



FISCAL YEAR 2020-2021

BUDGET

CITY OF BURLINGAME, CA



On June 15, 2020, the Proposed Fiscal Year 2020-21 Operating Budget and Five Year Capital Plan was adopted by the City Council following a public hearing. All references herein to the "proposed budget" should be replaced with "adopted budget."

CITY OF BURLINGAME, CALIFORNIA



FISCAL YEAR 2020-21

PROPOSED OPERATING AND CAPITAL BUDGET

FINANCE DEPARTMENT
501 PRIMROSE ROAD,
BURLINGAME, CA 94010

Budget Staff

Lisa K. Goldman, City Manager

Carol Augustine, Finance Director and Treasurer

Syed Murtuza, Public Works Director

Karen Huang, Deputy Finance Director

Oscar Herrera, Management Analyst

Amy Bernardo, Senior Accountant

Sabrina Lee, Accountant

Capital Planning Committee

Art Morimoto, Assistant Public Works Director

Amy Bernardo, Senior Accountant

Finance Department

Andrea Brown

Karen Cao

Ed Gigliotti

Claudia Michaels

Margaret Ono

Lisa Rancatore

Jasmin Sutter

Elaine Wong

Andrew Kwoka

Cover Art

Credit: Maryam Refahi, Graphic Artist

TABLE OF CONTENTS

City Manager's Transmittal Letter	i
General Information	
Organizational Compass	3
About the City of Burlingame	4
City Organization by Critical Service Area	5
Roster of Elected Officials and Appointees	6
Executive Team	7
Citywide Organization Chart	8
Council Priorities	9
Understanding the Budget	
Guide to City Budget Process	13
Guide to Understanding the Budget	16
Gann Appropriation Limit	18
Budget Summaries, Charts & Graphs	
Key Budgetary Assumptions	21
Chart - Proposed FY 2020-21 Citywide Revenue by Type	28
Budget Summary - Estimated Revenues and Interfund Transfers	29
Chart - General Fund Revenues from FY 2011 - 2021	37
Chart - Property Tax Tax Revenues from FY 2011 - 2021 Chart -	38
Where Do Your Burlingame Property Tax Dollars Go?	39
Chart - Transient Occupancy Tax Revenues from FY 2011 - 2021	40
Chart - Sales and Use Tax Revenues from FY 2011 - 2021	41

Chart – Proposed 2011-21 Expenses by Type	42
Chart – Proposed 2011-21 Appropriations by Major Fund	43
Budget Summary – Expenses by Department and Type	44
Budget Summary – Revenues and Expenses by Fund	46
Budget Summary – Debt Service Obligations	47
Budget Summaries by Department	48
Authorized Full-Time Equivalent Positions	49
Projected Ending Fund Balance – General Fund, Storm Drain Special Revenue and Measure A/Gas Tax Special Revenue	50
Projected Unrestricted Net Position – Water, Sewer and Parking Enterprises	51

Operating Departments – Proposed Budgets & Narratives

City Council	55
City Manager	59
City Attorney	63
City Clerk	69
Central County Fire Department Joint Powers Authority	75
Community Development	81
Finance	89
Human Resources	97
Library	103
Parks and Recreation	109
Police	121
Public Works	131

Capital Improvement Program – Five Year Capital Plan

Capital Improvement Plan Definitions	153
Citywide Five-Year Summary Plan by Major and Minor Program	155
Facilities Capital Improvement Budget	156
Parking and Garages Capital Improvement Budget	157
Parks and Trees Capital Improvement Budget	158
Sewer Capital Improvement Budget	159
Storm Drain Capital Improvement Budget	160
Streets Capital Improvement Budget	161
Water Capital Improvement Budget	162

Appendix

Community Funding Awards	165
--------------------------	-----

CITY MANAGER'S TRANSMITTAL LETTER

Date: June 15, 2020

To: Mayor Emily Beach & the Burlingame City Council

From: Lisa K. Goldman, City Manager

Subject: Budget Transmittal Letter for Fiscal Year 2020-21



In accordance with the City of Burlingame Municipal Code, I am pleased to transmit to you the recommended budget for fiscal year 2020-21. The attached document contains the funding recommendations for all City programs and services, including those that utilize funds from the City's various enterprise and special revenue accounts. The capital improvement projects that are programmed for funding from all City sources are presented as well.

At the time the budget for the 2020-21 fiscal year was being developed, the economic outlook was all but certain. Across the nation, government leaders were grappling with how to respond to the public health emergency created by the COVID-19 pandemic without causing irreparable harm to the country's economic health. So swift was the downturn in the economy that the current fiscal year had to be significantly amended so as to establish a realistic starting point for the fiscal year ahead. Months of shelter-in-place mandates gradually were giving way to a new, yet unstable, normal for businesses and households alike. Civil unrest also added to the uncertainty. All told, it was a challenging environment in which to be allocating future resources to the priorities confirmed by the Council and community. The City's priorities are aimed at increasing environmental sustainability in City operations and the community at large, improving transportation and roadway safety, addressing housing affordability with a focus on socioeconomic diversity, and improving the City's infrastructure. These priorities serve as guiding principles to help the Council and City leaders determine future initiatives, policies, and strategies. At its annual goal setting session in late January, and in keeping with its long-range rationale, the Council reviewed progress-to-date in these four areas of priorities and discussed specific actions/projects - all ranging in cost, complexity, sourcing, and duration - on which to focus in the upcoming fiscal year.

During the past fiscal year, the City made significant progress on many important initiatives. Having adopted a comprehensive update of the City's General Plan in January 2019, a corresponding comprehensive update of the Zoning Ordinance is underway. Staff has been reviewing administrative drafts, with public hearings anticipated in the Fall of 2020. A study to design a downtown public plaza has begun, fulfilling a key element in the Downtown Specific Plan. And in the Rollins Road area, a specific plan has been initiated to develop a Transit Oriented Development (TOD) plan for the northern portion of the corridor, within proximity to the Millbrae Intermodal Transit Station.

CITY OF BURLINGAME | FISCAL YEAR 2020-21

Consistent with the prioritization of housing, and particularly the shortage of affordable housing in the area, a total of 428 new housing units were approved by the Planning Commission and City Council. Looking at the bigger picture, as of April 2020, a total of 1069 units have been approved and are either under construction or awaiting building permits, 780 units are under review, and an additional 477 units are in pre-application phases, for a total of 2,326 units in the “pipeline.” Of this total, 492 (21%) are proposed to be affordable to moderate, low, or very low income households. Projects now under construction include the City’s first 100% affordable housing development, known as the Village at Burlingame. Many years in the making, this past fall marked the groundbreaking for the project, comprised of a 132-unit affordable workforce and senior housing project on a downtown City-owned parking property, and a public parking garage to support the downtown commercial district. The garage is anticipated to be completed in late 2020, and the housing in the spring of 2022.

Burlingame Point, a major office/life science campus consisting of four office buildings and an amenities building with a total of 767,000 square feet of floor area is almost completed and will be ready for occupancy in the next fiscal year. As part of the development, over 13,000 feet of City sanitary sewer pipelines, potable water mains, and storm drain lines were constructed or improved as conditions of the development.

Other Public Works projects included the construction of approximately 13,800 feet of new sanitary sewer pipelines, potable water mains, and storm drain lines to replace aging and deteriorated infrastructure and improve drainage in various neighborhoods throughout Burlingame. Utilizing the Pavement Management Program to establish priorities, the City undertook the paving of 16 streets to improve roadways and address potholes. The department also completed the Lyon Hoag & Adjacent Neighborhoods Traffic Calming Studies and Recommendations in response to neighborhood concerns regarding speeding vehicles, cut-through traffic, and parking issues.

In August, 2019, the San Mateo County Transportation Authority awarded an \$18.3 million grant to move the Broadway Grade Separation project forward to the next phase of detailed engineering design. The City provided \$1.5 million as a match, and the project is now at 35 percent design. The California Public Utilities Commission considers the Broadway Grade Separation the highest priority grade separation project in California. Once completed, it will alleviate traffic congestion and improve traffic safety and circulation at the Broadway/railroad grade crossing in Burlingame, a major gateway to the City. The total estimated cost of the project is \$327 million. The City continues to seek regional, state and federal funds to address the funding gap and sent a delegation to Washington, D.C. in February to advocate for federal funding.

Early in the fiscal year, Finance staff worked with the City’s financial advisor and bond counsel to prepare the official statements, draft the necessary lease and sublease agreements, and prepare other associated documents and notices to enable a December 2019, issuance to finance construction of the City’s Community Center project. The determination to issue lease revenue bonds was based on the City’s intent to distribute the cost of building an essential facility over its useful life. Supporting this decision is the City’s access to lower-cost financing through lease revenue bonds, and the City’s relatively low level of existing debt. The amount of the project financed through long-term debt was limited to a specific level - \$2 million - of annual debt-

service costs, in order to maintain the City's strong financial balance sheet position. Specifically, the Measure I spending plan included an annual pledge of \$1 million toward debt service on the issuance of lease revenue bonds to finance the new Community Center. An additional \$1 million annual General Fund transfer was approved in the 2018-19 fiscal year budget, also intended to fund the anticipated debt service. The financing team succeeded in obtaining \$39.2 million in bond proceeds at an interest rate of 3.16 percent. Note that the total costs of the Community Center project were always expected to exceed the amount of the bond issuance. To the extent the project costs exceed the available bond proceeds and any other resources dedicated to the project, funds will be drawn from the Capital Investment Reserve.

The Parks and Recreation Department successfully installed temporary facilities and staffing locations as part of the relocation plan to prepare for the construction of the new Community Center. Through creative scheduling, the vast majority of programming that can be continued in light of the shelter-in-place orders will be delivered at the temporary locations during construction of the new center. The department's administrative staff have been moved to the portables and the nearby Depot building, but have still been able to manage City parks and facilities through the pandemic restrictions. In order to have a more efficient schedule of lighting of the athletic fields, a remote access system was installed for Bayside Park.

During the coronavirus pandemic, much of the City's workforce has been working offsite to continue providing quality municipal services. City business processes have been modified to accommodate on-line only payments. Meetings, both internal and public, have been conducted on-line. The Economic Development and Housing Manager's duties were shifted to serve as an informational resource for local businesses experiencing economic hardship in order to help businesses navigate through the range of local, state, and federal grant assistance programs. In April, the Council approved a number of measures to help Burlingame businesses and households particularly hard-hit by the shelter-in-place emergency. These measures include a small business grant program and a program to distribute over 1,000 pre-loaded (\$250 value) debit cards to low income residents. New protocols have been established as the City moves towards gradually re-opening City facilities.

The budget process for the 2020-21 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 2019-20 fiscal year, staff discussed revenue estimates, expenditure projections, and the five-year forecast with the City Council. However, the rapid downturn in the economy resulting from the shelter-in-place orders that were issued to prevent the spread on the novel coronavirus prompted staff to totally revise those budget estimates and consider several scenarios for the General Fund's Five-Year Forecast. These were presented to the Council at the FY 2020-21 Budget Study Session in May.

Despite the changing conditions, preliminary departmental budgets for fiscal year 2020-21 were submitted and compiled for additional evaluation by the City Manager. Once adjusted, staff presented an initial budget to the City Council on May 13, 2020, for a high-level review and further direction. The budget was further revised in early June, largely to provide a more conservative revenue projection, given the economic sensitivity of some of the City's largest tax

CITY OF BURLINGAME | FISCAL YEAR 2020-21

revenues. The fiscal year 2020-21 budget herein proposed includes funding for the City's day-to-day operations and reflects the City's fiscal priorities, including the funding of long-term liabilities.

FISCAL SUMMARY AND ECONOMIC OUTLOOK

January 2020 marked the 127th month of economic expansion following the end of the Great Recession in June 2009. The expansion was the longest on National Bureau of Economic Research record, which goes back to the 1850s. While the expansion had been long, both the economy's average annual growth rate and the typical worker's earnings gains had been relatively modest by the standards of earlier long expansions. Since that time, however, a pandemic has proven to be the type of "large, rapid and sustained shock to the system" that defines a recession.

The first quarter of 2020 was historic, both for markets and for the world at large, as a local outbreak of a previously unknown coronavirus morphed into a global pandemic. In order to contain the virus and reduce the burden on healthcare systems, governments around the globe closed down meaningful portions of their economies—imposing travel restrictions, cancelling social gatherings and events, shuttering non-essential businesses, and even locking down entire cities. These measures created an abrupt turnaround in the nation's economy, causing the U.S. to face its biggest economic crisis since the Great Depression nearly a century ago. Real gross domestic product (GDP) decreased 5.0 percent in the first quarter of 2020 according to the U.S. Bureau of Economic Analysis. And most economists anticipate another significant drop in the second quarter. The national unemployment rate in May was estimated to be 16.1 percent.

Prior to the pandemic-induced recession, the California economy generally outpaced the national economy as it advanced throughout 2019. The state's unemployment rate dipped to 3.9 percent in 2019, representing a new record low. At the same time, employment and wages reached all-time highs. Rapidly growing regions of the state continued to attract workers, most notably in the San Francisco Bay Area and the Inland Empire. Now, as residents are forced to cancel travel plans, and retreat from social life and the workplace to shelter at home, the coronavirus is causing the first pandemic-induced recession of the postwar era. For millions of Californians and their families, this means less work, lower incomes, and more financial stress.

The early adoption of stay-at-home mandates helps to explain why the state has fared so well compared to other parts of the nation in terms of its number of cases. Still, given how politicized stay-at-home orders have become, and the desire of leaders everywhere to reignite economies, it's hard to imagine a recurrence of the type of restrictions that were implemented in March. As restrictions are gradually being lifted across the state, forecasters opine that the speed of the economic recovery rests on the willingness of the public and consumers to return to their regular routines in the aftermath of the public health emergency.

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 \$37.6 million in General Fund balance as of the end of fiscal year 2019-20.

CITY OF BURLINGAME | FISCAL YEAR 2020-21

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

BUDGET OVERVIEW – ALL FUNDS

The recommended City budget and capital improvements plan for the City of Burlingame for fiscal year 2020-21 totals \$115,483,968. A breakdown by major funds is as follows:

CITY OF BURLINGAME, CA BUDGET SUMMARY BY FUND		
	FY19-20 Adjusted Budget	FY20-21 Proposed Budget
General Fund	\$ 62,517,531	\$ 63,294,879
Capital Projects	\$ 26,400,320	14,105,000
Financing Authority	\$ 7,085,640	6,634,393
Water Enterprise	\$ 14,915,977	15,329,401
Sewer Enterprise	\$ 11,023,275	11,296,611
Parking Enterprise	\$ 785,753	825,472
Solid Waste Enterprise	\$ 824,595	893,975
Landfill Fund	\$ 251,813	258,414
Building Enterprise	\$ 3,016,329	2,461,875
Special Revenue Funds	\$ 215,500	227,500
Internal Service Funds	\$ 69,576	156,448
Total	\$ 127,106,309	\$ 115,483,968

Overall, the City's budget decreased by \$11.6 million, or 9.1 percent, in the new fiscal year, when compared with the prior year *adjusted* budget. The most significant change is reflected in the \$12.3 million plunge in spending for governmental capital projects. A sharp decrease in funding for capital projects is to be expected as a first response to a recession of unknown duration. Funding from the General Fund was purposefully reduced to limit the extent of the deficit anticipated for the 2020-21 fiscal year. Capital budgets were reduced from the previous spending plan by deferring certain non-essential projects to future years. Infrastructure maintenance projects were left largely intact. The \$52.2 million Community Center project, partially funded by proceeds from the 2019 Lease Revenue Bond issued in December, is not shown in the above summary table to allow for a more meaningful comparison to the upcoming fiscal year.

THE GENERAL FUND

The General Fund is the City's chief operating fund. The most recent five-year forecast anticipates a further reduction of the City's economically sensitive revenues as a result of the current COVID 19 crisis before recovery begins. No enhancement in the level of services offered by the City, beyond that provided with the Measure I revenues effective April 1, 2017, is anticipated. Per the most likely scenario, the General Fund will continue to draw down reserves for the next several years. Although debt service and pension funding is assured, replenishment of reserves will take an additional five years after operating surpluses are achieved.

Revenue Highlights

The following table shows the current forecast of fiscal year 2020-21 General Fund revenue projections in the context of recent-year actual amounts and current-year estimated amounts. The 2019-20 Adjusted Budget column includes the revenue amendments approved by the City Council at its Budget Study Session on May13th. At that time, the impairment of the City's revenues resulting from the pandemic-induced recession could be more clearly discerned. As previously noted, revenues are projected to decline further in fiscal year 2020-21.

CITY OF BURLINGAME, CA SUMMARY OF GENERAL FUND REVENUES			
	FY18-19 Actuals	FY19-20 Adjusted Budget	FY20-21 Proposed Budget
Property Tax	\$ 21,955,938	\$ 23,435,600	\$ 25,136,000
Sales and Use Tax	17,819,970	14,230,000	12,000,000
Transient Occupancy Tax	29,384,461	20,050,000	14,000,000
Other Taxes			
Franchise Tax	1,657,802	1,642,000	1,641,200
Business Licenses	1,039,154	865,000	730,000
Real Property Transfer Tax	476,852	360,000	400,000
State HOPTR	59,592	60,000	60,000
Licenses & Permits	84,610	79,500	78,200
Fines, Forfeitures and Penalties	1,255,675	608,000	560,000
Use of Money & Property	179,055	130,000	80,000
Charges for Services	6,282,169	5,135,000	5,007,000
Other Revenue	59,071	30,000	30,000
State Subventions	211,117	140,000	143,000
Interest Income	4,071,886	2,400,000	1,563,000
Total, General Fund Revenue	\$ 84,537,352	\$ 69,165,100	\$ 61,428,400

CITY OF BURLINGAME | FISCAL YEAR 2020-21

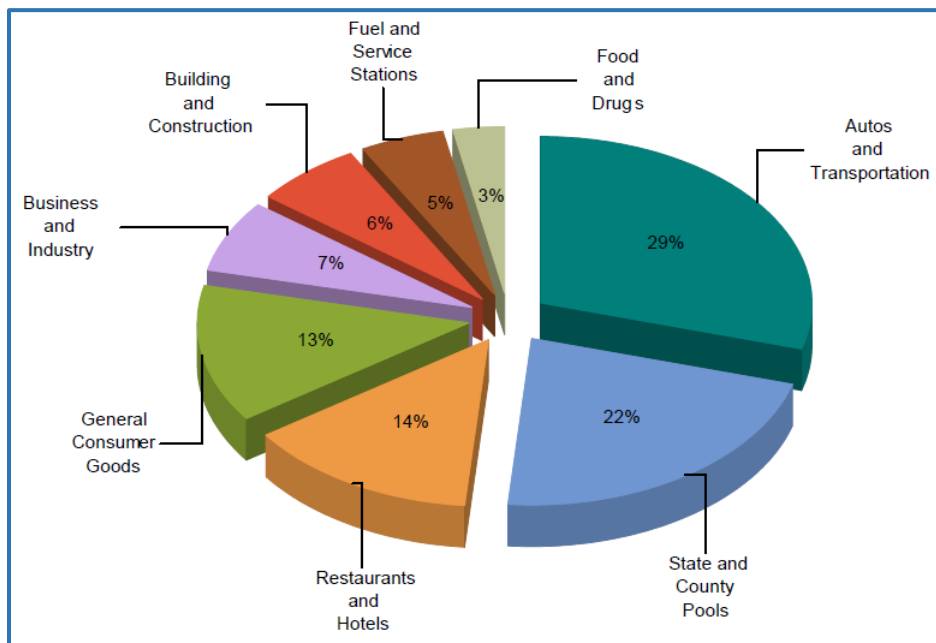
Property Taxes

Burlingame has 8,704 taxable parcels, with a net assessed value in the secured property roll of over \$12.9 billion. The total assessed value subject to taxes increased by 6.25 percent in fiscal year 2018-19, and then by 7.28 percent in the current fiscal year, per the County Assessor's Roll Tracker. As of the date of this transmittal, assessed value in Burlingame is now 11.54 percent higher than last year. While this does not equate to a 1-to-1 increase in property tax revenues for Burlingame, it is a good indicator of growth in this area. Staff anticipates secured property tax revenues in fiscal year 2020-21 to be approximately 7.6 percent higher than in the current fiscal year. Although the future of refunds from the County's Educational Revenue Augmentation Fund (ERAF) has been considered very uncertain in past years, these property tax revenues are included at the same amount as received in the current fiscal year. All told, property taxes comprise 40.9 percent of General Fund revenues in the FY 2020-21 proposed budget, compared to the 29.5 percent anticipated in the FY 2019-20 adopted budget.

Sales and Use Taxes

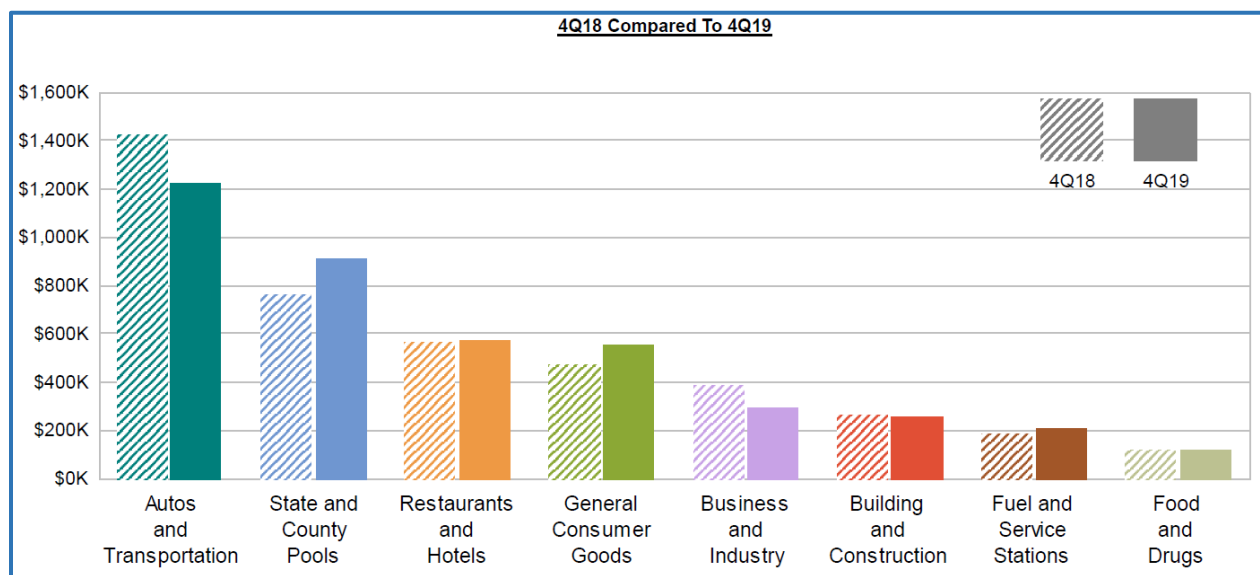
Sales and use tax revenues in Burlingame have rebounded since the 2008-2010 recession, completely surpassing pre-recessionary levels in the 2013-14 fiscal year. Since that time, absent the irregularities of the State's "triple flip" revenue swapping mechanism (which was concluded at the end of the 2015-16 fiscal year), the voter-approved $\frac{1}{4}$ percent Measure I transaction tax, and several aberrations reflected as one-time revenues in the 2018-19 fiscal year, this revenue source has achieved an average growth of 3.1 percent per year. However, due to the rapid turn-around in consumer spending experienced with the shelter-in-place restrictions and massive job losses in recent months, sales taxes are projected to provide only \$12.0 million in revenues for the City in this 2020-21 fiscal year budget, including \$1.9 million in Measure I revenues.

**Sales by Business Group
Burlingame Calendar Year 2019**



CITY OF BURLINGAME | FISCAL YEAR 2020-21

Approximately 29 percent of sales tax revenue in Burlingame comes from automobile sales and other transportation-related sales, largely due to the numerous automobile dealerships located on Burlingame's Auto Row and near Broadway. Low interest rates have supported substantial car sales gains since the recession, although demand had tapered off somewhat in recent years. But during the coronavirus pandemic, sales are reported to have dropped significantly. The reasons are two-fold: increases in job loss/job insecurity have a dampening effect on such large household purchases, and consumers are reluctant to walk into a dealership. As with other industries, dealerships are looking to e-commerce to maintain profitability. Sales in this category are expected to recover in the next 12-18 months, but are expected to be 6.3 percent less in FY 2020-21 than in the current fiscal year.



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. On-line sales will also continue to expand in this category of transactions, but a decline of 2.5 percent when compared to the current fiscal year is anticipated. Such buying trends will increase the amount of local sales tax contributed to the county pool, but may hurt the sales at traditional brick-and-mortar stores. Therefore, Burlingame continues to focus on economic development opportunities that will keep its shopping districts safe and strong in the coming years. Taxable sales at restaurants and hotels also contribute significantly to Burlingame's sales and use tax revenues; these businesses are anticipated to have a longer road to recovery than other industries. In all, it is anticipated that revenues from sales and use tax from all sources will decline 15.7 percent from estimated revenues in the 2019-20 fiscal year.

Sales and use taxes account for 19.5 percent of General Fund revenue in the forecast for fiscal year 2020-21.

CITY OF BURLINGAME | FISCAL YEAR 2020-21

Hotel Tax - Transient Occupancy Tax

Burlingame's 12 major hotels provide convenient overnight accommodations for business travelers and tourists using San Francisco International Airport (SFO), with 3,709 hotel rooms available for rental. Prior to the COVID-19 pandemic, Burlingame hotel tax revenues had increased every fiscal year since the recession, boosted not only by the recovery of the travel industry, but also by the increase of the tax rate from 10% to 12% beginning in January 2010. Transient occupancy tax (TOT) receipts are usually a good indicator of current economic activity. In fiscal year 2019-20, the City's TOT revenues had been expected to exceed \$28.7 million; these projections dropped to just over \$20.0 million when the coronavirus crisis arose. Travel, tourism, and the hospitality industry have been decimated by the impact of the COVID-19 outbreak, and the recovery process for these industries will be complicated and lengthy. As a result, Average Daily Room Rates (ADR) are expected to be well below those experienced a year ago. Coupled with very low occupancy rates, it is estimated that the City's revenue from TOT will show a decline to \$14 million in fiscal year 2020-21. Gradual growth is projected in the City's five-year forecast, but a return to pre-2020 levels is not anticipated within the forecast's timeline.

Although TOT constituted 37.3 percent of total General Fund revenue initially projected for fiscal year 2019-20, the revenue attributable to TOT in the budget for fiscal year 2020-21 is less than 23 percent. 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 Stabilization 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 Stabilization Reserve be replenished and strengthened in times of economic growth.

Expenditure Highlights

The \$61.4 million in General Fund revenue will not cover the \$66.6 million in anticipated expenditures in the 2020-21 fiscal year; a draw on General Fund reserves will be required. Appropriations include nearly \$63.3 million in departmental expenditures, shown in the table below.

CITY OF BURLINGAME, CA SUMMARY OF GENERAL FUND EXPENDITURES					
	FY18-19 Actuals	FY19-20 Adjusted Budget	FY20-21 Proposed Budget	\$ Change from Prior Year	% Change from Prior Year
<u>By General Fund Program</u>					
General Government	\$ 5,513,693	\$ 7,191,099	\$ 7,118,647	\$ (72,452)	-1.0%
Public Safety	27,758,430	29,699,707	\$ 30,157,969	458,262	1.5%
Public Works	5,934,117	6,533,410	\$ 7,073,458	540,048	8.3%
Community Development	1,709,736	2,694,507	\$ 2,549,168	(145,339)	-5.4%
Leisure & Culture	14,847,131	16,610,808	\$ 16,395,637	(215,171)	-1.3%
Total Expenditures	\$ 55,763,107	\$ 62,729,531	\$ 63,294,879	\$ 565,348	0.9%

CITY OF BURLINGAME | FISCAL YEAR 2020-21

General Fund departmental operating expenditures of \$63.3 million in the new fiscal year represent an increase of \$565,000, or 0.9 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 budget also includes less than \$3.2 million to fund specific capital projects, and \$2.7 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 \$2.6 million of the fund's expenditures.

As explained in the Key Budgetary Changes noted throughout the budget document, increases in 2020-21 fiscal year General Fund appropriations are minimal. The largest rise in anticipated costs can be seen in the \$916,000 (2.7 percent) increase in personnel costs. Increases in personnel budgets city-wide reflect contractually-agreed upon increases for most employees and anticipated increases in the cost of benefits. But because no additional staffing proposals were included – 5.75 FTE were added to the General Fund budget during the 2019-20 fiscal year – salaries and wages increased only 0.9 percent. Increases in CalPERS pension costs (based on the required employer contribution rates for both Safety and Miscellaneous Employee Plans) contributed the largest growth in personnel costs, adding \$489,000 to General Fund expenditures. Note that contributions to the § 115 Trust for pension obligations are not included in the budget as an expenditure at the time of contribution. Only when the trust fund is drawn upon to pay required CalPERS employer contributions will the expenditures be recorded.

The (net) operating deficit of nearly \$5.2 million will require a draw from the General Fund Reserves. In order to provide a General Fund contribution of nearly \$2.3 million to the § 115 Trust for unfunded pension obligations, a further draw will be required. The Economic Stability Reserve will be decreased by nearly \$1.9 million to reflect a level of 24 percent of projected General Fund revenues, per the City's Reserve Policy. As a result, the General Fund's unassigned fund balance is projected to decrease by nearly \$5.6 million. The City will still have a positive ending fund balance of \$32.4 million, which includes \$2.5 million in unassigned fund balance.

Debt Service

The chart below shows only those debt service obligations with General Fund support. Note that while the cost of these obligations is shared in whole or in part with other funds, the debt is secured by the General Fund. The table now reflects issuance of the 2019 Lease Revenue Bonds in fiscal year 2019-20, which were issued to finance the Community Center construction project. Although this added \$2 million to the principal and interest due in each fiscal year, the City will be utilizing Debt Service funds set aside in previous years (\$1 million from Measure I revenues and \$1 million in other General Fund moneys) in anticipation of an earlier bond issuance. This negates the need for an additional transfer from the General Fund for fiscal year 2020-21, reducing the operating deficit anticipated during this period of economic downturn.

CITY OF BURLINGAME | FISCAL YEAR 2020-21

CITY OF BURLINGAME, CA GENERAL FUND DEBT SERVICE OBLIGATIONS					
Description	Maturity	FY19-20 Adjusted Budget	FY20-21 Proposed Budget	\$ Change from Prior Year	% Change from Prior Year
2006 Pension Obligation Bonds	FY2036	\$976,500	\$998,891	\$22,391	2.3%
2010 Lease Revenue Bonds (Corp Yard)	FY2021	1,167,775	1,164,375	(3,400)	-0.3%
2012 Lease Revenue Bonds (Burl Ave Streetscape)*	FY2042	551,488	546,688	(4,800)	-0.9%
2019 Lease Revenue Bonds (Community Center)	FY2049	1,997,334	1,997,000	(334)	0.0%
Cost of Issuance for 2019 Lease Rev Bonds		303,054	0	(303,054)	-100.0%
Debt Administration Costs		20,950	16,100	(4,850)	-23.2%
Subtotal, Principal and Interest		5,017,101	4,723,054	(294,046)	-5.9%
Transactions for the 2019 Bonds:					
Transfers from General Fund & Measure I		2,000,000	0	(2,000,000)	-100.0%
Drawdown from General Fund & Measure I Transfers		(2,005,284)	(1,994,716)	10,567	-0.5%
Drawdown from the 2019 Bond Proceeds		(303,054)	0	303,054	-100.0%
Gross Funding Needs from General Fund		4,708,763	2,728,338	(1,980,425)	-42.1%
Contributions from Other Funds		(1,583,218)	(1,579,750)	3,468	-0.2%
Net General Fund Debt Service		\$3,125,545	\$1,148,588	(\$1,976,957)	-63.3%

*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 3.0 percent (\$409,000) as compared to CCFD's adjusted budget for the 2019-20 fiscal year. CCFD was established through a Joint Powers Agreement between the City of Burlingame and the Town of Hillsborough to promote more efficient administration and effective delivery of fire and emergency medical services to partner cities. In December 2014, CCFD entered into an agreement with the City of Millbrae to provide fire and emergency medical services to that community. Millbrae is responsible for 30 percent of CCFD's operational budget; the remaining 70 percent is split between the City of Burlingame and the Town of Hillsborough based on the 60/40 cost allocation formula that was in place prior to the contract with the City of Millbrae.

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

Community Group Funding

The budget for fiscal year 2020-21 includes \$55,000 to fund the City's traditional Community Group Funding Program. The City's annual Community Group Funding Program provides grants to local community groups that carry out a public purpose through the services they offer to San Mateo County and Burlingame residents. Traditionally, these organizations are invited to apply to the program early in the budget process, and the Council decides the amounts to grant to each of the agencies. The Finance Department compiled and tabulated each Councilmember's preferences for allocation of the \$55,000 appropriation and presented the resulting funding recommendation to the City Council for approval on June 1st. As a result of this process, 23

organizations will be granted funding from this program with the approval of the fiscal year 2020-21 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 2019-20 through fiscal year 2024-25. That five-year forecast was totally updated when the full extent of the economic fallout of the coronavirus outbreak unfolded. Staff developed three different scenarios based on the possible evolution of the economy as the crisis subsides. A baseline, or “Most Probable”, scenario assumes that the spread of the virus will slow, as businesses and individuals gradually adapt to safer work and market places. The anticipated recovery in this scenario is modest early in the fiscal year, but grows steadily through the holidays and into the spring and summer of 2021. Due to the heavier impact on the travel industry, TOT revenues will only gradually return to more normal levels. But property taxes remain relatively strong, and other tax revenues recover, allowing for a partial replenishment of reserves in the outer years of the forecast. Operating expenditures are contained to the extent reasonable, but as the need for capital spending does not subside, further restrictions on spending and/or draws on the City’s Capital Investment Reserves may be needed.

Other scenarios include a more optimistic and a more pessimistic set of assumptions. All scenarios are credible, but do not assume any specific course of action in response to the economic environment that ultimately evolves. All scenarios also share a set of basic assumptions: they assume that the City will continue to control all costs, with no enhancement of services, in order to avoid the disruption of cut-backs during the economic recovery. Both one-time revenues and expenditures were removed from the forecast in order to provide a clear picture of “on-going” operations, with current standards of service in place. In regard to pension obligations, the CalPERS rate of return for the current fiscal year is assumed to be 0 percent, and CalPERS returns match their assumed rate of 7 percent for subsequent plan years. This is reflected in the growth of pension costs over the five-year period covered by the forecast. Not included in expenses, contributions to the § 115 Pension Trust Fund with PARS are assumed to continue as per the City’s pension funding plan, and funds are not withdrawn to pay the then-current employer’s required contributions to the CalPERS plan.

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

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

CITY OF BURLINGAME | FISCAL YEAR 2020-21

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 current fiscal year, the reserve was tapped (approximately \$10.6 million) for partial funding of the New Community Center, leaving a balance of over \$24.6 million in the reserve.

The FY 2020-21 Budget includes nearly \$2.7 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 10-15 years. The annual contribution to a pension trust or reserve fund was initiated with the FY 2017-18 budget. In October 2017, the City first participated in the Public Agency Retirement Services' (PARS) Public Agencies Post-Employment Benefits Trust - a § 115 Trust established for the exclusive purpose of funding pension obligations - with an initial contribution of \$3.7 million. The plan is designed to protect the City's fiscal health in future years by setting aside funds for use when the City's required CalPERS contribution rates rise above pre-established threshold rates. As of June 30, 2020, the anticipated balance in the account is \$12.7 million

General Fund Reserve Policies

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

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

As of June 30, 2021, a projected fund balance of approximately \$32.4 million represents 51.2 percent of the 2020-21 fiscal year's General Fund operating expenditures of \$63.3 million. Although this would normally be considered a very strong level of reserves, it should be noted that the City began the 2019-20 fiscal year with a \$49.2 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 \$12.7

CITY OF BURLINGAME | FISCAL YEAR 2020-21

million (39.1 percent) of the General Fund balance is projected to be set aside in the City's § 115 Pension Trust Fund as of the end of the year.

As directed by the City Council at the Budget Study Session in May, the fiscal year 2020-21 General Fund's projected \$5.2 million operating deficit will be funded from reserves. Resulting reserve levels will then be adjusted to those prescribed by the City's General Fund Reserve Policy. The policy calls for an Economic Stability Reserve of 24 percent of budgeted revenues, a Catastrophic Reserve of \$2 million, and a \$500,000 Contingency Reserve. The budget also calls for a General Fund contribution to the § 115 Trust fund for pension obligations of \$2.3 million. These funding applications will result in a decrease of unrestricted fund balance of nearly \$5.6 million. The General Fund will have approximately \$2.5 million in unassigned fund balance as of June 30, 2021. The current assignments (projected as of June 30, 2021) are described below.

CITY OF BURLINGAME, CA GENERAL FUND BALANCE ASSIGNMENTS			
	FY18-19 Actual Results	FY19-20 Adjusted Budget	FY20-21 Proposed Budget
Economic Stability Reserve	\$ 18,837,000	\$ 16,600,000	\$ 14,743,000
Catastrophic Reserve	2,000,000	2,000,000	2,000,000
Contingency Reserve	500,000	500,000	500,000
Subtotal, Assigned Fund Balance	21,337,000	19,100,000	17,243,000
Add: Restricted for Pension Trust Fund (PARS)	7,459,442	10,416,442	12,666,442
Add: Unassigned Fund Balance	20,371,309	8,093,434	2,524,167
Total, Ending Fund Balance	\$ 49,167,751	\$ 37,609,876	\$ 32,433,609

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 decreased to \$14.7 million in the FY 2020-21 budget, based on projected revenues for the fiscal year.

Catastrophic Reserve: This reserve is available to make initial repairs and begin reconstruction of City buildings and facilities that may be damaged by natural disasters or acts of war and terrorism. Per the City's General Fund Reserve Policy, the Catastrophic Reserve is set at a target of \$2 million in the FY 2020-21 budget.

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

OTHER FUNDS

Although the General Fund is the main operating fund of the City, the City has a variety of other Special Revenue Funds and Enterprise Funds used to account for revenues that support specific activities, programs, or utilities. The budgets for all of the City's funds have been carefully reviewed and analyzed in the context of long-term fiscal planning. Staff analyzes all funds at least monthly to ensure that they are self-sustaining and carry adequate fund balances for periods of uncertainty. At this time, these funds appear to be self-sustaining, with operations that do not pose a threat to the City's long-term fiscal health. More detail on each of these funds is provided in the final FY 2020-21 Budget document.

Water and Sewer Enterprise Funds

The City's *Water and Sewer Enterprise Funds* remain healthy, despite 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 9,200 connections. The water distribution system consists of six pumping stations, seven water storage tanks, and approximately 105 miles of buried water pipes. As a result of a comprehensive water rate study in the fall of 2016, the City increased water rates (effective January 1, 2017) to cover increases in the cost of wholesale water and to pay for the ongoing capital improvements needed to bring the City's aging water system to current standards. The rate increases were equivalent to 9 percent in calendar year 2017, 7.5 percent in 2018, and 7.5 percent in 2019. Shelter-in-place orders meant to curb the spread of the COVID-19 virus have drastically shifted water consumption from industrial to residential customers. Consumption as a whole has remained rather flat through the pandemic.

The City's sewer collection system consists of approximately 130 miles of predominately gravity sewer mains ranging from 4 inch to 36 inch in diameter. The wastewater flow is collected at seven pump stations and ultimately transported to the City's wastewater treatment plant, where it is thoroughly treated. The treated wastewater is ultimately pumped to the bay through a jointly owned outfall extending from the South San Francisco/San Bruno Wastewater Treatment Plant. Because sewer revenues showed significant reduction during the pandemic due to a decrease in industrial activities, revenues for the Sewer Fund are projected to increase somewhat in fiscal year 2020-21.

The 2020-21 fiscal year budget reflects slightly over \$21.0 million in revenues from the sale of water. As water consumption patterns are linked to sewer revenue, and sewer rates have not been increased since 2012, the revenue estimate for the Sewer Enterprise Fund remains fairly level with the current fiscal year's adjusted projection. Both revenue assumptions will be continuously monitored and examined for adequacy throughout the year.

The Water Fund budget for the 2020-21 fiscal year will fund \$3.5 million of capital projects, as well as combined debt service payments of nearly \$2.5 million. The budget also provides for a transfer (\$475,000) to the General Fund to cover the cost of administrative services. The Sewer

CITY OF BURLINGAME | FISCAL YEAR 2020-21

Fund's contribution toward capital improvements will be much smaller (\$1.8 million), as prior year projects are completed; approximately \$2.9 million is earmarked for debt service. A \$237,000 transfer out will reimburse the General Fund for the cost of administrative services to the sewer enterprise.

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

Storm Drainage Fund

The Storm Drainage Fund is used to account for the storm drainage fees collected due to an assessment approved by the majority of the parcel owners in the city voting at a special election on May 5, 2009. Funds are dedicated to making capital improvements to the City's storm drainage system and related debt service. Annual increases in the rate may be approved each year based on the CPI for the San Francisco-Oakland-San Jose area, but such increases are capped at 2 percent. The City Council decided not to increase the storm drainage fee for fiscal year 2020-21, so revenues of slightly over \$3.0 million in storm drainage fees should be collected for the upcoming fiscal year. Expenditures for the year include \$1.9 million in debt service. Storm Drain capital improvements will draw on proceeds from the Storm Drainage Revenue Bonds, Series 2016.

Internal Service Funds

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

CITY OF BURLINGAME, CA INTERNAL SERVICE FUNDS					
	FY18-19 Actuals	FY19-20 Adjusted Budget	FY20-21 Proposed Budget	\$ Change from Prior Year	% Change from Prior Year
Admin & Info Technology ISF	\$948,216	\$1,185,555	\$1,441,669	\$256,114	21.6%
Facilities Services ISF	1,641,530	1,824,011	1,841,762	17,751	1.0%
Fleet & Equipment ISF	1,243,373	1,148,700	1,687,568	538,868	46.9%
OPEB Retiree Medical ISF	5,076,693	4,907,912	4,624,681	(283,231)	-5.8%
General Liability ISF	585,402	1,510,000	1,514,000	4,000	0.3%
Worker's Comp ISF	883,558	877,000	1,149,500	272,500	31.1%
Total	\$10,378,772	\$11,453,178	\$12,259,180	\$806,002	7.0%

Several of the City's internal service funds (ISFs) are projected to experience higher costs in FY 2020-21, which does not always translate into increased allocations to every operating department's budget. The chart above shows the expenditure budgets only for each ISF; revenues

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

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

Similarly, increases in the annual costs associated with maintenance of network and computer hardware, as well as the many software systems deployed for use in the City, has resulted in significant increases in some charges to departments in the Admin/IT Fund. Again, the methodology for allocating to these departments is not changed, but headcount and the use of department-specific systems form the basis for the amount charged to each department.

The Workers' Comp ISF budget for the upcoming fiscal year reflects a fairly significant bump up, reflecting an updated actuarial analysis of the liability for outstanding workers' comp claims. Although there is no change in actual experience (frequency or severity of claims), the adjustment requires the fund to carry additional reserves to cover the actuarially determined claims liability for the City.

The *OPEB (Other Post-Employment Benefits) Internal Service Fund* was established in the 2013-14 fiscal year to account for the funding of accumulated retiree medical benefits. The City makes periodic contributions to the California Employers' Retiree Benefits Trust Fund (CERBT), an irrevocable trust fund established specifically for this purpose, based on a percentage of payroll. Revenues to the City's OPEB fund are comprised of these "percentage of payroll" charges to departments, which are projected to be approximately \$4.6 million in fiscal year 2020-21. Expenses of the fund include payments of actual retiree medical premiums and costs of the program's third party administrator (nearly \$2.8 million), with any remainder funds contributed to the CERBT. Funds deposited in the CERBT account established for Burlingame's OPEB obligations are invested with like funds in order to accelerate the pay-off of the City's liability. Once pay-as-you-go demands exceed the internal charges to departments (estimated in fiscal year 2025-26), the trust fund will be drawn upon to cover the excess premium payments. The balance in the trust is anticipated to be approximately \$20.5 million as of June 30, 2020; the liability is anticipated to be fully funded in 2037.

FY 2020-21 Capital Improvement Program

Additional appropriations for Capital Projects activities supported by the General Fund for the fiscal year 2020-21 budget were purposefully reduced to less than \$3.2 million – a \$4.8 million drop from the prior year, in an attempt to limit the extent of the deficit anticipated. The entire Capital Improvement Program (CIP) budget for the year is \$14.1 million, an \$11.7 million decrease from the FY 2019-20 CIP budget. A detailed listing of the Capital Improvement Program projects and their funding sources is included in the budget document.

CITY OF BURLINGAME | FISCAL YEAR 2020-21

CITY OF BURLINGAME CAPITAL IMPROVEMENT PROGRAM			
	General Fund	Other Funds/Sources	FY20-21 Total
Streets CIP	\$ 2,600,000	\$ 800,000	\$ 3,400,000
Parks & Trees CIP	555,000	0	555,000
Parking & Garages CIP	0	350,000	350,000
Facilities CIP	0	0	0
Storm Drain CIP	0	4,500,000	4,500,000
Water CIP	0	3,500,000	3,500,000
Sewer CIP	0	1,800,000	1,800,000
All CIP Funding Sources, FY2020-21	\$ 3,155,000	\$ 10,950,000	\$ 14,105,000

In addition to the General Fund support, the Streets CIP program will also be funded with \$0.8 million in Measure A funds, \$0.6 million in Gas Tax funds, \$0.5 million in SB 1 (California's Road Repair and Accountability Act of 2017) funds, and \$1.6 million in Measure I funds for street resurfacing and sidewalk improvement programs. The remaining general government improvements are being funded from storm drainage fees (\$3.2 million). Water projects (\$3.5 million) and sewer projects (\$1.8 million) are being funded from the respective Water Enterprise and Sewer Enterprise Funds.

Although there is no new funding in the FY 2020-21 Capital Improvement budget for Public Facilities, funding for the **Burlingame Community Center** was included as an adjustment to the City's capital budget during fiscal year 2019-20. Since 2012, City staff, in collaboration with Group 4 Architecture, the Citizens' Advisory Committee, and community members, has been working on developing plans for a new community center in Washington Park. In July of 2018, the City Council approved moving forward with the pavilions style building, a 35,700 square foot Community Center that will replace the aged, 1940s-era Recreation Center. With parking under and adjacent to the new center, the project also includes a new relocated playground, picnic area and basketball court, and an indoor and outdoor stage. For the past two years, staff has worked to refine the floor plans, building systems, and design of the building. The City procured the services of a construction management firm, the project was advertised for construction bids in January 2020, and a contractor was selected in April for a construction contract of \$39,967,000.

In December 2019, issuance of the Burlingame Financing Authority Lease Revenue Bonds, Series 2019 yielded over \$38,928,000 for construction and equipping of the Burlingame Community Center project. Approximately \$10.6 million of the required funding was allocated from the Capital Investment Reserve to complete the \$52.3 million project.

CITYWIDE BUDGET ISSUES

Controlling the Increasing Costs of Employee Benefits

In compliance with Governmental Accounting Standards Board Statement No. 68, the City reflected city-wide net pension liabilities of \$65.5 million in its Statement of Net Position as of June 30, 2019. As an employer contracting with the California Public Employees' Retirement

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

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

Based on an updated actuarial report performed to determine the impact of the anticipated discount rate reductions, the City's combined contribution rates for both "Classic "and PEPRA employees are projected to rise to 37.0 percent (as a percentage of covered payroll) for miscellaneous members, and 83.0 percent for safety members in the next 10 to 12 years. (Current combined rates are 27.0 percent for miscellaneous employees and 55.0 percent for safety employees.) These projected rate escalations will compound the City's existing pension funding challenges, as both the miscellaneous and safety plans are currently less than 71 percent funded.

Given the magnitude of the projected increases, the City Council approved setting aside monies in a § 115 Trust Fund for the purpose of prefunding its pension liabilities. Funding amounts are determined through the use of a "threshold" budget rate for the employer's contributions to CalPERS that is higher than the current required rate. Once the CalPERS rate exceeds the threshold rate, the trust or reserve can be drawn on to supplement CalPERS contributions. Note that approximately 83.7 percent of these contributions are borne by the General Fund. This funding is reflected as "restricted" fund balance in the various operating funds for financial statement purposes. Future contributions to the prefunding trust or reserve will be determined with each subsequent year's budget, as well as one-time contributions of sums at the discretion of the City Council. The City will no doubt continue to consider other prefunding strategies.

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

The rising cost of employee benefits has been a focus of the City's for many years. The funding of prior-year liabilities for retiree health insurance was addressed through the establishment of the OPEB trust fund in FY 2013-14. Placing the funds in a qualified trust significantly decreased both the City's unfunded liability and its ongoing normal (annual) costs by increasing the yield assumption earned with the fund. Although the prefunding of this large liability diminishes the amount of available budget for other long-term needs, it enhances the City's fiscal standing with

CITY OF BURLINGAME | FISCAL YEAR 2020-21

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 \$43.2 million in the new fiscal year, representing 37.4 percent of the overall expenditures from all funds. The City's main operating fund (the General Fund) provides \$33.8 million in appropriations for personnel expenditures, approximately 53.3% 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 deferred maintenance or the historical lack of set-aside funding for these capital demands. In recognition of these growing demands on the General Fund in the long-term, the City continues to fund the Capital Investment Reserve in the City's Capital Projects Fund. The FY 2020-21 budget provides no funding to this reserve, as an operating deficit is anticipated as the economy recovers from a pandemic-induced recession. Funding of \$10.6 million has been drawn from the reserve to help fund the new Burlingame Community Center's construction. The reserve is anticipated to be \$24.6 million at the end of the 2019-20 fiscal year.

The development of potential funding options for each of the projects that the Council wishes to initiate in the near future is a continued priority. Due to the nature of deferred capital maintenance, deferral of the inevitable renewal and replacement needs of the City's existing assets creates a capital liability that increases at a higher rate than most other liabilities. As such, 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 the annual budget for the City more than ever before. The COVID-19 crisis has impacted nearly every element of the local, national, and global economies, and projections of what the future holds, even in the near term, vary widely. The economic evaluation that informed this initial budget for the 2020-21 fiscal year was presented with the proposed amendments to the FY 2019-20 Budget. 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. However, assessments of the economic outfall from the pandemic change daily and will require revisions to this proposed budget well after the City Council's adoption.

As intended in the City's risk-based General Fund Reserve Policy, reserves will enable the City to meet operational demands during this economic downturn. But the funding of longer-term

CITY OF BURLINGAME | FISCAL YEAR 2020-21

infrastructure needs and unfunded liabilities will not be easily accommodated. Depending on the duration of the downturn, reduced funding of these long-term demands is apt to be the necessary response, which would further aggravate capital conditions, slow prefunding of pension obligations, and ultimately impact the City's fiscal health.

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, continue a pattern of saving for and leveraging investments in the City's infrastructure, and pursue prudent prefunding of currently unfunded pension obligations. The City is committed to continuing to reflect the community's priorities so that the local quality of life is maintained, irrespective of national or with the economic fluctuations.

ACKNOWLEDGEMENTS

I wish to thank Mayor Beach and the City Council for their leadership and support during the FY 2020-21 budget development process. The COVID-19 crisis created a high level of revenue uncertainty for the upcoming fiscal year, upending the normal budget cycle and resulting in a very tentative budget situation. However, prudent establishment of reserves and systematic identification and planning for the funding of previously incurred liabilities has rendered the City fiscally prepared for this challenging time. The budget for the 2020-21 fiscal year represents a spending plan of over \$115 million and will necessarily undergo further review and updating as needed throughout the new fiscal year. Still, this continuous improvement provides a higher level of transparency and accountability to the Burlingame community and reflects a commitment to advance the Council's highest priorities.

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

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

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Lisa K. Goldman", with a long horizontal flourish extending to the right.

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 2020-21 Priorities

CITY OF BURLINGAME

ORGANIZATIONAL COMPASS

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

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

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

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

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

ONE ORGANIZATION THAT FOSTER POSITIVE RELATIONSHIPS AND TEAMWORK BY:

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

POSITIVE LEADERSHIP THAT IS NURTURING AND FORWARD-THINKING BY:

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

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

ABOUT THE CITY OF BURLINGAME

Burlingame Statistics

Total Population: 30,118

Area: 6.1 square miles on 3,517 acres

Persons per Household: 2.40

Median Household Income: \$118,410

Housing Units: More than 13,000

Street Miles: 84 centerline miles

Sidewalk Miles: 116 miles

Sanitary Sewer: Approximately 130 miles; 7 sewer stations

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

Streetlights: 1,853 total

Street Trees: 17,140

Park Trees: 4,640

Different Species of Trees: 294

Number of Parks and Open Spaces: 18

Library Circulation: 721,452

Library Print & Non-Print Volumes: Approx. 303,079

Library Programs: 1,315

Library Attendance: 48,203

Sources:

California Dept. of Finance Population and Housing Estimates
Department of Finance; City data (2018)

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 three Councilmembers elected in 2017 and the two Councilmembers elected in 2019 are serving five-year terms so that the City can comply with a new state law requiring Council elections in even-numbered years.) The Council annually selects a Mayor and Vice Mayor from its members. The City Council appoints a City Manager, who serves as the chief executive officer and is responsible for all municipal functions. The City Council also appoints a City Attorney to serve as chief legal advisor for the governing body and the administration. The City Manager appoints the City Clerk.

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

CITY ORGANIZATION BY CRITICAL SERVICE AREA

General Government

City Attorney

In-house counsel, risk management, and code enforcement

City Clerk

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

City Manager

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

Finance

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

Human Resources

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

Public Works

Engineering

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

Water & Sewer

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

Streets & Storm Drainage

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

Public Safety

Police

Community patrol, 911 communications and dispatch, crime prevention, special weapons and tactics (SWAT), K-9 Program, traffic safety, parking enforcement, and community outreach

Central County Fire Department (JPA)

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

Leisure and Neighborhood Services

Library

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

Parks

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

Recreation

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

Community Development

Building

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

Planning

Public outreach, Climate Action Plan, land use, economic development, plan checks, and code and zoning enforcement

ROSTER OF ELECTED OFFICIALS AND APPOINTEES



Mayor
Emily Beach



Vice Mayor
Ann O'Brien Keighran



Council Member
Ricardo Ortiz



Council Member
Michael Brownrigg



Council Member
Donna Colson



City Manager
Lisa K. Goldman



City Attorney
Kathleen Kane

EXECUTIVE TEAM



City Clerk
Meaghan Hassel-Shearer



City Librarian
Brad McCulley



Community Development
Director
Kevin Gardiner



Finance Director and
Treasurer
Carol Augustine



Human Resources Director
Sonya Morrison



Parks and Recreation
Director
Margaret Glomstad



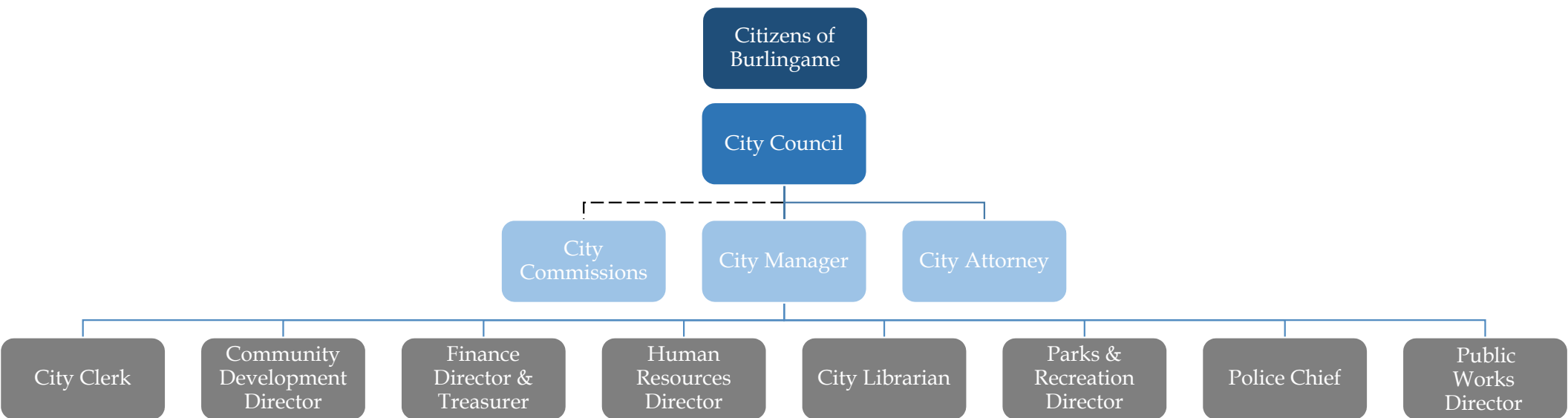
Police Chief
Mike Matteucci



Public Works Director
Syed Murtuza



Central County Fire Chief
Bruce Barron



City of Burlingame FY2020-21 Priorities

Sustainability

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

Transportation

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

Housing

Address affordability crisis and retain socioeconomic diversity of our community.

Infrastructure*

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

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

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



Understanding the Budget

Guide to City Budget Process

Guide to Understanding the Budget

Gann Appropriation Limit

GUIDE TO CITY BUDGET PROCESS

STRATEGIC AND FINANCIAL PLANNING

The budget planning process begins in January with a public goal-setting session. During this year's session, the City Council, community, and staff discussed progress being made on three of the four priorities established in 2017: sustainability, infrastructure, and transportation.

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

Together, the forecast and budget status report are designed to provide clarity on potential and future revenue and expenditure scenarios, offering additional context for the financial decisions made by the City Council, City Manager, and Finance Director.

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

COMMUNITY ENGAGEMENT AND PUBLIC INFORMATION

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

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

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

BUDGET DEVELOPMENT

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

CITY OF BURLINGAME | FISCAL YEAR 2020-21

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 2020-21

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

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

The Fire Board adopts the CCFD budget.

A copy of the Fiscal Year 2018-19 Adopted Budget for the Central County Fire Department may be obtained at:

1399 Rollins Road,
Burlingame, CA 94010

GUIDE TO UNDERSTANDING THE BUDGET

BUDGET PRESENTATION

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

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

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

OVERVIEW OF KEY FUNDS

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

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

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

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

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

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

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

BUDGET BASIS OF ACCOUNTING

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

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

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

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

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

ARTICLE XIII(B) GANN APPROPRIATION LIMIT

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

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

CALCULATION OF GANN APPROPRIATION LIMIT

2019-20 Appropriation Limit	84,218,116
State of California Inflation Factor	1.0373000
Percentage Change - City Population	-0.6700000
Percentage Change - County Population	-0.1300000
State of California Population Factor	0.9987000
Combined Adjustment Factor	1.0359515
2020-21 Appropriation Limit from Growth Factors	<u>87,245,884</u>
Proceeds of Taxes	54,515,440
Exclusions:	
Qualified Capital Projects and Debt	<u>(13,570,644)</u>
Appropriation Subject to Limit	<u>40,944,797</u>
2020-21 Appropriation Limit	87,245,884
Appropriation Subject to Limit	40,944,797
Over / (Under) Limit	(46,301,087)



Budget Summaries, Charts & Graphs

Key Budgetary Assumptions

Chart – Proposed FY 2020-21 Citywide Revenue by Type

Budget Summary - Estimated Revenues and Interfund Transfers

Chart – General Fund Revenues from FY 2011 - 2021

Chart – Property Tax Revenues from FY 2011 - 2021

Chart – Where Do Your Burlingame Property Tax Dollars Go?

Chart – Transient Occupancy Tax Revenues from FY 2011 - 2021

Chart – Sales and Use Tax Revenues from FY 2011 –2021

Chart – Proposed FY 2020-21 Expenses by Type

Chart – Proposed FY 2020-21 Appropriations by Major Fund

Budget Summary – Expenses by Department and Type

Budget Summary – Revenues and Expenses by Fund

Budget Summary – Debt Service Obligations

Budget Summaries by Department

Authorized Full-Time Equivalent Positions

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

Projected Unrestricted Net Position – Water, Sewer and Parking Enterprises

KEY BUDGETARY ASSUMPTIONS

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

GENERAL ECONOMIC OUTLOOK

The pandemic-induced global recession put an abrupt halt on the economic expansion of the past decade. The world-wide response to the COVID-19 pandemic has impacted every facet of life and greatly altered the economic landscape at the national, state, and local levels. Not only is the outlook vastly different than anticipated six months ago, scenarios for economic recovery vary widely and change daily. Adding recent civic unrest to the mix of factors impacting businesses and consumers alike, the nation's economic future is uncertain at best.

The State of California faces an unprecedented \$54 billion budget shortfall for the current (2019-20) and upcoming (2020-21) fiscal years, as the state faces extraordinarily high unemployment and millions of household in need of assistance. Governor Gavin Newsom is proposing a multiyear recovery approach that significantly draws down nearly all available reserves, prudently built up over the past eight years, while delivering a balanced budget. The May revision estimates revenues to be \$41 billion lower than anticipated (compared to the January proposed budget), necessitating wide spending cuts, and relying in small part on federal restoration funding.

The City of Burlingame's budget for the current (2019-20) fiscal year also took a major turn from rosy mid-year projections. At the time of the mid-year analysis, the San Francisco Bay Area economy was robust, with the lowest unemployment rate in the state. With its emphasis on the tech sector, the region was also atop national rankings in its commercial real estate market, with commercial vacancy rates among the lowest, and the cost of rent among the highest in the nation. However, the Bay Area is now in a different economic reality than before the COVID-19 pandemic hit. The good news is that the region entered the crisis from a position of strength.

Massive business closures and corresponding unemployment were caused by the response to the coronavirus pandemic shelter-at-home orders and travel restrictions. The resulting changes in social and economic landscapes prompted a budget adjustment in overall General Fund revenues of \$9.9 million for FY 2019-20, a decrease of 18.2 percent from the prior fiscal year. And, because of the economic sensitivity of the City's major revenue sources, this 2020-21 fiscal year budget assumes an *additional* 11.2 percent slump in revenues for the General Fund.

Due to the flattening of the curve of coronavirus cases in the Bay Area, restrictions on business activity are loosening up and will likely continue to do so. However, as with many parts of the country and the world, the region is dealing cautiously with the virus so as to avoid a possible resurgence later in 2020. The virus and its impact on businesses is likely to be an ongoing problem until a vaccine is available, herd immunity prevails, or exceptionally good treatments become widely accessible.

- **The national, state and local economic outlook calls for depressed revenues to give way to very cautious recovery throughout the 2020-21 fiscal year.**

PROPERTY TAX

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

Within the City's jurisdiction, the County shows assessed property values have grown at 11.5% since the beginning of the fiscal year, indicating large developments added to the tax role in 2019. It is unclear what impact the recession will have on future property values, as the tremendous job growth that supported regional home prices in the past may take a while to recover.

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

- **Property tax receipts are projected to rise over the next fiscal year, a 7.6% increase in the City's secured property assessed values is anticipated for fiscal year 2020-21.**

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

Refunds of property tax from San Mateo County's ERAF occur when the amounts contributed to the fund by local agencies in a fiscal year exceed withdrawals from the fund. In 2013, the State significantly increased funding distributed to schools under the Local Control Funding Formula, which translates to higher draws from county ERAFs statewide. Uncertainty about the growing demands on ERAF monies dictated that San Mateo County jurisdictions budget ERAF refunds conservatively, as these refunds were projected to decline and could be eliminated in the future. However, San Mateo County's growing economy and escalating property values have created larger contributions to the fund at a time when property tax revenues are sufficient to more fully fund school district needs. Therefore, ERAF refunds have grown over the years. However, there has been some dispute about the proper allocations of the ERAF funds, resulting in further uncertainty about the future of the refunds. The City received nearly \$2.4 million in excess ERAF in the current fiscal year; that same amount has been included in property tax revenues for fiscal year 2020-21.

- **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

CITY OF BURLINGAME | FISCAL YEAR 2020-21

Department of Tax and Fee Administration (CDTFA) allocates the Bradley Burns (local 1%) sales tax revenue to the jurisdiction in which the taxable sales transactions occur. The CDTFA is also responsible for collection of Measure I revenues, which are accounted for separately from the City's regular sales tax receipts.

As a result of swift reaction by consumers and businesses to the recent outbreak of the novel coronavirus, a massive decrease in spending on certain goods and services has been experienced as the current (2019-20) fiscal year draws to a close. The uncertainty of how long the presence of the virus will disrupt the economy has made forecasting of sales tax revenues very challenging. The forecast for the 2020-21 fiscal year assumes a continued decline in the City's sales tax revenue through the fourth quarter of 2020, with only moderate gains for the remainder of the fiscal year. As many of the small businesses that support the City's sales tax base may not survive a lengthy shutdown even with federal subsidies, and a return to previous consumer spending patterns after significant income interruptions is not expected to be swift, a further, significant decline in sales tax revenues is assumed.

The sectors hit hardest by the pandemic-fueled recession, Autos & Transportation and Restaurants & Hotels, will likely slide further in fiscal year 2020-21 as they struggle to resume a "new normal" in the second quarter of 2021. Allocations from State and County pools will likely increase due to an increase in on-line purchases. Most other sectors are anticipated to provide fairly level revenues compared to the current fiscal year.

- **As businesses and consumers seek to recover from the pandemic-induced recession, sales tax revenues for the City are anticipated to decline an additional 15.7 percent.**
- **The City anticipates revenue from Measure I, included in the 2020-21 fiscal year budget for General Fund Sales Tax revenues, to be \$1.925 million.**

TRANSIENT OCCUPANCY TAX

Transient occupancy tax (TOT) is levied when a room in a hotel (or other temporary lodging) is occupied for 30 days or less. In November 2009, voters approved amending the City's ordinance and increasing the transient occupancy tax rate from 10% to 12% in order to preserve municipal service levels and fund capital infrastructure projects.

As the City's largest and most economically sensitive revenue source, TOT revenues are a good indicator of current economic activity. The global travel restrictions that began in late February badly damaged the travel and hospitality industry, with airlines cutting flights and tourists cancelling business trips and holidays. By early April, occupancy rates in area hotels were down by 90 percent, and contingency plans had been deployed that included measures such as closing food and beverage outlets, reducing staff, and closing floors or even entire hotels. As shuttered borders prevailed through the end of FY 2019-20, TOT revenue projections for the fiscal year were decreased by \$6.1 million, to \$20.1 million – a 31.8 percent decline from the prior fiscal year.

The City monitors average daily rate (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 remain low for the

remainder of 2020, and the travel industry is not expected to experience a rapid recovery, the 2020-21 fiscal year budget reflects a further decline in these revenues to \$14 million.

- **The proposed budget of \$ 14 million assumes a 30.2% decrease in TOT revenues from the current fiscal year anticipated receipts of \$20.1 million.**

WATER & SEWER RATES

The severe five-year drought that ended in northern California in 2017 created higher costs and lower revenues (due to conservation efforts) for both of these City utilities. Water rate increases of approximately 7.5 percent annually were implemented over a three-year period; the final rate increase was effective January 1, 2019. The rate increases helped the Water Fund cover for the higher cost of wholesale water purchased from the San Francisco Public Utilities Commission (SFPUC), and provided continued funding of prudent capital improvements in the Water utility. With improving reservoir levels and water consumption easing back into higher, pre-drought patterns, revenues in the Water and Sewer Utilities have been much easier to accurately anticipate in the past few years.

However, the shelter-in-place orders meant to curb the spread of the COVID-19 virus have drastically shifted the characteristics, if not the volume, of water consumption in Burlingame. Whereas residential customers consumed 33.9 percent more in April 2020 than in the same month last year, industrial customers consumed 38.7 percent less. Within this category, consumption declined 47.2 percent in the subcategory of “hotels with restaurants”. However, consumption as a whole was down less than 1 percent.

In fiscal year 2020-21, water consumption is projected to match current-year experience. As there will be no rate increases, projected revenues are anticipated to be slightly over \$21.0 million. Funding of capital projects/infrastructure within the Water utility will be increased to \$3.5 million. After increased funding of capital projects/infrastructure within the Sewer utility – both collection system improvements and wastewater treatment plant upkeep – in recent years, funding in fiscal year 2020-21 will be fairly subdued at \$1.8 million. Note that capital spending is not included as expenses of the fund. At year end, infrastructure improvements are capitalized and reported as long-term assets, rather than remaining in “unrestricted net position.”

- **The proposed budget assumes operating revenues of approximately \$21.0 million for the Water Enterprise and \$14.1 million for the Sewer Enterprise. The assumption is based on currently enacted rates and conservative consumption forecasts. The budget provides for sufficient capital spending in order to maintain the quality of infrastructure supporting these major utilities.**

STORM DRAIN FEE

In May 2009, Burlingame residents approved a storm drain fee, which is collected as an assessment on the property tax roll, to improve the City’s aging storm drain infrastructure. The fee has supported the issuance of bonds in 2010, 2012, and 2016, for 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, but not to exceed 2%. The annual increase to the storm drain fee was deferred for the upcoming fiscal year, due to declining economic conditions. Therefore, the revenues from this source are the same as provided in the fiscal year 2019-20 adopted budget.

- **The proposed budget of over \$3.0 million assumes no increase in the storm drain fee.**

WAGES AND BENEFITS

In recognition of the long-term obligations incurred from employment benefits, growth in the City's workforce has been kept to a minimum in recent years. Personnel costs represent a large investment in the City's resources, and requests for increases in full-time equivalent (FTE) positions are carefully monitored to ensure they provide the best ongoing value towards addressing the City's long-term goals. However, an examination of all positions utilized by the City was prompted by the passage of Assembly Bill 5 (AB 5), effective January 1, 2020. It was determined that many of the contractors used by the City, particularly in development services, did not meet the new standards established by the bill. In order to continue to meet service demands, staff positions were added, and the use of contract services in the affected departments, along with some hourly wages, was decreased. The changes in personnel/positions were deemed necessary to effectively carry out the City's priorities and support both General Fund and Capital Improvement Program activities, and were reflected as a 6.75 increase in city-wide FTEs. In addition, a Management Analyst position was approved for the Finance Department earlier in the year. The FY 2020-21 budget is the first to provide a full year of funding for these positions. There are no additions to staffing included in the 2020-21 fiscal year budget, but there are some reclassifications proposed to increase efficiency.

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

- **The proposed General Fund budget assumes a \$738,000 (3.2%) increase in the cost of wages and benefits of full time, part-time, and seasonal employees.**

CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM (CALPERS)

As a result of heavy investment losses during the recession, CalPERS (the California Public Employees' Retirement System) has raised contribution rates considerably in recent years, with lower earnings forecasted, new actuarial methods, and a projection of longer life spans. In order to fund CalPERS pensions, the blended (Classic and PEPRA combined) employer contribution rates for the City's employees for the upcoming fiscal year are 55.0% for Safety personnel and 27% for Miscellaneous personnel, resulting in a city-wide budget of nearly \$8.2 million, up from the \$7.5 million provided in the adopted budget for 2019-20 fiscal year.

- **The proposed General Fund budget assumes that increased employer rates and required lump-sum payments to CalPERS will increase pension costs by 14.9 % (approximately \$602,000) 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 will add transparency to the true level of funding needed to ensure CalPERS has the resources to meet its obligations to retiring workers in the future. However, these changes have resulted in significant increases in the City's unfunded pension obligations, and an associated rise in employer contribution rates.

The rates provided by CalPERS through FY 2020-21 and the estimated rates derived through a recently completed actuarial study of the City's pension obligations indicate that the City's contribution rates will rise from the current 27% for Miscellaneous employees and 55% for Safety employees to 37% and 83%, respectively, over the next 10 to 15 years. These rates reflect blended rates for Classic and PEPRA employees.

The City's total estimated unfunded pension liability is \$65.4 million at June 30, 2019 (per the June 30, 2017 valuation date). To address the gap between its pension obligations and the assets set aside to fund them, the City plans to continue to pay the required employer contributions to CalPERS, but to additionally contribute to the § 115 Trust Fund for Pensions established with Public Agency Retirement Services (PARS). Funds in the trust, which should grow at higher rates of return than can be obtained in the City's portfolio, will accumulate and be withdrawn when the CalPERS rates exceed the established threshold rates for each of the pension plans. However, contributions to the trust fund cannot be considered expenditures or included in the budget for each fiscal year. In addition, the contributions must be authorized by the City Council, and they will be reflected as "restricted" fund balance for financial reporting purposes.

- **The proposed fiscal plan assumes a City-wide contribution of nearly \$2.8 million to the City's § 115 Trust Fund in fiscal year 2020-21 (including \$2.25 million from the General Fund).**

GOVERNMENTAL DEBT SERVICE

The City's governmental debt service obligations increased (by \$2.0 million annually) in fiscal year 2019-20 with the issuance of the 2019 Lease Revenue Bonds. The bonds were issued in December 2019 to provide funding for construction of the new Community Center, and yielded nearly \$39 million for that purpose. Debt service on the bonds is totally supported by the General Fund: the expenditure plan for Measure I proceeds includes an annual set-aside of \$1 million for the financing, matched with a \$1 million annual commitment of other General Fund monies. Because a transfer of \$2.0 million to the Debt Service Fund had been made previous to issuance of the bonds, no transfer from the General Fund is needed for the fiscal year 2020-21 obligation for the 2019 Lease Revenue Bonds.

- **The budget provides for \$4.7 million to meet all governmental (non-enterprise) debt service obligations of the City**

INTERNAL SERVICE FUND CHARGES

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

The Fleet and Equipment ISF accounts for the costs of operation, maintenance, and repair of the City's automotive equipment, and provides for future replacement of equipment as well. The appropriations for this fund were increased in the fiscal year 2020-21 budget to fund several large vehicles, including a Sewer rodder truck, that are due for replacement. Last year's replacement schedule called for much smaller purchases. However, these changes do not result in a wide annual variation in ISF charges to departments. The cost of planned purchases for the fiscal year have already been accumulated in the fund, and replacement costs are spread to all departments over the useful lives of the assets.

However, the Administrative and Information Technology ISF will incur increased costs largely due to an amplified reliance on remote work. To be effective in the long term, applications and infrastructure are being modernized to allow secure remote access to the processes and data needed to provide efficient services. The additional costs will be allocated to the various departments and programs based on number of workstations and calls for specialized software services.

- **The proposed budget assumes increases to the internal service funds for the Fleet & Equipment ISF and the Admin & IT ISF in the amounts of \$538,000 and \$256,000, respectively.**

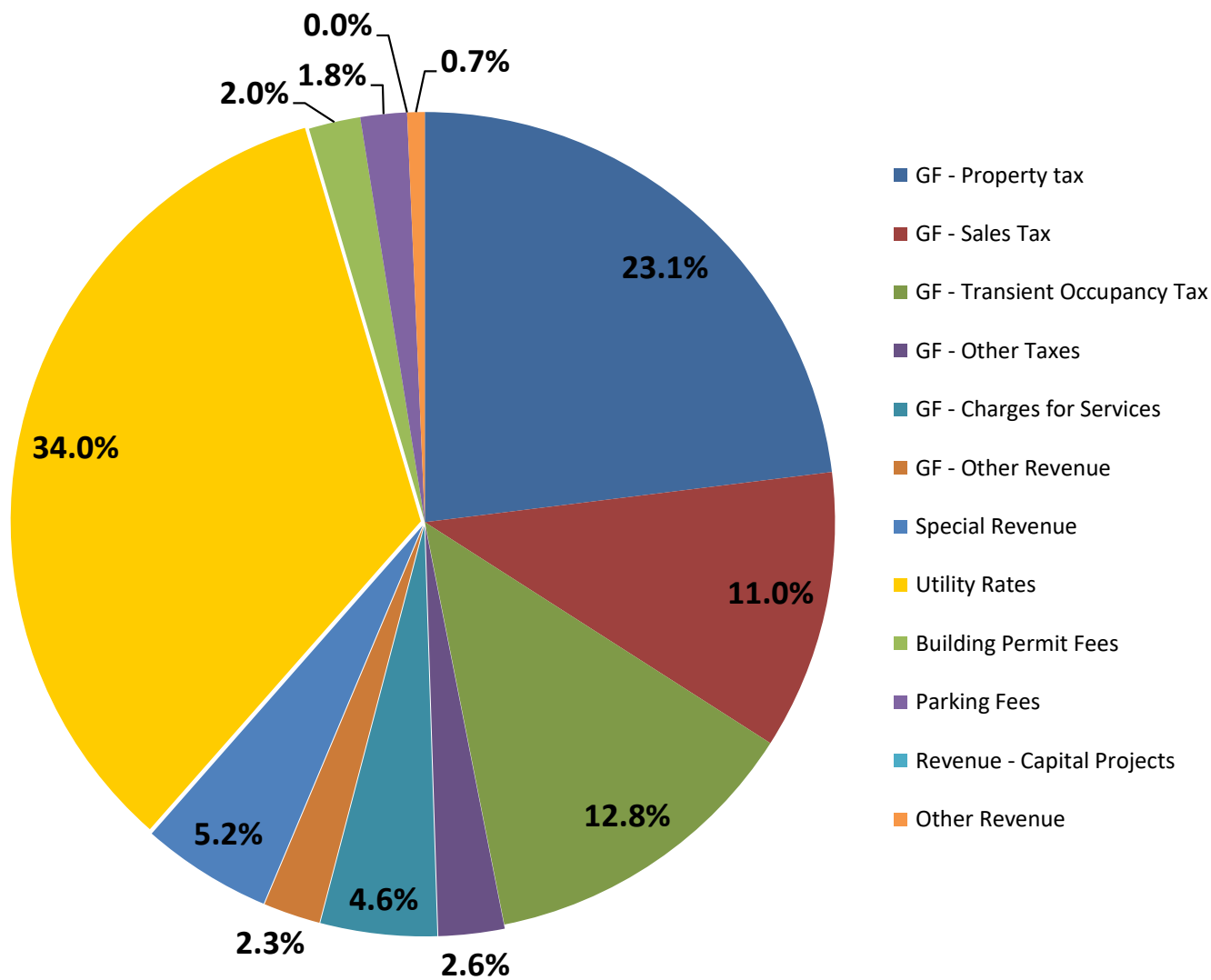
CENTRAL COUNTY FIRE DEPARTMENT BUDGET PRESENTATION

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

CCFD's FY 2020-21 operating budget as approved in June reflects an increase of approximately 3.0% (\$409,000) over current year costs.

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

Proposed FY 2020-21 Citywide Revenue by Type



CITY OF BURLINGAME, CA
 PROPOSED BUDGET FISCAL YEAR 2020-21
 ESTIMATED REVENUES AND INTERFUND TRANSFERS

FUND AND DESCRIPTION	2018-19 ACTUAL	2019-20 BUDGET	2019-20 EST. ACTUAL	2020-21 PROPOSED
GENERAL FUND				
Current Secured Property Tax	14,649,598	15,665,000	15,820,000	17,573,000
Secured Supplemental Property Tax (SB 813)	516,148	545,000	545,000	491,000
Current Unsecured Property Tax	779,370	855,000	821,000	821,000
Unsecured Property Tax - Prior Year	(23,535)	-	-	-
Unitary Tax	316,284	340,000	316,000	316,000
Property Tax in-lieu of VLF	3,465,699	3,725,000	3,559,300	3,560,000
ERAF Refund	2,252,373	2,140,000	2,374,300	2,375,000
Subtotal - Property Taxes	21,955,938	23,270,000	23,435,600	25,136,000
Sales & Use Tax	15,139,440	12,600,000	12,140,000	10,230,000
Prop 172 Public Safety Fund (Sales Tax)	166,181	160,000	130,000	120,000
Measure I Revenue	2,514,349	2,000,000	1,960,000	1,650,000
Subtotal - Sales and Use Tax	17,819,970	14,760,000	14,230,000	12,000,000
Transient Occupancy Tax	29,384,461	28,700,000	20,050,000	14,000,000
Subtotal - Transient Occupancy Taxes	29,384,461	28,700,000	20,050,000	14,000,000
Real Property Transfer Tax	476,852	420,000	360,000	400,000
State Homeowner Property Tax Reimbursement	59,592	60,000	60,000	60,000
Business License Tax	589,737	590,000	590,000	530,000
Business License Tax - Parking	442,724	430,000	275,000	200,000
Business License Audit (MAS)	6,694	-	-	-
PG&E - Franchise Tax -- Natural Gas	113,895	150,000	115,000	130,000
PG&E - Franchise Tax -- Surcharge (SB278)	5,777	6,000	6,000	6,200
PG&E - Franchise Tax -- Electricity	138,275	136,000	139,000	146,000
PG&E - Franchise Tax -- Surcharge-Prior Year	131,598	142,000	132,000	142,000
Franchise Tax -- Solid Waste	772,154	812,000	782,000	740,000
Comcast - Franchise Tax -- Cable Television (5%)	406,107	390,000	380,000	390,000
Astound - Franchise Tax -- Cable Television (5%)	23,385	24,000	24,000	25,000
AT&T Video Service Franchise Tax	66,611	64,000	64,000	62,000
Subtotal - Other Taxes	3,233,400	3,224,000	2,927,000	2,831,200
TOTAL TAXES	43,497,711	43,761,000	45,178,000	67,954,000
Taxi Licenses	1,438	2,000	2,000	1,000
Taxicab Inspections	2,624	2,500	2,500	2,000
Alarm Permit Fees	64,542	60,000	60,000	60,000
Overnight Parking Permits	16,006	15,000	15,000	15,000
TOTAL LICENSES & PERMITS	84,610	79,500	79,500	78,200
Code Enforcement Citations	4,300	8,000	8,000	10,000
Asset Forfeiture	46,600	-	-	-
Parking Citations	1,133,840	900,000	540,000	500,000
Vehicle Code Fines	70,934	70,000	60,000	50,000
TOTAL FINES, FORFEITURES AND PENALTIES	1,255,675	978,000	608,000	560,000

CITY OF BURLINGAME, CA
 PROPOSED BUDGET FISCAL YEAR 2020-21
 ESTIMATED REVENUES AND INTERFUND TRANSFERS

FUND AND DESCRIPTION	2018-19 ACTUAL	2019-20 BUDGET	2019-20 EST. ACTUAL	2020-21 PROPOSED
Interest Income	4,071,886	1,970,000	2,400,000	1,563,000
Lease Payments	121,635	120,000	120,000	-
Rental Income	57,420	10,000	10,000	80,000
TOTAL USE OF MONEY AND PROPERTY	4,250,942	2,100,000	2,530,000	1,643,000
Filing And Certification Fees	15	-	-	-
Smccvb Annual Fee-Bid	9,300	9,000	9,000	9,000
False Alarm Charges	22,264	25,000	25,000	22,000
False Alarm Charges-Collection	1,841	2,000	2,000	2,000
Special Police Services	2,268	2,000	2,000	2,000
Livescan Fees	6,689	7,000	7,000	5,000
Police Booking Fees-County	12,278	9,000	9,000	9,000
Vehicle Release Fees	46,231	42,000	42,000	35,000
Reimbursement For Service Cost	-	-	276,500	-
Public Works Fees & Services	744,328	570,000	700,000	600,000
Plan Check Fees - Engineering	75,792	84,000	52,000	52,000
Stormwater Inspection Fee	16,065	-	4,000	4,000
Reimb State Hway Maintenance	25,000	25,000	25,000	25,000
Planning Fees	556,187	600,000	400,000	450,000
Zoning/Sign Plan Checking	464,948	200,000	360,000	400,000
Use Permit Fees	36,500	37,000	37,000	37,000
2Nd Unit Amnesty	68	-	-	-
Recreation Fees & Services	3,374,909	3,000,000	2,304,000	2,250,000
Park Special Services	65,387	60,000	100,000	100,000
Arborist Plan Check/Site Insp.	17,936	20,000	15,000	20,000
Arborist Fee-Planning	16,188	20,000	15,000	20,000
Protected Tree Application Fee	27,960	20,000	10,000	20,000
Aquatics Reimbursement	697	-	-	220,000
Library Fees & Services	55,647	54,000	28,000	20,000
Library Services-Hillsborough	650,458	650,000	665,400	675,000
Passport Intake	53,215	54,000	47,100	30,000
TOTAL CHARGES FOR SERVICES	6,282,169	5,490,000	5,135,000	5,007,000
State Motor Vehicle Tax	14,541	-	-	-
Post Reimbursement	7,829	-	-	3,000
Slesf-COPS Program	148,747	140,000	140,000	140,000
Habitatconsgrnt-Millscanyon	40,000	-	-	-
TOTAL FEDERAL & STATE SUBVENTIONS	211,117	140,000	140,000	143,000
Other Revenues	57,856	30,000	30,000	30,000
Overages/Shortages	(9)	-	-	-
Litigation Settlement	400	-	-	-
Sale of Property	1,018	-	-	-
Utility Reimbursements	(194)	-	-	-
TOTAL OTHER REVENUE	59,071	30,000	30,000	30,000
GENERAL FUND, BEFORE TRANSFERS	\$ 84,537,352	\$ 78,771,500	\$ 69,165,100	\$ 61,428,400

CITY OF BURLINGAME, CA
 PROPOSED BUDGET FISCAL YEAR 2020-21
 ESTIMATED REVENUES AND INTERFUND TRANSFERS

FUND AND DESCRIPTION	2018-19 ACTUAL	2019-20 BUDGET	2019-20 EST. ACTUAL	2020-21 PROPOSED
Transfer In from Special 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 Drain Fund	15,000	15,000	15,000	15,000
Transfer In from Developer Impact Fee Fund	295,148	-	-	-
Transfer In from Water Fund	937,822	970,815	970,815	989,181
Transfer In from Sewer Fund	721,279	738,815	738,815	751,981
Transfer In from Parking Enterprise Fund	333,088	337,189	337,189	332,388
Transfer In from Solid Waste Fund	61,000	58,000	58,000	58,000
Transfer In from Building Enterprise Fund	104,300	108,000	108,000	111,000
Transfer out to Storm Drain Fund	-	-	-	-
Transfer (Out) to Shuttle Bus Fund	(143,500)	(143,500)	(143,500)	-
Transfer (Out) to CIP Investment Reserve	(3,000,000)	(6,500,000)	(6,500,000)	-
Transfer (Out) to Parks & Trees CIP	(5,805,000)	(3,305,000)	(3,325,000)	(555,000)
Transfer (Out) to Facilities CIP	(3,229,000)	(2,000,000)	(2,000,000)	-
Transfer (Out) to Streets CIP	(1,325,000)	(2,660,000)	(2,660,000)	(1,000,000)
Transfer (Out) to Burlingame Finance Authority	(3,684,811)	(3,708,763)	(3,708,763)	(2,728,338)
Measure I Fund - Transfer (Out) to Streets CIP	(575,000)	(1,200,000)	(1,200,000)	(1,600,000)
Measure I Fund - Transfer (Out) to Debt Service Fund	(1,000,000)	(1,000,000)	(1,000,000)	-
TOTAL INTERFUND TRANSFERS	(15,978,674)	(17,973,444)	(17,993,444)	(3,309,788)
GENERAL FUND REVENUE, NET OF TRANSFERS	\$ 68,558,678	\$ 60,798,056	\$ 51,171,656	\$ 58,118,612

SPECIAL REVENUE FUNDS

BURLINGAME AVENUE SPECIAL ASSESSMENT DISTRICT

Special Assessment Revenue	310,094	310,000	310,000	310,000
Interest Income	14,508	8,000	5,000	4,000
SPECIAL ASSESSMENT, BEFORE TRANSFERS	324,602	318,000	315,000	314,000
Transfer (Out) to General Fund	(310,000)	(310,000)	(310,000)	(310,000)
SPECIAL ASSESSMENT, NET OF TRANSFERS	\$ 14,602	\$ 8,000	\$ 5,000	\$ 4,000

FEDERAL & STATE GRANTS

CA Office of Traffic Safety STEP Grant (Traffic Safety)	15,050	-	-	-
CA Office of Traffic Safety STEP Grant (DUI)	18,547	-	-	-
LOCAL GRANTS	29,500	-	-	-
FEDERAL & STATE GRANTS	\$ 63,098	\$ -	\$ -	\$ -
Transfer (Out) to General Fund	-	-	-	-
FEDERAL & STATE, NET OF TRANSFERS	\$ 125,629	\$ -	\$ -	\$ -

CITY OF BURLINGAME, CA
 PROPOSED BUDGET FISCAL YEAR 2020-21
 ESTIMATED REVENUES AND INTERFUND TRANSFERS

FUND AND DESCRIPTION	2018-19 ACTUAL	2019-20 BUDGET	2019-20 EST. ACTUAL	2020-21 PROPOSED
MEASURE A & GAS TAX FUND				
Interest Income	40,964	58,000	9,000	6,000
Measure A Sales Tax	793,252	860,000	760,000	764,000
Section 2103 -- Excise Tax	101,204	258,000	210,000	228,000
Section 2106--New Construction	166,212	170,000	144,000	156,000
Section 2107--Maintenance and Construction	124,174	124,000	104,000	113,000
Section 2107.5 - Administration	209,030	221,000	178,000	193,000
Section 2105--Proposition 111 Gas Tax	6,000	6,000	6,000	6,000
ROAD & MAINTENANCE REHAB (RMRA SB1)	546,154	501,000	500,000	512,000
LOAN REPAYMENT SB1	34,163	34,000	34,000	-
MEASURE A & GAS TAX, BEFORE TRANSFERS	2,021,153	2,232,000	1,945,000	1,978,000
GAS Tax Fund - Transfer (Out) to General Fund	(6,000)	(6,000)	(6,000)	(6,000)
GAS Tax Fund - Transfer (Out) to Streets CIP	(935,000)	(1,100,000)	(1,100,000)	(800,000)
Measure A - Transfer (Out) to Streets CIP	(800,000)	(750,000)	(750,000)	-
TOTAL INTERFUND TRANSFERS	(1,741,000)	(1,856,000)	(1,856,000)	(806,000)
MEASURE A & GAS REVENUE, NET OF TRANSFERS	\$ 280,153	\$ 376,000	\$ 89,000	\$ 1,172,000
Measure W				
Measure W revenue	-	-	350,000	350,000
Interest Income	-	-	-	2,000
PUBLIC TV REVENUE	-	-	350,000	352,000
Transfer (Out) to Capital Projects Fund	-	-	-	-
TOTAL INTERFUND TRANSFERS	-	-	-	-
PUBLIC TV ACCESS, NET OF TRANSFERS	\$ -	\$ -	\$ 350,000	\$ 352,000
PUBLIC TV ACCESS FUND				
PEG Access Fees	99,563	105,000	105,000	100,000
Interest Income	20,712	9,000	9,000	11,000
PUBLIC TV REVENUE	120,275	114,000	114,000	111,000
Transfer (Out) to Capital Projects Fund	-	-	-	-
TOTAL INTERFUND TRANSFERS	-	-	-	-
PUBLIC TV ACCESS, NET OF TRANSFERS	\$ 120,275	\$ 114,000	\$ 114,000	\$ 111,000
DEVELOPMENT FEES FUND				
Public Facilities Impact Fee	239,745	-	-	-
North Burlingame Development Fee	34,475	-	-	-
Bayfront Development Fees	-	-	-	-
Burlingame Ave Parking in lieu Fees	-	-	-	-
Interest Income	221,017	86,000	82,000	122,000
DEVELOPMENT FEES, BEFORE TRANSFERS	495,237	86,000	82,000	122,000
Transfer (Out) to General Fund	(295,148)	-	-	-
Transfer (Out) to Streets CIP	-	-	-	-
TOTAL INTERFUND TRANSFERS	(295,148)	-	-	-
DEVELOPMENT FEES, NET OF TRANSFERS	\$ 200,089	\$ 86,000	\$ 82,000	\$ 122,000

CITY OF BURLINGAME, CA
 PROPOSED BUDGET FISCAL YEAR 2020-21
 ESTIMATED REVENUES AND INTERFUND TRANSFERS

FUND AND DESCRIPTION	2018-19 ACTUAL	2019-20 BUDGET	2019-20 EST. ACTUAL	2020-21 PROPOSED
STORM DRAIN FUND				
Storm Drainage Fees	2,951,174	3,017,000	3,017,000	3,017,000
Interest Income	502,110	311,000	190,000	77,000
STORM DRAIN REVENUE, BEFORE TRANSFERS	3,453,284	3,328,000	3,207,000	3,094,000
Transfer (Out) to General Fund	(15,000)	(15,000)	(15,000)	(15,000)
Transfer (Out) to Burlingame Financing Authority	(2,063,089)	(2,068,139)	(2,068,139)	(1,911,339)
TOTAL INTRAFUND TRANSFERS	(2,078,089)	(2,083,139)	(2,083,139)	(1,926,339)
STORM DRAIN, NET OF TRANSFERS	\$ 1,375,195	\$ 1,244,861	\$ 1,123,861	\$ 1,167,661

ENTERPRISE FUNDS

WATER ENTERPRISE FUND

Utility Sales	19,456,714	20,400,000	20,800,000	20,800,000
Water - Fire Services	32,414	32,000	32,000	32,000
Taps For New Meters	129,539	130,000	165,000	150,000
Flow & Turn Ons	640	350	350	-
Fire Flow Inspection	14,042	10,000	8,500	5,000
Utility Late Payment Penalties	30,169	30,500	30,500	20,000
Misc. Revenues	18,277	8,000	2,500	2,000
Sale Of Recyclable	2,114	-	-	-
Interest Income	623,527	438,000	250,000	313,000
WATER FUND REVENUE, BEFORE TRANSFERS	20,307,435	21,048,850	21,288,850	21,322,000
Transfer (Out) to Water Capital Projects Fund	(3,000,000)	(3,000,000)	(3,000,000)	(3,500,000)
Transfer In from Water Capital Projects Fund	3,000,000	3,000,000	3,000,000	3,500,000
Transfer (Out) to General Fund	(937,822)	(970,815)	(970,815)	(989,181)
TOTAL INTERFUND TRANSFERS	(937,822)	(970,815)	(970,815)	(989,181)
WATER FUND, NET OF TRANSFERS	\$ 19,369,613	\$ 20,078,035	\$ 20,318,035	\$ 20,332,819

SEWER ENTERPRISE FUND

Sewer Service Charges	14,131,887	14,200,000	12,445,000	12,500,000
Charges to Other Agencies	1,090,261	1,100,000	1,158,000	1,160,000
Burlingame Hills Sewer Charges	246,382	250,000	250,000	250,000
Sewer Discharge Permits	139,821	95,000	95,000	95,000
Sewer Connection Fees	106,895	10,000	160,000	160,000
Misc. Revenues	3,595	-	-	-
Sale of Assets	14,065	-	-	-
Interest Income	530,045	465,000	180,000	320,000
SEWER FUND REVENUE, BEFORE TRANSFERS	16,262,951	16,120,000	14,288,000	14,485,000
Transfer (Out) to Sewer Capital Projects Fund	(5,200,000)	(5,080,000)	(5,080,000)	(1,800,000)
Transfer In from Sewer Operations Fund	5,200,000	5,080,000	5,080,000	1,800,000
Transfer (Out) to General Fund	(721,279)	(738,815)	(738,815)	(751,981)
TOTAL INTERFUND TRANSFERS	(721,279)	(738,815)	(738,815)	(751,981)
SEWER FUND, NET OF TRANSFERS	\$ 15,541,672	\$ 15,381,185	\$ 13,549,185	\$ 13,733,019

CITY OF BURLINGAME, CA
 PROPOSED BUDGET FISCAL YEAR 2020-21
 ESTIMATED REVENUES AND INTERFUND TRANSFERS

FUND AND DESCRIPTION	2018-19 ACTUAL	2019-20 BUDGET	2019-20 EST. ACTUAL	2020-21 PROPOSED
SOLID WASTE MANAGEMENT FUND				
Steam Cleaning Downtown	162,800	163,000	163,000	163,000
Ab939 Administration Fee	96,519	100,000	100,000	90,000
Street Sweeping Fee	300,000	300,000	300,000	300,000
City Management Fee	58,000	58,000	58,000	58,000
Misc. Revenues	102,340	40,000	40,000	40,000
Interest Income	169,021	64,000	64,000	77,000
SOLID WASTE, BEFORE TRANSFERS	888,681	725,000	725,000	728,000
Transfer In (Out) from Landfill Fund	-	-	-	-
Transfer (Out) to General Fund	(61,000)	(58,000)	(58,000)	(58,000)
TOTAL INTERFUND TRANSFERS	(61,000)	(58,000)	(58,000)	(58,000)
SOLID WASTE, NET OF TRANSFERS	\$ 827,681	\$ 667,000	\$ 667,000	\$ 670,000
LANDFILL FUND				
Landfill Closure	482,596	505,000	490,000	460,000
Interest Income	56,483	24,000	24,000	31,000
LANDFILL FUND, BEFORE TRANSFERS	539,079	529,000	514,000	491,000
Transfer In (Out) from Solid Waste Fund	-	-	-	-
TOTAL INTERFUND TRANSFERS	-	-	-	-
LANDFILL FUND, NET OF TRANSFERS	\$ 539,079	\$ 529,000	\$ 514,000	\$ 491,000
BUILDING INSPECTION FUND				
Construction Permits	1,126,935	1,180,000	1,904,000	1,180,000
Building Plan Check Fees	2,048,931	800,000	1,100,000	800,000
Imaging Fees	45,278	40,000	57,000	40,000
Miscellaneous Income	62,974	-	-	-
Interest Income	403,756	246,000	170,000	200,000
BUILDING INSPECTION, BEFORE TRANSFERS	3,687,875	2,266,000	3,231,000	2,220,000
Transfer In (Out) from Solid Waste Fund	-	-	-	-
Transfer In (Out) from General Fund	(104,300)	(108,000)	(108,000)	(111,000)
TOTAL INTERFUND TRANSFERS	(104,300)	(108,000)	(108,000)	(111,000)
BUILDING, NET OF TRANSFERS	\$ 3,583,575	\$ 2,158,000	\$ 3,123,000	\$ 2,109,000
PARKING ENTERPRISE FUND				
Parking Fees	2,409,248	2,450,000	1,792,500	1,500,000
Monthly Parking Permits	345,405	370,000	220,000	300,000
Electric Vehicle Charging Station	18,206	15,000	10,000	20,000
Miscellaneous Revenue	-	-	-	-
Interest Income	344,500	229,000	140,000	174,000
PARKING REVENUE, BEFORE TRANSFERS	3,117,359	3,064,000	2,162,500	1,994,000
Transfer In (Out) from Parking Capital Projects Fund	67,789	(2,650,000)	(3,140,320)	(350,000)
Transfer In (Out) from Parking Operating Fund	(67,789)	2,650,000	3,140,320	350,000
Transfer (Out) to General Fund	(333,088)	(337,189)	(337,189)	(332,388)
Transfer (Out) to Burlingame Financing Authority	-	-	-	-
TOTAL INTRAFUND TRANSFERS	(333,088)	(337,189)	(337,189)	(332,388)
PARKING REVENUE, NET OF TRANSFERS	\$ 2,784,271	\$ 2,726,811	\$ 1,825,311	\$ 1,661,612

CITY OF BURLINGAME, CA
 PROPOSED BUDGET FISCAL YEAR 2020-21
 ESTIMATED REVENUES AND INTERFUND TRANSFERS

FUND AND DESCRIPTION	2018-19 ACTUAL	2019-20 BUDGET	2019-20 EST. ACTUAL	2020-21 PROPOSED
INTERNAL SERVICE FUNDS				
Reimbursement (Non-City)	9,652	5,000	5,000	-
Miscellaneous Revenue (Non-City)	69,983	-	-	-
Sale of Property	103,485	10,000	10,000	10,000
Interest Income	698,193	349,000	266,000	330,000
ISF REVENUE, BEFORE TRANSFERS	881,314	364,000	281,000	340,000
Transfer In (Out) from General Fund	-	-	-	-
TOTAL INTERFUND TRANSFERS	-	-	-	-
ISF REVENUE, NET OF TRANSFERS	\$ 881,314	\$ 364,000	\$ 281,000	\$ 340,000

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

Federal, State or Local Grants	50,000	-	-	-
Reimbursement Share - City of Millbrae	36,728	900,000	900,000	-
50/50 Sidewalk Assessment	-	-	-	-
Strategic Growth Grant - GP Update	39,519	-	-	-
OBAG BPIP - Carolan Complete Streets	47,941	-	-	-
C/CAG Measure M	145,104	140,000	140,000	-
San Mateo County Measure A Grant	145,343	-	-	-
Donations	80,000	-	-	-
Miscellaneous Revenue	-	-	-	-
CAPITAL PROJ REVENUE, BEFORE TRANSFERS	544,635	1,040,000	1,040,000	-
Transfer In (Out) from General Fund to Parks & Trees CIP	5,805,000	3,305,000	3,325,000	555,000
Transfer In (Out) from General Fund to Facilities CIP	3,229,000	2,000,000	2,000,000	-
Transfer In (Out) from General Fund to Storm CIP	-	-	-	-
Transfer In (Out) from General Fund to Streets CIP	1,325,000	2,660,000	2,660,000	1,000,000
Transfer In (Out) from General Fund (CIP Projects)	10,359,000	7,965,000	7,985,000	1,555,000
Transfer In (Out) from General Fund (CIP Investment Reserve)	3,000,000	6,500,000	6,500,000	-
Transfer In (Out) from Gas Tax Fund	935,000	1,100,000	1,100,000	800,000
Transfer In (Out) from Measure A Fund	800,000	750,000	750,000	-
Transfer In (Out) from Measure I	575,000	1,200,000	1,200,000	1,600,000
Transfer In (Out) from Burlingame Financing Authority	3,531,681	3,200,000	3,200,000	4,500,000
Transfer In (Out) from Development Impact Fee	-	-	-	-
TOTAL INTERFUND TRANSFERS	19,200,681	20,715,000	20,735,000	8,455,000
CAP PROJ REVENUE, NET OF TRANSFERS	\$ 19,745,316	\$ 21,755,000	\$ 21,775,000	\$ 8,455,000

OTHER FUNDS

SHUTTLE BUS PROGRAM FUND

Grants & Contributions	103,600	72,000	72,000	72,000
SHUTTLE REVENUE, BEFORE TRANSFERS	103,600	72,000	72,000	72,000
Transfer In (Out) from General Fund	143,500	143,500	143,500	-
TOTAL INTERFUND TRANSFERS	143,500	143,500	143,500	-
SHUTTLE REVENUE, NET OF TRANSFERS	\$ 247,100	\$ 215,500	\$ 215,500	\$ 72,000

CITY OF BURLINGAME, CA
 PROPOSED BUDGET FISCAL YEAR 2020-21
 ESTIMATED REVENUES AND INTERFUND TRANSFERS

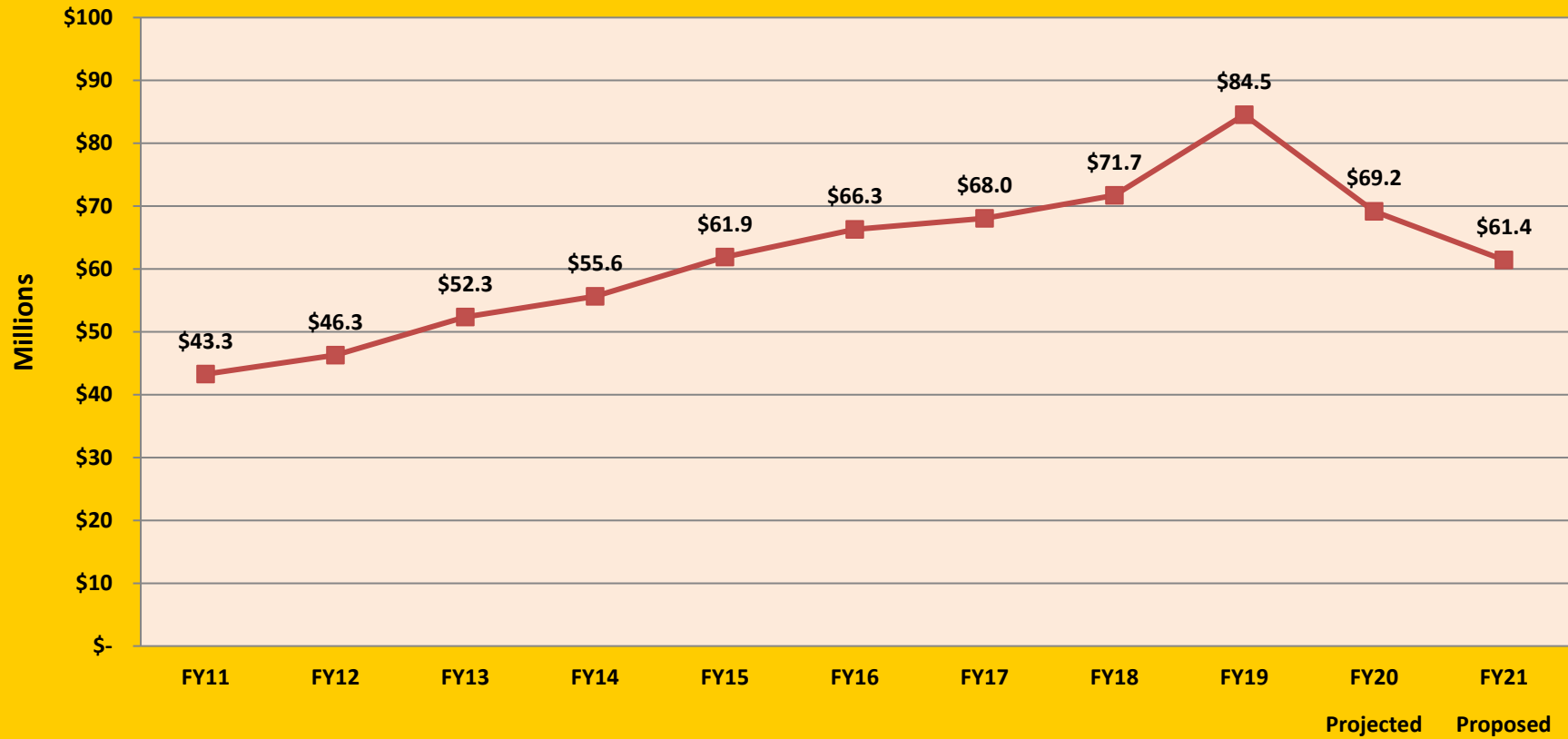
FUND AND DESCRIPTION	2018-19 ACTUAL	2019-20 BUDGET	2019-20 EST. ACTUAL	2020-21 PROPOSED
OTHER LOCAL GRANTS & DONATIONS				
Donations	216,080	-	-	-
Grant Revenue	2,700	-	-	-
Interest Income	7,630	4,000	-	10,000
DONATIONS, BEFORE TRANSFERS	226,410	4,000	-	10,000
Transfer In (Out) from Capital Projects Fund	-	-	-	-
Transfer In (Out) from General Fund	-	-	-	-
TOTAL INTERFUND TRANSFERS	-	-	-	-
DONATIONS, NET OF TRANSFERS	\$ 226,410	\$ 4,000	\$ -	\$ 10,000

DEBT SERVICE FUND

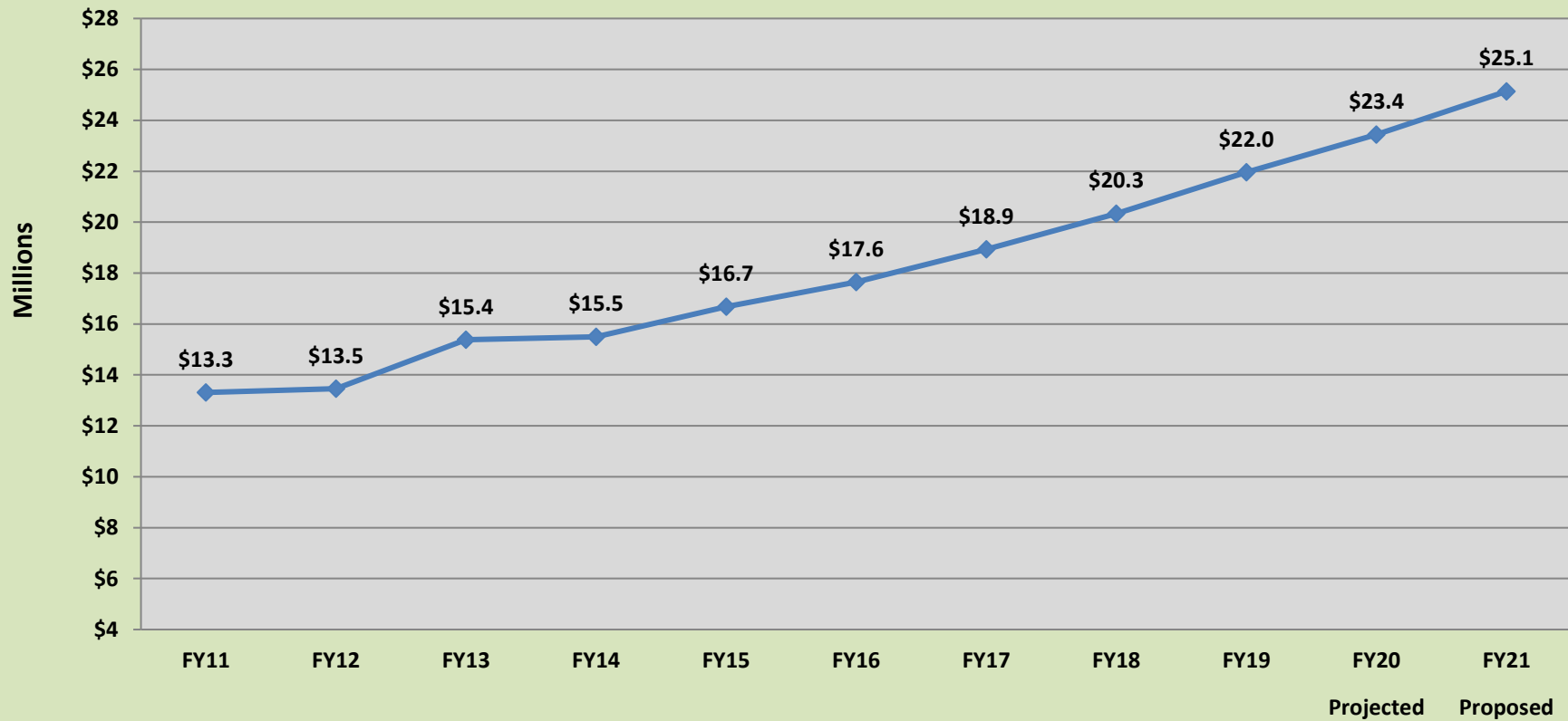
BURLINGAME FINANCING AUTHORITY

Other Financing Source-2019 Lease Revenue Bonds	-	-	-	-
Interest Income	188,172	104,000	520,000	330,000
Miscellaneous Revenue	-	-	-	-
DEBT SERVICE FUND REVENUE, BEFORE TRANSFERS	188,172	104,000	520,000	330,000
Transfer In (Out) from Measure I Fund	1,000,000	1,000,000	1,000,000	-
Transfer In (Out) from Storm Drain Fund	2,063,089	2,068,139	2,068,139	1,911,339
Transfer In (Out) from General Fund	3,684,811	3,708,763	3,708,763	2,728,338
Transfer (Out) to Storm Drain CIP	(3,531,681)	(3,200,000)	(3,200,000)	(4,500,000)
TOTAL INTERFUND TRANSFERS	3,216,219	3,576,902	3,576,902	139,677
FINANCING AUTH, NET OF TRANSFERS	\$ 3,404,392	\$ 3,680,902	\$ 4,096,902	\$ 469,677
GRAND TOTAL (ALL FUNDS), GROSS REVENUE	137,762,510	130,186,350	119,300,450	109,391,400
GRAND TOTAL (ALL FUNDS), NET OF TRANSFERS	\$ 137,825,042	\$ 130,186,350	\$ 119,300,450	\$ 109,391,400

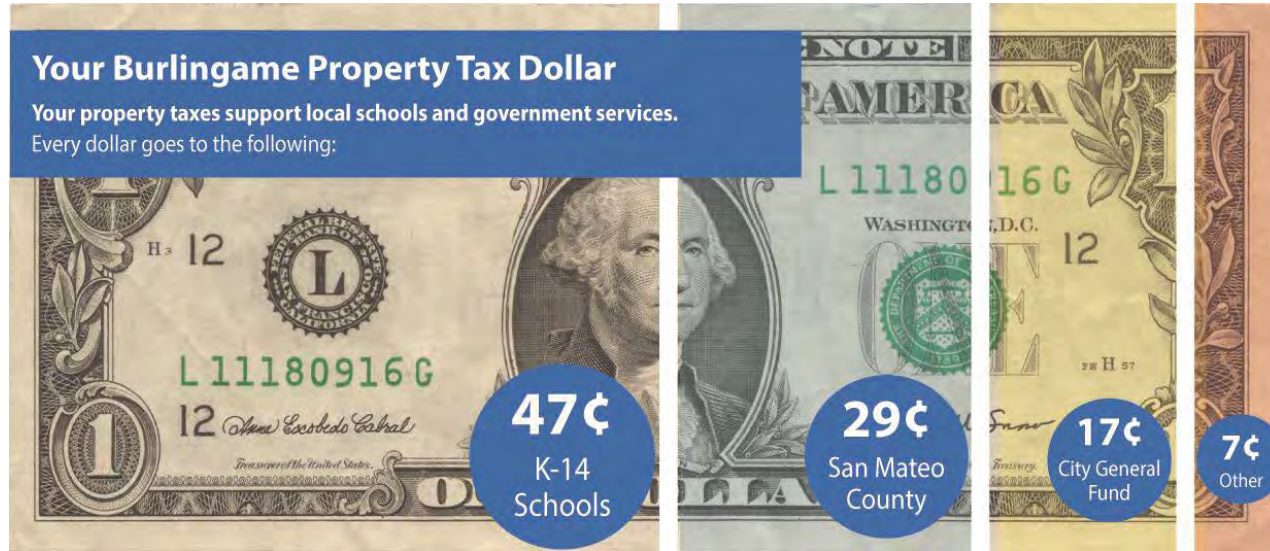
City of Burlingame, CA General Fund Revenues



City of Burlingame, CA Property Taxes

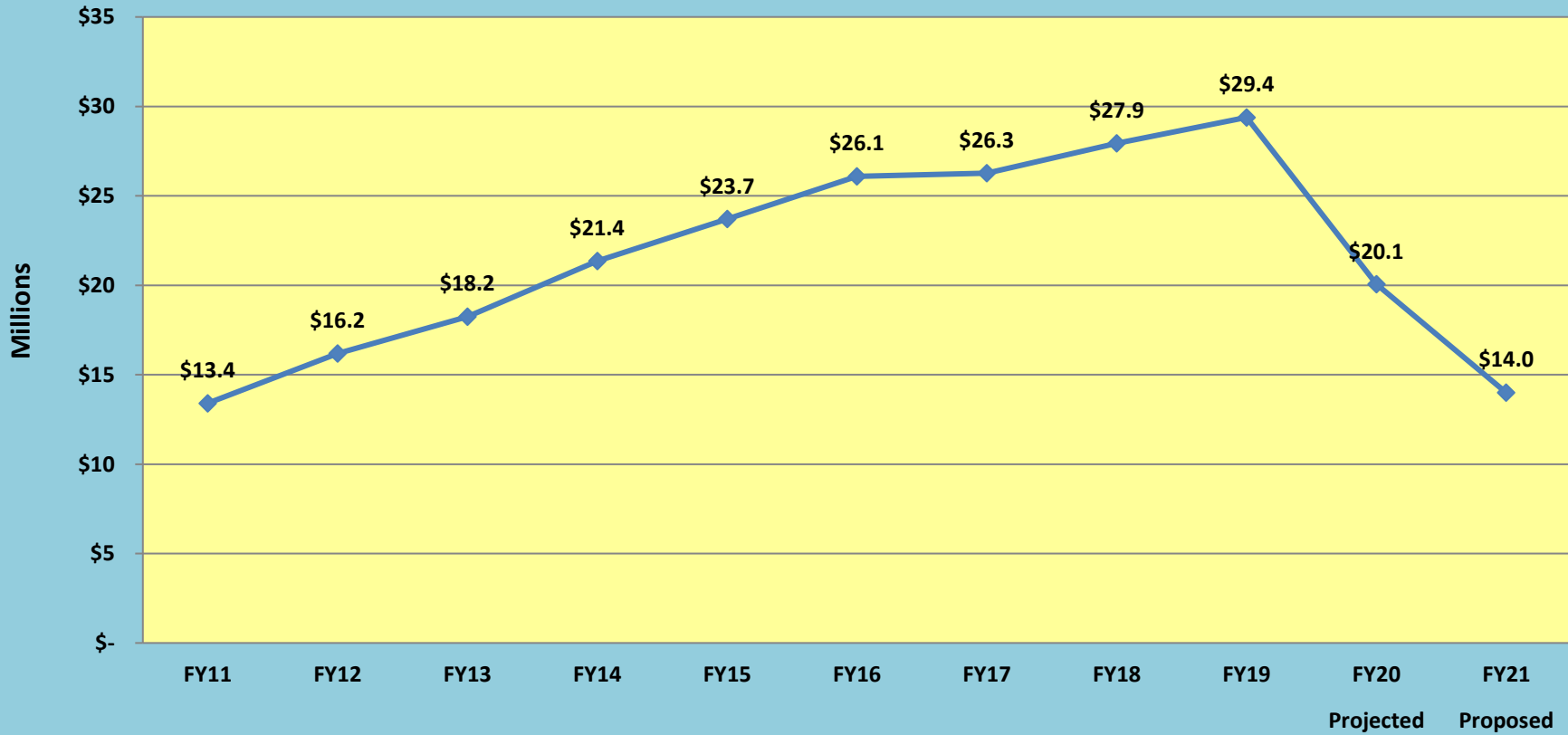


Where do your Burlingame property tax dollars go?

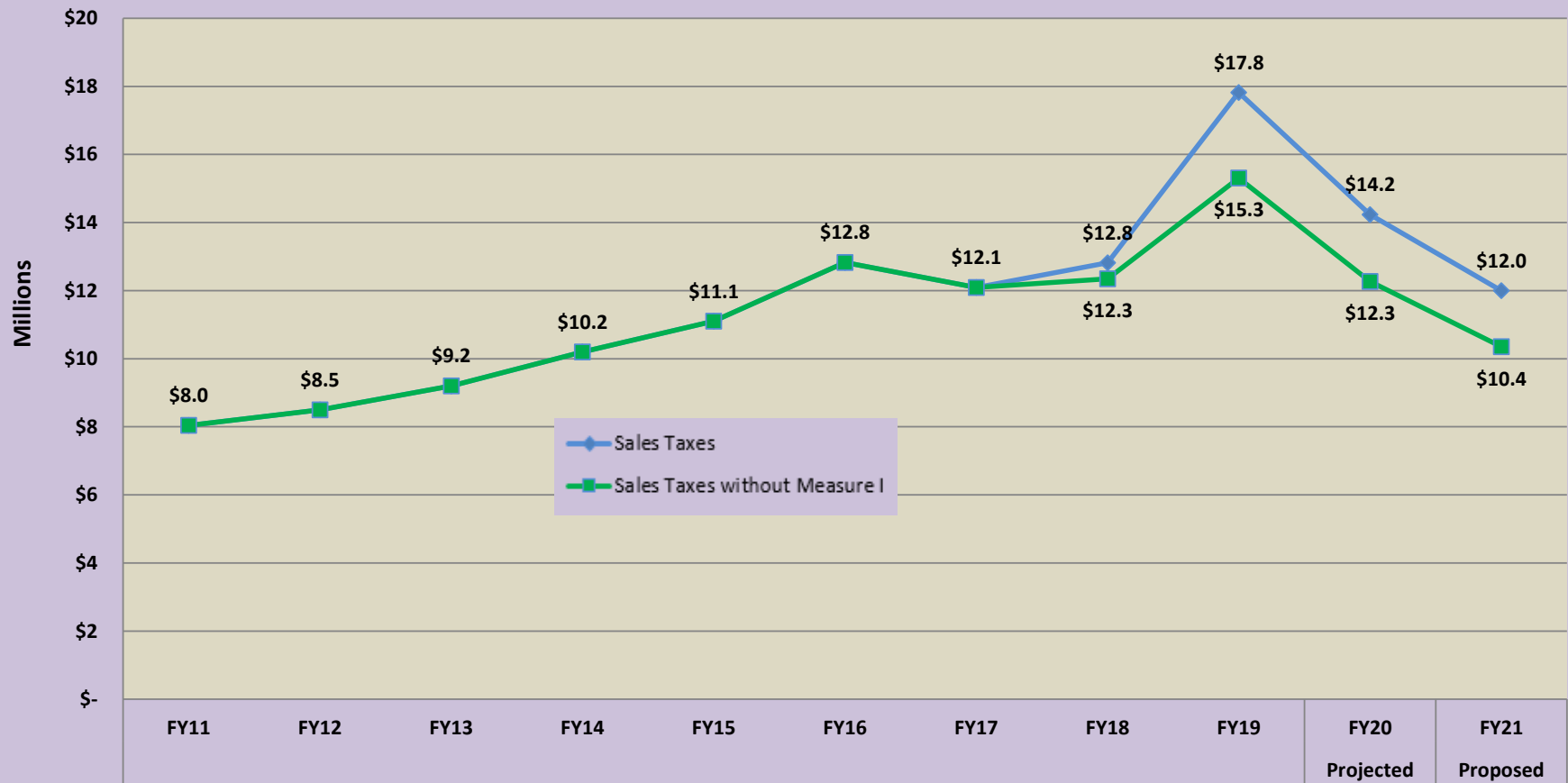


Burlingame property owners pay approximately 1.1% of the assessed value of their property in taxes each year. This includes the maximum of 1.0% percent allowed under California Proposition 13 plus an additional 0.1% agreed to by voters to support educational districts, including the San Mateo County Community College District, the High School District, and the Elementary School District. Of the 1.0% collected as allowed under Proposition 13, the County of San Mateo receives 29 cents of every dollar, and educational districts receive 47 cents. The City of Burlingame General Fund, which provides critical public services including public safety, infrastructure maintenance and improvement, operation and maintenance of parks and urban forestry, recreational programming for youth, seniors and families, literacy programs through the City's public libraries, and community development, receives 17 cents. The remaining 7 cents of the property tax dollar support a variety of programs and special districts, such as the Bay Area Air Quality Management District and the Peninsula Health Care District.

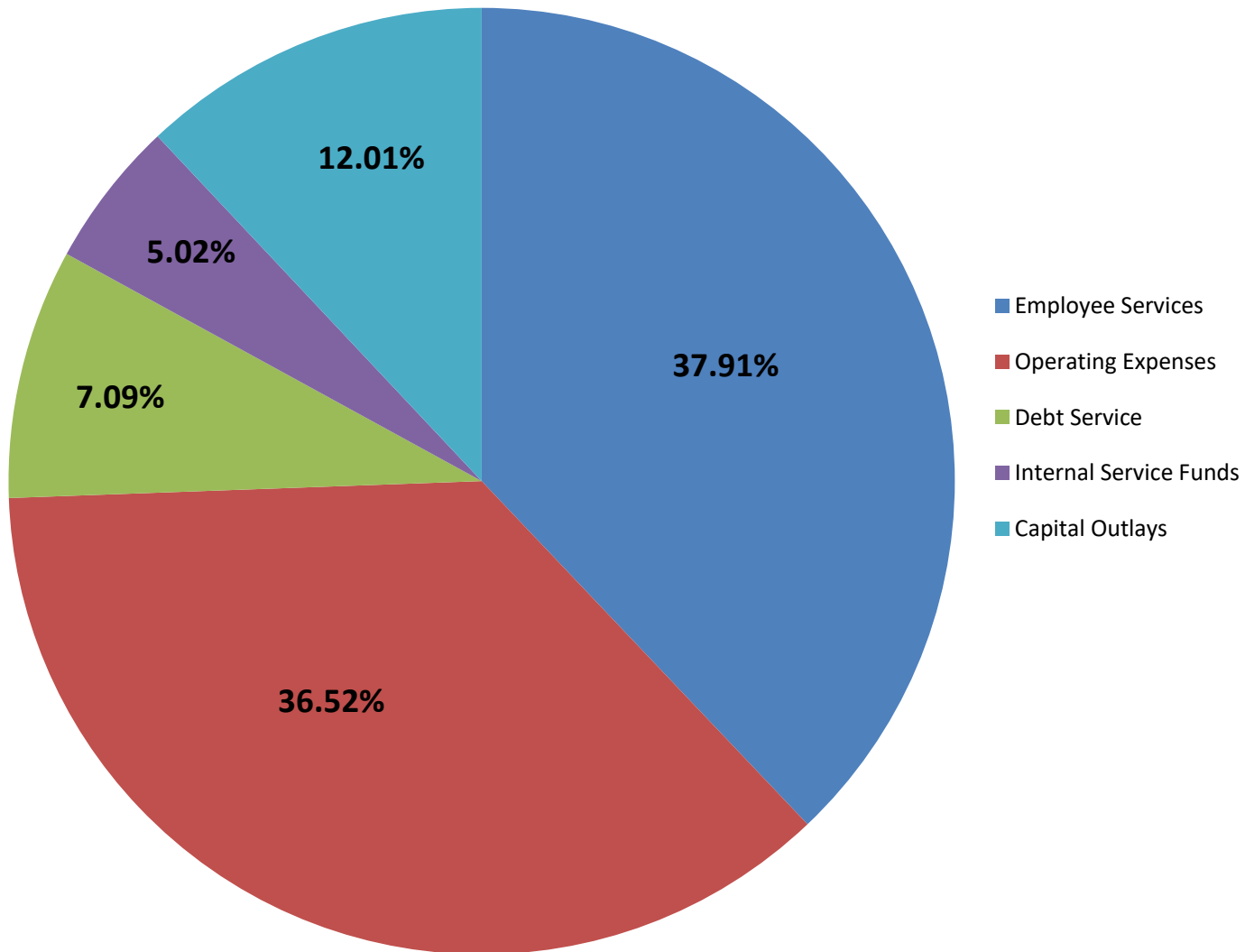
City of Burlingame, CA Transient Occupancy Taxes



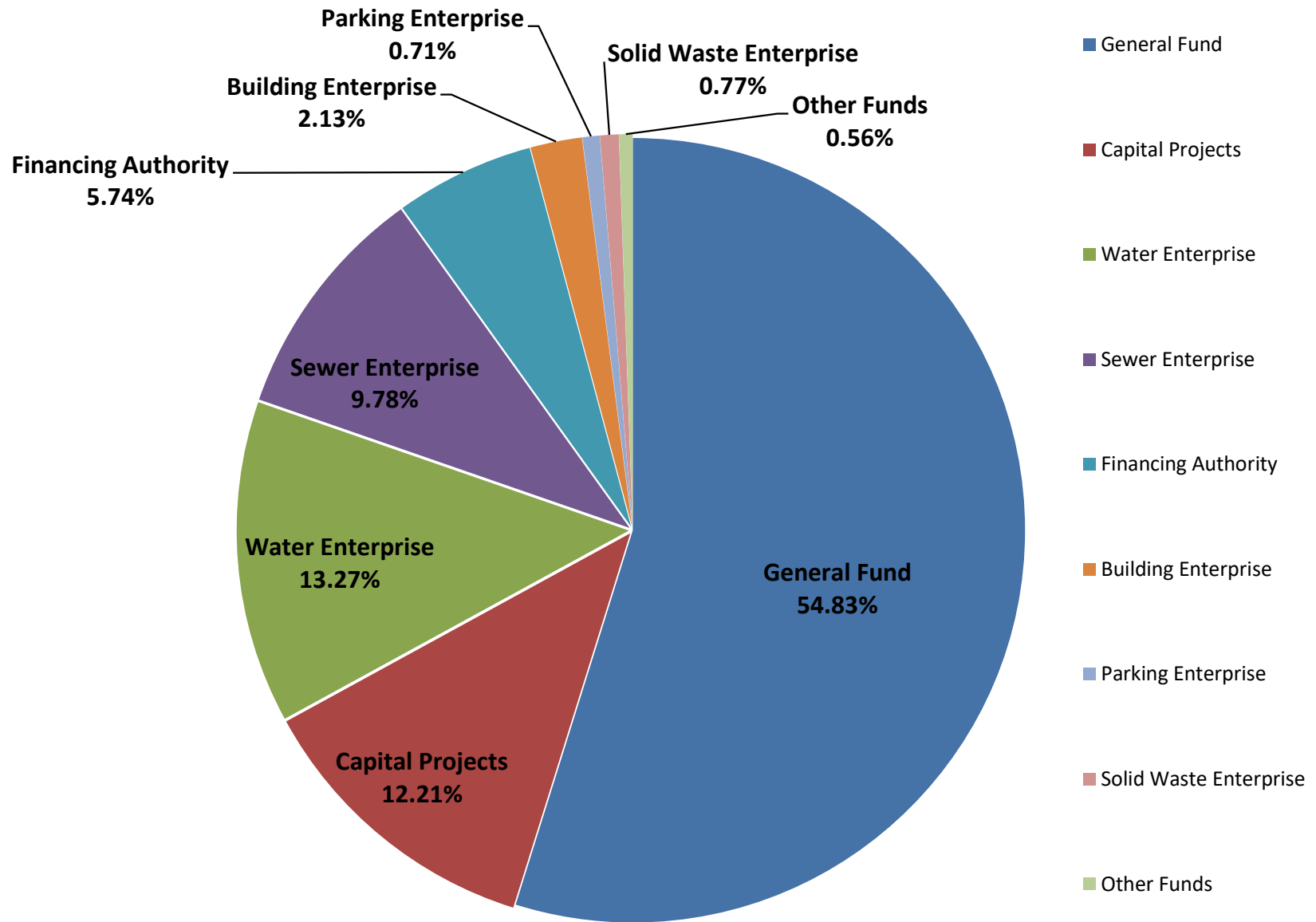
City of Burlingame, CA Sales and Use Taxes



Proposed FY 2020-21 Expenses by Type



Proposed FY 2020-21 Appropriations by Major Fund



CITY OF BURLINGAME
PROPOSED BUDGET FISCAL YEAR 2020-21
EXPENSES BY DEPARTMENT & TYPE

DEPARTMENT	EMPLOYEE SERVICES	OPERATING EXPENSES	DEBT SERVICE	CAPITAL OUTLAY	INTERNAL SERVICES	RECOVERIES	TOTAL BUDGET
GENERAL FUND							
Central County Fire Department	\$ -	\$ 12,569,737	\$ -	\$ -	\$ -	\$ -	\$ 12,569,737
City Attorney	813,962	257,465	-	-	55,540	-	1,126,967
City Clerk	300,658	309,272	-	-	34,661	-	644,591
City Council	164,606	291,189	-	-	165	-	455,960
City Manager	693,389	197,588	-	-	61,846	-	952,823
Community Dev. - Planning	1,719,468	249,864	-	-	132,641	-	2,101,973
Community Dev. - Econ. & Housing	149,738	297,457	-	-	-	-	447,195
Finance	2,011,397	563,480	-	-	183,810	-	2,758,687
Human Resources	792,454	312,503	-	-	74,662	-	1,179,619
Library	4,095,434	1,214,003	-	-	662,564	-	5,972,001
Parks	3,454,490	1,629,445	-	108,000	472,752	-	5,664,687
Police	11,990,080	2,293,540	-	-	936,867	-	15,220,487
Police - Communications	1,438,976	234,474	-	-	22,047	-	1,695,497
Police - Parking Enforcement	538,771	116,647	-	-	16,830	-	672,248
Public Works - Engineering	3,041,032	773,128	-	-	262,571	-	4,076,731
Public Works - Street & Storm Drains	1,365,285	1,325,486	-	50,000	1,105,956	-	3,846,727
Recreation	2,052,184	1,679,632	-	-	547,133	-	4,278,949
Recreation - Aquatic Center	-	475,000	-	5,000	-	-	480,000
Public Works Allocation to CIP	-	-	-	-	-	(850,000)	(850,000)
Total General Fund	34,621,924	24,789,910	-	163,000	4,570,045	(850,000)	63,294,879
BURLINGAME FINANCING AUTHORITY	-	36,000	6,598,393	-	-	-	6,634,393
SPECIAL REVENUE FUNDS							
Burlingame Ave. Special Assessment	-	-	-	-	-	-	-
Development Fees	-	-	-	-	-	-	-
Federal & State Grants	-	-	-	-	-	-	-
Gas Tax	-	-	-	-	-	-	-
Measure A	-	-	-	-	-	-	-
Public TV Access	-	-	-	-	-	-	-
Storm Drain	-	-	-	-	-	-	-
Total Special Revenue Funds	-	-	-	-	-	-	-

CITY OF BURLINGAME
PROPOSED BUDGET FISCAL YEAR 2020-21
EXPENSES BY DEPARTMENT & TYPE

DEPARTMENT	EMPLOYEE SERVICES	OPERATING EXPENSES	DEBT SERVICE	CAPITAL OUTLAY	INTERNAL SERVICES	RECOVERIES	TOTAL BUDGET
INTERNAL SERVICE FUNDS*							
Administrative & Information Technology	127,369	1,314,300	-	-	-	(1,421,669)	20,000
Facilities Services	870,704	914,518	-	-	56,540	(2,041,762)	(200,000)
Fleet & Equipment Maintenance	536,140	329,930	-	759,490	62,008	(1,466,120)	221,448
OPEB Retiree Medical	4,612,681	12,000	-	-	-	(4,624,681)	-
Risk Management - General Liability	-	1,514,000	-	-	-	(1,514,000)	-
Risk Management - Worker's Comp	-	1,149,500	-	-	-	(1,034,500)	115,000
Total Internal Service Funds	6,146,894	5,234,248	-	759,490	118,548	(12,102,732)	156,448
*Budgets are allocated to operating departments or funded via reserves.							
ENTERPRISE FUNDS							
Solid Waste Enterprise	452,463	287,079	-	-	154,433	-	893,975
Landfill Enterprise	66,367	191,079	-	-	968	-	258,414
Parking Enterprise	276,166	439,562	-	-	109,744	-	825,472
Building Enterprise	1,459,052	856,785	-	-	146,038	-	2,461,875
Water Enterprise	3,115,628	9,654,033	1,942,401	75,500	541,839	-	15,329,401
Sewer Enterprise	2,559,067	5,190,277	2,427,331	318,000	801,936	-	11,296,611
Total Enterprise Fund	7,928,743	16,618,815	4,369,732	393,500	1,754,958	-	31,065,748
CAPITAL PROJECT FUNDS							
Facilities CIP	-	-	-	-	-	-	-
Parking & Garages CIP	-	-	-	350,000	-	-	350,000
Parks & Trees CIP	-	-	-	555,000	-	-	555,000
Sewer CIP	-	-	-	1,800,000	-	-	1,800,000
Storm Drain CIP	-	-	-	4,500,000	-	-	4,500,000
Streets CIP	-	-	-	3,400,000	-	-	3,400,000
Water CIP	-	-	-	3,500,000	-	-	3,500,000
Total Capital Project Funds	-	-	-	14,105,000	-	-	14,105,000
OTHER FUNDS							
Shuttle Bus	-	227,500	-	-	-	-	227,500
Total Other Funds	-	227,500	-	-	-	-	227,500
TOTAL BUDGET - ALL FUNDS	\$ 48,697,561	\$ 46,906,473	\$ 10,968,125	\$ 15,420,990	\$ 6,443,551	\$ (12,952,732)	\$ 115,483,968

CITY OF BURLINGAME
PROPOSED BUDGET FISCAL YEAR 2020-21
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	\$ 61,428,400	\$ (3,309,788)	\$ 58,118,612	\$ (63,131,879)	\$ -	\$ (163,000)	\$ (63,294,879)	\$ (5,176,267)
SPECIAL REVENUE FUNDS								
Burlingame Ave. Special Assessment	314,000	(310,000)	4,000	-	-	-	-	4,000
Federal & State Grants	-	-	-	-	-	-	-	-
Gas Tax Fund	1,213,000	(806,000)	407,000	-	-	-	-	407,000
Measure A Fund	765,000	-	765,000	-	-	-	-	765,000
Measure W Fund	352,000	-	352,000	-	-	-	-	352,000
Public TV Access Fund	111,000	-	111,000	-	-	-	-	111,000
Development Fees Fund	122,000	-	122,000	-	-	-	-	122,000
Storm Drain Fund	3,094,000	(1,926,339)	1,167,661	-	-	-	-	1,167,661
Total, Special Revenue Funds	5,971,000	(3,042,339)	2,928,661	-	-	-	-	2,928,661
BURLINGAME FINANCING AUTHORITY	330,000	139,677	469,677	(36,000)	(6,598,393)	-	(6,634,393)	(6,164,716)
ENTERPRISE FUNDS								
Water Enterprise Fund	21,322,000	(989,181)	20,332,819	(13,311,500)	(1,942,401)	(75,500)	(15,329,401)	5,003,418
Sewer Enterprise Fund	14,485,000	(751,981)	13,733,019	(8,551,280)	(2,427,331)	(318,000)	(11,296,611)	2,436,408
Solid Waste Fund	728,000	(58,000)	670,000	(893,975)	-	-	(893,975)	(223,975)
Landfill Fund	491,000	-	491,000	(258,414)	-	-	(258,414)	232,586
Building Inspection Fund	2,220,000	(111,000)	2,109,000	(2,461,875)	-	-	(2,461,875)	(352,875)
Parking Enterprise Fund	1,994,000	(332,388)	1,661,612	(825,472)	-	-	(825,472)	836,140
Total, Enterprise Funds	41,240,000	(2,242,550)	38,997,450	(26,302,516)	(4,369,732)	(393,500)	(31,065,748)	7,931,702
INTERNAL SERVICE FUNDS								
Administrative & Information Technology ISF	1,441,669	-	1,441,669	(1,441,669)	-	-	(1,441,669)	-
Facilities Maintenance ISF	2,047,762	-	2,047,762	(1,841,762)	-	-	(1,841,762)	206,000
Fleet & Equipment Maintenance ISF	1,571,120	-	1,571,120	(928,078)	-	(759,490)	(1,687,568)	(116,448)
OPEB Retiree Medical ISF	4,624,681	-	4,624,681	(4,624,681)	-	-	(4,624,681)	-
Risk Management - General Liability ISF	1,608,000	-	1,608,000	(1,514,000)	-	-	(1,514,000)	94,000
Risk Management - Worker's Comp ISF	1,149,500	-	1,149,500	(1,149,500)	-	-	(1,149,500)	-
Total, Internal Service Funds	12,442,732	-	12,442,732	(11,499,690)	-	(759,490)	(12,259,180)	183,552
CAPITAL PROJECT FUNDS								
Facilities CIP	-	-	-	-	-	-	-	-
Parking & Garages CIP	-	-	-	-	-	(350,000)	(350,000)	(350,000)
Parks & Trees CIP	-	555,000	555,000	-	-	(555,000)	(555,000)	-
Sewer CIP	-	-	-	-	-	(1,800,000)	(1,800,000)	(1,800,000)
Storm Drain CIP	-	4,500,000	4,500,000	-	-	(4,500,000)	(4,500,000)	-
Streets CIP	-	3,400,000	3,400,000	-	-	(3,400,000)	(3,400,000)	-
Water CIP	-	-	-	-	-	(3,500,000)	(3,500,000)	(3,500,000)
CIP Renewal & Replacement Reserve	-	-	-	-	-	-	-	-
Total, Capital Project Funds	-	8,455,000	8,455,000	-	-	(14,105,000)	(14,105,000)	(5,650,000)
OTHER FUNDS								
Other Local Grants & Donations	10,000	-	10,000	-	-	-	-	10,000
Shuttle Bus Fund	72,000	-	72,000	(227,500)	-	-	(227,500)	(155,500)
Total, Other Funds	82,000	-	82,000	(227,500)	-	-	(227,500)	(145,500)
TOTAL, ALL FUNDS CITY-WIDE	\$ 121,494,132	\$ -	\$ 121,494,132	\$ (101,197,585)	\$ (10,968,125)	\$ (15,420,990)	\$ (127,586,700)	\$ (6,092,568)

CITY OF BURLINGAME
FISCAL YEAR 2020-21
DEBT SERVICE OBLIGATIONS & REVENUE COVERAGE

	General Fund	Storm Drain	Water Enterprise	Sewer Enterprise	Parking Enterprise	Special District
REVENUE FOR DEBT SERVICE						
General Fund Revenues	1,148,589	0	0	0	0	0
Prior Year Transfer from GF & Measure I	1,994,716	0	0	0	0	0
Storm Drain Fees	0	1,911,339	0	0	0	0
IRS Refund		156,000				
Special Assessment District (Burlingame Streetscape)	0	0	0	0	240,388	310,000
Water Rates	0	0	2,463,742	0	0	0
Sewer Rates	0	0	0	2,946,452	0	0
Parking Rates - Meters & Permits	0	0	0	0	0	0
Total Revenue for Debt Service	3,143,305	2,067,339	2,463,742	2,946,452	240,388	310,000
EXPENDITURES FOR DEBT SERVICE						
Principal						
2006 Pension Obligation Bonds	555,000	0	0	0	0	0
2010 Corp Yard Lease Refunding Bonds	1,125,000	0	0	0	0	0
2012 Burlingame Streetscape Lease Revenue Bonds	250,000	0	0	0	0	0
2019 Community Center Lease Revenue Bonds	485,000	0	0	0	0	0
2010 Storm Drain Revenue Bonds	0	285,000	0	0	0	0
2012 Storm Drain Revenue Bonds	0	340,000	0	0	0	0
2016 Storm Drain Revenue Bonds	0	305,000	0	0	0	0
2003 State Water Resources Control Board	0	0	0	600,727	0	0
2010 State Water Resources Control Board	0	0	0	262,360	0	0
2011 Water & Wastewater Refunding Bonds	0	0	220,000	125,000	0	0
2013 Water & Wastewater Refunding Bonds	0	0	560,000	285,000	0	0
2016 Water & Wastewater Refunding Bonds	0	0	515,000	470,000	0	0
Total Principal	2,415,000	930,000	1,295,000	1,743,087	0	0
Transfer (In) Out - 2010 Corp Yard Lease Refunding	(749,925)	0	374,963	374,963	0	0
Transfer (In) Out - 2006 Pension Obligation Bonds	(138,750)	0	69,375	69,375	0	0
Transfer (In) Out - 2012 Streetscape Lease Bonds	(250,000)	0	0	0	109,190	140,810
Subtotal, Transfer (In) / Out	(1,138,675)	0	444,338	444,338	109,190	140,810
Total Adjusted Principal	1,276,325	930,000	1,739,338	2,187,425	109,190	140,810
Interest						
2006 Pension Obligation Bonds	443,891	0	0	0	0	0
2010 Corp Yard Lease Revenue Bonds	39,375	0	0	0	0	0
2012 Burlingame Streetscape Lease Revenue Bonds	296,688	0	0	0	0	0
2019 Community Center Lease Revenue Bonds	1,512,000	0	0	0	0	0
2010 Storm Drain Revenue Bonds	0	485,220	0	0	0	0
2012 Storm Drain Revenue Bonds	0	286,144	0	0	0	0
2016 Storm Drain Revenue Bonds	0	346,075	0	0	0	0
2003 State Water Resources Control Board	0	0	0	113,349	0	0
2010 State Water Resources Control Board	0	0	0	110,669	0	0
2011 Water & Wastewater Refunding Bonds	0	0	99,313	56,438	0	0
2013 Water & Wastewater Refunding Bonds	0	0	238,938	120,838	0	0
2016 Water & Wastewater Refunding Bonds	0	0	309,150	282,950	0	0
Total Interest	2,291,954	1,117,439	647,401	684,244	0	0
Transfer (In) Out - 2010 Corp Yard Lease Refunding	(26,247)	0	13,124	13,124	0	0
Transfer (In) Out - 2006 Pension Obligation Bonds	(110,973)	0	55,486	55,486	0	0
Transfer (In) Out - 2012 Streetscape Lease Bonds	(296,688)	0	0	0	129,582	167,106
Subtotal, Transfer (In) / Out	(433,908)	0	68,610	68,610	129,582	167,106
Total Adjusted Interest	1,858,046	1,117,439	716,011	752,854	129,582	167,106
Debt Administration						
General Long-Term Debt	16,100	0	0	0	0	0
Storm Drain Long-Term Debt	0	19,900	0	0	0	0
Enterprise Long-Term Debt	0	0	6,660	4,440	0	0
Total Debt Administration	16,100	19,900	6,660	4,440	0	0
Transfer (In) Out - 2010 Corp Yard Lease Refunding	(2,466)	0	1,233	1,233	0	0
Transfer (In) Out - 2006 Pension Obligation Bonds	(1,000)	0	500	500	0	0
Transfer (In) Out - 2012 Streetscape Lease Bonds	(3,700)	0	0	0	1,616	2,084
Subtotal, Transfer (In) / Out	(7,166)	0	1,733	1,733	1,616	2,084
Total Adjusted Debt Administration	8,934	19,900	8,393	6,173	1,616	2,084
Total Expenditures for Debt Service	\$3,143,305	\$2,067,339	\$2,463,742	\$2,946,452	\$240,388	\$310,000
Recap or Debt Service-Related Expenditure						
Direct Debt Service	4,106,954	2,047,439	1,942,401	2,427,331	0	0
Debt Administration	16,100	19,900	6,660	4,440	0	0
Contributions / Reimbursements via Transfers In / Out	(1,579,750)	0	514,681	514,681	240,388	310,000
Total Debt Service-Related Expenditure	\$3,143,305	\$2,067,339	\$2,463,742	\$2,946,452	\$240,388	\$310,000
NET REVENUE COVERAGE	14.34	0.67	4.75	4.06	6.81	(4.10)
*(GROSS REVENUE, NET OF TRANSFERS IN & OUT)						

CITY OF BURLINGAME, CA
PROPOSED BUDGET FISCAL YEAR 2020-21
BUDGET SUMMARIES BY DEPARTMENT

DEPARTMENT	FY 2019-20 Adopted	FY 2020-21 Proposed	% Percent of Total	Chg Since PY (\$)	Chg Since PY (%)
General Fund					
City Council	\$ 433,961	\$ 455,960	0%	21,999	5%
City Manager	896,772	952,823	1%	56,051	6%
City Attorney	1,124,164	1,126,967	1%	2,803	0%
City Clerk	570,929	644,591	1%	73,662	13%
Finance	2,585,227	2,758,687	2%	173,460	7%
Human Resources	939,016	1,179,619	1%	240,603	26%
Community Development - Planning	2,019,157	2,101,973	2%	82,816	4%
Community Development - Econ. & Housing	-	447,195	0%	447,195	n/a
Library	5,740,951	5,972,001	5%	231,050	4%
Police	15,152,991	15,220,487	13%	67,496	0%
Police - Communications	1,686,355	1,695,497	1%	9,142	1%
Police - Parking Enforcement	714,802	672,248	1%	(42,554)	-6%
Fire - Central County Fire Dept (CCFD)	11,782,359	12,569,737	11%	787,378	7%
Public Works - Engineering	3,689,976	4,076,731	4%	386,755	10%
Public Works - Streets & Storm Drainage	3,542,964	3,846,727	3%	303,763	9%
Recreation	4,705,230	4,278,949	4%	(426,281)	-9%
Parks	5,243,082	5,664,687	5%	421,605	8%
Aquatics Center	309,000	480,000	0%	171,000	55%
Public Works Allocation to CIP	(880,000)	(850,000)	-1%	30,000	-3%
Subtotal, Operating Budget	60,256,936	63,294,879	55%	3,037,943	5%
Burlingame Financing Authority	4,777,302	6,634,393	6%	1,857,091	39%
Enterprise Funds					
Building Inspection	2,274,729	2,461,875	2%	187,146	8%
Landfill Fund	251,813	258,414	0%	6,601	-
Parking Enterprise	760,753	825,472	1%	64,719	9%
Sewer Enterprise (Maintenance & Treatment)	10,983,975	11,296,611	10%	312,636	3%
Solid Waste Enterprise	793,095	893,975	1%	100,880	13%
Water Enterprise	14,899,877	15,329,401	13%	429,524	3%
Total Operating Budget	29,964,242	31,065,748	27%	1,101,506	4%
Special Revenue Funds					
Burlingame Ave. Special Assessment	-	-	0%	-	-
Federal & State Grants	-	-	0%	-	-
Gas Tax	-	-	0%	-	-
Development Fees	-	-	0%	-	-
Storm Drain	-	-	0%	-	-
Public TV Access	-	-	0%	-	-
Total Operating Budget	-	-	0%	-	0%
Other Funds					
Internal Service Funds*	58,331	156,448	0%	98,117	168%
Shuttle Bus	215,500	227,500	0%	12,000	6%
Total Operating Budget	273,831	383,948	0%	110,117	40%
* includes recoveries					
Subtotal, Operating Expenditures	95,272,311	101,378,968	88%	6,106,657	6%
Capital Improvement Programs	25,845,000	14,105,000	12%	(11,740,000)	-45%
TOTAL OPERATING & CAPITAL BUDGET	\$ 121,117,311	\$ 115,483,968	100%	\$ (5,633,343)	-5%

CITY OF BURLINGAME, CA
PROPOSED BUDGET FISCAL YEAR 2020-21
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS

Department	2019-20 Adopted Budget	2020-21 Proposed Budget	Change Since Prior Year
GENERAL FUND			
City Attorney	3.40	3.40	0.00
City Clerk	1.50	1.80	0.30
City Manager	2.13	2.63	0.50
Community Development - Planning	6.75	9.00	2.25
Disaster Preparedness	-	-	0.00
Finance	10.25	11.20	0.95
Human Resources	3.00	4.00	1.00
Library	23.00	23.00	0.00
Parks	21.50	21.50	0.00
Police	47.00	47.00	0.00
Police - Communications	7.00	7.00	0.00
Police - Parking Enforcement	4.00	4.00	0.00
Public Works - Engineering	12.75	13.75	1.00
Public Works - Streets & Storm Drain	8.03	8.03	0.00
Recreation	11.25	11.00	(0.25)
Total General Fund	161.56	167.31	5.75
ENTERPRISE & INTERNAL SERVICE FUNDS			
Sewer Enterprise	15.48	15.48	0.00
Solid Waste Enterprise	3.00	3.00	0.00
Landfill Enterprise	0.25	0.25	0.00
Parking Enterprise	2.00	2.00	0.00
Community Development - Building	6.00	8.00	2.00
Facilities Services ISF	5.00	5.00	0.00
Admin & Information Technology ISF	0.50	0.50	0.00
Fleet & Equipment Maintenance ISF	3.00	3.00	0.00
Water Enterprise	17.48	17.48	0.00
Total Enterprise & Int Svc Funds	52.71	54.71	2.00
Grand Totals, City-Wide	214.27	222.02	7.75

CITY OF BURLINGAME, CA

PROPOSED BUDGET FISCAL YEAR 2020-21

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

	General Fund		Storm Drain (Special Revenue)		Measure A/Gas Tax	
	2019-20 EST. ACTUALS	2020-21 PROJECTED	2019-20 EST. ACTUALS	2020-21 PROJECTED	2019-20 EST. ACTUALS	2020-21 PROJECTED
FUND BALANCE (SPENDABLE)						
Beginning of the year	\$ 49,167,751	\$ 37,609,876	\$ 5,570,228	\$ 6,694,089	\$ 1,245,150	\$ 1,334,150
REVENUES						
Revenues	69,165,100	61,428,400	3,207,000	3,094,000	1,945,000	1,978,000
EXPENSES						
Operating Expenses	(62,729,531)	(63,294,879)	-	-	-	-
NET AVAILABLE REVENUES	6,435,569	(1,866,479)	3,207,000	3,094,000	1,945,000	1,978,000
TRANSFERS IN (OUT)						
Transfers - Capital Investment Reserve	(6,500,000)	-	-	-	-	-
Transfers - Capital Projects Fund	(9,185,000)	(3,155,000)	-	-	(1,850,000)	(800,000)
Transfers - Burlingame Financing Authority	(4,708,763)	(2,728,338)	(2,068,139)	(1,911,339)	-	-
Other Transfers In (Out)	2,400,319	2,573,550	(15,000)	(15,000)	(6,000)	(6,000)
Subtotal, Transfers Out	(17,993,444)	(3,309,788)	(2,083,139)	(1,926,339)	(1,856,000)	(806,000)
CHANGE IN NET POSITION	(11,557,875)	(5,176,267)	1,123,861	1,167,661	89,000	1,172,000
FUND BALANCE (SPENDABLE)						
End of year	\$ 37,609,876	\$ 32,433,609	\$ 6,694,089	\$ 7,861,750	\$ 1,334,150	\$ 2,506,150
ASSIGNED FUND BALANCE	2019-20	2020-21	2019-20	2020-21	2019-20	2020-21
City Council Reserves (Assignments)						
Economic Stabilization Reserve	16,600,000	14,743,000	-	-	-	-
Catastrophic Reserve	2,000,000	2,000,000	-	-	-	-
Contingency Reserve	500,000	500,000	-	-	-	-
Operating Reserve	-	-	801,750	773,500	-	-
Storm Drain Rate Stabilization Reserve	-	-	320,700	309,400	-	-
Debt Service Reserve	-	-	2,068,139	1,911,339	-	-
Capital Improvements Reserve	-	-	-	-	-	-
Subtotal, Assigned Fund Balance	19,100,000	17,243,000	3,190,589	2,994,239	-	-
Restricted for Pension Trust Fund (PARS)	10,416,442	12,666,442	-	-	-	-
UNASSIGNED FUND BALANCE (DEFICIT)	8,093,434	2,524,167	3,503,500	4,867,511	1,334,150	2,506,150
TOTAL FUND BALANCE (DEFICIT)	\$ 37,609,876	\$ 32,433,609	\$ 6,694,089	\$ 7,861,750	\$ 1,334,150	\$ 2,506,150

CITY OF BURLINGAME, CA
 PROPOSED BUDGET FISCAL YEAR 2020-21
 PROJECTED ENDING BALANCE - WATER, SEWER & PARKING ENTERPRISES

	Water Enterprise		Sewer Enterprise		Parking Enterprise	
	2019-20 EST. ACTUALS	2020-21 PROJECTED	2019-20 EST. ACTUALS	2020-21 PROJECTED	2019-20 EST. ACTUALS	2020-21 PROJECTED
UNRESTRICTED NET POSITION						
Beginning of the year	\$ 9,464,595	\$ 11,866,653	\$7,536,432	\$4,982,342	\$8,891,048	\$6,790,286
OPERATING REVENUES						
Revenues	21,038,850	21,009,000	14,108,000	14,165,000	2,022,500	1,820,000
OPERATING EXPENSES						
Operating Expenses (excluding Depreciation)	(6,335,377)	(6,798,000)	(10,283,161)	(10,612,367)	(785,753)	(825,472)
Purchased Water	(7,884,000)	(7,884,000)	-	-	-	-
Total Operating Expenses	(14,219,377)	(14,682,000)	(10,283,161)	(10,612,367)	(785,753)	(825,472)
NET AVAILABLE REVENUES	6,819,473	6,327,000	3,824,839	3,552,633	1,236,747	994,528
INTEREST REVENUES (EXPENSES)	(446,600)	(334,401)	(560,114)	(364,244)	140,000	174,000
TRANSFERS IN (OUT)						
Transfers - General Fund	(457,800)	(474,500)	(225,800)	(237,300)	(90,000)	(92,000)
Transfers - General Fund - Contributions for Debt Service	(513,015)	(514,681)	(513,015)	(514,681)	(247,189)	(240,388)
Transfers to CIP Funds	(3,000,000)	(3,500,000)	(5,080,000)	(1,800,000)	(3,140,320)	(350,000)
Subtotal, Transfers Out	(3,970,815)	(4,489,181)	(5,818,815)	(2,551,981)	(3,477,509)	(682,388)
CHANGE IN NET POSITION	2,402,058	1,503,418	(2,554,090)	636,408	(2,100,762)	486,140
RESTRICTED FOR PENSION TRUST FUND (PARS)	-	-	-	-	-	-
End of year	\$ 11,866,653	\$ 13,370,071	\$4,982,342	\$5,618,750	\$6,790,286	\$ 7,276,426



Operating Departments

Budgets and Narratives by Department

CITY COUNCIL

DEPARTMENT MISSION

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



DEPARTMENT OVERVIEW

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

The City Council meets the first and third Monday of each month in formal, public session and holds periodic study sessions. City Council agendas and minutes of the meetings are posted on the City of Burlingame website for community members to review. Burlingame residents who subscribe to cable television can view the Council meetings on Comcast Channel 27, Wave Channel 26, and AT&T Channel 99. The City also provides a live video stream of the meetings over the Internet.

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

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

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

KEY BUDGET CHANGES

The proposed budget reflects an increase of \$22,000, or 5.1%, primarily due to estimated increases in health costs and an increase of \$15,000 for holiday lighting in the two downtowns. Other operating expenditures are anticipated to stay flat or show a slight decrease.

DEPARTMENT BUDGET SUMMARY

	FY2020 Adopted Budget	FY2021 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	158,081	164,606	6,525	4.1%
Non-Personnel Costs	275,706	291,189	15,483	5.6%
Internal Services	174	165	(9)	-5.2%
Capital Outlay	0	0	0	n/a
Total Appropriation	433,961	455,960	21,999	5.1%
Sources of Funds				
General Fund	433,961	455,960	21,999	5.1%
Total Funding	433,961	455,960	21,999	5.1%

DEPARTMENT STAFF

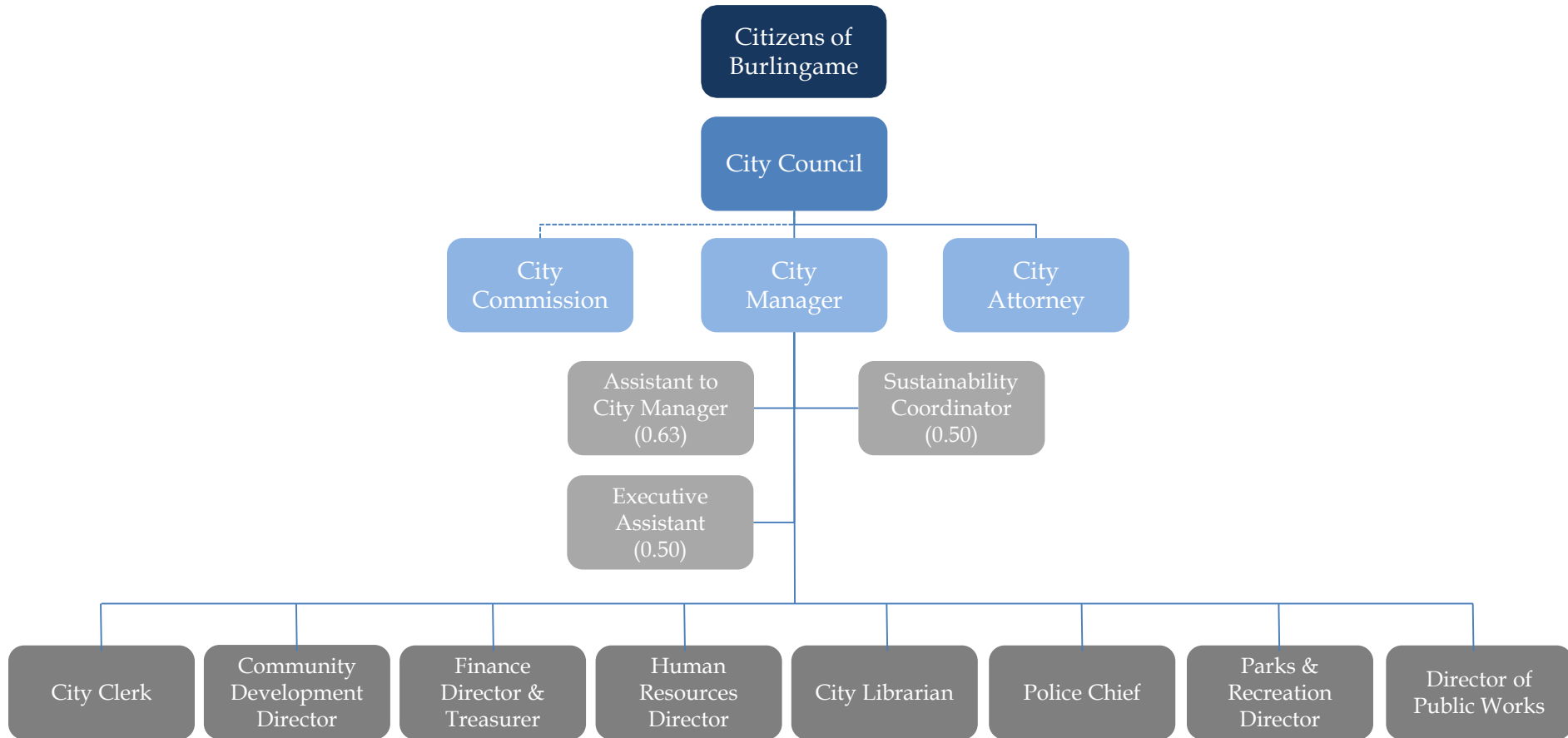
	FY2020 Actual FTE	FY2021 Budget Request	+ / - Change in FTE
Full-Time Equivalents (FTE)			
Council Members	5.00	5.00	0.00
Total FTE	5.00	5.00	0.00



FISCAL YEAR 2020-21

OFFICE OF THE CITY MANAGER

CITY MANAGER



OFFICE OF THE CITY MANAGER

DEPARTMENT MISSION

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



DEPARTMENT OVERVIEW

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

KEY BUDGET CHANGES

In February 2020, the City Council approved changing two casual non-benefitted positions in the City Manager's Office, the 0.5 FTE Sustainability Coordinator and the 0.625 FTE Assistant to the City Manager, to regular benefitted part-time positions. This change is anticipated to increase the personnel budget. Other personnel cost increases are primarily due to scheduled salary increases and associated benefit costs.

Other budgetary items largely stay flat or reflect a slight decrease from last year's budget. Increases in Internal Services are mainly due to increases from IT/admin cost allocation.

DEPARTMENT BUDGET SUMMARY

	FY2020 Adopted Budget	FY2021 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	648,210	693,389	45,179	7.0%
Non-Personnel Costs	197,663	197,588	(75)	0.0%
Internal Services	50,899	61,846	10,947	21.5%
Capital Outlay	0	0	0	n/a
Total Appropriation	896,772	952,823	56,051	6.3%
Sources of Funds				
General Fund	896,772	952,823	56,051	6.3%
Total Funding	896,772	952,823	56,051	6.3%

DEPARTMENT STAFF

	FY2020 Actual FTE	FY2021 Budget Request	+ / - Change in FTE
Full-Time Equivalents (FTE)			
City Manager	1.00	1.00	0.00
Executive Assistant	0.50	0.50	0.00
Assistant to City Manager	0.63	0.63	0.00
Sustainability Coordinator	0.50	0.50	0.00
Total FTE	2.63	2.63	0.00

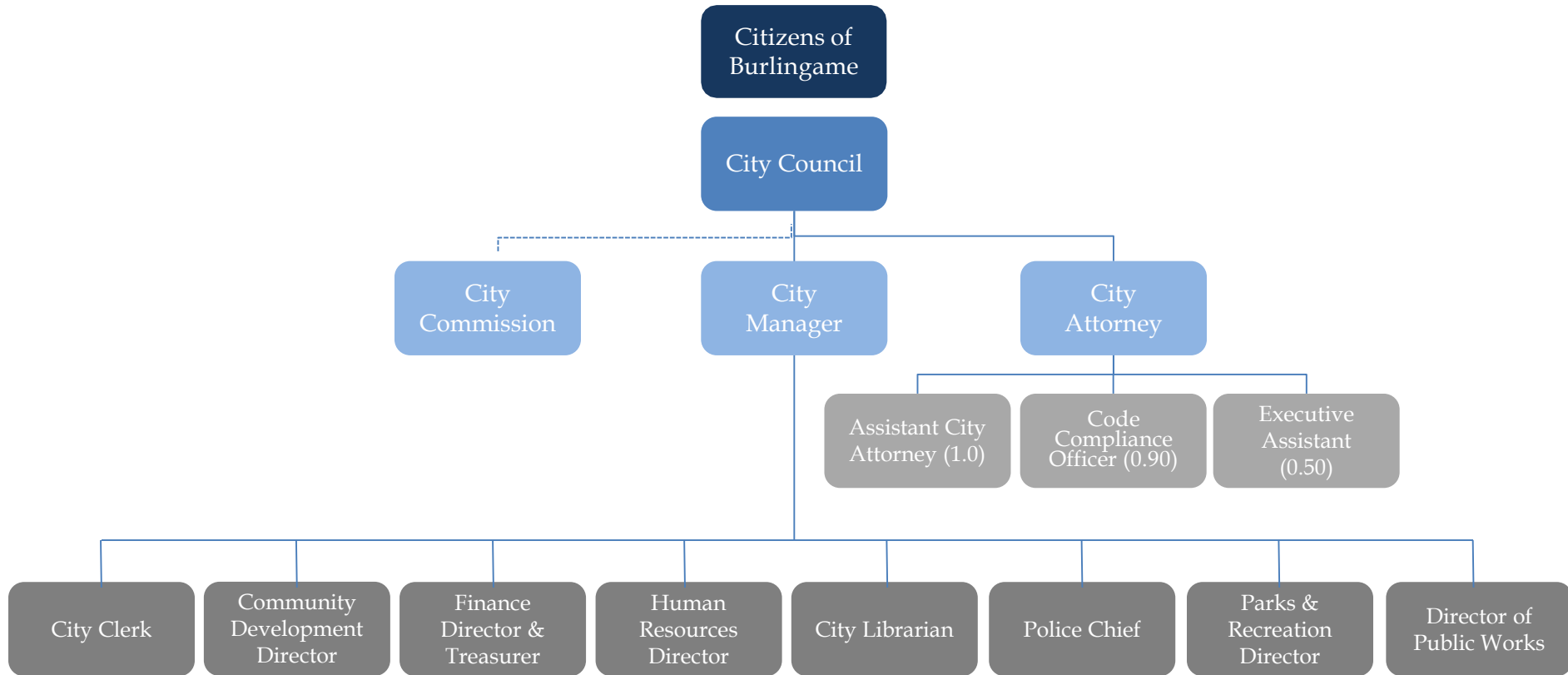
CITY OF BURLINGAME, CALIFORNIA



FISCAL YEAR 2020-21

OFFICE OF THE CITY ATTORNEY

CITY ATTORNEY



OFFICE OF THE CITY ATTORNEY

DEPARTMENT MISSION

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

DEPARTMENT OVERVIEW

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

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

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

DEPARTMENT BUDGET SUMMARY

	FY2020 Adopted Budget	FY2021 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	799,352	813,962	14,610	1.8%
Non-Personnel costs	1,786,636	1,771,465	(15,171)	-0.8%
Internal Services	48,176	55,540	7,364	15.3%
Capital Outlay	0	0	0	n/a
Total Appropriation	2,634,164	2,640,967	6,803	0.3%

CITY OF BURLINGAME | FISCAL YEAR 2020-21

	FY2020 Adopted Budget	FY2021 Budget Request	+ / - Change in \$	+ / - Change in %
Source of Funds				
Charges for Services - ISF	1,518,000	1,524,000	6,000	0.4%
Interest Income	79,000	94,000	15,000	19.0%
General Fund	1,116,164	1,116,967	803	0.1%
Total Funding	2,713,164	2,734,967	21,803	0.8%

DEPARTMENT STAFF

	FY2020 Actual FTE	FY2021 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 Secretary	0.50	0.50	0.00
Total FTE	3.40	3.40	0.00

CITY ATTORNEY DIVISION

KEY CITY ATTORNEY BUDGET CHANGES

There are no significant changes in the City Attorney's Office budget for fiscal year 2020-21. Personnel costs stay relatively flat. The budget for travel and conferences was reduced by half as the department anticipated less traveling in 2020, and the OPEB (retiree medical cost) allocation is projected to be lower than last year.

CITY ATTORNEY DIVISION BUDGET SUMMARY

	FY2020 Adopted Budget	FY2021 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	799,352	813,962	14,610	1.8%
Non-Personnel Costs	276,636	257,465	(19,171)	-6.9%
Internal Services	48,176	55,540	7,364	15.3%
Total Appropriation	1,124,164	1,126,967	2,803	0.2%

CITY OF BURLINGAME | FISCAL YEAR 2020-21

	FY2020 Adopted Budget	FY2021 Budget Request	+ / - Change in \$	+ / - Change in %
Sources of Funds				
Code Enforcement Citation	8,000	10,000	2,000	25.0%
General Fund	1,116,164	1,116,967	803	0.1%
Total Funding	1,124,164	1,126,967	2,803	0.2%

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.

KEY RISK MANAGEMENT BUDGET CHANGES

General liability insurance premiums are expected to increase significantly in fiscal year 2020-21. However, favorable loss runs for the City's general liability program and a decrease in the number and severity of claims are expected to offset these increases. Therefore, the overall budget for this program (and charges to City departments for general liability coverage) remains almost the same as in the prior year.

RISK MANAGEMENT BUDGET SUMMARY

	FY2020 Adopted Budget	FY2021 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Non-Personnel Costs	1,510,000	1,514,000	4,000	0.3%
Total Appropriation	1,510,000	1,514,000	4,000	0.3%
Sources of Funds				
Charges for Services – ISF	1,510,000	1,514,000	4,000	0.3%
Interest Income	79,000	94,000	15,000	19.0%
Total Funding	1,589,000	1,608,000	19,000	1.2%

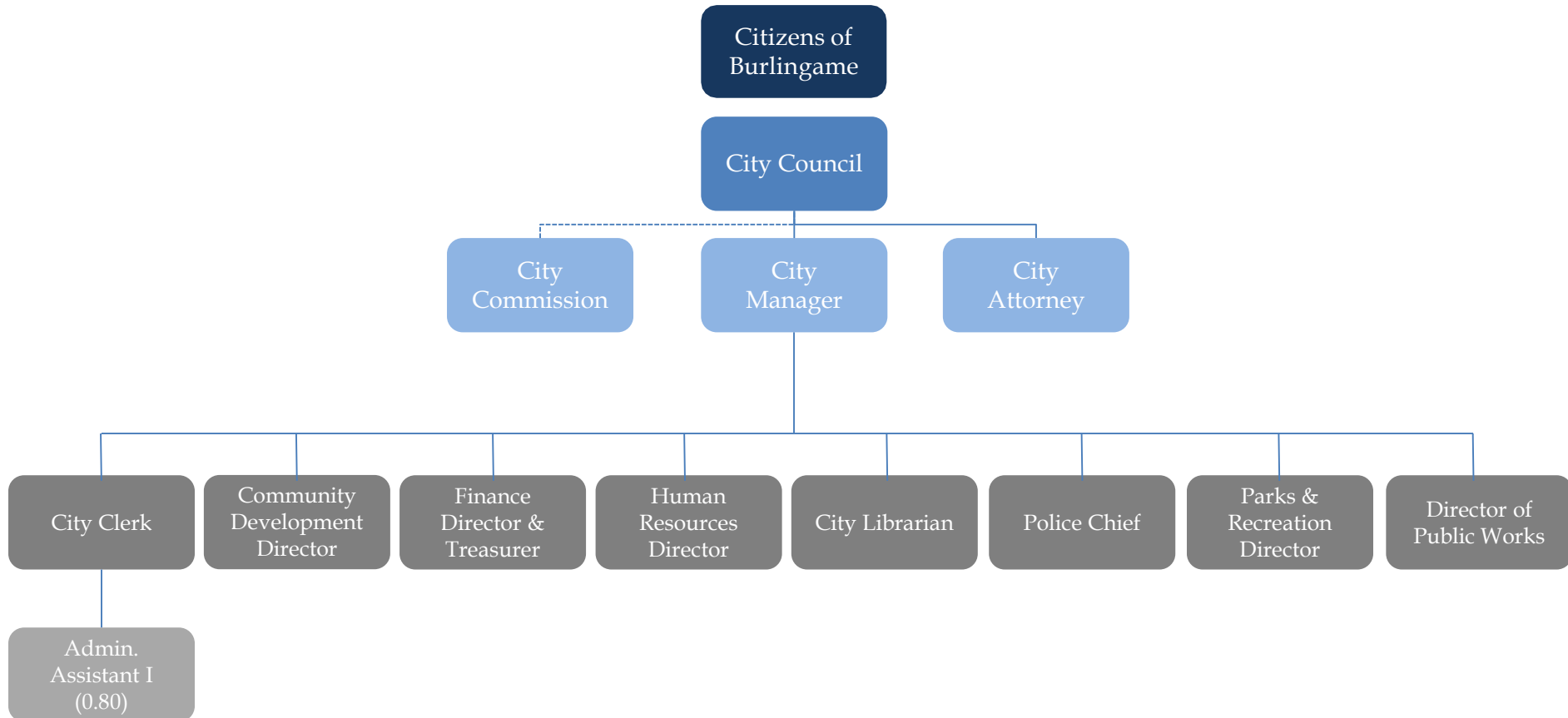
CITY OF BURLINGAME, CALIFORNIA



FISCAL YEAR 2020-21

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

Due to an increase in the Office's workload, the City Council approved replacing the vacant Office Assistant II position, allocated equally between the City Clerk's office and the Finance Department, with an Administrative Assistant I, to be allocated between the City Clerk's Office (80%) and Finance Department (20%), early in FY 2019-20. The resulting increase in comparison with the prior year's adopted budget for the City Clerk's Office is approximately \$29,000. Other personnel cost increases are attributable to scheduled salary increases and associated benefit costs.

Another key budgetary change is the appropriation of \$200,000 for hiring a demographer and any other consultants necessary to assist the City in the transition from at-large to by-district elections before the next scheduled City Council election, scheduled for November 2022.



DEPARTMENT BUDGET SUMMARY

	FY2020 Adopted Budget	FY2021 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	268,674	300,658	31,984	11.9%
Non-Personnel Costs	122,033	109,272	(12,761)	-10.5%
Election Costs	150,000	200,000	50,000	33.3%
Internal Services	30,222	34,661	4,439	14.7%
Total Appropriation	570,929	644,591	23,662	4.1%
Sources of Funds				
General Fund	570,929	644,591	73,662	12.9%
Total Funding	570,929	644,591	73,662	12.9%

DEPARTMENT STAFF

	FY2020 Actual FTE	FY2021 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 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20 Estimated
City Council meetings held (regular and special)	31	38	32	32	36
Staff reports processed	230	245	300	300	290
Resolutions processed	108	112	140	140	160
Ordinances published	11	15	15	15	12
Elections managed	1	1	0	0	1
Residency certifications	10	10	7	7	2

DEPARTMENT PERFORMANCE MEASURES

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20 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



FISCAL YEAR 2020-21

CENTRAL COUNTY FIRE DEPARTMENT

CENTRAL COUNTY FIRE DEPARTMENT

DEPARTMENT MISSION

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

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



DEPARTMENT OVERVIEW

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

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

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

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

CITY OF BURLINGAME | FISCAL YEAR 2020-21

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

KEY BUDGET CHANGES

Burlingame's budget for fire protection services includes the contributions to CCFD, certain retained workers' compensation program costs, and emergency preparedness activities. Overall, the City's FY 2020-21 proposed budget for Fire Services has increased by 6.7%, primarily due to increases of CCFD contributions and the OPEB (retiree medical benefits) cost allocation.

The Central County Fire Department's (CCFD) FY 2020-21 proposed budget reflects a 3% increase as a whole. The increase is primarily attributable to contractual increases associated with salaries and benefits, increases in CalPERS pension costs, and required workers' compensation funding. Budget adoption is scheduled in June 2020. Burlingame's contributions to CCFD increased by \$409,000 (or 3.6%) to \$11,891,737, constituting approximately 43% of CCFD's total funding from member agencies.

Another key budget change is the addition of \$368,000 in OPEB costs. This cost has in the past been recorded as a public safety expense in the Police Department. In actuality, the costs are related to the benefits provided to the existing 46 Fire Department retirees covered under the City's Tier 1 retiree medical program, and should be shown as part of the Fire and Disaster Preparedness program.

DEPARTMENT BUDGET SUMMARY

	FY2019 Adopted Budget	FY2020 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Contributions to CCFD	11,482,359	11,891,737	409,378	3.6%
Non-Personnel Costs (Burlingame)	300,000	578,000	368,000	184.0%
Internal Services (Burlingame)	0	0	0	n/a
Capital Outlay (Burlingame)	0	0	0	n/a
Total Appropriation	11,782,359	12,459,737	777,378	6.7%

DEPARTMENT STATISTICS

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20 Estimated
Total calls for service	7,322	7,668	7,424	7,493	7,493

CITY OF BURLINGAME | FISCAL YEAR 2020-21

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20 Estimated
Medical responses	4,329	4,473	4,380	4,548	4,548
Fire suppression responses	193	180	149	144	144
Hazardous conditions responses	436	217	186	214	214
Other responses	2,364	2,787	2,709	2,587	2,587
Special Events - Fund raising events conducted by off-duty firefighters	3	3	3	3	3
Plans checked	197	230	266	282	282
Plans reviewed	332	334	403	387	387
Public education activities	21	24	13	51	51
Fire origin and cause investigations	11	10	5	7	7
Special events inspections	57	63	45	61	61
Engine Company inspections	1,459	1,454	563	1,366	1,366
Construction inspections	404	407	325	540	540
Fire and life safety inspections	234	61	55	77	77
Junior Fire Marshal Picnic (number of children)	234	500	500	1,500	1,500
Car seat inspections	107	94	84	78	78
General public trained for disaster response (CERT)	47	23	71	70	70
General public trained for disaster response (GET READY)	56	8	55	57	57
City employees trained in city-wide disaster drills or other classes	63	100	0	0	0
CPR training (number of adults)	193	141	121	92	92
Training hours completed	2,989	5,820	7,168	10,711	10,711

CITY OF BURLINGAME | FISCAL YEAR 2020-21

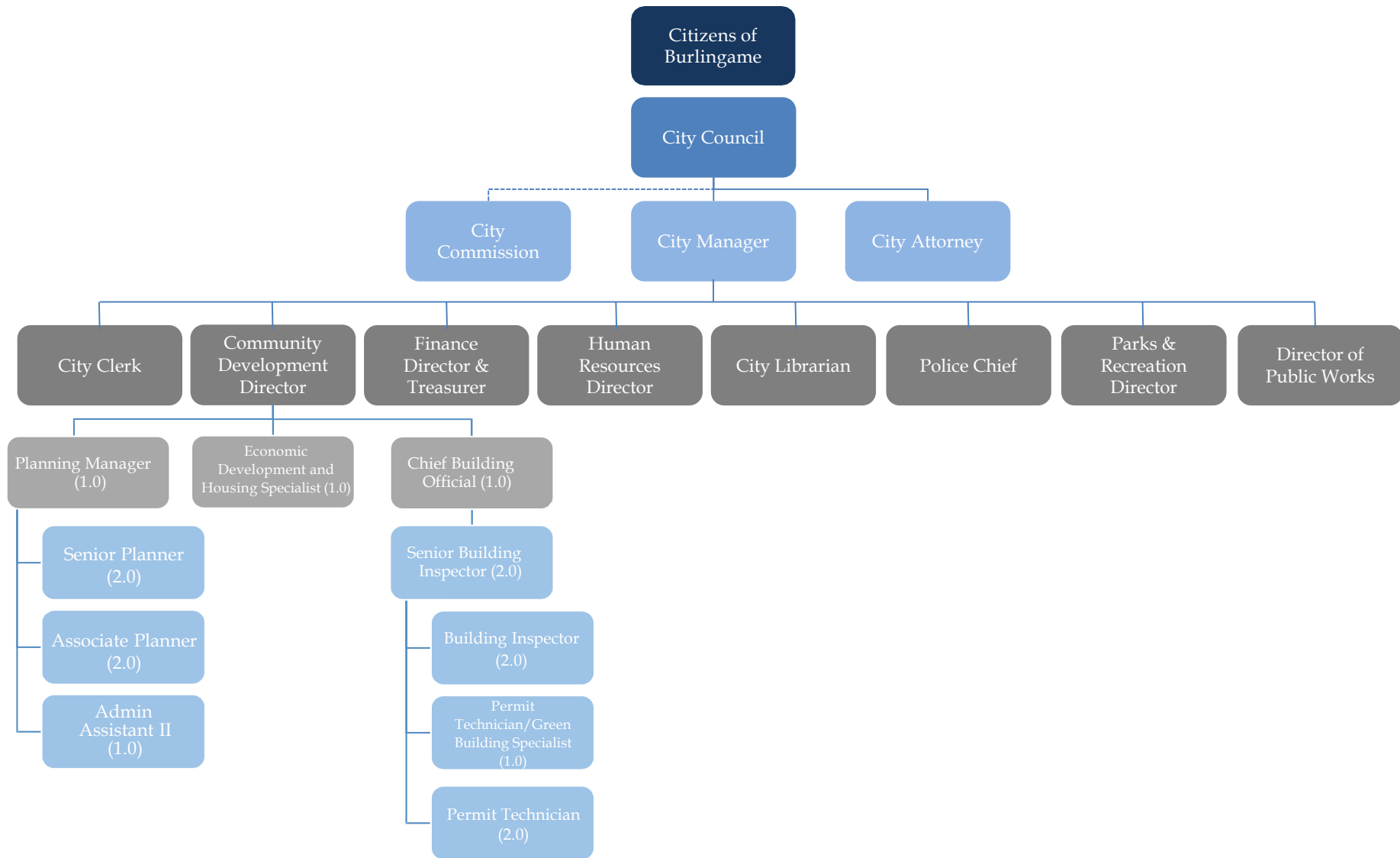
	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20 Estimated
EMS training hours	1,845	2,301	1,852	2,681	2,681
Driver training hours	1,322	1,717	2,122	1,998	1,998
Ops. training hours	n/a	n/a	3,194	6,032	6,032
Percent of time a first in fire engine arrives on a structure fire scene within six minutes of dispatch	100%	100%	100%	100%	100%
Average response time for Priority 1 calls (emergency)	<6:59	<6:59	<6:59	<6:59	<6:59
Average response time for Priority 3 calls (non-emergency)	<6:59	<6:59	<6:59	<6:59	<6:59
Average response time for all calls	<6:59	<6:59	<6:59	<6:59	<6:59
Percentage of residents rating Emergency Response services as good or excellent based on courtesy and service	100%	100%	100%	100%	100%
Plan checks completed within 10 working days	100%	100%	100%	100%	100%
Plan reviews completed within target	100%	100%	100%	100%	100%
Citizen inquiries responded to within 1 working day	100%	100%	100%	100%	100%
Complete required annual continuing education training for all paramedics and Emergency Medical Technicians (EMTs)	100%	100%	100%	100%	100%



FISCAL YEAR 2020-21

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

	FY2020 Adopted Budget	FY2021 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	2,590,885	3,328,258	737,373	28.5%
Non-Personnel Costs	1,478,626	1,404,106	(74,520)	-5.0%
Internal Services	224,375	278,679	54,304	24.2%
Capital Outlay	0	0	0	n/a
Total Appropriation	4,293,886	5,011,043	717,157	16.7%
Sources of Funds				
Charges for Svc - General Fund	837,000	887,000	50,000	6.0%
General Fund	1,182,157	1,662,168	480,011	40.6%
Charges for Svc – Building	2,020,000	2,020,000	0	0.0%
Interest Income – Building Fund	246,000	200,000	(46,000)	-18.7%
Building Fund	8,729	241,875	233,146	2670.9%
Total Funding	4,293,886	5,011,043	717,157	16.7%

CITY OF BURLINGAME | FISCAL YEAR 2020-21

DEPARTMENT STAFF

	FY2020 Actual FTE	FY2021 Budget Request	+ / - Change in FTE
Full-Time Equivalents (FTE)			
Administrative Assistant II	1.00	1.00	0.00
Associate Planner	2.00	2.00	0.00
Building Inspector	2.00	2.00	0.00
Building Inspector II/Sr.	2.00	2.00	0.00
Chief Building Official	1.00	1.00	0.00
Community Development Director	1.00	1.00	0.00
Economic Development & Housing Specialist	1.00	1.00	0.00
Permit Technician	2.00	2.00	0.00
Permit Technician/Green Building Specialist	1.00	1.00	0.00
Planning Manager	1.00	1.00	0.00
Senior Planner	2.00	2.00	0.00
Total FTE	16.00	16.00	0.00

DEPARTMENT STATISTICS

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20 Estimated
Planning Division					
Commission Hearings					
Conditional use permits	11	18	30	11	20
Variances	14	7	15	7	14
Special permits	16	13	19	17	11
Hillside area construction permits	5	6	4	7	4
Design review	64	65	62	59	47
Design Review Amendments	6	7	5	7	6
Other agenda items	6	8	11	13	13
Applications reviewed	125	105	96	87	78
General plan/zoning code amendments	3	2	1	2	2
Council agenda items considered	6	14	10	18	10
Administrative permits issued	35	10	28	41	35

CITY OF BURLINGAME | FISCAL YEAR 2020-21

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20 Estimated
Sign permits issued	54	34	38	34	17
Negative declarations and EIRs prepared	8	10	1	2	3
Home occupation permits reviewed	44	54	75	61	58
Construction plan checks performed	463	378	444	480	430
Code enforcement cases processed	n/a	n/a	n/a	n/a	n/a
Final inspections completed	38	39	51	49	51
New single-family dwellings approved	16	16	15	18	18
New affordable dwellings units approved	0	1	0	145	53
New apt/condo units approved	11	48	17	268	445
Major projects in process	8	9	11	12	10
Building Division					
Building permits issued	1,285	1,300	1,278	1,201	1,050
Building plan checks performed	708	715	663	667	635
Building inspections conducted	6,135	6,250	7,433	7,099	7800

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

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

DEPARTMENT PERFORMANCE MEASURES

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20 Estimated
Planning Division					
Percentage of planning application reviews completed within 30 days	76%	80%	57%	52%	50%
Percentage of plan checks (for new building permits) completed within 10 business days	91%	91%	88%	70%	65%
Building Division					
Percentage of plan checks completed within 15 working days	93%	94%	94%	96%	91%
Percentage of permits issued over-the-counter	73%	75%	76%	72%	71%
Percentage of "good" or "excellent" customer service ratings (per annual survey)	99%	92%	91%	90%	90%

COMMUNITY DEVELOPMENT DEPARTMENT - PLANNING

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

In February 2020, the Planning Division requested, and the City Council approved, adding an Associate Planner (1.0 FTE) and a Senior Planner (1.0 FTE) to the planning staff. This change does not result in additional individuals providing planning services; instead it represents a shift from a heavy reliance on contractors and temporary staff, to a model which utilizes full-time employees to provide consistent planning services. Increases in personnel costs will be partially offset by a corresponding elimination of contractor and part-time hours. The net fiscal impact is anticipated to be approximately \$146,000. Other personnel changes include expanding the Economic Development Specialist job description to include housing duties, changing the position from 0.75 FTE to 1.0 FTE, and reflecting the position in the new Economic Development and Housing Division.

The decrease in non-personnel costs is largely due to a decrease in contractual services, as the FY 2019-20 budget included consulting services for assistance in implementing an affordable housing program and for the preparation of a sea level rise assessment. The increase in Internal Services is due to increases in the IT budget and therefore higher city-wide cost allocations.

PLANNING DIVISION BUDGET SUMMARY

	FY2020 Adopted Budget	FY2021 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	1,450,823	1,719,468	268,645	18.5%
Non-Personnel Costs	463,436	249,864	(213,572)	-46.1%
Internal Services	104,898	132,641	27,743	26.4%
Capital Outlay	0	0	0	n/a
Total Appropriation	2,019,157	2,101,973	82,816	4.1%
Sources of Funds				
General Fund	837,000	887,000	50,000	6.0%
Charges for Svc - General Fund	1,182,157	1,214,973	32,816	2.8%
Total Funding	2,019,157	2,101,973	82,816	4.1%

COMMUNITY DEVELOPMENT DEPARTMENT – ECONOMIC DEVELOPMENT AND HOUSING DIVISION

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

In 2020, the Economic Development Specialist position was expanded to include housing, with the title of the position 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 will also be responsible for managing the update of the City's Housing Element.

KEY BUDGET CHANGES FOR THE ECONOMIC DEVELOPMENT AND HOUSING DIVISION

The Economic Development and Housing Division is a new division. The Division's FY 2020-21 budget includes personnel costs for a full-time Economic Development and Housing Specialist (1.0 FTE) and non-personnel costs of \$300,000, of which \$150,000 was appropriated for the Below Market Rate (BMR) housing program administration, and \$115,000 for Business Improvement District (BID) payments to support local businesses in response to the COVID pandemic.

ECONOMIC DEVELOPMENT AND HOUSING DIVISION BUDGET SUMMARY

	FY2020 Adopted Budget	FY2021 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	0	149,738	149,738	n/a
Non-Personnel Costs	0	297,457	297,457	n/a
Internal Services	0	0	0	n/a
Capital Outlay	0	0	0	n/a
Total Appropriation	0	447,195	447,195	n/a
Sources of Funds				
General Fund	0	447,195	447,195	n/a
Total Funding	0	447,195	447,195	n/a

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 Building Division in the past had relied heavily on contractor hours to supplement its permit technician and building inspector/plans examiner staff. In 2020, the City Council approved adding a Permit Technician (1.0 FTE) and a Senior Building Inspector (1.0 FTE), and changing the operation's model from one that utilizes contractual and temporary staff to one in which full-time employees provide counter support and building inspection services. This change is anticipated to increase the personnel budget by \$300,000. With budget savings from elimination of contractor hours, the over-all budget for the Building Division shows an 8.2% increase.

BUILDING DIVISION BUDGET SUMMARY

	FY2020 Adopted Budget	FY2021 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	1,140,062	1,459,052	318,990	28.0%
Non-Personnel Costs	1,015,190	856,785	(158,405)	-15.6%
Internal Services	119,477	146,038	26,561	22.2%
Capital Outlay	0	0	0	n/a
Total Appropriation	2,274,729	2,461,875	187,146	8.2%
Sources of Funds				
Charges for Svc - Building	2,020,000	2,020,000	0	0.0%
Interest Income – Building Fund	246,000	200,000	(46,000)	-18.7%
Building Fund	8,729	241,875	233,146	2670.9%
Total Funding	2,274,729	2,461,875	187,146	8.2%

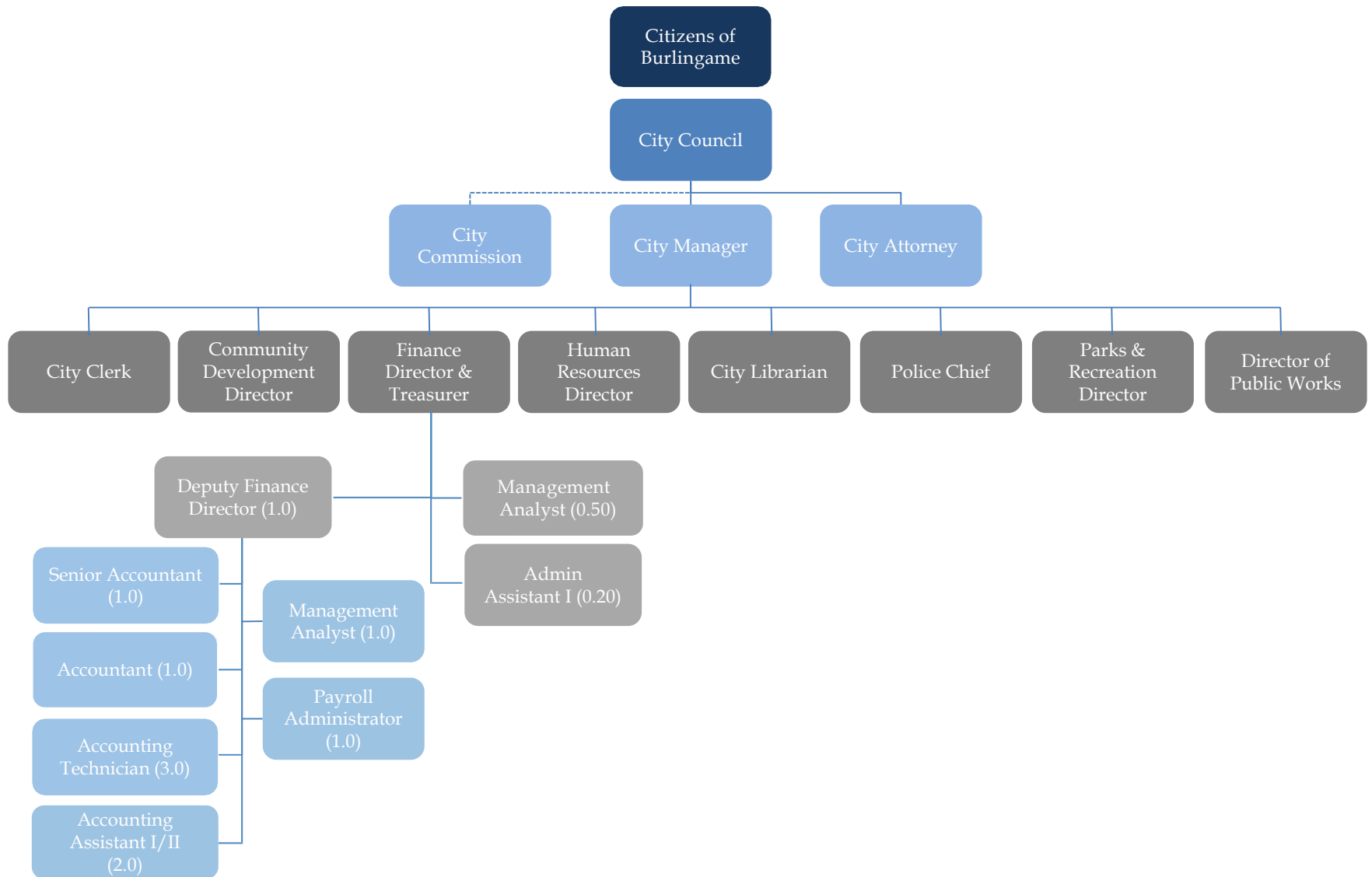
CITY OF BURLINGAME, CALIFORNIA



FISCAL YEAR 2020-21

FINANCE DEPARTMENT

FINANCE DEPARTMENT



FINANCE

DEPARTMENT MISSION

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



DEPARTMENT OVERVIEW

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



DEPARTMENT BUDGET SUMMARY

	FY2020 Adopted Budget	FY2021 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	1,898,701	2,138,766	240,065	12.6%
Non-Personnel Costs	1,683,014	1,877,780	194,766	11.6%
Internal Services	161,522	183,810	22,288	13.8%
Capital Outlay	0	0	0	n/a
Total Appropriation	3,743,237	4,200,356	457,119	12.2%

CITY OF BURLINGAME | FISCAL YEAR 2020-21

	FY2020 Adopted Budget	FY2021 Budget Request	+ / - Change in \$	+ / - Change in %
Sources of Funds				
Charges for Services - ISF	1,158,000	1,421,669	263,669	22.8%
Interest Income - Admin Svc	13,000	20,000	7,000	53.8%
Charges for Svc - General Fund	9,000	9,000	0	0.0%
Water Enterprise	457,800	474,500	16,700	3.6%
Sewer Enterprise	225,800	237,300	11,500	5.1%
Solid Waste Fund	29,000	29,000	0	0.0%
Measure I	2,300	2,300	0	0.0%
General Fund	1,861,327	2,006,587	145,260	7.8%
Total Funding	3,756,227	4,200,356	444,129	11.8%

DEPARTMENT STAFF

	FY2020 Actual FTE	FY2021 Budget Request	+ / - Change in FTE
Full-Time Equivalents (FTE)			
Accountant	1.00	1.00	0.00
Accounting Assistant I/II	2.00	2.00	0.00
Accounting Technician	3.00	3.00	0.00
Finance Director & Treasurer	1.00	1.00	0.00
Deputy Finance Director	1.00	1.00	0.00
Management Analyst	1.50	1.50	0.00
Administrative Assistant I/II	0.20	0.20	0.00
Payroll Administrator	1.00	1.00	0.00
Senior Accountant	1.00	1.00	0.00
Total FTE	11.70	11.70	0.00

DEPARTMENT STATISTICS

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20 Estimated
Total computers citywide	317	317	304	312	320
Number of utility accounts billed (annually)	10,595	10,380	10,301	10,307	11,736
Number of business license accounts (annually)	6,740	6,902	7,493	7,463	7,464

CITY OF BURLINGAME | FISCAL YEAR 2020-21

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20 Estimated
Over the counter services rendered	11,810	11,768	10,978	11,005	10,786*
Utility service phone calls received (annually)	18,207	18,389	18,355	17,532	19,285
General main line phone inquiries received (annually)	10,450	10,555	10,337	9,520	9,664

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

DEPARTMENT PERFORMANCE MEASURES

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20 Estimated
Prepare a 5 year forecast for use by decision-makers	Yes	Yes	Yes	Yes	Yes
Prepare a comprehensive budget summary for the City's webpage and general public	Yes	Yes	Yes	Yes	Yes
Forecast annual General Fund revenues within 5%	Yes	Yes	Yes	Yes	Yes
Provide monthly financial reports to internal departments by the 10th business day of the following month	Yes	Yes	Yes	Yes	Yes
Prepare a clear and comprehensive annual Financial Results Summary for the City's webpage and general public	Yes	Yes	Yes	Yes	Yes
Receive an unqualified opinion on all financial audits	Yes	Yes	Yes	Yes	Yes
Achieve greater than the 12 month average of 2 year T-bill rate on investments	Yes	Yes	Yes	Yes	Yes
Post 95% of water account payments received by mail within 24 hours	Yes	Yes	Yes	Yes	Yes
Deposit all customer payments received within 1 business day	Yes	Yes	Yes	Yes	Yes
Identify and issue 30 new business licenses annually	Yes	Yes	Yes	Yes	Yes
Provide accurate and timely debt service payments	Yes	Yes	Yes	Yes	Yes
Maintain the City's AA+ bond rating	Yes	Yes	Yes	Yes	Yes

FINANCE - ADMINISTRATIVE SERVICES DIVISION

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

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

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

KEY ADMINISTRATIVE SERVICES DIVISION BUDGET CHANGES

Due to the increased importance in the use of technology to deliver high-quality services in a convenient and cost-effective manner, the City's overall Information Technology Services have increased significantly in recent years. Key budgetary changes for the Administrative Services Division are reflected within both the personnel and non-personnel budgets. Due to changes in staff allocations mid-year, 25% of an Office Assistant has been removed since October 2019. And starting fiscal year 2020-21, the Division supports 50% of a Management Analyst Position (rather than the 25% in the prior year's adopted budget) as this position has dedicated more time in IT-related projects. The net result is an increase of approximately \$23,000 for fiscal year 2020-21.

The most significant increase in the division's budget is to the cost of maintenance contracts for the City's computer hardware (\$170,000) and software systems (\$150,000). Ensuring that the maintenance of these assets remains up-to-date is critical to the effective use and security of the City's data. Offsetting this increase is a slight decrease in computer purchases in the upcoming fiscal year. These purchases were advanced somewhat to allow increased remote access to City workers during the shelter-in-place mandates in the final quarter of the current fiscal year. Overall, the budget for non-personnel costs has increased by \$258,000 or 24.4%.

In the current fiscal year, the City began implementation of a new Enterprise Resource Planning (ERP) System. This project is a major capital initiative of the Finance Department. Phase I (Financial Modules) went live October 1, 2019; Phase II (HR & Payroll) is scheduled to go live early in the upcoming fiscal year; and Phase III (Utility Billing) will also be implemented in the 2020-21 fiscal year. The new system will not only improve the efficiency of the department, but it should serve as a vital tool in the fiscal management of programs and services city-wide.

ADMINISTRATIVE SERVICES DIVISION BUDGET SUMMARY

	FY2020 Adopted Budget	FY2021 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	101,429	127,369	25,940	25.6%
Non-Personnel Costs	1,056,581	1,314,300	257,719	24.4%
Capital Outlay	0	0	0	n/a
Total Appropriation	1,158,010	1,441,669	283,659	24.5%
Sources of Funds				
Charges for Services - ISF	1,158,000	1,421,669	263,669	22.8%
Interest Income - Admin Svc	13,000	20,000	7,000	53.8%
Total Funding	1,171,000	1,441,669	270,669	23.1%

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

Despite the addition of a Management Analyst to the finance staff, the over-all budget for the department has remained relatively stable. The personnel budget increased by \$214,000, or 11.9%, due not only to the additional 1.0 FTE, but to scheduled salary increases and associated benefit costs. The decrease in non-personnel costs was mainly due to a decrease in contractual services, as additional temporary help was procured in the current fiscal year (\$60,000) to assist in managing the Department's workload during the implementation of the City's new ERP.

FINANCE DIVISION BUDGET SUMMARY

	FY2020 Adopted Budget	FY2021 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	1,797,272	2,011,397	214,125	11.9%
Non-Personnel Costs	626,433	563,480	(62,953)	-10.0%
Internal Services	161,522	183,810	22,288	13.8%
Capital Outlay	0	0	0	n/a
Total Appropriation	2,585,227	2,758,687	173,460	6.7%

CITY OF BURLINGAME | FISCAL YEAR 2020-21

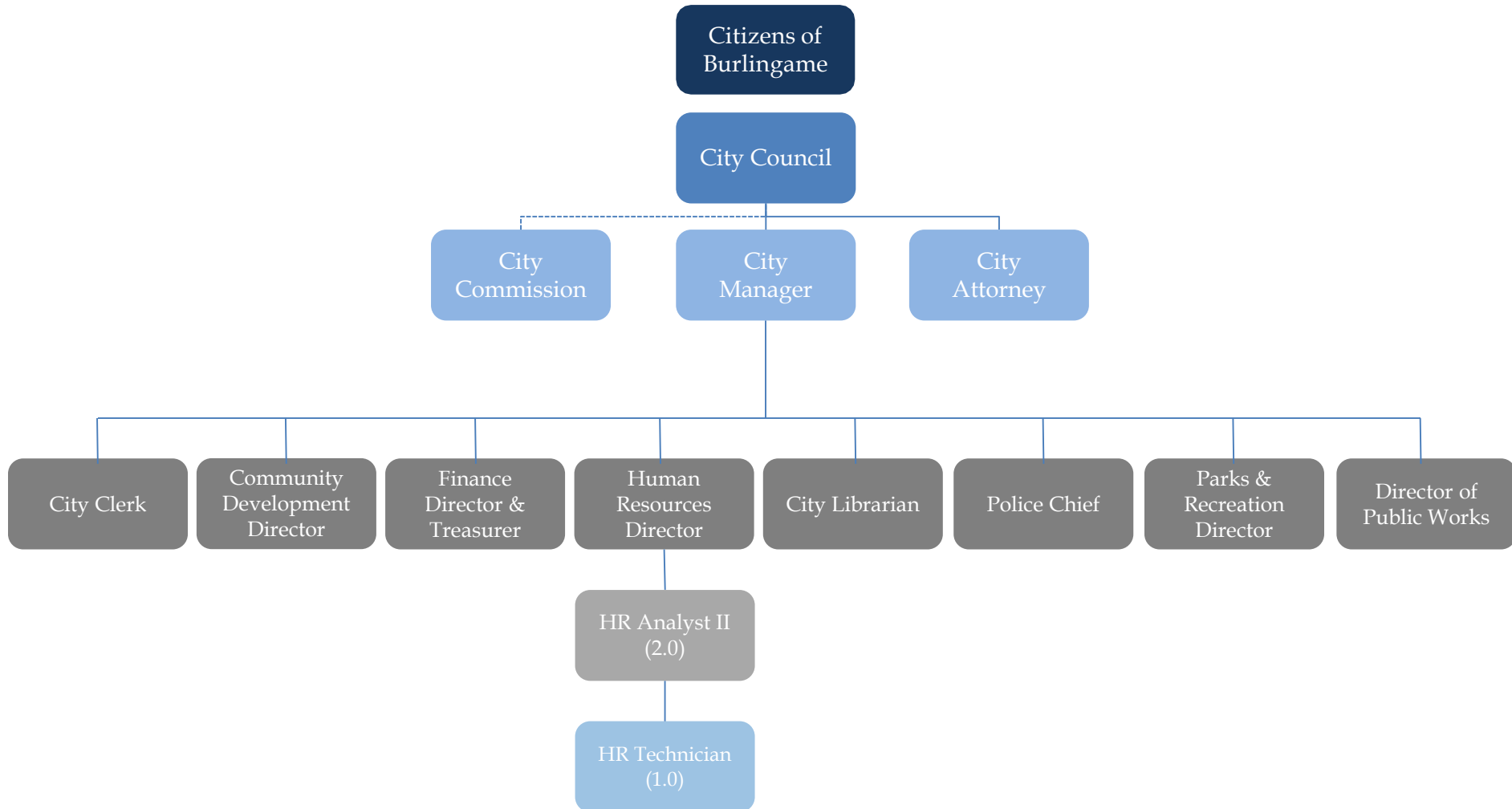
	FY2020 Adopted Budget	FY2021 Budget Request	+ / - Change in \$	+ / - Change in %
Sources of Funds				
Charges for Svc - General Fund	9,000	9,000	0	0.0%
Water Enterprise	457,800	474,500	16,700	3.6%
Sewer Enterprise	225,800	237,300	11,500	5.1%
Solid Waste Fund	29,000	29,000	0	0.0%
Measure I	2,300	2,300	0	0.0%
General Fund	1,861,327	2,006,587	145,260	7.8%
Total Funding	2,585,227	2,758,687	173,460	6.7%



FISCAL YEAR 2020-21

HUMAN RESOURCES DEPARTMENT

HUMAN RESOURCES



HUMAN RESOURCES

DEPARTMENT MISSION

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

DEPARTMENT OVERVIEW

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

DEPARTMENT BUDGET SUMMARY

	FY2020 Adopted Budget	FY2021 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	588,190	792,454	204,264	34.7%
Non-Personnel Costs	1,187,226	1,462,003	274,777	23.1%
Internal Services	60,600	74,662	14,062	23.2%
Capital Outlay	0	0	0	n/a
Total Appropriation	1,836,016	2,329,119	493,103	26.9%
Sources of Funds				
Charges for Services - ISF	848,623	1,034,500	185,877	21.9%
Interest Income - ISF	126,000	115,000	(11,000)	-8.7%
General Fund	939,016	1,179,619	240,603	25.6%
Total Funding	1,913,639	2,329,119	415,480	21.7%

CITY OF BURLINGAME | FISCAL YEAR 2020-21

DEPARTMENT STAFF

	FY2020 Actual FTE	FY2021 Budget Request	+ / - Change in FTE
Full-Time Equivalents (FTE)			
Human Resources Director	1.00	1.00	0.00
Human Resources Analyst II	2.00	2.00	0.00
Human Resources Technician	1.00	1.00	0.00
Total FTE	4.00	4.00	0.00

DEPARTMENT STATISTICS

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20 Estimated
Human Resources Division					
Average number of business days for a recruitment process to establish an eligible list	25	42	25	34	40
Number of employee participants in City training	150	241	137	215	395
Number of regular recruitments completed	52	44	18	20	25
Number of regular new hires	52	20	17	32	29
Number of labor associations	6	6	7	7	7
Number of labor agreements (MOU's) negotiated and approved	3	3	4	3	1
Workers' Compensation Division					
Number of workers' compensation claims filed	26	24	36	27	26
Number of lost work days due to workers' compensation injuries	700	450	303	290	505

KEY HUMAN RESOURCES DIVISION BUDGET CHANGES

In February 2020, the City Council approved adding a Human Resources Analyst (1.0 FTE) to ensure the Human Resources Department has the capacity to meet current service and regulatory demands. This new position was filled in June. The personnel budget increased by \$204,000, largely due to the additional 1.0 FTE, and scheduled salary increases and associated benefit costs.

The increase in non-personnel costs was largely due to an increase in contractual services to meet the department's operational needs for fiscal year 2020-21. The increase in Internal Services was mainly driven by increases in the Admin/IT budget and therefore higher cost allocations to all departments.

HUMAN RESOURCES DIVISION BUDGET SUMMARY

	FY2020 Adopted Budget	FY2021 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	588,190	792,454	204,264	34.7%
Non-Personnel Costs	290,226	312,503	22,277	7.7%
Internal Services	60,600	74,662	14,062	23.2%
Capital Outlay	0	0	0	n/a
Total Appropriation	939,016	1,179,619	240,603	25.6%
Sources of Funds				
General Fund	939,016	1,179,619	240,603	25.6%
Total Funding	939,016	1,179,619	240,603	25.6%

HUMAN RESOURCES – WORKERS' COMPENSATION

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

The Human Resources Department oversees both the benefit administration and the preventive measure components of workers' compensation law. The preventive measures are found in the

CITY OF BURLINGAME | FISCAL YEAR 2020-21

City's Injury and Illness Prevention Program (IIPP). The IIPP includes a system for ensuring that employees comply with safe and healthy work practices, for communicating with employees the policies on safe work practices, for maintaining forms for reporting unsafe conditions, for emergency action plan procedures, and for establishing labor/management safety committee meetings. The Human Resources Department ensures safety training programs are conducted, workplace inspections are performed annually, unsafe work conditions and potential hazards are corrected, and the safety committee meets regularly.

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

KEY WORKERS' COMPENSATION DIVISION BUDGET CHANGES

The budget increase is largely due to a contribution of \$257,000 to the Internal Service Fund's reserve based on the latest actuarial study for the City's Workers Compensation Program. Otherwise, the program's operating budget remains flat for fiscal year 2020-21.

WORKERS' COMPENSATION DIVISION BUDGET SUMMARY

	FY2020 Adopted Budget	FY2021 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Non-Personnel Costs	897,000	1,149,500	252,500	28.1%
Total Appropriation	897,000	1,149,500	252,500	28.1%
Sources of Funds				
Interest Income - Workers' Comp	848,623	1,034,500	185,877	21.9%
Charges for Services - ISF	126,000	115,000	(11,000)	-8.7%
Total Funding	974,623	1,149,500	174,877	17.9%

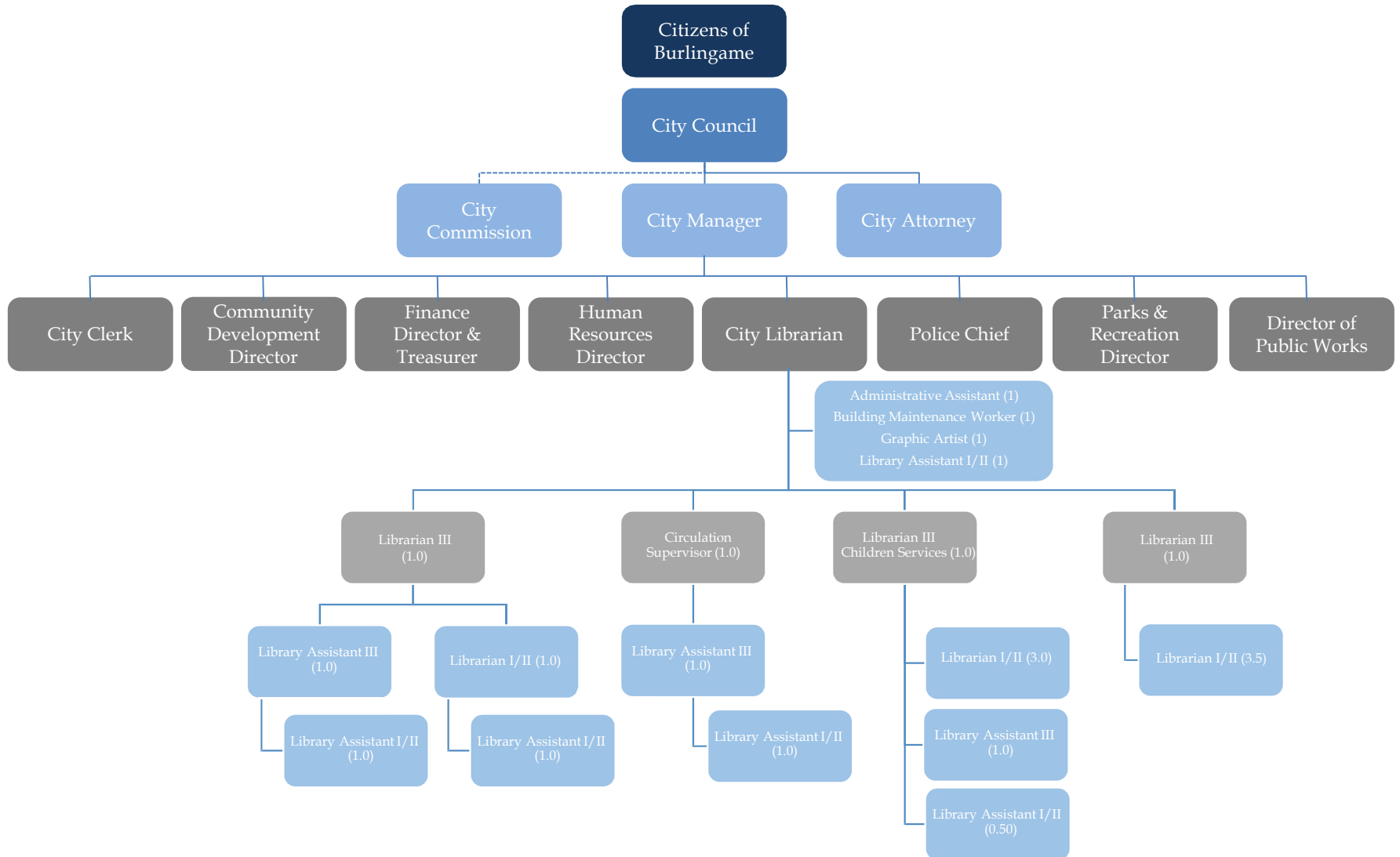
CITY OF BURLINGAME, CALIFORNIA



FISCAL YEAR 2020-21

LIBRARY

LIBRARY



LIBRARY

DEPARTMENT MISSION

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



DEPARTMENT OVERVIEW

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

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

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



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

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

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

The Library developed a Strategic Plan for 2017-2019, which is being updated based on the current needs for 2020-2022. The Strategic Plan gives the Library focus and direction towards achieving the goals and objectives expressed through community and staff feedback. In an effort to listen to the needs of the entire community, the Library has created an Equity Committee to ensure that the Library proactively works to change the policies, practices, and systems that create barriers to prosperity and well-being for all ages, genders, abilities, and people of color. The committee is using the Government Alliance on Race and Equity framework to guide them in reducing disparities in the Library’s collections, services, and programs as well as its workforce.

KEY BUDGET CHANGES

Personnel costs have increased \$168,000, or 4.3%, due primarily to scheduled salary increases and associated benefit costs. Non-personnel costs largely stay flat, with certain budgetary items such as travel and conferences reflecting slight budgetary reductions. The department’s IT cost allocation reflects a \$26,000 increase, while the facilities maintenance cost allocation is increased \$62,000, resulting in a total increase of 15.5 % for internal services.

CITY OF BURLINGAME | FISCAL YEAR 2020-21

DEPARTMENT BUDGET SUMMARY

	FY2020 Adopted Budget	FY2021 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	3,927,342	4,095,434	168,092	4.3%
Non-Personnel Costs	1,239,914	1,214,003	(25,911)	-2.1%
Internal Services	573,695	662,564	88,869	15.5%
Capital Outlay	0	0	0	n/a
Total Appropriation	5,740,951	5,972,001	231,050	4.0%
Sources of Funds				
General Fund	108,000	50,000	(58,000)	-53.7%
Charges for Svc - Hillsborough	650,000	675,000	25,000	3.8%
Charges for Svc - General Fund	4,982,951	5,247,001	264,050	5.3%
Total Funding	5,740,951	5,972,001	231,050	4.0%

DEPARTMENT STAFF

	FY2020 Actual FTE	FY2021 Budget Request	+ / - Change in FTE
Full-Time Equivalents (FTE)			
Administrative Assistant II	1.00	1.00	0.00
Building Maintenance Worker	1.00	1.00	0.00
Circulation Supervisor	1.00	1.00	0.00
City Librarian	1.00	1.00	0.00
Graphic Artist	1.00	1.00	0.00
Librarian I/II	7.50	7.50	0.00
Librarian III	3.00	3.00	0.00
Library Assistant I/II	4.50	4.50	0.00
Library Assistant III	3.00	3.00	0.00
Total FTE	23.00	23.00	0.00

CITY OF BURLINGAME | FISCAL YEAR 2020-21

DEPARTMENT STATISTICS

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20 Estimated
Population served	37,515	37,983	37,989	37,989	38,000
Registered borrowers	24,805*	27,237	29,248	28,879	29,000
Population registered	66%	72%	77%	76%	76%
Items circulated	704,166	677,229	650,002	721,452	725,000
Children's items	339,850	329,481	311,696	346,401	350,000
Teen Items	27,494	26,147	24,303	25,660	26,000
E-books	29,730	36,121	46,638	60,419	65,000
Circulation per capita	19	18	17	19	19
Circulation per child/teen patron	56	47	43	50	50
Library visits	335,511	360,182	345,445	353,073	355,000
Visits to library website	99,270	89,126	88,291	115,148	103,638
Programs offered	987	1,275	1,121	1,315	1,100
Program attendance	37,706	48,128	49,246	48,203	40,500
Total collection size	281,223	287,523	301,286	303,079	305,000

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

DEPARTMENT PERFORMANCE MEASURES

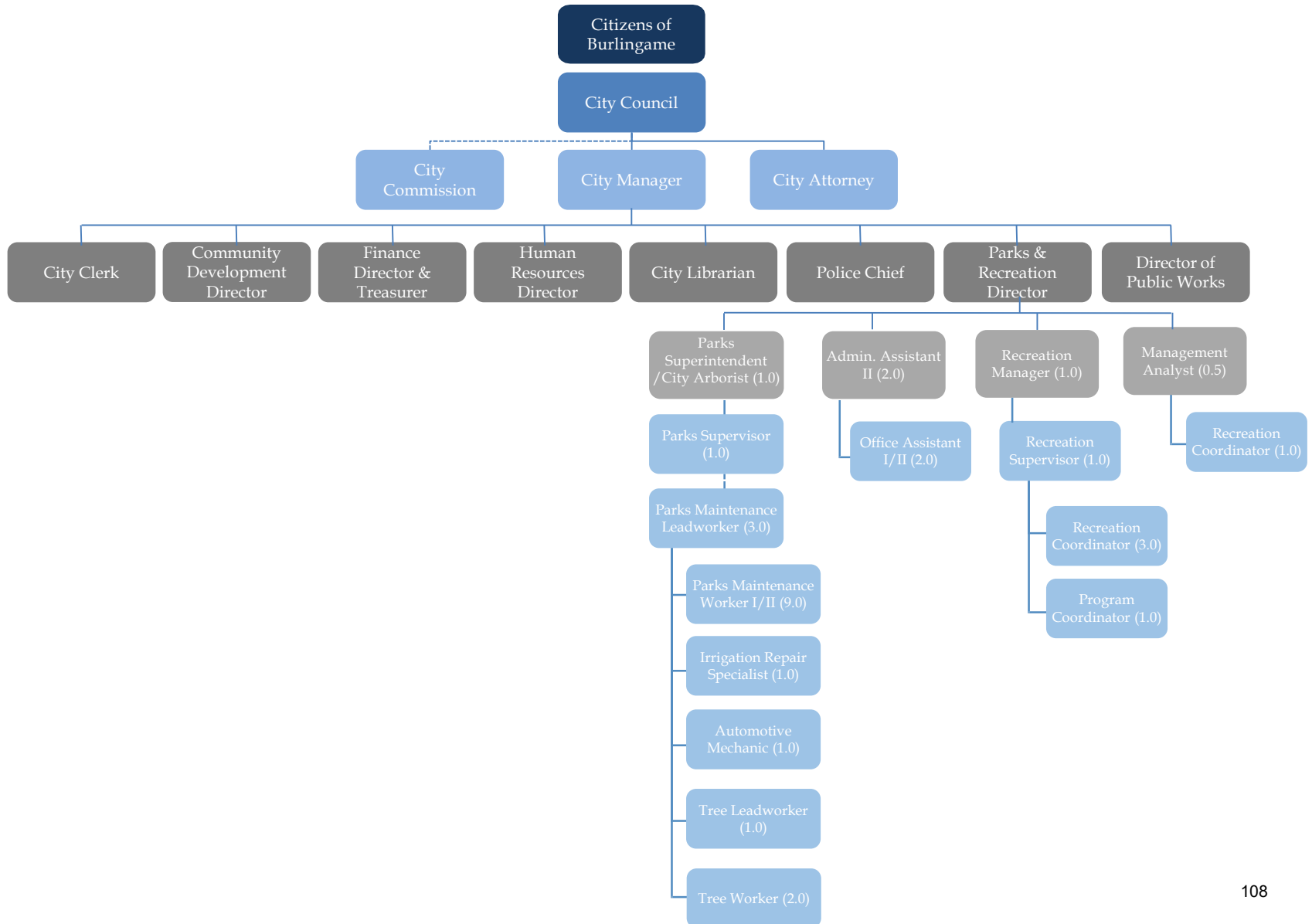
	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20 Estimated
Kindergarten card drive	195	251	216	204	132
Story time attendance	16,080	17,350	15,393	14,905	14,000
Children's summer reading club	1,057	1,097	1,242	933	1,000
Librarian visits at schools	204	202	228	204	200
Class visits at library	79	78	79	71	55
Passports issued	N/A	N/A	1,051	1,237	1,288



FISCAL YEAR 2020-21

PARKS AND RECREATION DEPARTMENT

PARKS AND RECREATION



PARKS AND RECREATION DEPARTMENT

DEPARTMENT MISSION

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

DEPARTMENT OVERVIEW

The Parks and Recreation Department includes the Parks, Recreation, and Aquatics Divisions. The Department is responsible for offering a wide variety of programs, classes, and events and maintaining open spaces, parks, athletic fields, playgrounds, 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 for 41 consecutive years by the Arbor Day Foundation. The Department manages the contracts for the Golf Center, Burlingame Aquatics Club, Lions Club, the Depot, and the Carriage House and supports the Beautification Commission, the Parks and Recreation Commission, the Youth Advisory Committee, the Parks and Recreation Foundation, and the Senior Activities Committee.

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

DEPARTMENT BUDGET SUMMARY

	FY2020 Adopted Budget	FY2021 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	5,412,405	5,506,674	94,269	1.7%
Non-Personnel Costs	3,887,294	3,784,077	(103,217)	-2.7%
Internal Services	876,613	1,019,885	143,272	16.3%
Capital Outlay	81,000	113,000	32,000	39.5%
Total Appropriation	10,257,312	10,423,636	166,324	1.6%

CITY OF BURLINGAME | FISCAL YEAR 2020-21

	FY2020 Adopted Budget	FY2021 Budget Request	+ / - Change in \$	+ / - Change in %
Sources of Funds				
General Fund	3,120,000	2,630,000	(490,000)	-15.7%
Charges for Svcs - General Fund	7,123,312	7,779,636	656,324	9.2%
Parking Fund	14,000	14,000	0	0.0%
Total Funding	10,257,312	10,423,636	166,324	1.6%

DEPARTMENT STAFF

	FY2020 Actual FTE	FY2021 Budget Request	+ / - Change in FTE
Full-Time Equivalents (FTE)			
Administrative Assistant II	2.00	2.00	0.00
Automotive Mechanic	1.00	1.00	1.00
Irrigation Repair Specialist	1.00	1.00	0.00
Management Analyst	0.75	0.50	-0.25
Office Assistant I/II	2.00	2.00	0.00
Parks Maintenance Worker I/II	10.00	10.00	0.00
Parks Superintendent / City Arborist	1.00	1.00	0.00
Parks Supervisor	1.00	1.00	0.00
Parks & Recreation Director	1.00	1.00	0.00
Parks Leadworker	3.00	3.00	0.00
Program Coordinator	1.00	1.00	0.00
Recreation Coordinator	4.00	4.00	0.00
Recreation Manager	0.00	1.00	1.00
Recreation Supervisor	2.00	1.00	-1.00
Tree Leadworker	1.00	1.00	0.00
Tree Worker	2.00	2.00	0.00
Total FTE	32.75	32.50	-0.25

CITY OF BURLINGAME | FISCAL YEAR 2020-21

DEPARTMENT STATISTICS

	FY 15-16	FY 16-17	FY 17-18	FY18-19	FY 19-20 Estimated
Recreation Program Participants					
Preschool	2,079	2,182	2,079	2017	1464*
Youth/Teen Enrichment	4,974	5,541	5,834	5983	5108*
Youth/Teen Sports	3,858	3,501	4,218	4393	2489*
Adult Enrichment/Sports	2,956	2,841	3,169	3146	1948*
Mature Adult (includes weekly drop-in programming)	4,478	4,725	4,983	5607	4472*
Recreation Rentals					
Picnic	225	233	232	227	229
Building	325	345	375	372	216*
Tennis Courts	105	108	208	360	510
Community Garden Beds	22	22	22	22	22
Bocce Ball Courts	86	91	128	133	80*
Parks Services					
Tree Plantings	271	240	257	248	254
Tree Removals	281	184	224	200	222
Tree Trimmings	1,520	1,830	2,114	1555	1755
Permit Applications	130	105	94	183	128
Emergency Call Outs	34	30	24	38	32

*Due to the COVID-19 Shelter in Place order, Recreation participation numbers were significantly affected.

PARKS AND RECREATION DEPARTMENT - PARKS DIVISION

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

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

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

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

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

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

The Tree Crew ensures the protection of people and property through the maintenance or removal of hazardous trees; promotes the health and vigor of City-owned trees through a program of inspection, grid pruning, and tree health maintenance; and plants trees where others have been removed and in areas where the need for a new tree exists. The crew maintains 17,146 City street trees and 4,640 open space/City park trees with over 294 distinct tree species. The City tree canopy covers approximately 274 acres, or 7.8% of the total land area and 71% of the total streets and sidewalk area in the city.

KEY PARKS DIVISION BUDGET CHANGES

The increase in personnel costs is due primarily to scheduled salary increases and associated benefit costs. In October 2019, the City Council approved the deletion of a vacant Tree Worker position and the addition of a Tree Leadworker position. The change represents an increased annual cost of approximately \$13,000.

Non-personnel costs have increased \$95,000 as the proposed budget for utilities is adjusted to better align with historical actuals. Other non-personnel costs remain flat or reflect slight decreases in FY 2020-21.

The increases in Internal Service charges are mainly due to increases in the cost allocations for IT/admin, facilities, and vehicle/equipment services. An increase in the City's IT budget resulted in increases in IT/Admin costs allocation citywide. For the Parks Division, the increase is about \$21,000. The budget for facilities services was adjusted up by \$30,000 for fiscal year 2020-21 based on experience from the last five years. Lastly, the budget for vehicle/equipment services is anticipated to go up \$48,000; \$15,000 of this increase was related to the Division adding a heavy-duty dump truck to the City's vehicle replacement list and therefore additional contributions for maintenance costs and building up reserve for future replacement.

PARKS DIVISION BUDGET SUMMARY

	FY2020 Adopted Budget	FY2021 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	3,255,428	3,454,490	199,062	6.1%
Non-Personnel Costs	1,534,898	1,629,445	94,547	6.2%
Internal Services	371,756	472,752	100,996	27.2%
Capital Outlay	81,000	108,000	27,000	33.3%
Total Appropriation	5,243,082	5,664,687	421,605	8.0%
Sources of Funds				
General Fund	120,000	160,000	40,000	33.3%
Charges for Svcs - General Fund	5,109,082	5,490,687	381,605	7.5%
Parking Fund	14,000	14,000	0	0.0%
Total Funding	5,243,082	5,664,687	421,605	8.0%

PARKS AND RECREATION DEPARTMENT - RECREATION DIVISION

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

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

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

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

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

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

CITY OF BURLINGAME | FISCAL YEAR 2020-21

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

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

KEY RECREATION DIVISION BUDGET CHANGES

The Recreation Division anticipated many programmed recreation activities in fiscal year 2020-21 would be greatly impacted due to the COVID-19 public health emergency. As a result, the Division reduced the revenue projection by \$750,000 for the coming new fiscal year. The decrease in revenues from recreation services will be largely offset by a decrease in the cost of contractual services (\$400,000), part-time staff (\$120,000), and other expenses (\$88,000) associated with the recreation programs.

In addition to the above adjustments, the Division proposed certain changes in the 2020-21 personnel/position budget. Currently, the Recreation Division shares a Management Analyst position with the IT/Admin Division on a 75/25 cost allocation. As the position spends more time on IT-related projects, the cost allocation has been adjusted to 50/50 between the two divisions starting in 2020-21. Another key budgetary change is reclassifying a Recreation Supervisor position to a Recreation Manager position as the incumbent takes on a higher level of responsibility within the department.

RECREATION DIVISION BUDGET SUMMARY

	FY2020 Adopted Budget	FY2021 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	2,156,977	2,052,184	(104,793)	-4.9%
Non-Personnel Costs	2,043,396	1,679,632	(363,764)	-17.8%
Internal Services	504,857	547,133	42,276	8.4%
Capital Outlay	0	0	0	n/a
Total Appropriation	4,705,230	4,278,949	(426,281)	-9.1%
Sources of Funds				
Charges for Svc - General Fund	3,000,000	2,250,000	(750,000)	-25.0%
General Fund	1,705,230	2,028,949	323,719	19.0%
Total Funding	4,705,230	4,278,949	(426,281)	-9.1%

PARKS AND RECREATION DEPARTMENT - AQUATICS DIVISION

The Aquatics Division contracts with the Burlingame Aquatics Club (BAC) to provide a full range of aquatic programming opportunities to the Burlingame community, including swimming lessons, swim teams, water polo, water safety classes, arthritis classes, fitness classes, lap and recreational swimming, and community events, at the Burlingame High School (BHS) pool. The City supports community aquatics programming by providing BAC with an annual subsidy; the subsidy estimate for FY 2020-21 is \$170,000.

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

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

KEY AQUATICS DIVISION BUDGET CHANGES

In January 2020, the swimming pool at Burlingame High School successfully reopened after undergoing major renovation. The proposed FY 2020-21 budget reflects the Division's estimated operating costs. In addition, as the City and the District entered into a new 20-year agreement, the budget is adjusted to reflect the new cost sharing for the pool's maintenance and operation expenses.

AQUATICS DIVISION BUDGET SUMMARY

	FY2020 Adopted Budget	FY2021 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Non-Personnel Costs	309,000	475,000	166,000	53.7%
Capital Outlay	0	5,000	5,000	n/a
Total Appropriation	309,000	480,000	171,000	55.3%

CITY OF BURLINGAME | FISCAL YEAR 2020-21

	FY2020 Adopted Budget	FY2021 Budget Request	+ / - Change in \$	+ / - Change in %
Sources of Funds				
Reimbursement	0	220,000	220,000	n/a
General Fund	309,000	260,000	(49,000)	-15.9%
Total Funding	309,000	480,000	171,000	55.3%

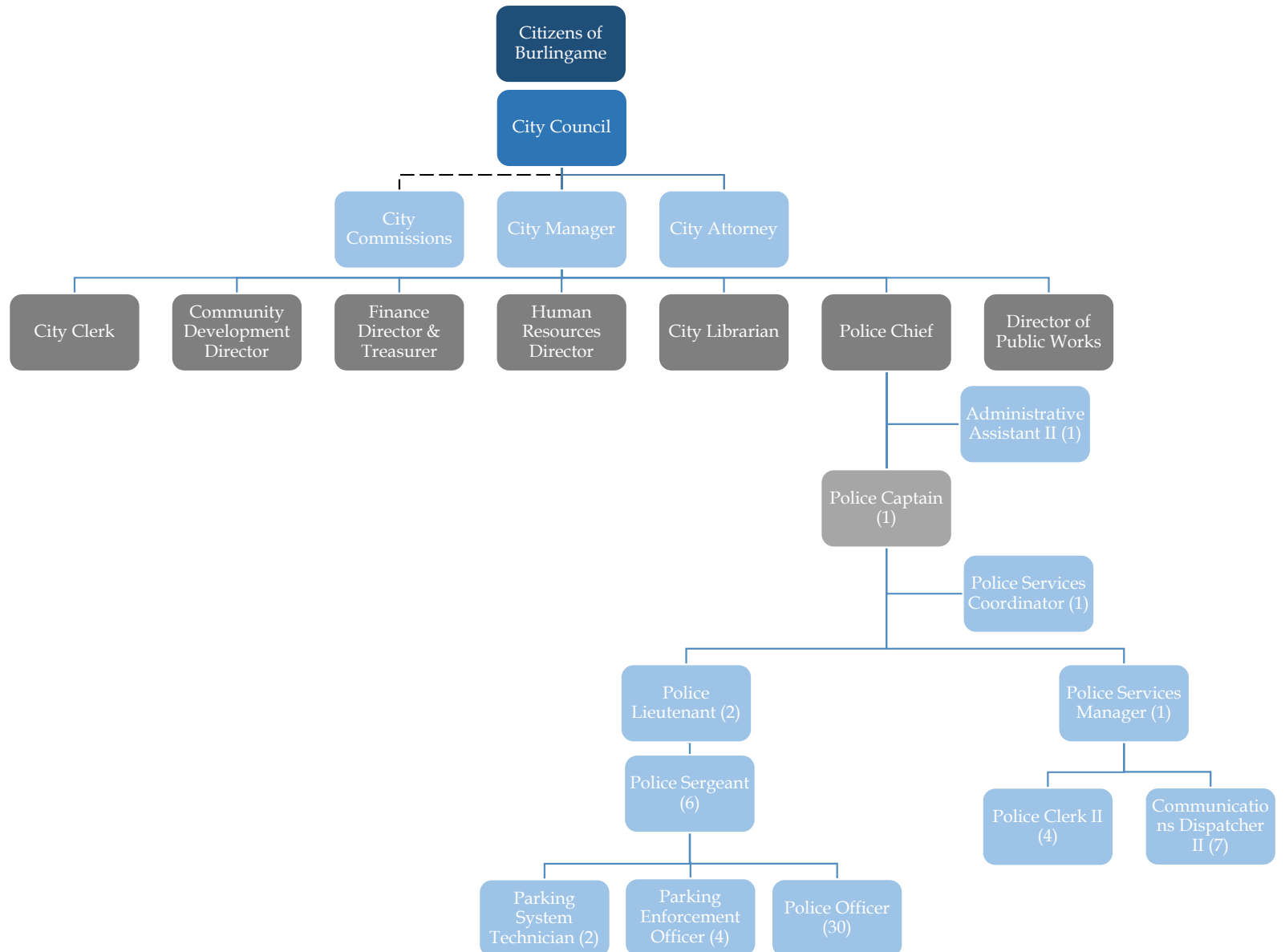
CITY OF BURLINGAME, CALIFORNIA



FISCAL YEAR 2020-21

POLICE DEPARTMENT

POLICE



POLICE DEPARTMENT

DEPARTMENT MISSION

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



DEPARTMENT OVERVIEW

The Police Department has 40 sworn officers and 20 professional full-time staff positions within three divisions and several bureaus and units, including Patrol, Investigations, and Administrative Services. The Department is responsible for protecting the City's residents, property owners, and businesses by patrolling roughly five square miles using cars, bicycles, motorcycles, and foot patrols. The Department fosters a problem-solving, community policing philosophy and works collaboratively with the City Council, the City Manager's Office, other City departments, and the community to address problems of crime and property damage.



DEPARTMENT BUDGET SUMMARY

	FY2020 Adopted Budget	FY2021 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	13,860,896	14,243,993	383,097	2.8%
Non-Personnel Costs	3,257,014	3,084,223	(172,791)	-5.3%
Internal Services	1,047,346	1,085,488	38,142	3.6%
Capital Outlay	149,645	0	(149,645)	-100.0%
Total Appropriation	18,314,901	18,413,704	98,803	0.5%
Sources of Funds				
General Fund	16,111,148	16,574,032	462,884	2.9%
Permits & License - General Fund	79,500	78,200	(1,300)	-1.6%
Charges for Svc - General Fund	87,000	75,000	(12,000)	-13.8%
State Grants	140,000	143,000	3,000	2.1%

CITY OF BURLINGAME | FISCAL YEAR 2020-21

	FY2020 Adopted Budget	FY2021 Budget Request	+ / - Change in \$	+ / - Change in %
Measure I	166,500	168,000	1,500	0.9%
Citation and fines	970,000	550,000	(420,000)	-43.3%
Parking Fees	2,450,000	1,500,000	(950,000)	-38.8%
Monthly Parking Permits	370,000	300,000	(70,000)	-18.9%
EV Charging Station Revenues	15,000	20,000	5,000	33.3%
Interest Income - Parking Ent.	229,000	174,000	(55,000)	-24.0%
Total Funding	20,004,148	19,088,232	(915,916)	-4.6%

DEPARTMENT STAFF

	FY2020 Actual FTE	FY2021 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	2015	2016	2017	2018	2019
Calls for service	40,854	41,553	41,673	41,172	41,662
Total crimes reported	1,878	2,222	1,885	1,994	2,388
Total arrests	586	770	768	696	638
Total vehicle accidents	333	342	317	324	300

CITY OF BURLINGAME | FISCAL YEAR 2020-21

*Calendar Year	2015	2016	2017	2018	2019
Moving citations issued	3,372	3,341	2,615	2,448	3,234
Average calls per officer	1,104	1,065	1,069	1,029	1,042
Average calls per dispatcher	5,836	5,936	5,953	5,882	5,952
Five year average calls for service	38,773	40,911	40,300	41,205	41,383
Five year average annual calls per officer	1,047	1,094	1,092	1,074	1,062
Five year average annual calls per dispatcher	5,539	5,844	5,900	5,886	5,912
Traffic stops	6,506	4,812	5,003	4,620	5,981
Incident reports	3,949	4,198	4,072	3,852	4,136

POLICE DEPARTMENT - POLICE DIVISION

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

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



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



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

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

CITY OF BURLINGAME | FISCAL YEAR 2020-21

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

KEY POLICE DIVISION BUDGET CHANGES

Police personnel costs have increased \$357,000, or 3.1%, due to scheduled salary increases and associated benefit costs. Non-personnel costs have decreased \$185,000, or 7.5%, largely due to a decrease in OPEB (retiree medical obligations) amortization costs. Approximately \$368,000 of OPEB amortization costs, which were previously recorded as a public safety expense in the Police Department, are related to the benefits provided to the existing 46 Fire Department retirees covered under the City's Tier 1 retiree medical program, and therefore the costs are reflected as part of the Fire and Disaster Preparedness program for fiscal year 2020-21.

A decrease in capital outlay is largely due to the replacement of Police in-car computers (\$40,000) and Police Station office furniture and workstations (\$80,000), which was completed in the current fiscal year.

POLICE DIVISION BUDGET SUMMARY

	FY2020 Adopted Budget	FY2021 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	11,633,101	11,990,080	356,979	3.1%
Non-Personnel Costs	2,478,683	2,293,540	(185,143)	-7.5%
Internal Services	921,207	936,867	15,660	1.7%
Capital Outlay	120,000	0	(120,000)	-100.0%
Total Appropriation	15,152,991	15,220,487	67,496	0.4%
Sources of Funds				
General Fund	14,679,991	14,756,287	76,296	0.5%
Permits & License - General Fund	79,500	78,200	(1,300)	-1.6%
Charges for Svc - General Fund	87,000	75,000	(12,000)	-13.8%
State Grants	140,000	143,000	3,000	2.1%
Measure I	166,500	168,000	1,500	0.9%
Total Funding	15,152,991	15,220,487	(8,800)	-0.1%

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

There is no significant change in the Communication Division's budget. The overall budget stays flat for fiscal year 2020-21.

COMMUNICATIONS BUDGET SUMMARY

	FY2020 Adopted Budget	FY2021 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	1,409,648	1,438,976	29,328	2.1%
Non-Personnel Costs	260,451	234,474	(25,977)	-10.0%
Internal Services	16,256	22,047	5,791	35.6%
Capital Outlay	0	0	0	n/a
Total Appropriation	1,686,355	1,695,497	9,142	0.5%
Sources of Funds				
General Fund	1,686,355	1,695,497	9,142	0.5%
Total Funding	1,686,355	1,695,497	9,142	0.5%

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 have decreased \$44,000 largely due to two newly-hired parking enforcement officers starting at a lower salary step and enrolled in different health plans than those previously occupying the positions. These changes served to offset increases from scheduled salary adjustments and related benefit increases. Other budgetary items stay flat or show slight reductions.

Another key budgetary change is the Division's revenue projection. In response to the COVID-19 public health emergency, the City Council approved waiving meter fees at all City parking lots and metered spaces in commercial districts for the duration of the San Mateo County's Shelter-in-Place Order beginning on March 17, 2020. In addition, parking time limitations were temporarily ceased. Even as County restrictions ease, the Division is anticipating a decrease in the number of parking citations issued. The Division reduced the total revenue projection significantly for FY 2019-20, and has conservatively budgeted parking citation revenues for the 2020-21 fiscal year.

PARKING ENFORCEMENT BUDGET SUMMARY

	FY2020 Adopted Budget	FY2021 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	583,229	538,771	(44,458)	-7.6%
Non-Personnel Costs	118,900	116,647	(2,253)	-1.9%
Internal Services	12,673	16,830	4,157	32.8%
Capital Outlay	0	0	0	n/a
Total Appropriation	714,802	672,248	(42,554)	-6.0%
Sources of Funds				
Citations and Fines	970,000	550,000	(420,000)	-43.3%
General Fund	(255,198)	122,248	377,446	-147.9%
Total Funding	714,802	672,248	(42,554)	-6.0%

POLICE DEPARTMENT – PARKING ENTERPRISE

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

CITY OF BURLINGAME | FISCAL YEAR 2020-21

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 and provide additional flexibility to residents and visitors. However, there is a cost associated with credit card payments that the City would have to absorb. The impact may require an increase in the Broadway area parking rates in order to recover costs. On Burlingame Avenue, the parking sensors do not allow adequate enforcement of the two-hour limit, and digging them up and replacing the batteries may not be worth the cost. If, instead, the sensors were deactivated, the current tiered metered rate would have to be changed to a flat or single tier rate. Such a change, however, would require the Council to revise the Municipal Code, which defines the current two-tier rate.

KEY PARKING ENTERPRISE BUDGET CHANGES

Personnel costs have increased \$41,000 largely due to scheduled salary increases and associated benefit costs. Non-personnel costs increased \$40,000 due primarily to estimated increases in credit card processing fees (up by \$30,000).

In response to the COVID-19 public health emergency, the City Council approved waiving meter fees at all City parking lots and metered spaces in commercial districts for the duration of the San Mateo County's Shelter-in-Place Order beginning on March 17, 2020. As a result, projections for parking fee revenue were greatly reduced for the remainder of the 2019-20 fiscal year. As County restrictions ease, a very moderate return of activity in this area is projected, and the Division has conservatively budgeted parking fee revenues for the 2020-21 fiscal year.

PARKING ENTERPRISE BUDGET SUMMARY

	FY2020 Adopted Budget	FY2021 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	234,918	276,166	41,248	17.6%
Non-Personnel Costs	398,980	439,562	40,582	10.2%
Internal Services	97,210	109,744	12,534	12.9%
Capital Outlay	29,645	0	(29,645)	-100.0%
Total Appropriation	760,753	825,472	64,719	8.5%
Sources of Funds				
Parking Fees	2,450,000	1,500,000	(950,000)	-38.8%

CITY OF BURLINGAME | FISCAL YEAR 2020-21

	FY2020 Adopted Budget	FY2021 Budget Request	+ / - Change in \$	+ / - Change in %
Monthly Parking Permits	370,000	300,000	(70,000)	-18.9%
Electric Vehicle Charging Station	15,000	20,000	5,000	33.3%
Interest Income – Parking Enterprise	229,000	174,000	(55,000)	-24.0%
Total Funding	3,064,000	1,994,000	(1,070,000)	-34.9%

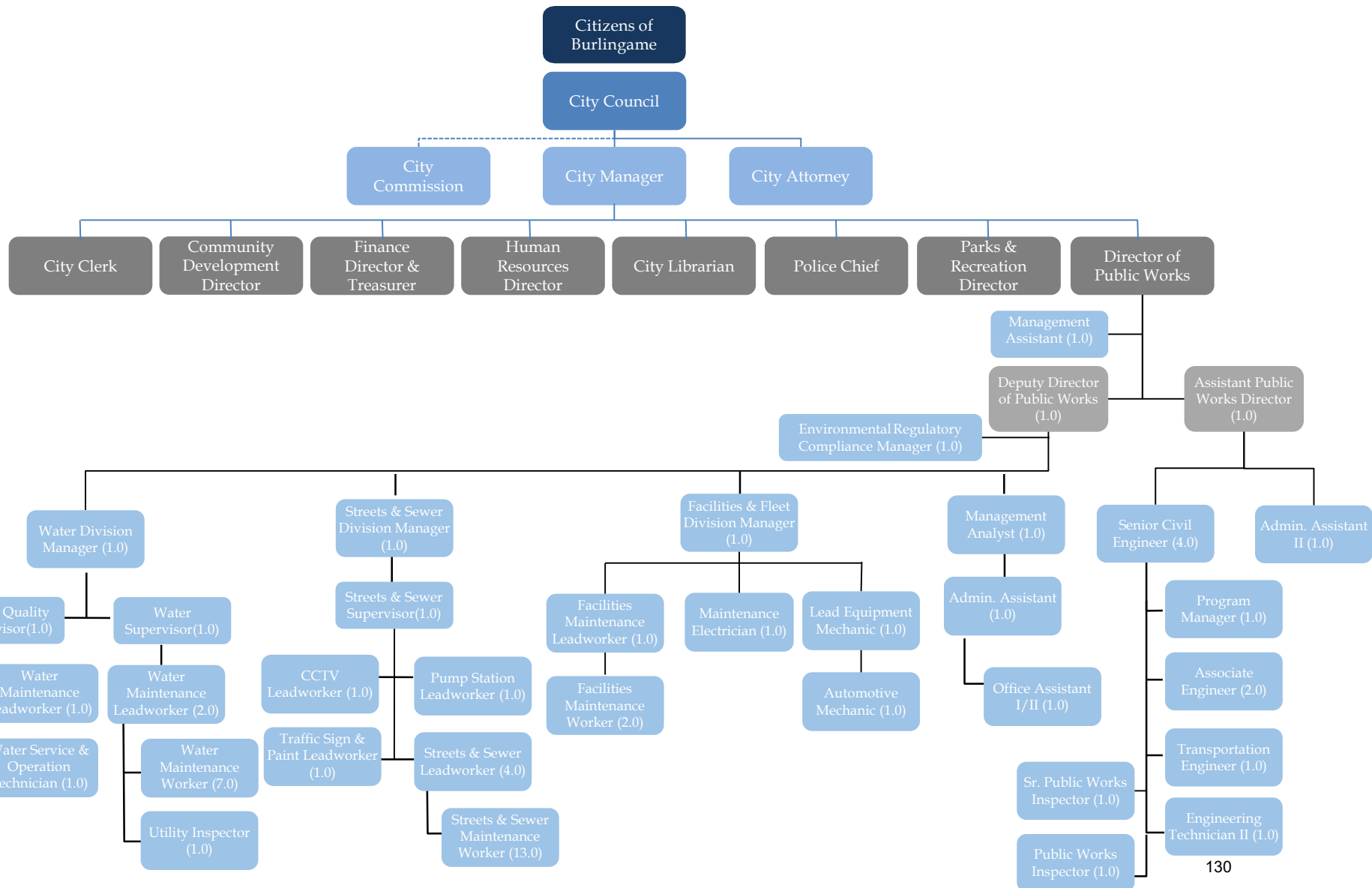
CITY OF BURLINGAME, CALIFORNIA



FISCAL YEAR 2020-21

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 2020-21

DEPARTMENT BUDGET SUMMARY

	FY2020 Adopted Budget	FY2021 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	11,368,443	12,005,057	636,614	5.6%
Non-Personnel Costs	18,388,927	18,893,030	504,103	2.7%
Debt Service	4,372,755	4,369,732	(3,023)	-0.1%
Internal Services	2,578,745	2,986,251	407,506	15.8%
Capital Outlay	637,341	1,202,990	565,649	88.8%
Total Appropriation	37,346,211	39,457,060	2,110,849	5.7%
Sources of Funds				
Capital Projects Fund	880,000	850,000	(30,000)	-3.4%
Charges for Svc - General Fund	654,000	656,000	2,000	0.3%
Charges for Svc - ISF	2,984,267	3,507,882	523,615	17.5%
Charges for Svc - Landfill	505,000	460,000	(45,000)	-8.9%
Charges for Svc - Sewer	14,305,000	12,755,000	(1,550,000)	-10.8%
Charges for Svc - Solid Waste	661,000	651,000	(10,000)	-1.5%
Charges for Svc - Water	20,400,000	20,800,000	400,000	2.0%
Charges for Svc - Outside Agencies	1,355,000	1,410,000	55,000	4.1%
General Fund	5,766,440	6,339,458	573,018	9.9%
Grants & Contributions	72,000	72,000	0	0.0%
Interest Income	1,122,100	842,000	(280,100)	-25.0%
Other Revenue	210,850	209,000	(1,850)	-0.9%
Parking Fund	76,000	78,000	2,000	2.6%
Reserves	(83,261)	86,423	169,684	-203.8%
Total Funding	48,908,396	48,716,763	(191,633)	-0.4%

CITY OF BURLINGAME | FISCAL YEAR 2020-21

DEPARTMENT STAFF

Full-Time Equivalents (FTE)	FY2020 Actual FTE	FY2021 Budget Request	+ / - Change in FTE
Administrative Assistant I/II	2.00	2.00	0.00
Asst. Public Works Director	1.00	1.00	0.00
Associate Civil Engineer	2.00	2.00	0.00
Automotive Mechanic	2.00	1.00	-1.00
Lead Automotive Mechanic	0.00	1.00	1.00
CCTV Leadworker	1.00	1.00	0.00
Deputy Director of Public Works Operations	1.00	1.00	0.00
Director of Public Works	1.00	1.00	0.00
Engineering Technician	1.00	1.00	0.00
Environmental Regulatory Manager	1.00	1.00	0.00
Facilities Division Manager	1.00	1.00	0.00
Facilities Leadworker	1.00	1.00	0.00
Facilities Maintenance Worker	2.00	2.00	0.00
Fleet Manager	1.00	0.00	-1.00
Facilities and Fleet Supervisor	0.00	1.00	1.00
Maintenance Electrician	1.00	1.00	0.00
Management Analyst	1.00	1.00	0.00
Management Assistant	1.00	1.00	0.00
Office Assistant I/II	1.00	1.00	0.00
Program Manager	1.00	1.00	0.00
Public Works Inspector	1.00	1.00	0.00
Pump Station Leadworker	1.00	1.00	0.00
Senior Civil Engineer	4.00	4.00	0.00
Senior Public Works Inspector	1.00	1.00	0.00
Street & Sewer Leadworker	4.00	4.00	0.00
Street & Sewer Division Manager	1.00	1.00	0.00
Street & Sewer Maintenance Worker	13.00	13.00	0.00
Street & Sewer Supervisor	2.00	2.00	0.00
Traffic Sign & Paint Leadworker	1.00	1.00	0.00
Transportation Engineer	1.00	1.00	0.00
Utility Inspector	1.00	1.00	0.00
Water Division Manager	1.00	1.00	0.00
Water Maintenance Leadworker	3.00	3.00	0.00
Water Maintenance Worker	7.00	7.00	0.00
Water Quality & Meter Technician	0.00	0.00	0.00
Water Quality Supervisor	1.00	1.00	0.00
Water Service & Operations Technician	1.00	1.00	0.00
Water Supervisor	1.00	1.00	0.00
Total FTE	66.00	66.00	0.00

DEPARTMENT STATISTICS

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20 Estimated
Engineering					
Major studies conducted	16	16	19	21	23
Streets, sidewalks & storm drainage projects undertaken	15	17	20	23	26
Sewer projects undertaken	12	13	13	16	16
Water projects undertaken	9	11	12	13	14
Parks projects undertaken	3	4	4	4	6
Miscellaneous projects undertaken	9	9	12	12	13
Private development projects reviewed	125	130	140	145	145
Facilities					
Buildings maintained	21	21	21	21	21
Help desk tickets addressed	870	387	400	638	600
Square footage of buildings painted	10,225	8,450	10,000	4,275	5,000
Sewer					
Customer service calls	383	360	325	300	400
Mains cleaned	266,179	207,049	228,000	345,000	175,000
Laterals repaired and replaced	92	200	135	175	100
Mains repaired and replaced (feet)	2,901	11,625	6,400	5,336	5,400
Pumps repaired	4	1	5	2	1
Private laterals inspected	262	176	210	183	200
Closed circuit television (miles of mains)	28	11	20	18	14
Manholes replaced	35	57	45	74	25
Lateral maintenance completed (each)	4,779	1,484	1,500	2,213	1,500
Lateral maintenance completed (feet)	139,580	30,672	26,500	33,195	26,500

CITY OF BURLINGAME | FISCAL YEAR 2020-21

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20 Estimated
Root foaming completed (mains in feet)	29,000	28,102	33,000	22,230	30,000
Streets & Storm Drainage					
Streets swept (miles)	10,997	8,755	8,200	4,888	5,000
Debris removed (cubic yards)	5,000	3,367	4,000	4,502	6,000
Streets repaired (square feet)	15,000	11,500	11,000	22,230	16,417
Regulatory signs repaired and replaced	1,000	507	950	341	400
Striping (feet)	4,500	4,600	3,500	5,985	4,000
Pavement markings	1,500	1,575	1,000	598	1,100
Sidewalk Pavers repaired (in square feet)	-	-	-	1,233	1,800
Sidewalk and curbs repaired (concrete in square feet)	1,500	1,240	1,300	2,381	3,000
Storm drain pipes cleaned (feet)	15,000	2,750	1,030	2,958	2,000
Catch basins cleaned	1,500	537	800	1,047	1,100
Creeks cleaned and debris removed (each/tons)	6/400	6/440	6/400	2/300	5/450
Vehicle & Equipment					
Vehicles & Equipment serviced (preventive maintenance)	774	845	789	784	523
Miscellaneous repairs made (minor repairs)	425	506	489	485	417
Vehicles smog tested	17	22	21	22	22
Vehicles and equipment maintained	321	335	314	301	260
Emergency road service calls	24	80	40	20	13
Water					
Water purchased (in billion gallons)	1.13	1.20	1.15	1.24	1.26
Customer service calls made	902	485	400	400	500
Meters replaced	952	386	205	331	300
Main and valves repaired	23	23	20	17	15

CITY OF BURLINGAME | FISCAL YEAR 2020-21

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20 Estimated
Valves exercised	215	166	1,300	617	600
Services repaired	11	11	5	22	20
New services installed	14	28	23	26	30
Fire hydrants serviced or repaired	19	160	595	25	400
Fire hydrants replaced	8	5	4	5	6
Water quality tests conducted	596	580	525	650	700
Water mains flushed (miles)	4	5	13	66	86
Backflow devices tested	35	35	35	11	11
Fire flow test performed	60	44	38	49	60
Wastewater Treatment Plant					
Minimum flows - million gallons day (MGD)	2	2	2	1	2
Average flows - (MGD)	3	3	3	3	3
Maximum flows - (MGD)	7	19	18	6	12.5
Biological oxygen demand (BOD) – average lbs/day	7,999	8,311	8,400	7,250	7,300
Total suspended solids (TSS) – avg lbs/day	7,839	8,197	8,100	8,020	7,900

DEPARTMENT PERFORMANCE MEASURES

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20 Estimated
Limit construction change orders to 10% or less of the contract for 80% of the CIP projects (not including increases in scope of work)	100%	100%	100%	100%	100%
Maintain a citywide average PCI (Pavement Condition Index) score of at least 65	77	77	76	81	81
Complete 70% of Facilities Help Desk tickets within 3 days of receipt, excluding requests that require ordering specialty parts	95%	95%	95%	70%	70%

CITY OF BURLINGAME | FISCAL YEAR 2020-21

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20 Estimated
Make initial response to Streets/Sewer/Water service calls within an average of 30 minutes or less	30 mins	30 mins	20 mins	18 mins	20 mins
Make initial response to investigate and prioritize pothole and sidewalk complaints within 48 hours 90% of the time	100%	100%	100%	100%	100%
Complete 95% of the vehicle services and minor repairs within one working day	96%	96%	93%	95%	90%
Complete 90% of scheduled preventative maintenance for vehicles in the month they are due	97%	97%	93%	95%	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.

CITY OF BURLINGAME | FISCAL YEAR 2020-21

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 \$329,000, or 12.1%, largely due to the costs of adding a Program Manager position (1.0 FTE), scheduled salary increases, and associated benefit costs. Due to increasing demands for staff resources to manage the City's transportation projects and traffic calming programs, the City Council approved adding the Program Manager position in Public Works; the position is dedicated to transportation and traffic matters. The net fiscal impact for adding this position is anticipated to be approximately \$199,000. Internal Services have increased by 7.7% due primarily to an increase in allocations city-wide for several internal services funds, especially for IT/Admin support (\$16,000) and facilities maintenance (\$8,000).

ENGINEERING DIVISION BUDGET SUMMARY

	FY2020 Adopted Budget	FY2021 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	2,712,355	3,041,032	328,677	12.1%
Non-Personnel Costs	733,909	773,128	39,219	5.3%
Internal Services	243,712	262,571	18,859	7.7%
Capital Outlay	0	0	0	0.0%
Total Appropriation	3,689,976	4,076,731	386,755	10.5%
Sources of Funds				
General Fund	2,155,976	2,570,731	414,755	19.2%
Charges for Svc - General Fund	654,000	656,000	2,000	0.3%
Capital Projects Fund	880,000	850,000	(30,000)	-3.4%
Total Funding	3,689,976	4,076,731	386,755	10.5%

PUBLIC WORKS – FACILITIES MAINTENANCE DIVISION

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

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

KEY FACILITIES MAINTENANCE DIVISION BUDGET CHANGES

There is no significant change in the Division's FY 2020-21 budget. Personnel costs have increased due primarily to scheduled salary increases and associated benefits costs. As part of the Public Works reorganization, the existing Facilities Division Manager was renamed the Facilities and Fleet Division Manager and will assume management for the Facilities and Fleet Divisions effective in July 2020. There is no fiscal impact to the Facilities Division from this change. Other budgetary items largely stay flat or reflect a slight decrease from last year's budget.

FACILITIES MAINTENANCE DIVISION BUDGET SUMMARY

	FY2020 Adopted Budget	FY2021 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	837,052	870,704	33,652	4.0%
Non-Personnel Costs	921,239	914,518	(6,721)	-0.7%
Internal Services	50,720	56,540	5,820	11.5%
Capital Outlay	15,000	0	(15,000)	0.0%
Total Appropriation	1,824,011	1,841,762	17,751	1.0%
Sources of Funds				
Charges for Services - ISF	1,809,010	2,041,762	232,752	12.9%
Charges for Svc - Outside Agencies	0	0	0	0.0%
Interest Income	7,100	6,000	(1,100)	-15.5%
Reserves	7,901	(206,000)	(213,901)	-2707.3%
Total Funding	1,824,011	1,841,762	17,751	1.0%

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

KEY LANDFILL FUND BUDGET CHANGES

There is no significant budget change in fiscal year 2020-21.

LANDFILL FUND BUDGET SUMMARY

	FY2020 Adopted Budget	FY2021 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	64,602	64,738	136	0.2%
Non-Personnel Costs	186,506	191,079	4,573	2.5%
Internal Services	705	968	263	37.3%
Capital Outlay	0	0	0	0.0%
Total Appropriation	251,813	256,785	4,972	2.0%
Sources of Funds				
Charges for Svc - Landfill	505,000	460,000	(45,000)	-8.9%
Interest Income	24,000	31,000	7,000	n/a
Total Funding	529,000	491,000	(38,000)	-7.2%

PUBLIC WORKS – SEWER MAINTENANCE DIVISION

The Sewer Maintenance Division is responsible for providing operation and maintenance services related to the sewer collection system. The sewer collection system consists of 100 miles of gravity sewers, 31 miles of lower laterals, five miles of force mains, and seven lift stations. The Division also provides services to convey sewage from Hillsborough to the Wastewater Treatment Plant for its treatment and disposal.

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

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

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

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

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

KEY SEWER MAINTENANCE DIVISION BUDGET CHANGES

The personnel budget has increased \$80,000, or 3.2%, due primarily to scheduled salary increases and associated benefit costs. Other budgetary items stay relatively flat or reflect slight decreases.

Internal Services have increased by \$269,000 largely due to a one-time special allocation for the replacement of a sewer rodder truck. The sewer rodder truck is 21 years old, and will be replaced in FY 2020-21. The estimated replacement cost based on the latest quote was \$369,000; nearly \$200,000 of this amount is for specialized machinery and equipment installed on top of the truck. The internal service fund reserve for this vehicle currently has \$185,000. Therefore, staff added a one-time special allocation of \$184,000 to ensure sufficient funding is available for the Division's vehicle and equipment replacement.

SEWER MAINTENANCE DIVISION BUDGET SUMMARY

	FY2020 Adopted Budget	FY2021 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	2,478,899	2,559,067	80,168	3.2%
Non-Personnel Costs	985,800	971,305	(14,495)	-1.5%
Debt Service	2,431,155	2,427,331	(3,824)	-0.2%
Internal Services	522,372	791,814	269,442	51.6%
Capital Outlay	31,000	20,000	(11,000)	-35.5%
Total Appropriation	6,449,226	6,769,517	320,291	5.0%
Sources of Funds				
Charges for Svc - Sewer	11,120,251	9,637,906	(1,482,345)	-13.3%
Interest Income	465,000	320,000	(145,000)	-31.2%
Other Revenue	0	0	0	0.0%
Total Funding	11,585,251	9,957,906	(1,627,345)	-14.0%

PUBLIC WORKS – SHUTTLE BUS PROGRAM

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

The Bayside Commuter Shuttle, with its two shuttle vehicles, has very high ridership and serves employers in the Rollins Road and Bayshore-Airport Boulevard areas, connecting them with the BART Intermodal Station in Millbrae during peak commute hours. The Bayside Commuter Shuttle is funded 75% by the San Mateo County Transportation Authority and 25% by City funds.

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

The Hotel/Downtown Shuttle provides daily service to Burlingame hotels during lunch and dinner hours by transporting hotel patrons to the Burlingame Avenue and Broadway commercial

CITY OF BURLINGAME | FISCAL YEAR 2020-21

areas for dining and shopping, and back to the hotels. The shuttle is funded by contributions from hotels, the Business Improvement Districts, and the City and is managed by the San Mateo County/Silicon Valley Convention and Visitors Bureau.

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

KEY SHUTTLE PROGRAM BUDGET CHANGES

The overall budget for the City's shuttle program will increase \$12,000, or 5.6%, due to anticipated cost increases to operate the shuttle programs. In addition, as the Shuttle Bus Fund has over \$200,000 in its fund balance as of June 30, 2019 (audited), staff proposed to stop the General Fund transfers for one year, and use the Shuttle Bus Fund's available fund balance to support the program in FY 2020-21.

SHUTTLE PROGRAM BUDGET SUMMARY

	FY2020 Adopted Budget	FY2021 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Non-Personnel Costs	215,500	227,500	12,000	5.6%
Total Appropriation	215,500	227,500	12,000	5.6%
Sources of Funds				
General Fund	143,500	0	(143,500)	-100.0%
Grants & Contributions	72,000	72,000	0	0.0%
Total Funding	215,500	72,000	(143,500)	-66.6%

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 the Burlingame customer accounts (over 6,600). A Councilmember represents the City on the SBWMA Board, while the Finance Director serves on the Technical Advisory Committee. A portion of the fees charged for garbage collection and disposal is used to fund certain City activities associated with these solid waste services, accounted for in the Solid Waste Fund. These activities include cleaning of downtown sidewalks, parking lots, and public trash receptacles. The Solid Waste Fund also retains a rate stabilization reserve to fund anticipated shortfalls experienced in the collection, recycling, and disposal services mentioned above.

CITY OF BURLINGAME | FISCAL YEAR 2020-21

The largest source of funds for the Solid Waste Fund is revenues from garbage collection fees. In recent years the cost of solid waste services has exceeded these customer revenues, requiring draws on the fund's rate stabilization reserve. For this reason, and in anticipation of further cost increases in future years, rates for this utility were raised 6% on January 1, 2019. Rates will be further increased by 6% at the beginning of each of the calendar years 2020 and 2021.

KEY SOLID WASTE FUND BUDGET CHANGES

The shelter-in-place mandate of the past few months has compelled many businesses to suspend or reduce garbage collection services obtained from Recology. As the shelter-in-place orders are gradually lifted, it is anticipated that business activities will resume to some extent, and over some period of time. Recology's revenues are expected to decline in fiscal year 2020-21. As a result, staff proposed an increase to the non-personnel cost budget as contributions to Recology to cover the funding shortfall are anticipated.

Other budgetary changes include personnel cost increases of 5.1% for regular salary increases and benefit costs associated with City activities such as street-sweeping and receptacle cleaning. Internal Service charges went up due primarily to an increase in the cost allocation for vehicle/equipment services, as the Division added two new street sweeper trucks in 2019.

SOLID WASTE FUND BUDGET SUMMARY

	FY2020 Adopted Budget	FY2021 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	430,410	452,463	22,053	5.1%
Non-Personnel Costs	221,534	287,079	65,545	29.6%
Internal Services	141,151	154,433	13,282	9.4%
Capital Outlay	0	0	0	0.0%
Total Appropriation	793,095	893,975	100,880	12.7%
Sources of Funds				
Charges for Svc - Solid Waste	661,000	651,000	(10,000)	-1.5%
Interest Income	64,000	77,000	13,000	20.3%
Rate Stabilization Reserve	68,095	165,975	97,880	143.7%
Total Funding	793,095	893,975	3,000	0.4%

PUBLIC WORKS – STREETS AND STORM DRAINAGE DIVISION

The Streets and Storm Drainage Division is responsible for providing operation and maintenance services related to the streets and storm drainage system, which includes 84 lane miles of streets, 116 miles of sidewalks, 50 miles of storm drain systems and creeks, and five pump station facilities.

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

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

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

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

KEY STREETS AND STORM DRAINAGE DIVISION BUDGET CHANGES

Personnel costs decreased by 3.8% due largely to the filling of certain vacant staff positions at lower salary steps than those of their predecessors. These lower costs served to somewhat offset regular salary increases in the Division. Additionally, in the last few years, the Division's budget included additional appropriations for part-time staff to help meet the needs of the Division's operations, including addressing the backlog of work. The Division is now fully staffed and no longer in need of the additional part-time help. As a result, the personnel budget was reduced by \$50,000. The cost allocation for workers' compensation is also reduced by \$28,000 based on claims experience from the last five years.

Increases in non-personnel costs are primarily driven by contractual services, as the Division requested additional appropriations for creek cleaning projects (\$175,000), painting for street lights (\$25,000), roadway markings (\$25,000), and pavement repairs for Burlingame Ave (\$50,000). Internal Services have increased due mainly to city-wide increases in IT cost allocation (\$8,000) and increases in facilities maintenance (\$18,000), based on cost data from the last five years.

STREETS AND STORM DRAINAGE DIVISION BUDGET SUMMARY

	FY2020 Adopted Budget	FY2021 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	1,419,778	1,365,285	(54,493)	-3.8%
Non-Personnel Costs	1,036,081	1,325,486	289,405	27.9%
Internal Services	1,069,605	1,105,956	36,351	3.4%
Capital Outlay	17,500	50,000	32,500	185.7%
Total Appropriation	3,542,964	3,846,727	303,763	8.6%
Sources of Funds				
General Fund	3,466,964	3,768,727	301,763	8.7%
Parking Fund	76,000	78,000	2,000	2.6%
Total Funding	3,542,964	3,846,727	303,763	8.6%

PUBLIC WORKS – VEHICLE AND EQUIPMENT MAINTENANCE DIVISION

The Vehicle and Equipment Maintenance Division is responsible for providing vehicle maintenance services to the City fleet system. The City fleet consists of a total of 118 vehicles and trucks and 132 pieces of equipment operated by the Public Works, Parks, Police, Library, and Community Development Departments.

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

KEY VEHICLE AND EQUIPMENT MAINTENANCE BUDGET CHANGES

In 2020, the Public Works Department reorganized the Facilities and Fleet Divisions. The vacant Fleet Manager position was replaced by a Facilities and Fleet Supervisor who provides supervisory support to both divisions. And the existing Facilities Division Manager was renamed the Facilities and Fleet Division Manager to assume management for both divisions. In addition, an Automotive Mechanic was reclassified to a Lead Equipment Mechanic position to align with greater responsibilities. Salary increases for this reclassification will be offset by the budget

CITY OF BURLINGAME | FISCAL YEAR 2020-21

savings from the reorganization. Increases in the FY 2020-21 personnel budget are largely due to higher pension costs, increased health costs, and a higher workers' compensation cost allocation.

The proposed Capital Outlay budget includes replacement of eight vehicles: three Police vehicles with required equipment and accessories; one paint truck for Streets and Storm Drain operations; two trucks for Water operations; and one heavy-duty dump truck for the Parks Division. It also includes replacement of one Sewer rodder truck.

VEHICLE & EQUIPMENT MAINTENANCE BUDGET SUMMARY

	FY2020 Adopted Budget	FY2021 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	469,359	536,140	66,781	14.2%
Non-Personnel Costs	325,476	329,930	4,454	1.4%
Internal Services	61,165	62,008	843	1.4%
Capital Outlay	289,000	759,490	470,490	162.8%
Total Appropriation	1,145,000	1,687,568	542,568	47.4%
Sources of Funds				
Charges for Svc - ISF	1,175,257	1,466,120	290,863	24.7%
Interest Income	124,000	95,000	(29,000)	-23.4%
Charges for Svc - Outside Agencies	5,000	0	(5,000)	-100.0%
Revenue - Sale of Vehicles	0	0	0	0.0%
Reserves	(159,257)	126,448	285,705	-179.4%
Total Funding	1,145,000	1,687,568	542,568	47.4%

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 Department of Health Services regulations, the Water Division regularly collects and analyzes water quality samples and ensures that the City's water meets or exceeds State and Federal water quality standards. The Division also coordinates with the San

CITY OF BURLINGAME | FISCAL YEAR 2020-21

Mateo County Health Department to manage the Backflow Prevention Testing Program and ensures that the City-owned backflow devices meet the County Department of Health standards.

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

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

In fiscal year 2020-21, water consumption is projected to match current-year experience. As there will be no rate increases, projected revenues are anticipated to be slightly over \$20.8 million.

The overall operating budget for the Water Division is anticipated to increase \$430,000, or 2.9%, as compared to last year. Personnel costs have increased 5.4% due to scheduled salary increases and associated benefit costs. The non-personnel budget is projected to increase \$220,000, due primarily to replacement of several water system motors/pumps (\$170,000) because of their age, noise issues, and heavy use. Lastly, the Division expects more customers will use credit cards to pay their water bills, and anticipates an increase in credit card fees by \$40,000.

Increases in Internal Services are related to cost allocation for IT/admin, facilities, and vehicle/equipment services. For the Water Division, the city-wide increase in the IT/Admin cost allocation required an additional \$22,000 appropriation. The budget for facilities services was up by \$18,000 based on the usage data from the last five years. Cost allocations for vehicle/equipment services also went up \$21,000 for fiscal year 2020-21.

WATER MAINTENANCE DIVISION BUDGET SUMMARY

	FY2020 Adopted Budget	FY2021 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	2,955,988	3,115,628	159,640	5.4%
Non-Personnel Costs	9,434,532	9,654,033	219,501	2.3%
Debt Service	1,941,600	1,942,401	801	0.0%
Internal Services	479,916	541,839	61,923	12.9%

CITY OF BURLINGAME | FISCAL YEAR 2020-21

	FY2020 Adopted Budget	FY2021 Budget Request	+ / - Change in \$	+ / - Change in %
Capital Outlay	87,841	75,500	(12,341)	-14.0%
Total Appropriation	14,899,877	15,329,401	429,524	2.9%

Sources of Funds

Charges for Svc - Water	20,400,000	20,800,000	400,000	2.0%
General Fund	0	0	0	0.0%
Interest Income	438,000	313,000	(125,000)	-28.5%
Other Revenue	210,850	209,000	(1,850)	-0.9%
Total Funding	21,048,850	21,322,000	273,150	1.3%

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

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

KEY WASTEWATER TREATMENT BUDGET CHANGES

The overall budget for the Wastewater Treatment Plant stays flat for fiscal year 2020-21. After removing certain one-time budgetary items, the non-personnel budget has decreased \$110,000. Capital outlay fluctuates from time to time due to changes in the plant's equipment replacement schedule and operation needs. For the fiscal year 2020-21, the capital outlay budget has increased \$101,000 as compared to fiscal year 2019-20.

CITY OF BURLINGAME | FISCAL YEAR 2020-21

WASTEWATER TREATMENT BUDGET SUMMARY

	FY2020 Adopted Budget	FY2021 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Non-Personnel Costs	4,328,350	4,218,972	(109,378)	-2.5%
Internal Services	9,399	10,122	723	7.7%
Capital Outlay	197,000	298,000	101,000	51.3%
Total Appropriation	4,534,749	4,527,094	(7,655)	-0.2%
Sources of Funds				
Charges for Svc - Sewer	3,184,749	3,117,094	(67,655)	-2.1%
Charges for Svc - Outside Agencies	1,350,000	1,410,000	60,000	4.4%
Total Funding	4,534,749	4,527,094	(7,655)	-0.2%



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

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 18 parks, 4,640 park trees, and 17,140 street trees. The program includes major repair and replacement of all playground equipment, sports fields, lighting, fencing, and paving.

PARKING AND GARAGES

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

STREETS

The City operates and maintains 84 miles of streets along with 116 miles of sidewalks, 1,700 streetlights (both owned by the City and by Pacific Gas & Electric), and 18 City-owned traffic intersection signals. This includes several miles of bike lanes and pedestrian facilities. The Streets Capital Improvement Program includes annual improvements to streets, sidewalks, curb and gutter, and ADA ramps. Traffic-related improvements such as signal upgrades, signage, and pavement markings are also part of this program. The Broadway Grade Separation and the El Camino Real Undergrounding projects are anticipated to begin in the next five 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 seven pump stations. The City provides sewer collection and treatment services to Burlingame residents and businesses as well as conveys and treats the wastewater for the Town of Hillsborough and portions of Burlingame Hills (in unincorporated San Mateo County). The Sewer Capital Improvement Program focuses on improvements to the aging collection system and Wastewater Treatment Plant to improve overall system reliability and operation; reduce future maintenance; and provide environmental benefits by minimizing the occurrence of overflows.

CITY FACILITIES AND OTHER MULTI-YEAR PROJECTS

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

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

CITYWIDE CIP BY MAJOR & MINOR PROGRAM	5 YEAR CIP PLAN																			
	General Fund	Gas Tax	Measure 1	SB 1	Sewer Rates (City)	Storm Drain Fee	Water Rates (City)	Parking Fund	Total New FY21 Appropriations	** Available Existing Funding	Transfers	Total Available Existing, Net of Transfers	Total FY21 Need (Existing + New)	FY22 Need	FY23 Need	FY24 Need	FY25 Need	FY21-25 Need Total	FY25+ Need	Total FY21-25+ Need
*in thousands	(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	0	0	0	0	0	0	0	0	46,578	437	47,015	47,015	1,350	1,350	1,350	1,350	52,415	53,048	105,463
Minor Upgrades	0	0	0	0	0	0	0	0	0	5,282	(54)	5,228	5,228	0	0	0	0	5,228	0	5,228
Miscellaneous (General Plan Update)	0	0	0	0	0	0	0	0	0	387	0	387	387	0	0	0	0	387	0	387
SUBTOTAL	0	0	0	0	0	0	0	0	0	52,247	383	52,630	52,630	1,350	1,350	1,350	1,350	58,030	53,048	111,078
B. PARKING & GARAGES CAPITAL IMPROVEMENT PROGRAM																				
Improvements	0	0	0	0	0	0	0	350	350	3,303	0	3,303	3,653	100	100	100	100	4,053	0	4,053
SUBTOTAL	0	0	0	0	0	0	0	350	350	3,303	0	3,303	3,653	100	100	100	100	4,053	0	4,053
C. PARKS & TREES CAPITAL IMPROVEMENT PROGRAM																				
Tree Management and Replacement	5	0	0	0	0	0	0	0	5	127	0	127	132	5	55	5	5	202	0	202
Citywide Parks Paving, Courts, Pathways	50	0	0	0	0	0	0	0	50	93	0	93	143	100	100	100	100	543	0	543
Citywide Playgrounds and Resilient Resurfacing	50	0	0	0	0	0	0	0	50	1,812	0	1,812	1,862	950	950	950	950	5,662	0	5,662
Citywide Parks Fencing	0	0	0	0	0	0	0	0	0	78	0	78	78	0	0	0	0	78	0	78
Citywide Parks Lighting	0	0	0	0	0	0	0	0	0	67	0	67	67	0	0	0	0	67	0	67
Parks Safety, Maintenance and Improvements	250	0	0	0	0	0	0	0	250	972	0	972	1,222	500	450	500	450	3,122	1,450	4,572
Aquatics Facility	0	0	0	0	0	0	0	0	0	844	0	844	844	0	1,300	0	0	2,144	0	2,144
Major Improvements	200	0	0	0	0	0	0	0	200	3,134	(383)	2,751	2,951	2,700	200	200	200	6,251	3,000	9,251
SUBTOTAL	555	0	0	0	0	0	0	0	555	7,127	(383)	6,743	7,298	4,255	3,055	1,755	1,705	18,068	4,450	22,518
D. SEWER CAPITAL IMPROVEMENT PROGRAM																				
Studies	0	0	0	0	0	0	0	0	0	815	0	815	815	250	100	0	0	1,165	0	1,165
Sewer Main Rehabilitation	0	0	0	0	1,000	0	0	0	1,000	5,287	553	5,840	6,840	2,650	3,500	3,250	3,500	19,740	37,000	56,740
Miscellaneous Sewer Repairs	0	0	0	0	0	0	0	0	0	932	(853)	79	79	0	0	0	0	79	1,000	1,079
Pump Stations	0	0	0	0	0	0	0	0	0	995	300	1,295	1,295	0	0	0	0	1,295	0	1,295
Treatment	0	0	0	0	800	0	0	0	800	3,413	0	3,413	4,213	1,547	1,477	1,667	2,170	11,074	16,430	27,504
Miscellaneous	0	0	0	0	0	0	0	0	0	134	0	134	134	75	0	0	0	209	0	209
SUBTOTAL	0	0	0	0	1,800	0	0	0	1,800	11,577	0	11,577	13,377	4,522	5,077	4,917	5,670	33,563	54,430	87,993
E. STORM DRAIN CAPITAL IMPROVEMENT PROGRAM																				
Studies	0	0	0	0	0	0	0	0	0	150	0	150	150	50	50	50	0	300	400	700
Stormwater Quality Improvements	0	0	0	0	0	1,000	0	0	1,000	5	0	5	1,005	0	0	0	0	1,005	0	1,005
Capacity Improvements - Easton Creek	0	0	0	0	0	0	0	0	0	60	0	60	60	0	0	0	0	60	0	60
Capacity Improvements - Mills Creek	0	0	0	0	0	0	0	0	0	200	0	200	200	0	0	0	0	200	600	800
Capacity Improvements - Burlingame Creek	0	0	0	0	0	1,000	0	0	1,000	11,278	0	11,278	12,278	6,800	0	0	0	19,078	0	19,078
Capacity Improvements - Sanchez Creek, Terrace & Laguna	0	0	0	0	0	0	0	0	0	103	0	103	103	0	0	0	0	103	0	103
Capacity Improvements - El Portal Creek, Trousdale & Gilbreath	0	0	0	0	0	0	0	0	0	303	0	303	303	0	0	0	0	303	0	303
Neighborhood Area	0	0	0	0	0	1,500	0	0	1,500	2,782	0	2,782	4,282	700	700	700	700	7,082	0	7,082
Bridge & Storm Culvert Improvements	0	0	0	0	1,000	0	0	0	1,000	1,341	0	1,341	2,341	400	400	0	0	3,141	0	3,141
Pump Stations	0	0	0	0	0	0	0	0	0	4,535	0	4,535	4,535	100	100	0	0	4,735	500	5,235
SUBTOTAL	0	0	0	0	0	4,500	0	0	4,500	20,756	0	20,756	25,256	8,050	1,250	750	700	36,006	1,500	37,506
F. STREETS CAPITAL IMPROVEMENT PROGRAM																				
Studies	350	0	0	0	0	0	0	0	350	1,158	0	1,158	1,508	1,080	830	780	780	4,978	25,000	29,978
Paving & Reconstruction	0	400	800	400	0	0	0	0	1,600	5,410	0	5,410	7,010	2,020	2,000	2,020	2,000	15,050	20,000	35,050
Traffic	150	0	0	0	0	0	0	0	150	2,158	0	2,158	2,308	400	400	350	200	3,658	3,500	7,158
Railroad Improvements	0	0	0	0	0	0	0	0	0	1,924	0	1,924	1,924	0	15,000	0	0	16,924	294,000	310,924
Downtown Improvements	0	0	0	0	0	0	0	0	0	408	0	408	408	0	0	0	0	408	0	408
Bike & Pedestrian Improvements	500	0	0	0	0	0	0	0	500	165	0	165	665	1,000	600	600	600	3,465	5,000	8,465
Lighting & Poles	0	0	0	0	0	0	0	0	0	922	0	922	922	100	0	24,100	0	25,122	3,000	28,122
Sidewalks, Curbs & Gutters	0	0	800	0	0	0	0	0	800	1,572	0	1,572	2,372	800	800	800	800	5,572	10,000	15,572
SUBTOTAL	1,000	400	1,600	400	0	0	0	0	3,400	13,717	0	13,717	17,117	5,400	19,630	28,650	4,380	75,177	360,500	435,677
G. WATER CAPITAL IMPROVEMENT PROGRAM																				
Planning	0	0	0	0	0	0	275	0	275	99	0	99	374	50	50	50	50	574	1,070	1,644
Storage	0	0	0	0	0	0	0	0	0	102	0	102	102	300	0	0	0	402	20,750	21,152
Transmission Pipelines	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7,530	7,530
Pipelines Rehabilitation	0	0	0	0	0	0	2,725	0	2,725	4,593	0	4,593	7,318	2,750	3,250	3,250	3,250	19,818	29,340	49,158
Pump Stations	0	0	0	0	0	0	100	0	100	91	0	91	191	0	0	0	0	191	250	441
Water Quality & Dechloramination	0	0	0	0	0	0	0	0	0	100	0	100	100	50	0	0	0	150	0	150
Supervisory Control & Data Acquisition (SCADA)	0	0	0	0	0	0	0	0	0	301	0	301	301	50	0	0	0	351	500	851
Miscellaneous Improvements	0	0	0	0	0	0	400	0	400	518	0	518	918	300	200	200	200	1,818	2,020	3,838
SUBTOTAL	0	0	0	0	0	0	3,500	0	3,500	5,805	0	5,805	9,305	3,500	3,500	3,500	3,500	23,305	61,460	84,765
TOTAL, CITYWIDE CAPITAL IMPROVEMENT PROGRAM	\$1,555	\$400	\$1,600	\$400	\$1,800	\$4,500	\$3,500	\$350	\$14,105	\$114,531	\$0	\$114,531	\$128,636	\$27,177	\$33,962	\$41,022	\$17,405	\$248,202	\$535,388	\$783,590

** Available Existing Funding - balance as of March 31, 2020 Project Budget Reports unless adjusted in Mid-Year Budget Amendment.

5 YEAR CIP PLAN

FACILITIES CAPITAL IMPROVEMENT PROGRAM

FACILITIES CAPITAL IMPROVEMENT PROGRAM							5 YEAR CIP PLAN						
	General Fund	Total New FY21 Appropriations	** Available Existing Funding	Transfers	Total Available Existing, Net of Transfers	Total FY21 Need (Existing + New)	FY22 Need	FY23 Need	FY24 Need	FY25 Need	FY21-25 Need Total	FY25+ Need	Total FY21-25+ Need
*in thousands	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)
A. IMPROVEMENTS													
a-1 Community Center *	0	0	46,351	383	46,734	46,734	0	0	0	0	46,734	3,000	49,734
a-2 City Hall Asbestos Remediation Plan	0	0	0	0	0	0	0	0	0	0	0	40,000	40,000
a-3 Police Building	0	0	0	0	0	0	0	0	0	0	0	1,600	1,600
a-4 Fire Department	0	0	0	0	0	0	0	0	0	0	0	2,900	2,900
a-5 Parks Corporation Yard	0	0	0	0	0	0	0	0	0	0	0	3,400	3,400
a-6 Aquatic Center	0	0	0	0	0	0	0	0	0	0	0	250	250
a-7 Citywide Facility Master Plan	0	0	47	0	47	47	1,300	1,300	1,300	1,300	5,247	0	5,247
a-8 Citywide Minor Building Facilities	0	0	181	54	235	235	50	50	50	50	435	1,898	2,333
SUBTOTAL	0	0	46,578	437	47,015	47,015	1,350	1,350	1,350	1,350	52,415	53,048	105,463
B. MINOR UPGRADES													
b-1 Police Antenna	0	0	0	0	0	0	0	0	0	0	0	0	0
b-2 Library RFID	0	0	0	0	0	0	0	0	0	0	0	0	0
b-3 Communications and IT Modernization	0	0	85	0	85	85	0	0	0	0	85	0	85
b-4 City Hall Boiler	0	0	55	0	55	55	0	0	0	0	55	0	55
b-5 Library PLP	0	0	10	0	10	10	0	0	0	0	10	0	10
b-6 Police Records Management System	0	0	16	0	16	16	0	0	0	0	16	0	16
b-7 Library Lighting Control System Upgrade	0	0	0	0	0	0	0	0	0	0	0	0	0
b-8 Recreation Center Improvements	0	0	0	0	0	0	0	0	0	0	0	0	0
b-9 ADA Assessment Studies	0	0	0	0	0	0	0	0	0	0	0	0	0
b-10 Fire Stations Painting, Auto Gate Operator and Garage Floor	0	0	0	0	0	0	0	0	0	0	0	0	0
b-11 Police Station and Corp Yard Painting	0	0	0	0	0	0	0	0	0	0	0	0	0
b-12 City Buildings Energy Efficiency	0	0	0	0	0	0	0	0	0	0	0	0	0
b-13 Police Station HVAC Improvements	0	0	0	0	0	0	0	0	0	0	0	0	0
b-14 Fire Station 35 Rehabilitation and HVAC System Upgrade	0	0	272	0	272	272	0	0	0	0	272	0	272
b-15 Building Facilities Condition Assessment Study & CIP Master Plan	0	0	0	0	0	0	0	0	0	0	0	0	0
b-16 Donnelly Parking Garage Roof Deck Resurfacing	0	0	70	(70)	0	0	0	0	0	0	0	0	0
b-17 Energy Efficiency Upgrades	0	0	490	0	490	490	0	0	0	0	490	0	490
b-18 Police Station Fuel Tank Removal and Replacement	0	0	282	0	282	282	0	0	0	0	282	0	282
b-19 Parking Lots Resurfacing (City Hall, Rec Center, Corp Yard and PD)	0	0	491	0	491	491	0	0	0	0	491	0	491
b-20 Facilities ADA Improvements	0	0	502	0	502	502	0	0	0	0	502	0	502
b-21 Stormwater Pollution Prevention Plan for Facilities	0	0	50	0	50	50	0	0	0	0	50	0	50
b-22 Community Development Department Remodeling	0	0	0	0	0	0	0	0	0	0	0	0	0
b-23 Washington Park Grandstand Remodeling	0	0	50	(50)	0	0	0	0	0	0	0	0	0
b-24 Fire Stations Emergency Generators Upgrade Project (FS 34, 35 and 36)	0	0	930	120	1,050	1,050	0	0	0	0	1,050	0	1,050
b-25 Fuel Pump Station Improvements at Corp Yard	0	0	57	0	57	57	0	0	0	0	57	0	57
b-26 Police Dispatch Furniture Upgrades	0	0	0	0	0	0	0	0	0	0	0	0	0
b-27 New Financial System	0	0	258	0	258	258	0	0	0	0	258	0	258
b-28 Backup Recovery Server for City IT	0	0	27	0	27	27	0	0	0	0	27	0	27
b-29 Electronic Records Management System	0	0	58	0	58	58	0	0	0	0	58	0	58
b-30 Fire Station 35 Communications Tower Relocation	0	0	300	0	300	300	0	0	0	0	300	0	300
b-31 Facilities CIP Program Management	0	0	130	0	130	130	0	0	0	0	130	0	130
b-32 City Hall Carpet Replacement Project	0	0	200	0	200	200	0	0	0	0	200	0	200
b-33 Library HVAC & EMS (Energy Management System) Upgrade	0	0	187	0	187	187	0	0	0	0	187	0	187
b-34 City Hall - Acoustic Improvements (Sound Masking) Project	0	0	53	(53)	0	0	0	0	0	0	0	0	0
b-35 Village Park Deck Improvements	0	0	0	0	0	0	0	0	0	0	0	0	0
b-36 Parks Corporation Yard Bathroom & Locker Rooms Gender Separation/Remodel Project	0	0	75	0	75	75	0	0	0	0	75	0	75
b-37 Fire Station 35 Traffic Signal Upgrades	0	0	32	0	32	32	0	0	0	0	32	0	32
b-38 PW Corporation Yard EMS Upgrade Design	0	0	50	0	50	50	0	0	0	0	50	0	50
b-39 Police Dept Jail/Sleeping Quarters	0	0	540	0	540	540	0	0	0	0	540	0	540
b-40 Adjustable height workstation for records division	0	0	1	(1)	0	0	0	0	0	0	0	0	0
b-41 Voice recorder for police station radio system	0	0	0	0	0	0	0	0	0	0	0	0	0
b-42 City Attorney Office Remodel	0	0	11	0	11	11	0	0	0	0	11	0	11
b-43 Roof Replacement of Six City Owned Facilities	0	0	0	0	0	0	0	0	0	0	0	0	0
SUBTOTAL	0	0	5,282	(54)	5,228	5,228	0	0	0	0	5,228	0	5,228
C. MISCELLANEOUS													
c-1 General Plan Update	0	0	162	0	162	162	0	0	0	0	162	0	162
c-2 North Rollins Rd Specific Plan	0	0	225	0	225	225	0	0	0	0	225	0	225
SUBTOTAL	0	0	387	0	387	387	0	0	0	0	387	0	387
TOTAL, FACILITIES CAPITAL IMPROVEMENT PROGRAM	\$0	\$0	\$52,247	\$383	\$52,630	\$52,630	\$1,350	\$1,350	\$1,350	\$1,350	\$58,030	\$53,048	\$111,078

** Available Existing Funding - balance as of March 31, 2020 Project Budget Reports unless adjusted in Mid-Year Budget Amendment.

5 YEAR CIP PLAN													
PARKS & TREES CAPITAL IMPROV PROGRAM													
	General Fund	Total New FY21 Appropriations	** Available Existing Funding	Transfers	Total Available Existing, Net of Transfers	Total FY21 Need (Existing + New)	FY22 Need	FY23 Need	FY24 Need	FY25 Need	FY21-25 Need Total	FY25+ Need	Total FY21-25+ Need
*in thousands	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)
A. TREE MANAGEMENT AND REPLACEMENT													
a-1 Eucalyptus Tree Management	0	0	71	0	71	71	0	0	0	0	71	0	71
a-2 Annual Tree Replacement Program	5	5	6	0	6	11	5	5	5	5	31	0	31
a-3 ECR Tree Management	0	0	50	0	50	50	0	50	0	0	100	0	100
SUBTOTAL	5	5	127	0	127	132	5	55	5	5	202	0	202
B. CITYWIDE PARKS PAVING, COURTS, PATHWAYS													
b-1 Citywide Parks Paving, Courts and Pathway Improvements	50	50	93	0	93	143	100	100	100	100	543	0	543
SUBTOTAL	50	50	93	0	93	143	100	100	100	100	543	0	543
C. CITYWIDE PLAYGROUNDS AND RESILIENT RESURFACING													
c-1 Ray	0	0	66	0	66	66	0	0	0	0	66	0	66
c-2 Victoria	0	0	681	0	681	681	0	0	0	0	681	0	681
c-3 Murray	0	0	387	0	387	387	0	0	0	0	387	0	387
c-4 Paloma	0	0	0	0	0	0	0	0	0	0	0	0	0
c-5 J-Lot	0	0	0	0	0	0	0	0	0	0	0	0	0
c-6 Trenton	0	0	0	0	0	0	0	0	0	0	0	0	0
c-7 Alpine	0	0	0	0	0	0	0	0	0	0	0	0	0
c-8 Playground Replacement	50	50	300	0	300	350	900	900	900	900	3,950	0	3,950
c-9 Repair Damaged Playground Resilient Surfacing	0	0	70	0	70	70	50	50	50	50	270	0	270
c-10 Skyline Park	0	0	307	0	307	307	0	0	0	0	307	0	307
SUBTOTAL	50	50	1,812	0	1,812	1,862	950	950	950	950	5,662	0	5,662
D. CITYWIDE PARKS FENCING													
d-1 City Parks Fencing	0	0	78	0	78	78	0	0	0	0	78	0	78
SUBTOTAL	0	0	78	0	78	78	0	0	0	0	78	0	78
E. CITYWIDE PARKS LIGHTING													
e-1 Murray Lights Retrofits	0	0	0	0	0	0	0	0	0	0	0	0	0
e-2 Washington Small Ball Field Lighting	0	0	67	0	67	67	0	0	0	0	67	0	67
SUBTOTAL	0	0	67	0	67	67	0	0	0	0	67	0	67
F. PARK SAFETY, MAINTENANCE AND IMPROVEMENTS													
f-1 Park Safety Maintenance and Improvements	50	50	146	0	146	196	100	100	100	100	596	0	596
f-2 Parks Picnic Tables, Benches and Fountains	0	0	94	0	94	94	50	50	50	50	294	0	294
f-3 Central Irrigation Controller	0	0	106	0	106	106	50	50	50	0	256	0	256
f-4 Dog Park Improvements	0	0	19	0	19	19	0	0	0	50	69	0	69
f-5 Washington Park Restrooms	0	0	134	0	134	134	0	0	0	0	134	0	134
f-6 Murray Field Renovations	0	0	0	0	0	0	0	0	0	0	0	0	0
f-7 Murray Field Synthetic Turf Replacement Fund	150	150	300	0	300	450	150	150	150	150	1,050	1,450	2,500
f-8 Open Space Hazard Mitigation Plan	0	0	119	0	119	119	50	0	50	0	219	0	219
f-9 Cuernavaca Park Improvements	0	0	13	0	13	13	0	0	0	0	13	0	13
f-10 Athletic Fields Renovation (Citywide Parks)	50	50	41	0	41	91	100	100	100	100	491	0	491
SUBTOTAL	250	250	972	0	972	1,222	500	450	500	450	3,122	1,450	4,572
G. AQUATICS FACILITY													
g-1 Aquatic Boiler Replacement	0	0	60	0	60	60	0	0	0	0	60	0	60
g-2 Pool Deck Replacement and Resurfacing	0	0	784	0	784	784	0	1,300	0	0	2,084	0	2,084
SUBTOTAL	0	0	844	0	844	844	0	1,300	0	0	2,144	0	2,144
H. MAJOR IMPROVEMENTS													
h-1 Bayview Park Improvements (State Lands)	0	0	118	0	118	118	0	0	0	0	118	0	118
h-2 Parks Yard and Murray Field Storage	0	0	35	0	35	35	0	0	0	0	35	0	35
h-3 S.P. Circle Plaza Improvements	0	0	198	0	198	198	0	0	0	0	198	0	198
h-4 City Parks Master Plan	0	0	44	0	44	44	0	0	0	0	44	0	44
h-5 Burlingame School District Synthetic Turf Replacement Fund	200	200	400	0	400	600	200	200	200	200	1,400	3,000	4,400
h-6 Double Batting Cage at Bayside	0	0	94	0	94	94	0	0	0	0	94	0	94
h-7 Washington Park Parking Lot Resurfacing	0	0	0	0	0	0	0	0	0	0	0	0	0
h-8 Bay Trail Fitness Equipment	0	0	10	0	10	10	0	0	0	0	10	0	10
h-9 Ray Park Field Renovations	0	0	1,408	0	1,408	1,408	0	0	0	0	1,408	0	1,408
h-10 Ray Park Parking Lot Improvements	0	0	400	0	400	400	0	0	0	0	400	0	400
h-11 Cuernavaca Field Renovations and ADA Improvements	0	0	0	0	0	0	1,600	0	0	0	1,600	0	1,600
h-12 Bayside Park Parking Lot and Pathway ADA and EV Charging Imp.	0	0	0	0	0	0	900	0	0	0	900	0	900
h-13 Washington Park Playground and Sports Court	0	0	428	(383)	45	45	0	0	0	0	45	0	45
SUBTOTAL	200	200	3,134	(383)	2,751	2,951	2,700	200	200	200	6,251	3,000	9,251
TOTAL, PARKS & TREES CAPITAL IMPROVEMENT PROGRAM	\$555	\$555	\$7,127	(\$383)	\$6,743	\$7,298	\$4,255	\$3,055	\$1,755	\$1,705	\$18,068	\$4,450	\$22,518

** Available Existing Funding - balance as of March 31, 2020 Project Budget Reports unless adjusted in Mid-Year Budget Amendment.

								5 YEAR CIP PLAN						
PARKING & GARAGES CAPITAL IMPROV PROGRAM														
	General Fund	Parking Fund	Total New FY21 Appropriations	** Available Existing Funding	Transfers	Total Available Existing, Net of Transfers	Total FY21 Need (Existing + New)	FY22 Need	FY23 Need	FY24 Need	FY25 Need	FY21-25 Need Total	FY25+ Need	Total FY21-25+ 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	0	0	283	0	283	283	100	100	100	100	683	0	683
a-2 Downtown Smart Parking Meters	0	0	0	525	0	525	525	0	0	0	0	525	0	525
a-3 Parking Structure in Lot N	0	350	350	2,374	0	2,374	2,724	0	0	0	0	2,724	0	2,724
a-4 Wayfinding Signage Improvements	0	0	0	99	0	99	99	0	0	0	0	99	0	99
a-5 Electric Vehicle Charging Stations	0	0	0	22	0	22	22	0	0	0	0	22	0	22
SUBTOTAL	0	350	350	3,303	0	3,303	3,653	100	100	100	100	4,053	0	4,053
TOTAL, PARKING & GARAGES CAPITAL IMPROVEMENT PROGRAM	\$0	\$350	\$350	\$3,303	\$0	\$3,303	\$3,653	\$100	\$100	\$100	\$100	\$4,053	\$0	\$4,053

** Available Existing Funding - balance as of March 31, 2020 Project Budget Reports unless adjusted in Mid-Year Budget Amendment.

								5 YEAR CIP PLAN						
SEWER CAPITAL IMPROVEMENT PROGRAM								FY22 Need	FY23 Need	FY24 Need	FY25 Need	FY21-25 Need Total	FY25+ Need	Total FY21-25+ Need
*in thousands	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)
A. STUDIES														
a-1 Geo Based Information System	0	0	0	36	0	36	36	0	50	0	0	86	0	86
a-2 Sewer Sys. Modeling & Master Plan Updates	0	0	0	600	(600)	0	0	0	0	0	0	0	0	0
a-3 Force Main Sewer Study	0	0	0	63	0	63	63	250	50	0	0	363	0	363
a-4 SFO 39" Force Main Relocation Feasibility Study	0	0	0	198	0	198	198	0	0	0	0	198	0	198
a-5 Wastewater Collection System Master Plan	0	0	0	(82)	600	518	518	0	0	0	0	518	0	518
SUBTOTAL	0	0	0	815	0	815	815	250	100	0	0	1,165	0	1,165
B. SEWER MAIN REHABILITATION														
b-1 Mitten Force Main Bypass	0	0	0	43	0	43	43	750	0	0	0	793	0	793
b-2 Burlingame Ave East of California Utility Improvements - S Rollins Phs3	0	0	0	1,070	0	1,070	1,070	0	0	0	0	1,070	0	1,070
b-3 Easton Addition, Ray Park, & Neighborhood Sewer Rehabilitation Phase 2&3	0	0	0	40	(40)	0	0	0	0	0	0	0	0	0
b-4 Easton Addition, Ray Park, & Neighborhood Sewer Rehabilitation Phase 4&5	0	0	0	1,002	(1,002)	0	0	0	0	0	0	0	0	0
b-5 Summerhill City Easement Sewer Main	0	0	0	28	(28)	0	0	0	0	0	0	0	0	0
b-6 Sanitary Sewer Main Rehabilitation	0	0	0	1,753	0	1,753	1,753	0	0	0	0	1,753	0	1,753
b-7 Rollins Road Gravity and Force Main Rehabilitation	0	0	0	1,200	(1,200)	0	0	0	0	0	0	0	37,000	37,000
b-8 Easton Addition Subdivision Sewer Rehabilitation	0	0	0	150	0	150	150	150	2,500	1,500	0	4,300	0	4,300
b-9 Ray Park Subdivision Sewer Rehabilitation	0	0	0	0	0	0	0	0	1,000	1,750	2,500	5,250	0	5,250
b-10 Industrial Park Sewer Rehabilitation	0	0	0	0	0	0	0	0	0	0	1,000	1,000	0	1,000
b-11 1740 Rollins Road Pump Station Forcemain Project	500	0	500	0	2,365	2,365	2,865	0	0	0	0	2,865	0	2,865
b-12 El Camino Avenue Sewer Rehabilitation	500	0	500	0	0	0	500	1,500	0	0	0	2,000	0	2,000
b-13 Evaluation of Freeway Sewer Crossings	0	0	0	0	0	0	0	250	0	0	0	250	0	250
b-14 Rehab of Summit Drive Pipeline	0	0	0	0	458	458	458	0	0	0	0	458	0	458
SUBTOTAL	1,000	0	1,000	5,287	553	5,840	6,840	2,650	3,500	3,250	3,500	19,740	37,000	56,740
C. MISCELLANEOUS SEWER REPAIRS														
c-1 City Wide Sewer Spot Repair 2017	0	0	0	40	(40)	0	0	0	0	0	0	0	500	500
c-2 Misc Sewer Root Foaming and misc Sewer Repair	0	0	0	38	(38)	0	0	0	0	0	0	0	500	500
c-3 Mills Canyon Sewer Access Road Repair	0	0	0	853	(853)	0	0	0	0	0	0	0	0	0
c-4 Annual Citywide Spot Repair Project	0	0	0	0	78	78	78	0	0	0	0	78	0	78
SUBTOTAL	0	0	0	932	(853)	79	79	0	0	0	0	79	1,000	1,079
D. PUMP STATIONS														
d-1 1740 Rollins Road Sewer Pump Station	0	0	0	995	300	1,295	1,295	0	0	0	0	1,295	0	1,295
SUBTOTAL	0	0	0	995	300	1,295	1,295	0	0	0	0	1,295	0	1,295
E. TREATMENT														
e-1 Methane Gas Piping Replacement	0	0	0	115	0	115	115	0	0	0	0	115	0	115
e-2 GBT Build. Condition Assessment	0	0	0	160	0	160	160	0	175	0	0	335	750	1,085
e-3 Sludge Storage Tank, 5%	0	0	0	0	0	0	0	122	122	122	0	366	0	366
e-4 Gravity Thickener Condition Assessment	0	0	0	108	(100)	8	8	0	0	0	0	8	180	188
e-5 Digester Mixing System Upgrades	0	0	0	0	0	0	0	0	0	0	500	500	0	500
e-6 WWTP Master Plan and Improvements	0	0	0	2,136	0	2,136	2,136	0	0	0	0	2,136	15,500	17,636
e-7 Chemical Feed Building Condition Assessment	0	0	0	154	(150)	4	4	0	0	0	0	4	0	4
e-8 Rollins Road Pump Replacement (#3&4)	0	0	0	4	0	4	4	0	0	0	0	4	0	4
e-9 Rollins Road Lift Station Pumps (#6,#1,#2,#5)	0	0	0	100	0	100	100	0	0	0	0	100	0	100
e-10 RRLS Force-main 20 year condition assessment	0	0	0	72	0	72	72	0	0	0	0	72	0	72
e-11 Secondary Clarifier Turntable Replacement B	0	0	0	175	0	175	175	175	0	0	0	350	0	350
e-12 Secondary Clarifier Turntable Replacement C	0	0	0	0	0	0	0	0	170	0	0	170	0	170
e-13 Secondary Clarifier Turntable Replacement D	0	0	0	0	0	0	0	0	0	0	170	170	0	170
e-14 Pump Final Effluent Pumps (#1,#2,)	0	0	0	1	5	6	6	65	70	0	0	141	0	141
e-15 Replace Temporary Co-Gen Hot Water Heating Loop	0	0	0	95	0	95	95	0	0	0	0	95	0	95
e-16 Site Safety Upgrades and Structural, piping, Infrastructure Surf. Rehab.	0	0	0	84	0	84	84	0	0	0	0	84	0	84
e-17 Digester #1 and #2 5% Assessment	0	0	0	210	(210)	0	0	0	0	0	0	0	0	0
e-18 Aeration and Sec. A & B Assessment	0	0	0	0	0	0	0	500	500	500	500	2,000	0	2,000
e-19 Digester Equipment Building and Digester 1 and 2 Pre-Design	0	0	0	0	205	205	205	330	330	330	0	1,195	0	1,195
e-20 Rollins LS Pumps #1, #2, and #5 Replacement	125	0	125	0	0	0	125	105	110	115	0	455	0	455
e-21 Main Switchgear Breaker Replacement	375	0	375	0	0	0	375	0	0	0	0	375	0	375
e-22 Piping Repair Around Gravity Thickener	225	0	225	0	250	250	475	0	0	0	0	475	0	475
e-23 Headworks Channel Assessment	75	0	75	0	0	0	75	250	0	0	0	325	0	325
e-24 Co-Generator and Co-Generator Engine Replacement	0	0	0	0	0	0	0	0	0	600	1,000	1,600	0	1,600
SUBTOTAL	800	0	800	3,413	0	3,413	4,213	1,547	1,477	1,667	2,170	11,074	16,430	27,504
F. MISCELLANEOUS														
f-1 SCADA System Upgrade	0	0	0	120	0	120	120	0	0	0	0	120	0	120
f-2 Large Main CCTV	0	0	0	14	0	14	14	0	0	0	0	14	0	14
f-3 Sewer Details and Specifications Update	0	0	0	0	0	0	0	75	0	0	0	75	0	75
SUBTOTAL	0	0	0	134	0	134	134	75	0	0	0	209	0	209
TOTAL, SEWER CAPITAL IMPROVEMENT PROGRAM	\$1,800	\$0	\$1,800	\$11,577	\$0	\$11,577	\$13,377	\$4,522	\$5,077	\$4,917	\$5,670	\$33,563	\$54,430	\$87,993

** Available Existing Funding - balance as of March 31, 2020 Project Budget Reports unless adjusted in Mid-Year Budget Amendment.

							5 YEAR CIP PLAN						
STORM DRAIN CAPITAL IMPROVEMENT PROGRAM							FY22 Need	FY23 Need	FY24 Need	FY25 Need	FY21-25 Need Total	FY25+ Need	Total FY21-25+ Need
*In thousands	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)
A. STUDIES													
a-1 Program Management 2019/2020	0	0	150	(150)	0	0	0	0	0	0	0	200	200
a-2 Program Management 2020/2021	0	0	0	150	150	150	50	50	50	0	300	200	500
SUBTOTAL	0	0	150	0	150	150	50	50	50	0	300	400	700
B. STORMWATER QUALITY IMPROVEMENTS													
b-1 California Roundabout Project (storm facilities)	0	0	5	0	5	5	0	0	0	0	5	0	5
b-2 Large Diameter Storm Drain Cleaning	1,000	1,000	0	0	0	1,000	0	0	0	0	1,000	0	1,000
SUBTOTAL	1,000	1,000	5	0	5	1,005	0	0	0	0	1,005	0	1,005
C. CAPACITY IMPROVEMENTS - EASTON CREEK													
c-1 Outfall Pipeline, Marsten PS to SF Bay	0	0	60	0	60	60	0	0	0	0	60	0	60
SUBTOTAL	0	0	60	0	60	60	0	0	0	0	60	0	60
D. CAPACITY IMPROVEMENTS - MILLS CREEK													
d-1 Mills Creek Improvements	0	0	200	0	200	200	0	0	0	0	200	600	800
SUBTOTAL	0	0	200	0	200	200	0	0	0	0	200	600	800
E. CAPACITY IMPROVEMENTS - BURLINGAME CREEK													
e-1 Burlingame Creek Bypass	0	0	682	0	682	682	5,300	0	0	0	5,982	0	5,982
e-2 Flap Gates on Sanchez Lagoon	0	0	110	0	110	110	0	0	0	0	110	0	110
e-3 Ralston Creek Improvements	0	0	0	0	0	0	1,500	0	0	0	1,500	0	1,500
e-4 Rollins/US 101 - Crossing	0	0	4,122	0	4,122	4,122	0	0	0	0	4,122	0	4,122
e-5 Rollins Area Collection System	0	0	3,197	0	3,197	3,197	0	0	0	0	3,197	0	3,197
e-6 New Rollins Pump Station	0	0	3,166	0	3,166	3,166	0	0	0	0	3,166	0	3,166
e-7 Lorton Avenue 54" Storm Drain Cleaning	0	0	0	0	0	0	0	0	0	0	0	0	0
e-8 Burlingame Avenue Storm Drainage Improvement	1,000	1,000	0	0	0	1,000	0	0	0	0	1,000	0	1,000
SUBTOTAL	1,000	1,000	11,278	0	11,278	12,278	6,800	0	0	0	19,078	0	19,078
F. CAPACITY IMPROVEMENTS - SANCHEZ CREEK, TERRACE & LAGUNA													
f-1 Terrace Creek Improvements	0	0	0	0	0	0	0	0	0	0	0	0	0
f-2 Laguna Area Improvements	0	0	103	0	103	103	0	0	0	0	103	0	103
SUBTOTAL	0	0	103	0	103	103	0	0	0	0	103	0	103
G. CAPACITY IMPROVEMENTS - EL PORTAL CREEK, TROUSDALE & GILBREATH													
g-1 El Portal Creek, Trousdale Channel, Gilbreth Creek Improvements	0	0	153	0	153	153	0	0	0	0	153	0	153
g-2 El Portal Creek at Bayshore Highway Flap Gate Project	0	0	150	0	150	150	0	0	0	0	150	0	150
SUBTOTAL	0	0	303	0	303	303	0	0	0	0	303	0	303
H. NEIGHBORHOOD AREA													
h-1 Citywide Neighborhood Storm Drain Improvements	0	0	0	0	0	0	700	700	700	700	2,800	0	2,800
h-2 Downtown Burlingame Avenue Streetscape Storm Drain Improvemen	0	0	100	0	100	100	0	0	0	0	100	0	100
h-3 Neighborhood Storm Drain Project #9	0	0	285	0	285	285	0	0	0	0	285	0	285
h-4 Neighborhood Storm Drain Project #10	0	0	5	0	5	5	0	0	0	0	5	0	5
h-5 Neighborhood Storm Drain Project #11	0	0	866	0	866	866	0	0	0	0	866	0	866
h-6 Neighborhood Storm Drain Project #12	0	0	1,370	0	1,370	1,370	0	0	0	0	1,370	0	1,370
h-7 Easton Drive Drainage Improvements	0	0	158	0	158	158	0	0	0	0	158	0	158
h-8 Neighborhood Storm Drain Project #13	1,500	1,500	0	0	0	1,500	0	0	0	0	1,500	0	1,500
SUBTOTAL	1,500	1,500	2,782	0	2,782	4,282	700	700	700	700	7,082	0	7,082
I. BRIDGE & STORM CULVERT IMPROVEMENTS													
i-1 Summit Drive Culvert Rehabilitation	0	0	0	0	0	0	0	0	0	0	0	0	0
i-2 Easton Creek Bridge Repair	0	0	0	0	0	0	0	0	0	0	0	0	0
i-3 City-wide Culvert Crossing Assessment	0	0	(1)	1	0	0	0	0	0	0	0	0	0
i-4 Vancouver-Easton Storm Drain Repair	0	0	0	0	0	0	0	0	0	0	0	0	0
i-5 Culvert Crossing Repairs	0	0	1,342	(1)	1,341	1,341	200	200	0	0	1,741	0	1,741
i-6 Culvert Crossing Repairs Phase 2	1,000	1,000	0	0	0	1,000	200	200	0	0	1,400	0	1,400
SUBTOTAL	1,000	1,000	1,341	0	1,341	2,341	400	400	0	0	3,141	0	3,141
J. PUMP STATIONS													
j-1 Pump Station Improvements / 1740 Rollins & Cowan PS	0	0	4,537	(1)	4,535	4,535	100	100	0	0	4,735	500	5,235
j-2 1740 Rollins Road/842 Cowan Repairs	0	0	(1)	1	0	0	0	0	0	0	0	0	0
j-3 SCADA System Upgrade	0	0	0	0	0	0	0	0	0	0	0	0	0
SUBTOTAL	0	0	4,535	0	4,535	4,535	100	100	0	0	4,735	500	5,235
TOTAL, STORM DRAIN CAPITAL IMPROVEMENT PROGRAM	\$4,500	\$4,500	\$20,756	\$0	\$20,756	\$25,256	\$8,050	\$1,250	\$750	\$700	\$36,006	\$1,500	\$37,506

** Available Existing Funding - balance as of March 31, 2020 Project Budget Reports unless adjusted in Mid-Year Budget Amendment.

										5 YEAR CIP PLAN							
STREETS CAPITAL IMPROVEMENT PROGRAM										FY22 Need	FY23 Need	FY24 Need	FY25 Need	FY21-25 Need Total	FY25+ Need	Total FY21-25+ Need	
*in thousands	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	
A. STUDIES																	
a-1	Traffic & Transportation Studies	0	0	0	0	0	106	0	106	106	80	80	80	80	426	500	926
a-2	City Monument Master Plan	0	0	0	0	0	145	0	145	145	0	0	0	0	145	0	145
a-3	Traffic/Pedestrian Safety Improvements - City Hall	0	0	0	0	0	209	0	209	209	0	0	0	0	209	500	709
a-4	Shuttle Demand Study	0	0	0	0	0	80	0	80	80	0	0	0	0	80	0	80
a-5	El Camino Real Stakeholder Process	50	0	0	0	50	80	0	80	130	100	50	0	0	280	0	280
a-6	Bike Boulevards Implementation Feasibility Study	0	0	0	0	0	70	0	70	70	0	0	0	0	70	1,000	1,070
a-7	Bicycle Pedestrian Master Plan Update	300	0	0	0	300	94	0	94	394	900	700	700	700	3,394	13,000	16,394
a-8	Lyon Hoag Neighborhood Traffic Calming	0	0	0	0	0	29	0	29	29	0	0	0	0	29	0	29
a-9	Old Bayshore Highway Streetscape Improvements	0	0	0	0	0	145	0	145	145	0	0	0	0	145	10,000	10,145
a-10	Bay Trails Gap Design and Development	0	0	0	0	0	200	0	200	200	0	0	0	0	200	0	200
SUBTOTAL		350	0	0	0	350	1,158	0	1,158	1,508	1,080	830	780	780	4,978	25,000	29,978
B. PAVING & RECONSTRUCTION																	
b-1	Annual Street Resurfacing Program 2021	0	400	800	400	1,600	0	0	0	1,600	0	0	0	0	1,600	0	1,600
b-2	Annual Street Resurfacing Program 2020	0	0	0	0	0	2,340	0	2,340	2,340	0	0	0	0	2,340	0	2,340
b-3	Annual Street Resurfacing Program 2019	0	0	0	0	0	562	0	562	562	0	0	0	0	562	0	562
b-4	Federal Resurfacing Program 2018	0	0	0	0	0	1,530	0	1,530	1,530	0	0	0	0	1,530	0	1,530
b-5	Annual Street Resurfacing Program 2018	0	0	0	0	0	826	0	826	826	0	0	0	0	826	0	826
b-6	Future Street Resurfacing Program	0	0	0	0	0	0	0	0	0	2,000	2,000	2,000	2,000	8,000	20,000	28,000
b-7	Pavement Management system	0	0	0	0	0	18	0	18	18	20	0	20	0	58	0	58
b-8	Thermoplastic Pavement Marking - Citywide	0	0	0	0	0	135	0	135	135	0	0	0	0	135	0	135
SUBTOTAL		0	400	800	400	1,600	5,410	0	5,410	7,010	2,020	2,000	2,020	2,000	15,050	20,000	35,050
C. TRAFFIC																	
c-1	City-Wide Traffic Signal Upgrade	50	0	0	0	50	66	8	74	124	200	200	150	0	674	500	1,174
c-2	Traffic Signal Interconnect System Software Upgrade	0	0	0	0	0	38	0	38	38	0	0	0	0	38	0	38
c-3	Gateway Signs (El Camino Real)	0	0	0	0	0	76	0	76	76	0	0	0	0	76	0	76
c-4	Street Intersection Signage	0	0	0	0	0	2	(2)	0	0	0	0	0	0	0	0	0
c-5	Bayshore Signal Pole & Mastarm Replacement	0	0	0	0	0	199	0	199	199	0	0	0	0	199	0	199
c-6	Traffic Circle at Larkspur/Linden Intersection	0	0	0	0	0	6	(6)	(0)	(0)	0	0	0	0	(0)	0	(0)
c-7	Hoover School Traffic and Safety Improvements	0	0	0	0	0	101	0	101	101	0	0	0	0	101	0	101
c-8	Hoover School - Sidewalk Project	0	0	0	0	0	843	0	843	843	0	0	0	0	843	0	843
c-9	Oak Grove/Carolan Traffic Signal Improvements	0	0	0	0	0	485	0	485	485	0	0	0	0	485	0	485
c-10	Pedestrian Improvments	50	0	0	0	50	56	0	56	106	100	100	100	100	506	0	506
c-11	Traffic Calming Improvements	50	0	0	0	50	112	0	112	162	100	100	100	100	562	0	562
c-12	Chapin Ave Streetscape & Stormwater Treatment	0	0	0	0	0	173	0	173	173	0	0	0	0	173	3,000	3,173
SUBTOTAL		150	0	0	0	150	2,158	0	2,158	2,308	400	400	350	200	3,658	3,500	7,158
D. RAILROAD IMPROVEMENTS																	
d-1	Bayswater Avenue North Lane Crossing	0	0	0	0	0	125	0	125	125	0	0	0	0	125	0	125
d-2	Railroad Grade Separation at Broadway	0	0	0	0	0	1,739	61	1,799	1,799	0	15,000	0	0	16,799	294,000	310,799
d-3	High Speed Rail	0	0	0	0	0	61	(61)	0	0	0	0	0	0	0	0	0
SUBTOTAL		0	0	0	0	0	1,924	0	1,924	1,924	0	15,000	0	0	16,924	294,000	310,924
E. DOWNTOWN IMPROVEMENTS																	
e-1	Burlingame Ave Streetscape/Downtown Improv.	0	0	0	0	0	50	0	50	50	0	0	0	0	50	0	50
e-2	Burlingame Ave District Parking Improvement/Studies	0	0	0	0	0	357	0	357	357	0	0	0	0	357	0	357
SUBTOTAL		0	0	0	0	0	408	0	408	408	0	0	0	0	408	0	408
F. BICYCLE & PEDESTRIAN IMPROVEMENTS																	
f-1	California Drive Complete Streets	0	0	0	0	0	45	0	45	45	0	0	0	0	45	0	45
f-2	California Drive Roundabout	0	0	0	0	0	107	0	107	107	0	0	0	0	107	5,000	5,107
f-3	Rollins and Bloomfield Radar Speed Warning Signs	0	0	0	0	0	12	0	12	12	0	0	0	0	12	0	12
f-4	Lyon Hoag Neighborhood Traffic Calming - Phase 1	500	0	0	0	500	0	0	0	500	1,000	600	600	600	3,300	0	3,300
SUBTOTAL		500	0	0	0	500	165	0	165	665	1,000	600	600	600	3,465	5,000	8,465
G. LIGHTING & POLES																	
g-1	Citywide Streetlight Improvements/Masterplan	0	0	0	0	0	72	0	72	72	100	0	100	0	272	3,000	3,272
g-2	Broadway Pedestrian Lighting	0	0	0	0	0	851	0	851	851	0	0	0	0	851	0	851
g-3	El Camino Real Utility Undergrounding	0	0	0	0	0	0	0	0	0	0	0	24,000	0	24,000	0	24,000
SUBTOTAL		0	0	0	0	0	922	0	922	922	100	0	24,100	0	25,122	3,000	28,122
H. SIDEWALKS, CURBS & GUTTERS																	
h-1	Sidewalk and ADA Improvements 2018	0	0	0	0	0	12	(12)	0	0	0	0	0	0	0	0	0
h-2	Sidewalk and ADA Improvements 2019	0	0	0	0	0	1,560	0	1,560	1,560	0	0	0	0	1,560	0	1,560
h-3	Sidewalk and ADA Improvements 2020	0	0	800	0	800	0	12	12	812	800	800	800	800	4,012	10,000	14,012
SUBTOTAL		0	0	800	0	800	1,572	0	1,572	2,372	800	800	800	800	5,572	10,000	15,572
TOTAL, STREETS CAPITAL IMPROVEMENT PROGRAM		\$1,000	\$400	\$1,600	\$400	\$3,400	\$13,717	\$0	\$13,717	\$17,117	\$5,400	\$19,630	\$28,650	\$4,380	\$75,177	\$360,508	\$435,677

** Available Existing Funding - balance as of March 31, 2020 Project Budget Reports unless adjusted in Mid-Year Budget Amendment.

							5 YEAR CIP PLAN						
WATER CAPITAL IMPROVEMENT PROGRAM							FY22	FY23	FY24	FY25	FY21-25	FY25+	
							Need	Need	Need	Need	Need Total	Need	Total FY21-25+ Need
*in thousands	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)
A. PLANNING													
a-1 Recycled Water and Well Water Distribution Planning	0	0	19	0	19	19	0	0	0	0	19	100	119
a-2 Geo Base Information System	0	0	(0)	0	(0)	(0)	0	0	0	0	(0)	720	720
a-3 Regional Water Supply Studies/Modeling	50	50	81	0	81	131	50	50	50	50	331	250	581
a-4 2020 Urban Water Management Plan	75	75	0	0	0	75	0	0	0	0	75	0	75
a-5 American Water Infrastructure Act	150	150	0	0	0	150	0	0	0	0	150	0	150
SUBTOTAL	275	275	99	0	99	374	50	50	50	50	574	1,070	1,644
B. STORAGE													
b-1 Emergency Storage Tank Expansion	0	0	102	0	102	102	0	0	0	0	102	7,250	7,352
b-2 Mills, Alcazar and Donnelly Storage Tank Repairs	0	0	0	0	0	0	300	0	0	0	300	13,500	13,800
SUBTOTAL	0	0	102	0	102	102	300	0	0	0	402	20,750	21,152
C. TRANSMISSION PIPELINES													
c-1 Howard - Primrose to Carolan	0	0	0	0	0	0	0	0	0	0	0	2,520	2,520
c-2 Train Track Xings (4)	0	0	0	0	0	0	0	0	0	0	0	2,500	2,500
c-3 Easton Turnout to Easton Pump Station	0	0	0	0	0	0	0	0	0	0	0	2,510	2,510
SUBTOTAL	0	0	0	0	0	0	0	0	0	0	0	7,530	7,530
D. PIPELINES REHABILITATION													
d-1 Emergency Water Main Replacement	0	0	546	0	546	546	100	100	100	100	946	500	1,446
d-2 Burlingame Shoreland Subdivision Water Main Improvements - S Rollins Phs2	0	0	739	(739)	0	0	0	0	0	0	0	0	0
d-3 Burlingame Ave East of California Utility Improvements - S Rollins Phs3	0	0	655	(500)	155	155	0	0	0	0	155	0	155
d-4 South ECR WMR, Phase 1 Sanchez to Barroilhet	1,800	1,800	2,253	1,399	3,652	5,452	0	0	0	0	5,452	0	5,452
d-5 Glenwood and Burlingame Height Subdivision - South ECR WMR, Phase 2	525	525	195	0	195	720	0	0	0	0	720	0	720
d-6 Burlingame Park Subdivision - South ECR WMR Phase 3	400	400	0	0	0	400	2,250	0	0	0	2,650	0	2,650
d-7 North Burlingame Park - South ECR WMR Phase 4	0	0	0	0	0	0	300	2,750	0	0	3,050	0	3,050
d-8 Burlingame Terrace Subdivision	0	0	0	0	0	0	0	300	2,850	0	3,150	2,500	5,650
d-9 Lagoon Bridge 12" Water Main Study and Design	0	0	204	(160)	44	44	0	0	0	0	44	0	44
d-10 Oakgrove/Burlingame/Washington Park/Rollins Road Subdivision	0	0	0	0	0	0	0	0	300	2,800	3,100	4,115	7,215
d-11 Broadway from ECR to Chula Vista	0	0	0	0	0	0	0	0	0	0	0	3,800	3,800
d-12 Replace Riveted Steel on Loma Vista	0	0	0	0	0	0	0	0	0	0	0	1,000	1,000
d-13 Ray Park/Easton Fire Flow Improvement, Phase 1, 2 & 3	0	0	0	0	0	0	0	0	0	350	350	5,000	5,350
d-14 2100 Block of Trousdale	0	0	0	0	0	0	0	0	0	0	0	1,000	1,000
d-15 Industrial Area (Steel Valves) Prevention Program	0	0	0	0	0	0	0	0	0	0	0	1,000	1,000
d-16 Mills Canyon Crossing	0	0	0	0	0	0	0	0	0	0	0	1,000	1,000
d-17 El Prado Road (Canyon to Summit)	0	0	0	0	0	0	0	0	0	0	0	750	750
d-18 Alturas and La Mesa	0	0	0	0	0	0	0	0	0	0	0	2,000	2,000
d-19 Unincorporated Areas	0	0	0	0	0	0	0	0	0	0	0	1,675	1,675
d-20 Valdivia and Hayward Drive	0	0	0	0	0	0	0	0	0	0	0	2,000	2,000
d-21 Broadway Grade Separation	0	0	0	0	0	0	0	0	0	0	0	2,000	2,000
d-22 School and LCCC service line replacement project	0	0	0	0	0	0	100	100	0	0	200	1,000	1,200
SUBTOTAL	2,725	2,725	4,593	0	4,593	7,318	2,750	3,250	3,250	3,250	19,818	29,340	49,158
E. PUMP STATIONS													
e-1 Trousdale Pump Station Improvements	100	100	91	0	91	191	0	0	0	0	191	250	441
SUBTOTAL	100	100	91	0	91	191	0	0	0	0	191	250	441
F. WATER QUALITY & CHLORAMINATION													
f-1 Unidirectional Flushing Program	0	0	100	0	100	100	50	0	0	0	150	0	150
SUBTOTAL	0	0	100	0	100	100	50	0	0	0	150	0	150
G. SUPERVISORY CONTROL & DATA ACQUISITION (SCADA)													
g-1 SCADA & RTU's for turnouts	0	0	181	0	181	181	50	0	0	0	231	500	731
g-2 SCADA System Upgrade	0	0	120	0	120	120	0	0	0	0	120	0	120
SUBTOTAL	0	0	301	0	301	301	50	0	0	0	351	500	851
H. MISCELLANEOUS IMPROVEMENTS													
h-1 Water Meter Replacement	100	100	160	0	160	260	100	100	100	100	660	920	1,580
h-2 Urban Water Management Plan Update	0	0	0	0	0	0	100	0	0	0	100	100	200
h-3 Valve Replacement Project	0	0	257	0	257	257	100	100	100	100	657	1,000	1,657
h-4 Hillside and Skyview Site Improvements	300	300	32	0	32	332	0	0	0	0	332	0	332
h-5 Hillside and Skyview Roof Repair	0	0	19	0	19	19	0	0	0	0	19	0	19
h-6 Miscellaneous Painting	0	0	50	0	50	50	0	0	0	0	50	0	50
SUBTOTAL	400	400	518	0	518	918	300	200	200	200	1,818	2,020	3,838
TOTAL, WATER CAPITAL IMPROVEMENT PROGRAM	\$3,500	\$3,500	\$5,805	\$0	\$5,805	\$9,305	\$3,500	\$3,500	\$3,500	\$3,500	\$23,305	\$61,460	\$84,765



Appendix

Summary of Community Funding Awards

**CITY OF BURLINGAME
COMMUNITY GROUP FUNDING
FISCAL YEAR 2020-21**

Organization	Awarded Amount
Burlingame Historical Society	\$1,820.00
Burlingame Neighborhood Network	\$3,540
CALL Primrose Center	\$6,230.00
Center for Independence of Individuals with Disabilities	\$600.00
Citizens Environmental Council - Burlingame	\$2,000.00
Community Gatepath	\$3,580.00
CORA	\$3,460.00
County of San Mateo Jobs for Youth	\$1,730.00
Hillbarn Theatre, Inc.	\$180.00
HIP Housing	\$4,625.00
Legal Aid Society of San Mateo County	\$345.00
Life Steps Foundation	\$375.00
LifeMoves	\$7,810.00
Mission Hospice & Home Care	\$940.00
Music at Kohl Mansion	\$595.00
Ombudsman Services of San Mateo County, Inc.	\$1,125.00
PARCA	\$1,580.00
Peninsula Choral Association DBA Peninsula Girls Chorus	\$140.00
Peninsula Museum of Art	\$2,040.00
Samaritan House - Core Services	\$5,715.00
Samaritan House/Safe Harbor/Winter Shelter	\$4,100.00
Star Vista	\$1,800.00
Sustainable San Mateo County	\$670.00
Totals:	\$55,000.00