 Adopted Budget	FY2024 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	607,370	683,931	76,561	12.6%
Non-Personnel Costs	343,246	341,458	(1,788)	-0.5%
Internal Services	86,755	118,990	32,235	37.2%
Capital Outlay	320,000	1,076,000	756,000	236.3%
Total Appropriation	1,357,371	2,220,379	863,008	63.6%
Sources of Funds				
Charges for Svc – ISF	1,513,599	1,732,923	219,324	14.5%
Revenue - Sale of Vehicles	50,000	0	(50,000)	-100.0%
Interest Income	64,000	64,000	0	0.0%
Reserves	(270,228)	423,456	693,684	-256.7%
Total Funding	1,357,371	2,220,379	863,008	63.6%

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, six pump stations, and seven storage reservoirs and appurtenances. The City receives its drinking water from the Hetch Hetchy Regional Water System and distributes it to the Burlingame community through the local distribution system. The City also provides drinking water to a portion of unincorporated San Mateo County known as Burlingame Hills.

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

The Water Division conducts a bi-annual program to clean the water distribution system to remove sediment from the water mains and improve water quality. The Division performs inspections and repairs of fire hydrants, makes repairs as a result of water main leaks, and replaces pipes as needed. The Division exercises and indexes all water main valves and installs larger residential services for new development projects.

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

The proposed personnel budget for the Water Maintenance Division increased by \$137,000, or 4.3%. As part of the Public Works reorganization, 33% of an Office Assistant's work-hours have been allocated to the Water Maintenance Division. The net fiscal impact for this reorganization is anticipated to be approximately \$41,000. There is also an increase of \$15,000 for part-time personnel and \$18,000 for the overtime budget. The rest of the net change is due to the scheduled salary increase and benefit costs.

Non-personnel costs increased by \$652,000, or 6.5%, primarily due to the cost increase in water purchases. The cost of water purchases is expected to increase by \$393,000 in anticipation of an 11.6% rate increase from SFPUC. The maintenance contract for Sensus metering support, SCADA licensing, and line rebalancing is increasing by \$100,000 in fiscal year 2023-24. The inflation and supply chain issues also caused an increase of \$105,000 in supplies and materials. Additional costs from BAWSCA increase the budget by \$50,000.

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Internal services costs increased by \$160,000, or 23.3%, primarily due to increases from the general liability insurance cost allocation. The capital outlay increased by \$50,000 due to the purchases of a Bobcat equipment attachment, generator, and camera system. The Bobcat equipment attachment (\$10,000) will allow staff to break up concrete and asphalt more efficiently to accomplish water main repairs. The purchase of a new portable generator (\$40,000) is needed for use during emergency power outages. The cost of a new surveillance camera system for the Corporation Yard is \$30,000, which is split equally among the Water, Sewer, and Street Divisions.

WATER MAINTENANCE DDIVISION BUDGET SUMMARY

	FY2023 Adopted Budget	FY2024 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	3,174,841	3,312,047	137,206	4.3%
Non-Personnel Costs	9,974,725	10,626,554	651,829	6.5%
Internal Services	683,758	843,266	159,508	23.3%
Debt Service	1,941,500	1,942,051	551	0.0%
Capital Outlay	10,000	60,000	50,000	500.0%
Total Appropriation	15,784,824	16,783,918	999,094	6.3%
Sources of Funds				
Charges for Svc - Water	20,000,000	20,000,000	0	0.0%
Interest Income	219,000	222,000	3,000	1.4%
Other Revenue	110,000	163,000	53,000	48.2%
Total Funding	20,329,000	20,385,000	56,000	0.3%

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 of 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 2018 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 fiscal year 2023-24 increased by \$359,000, or 7.2%. The proposed budget includes an annual CPI adjustment to the base contract (\$176,000). Due to the significant increases in material costs, staff anticipated an increase of \$76,000 from South San Francisco for the use of the NBSU joint outfall.

WASTEWATER TREATMENT BUDGET SUMMARY

	FY2023 Adopted Budget	FY2024 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Non-Personnel Costs	4,618,430	4,850,298	231,868	5.0%
Debt Service	0	154,334	154,334	-
Internal Services	10,567	11,922	1,355	12.8%
Capital Outlay	336,000	307,900	(28,100)	-8.4%
Total Appropriation	4,964,997	5,324,454	359,457	7.2%
Sources of Funds				
Charges for Svc - Sewer	3,259,997	3,610,454	350,457	10.8%
Charges for Svc - Outside Agencies	1,705,000	1,714,000	9,000	0.5%
Total Funding	4,964,997	5,324,454	359,457	7.2%



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

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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 can enjoy. The Parks and Recreation Department coordinates major renovations to city parks and trees.

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

PARKS AND TREES

The Parks and Trees Capital Improvement Program ensures the safety and quality of 23 parks, 1,516 park trees, and 14,444 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 22 parking lots, including two parking structures. The Parking and Garages Capital Improvement Program includes improvements and upgrades to parking surfaces; meters and pay stations; striping; landscaping; and ancillary equipment such as wheel stops, parking banners, and signage.

STREETS

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

STORM DRAIN

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

WATER

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

SEWER COLLECTION AND TREATMENT

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

CITY FACILITIES AND OTHER MULTI-YEAR PROJECTS

The City maintains approximately 300,000 square feet of building space. The Facilities Capital Improvement Program includes improvements to City-owned buildings such as City Hall, the Parks Yard, the Public Works Corporation Yard, the Police Station, City libraries, and the Community Center. 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 several years ago. Appropriations and multi-year budget needs are also accounted for in this program.

													5 YEAR CIP PLAN											
CITYWIDE CIP BY MAJOR & MINOR PROGRAM																Total FY24 Need (Existing + New)								Total FY24-28+ Need
	General Fund	Other Revenue & Grants	Gas Tax	Capital Investment Reserve Fund	Measure A	Measure I	SB 1	Sewer Rates (City)	Storm Drain Fee	Water Rates (City)	Parking Fund	Total New FY24 Appropriations	** Available Existing Funding	Transfers	Total Available Existing, Net of Transfers		FY25 Need	FY26 Need	FY27 Need	FY28 Need	FY24-28 Need Total	FY28+ Need		
*in thousands	(000)	(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	0	100	0	0	0	0	0	0	0	0	0	100	(112)	0	(112)	(12)	0	0	0	0	(12)	40,000	39,988	
Minor Upgrades	0	770	0	0	0	0	0	0	0	0	0	770	2,837	340	3,177	3,947	1,400	2,300	2,050	2,050	11,747	4,500	16,247	
Miscellaneous (General Plan Update)	0	0	0	0	0	0	0	0	0	0	0	0	277	(89)	188	188	0	0	0	0	188	0	188	
SUBTOTAL	0	870	0	0	0	0	0	0	0	0	0	870	3,002	251	3,253	4,123	1,400	2,300	2,050	2,050	11,923	44,500	56,423	
B. PARKING & GARAGES CAPITAL IMPROVEMENT PROGRAM																								
Improvements	0	0	0	0	0	0	0	0	0	0	450	450	971	0	773	1,223	500	500	500	500	3,223	1,500	4,723	
SUBTOTAL	0	0	0	0	0	0	0	0	0	0	450	450	971	0	773	1,223	500	500	500	500	3,223	1,500	4,723	
C. PARKS & TREES CAPITAL IMPROVEMENT PROGRAM																								
Tree Management and Replacement	20	0	0	0	0	0	0	0	0	0	0	20	188	0	188	208	20	70	70	70	438	0	438	
Citywide Parks Paving, Courts, Pathways	0	0	0	0	0	0	0	0	0	0	0	0	239	0	239	239	100	100	100	100	639	0	639	
Citywide Playgrounds and Resilient Resurfacing	100	0	0	0	0	0	0	0	0	0	0	100	555	0	555	655	700	100	700	700	2,855	0	2,855	
Citywide Parks Fencing	0	0	0	0	0	0	0	0	0	0	0	0	139	0	139	139	50	50	50	50	339	0	339	
Citywide Parks Lighting	0	0	0	0	0	0	0	0	0	0	0	0	51	0	51	51	100	1,200	0	0	1,351	0	1,351	
Parks Safety, Maintenance and Improvements	400	50	0	0	0	0	0	0	0	0	0	450	1,577	0	1,577	2,027	550	500	500	500	4,077	1,450	5,527	
Aquatics Facility	0	0	0	0	0	0	0	0	0	0	0	0	1,491	0	1,491	1,491	0	0	0	0	1,491	0	1,491	
Major Improvements	3,600	3,950	0	0	0	0	0	0	0	0	0	7,550	3,345	89	3,434	10,984	4,800	250	250	250	16,534	3,000	19,534	
SUBTOTAL	4,120	4,000	0	0	0	0	0	0	0	0	0	8,120	7,586	89	7,675	15,795	6,320	2,270	1,670	1,670	27,725	4,450	32,175	
D. SEWER CAPITAL IMPROVEMENT PROGRAM																								
Studies	0	0	0	0	0	0	0	1,000	0	0	0	1,000	342	0	342	1,342	1,500	0	0	0	2,842	1	2,843	
Sewer Main Rehabilitation	0	0	0	0	0	0	0	1,000	0	0	0	1,000	6,114	0	6,114	7,114	3,375	3,765	4,088	3,492	21,834	114,743	136,577	
Miscellaneous Sewer Repairs	0	0	0	0	0	0	0	0	0	0	0	0	40	0	40	40	0	0	0	0	40	0	40	
Pump Stations	0	0	0	0	0	0	0	0	0	0	0	0	197	0	197	197	3,049	3,029	4,827	439	11,540	2,205	13,745	
Treatment	0	0	0	0	0	0	0	665	0	0	0	665	3,286	0	3,286	3,951	7,000	15,000	9,000	9,000	43,951	0	43,951	
Miscellaneous	0	0	0	0	0	0	0	170	0	0	0	170	206	(170)	36	206	0	0	0	0	206	0	206	
SUBTOTAL	0	0	0	0	0	0	0	2,835	0	0	0	2,835	10,185	(170)	10,015	12,850	14,924	21,794	17,915	12,931	80,413	116,949	197,362	
E. STORM DRAIN CAPITAL IMPROVEMENT PROGRAM																								
Studies	0	0	0	0	0	0	0	0	500	0	0	500	300	0	300	800	150	150	150	150	1,400	0	1,400	
Stormwater Quality Improvements	0	0	0	0	0	0	0	0	0	0	0	0	1,975	0	1,975	1,975	0	0	0	0	1,975	0	1,975	
Capacity Improvements - Easton Creek	0	0	0	0	0	0	0	0	500	0	0	500	560	0	560	1,060	0	0	0	0	1,060	0	1,060	
Capacity Improvements - Mills Creek	0	0	0	0	0	0	0	0	0	0	0	0	1,476	0	1,476	1,476	0	0	0	0	1,476	0	1,476	
Capacity Improvements - Burlingame Creek	0	0	0	0	0	0	0	0	0	0	0	0	11,110	0	11,110	11,110	0	6,800	0	0	17,910	0	17,910	
Capacity Improvements - Sanchez Creek, Terrace & Laguna	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Capacity Improvements - El Portal Creek, Trousdale & Gilbreath	0	0	0	0	0	0	0	0	0	0	0	0	150	0	150	150	0	0	0	0	150	0	150	
Neighborhood Area	0	0	0	0	0	0	0	0	1,500	0	0	1,500	4,956	0	4,956	6,456	1,500	2,700	2,700	1,500	14,856	0	14,856	
Bridge & Storm Culvert Improvements	0	0	0	0	0	0	0	0	0	0	0	0	1,817	0	1,817	1,817	3,000	1,500	0	0	6,317	0	6,317	
Pump Stations	0	0	0	0	0	0	0	0	750	0	0	750	76	0	76	826	0	0	0	0	826	0	826	
SUBTOTAL	0	0	0	0	0	0	0	0	3,250	0	0	3,250	22,420	0	22,420	25,670	4,650	11,150	2,850	1,650	45,970	0	45,970	
F. STREETS CAPITAL IMPROVEMENT PROGRAM																								
Studies	200	700	0	0	0	0	0	0	0	0	0	900	3,098	0	3,098	3,998	150	100	50	50	4,348	14,500	18,848	
Paving & Reconstruction	0	0	650	0	0	1,000	700	0	0	0	0	2,350	4,332	0	4,332	6,682	2,300	2,300	2,350	2,350	15,982	24,000	39,982	
Traffic	100	0	0	0	0	0	0	0	0	0	0	100	2,248	0	2,248	2,348	400	400	350	200	3,698	3,500	7,198	
Railroad Improvements	0	0	0	600	0	0	0	0	0	0	0	600	1,565	0	1,565	2,165	0	292,000	0	0	294,165	0	294,165	
Downtown Improvements	0	0	0	0	0	0	0	0	0	0	0	0	507	0	507	507	0	0	0	0	507	0	507	
Bike & Pedestrian Improvements	0	6,575	0	0	370	0	0	0	0	0	0	6,945	3,073	0	3,073	10,018	1,300	1,300	1,300	1,300	15,218	13,000	28,218	
Lighting & Poles	0	0	0	0	0	0	0	0	0	0	0	0	24	0	24	24	0	8,000	2,000	2,000	12,024	3,000	15,024	
Sidewalks, Curbs & Gutters	200	0	100	0	0	1,000	0	0	0	0	0	1,300	4,714	0	4,781	6,081	1,100	1,100	1,100	1,100	10,481	10,000	20,481	
SUBTOTAL	500	7,275	750	600	370	2,000	700	0	0	0	0	12,195	19,560	0	19,627	31,822	5,250	305,200	7,150	7,000	356,422	68,000	424,422	
G. WATER CAPITAL IMPROVEMENT PROGRAM																								
Planning	0	0	0	0	0	0	0	0	0	50	0	50	177	0	177	227	50	50	150	50	527	8,782	9,309	
Storage	0	0	0	0	0	0	0	0	0	0	0	0	102	0	102	102	0	0	0	0	102	20,800	20,902	
Transmission Pipelines	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	14,787	14,787		
Pipelines Rehabilitation	0	0	0	0	0	0	0	0	0	2,830	0	2,830	8,191	0	8,191	11,021	2,750	2,950	2,850	3,050	22,621	33,632	56,253	
Pump Stations	0	0	0	0	0	0	0	0	0	200	0	200	395	0	395	595	250	0	0	0	845	0	845	
Water Quality & Dechloramination	0	0	0	0	0	0	0	0	0	0	0	0	79	0	79	79	0	0	0	0	79	0	79	
Supervisory Control & Data Acquisition (SCADA)	0	0	0	0	0	0	0	0	0	0	0	0	306	0	306	306	0	0	0	0	306	500	806	
Miscellaneous Improvements	0	1,050	0	0	0	0	0	0	0	420	0	1,470	444	(170)	274	1,744	1,300	1,100	1,100	600	5,844	1,200	7,044	
SUBTOTAL	0	1,050	0	0	0	0	0	0	0	3,500	0	4,550	9,693	(170)	9,523	14,073	4,350	4,100	4,100	3,700	30,323	79,701	110,024	
TOTAL, CITYWIDE CAPITAL IMPROVEMENT PROGRAM	\$4,620	\$13,195	\$750	\$600	\$370	\$2,000	\$700	\$2,835	\$3,250	\$3,500	\$450	\$32,270	\$73,416	\$0	\$73,286	\$105,556	\$37,394	\$347,314	\$36,235	\$29,501	\$555,999	\$315,100	\$871,099	

							5 YEAR CIP PLAN						
FACILITIES CAPITAL IMPROVEMENT PROGRAM							FY25 Need	FY26 Need	FY27 Need	FY28 Need	FY24-28 Need Total	FY28+ Need	Total FY24-28+ Need
*in thousands	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)
A. IMPROVEMENTS													
a-1 Community Center *	0	0	(137)	0	(137)	(137)	0	0	0	0	(137)	0	(137)
a-2 City Hall	0	0	0	0	0	0	0	0	0	0	0	40,000	40,000
a-3 Police Station	0	0	0	0	0	0	0	0	0	0	0	0	0
a-4 Fire Department	0	0	0	0	0	0	0	0	0	0	0	0	0
a-5 Parks Corporation Yard	0	0	0	0	0	0	0	0	0	0	0	0	0
a-6 Aquatic Center	0	0	0	0	0	0	0	0	0	0	0	0	0
a-7 Citywide Facility Master Plan	0	0	0	0	0	0	0	0	0	0	0	0	0
a-8 Citywide Minor Building Facilities	100	100	25	0	25	125	0	0	0	0	125	0	125
SUBTOTAL	100	100	(112)	0	(112)	(12)	0	0	0	0	(12)	40,000	39,988
B. MINOR UPGRADES													
b-1 Communications and IT Modernization	0	0	85	0	85	85	0	0	0	0	85	0	85
b-2 City Hall Boiler	0	0	55	0	55	55	0	0	0	0	55	0	55
b-3 Library PLP	0	0	10	0	10	10	0	0	0	0	10	0	10
b-4 Police Records Management System	0	0	16	0	16	16	0	0	0	0	16	0	16
b-5 Fire Station 35 Rehabilitation and HVAC System Upgrade	0	0	63	0	63	63	0	0	0	0	63	0	63
b-6 Energy Efficiency Upgrades	0	0	0	0	0	0	0	0	0	0	0	0	0
b-7 Police Station Fuel Tank Removal and Replacement	0	0	75	0	75	75	0	0	0	0	75	0	75
b-8 Parking Lots Resurfacing (City Hall, Rec Center, Corp Yard and PD)	0	0	279	0	279	279	0	0	0	0	279	0	279
b-9 Facilities ADA Improvements	0	0	446	0	446	446	0	0	0	0	446	0	446
b-10 Stormwater Pollution Prevention Plan for Facilities	0	0	34	0	34	34	0	0	0	0	34	0	34
b-11 Fire Stations Emergency Generators Upgrade Project (FS 34, 35 and 36)	0	0	180	0	180	180	0	0	0	0	180	0	180
b-12 Fuel Pump Station Improvements at Corp Yard	0	0	8	0	8	8	0	0	0	0	8	0	8
b-13 New Financial System	0	0	112	0	112	112	0	0	0	0	112	0	112
b-14 Backup Recovery Server for City IT	0	0	27	0	27	27	0	0	0	0	27	0	27
b-15 Fire Station 35 Communications Tower Relocation	0	0	293	0	293	293	0	0	0	0	293	0	293
b-16 Facilities CIP Program Management	0	0	25	0	25	25	0	0	0	0	25	0	25
b-17 Library HVAC & EMS (Energy Management System) Upgrade	0	0	470	0	470	470	0	0	0	0	470	0	470
Parks Corporation Yard Bathroom & Locker Rooms Gender Separation/Remodel													
b-18 Project	0	0	65	0	65	65	0	0	0	0	65	1,500	1,565
b-19 Fire Station 35 Traffic Signal Upgrades	0	0	32	0	32	32	0	0	0	0	32	0	32
b-20 PW Corporation Yard EMS Upgrade	170	170	50	340	390	560	400	0	0	0	960	0	960
b-21 Police Dept Jail/Sleeping Quarters	0	0	0	0	0	0	0	0	0	0	0	0	0
b-22 Wahington Park Grandstands	0	0	50	0	50	50	0	0	0	0	50	0	50
b-23 City Facilities Roof Replacement Fund	600	600	100	0	100	700	0	800	800	800	3,100	3,000	6,100
b-24 Police Station ADA Improvements	0	0	191	0	191	191	1,000	1,500	0	0	2,691	0	2,691
b-25 Fire Station 34 Renovations	0	0	170	0	170	170	0	0	1,250	1,250	2,670	0	2,670
SUBTOTAL	770	770	2,837	340	3,177	3,947	1,400	2,300	2,050	2,050	11,747	4,500	16,247
C. MISCELLANEOUS													
c-1 General Plan Update	0	0	6	0	6	6	0	0	0	0	6	0	6
c-2 North Rollins Rd Specific Plan	0	0	182	0	182	182	0	0	0	0	182	0	182
c-3 Public Plaza on Lot E	0	0	89	(89)	0	0	0	0	0	0	0	0	0
SUBTOTAL	0	0	277	(89)	188	188	0	0	0	0	188	0	188
TOTAL, FACILITIES CAPITAL IMPROVEMENT PROGRAM	\$870	\$870	\$3,002	\$251	\$3,253	\$4,123	\$1,400	\$2,300	\$2,050	\$2,050	\$11,923	\$44,500	\$56,423

** Available Existing Funding - balance as of January 31, 2023 Project Budget Reports unless adjusted in Mid-Year Budget Amendment.

PARKING & GARAGES CAPITAL IMPROV PROGRAM								5 YEAR CIP PLAN							
		General Fund	Parking Fund	Total New FY24 Appropriations	** Available Existing Funding	Transfers	Total Available Existing, Net of Transfers	Total FY24 Need (Existing + New)	FY25 Need	FY26 Need	FY27 Need	FY28 Need	FY24-28 Need Total	FY28+ Need	Total FY24-28+ 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	300	300	387	0	387	687	250	250	250	250	1,687	1,000	2,687
a-2	Downtown Smart Parking Meters	0	0	0	58	0	58	58	0	0	0	0	58	0	58
a-3	Parking Structure in Lot N	0	0	0	186	0	186	186	0	0	0	0	186	0	186
a-4	Wayfinding Signage Improvements	0	0	0	99	0	99	99	0	0	0	0	99	0	99
a-5	Electric Vehicle Charging Stations	0	150	150	22	0	22	172	250	250	250	250	1,172	500	1,672
a-6	Donnelly Parking Garage Elevator Improvements	0	0	0	197	0	0	0	0	0	0	0	0	0	0
a-7	Parking Meters 5G Upgrade Program	0	0	0	21	0	21	21	0	0	0	0	21	0	21
SUBTOTAL		0	450	450	971	0	773	1,223	500	500	500	500	3,223	1,500	4,723
TOTAL, PARKING & GARAGES CAPITAL IMPROVEMENT PROGRAM		\$0	\$450	\$450	\$971	\$0	\$773	\$1,223	\$500	\$500	\$500	\$500	\$3,223	\$1,500	\$4,723

** Available Existing Funding - balance as of January 31, 2023 Project Budget Reports unless adjusted in Mid-Year Budget Amendment.

**** Available Existing Funding - balance as of January 31, 2023January 31, 2023 Project Budget Reports unless adjusted in Mid-Year Budget Amendment.**

							5 YEAR CIP PLAN						
SEWER CAPITAL IMPROVEMENT PROGRAM							FY25 Need	FY26 Need	FY27 Need	FY28 Need	FY24-28 Need Total	FY28+ Need	Total FY24-28+ Need
*in thousands							(000)	(000)	(000)	(000)	(000)	(000)	(000)
A. STUDIES													
a-1	Geo Based Information System	0	0	0	0	0	0	0	0	0	0	0	0
a-2	Force Main Sewer Study, including Freeway Crossings	0	0	62	0	62	0	0	0	0	62	0	62
a-3	SFO 39" Force Main Relocation Feasibility Study	0	0	198	0	198	1,500	0	0	0	1,698	0	1,698
a-4	Wastewater Collection System Master Plan	0	0	81	0	81	0	0	0	0	81	0	81
a-5	NBSU Forcemain Leak Evaluation and Repair	750	750	0	0	0	0	0	0	0	750	1	751
a-6	Smoke Testing of Sewer Mains	250	250	0	0	0	0	0	0	0	250	0	250
SUBTOTAL							1,500	0	0	0	2,842	1	2,843
B. SEWER MAIN REHABILITATION													
b-1	Mitten Force Main Bypass	0	0	43	0	43	0	0	0	0	43	0	43
b-2	Easton Addition Subdivision Sewer Rehabilitation	0	0	0	(150)	(150)	200	0	0	0	50	0	50
b-3	Ray Park Subdivision Sewer Rehabilitation	0	0	0	0	0	0	0	0	0	0	0	0
b-4	Industrial Park Sewer Rehabilitation	0	0	0	0	0	0	0	0	0	0	0	0
b-5	1740 Rollins Road Pump Station Forcemain Project	1,000	1,000	2,765	608	3,373	0	0	0	0	4,373	0	4,373
b-6	El Camino Avenue Sewer Rehabilitation	0	0	3,306	0	3,306	0	0	0	0	3,306	0	3,306
b-7	Evaluation of Freeway Sewer Crossings	0	0	0	0	0	0	0	0	0	0	0	0
b-8	Rehab of Summit Drive Pipeline	0	0	0	(458)	(458)	500	0	0	0	42	0	42
b-9	Gravity Mains along Alpine, Palm, Easton, Adeline, and Trousdale	0	0	0	0	0	0	2,103	0	0	2,103	0	2,103
b-10	Gravity Mains along Mitten Avenue, Gilbreth, and Stanton	0	0	0	0	0	0	0	2,088	0	2,088	0	2,088
b-11	R&R Projects within the City	0	0	0	0	0	0	0	0	0	0	77,849	77,849
b-12	I&I Source Detection Program	0	0	0	0	0	80	30	0	0	110	0	110
b-13	Other Pipeline Projects	0	0	0	0	0	1,095	132	0	3,492	4,719	34,894	39,613
b-14	Outfall (NBSU) Studies	0	0	0	0	0	1,000	0	0	0	1,000	0	1,000
b-15	Sewer Master Plan Update	0	0	0	0	0	0	0	0	0	0	2,000	2,000
b-16	Rerouting Easton Creek Sewer Line	0	0	0	0	0	500	1,500	2,000	0	4,000	0	4,000
SUBTOTAL							3,375	3,765	4,088	3,492	21,834	114,743	136,577
C. MISCELLANEOUS SEWER REPAIRS													
c-1	Annual Citywide Spot Repair Project	0	0	40	0	40	0	0	0	0	40	0	40
SUBTOTAL							0	0	0	0	40	0	40
D. PUMP STATIONS													
d-1	1740 Rollins Road Sewer Pump Station	0	0	197	0	197	0	0	0	0	197	0	197
d-2	1000 Rollins Pump Station Recommended Improvements	0	0	0	0	0	439	439	439	439	1,756	1,535	3,291
d-3	Mitten Road Lift Station	0	0	0	0	0	2,570	2,102	0	0	4,672	0	4,672
d-4	Gilbreth Road Lift Station	0	0	0	0	0	0	488	4,388	0	4,875	0	4,875
d-5	Airport PS Recommended Improvements	0	0	0	0	0	0	0	0	0	0	670	670
d-6	Hyatt PS Recommended Improvements	0	0	0	0	0	40	0	0	0	40	0	40
SUBTOTAL							3,049	3,029	4,827	439	11,540	2,205	13,745
E. TREATMENT													
e-1	GBT Buld. Condition Assessment	0	0	160	0	160	0	0	0	0	160	0	160
e-2	Sludge Storage Tank, 5%	0	0	0	0	0	0	0	0	0	0	0	0
e-3	Digester Mixing System Upgrades	0	0	0	0	0	0	0	0	0	0	0	0
e-4	WWTP Master Plan and Improvements	0	0	13	0	13	0	0	0	0	13	0	13
e-5	Rollins Road Pump Replacement (#3&4)	0	0	3	0	3	0	0	0	0	3	0	3
e-6	Rollins Road Lift Station Pumps (#6,#1,#2,#5)	100	100	207	(42)	165	0	0	0	0	265	0	265
e-7	RRLS Force-main 20 year condition assessment	0	0	72	0	72	0	0	0	0	72	0	72
e-8	Secondary Clarifier Turntable Replacement B	0	0	175	0	175	0	0	0	0	175	0	175
e-9	Secondary Clarifier Turntable Replacement C	0	0	0	0	0	0	0	0	0	0	0	0
e-10	Secondary Clarifier Turntable Replacement D	0	0	0	0	0	0	0	0	0	0	0	0
e-11	Pump Final Effluent Pumps (#1,#2,)	65	65	66	0	66	0	0	0	0	131	0	131
e-12	Replace Temporary Co-Gen Hot Water Heating Loop	0	0	95	0	95	0	0	0	0	95	0	95
e-13	Site Safety Upgrades and Structural, piping, Infrastructure Surf. Rehab.	0	0	155	0	155	0	0	0	0	155	0	155
e-14	Aeration and Sec. A & B Assessment	0	0	0	0	0	0	0	0	0	0	0	0
e-15	Digester Equipment Building and Digester 1 and 2 Pre-Design	0	0	0	0	0	0	0	0	0	0	0	0
e-16	Rollins LS Pumps #1, #2, and #5 Replacement	0	0	(42)	42	0	0	0	0	0	0	0	0
e-17	Main Switchgear Breaker Replacement	0	0	575	0	575	0	0	0	0	575	0	575
e-18	Headworks Channel Assessment	0	0	34	0	34	0	0	0	0	34	0	34
e-19	Co-Generator and Co-Generator Engine Replacement	0	0	0	0	0	0	0	0	0	0	0	0
e-20	WWTP Process Piping	0	0	25	0	25	0	0	0	0	25	0	25
e-21	WWTP Lift Station Pump	0	0	0	0	0	0	0	0	0	0	0	0
e-22	Digester No. 2 Cleaning	0	0	125	0	125	0	0	0	0	125	0	125
e-23	Gravity Thickener Rehabilitation Lunder Replacement	0	0	0	0	0	0	0	0	0	0	0	0
e-24	Repair Damaged Concrete Structutres at and near Primary Effluent Wet-well	0	0	400	0	400	0	0	0	0	400	0	400
e-25	Digester Equipment Building, Digester 2, and Sludge Handling Bldg. Design	500	500	1,222	0	1,222	0	0	0	0	1,722	0	1,722
e-26	Future WWTF CIP	0	0	0	0	0	7,000	15,000	9,000	9,000	40,000	0	40,000
SUBTOTAL							7,000	15,000	9,000	9,000	43,951	0	43,951
F. MISCELLANEOUS													
f-1	SCADA System Upgrade	0	0	192	0	192	0	0	0	0	192	0	192
f-2	Large Main CCTV	0	0	14	0	14	0	0	0	0	14	0	14
f-3	Sewer Details and Specifications Update	0	0	0	0	0	0	0	0	0	0	0	0
f-4	PW Corporation Yard EMS Upgrade	170	170	0	(170)	(170)	0	0	0	0	0	0	0
SUBTOTAL							0	0	0	0	206	0	206
TOTAL, SEWER CAPITAL IMPROVEMENT PROGRAM							\$14,924	\$21,794	\$17,915	\$12,931	\$80,413	\$116,949	\$197,362

** Available Existing Funding - balance as of January 31, 2023 Project Budget Reports unless adjusted in Mid-Year Budget Amendment.

							5 YEAR CIP PLAN						
STORM DRAIN CAPITAL IMPROVEMENT PROGRAM							FY25 Need	FY26 Need	FY27 Need	FY28 Need	FY24-28 Need Total	FY28+ Need	Total FY24-28+ Need
*in thousands							(000)	(000)	(000)	(000)	(000)	(000)	(000)
A. STUDIES													
a-1	Program Management	0	0	150	0	150	150	150	150	150	750	0	750
a-2	Asset Studies and Master Plan	500	500	150	0	150	0	0	0	0	650	0	650
SUBTOTAL		500	500	300	0	300	150	150	150	150	1,400	0	1,400
B. STORMWATER QUALITY IMPROVEMENTS													
b-1	California Roundabout Project (storm facilities)	0	0	0	0	0	0	0	0	0	0	0	0
b-2	Large Diameter Storm Drain Cleaning	0	0	1,975	0	1,975	0	0	0	0	1,975	0	1,975
SUBTOTAL		0	0	1,975	0	1,975	0	0	0	0	1,975	0	1,975
C. CAPACITY IMPROVEMENTS - EASTON CREEK													
c-1	Outfall Pipeline, Marsten PS to SF Bay	0	0	0	0	0	0	0	0	0	0	0	0
c-2	Easton Creek Lining		0	560	(560)	0	0	0	0	0	0	0	0
c-3	Easton Creek/El Portal Creek Levee Improvements	500	500	0	560	560	0	0	0	0	1,060	0	1,060
SUBTOTAL		500	500	560	0	560	0	0	0	0	1,060	0	1,060
D. CAPACITY IMPROVEMENTS - MILLS CREEK													
d-1	Mills Creek Improvements	0	0	200	0	200	0	0	0	0	200	0	200
d-2	Plan for Easton Creek, Mills Creek, and Sanchez Creek Cleaning & Flap Gates Improven	0	0	526	0	526	0	0	0	0	526	0	526
d-3	Clearing Vegetation to Improve Capacities	0	0	750	0	750	0	0	0	0	750	0	750
SUBTOTAL		0	0	1,476	0	1,476	0	0	0	0	1,476	0	1,476
E. CAPACITY IMPROVEMENTS - BURLINGAME CREEK													
e-1	Burlingame Creek Bypass	0	0	682	0	682	0	5,300	0	0	5,982	0	5,982
e-2	Ralston Creek Improvements	0	0	0	0	0	0	1,500	0	0	1,500	0	1,500
e-3	Rollins/US 101 - Crossing	0	0	4,062	0	4,062	0	0	0	0	4,062	0	4,062
e-4	Rollins Area Collection System	0	0	3,197	0	3,197	0	0	0	0	3,197	0	3,197
e-5	New Rollins Pump Station	0	0	3,166	0	3,166	0	0	0	0	3,166	0	3,166
e-6	Burlingame Avenue Storm Drainage Improvement	0	0	3	0	3	0	0	0	0	3	0	3
SUBTOTAL		0	0	11,110	0	11,110	0	6,800	0	0	17,910	0	17,910
F. CAPACITY IMPROVEMENTS - SANCHEZ CREEK, TERRACE & LAGUNA													
f-1	Terrace Creek Improvements	0	0	0	0	0	0	0	0	0	0	0	0
SUBTOTAL		0	0	0	0	0	0	0	0	0	0	0	0
G. CAPACITY IMPROVEMENTS - EL PORTAL CREEK, TROUSDALE & GILBREATH													
g-1	El Portal Creek at Bayshore Highway Flap Gate Project	0	0	150	0	150	0	0	0	0	150	0	150
SUBTOTAL		0	0	150	0	150	0	0	0	0	150	0	150
H. NEIGHBORHOOD AREA													
h-1	Neighborhood Storm Drain Project #12	0	0	23	0	23	0	0	0	0	23	0	23
h-2	Easton Drive Drainage Improvements	0	0	0	0	0	0	0	0	0	0	0	0
h-3	Neighborhood Storm Drain Project #13	0	0	1,631	0	1,631	0	0	0	0	1,631	0	1,631
h-4	Neighborhood Storm Drain Project #14	0	0	2,802	0	2,802	0	0	0	0	2,802	0	2,802
h-5	Neighborhood Storm Drain Project #15	1,150	1,150	350	0	350	0	0	0	0	1,500	0	1,500
h-6	Neighborhood Storm Drain Project #16	350	350	0	0	0	0	0	0	0	350	0	350
h-7	Neighborhood Storm Drain Projects	0	0	0	0	0	1,500	1,500	1,500	1,500	6,000	0	6,000
h-8	Embankment Improvements along Gilbreth Road	0	0	0	0	0	0	1,200	1,200	0	2,400	0	2,400
h-9	Downtown Burlingame Avenue Streetscape Storm Drain Improvements	0	0	150	0	150	0	0	0	0	150	0	150
SUBTOTAL		1,500	1,500	4,956	0	4,956	1,500	2,700	2,700	1,500	14,856	0	14,856
I. BRIDGE & STORM CULVERT IMPROVEMENTS													
i-1	Easton Creek Bridge Repair	0	0	0	0	0	0	0	0	0	0	0	0
i-2	Culvert Crossing Repairs	0	0	0	0	0	0	0	0	0	0	0	0
i-3	Culvert Crossing Repairs Phase 2	0	0	1,817	0	1,817	0	0	0	0	1,817	0	1,817
i-4	Improvements along El Camino Real	0	0	0	0	0	1,500	1,500	0	0	3,000	0	3,000
i-5	Culvert Crossing Repairs Phase 3	0	0	0	0	0	1,500	0	0	0	1,500	0	1,500
SUBTOTAL		0	0	1,817	0	1,817	3,000	1,500	0	0	6,317	0	6,317
J. PUMP STATIONS													
j-1	Pump Station Improvements / 1740 Rollins & Cowan PS	0	0	(465)	0	(465)	0	0	0	0	(465)	0	(465)
j-2	1740 Rollins Road/842 Cowan Repairs	0	0	99	0	99	0	0	0	0	99	0	99
j-3	SCADA System Upgrade	0	0	192	0	192	0	0	0	0	192	0	192
j-4	Cal-Grove PS VFD's	0	0	250	0	250	0	0	0	0	250	0	250
j-5	Cowan/Rollins Pumps Rebuild	750	750	0	0	0	0	0	0	0	750	0	750
SUBTOTAL		750	750	76	0	76	0	0	0	0	826	0	826
TOTAL, STORM DRAIN CAPITAL IMPROVEMENT PROGRAM		\$3,250	\$3,250	\$22,420	\$0	\$22,420	\$4,650	\$11,150	\$2,850	\$1,650	\$45,970	\$0	\$45,970

** Available Existing Funding - balance as of January 31, 2023 Project Budget Reports unless adjusted in Mid-Year Budget Amendment.

WATER CAPITAL IMPROVEMENT PROGRAM		5 YEAR CIP PLAN													
		Grant	Water Rates (City)	Total New FY24 Appropriations	** Available Existing Funding	Transfers	Total Available Existing, Net of Transfers	Total FY24 Need (Existing + New)	FY25 Need	FY26 Need	FY27 Need	FY28 Need	FY24-28 Need Total	FY28+ Need	Total FY24-28+ Need
*in thousands		(000)	(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	0	19	0	19	19	0	0	0	0	19	8,732	8,751
a-2	Geo Base Information System	0	0	0	0	0	0	0	0	0	0	0	0	0	0
a-3	Regional Water Supply Studies/Modeling	0	50	50	132	0	132	182	50	50	50	50	382	50	432
a-4	2020 Urban Water Management Plan	0	0	0	12	0	12	12	0	0	50	0	62	0	62
a-5	American Water Infrastructure Act	0	0	0	14	0	14	14	0	0	50	0	64	0	64
SUBTOTAL		0	50	50	177	0	177	227	50	50	150	50	527	8,782	9,309
B.	STORAGE														
b-1	Emergency Storage Tank Expansion	0	0	0	54	0	54	54	0	0	0	0	54	7,300	7,354
b-2	Mills Storage Tank Study	0	0	0	47	0	47	47	0	0	0	0	47	13,500	13,547
SUBTOTAL		0	0	0	102	0	102	102	0	0	0	0	102	20,800	20,902
C.	TRANSMISSION PIPELINES														
c-1	Howard - Primrose to Carolan	0	0	0	0	0	0	0	0	0	0	0	0	4,223	4,223
c-2	Train Track Xings (4)	0	0	0	0	0	0	0	0	0	0	0	0	4,080	4,080
c-3	Easton Turnout to Easton Pump Station	0	0	0	0	0	0	0	0	0	0	0	0	4,080	4,080
c-4	Skyline Blvd south of Trousdale 12 inch main	0	0	0	0	0	0	0	0	0	0	0	0	2,404	2,404
SUBTOTAL		0	0	0	0	0	0	0	0	0	0	0	0	14,787	14,787
D.	PIPELINES REHABILITATION														
d-1	Emergency Water Main Replacement	0	0	0	376	0	376	376	50	50	50	50	576	500	1,076
d-2	South ECR WMR, Phase 1 Sanchez to Barroilhet	0	0	0	1	0	1	1	0	0	0	0	1	0	1
d-3	Glenwood and Burlingame Height Subdivision - South ECR WMR, Phase 2	0	0	0	3,351	0	3,351	3,351	0	0	0	0	3,351	0	3,351
d-4	Burlingame Park Subdivision - South ECR WMR Phase 3	0	400	400	3,374	0	3,374	3,774	0	0	0	0	3,774	0	3,774
d-5	Burlingame Terrace - South ECR WMR Phase 4	0	2,430	2,430	291	0	291	2,721	0	0	0	0	2,721	0	2,721
d-6	North Burlingame Terrance Subdivision - Easton Add. and Bur. Terrace WMR Proj. Phase 1	0	0	0	400	0	400	400	2,300	0	0	0	2,700	0	2,700
d-7	East Easton Add - Easton Add. and Bur. Terrace WMR Proj. Phase 2	0	0	0	0	0	0	0	400	2,500	0	0	2,900	0	2,900
d-8	West Easton Add - Easton Add. and Bur. Terrace WMR Proj. Phase 3	0	0	0	0	0	0	0	0	400	2,400	0	2,800	0	2,800
d-9	Broadway and Neighborhood - Easton Add. and Bur. Terrace WMR Proj. Phase 4	0	0	0	0	0	0	0	0	0	400	2,600	3,000	0	3,000
d-10	El Camino Real at Adeline	0	0	0	399	0	399	399	0	0	0	0	399	0	399
d-11	Howard and Bloomfield	0	0	0	0	0	0	0	0	0	0	400	400	3,000	3,400
d-12	Bayswater and Victoria	0	0	0	0	0	0	0	0	0	0	0	0	4,000	4,000
d-13	Broadway Grade Separation	0	0	0	0	0	0	0	0	0	0	0	0	1,000	1,000
d-14	Ray Park/Easton Fire Flow Improvement, Phase 1, 2 & 3	0	0	0	0	0	0	0	0	0	0	0	0	7,432	7,432
d-15	Alturas and La Mesa	0	0	0	0	0	0	0	0	0	0	0	0	2,000	2,000
d-16	2100 Block of Trousdale	0	0	0	0	0	0	0	0	0	0	0	0	1,000	1,000
d-17	Industrial Area (Steel Valves) Prevention Program	0	0	0	0	0	0	0	0	0	0	0	0	1,000	1,000
d-18	Mills Canyon Crossing	0	0	0	0	0	0	0	0	0	0	0	0	1,000	1,000
d-19	El Prado Road (Canyon to Summit)	0	0	0	0	0	0	0	0	0	0	0	0	800	800
d-20	Unincorporated Areas	0	0	0	0	0	0	0	0	0	0	0	0	2,000	2,000
d-21	Valdivia and Hayward Drive	0	0	0	0	0	0	0	0	0	0	0	0	1,700	1,700
d-22	Oakgrove/Burlingame/Washington Park/Rollins Road Subdivision	0	0	0	0	0	0	0	0	0	0	0	0	4,000	4,000
d-23	Replace Riveted Steel on Loma Vista	0	0	0	0	0	0	0	0	0	0	0	0	4,200	4,200
SUBTOTAL		0	2,830	2,830	8,191	0	8,191	11,021	2,750	2,950	2,850	3,050	22,621	33,632	56,253
E.	PUMP STATIONS														
e-1	Trousdale Pump Station Improvements	0	0	0	145	0	145	145	0	0	0	0	145	0	145
e-2	Skyview Reservoir Pump Upgrades	0	0	0	0	0	0	0	250	0	0	0	250	0	250
e-3	Sisters of Mercy Pump Station	0	200	200	250	0	250	450	0	0	0	0	450	0	450
SUBTOTAL		0	200	200	395	0	395	595	250	0	0	0	845	0	845
F.	WATER QUALITY & CHLORAMINATION														
f-1	Unidirectional Flushing Program	0	0	0	79	0	79	79	0	0	0	0	79	0	79
SUBTOTAL		0	0	0	79	0	79	79	0	0	0	0	79	0	79
G.	SUPERVISORY CONTROL & DATA ACQUISITION (SCADA)														
g-1	SCADA & RTU's for turnouts	0	0	0	114	0	114	114	0	0	0	0	114	500	614
g-2	SCADA System Upgrade	0	0	0	192	0	192	192	0	0	0	0	192	0	192
SUBTOTAL		0	0	0	306	0	306	306	0	0	0	0	306	500	806
H.	MISCELLANEOUS IMPROVEMENTS														
h-1	Water Meter Replacement	0	100	100	149	0	149	249	50	50	50	50	449	100	549
h-2	Water Service Replacement Program	0	0	0	163	0	163	163	100	0	0	200	463	400	863
h-3	Valve Replacement Project	0	0	0	56	0	56	56	100	0	0	100	256	400	656
h-4	Hillside and Skyview Site Improvements	0	0	0	0	0	0	0	50	50	50	50	200	100	300
h-5	Hillside and Skyview Roof Replacement	0	0	0	27	0	27	27	0	0	0	0	27	0	27
h-6	Miscellaneous Painting	0	0	0	50	0	50	50	0	0	0	0	50	0	50
h-7	Advanced Metering Infrastructure (AMI)	1,050	150	1,200	0	0	0	1,200	500	500	500	100	2,800	100	2,900
h-8	PW Corporation Yard EMS Upgrade	0	170	170	0	(170)	(170)	0	500	500	500	100	1,600	100	1,700
SUBTOTAL		1,050	420	1,470	444	(170)	274	1,744	1,300	1,100	1,100	600	5,844	1,200	7,044
TOTAL, WATER CAPITAL IMPROVEMENT PROGRAM		\$1,050	\$3,500	\$4,550	\$9,693	(\$170)	\$9,523	\$14,073	\$4,350	\$4,100	\$4,100	\$3,700	\$30,323	\$79,701	\$110,024

** Available Existing Funding - balance as of January 31, 2023 Project Budget Reports unless adjusted in Mid-Year Budget Amendment.



Appendix

Summary of Community Funding Awards

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**CITY OF BURLINGAME
COMMUNITY GROUP FUNDING
FISCAL YEAR 2023-24**

Organization	Awarded Amount
Burlingame Historical Society	\$1,900.00
Burlingame Neighborhood Network	3,600.00
CALL Primrose Center	11,800.00
Citizens Environmental Council - Burlingame	2,600.00
Community Gatepath	3,500.00
CORA	3,800.00
County of San Mateo Jobs for Youth	1,100.00
Hillbarn Theatre, Inc.	320.00
HIP Housing	4,400.00
Legal Aid Society of San Mateo County	700.00
LifeMoves	8,000.00
Mission Hospice & Home Care	650.00
Music at Kohl Mansion	550.00
Ombudsman Services of San Mateo County, Inc.	470.00
PARCA	1,200.00
Peninsula Choral Association DBA Peninsula Girls Chorus	300.00
Samaritan House - Core Services	5,700.00
Samaritan House/Safe Harbor/Winter Shelter	5,000.00
Sonrisas Dental	1,660.00
Star Vista	1,850.00
Sustainable San Mateo County	900.00
Totals:	\$60,000.00

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