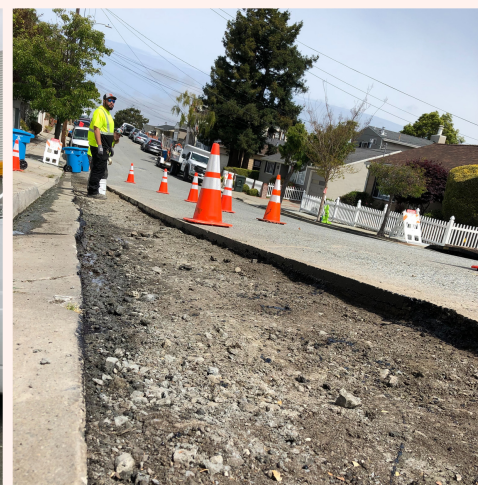




**ADOPTED**

# Fiscal Year 2023-24 Operating and Capital Budget

*Adopted by the San Bruno City Council on June 27, 2023*



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## Table of Contents

### Adopted FY2023-24 Operating and Capital Improvement Program Budget

<b>City Manager’s Message</b> .....	A1
<b>City and Community Information</b> .....	B1
<b>Financial Summaries</b>	
Summary of Funds .....	3
General Fund - Operating .....	6
Enterprise Funds .....	9
General Fund - Reserves .....	15
Internal Service Funds .....	20
Special Revenue Funds .....	24
Capital Project Funds .....	37
<b>Personnel Summaries</b> .....	41
<b>General Fund</b>	
City Council .....	51
City Clerk .....	59
City Manager .....	67
City Attorney .....	77
Human Resources .....	83
Finance .....	91
Police .....	103
Fire .....	111
Public Works .....	121
Administration & Engineering .....	127
Streets Maintenance .....	131
Community Development .....	137
Planning .....	143
Building .....	149
Community Services .....	153
Recreation .....	159
Parks Maintenance .....	163
Senior Services .....	167
Library Services .....	171
Non-Departmental .....	175
<b>ARPA Fund</b>	
ARPA Funds .....	179

**Enterprise Funds**

Water .....	195
Wastewater .....	201
Stormwater .....	207
CityNet Services .....	213

**Internal Service Funds**

Central Garage .....	225
Building & Facilities .....	231
Information Technology .....	237
Self-Insurance .....	245
Workers' Compensation	
General Liability	
Unemployment Insurance	

**Special Revenue Funds**

In-Lieu .....	257
Area Agency On Aging .....	259
Police Asset Forfeiture .....	261
Solid Waste .....	263
Restricted Revenues .....	269

**Capital Improvement Program**

Financial Summaries	
FY2023-28 CIP Program Funding Summary .....	275
FY2023-28 CIP Five-Year Summary by Project Category .....	276
FY2023-28 CIP Five-Year Summary by Funding Source .....	277
FY2023-28 CIP Five-Year Summary by Project .....	279
Water Capital	
Program Guiding Policies and Summary by Project and Funding Source .....	287
Project Description .....	288
Sewer Capital	
Program Guiding Policies and Summary by Project and Funding Source .....	303
Project Description .....	305
Stormwater Capital	
Program Guiding Policies and Summary by Project and Funding Source .....	315
Project Description .....	316
CityNet Capital	
Program Guiding Policies and Summary by Project and Funding Source .....	327
Project Description .....	328
Parks Capital	
Program Guiding Policies and Summary by Funding Source .....	331

Summary by Project .....	332
Project Description.....	333
<b>Facilities Capital</b>	
Program Guiding Policies and Summary by Funding Source .....	343
Summary by Project .....	344
Project Description.....	345
<b>Streets Capital</b>	
Summary by Funding Source .....	355
Program Guiding Policies and Summary by Project .....	356
Project Description.....	357
<b>Technology Capital</b>	
Program Guiding Policies and Summary by Project and Funding Source .....	395
Project Description.....	396
<b>Unfunded Priorities</b>	
Summary of Unfunded Priorities .....	407
<b>Equipment Purchase</b>	
Funding Summary .....	411
Vehicle Replacement .....	413
<b>Debt Service</b>	
Debt Obligation Information .....	417
Debt Obligation Summary .....	419
<b>Appendix</b>	
June 27, 2023, Staff Report.....	423
Resolution No. 2023-84 .....	433
Resolution No. 2023-85 .....	435
FY2023-24 Gann Appropriation Limit .....	436
Glossary of Terms .....	437

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Alex D. McIntyre  
City Manager

CITY OF SAN BRUNO  
OFFICE OF THE CITY MANAGER

July 14, 2023

Honorable Mayor and Members of the City Council:

It is my pleasure to transmit the adopted \$234 million Fiscal Year (FY) 2023-24 Operating and Capital Improvements Program (CIP) Budgets for your review. It is balanced and provides the services the community has come to expect and enjoy.

Operating Expenditures	Capital Improvement Program	Total Appropriations
\$131,977,346	\$102,438,541	\$234,415,887

This transmittal letter provides a comprehensive overview of the adopted Operating Budget (Budget) and presents a fiscal summary of the projected results (referred to as “estimated actuals”) for the current fiscal year (FY2023-24). Funding for the Capital Improvement Program can also be found in the Budget Book. The budget recommendation and adoption was presented for City Council budget deliberations on the following dates and times:

Date	Meeting Start Time	Subject	Purpose
June 13	5:30 p.m.	Recommended Operating Budget Workshop, 1 <sup>st</sup> Session	Review and Discussion
June 20	5:30 p.m.	Recommended Operating and CIP Budget Workshop, 2 <sup>nd</sup> Session	Review and Discussion
June 27	7:00 p.m.	Public Hearing - Budget Adoption	Deliberation and Action

### EXECUTIVE SUMMARY

The City of San Bruno experienced continued economic growth and recovery in FY2022-23 as we emerged from the COVID-19 pandemic. Fortunately, in FY2022-23, the City received a significant amount of one-time funds related to development activities. In total, over \$55 million was received in the form of one-time-only payments.

Also, last year, the American Rescue Plan Act (ARPA) provided \$10.2 million in one-time federal funds to aid the City in the pandemic recovery. While most of these funds have been spent, the City has retained the balance of ARPA funds to complete the implementation of the Enterprise Resource Planning System.

With the City expecting moderate growth in general fund revenues, combined with the possibility of a mild recession, the FY2023-24 Budget remains relatively unchanged. With the exception of the reopening of the expanded Recreation and Aquatics Center, a limited number of

supplemental budget items have been adopted as part of the balanced budget, including the addition of new positions in several departments.

City staff continue to pursue additional financial support from the Federal and State governments. Staff will continue to search for grant opportunities and advocate for additional funding wherever available. The adopted FY2023-24 budget is balanced using a portion of general fund reserves. However, no cuts to core services have been adopted.

### **FY2023-24 BUDGET OVERVIEW**

The Adopted Budget funds many of the City Council's adopted strategic initiatives, reflects the City's fiscal policies and plans for the service priorities identified through ongoing City Council discussions. The Budget provides a comprehensive overview of the organization, functions, anticipated revenues, and projected expenditures to support operations and projects. It is intended to serve as a strategic tool to communicate, implement and monitor the City Council's decisions, direction, and priorities for delivery of programs and services.

The Capital Improvements Program Budget outlines an aggressive work program of 95 projects and funding strategies that are intended to assure necessary repair and improvement to the City's facilities and infrastructure. In the current year, a specific focus was applied to budgeting for projects that will be started and/or completed in the coming fiscal year. This allows for a more accurate projection of expenditures and is also an illustration of the fact that staff plans to allocate time to make progress on current and/or open projects that were funded in prior years. Staff also reviewed the various funding sources available to fund the capital improvements and leveraged State, County, and grant funding sources to their fullest extent to ensure the City retains adequate available funds in the City's General Fund Capital Reserve Fund in case those resources may be needed for other purposes.

Each departmental section of the Operating Budget outlines specific work program objectives and goals that support the City's overarching priorities established by the City Council to move the community forward in several important directions. These priorities are reviewed annually and were most recently re-adopted by the City Council at its May 9, 2023 meeting.

The Priority Focus Areas are to:

- Implement the Transit Corridor Vision to Revitalize Downtown and Commercial Corridor
- Assure Rehabilitation & Replacement of Critical Community Facilities and Infrastructure
- Grow City Revenues to Assure On-Going Fiscal Stability and Economic Vitality
- Continue to Strengthen Community Connections and Engagement
- Protect and Improve Community Aesthetics and Safety
- Continue Proactive Planning for the Future of San Bruno
- Promote organizational Health, Employee Success, and Governance

The Strategic Initiatives inform the work plan that either initiates or continues to implement the Priority Focus Areas. The Budget builds upon the progress achieved in prior years and is

focused on an organizational commitment for delivery of services consistent with community needs and expectations and a shared vision for the community's future and vitality.

Over the past year, the City made progress in all areas of the City's operation that directly address the City Council's established long-term objectives. These accomplishments set the foundation for continuing City progress. Some of these accomplishments have game changing potential for the community. Some of the accomplishments the City achieved in the past year are listed below:

- **Completion of the New Recreation and Aquatic Center:** The new Recreation and Aquatic Center (RAC) is projected to be completed by late fall/winter of 2023. Once constructed, the new RAC building will be a two-story, 49,500 square foot facility replacing the former Veterans Memorial Recreation Center. The new facility will operate as the City's aquatic, recreation, and community center with a maximum occupancy of 2,400 people and will include an indoor/outdoor pool, multi-use gymnasium, indoor elevated track, community hall, conference rooms, multi-function rooms, classrooms, and staff offices. The current approved construction budget is \$62,290,228. The San Bruno Community Foundation has approved \$51.5 million in grant funding for this important community project, with the balance coming from various City sources, including community benefits funds and the Park in-Lieu Fee Fund.
- **Comprehensive Fiscal Sustainability Project:** This project was started in January 2019, with the development of a comprehensive understanding of the ongoing financial pressures and constraints on the City's General Fund. This includes expenditure controls, initial revenue enhancement strategies, and identifying long-range forecasts.

To highlight a few initiatives from the past year:

- Negotiated revised Cost Recovery Agreement with Artichoke Joe's Casino
  - Adopted Short-term Rental Ordinance and implemented Voluntary Collection Agreements
  - Adopted Cannabis Regulations and Tax
  - Negotiated and adopted encroachment agreement and project/city benefits for the Southline Project in South San Francisco
  - Completed sales tax sharing agreement with Walmart.com
- **Implementation of the Transit Corridors Plan:** The City continues to support transformation of the community's commercial corridor and downtown consistent with the adopted Transit Corridor Plan. In September 2022, the City Council approved an amendment to the Development Agreement for the Mills Park Center Development. This extends the overall agreement terms for an additional two years and makes other minor amendments to the agreement. Additionally, the City completed building permit review and financing coordination for a residential project at 732-740 El Camino Real that proposes to construct 136 affordable units. The City continued work to process the planning applications for housing development projects at 840 San Bruno (336 affordable units) and 111 San Bruno Avenue (46 units). These housing development projects, along with City-initiated public infrastructure improvements in the Transit Corridors Plan area, will help ensure successful implementation to revitalize downtown and the commercial corridor.

- **Transitioned from At-Large to District Elections and Council Term Limits:** In 2022, the City Council transitioned to By-District elections by developing a City Council four-District Map, and having the Mayor serve at-large. In November 2022, Districts 1 and 4 were up for election with Districts 2 and 3 up in 2024. In November 2022, there was also a voter-approved ballot measure to implement City Council term limits.
- **Water and Sewer Infrastructure Maintenance and Rate Studies:** As part of the City's ongoing aggressive water and sewer infrastructure replacement and improvement program, the City completed full replacement of the underground water and sewer mainlines throughout the City. These projects were delivered on time and within budget and were completed with minimal disruption to business activity and will assure reliable service to an area previously impacted by service failures due to aged, damaged, and deteriorating underground pipelines. The City also completed the Water and Sewer Rate Study, which was reviewed and accepted by the City Council in February 2023. This study provided recommended water and sewer rate increases over the next five years to ensure revenues continue covering operational costs and necessary infrastructure improvements.
- **Bayhill Specific Plan and Google (YouTube) Campus Expansion:** In 2021, the Bayhill Specific Plan was approved, along with the Google (YouTube) Phase 1 project. The plan includes circulation, transportation, and infrastructure improvements for modernization of the Bayhill Office Park and nearby commercial properties. This office park is the current home of YouTube and Walmart.com, the City's largest employers.

Total one-time payments from the built-out of the new development potential provided by the Bayhill Specific Plan is estimated at \$141 million if full buildout is completed. This amount is inclusive of citywide and area development impact fees, affordable housing fees and community benefit payments. The City's development agreement with Google required concurrent payment of Phase 1 and 2 of community benefit funds and fees associated with the YouTube Campus expansion. There are a total of five phases planned over 20 years.

The first phase of Google's five-phase office campus project includes construction of two office buildings totaling approximately 440,000 square feet. Grundy Lane will also be reconstructed as part of this project. Construction work for both buildings and the road are underway. In October 2022, the City received a \$56 million payment of building, plumbing, plans check and other permits/fees as well as impact fees, affordable housing fees and negotiated community benefit payments for Phases 1 and 2 of the YouTube campus expansion. Of this amount, approximately \$31.6 million is for restricted uses or permit fees, and \$24.4 million is unrestricted Community Benefit funds.

- **Fiber-to-the-Home in Large Multi-Unit Developments:** Installation of a new state-of-the-art Fiber-to-the-Home (FTTH) network which will offer a strong, reliable network and data speeds up to 1 gigabyte. Currently, over 2600 residences are scheduled to be connected to FTTH including the Shelter Creek, Peninsula Place and Crystal Springs Terrance apartment multi-family complexes has shown positive results with a 65% subscriber penetration in FY2022-23. Additional pilot FTTH deployments were completed by the City during FY2022-23 in Mira Luna, Skyline, Marisol, Spyglass and

Sea Cliff neighborhoods. During the coming year, the City Council will need to determine whether to continue to fund this initiative or to pursue an alternative strategy.

- **Sale of the City-Owned Vacant Lot at The Crossing:** In 2020, the City was approached by Cardinale Auto Group with a proposal to develop and construct a new Hyundai and Genesis dealership on the City-owned vacant lot at The Crossing. Following a series of negotiations, the City and Cardinale Auto Group executed a Purchase and Sale Agreement in April 2021, which will provide approximately \$4.7 million to the City in unrestricted funds. The City is currently reviewing the building permit submittal for the new dealership building. The dealership opened in October 2022 on a limited lease duration basis at The Shops at Tanforan until the permanent location is constructed and operational. The City will receive significant sales tax once operation and increased property tax revenue based on the assessed value.
- **Reimagining Tanforan:** Online shopping altered consumer behavior and contributed to the decline of brick-and-mortar shopping centers. The Shops at Tanforan, like many other large regional shopping centers, have seen a reduction in consumer traffic over the years. In early 2022, Alexandria Real Estate Equities, Inc. purchased the 44-acre shopping center site. In October 2022, the City received a preliminary plan to replace the aging retail center with a transit-focused mixed-use village comprised of 1,000 housing units, a life science campus, and retail space, including an upgraded Target and Century Theatres.

### **FY2023-24 GENERAL FUND OPERATING BUDGET**

The General Fund is the primary source of funding to support most of the services the community commonly associates with local government including public safety, recreation, general administration and maintenance of parks and infrastructure. The General Fund is primarily comprised of tax-generated revenues including property taxes, transient occupancy (hotel/motel) tax, business license tax, and sales tax. These revenues collectively comprise of over 63% of the total General Fund revenues.

The General Fund Budget projects approximately \$64.9 million in operating revenues and \$66.4 million in operating expenditures, resulting in a deficit of \$1.5 million. To balance the overall General Fund budget, staff recommends the use of available General Fund balance to close the gap. Like so many of our neighboring cities, as we continue to emerge from the economic impacts of the pandemic, we find ourselves having to depend on our reserves to balance our budgets.

The budget includes the use of \$1.5 million in available fund balance from the General Fund in order to balance the budget. The current fund balance is estimated at \$11.9 million, which is sufficient to consider this proposal, projecting an ending FY2023-24 fund balance of \$10.4 million.

The following table summarizes budgeted General Fund revenues and expenditures compared to the prior year, after adopting the above-mentioned budget balancing strategies.

General Fund Summary	FY2022-23 Adopted Budget	FY2022-23 Amended Budget	FY2022-23 Estimated Actual	FY2023-24 Adopted Budget
Beginning Fund Balance	\$15,292,867	\$15,292,867	\$15,292,867	\$11,979,029
Revenue	54,685,106	56,680,875	57,137,821	64,922,570
Expenditure	55,519,905	60,162,636	60,451,659	66,443,527
Surplus (Deficit)	(834,798)	(3,481,761)	(3,313,837)	(1,520,957)
<b>Ending Fund Balance</b>	<b>\$14,458,069</b>	<b>\$11,811,106</b>	<b>\$11,979,029</b>	<b>\$10,458,073</b>

The table below compares the General Fund Reserve balances against their policy targets:

Reserve Type	Reserve Policy Target	FY2022-23 Estimated Ending Balance	FY2023-24 Estimated Ending Balance
General Fund	\$1,500,000	\$11,979,029	\$10,458,073
General Fund Reserve	25% of annual, budget expenditures	12,279,332	12,241,498
General Fund Capital Reserve	Goal of \$5,000,000	23,808,178	24,330,589
Emergency Disaster Fund	Target of \$3,000,000	2,822,996	2,842,928
<b>Total</b>		<b>\$50,889,535</b>	<b>\$49,873,088</b>

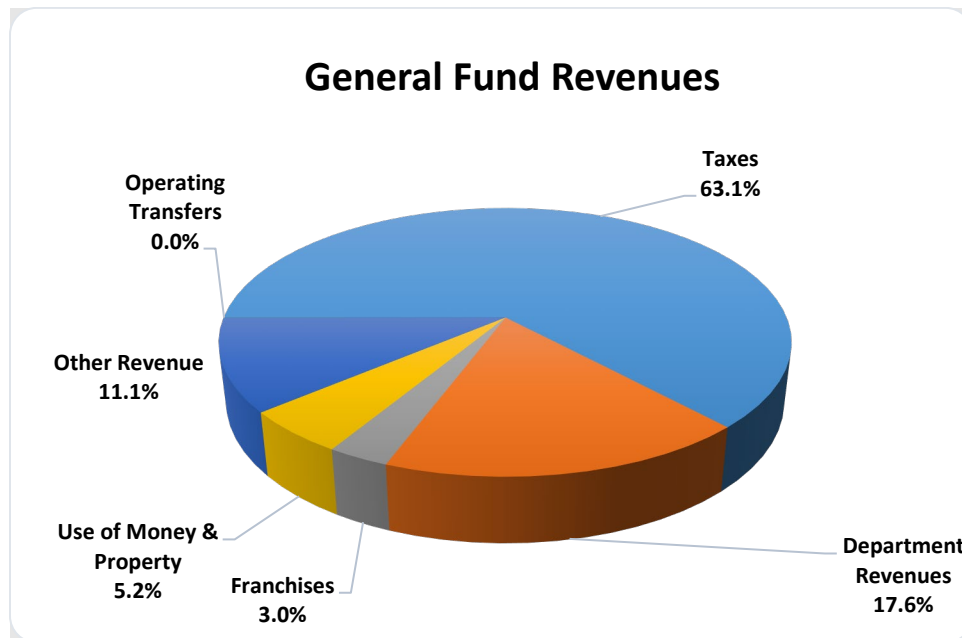
Although General Fund Reserve and Emergency Disaster Reserve are projected to be behind their respective targets, there are excess balances in other reserve accounts. Staff typically make fund transfers as a part of year-end closure procedure to reset reserve balances.

Two of the City's enterprise funds, CityNet and Stormwater, will remain in deficit status in FY2023-24, which posts significant strain on the City's reserves. Enterprise funds are intended to be self-supporting through rates paid by consumers. However, when they fall short, the General Fund is the only resource to fill the shortfalls. Although sufficient resources are available in the FY2023-24 General Fund balance, it is not a sustaining model to support enterprise funds with General Fund resources. Staff are exploring opportunities to reduce expenditures and enhance revenues in the CityNet and Stormwater enterprise funds to eliminate deficits.

## General Fund Revenues

In estimating revenues, staff analyzes actual amounts received in each category historically and makes projections in accordance with the anticipated economic trends. Staff adheres to a conservative budgeting practice when estimating all revenues. This practice offers some protection for the City from risk that an unexpected revenue shortfall will threaten the City's ability to cover budgeted expenditures. In some years, this practice contributed to the City experiencing a year-end operating with a surplus.

Total General Fund revenues are projected at \$64.9 Million for FY2023-24, reflecting an increase of \$8.2 million from the FY2022-23 amended budget. Majority of the increases are attributed to sales tax, business tax, and regulatory cardroom fees. A detailed summary of each of the primary revenue categories follows below.



**Property Tax** – Compared to other cities throughout California, San Bruno receives a relatively low amount of the total property tax collected in the City. San Bruno only receives about 12 1/2 cents from every property tax dollar paid in San Bruno. An additional 2 cents of property tax revenue have come to the City in recent years from the Educational Revenue Augmentation Fund, or ERAF, but this is not a consistent or reliable revenue source to fund on-going operations in the long term. The remainder of property taxes paid by property owners in the City goes to San Mateo County, school districts, and special districts. Secured property tax revenue is expected to increase by 5% over the prior fiscal year budget primarily due to higher property reassessment due to major land sales and completion of new construction. The Budget anticipates \$12.5 million in property tax revenues.

Property Tax revenue the City receives following dissolution of the San Bruno Redevelopment Agency in 2012 is also included in the overall property tax revenue accounts. Distribution from residual Redevelopment Property Tax Trust Fund (RPTTF) is budgeted at \$950,000.

**Sales Tax** – Sales Tax of 9.875% is assessed on every taxable sale in San Bruno; estimated to be \$12.7 million in the Budget. Of the 9.875%, the City receives 1.5% or about 15% of the total tax. For FY2023-24, total Sales Tax revenue is anticipated to increase by 17% from the prior year's receipts. The wind down and future anticipated closure of The Shops at Tanforan will incrementally weaken sales tax receipts, although the loss is expected to be somewhat offset by increased sales as the City continues to emerge from the pandemic. The economic development activities of the City have seen an expansion of new businesses which is expected to contribute to the increase of gross sales taxes.

**Transient Occupancy Tax (TOT)** - TOT in the amount of 14% is collected on the cost of each room rental at each of the 12 lodging establishments in the City. Occupancy in hotels declined by more than 75% shortly during the COVID-19 pandemic. The hospitality industry continues its strong recovery, although it has not yet reached the pre-pandemic level. Staff is projecting continued recovery and an increase of a 5% in TOT revenue to \$2.9 million.

**Vehicle License Fees (VLF)** – The City receives property tax in lieu of vehicle license fees as a part of the highly convoluted revenue swap implemented by the State in 2004. The funding source for VLF is Education Revenue Augmentation Fund (ERAF) and property tax distributions to non-basic aid schools. The VLF revenue forecast in FY2023-24 is budgeted at \$6 million. The \$6 million figure is broken down into multiple payments. This year, the State delayed multiple years of the VLF payments to the City in the amount of \$1.1 million. On June 27, 2023, the Governor signed Senate Bill 101, the Budget Act of 2023, which included the appropriation of the San Bruno VLF shortfall reimbursement funding

**Regulatory Card Room Tax** – On July 12, 2022, City Council approved a requirement for Gambling clubs in San Bruno to pay a quarterly tax per table, as described in the ordinance. Table rates are adjusted annually by CPI in the San Francisco area. With the annual CPI increase and the expected quarterly payments, the Card Room Tax budget is set to increase by 27% \$4.1 million in FY 2023-24.

**Business License Tax** – Business license tax is an annual tax based on prior year gross receipts. The pandemic devastated many sectors of San Bruno's business community and some businesses reported lower gross receipts for FY2022-23. As the recovery of the pandemic continues, business license tax revenue is budgeted at \$2.6 million which is a 30% increase from last year's amended budget.

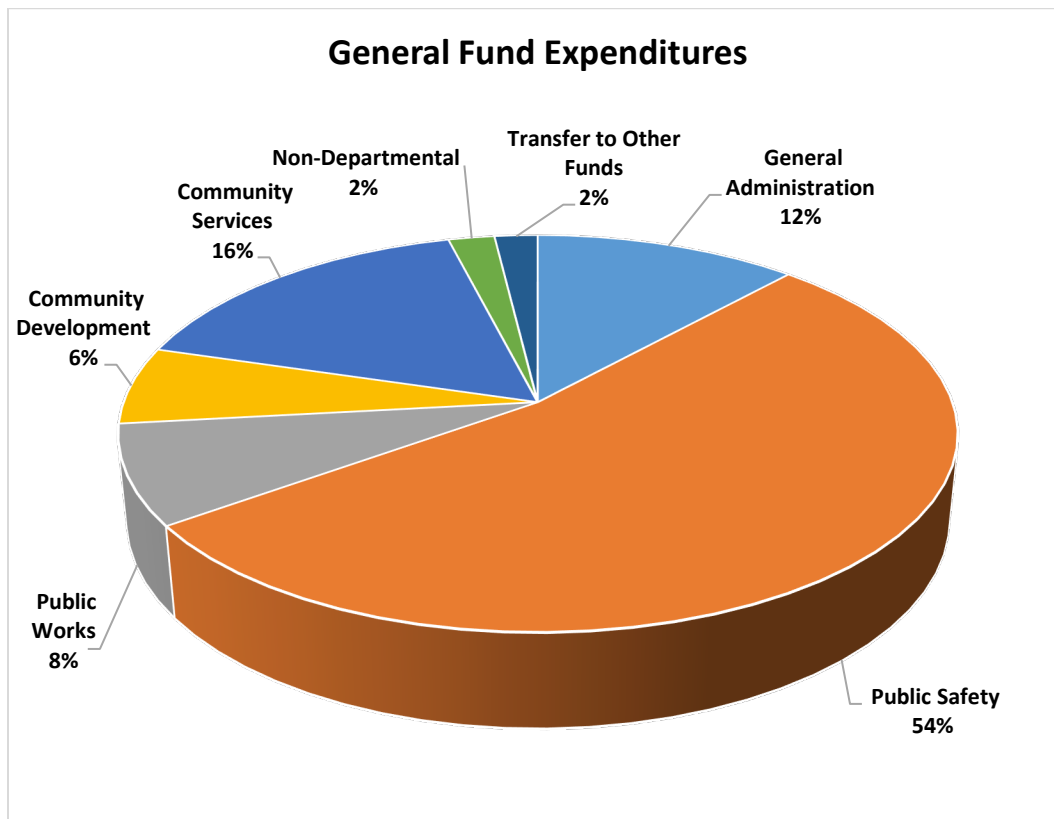
**Use of Money & Property** – Use of money and property is expected to increase to \$2.69 million in investment earnings. With significant one-time development impact fees received, these funds will be invested in accordance with the council-directed investment policy.

**Departmental Revenue** – Total Departmental Revenues are projected to increase by 17.5% over last year. This is partially due to the indexing of all City fees and fully burdened hourly rates for FY2023-24 based on the Consumer Price Index of 4.2% for the past year. The Community Development Department continues to see strong revenue, based on the implementation of the phasing in of fee increases over four years from the 2021 User Fee Study that was approved by

the City Council in June 2021. Additionally, the Community Services Department will have revenue increases based on new fees recommended associated with the Recreation and Aquatic Center programming. The Police Department will also bring in strong revenues associated with full cost recovery agreements for police support for special businesses.

### General Fund Expenditures

In developing the budgets, departments have carefully adhered to the City Council's budget policy to control and contain costs to allow for continued service delivery. The departments were directed to evaluate on-going expenditure line items for necessity and lower cost alternatives. New positions were proposed in the Community Services department for the opening of the new Recreation and Aquatic Center later this year. The positions presented in the Implementation Plan are one Management Analyst, one ACSR Lead and one ACSR I/II. One-time allowances are excluded from the baseline budget. The following graph illustrates General Fund expenditures by functions.



Significant highlights, changes, and comparison of the current budgeted expenditures to the proposed budgeted expenditures are described below:

**Regular and Part-Time Salaries** – Salaries for all full time and part time staff is the single largest category of expenditures in the operating budget at approximately 45% of total General Fund expenditures. The total budget for salaries across all General Fund departments is \$30 Million.

As a result of the RAC Implementation Plan, the City Council conceptually agreed to add and/or reclassify positions for FY2023-24 including: a Management Analyst position in the Human Resources Department, a Facilities Technician II in the Public Works Department, a Management Analyst position, one Accounting and Customer Service Representative Lead and one Accounting and Customer Service Representative I/II in the Community Services Department. An existing Executive Assistant position in Community Services is proposed to be reclassified to an Accounting and Customer Service Representative Lead. As a result of the public hearing, the City Council also approved funding for one previously frozen Public Safety Dispatcher position in the Police Department.

**CalPERS Retirement** – Employee retirement benefits total \$11.5 million, or 18% of the General Fund expenditures. This amount represents an increase of approximately \$0.8 million over last year. The City continues to experience significant impacts from increasing costs for retirement benefits through the CalPERS system. The only revenues available to the CalPERS system to fund employee pension costs comes from three sources: PERS investment earnings, employee contributions and employer contributions. As a result, the reduction of available revenue in the investment earnings category must be made up from increases to employer contributions.

As a strategy to control increasing pension cost, State legislation implemented pension reform and changes to retirement benefits through CalPERS, which took effect in 2014 and reduced the defined benefits available to employees who are new to the system. New employees hired in 2014 or later will receive reduced pension benefits formula (PEPRA); however, the City will not see a tangible effect on the City's retirement benefits costs for several more years until the City's workforce transitions substantially from Classic members to PEPRA members. Based on projections from CalPERS, cities and other public agencies throughout the state can expect to continue experiencing retirement cost increases.

**Employee Insurance Premiums** – Employee insurance benefits (medical, life and long-term disability) are provided through the Teamster's Health and Welfare Trust and amount to \$5.8 Million in FY2023-24. The Trust notifies the City of the projected premium increase at the end of each calendar year.

## LONG RANGE FINANCIAL FORECAST

Multi-year budgeting and long-range financial forecasting is a key government best practice. Developing a methodology of realistic and reliable revenue and expenditure assumptions to review, as it relates to budget decisions and trade-offs, allows for more fiscally responsible decisions. It also provides additional data and direction for revenue enhancement planning and expenditure controls.

We have not done so yet with this Budget. Staff will return with a more in-depth long-range forecast of each of the funds in the coming months as we strengthen our financial analytic capabilities.

At a high level, the General Fund revenue is expected to increase moderately in the next few years. Property tax annual increases have remained strong in recent years, and the financial forecast assumes growth with the expected rate of inflation throughout the forecast. Considering persistent uncertainties in the economy, staff continues to project that tax revenues will grow

moderately. The City is projecting conservatively for its critical tax revenue sources and will monitor the activity closely throughout the operating year to make recommendations when adjustments are necessary.

A number of large development projects are in various stages of review with the City's Community Development Department. The City will recognize both one-time and ongoing revenues from development including building permits, as well as water and sewer capacity charges, community benefits, development impact fees, affordable housing impact fees, ongoing water and wastewater utility billing and an annual stormwater assessment, and eventually increased property, sales, and business license taxes. Any long-range financial forecast considers revenue assumptions for most revenue sources based on existing timelines but discounted heavily to account for potential delays in development.

As a service provider relying heavily on its workforce, the General Fund will continue to experience significant pressure from compensation pressures. Further, inflationary increases for materials, supplies, equipment, and various contracts will be carefully considered.

### **Need for New Revenues**

This budget will utilize the available fund balance to balance revenues and expenditures and to assure continuation of all necessary program and service delivery in the coming year. Continuing cost increases to support necessary services creates a situation where there is insufficient ongoing revenue available to support ongoing existing service levels. In addition, substantial revenues will be required to fund service level improvements desired by residents including traffic and code enforcement, street maintenance and rehabilitation, infrastructure replacement including streetlight poles and Stormwater infrastructure as well as improvement/replacement of critical community facilities such as the library, fire stations and park facilities.

Staff will continue discussions on strategies to address revenue shortfalls against service level demands. During FY2022-23, the City continued its effort with revenue enhancements.

- **Short Term Residential Rentals** – In September 2022, the City Council approved voluntary collection agreements with Airbnb and HomeAway for the payment of Transient Occupancy Tax. Under these agreements, the platform would collect the tax from the short term residential rental hosts and then remit it to the City. Such agreements are relatively common as they provide an efficient mechanism to collect TOT from a large number of hosts, without the attendant expenditure of staff time and resources. This will provide the City with some modest revenue to the City on an ongoing basis.
- **Cannabis Business Tax** – In 2023, the City Council adopted an ordinance revising the commercial cannabis business tax to 6%. The commercial cannabis operator's permit application review process is underway, and a commercial cannabis retail business could open in 2024, if City approvals are granted.
- **Bayhill Specific Plan Area Development Impact Fee** – The Bayhill Specific Plan requires the City to establish an area development impact fee program to address the applicable costs to fund the expansion of infrastructure and public facilities necessary to serve the area. The fees are based on a "rational nexus" to demonstrate relationship

between the fee amount and the impact caused by the development. The City Council approved the new fee in October 2022, and the first payment in the amount of \$4,278,488 was received at that time.

- **Street Sweeping and Catch Basin Waste Removal Fee** – The City’s new Franchise Agreement with Recology San Bruno became effective on January 1, 2023. In early 2023, the City and Recology discussed modifying the franchise fee, as allowed for in the Agreement, to account for costs incurred by the City to collect solid waste through street sweeping and catch basin waste removal due to improper collection activities. The City prepared a cost allocation study to estimate the portion of the City’s costs for street sweeping and catch basin waste removal that may be eligible for cost recovery via a fee paid by the City’s solid waste service provider, Recology, pursuant to the Agreement with the City. An amendment to this agreement will be presented for City Council consideration on June 13, 2023. If approved, this amendment would provide an additional operating revenue of approximately \$800,000 per year, to be used exclusively to cover a portion of the street sweeping and trash capture device cleanings cost expended by the City.
- **Calculate a More Robust Vacancy Factor** – Many employers in this economy struggle to find talent causing an increase in the number of vacancies; we are not immune to this. However, we fully fund all positions, whether they are filled nor not. With over 30 vacancies presently and ongoing attrition and no likelihood of filling them quickly, there is money appropriated that could be better allocated to fill the budget shortfall or fund additional services. We will calculate this figure and apply it accordingly.

These successful efforts will result in additional revenue to the City over time; however, the additional revenue will not be adequate to fund all priority projects and strategic initiatives approved by the City Council and articulated in the Operating and Capital Budgets.

### **Enterprise Funds**

The City’s Enterprise operations provide business-type services that are rate and fee supported. To cover the cost of administrative and other services provided through the General Fund operating departments including the City Manager, Finance and Human Resources, each Enterprise Fund Budget shows an administrative allocation to the General Fund.

The four Enterprise Funds are:

- Water
- Wastewater
- Stormwater
- CityNet

The status-quo budgeting approach to build expenditure proposals contained in the General Fund applies to Enterprise Fund Budgets. This approach, which requires careful review of each expenditure item, relieves some pressure for further customer rate increases that might

otherwise be required to cover cost increases associated with staff time and acquisition of necessary supplies, contract services, and other operating expenses.

The Wastewater and Water Enterprise Funds account for all operational and capital expenditures needed to operate, maintain, and improve these critical utility systems. The Funds operate without tax support as each is funded solely by ratepayers. In February 2023, the City Council reviewed and accepted the Water and Sewer Rate Study. The study includes water and sewer service charges rate recommendation to ensure revenues continue covering operational costs and necessary infrastructure improvements. The City has initiated the Proposition 218 Notice for the recommended increase to sewer rates for FY2023-24 through FY2027-28. These rate increases will be reviewed for action by the City Council on June 13, 2023. Staff was directed to sequence the sewer and water rate increases. The recommended water rate increases will be presented for City Council action in the latter part of 2023 for a January 1, 2024 effective date.

The following table shows a comparison of the FY2022-23 revenues and operating expenditures (less capital outlay, equipment, and debt service payments) for the City's Enterprise Funds to the budgeted amounts for FY2023-24.

Fund	FY2022-23 Amended Budget	FY2022-23 Estimated Actual	FY2023-24 Adopted Budget
<b>Water</b>			
Revenue	\$15,976,000	\$14,792,484	\$14,934,850
Expenditure	\$12,632,134	\$11,021,041	\$13,076,418
<b>Wastewater</b>			
Revenue	\$16,677,000	\$17,783,271	\$18,551,131
Expenditure	\$11,495,899	\$10,936,750	\$12,950,450
<b>Stormwater</b>			
Revenue	\$650,000	\$668,984	\$1,453,000
Expenditure	\$1,823,185	\$1,605,397	\$1,967,493
<b>CityNet Services</b>			
Revenue	\$9,609,664	\$8,058,570	\$8,802,500
Expenditure	\$8,751,398	\$8,701,263	\$8,800,449

### Water Enterprise

The Water Enterprise supplies potable water to residents and business customers from the City's own groundwater pumping operations and from water purchased through the San Francisco Public Utilities Commission (SFPUC). The City's water system includes four production wells and eight storage tanks located throughout the City. The City's average annual water production capacity is approximately 1,900,000 gallons per day.

Under the terms of the Groundwater Storage and Recovery Agreement among the San Francisco Public Utilities Commission (SFPUC), San Bruno, Daly City and California Water Company the City curtails pumping from its wells to allow replenishment of groundwater levels during periods of time that surface water available through the SFPUC is sufficient to supply the City's entire water delivery requirement. The City does not pay an additional cost for this in lieu water but continues to incur well operating and maintenance costs to regularly exercise the wells and to assure that the wells remain fully operational and can be put into regular service when needed.

For FY2023-24, Water Enterprise costs are anticipated to increase compared to the prior year budget with total operating expenditures of \$13 million. Once operating expenditures are covered, the remaining balance of \$3.8 million will be redirected into the Water Fund Capital Improvement Program to fund the City's system infrastructure replacement and rehabilitation program. That program includes a comprehensive plan and schedule for replacement and rehabilitation of the City's 50- to 100-year-old Water system pumps, storage tanks, pipelines, and other facilities in order to support their ongoing service reliability.

In 2017, the City's Public Financing Authority issued Water Revenue Bonds to finance acquisition of water system improvements to assure sufficient funds are available to complete critical capital projects on schedule. The bonds are payable solely from the revenues of the water system.

Priority water system capital projects planned for significant work and delivery during the coming year include the Main Improvement and Replacement Program that will replace Water main lines throughout a large area of the residential neighborhoods in "the Avenues" east of El Camino Real and the Water Tank Improvement and Replacement Program that will begin construction of the new Cunningham Water Tank. The several infrastructure capital projects planned for significant work during the next 5-years are discussed in detail in the FY2023-28 Capital Improvement Program.

The long-range financial forecast for the Water Enterprise fund is strong in the near term but faces challenges starting in FY2025-26. The negative fund balance starting in FY2025-26 is due to the debt issuance that was included to cover the increased capital cost for water tank construction rates are recommended to be increased effective January 1, 2024, based on the 2023 Water and Sewer Rate Study. Rate increases in future years are needed to yield additional, annual revenues to support ongoing operations and priority capital improvements. The capital projects are large and complex and require multi-million-dollar investments in a short period of time. Capital improvement projects will be evaluated annually, and some may be delayed during the forecast period to sustain the fund's self-supporting status.

### **Wastewater Enterprise**

The Wastewater Enterprise operates and maintains the wastewater collection system throughout the City and provides for the City's 25% shared cost of operating the South San Francisco/San Bruno Wastewater Treatment Plant located in South San Francisco. Total system revenues for FY 2023-24 are projected to be \$18.5 million and operating costs are budgeted at \$12.9 million.

The City's operating and capital work programs in the Wastewater Enterprise have continued to be guided in large measure by the requirements of the Regional Water Quality Control Board compliance order and the settlement requirements of the lawsuit brought by San Francisco Baykeepers in 2010. These actions resulted from the City's violations of the stringent requirements of the Federal Clean Water Act prohibiting any release of untreated wastewater making its way to the Bay or another waterway. Those violations occurred in 2008 and prior. The corrective actions are directed at achieving significant and sustainable reduction in Sanitary Sewer Overflows (SSO's).

The City has re-tooled its regular wastewater system maintenance and operational procedures to improve system performance, reduce system overflows and the meet the specific requirements and targets of the City's compliance agreements. These revised operational practices include regular video inspection of mainlines to identify locations of potential failure, a spot repair program that provides timely repair to short line segments that are not scheduled for a more comprehensive pipeline replacement and a robust line cleaning program addressing known areas of root intrusion and other potential blockages.

The effort of City staff in implementing improved maintenance and operation practices along with the City's substantial investment in equipment including a dedicated video inspection vehicle and high-pressure vehicles have been successful. So much so that the City has exceeded the specific requirements of the compliance orders in each of the last three years. In a letter dated September 2021, San Francisco Baykeepers informed the City of termination of the compliance orders.

The rate program and the 2017 issuance of Wastewater Revenue Bonds (in conjunction with the Water Enterprise debt issuance), assures adequate funding will be available for the Wastewater program's daily operations and the continuation of the City's aggressive long-term capital improvement program to replace and rehabilitate the collection system facilities and main lines throughout the City. The Wastewater Enterprise also funds the City's portion of operational and capital costs to upgrade and maintain the joint South San Francisco-San Bruno Wastewater Treatment Plant facilities. During the coming year, the Wastewater program's capital project priorities will focus on rehabilitation of the Crestwood Pump Station and replacing aging sewer pipes in the Avenues and Shelter Creek Lane. The FY2023-28 Capital Improvement Program discusses planned infrastructure capital projects in detail.

The long-range financial forecast for the Wastewater fund is strong in the near term and demonstrates shortfalls starting FY 2024-25. Like the water enterprise fund, the annual rate increases in future years are necessary to yield additional, annual revenues to support ongoing operations and priority capital improvements. Wastewater capital projects are large and complex and required multi-million-dollar investments in a short period of time. Capital improvement projects will be evaluated annually, and some may be delayed during the forecast period to sustain the fund's self-supporting status.

### **Stormwater Enterprise**

The Stormwater Division of Public Works is responsible for maintaining the Stormwater conveyance system, as well as adhering to the requirements outlined in the National Pollutant Discharge Elimination System (NPDES) permit. Stormwater fees are collected through the County property tax roll, and a minimum of \$46.16 per parcel is assessed for most properties in

San Bruno. The City has not been able to collect sufficient revenue to replace or repair the aging stormwater system.

In recent years, many cities have asked voters to approve of a dedicated funding source as the annual property tax assessment has proven to be inadequate to fund ongoing operations and necessary equipment and capital investments to meet federal requirements. In June 2021, the City held an election to increase Storm Drainage and Flood Protection Fee. The initiative was rejected by voters overwhelmingly.

In FY2022-23, the City polled for an infrastructure bond measure for various infrastructure including stormwater infrastructure. The polling indicated that the measure would not be supported by the voters therefore the City did not pursue a bond measure.

In November 2022, the City Council approved a new Solid Waste Franchise Agreement with Recology San Bruno that became effective on January 1, 2023. An amendment to this agreement will be presented for City Council consideration on June 13, 2023. If approved, this amendment would provide an additional operating revenue of approximately \$800,000 per year, to be used exclusively to cover a portion of the street sweeping and catch basin waste removal cleanings cost expended by the City.

The financial forecast projects a negative fund balance in FY2023-24 that will decrease each year after that. The planned stormwater system capital improvement projects are to be funded by the General Fund due to the lack of dedicated stormwater fees.

### **San Bruno CityNet Services Enterprise**

The City provides a broad range of broadband video, data, and voice services to residential and business customers over a cable network consisting of over one hundred miles of fiber optic and coaxial cable throughout the entire San Bruno community. The San Bruno CityNet Services (CityNet) Enterprise also operates local Channel 1 and Channel 10 which broadcasts City Council meetings and informational public service announcements.

The City took a bold step forward in the early 1970's when it initiated building a state-of-the-art coaxial cable television system to serve the San Bruno community. Over the years as technology has evolved and additional types of programming and services could be delivered to homes over the system, CityNet has continued a regular program of upgrades and adoption of new technologies to assure that services remain robust and competitive in what has become an increasingly competitive market environment. CityNet remains one of only a small handful of incumbent municipal technology providers in the nation.

Over the last decade, as new technologies have emerged and evolved at a rapid pace, the CityNet Enterprise has become increasingly subject to competitive pressure from outside operators using wireless and other technologies to deliver video, voice and internet services. The environment of rapidly changing technology is dramatically shaping and affecting the way CityNet, and others do business. Where basic cable services were previously the "bread and butter" of the cable industry business, CityNet, like all of the biggest companies in the business including Comcast and others, has seen substantial decline in basic cable subscriber counts and associated revenues. At the same time, the CityNet Enterprise is

experiencing moderate revenue growth in its residential and commercial internet service revenues.

Over the past several years, subscriber revenues have not kept pace and have fallen short of the capital investment required to stay current – a necessity to retain and attract new customers. As a result, the CityNet Enterprise Fund has gradually developed a financial deficit that is estimated to reach approximately \$18 million by the end of FY2023-24.

As an initial effort to address the deficit, the City Council approved a proactive, multi-year staged reduction of Enterprise costs by gradually eliminating the “equity transfer” amounts the Enterprise paid annually for over 40 years since its inception to support the General Fund Operating Budget. (At 10% of the Enterprise’s gross subscriber revenues, the equity transfer reached nearly \$1,000,000 annually and has totaled over \$10,000,000 since 2007). Beginning in FY2015-16, these transfer amounts have gradually been reduced and eventually eliminated in the FY2019-20. In addition, the Enterprise historically paid a 5% franchise fee not only on video services as allowed by federal law, but on all revenues including the growing internet business revenues. In recent years, the franchise fee has only applied to TV subscription revenues.

The future vitality of San Bruno CityNet Services requires a costly investment to build a fiber to the home (FTTH) system throughout the entire community. FTTH would afford the City a very stable and nearly maintenance-free infrastructure for delivery of an even wider spectrum of technology services – importantly including internet speeds up to 1 gigabit. Some multi-family complexes and single-family neighborhoods have already had fiber technology successfully implemented by CityNet in a series of pilot programs. A city-wide deployment of FTTH is projected to cost approximately \$18,600,000 per an estimate developed and presented to the Council in April. This amount would need to be provided piecemeal and would increase the Enterprise deficit for a period of years until subscriber counts and associated revenues increase sufficiently to generate adequate funds to cover the cost. The City Council directed staff to return to Council with more information.

The cost of doing business with television channel providers and equipment vendors in the pay-tv industry have made it imperative that CityNet periodically raise the rates to pay operational costs. A rate increase will take effect on July 1, to follow the last increase in April 2022. CityNet has also launched an app-based TV product in June 2023 to provide customers with lower priced TV package alternatives and pave the way for the gradual elimination of increasingly obsolete cable TV infrastructure. Additionally, CityNet has continued to make great strides to control expenses and focus on higher margin business. CityNet’s operating revenues are expected to yield a slight surplus over operating expenditures in FY2023-24. However, there is no excess funding for debt services and the General Fund will need to cover the payment.

If the Enterprise remains in a financial deficit position, the impact falls on the City’s General Fund to backfill the CityNet Enterprise Fund shortfall. The City will need to determine whether continued investment by the General Fund is desirable given the variety of other pressing General Fund needs or whether it is necessary for the City to outsource CityNet Services operations and system improvements or sell the system outright in order to protect the investment already made by the City. The City engaged a consultant to study the feasibility of

CityNet's business plan and the final report was presented to the City Council in November 2022.

### **INTERNAL SERVICE AND EQUIPMENT RESERVE FUNDS**

Internal Service Fund operations provide direct services to support all City departments and City Enterprise Fund operations. The City maintains four Internal Service Funds:

- Central Garage
- Building and Facilities
- Technology
- Self-Insurance

These Internal Service operations are funded through an expenditure allocation that is charged to each user department and enterprise. For FY2023-24, the Internal Service Allocation transfer amounts to \$7.2 million. This amount covers the cost required to support operations of the Central Garage, Building & Facilities Division, and the Information Technology Division. All internal service funds are anticipated to have a minimum fund balance at the end of FY2023-24 equal to 25% of annual, operating expenses – the target set in the City's reserve policy.

### **CAPITAL IMPROVEMENT PROGRAM**

The Capital Improvement Program (CIP) is designed to identify, plan, and develop projects using a long-term vision for the community's facilities and infrastructure needs. The CIP Budget outlines work programs, project descriptions, and funding needed for projects to be undertaken in the next 5 fiscal years. The CIP Budget covers a one-year period and includes adopted funding allocations and carryover balances for each project that is expected to continue throughout the budget year. Changes to existing projects, as well as the addition of new projects, may occur during the 5-year planning period as new needs are prioritized and allocation of resources are identified. The work program is updated every year as part of the CIP Budget development and review process.

Overall, the FY2023-28 Capital Improvement Program identifies 95 funded and partially funded projects/programs organized into 8 categories. \$243.9 million in capital investment is programmed through the 5-year CIP to assure rehabilitation, replacement, and improvement of City facilities and infrastructure. \$172.2 million of this amount is the expected cost of scheduled improvements to the City's water and sewer systems.

The following summarizes the total capital plan for all previously adopted and newly proposed capital projects over the next 5 fiscal years in each of the established project categories.

<b>Project Categories</b>	<b>Total 5-Year Capital Program Plan</b>
<b>Water</b>	\$98,730,566
<b>Sewer</b>	73,483,404
<b>Stormwater</b>	2,037,804
<b>CityNet Services</b>	73,157
<b>Parks</b>	9,961,238
<b>Facilities</b>	8,229,034
<b>Streets</b>	48,521,818
<b>Technology</b>	2,904,529
<b>Total</b>	<b>\$243,941,550</b>

Many projects appearing in the CIP are scheduled for completion over a multi-year period. Each year, some projects are completed, closed out, and removed from the program. A total of 17 projects in the adopted Capital Improvement Program were completed this year. These projects have all contributed to extending the useful life of critical infrastructure and facilities and several of them provide visible improvement to the safety and aesthetics of the community. The following projects have been completed and removed from the CIP:

1. Advanced Water Meter
2. Avenues No. 1-3 (Water Main Improvement and Replacement Program)
3. Avenues No. 1-3 (Sewer Main Improvement & Replacement Program)
4. Crestmoor Pump Station (Sewer Pump Station Improvement & Replacement Program)
5. Lomita Pump Station (Sewer Pump Station Improvement & Replacement Program)
6. Beckner Shelter Road and Parking Lot Repaving
7. City Facilities Security Improvement - Door Access & Management System
8. Fire Station 52 Kitchen Remodel
9. Library HVAC and Roof Replacement
10. Senior Center Parking Lot Improvements
11. Senior Center Trash Enclosure
12. Dispatch and Records Ergonomic Update
13. Huntington/San Antonio Bicycle Corridor (Bicycle and Pedestrian Improvement Program)
14. Local Road Safety Plan (Pedestrian Safety and Traffic-Calming Program)
15. FY2021-22 Sidewalk Repair Project (Sidewalk Repair Program)
16. Safe Routes to School Plan
17. Replacement of City Phone System

New projects for FY2023-24 in the proposed Capital Improvement Program include:

1. Shelter Creek Lane Sewer Main Replacement (Sewer Main Improvement & Replacement Program)
2. Sewer Master Plan
3. Stormwater Condition Assessment
4. Winter Storm Hazard Mitigation Efforts
5. Crestmoor Canyon Storm Repair
6. Portola Watershed Storm Drain Trunk Line Repair
7. FY2023-24 Street Reconstruction Project (Pavement Management Program)
8. FY2023-24 Slurry Seal (Pavement Management Program)
9. FY2023-24 Street Rehabilitation Project (Pavement Management Program)
10. FY2023-24 Sidewalk Repair Project (Sidewalk Repair Program)
11. San Bruno Avenue Transit Corridors Plan
12. Elm and Linden Avenue Bicycle Boulevards
13. Traeger Traffic Signal Installation
14. Bicycle and Pedestrian Improvements at Bayhill Drive and El Camino Real
15. Safe Routes to School High Priority Improvements
16. Signage Replacement Project
17. Senior Center Council Meeting Improvements
18. City Facility CCTV Upgrades

While the CIP is not limited to projects for which funding has been identified, the CIP generally includes a more limited presentation on recommended projects for which funding is not available. For the FY2023-24 CIP Budget, staff was directed to redevelop its unfunded project list with projects from master plans, reports, and community requests.

There are several additional CIP projects that are needed to protect the integrity of City facilities and stormwater infrastructure but have no designated funding source. Although these projects do not have available funding to move them to completion, their rehabilitation and replacement is one of several issues driving a need for the establishment of a thoughtful strategic plan to grow General Fund revenues over the next several years. The City has generally relied on the General Fund Capital Reserve to fund necessary, but relatively minor facility repair and improvement projects, as needed, including roof, kitchen, and restroom improvements; stormwater infrastructure repairs; and minor remodeling to meet expanded or changing operational needs. Unlike other City reserve funds that are saved for use in the event of unexpected revenue loss, emergency or other “rainy day” situation, the General Fund Capital Reserve is intended to be used as needed to fund General Fund facility and infrastructure projects that do not have another identified funding source. Additionally, development impact fees will be a critical funding source to implement capital projects in the future.

The General Fund Capital Reserve is designated by City Council policy to maintain a minimum \$5 million balance with expenditures replenished by eligible one-time revenues and excess General Fund operating revenues available at the close of the prior fiscal year. The City received a one-time non-restricted revenue in the amount of \$24.4 million Community Benefit payment in October 2022 for development activities. The General Fund Capital Reserve

balance is projected to be \$24.3 million in FY2023-24. Staff will seek City Council guidance and develop an appropriation plan for these funds.

### **CONCLUSION AND ACKNOWLEDGEMENTS**

This is my first Council Adopted budget for the City of San Bruno. I'm proud to say that we have completed the Budget and it was no easy task. As Council knows, we struggled to complete it timely in great part due to the newness of our budget team (including me) and the inadequacy of the financial systems that feed it.

The City's overall \$234.4 million budget is balanced. The General Fund budget is balanced with the use of \$1.5 million from the General Fund reserves.

Your team rallied to get this done quickly and accurately. We may discover over time errors or omissions that may need to be addressed. If discovered, we will do so immediately.

I want to personally thank each employee that works to move San Bruno forward each and every day. The budget team led by Assistant City Manager/Interim Chief Financial Officer Darcy Smith includes Interim Accounting Manager Jeff Lichtenstein, Financial Services Manager Esther Garibay, Accountant Yu Chiao Chao, Accountant John Mercado, Management Analyst Brian Liu and Management Analyst Stephanie Coy. I want to thank the City's Senior Leadership team for stepping in at the last minute to provide assistance, and the members of my office that helped usher this document to conclusion.

These staff members worked long hours to make sure this adopted budget contains clear, accurate and understandable information to make it easy for the City Council and members of the public to use. I truly appreciate their contributions and their support.

Respectfully submitted,



Alex D. McIntyre  
City Manager

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**City and Community Information**  
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# CITY OF SAN BRUNO

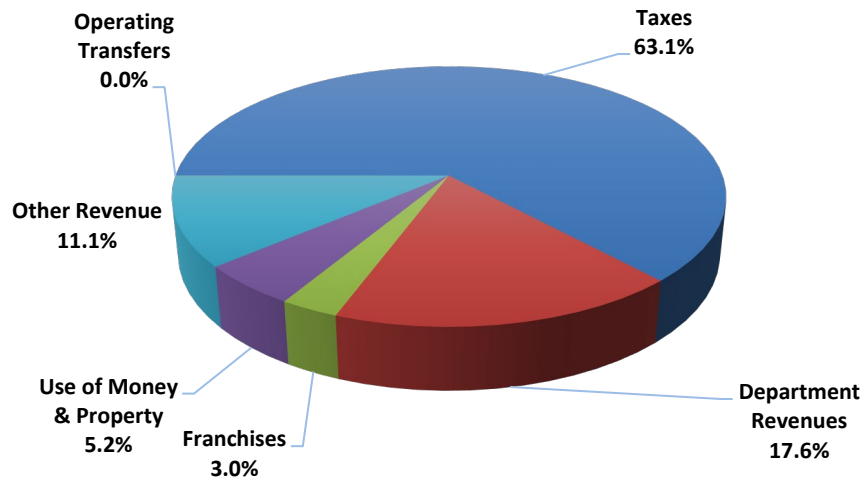
## OPERATING AND CAPITAL BUDGET OVERVIEW

for the Fiscal Year Ending FY2023-24

The City's Budget is a flexible spending plan that is the legal authority for departments to commit financial resources to provide municipal services. The Operating and Capital Budget for Fiscal Year FY2023-24 equals \$234.4 million. The City's expenditure budget includes \$66.4 million in the General Fund and \$167.9 million in Other Funds (i.e. Capital Improvement Program, Water, Wastewater, Cable, Grant Funds, Internal Service Funds, etc.). The City's General Fund Budget is approximately 32% of the total Operating Budget in FY2023-24. The City's General Fund Budget provides the majority of services commonly associated with government (i.e. public safety, recreation, community development, general government, and public works).

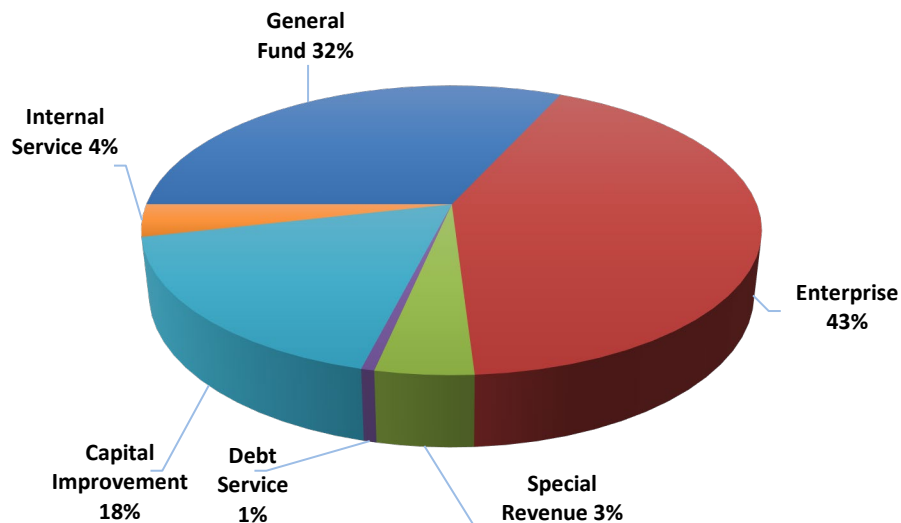
### General Fund Revenues

#### \$64,922,570



### Operating and CIP Expenditures

#### \$234,415,887



## **I. Users Guide to the Budget**

Every year, the Finance Department coordinates the preparation of the Operating Budget and the Capital Improvement Program (CIP). The Operating Budget and Capital Improvement Program are combined into one, comprehensive budget document.

### Operating Budget

The Operating Budget is summarized at a department level. Department budgets report related operations and programs aimed at accomplishing a broad goal or accomplishing a major service. Every effort has been made to present the budget in an easy to read format.

The Operating Budget is divided into thirteen sections: (1) City Manager's Message; (2) City and Community Information; (3) Financial Summaries; (4) Personnel Summaries; (5) General Fund; (6) ARPA; (7) Enterprise Funds; (8) Internal Service Funds; (9) Special Revenue Funds; (10) Capital Improvement Program; (11) Equipment Purchases; (12) Debt Service; and (13) Appendices. The Financial Summaries Budget Section reports projected fund balances, appropriations, estimated revenues, and transfers for all City operations. The fund summary, the revenues, and the expenditures for each fund are reported within the applicable section.

As an introduction to the Budget, it is recommended that the reader review the budget overview on the succeeding pages and summary information included in Section 3 – Financial Summaries Budget. Department overviews are presented within the General Fund Section. The department overview presents the departmental organization chart, mission statement, funding totals, performance measures and workloads, goals, objectives, and accomplishments. Detailed information by line item is presented following each department summary.

### Capital Improvement Program

The Capital Improvement Program is presented as a separate section in this document. The section matches funding sources with capital expenditures while developing a five-year schedule of projects.

The Capital Improvement Program section contains summary information in the following categories: Financial Summaries; Water Capital; Wastewater Capital; Stormwater Capital; CityNet Services Capital; Parks Capital; Facilities Capital; Streets Capital; Technology Capital; and Unfunded Priorities. For fiscal years 2024 through 2028 Fire Capital has been moved to Parks Capital, and Police Capital was moved to Facilities Capital. Public Works will do a thorough review of the City's unfunded capital project priorities in FY2023-24.

Each project has been assigned an identification number that will remain with the project throughout its life. The project identification number allows the tracking and monitoring of projects over multi-year periods. The sequential numbers do not represent the priority of each project.

Prior to City Council's consideration of the budget document, the Capital Improvement Program was provided to the Planning Commission for review to ensure consistency with the City's General Plan. A project description is provided for each current project to summarize the activity to date, the proposed five-year activity, and the funding being provided.

# FY2023-28 Capital Improvement Program

## FY2023-28 Five-Year Summary Project Category

Project Category	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total
	Estimated Carryover	New Request	Total Appropriations					FY2023-28 Budget
Water	\$ 19,277,173	\$ 1,653,393	\$ 20,930,566	\$ 9,950,000	\$ 16,950,000	\$ 26,700,000	\$ 24,200,000	\$ 98,730,566
Sewer	20,191,970	13,591,434	33,783,404	4,700,000	12,250,000	12,000,000	10,750,000	73,483,404
Stormwater	987,804	1,050,000	2,037,804	-	-	-	-	2,037,804
CityNet	73,157	-	73,157	-	-	-	-	73,157
Parks	4,441,852	1,272,946	5,714,798	2,997,440	949,000	150,000	150,000	9,961,238
Facilities	6,839,764	611,695	7,451,460	357,247	244,667	175,660	-	8,229,034
Streets	17,343,604	7,262,214	24,605,818	7,051,000	15,540,000	650,000	675,000	48,521,818
Technology	1,664,583	989,946	2,654,529	150,000	50,000	50,000	-	2,904,529
<b>Total</b>	<b>\$ 70,819,907</b>	<b>\$ 26,431,629</b>	<b>\$ 97,251,535</b>	<b>\$ 25,205,687</b>	<b>\$ 45,983,667</b>	<b>\$ 39,725,660</b>	<b>\$ 35,775,000</b>	<b>\$ 243,941,549</b>

## II. Budget Development Process

On March 1, 2023, the Finance Department distributed the FY2023-24 Budget Manual to City Departments. Examples of these guidelines, which were presented to aid in the development of departmental budgets, are as follows:

- All Departmental budgets were to remain at status quo levels, factoring in known inflationary increases and required contractual adjustments;
- Reserve funds are funded in the budget in accordance with City Council direction.
- All department budgets and any budget proposals for service level enhancements must be in line with the following City Council adopted priority focus areas and strategic initiatives:
  - Implementation of the Transit Corridor Vision to Revitalize Downtown and Commercial Corridor;
  - Assure Rehabilitation & Replacement of Critical Community Facilities and Infrastructure;
  - Grow City Revenues to Assure On-Going Fiscal Stability and Economic Vitality;
  - Continue to Strengthen Community Connections and Engagement;
  - Protect and Improve Community Aesthetics and Safety;
  - Continue Proactive Planning for the Future of San Bruno; and
  - Organizational Health and Employee Success.
- All department budgets and any proposals for service level enhancements must be in line with the City Council Strategic Initiatives; and
- Continue to look for opportunities for reprioritization of existing resources to better meet service delivery, efficiencies, and cost savings.

### Budget Change Procedures

The City's Operating Budget is a flexible-spending plan, which commits resources to the accomplishment of City Council goals and objectives. City Council approval is required for changes impacting fund balances (i.e. increases to appropriations). Approval is also required for all budget transfers between departments/divisions that alter the fund balance. Supplemental budget appropriations can be made at any time during the year and are reflected in the Quarterly Budget Reports to City Council.

### III. Constitutional Spending Limits

Article XIII (B) of the California Constitution provides that the City's annual appropriations be subject to certain State limitations. This appropriations limit is often referred to as the Gann Limitation. The City's limitation is calculated each year and is established by a resolution of the City Council.

The Gann spending limit will be included in the adopted budget.

### IV. Key Budget Assumptions

Several budget assumptions were included in the Budget for FY2023-24. These assumptions will be carefully monitored throughout the fiscal year while evaluating budgetary performance. Some of the key budget assumptions include:

- A. Property Tax revenues to increase by 3% from the FY2022-23 amended budget.
- B. Sales Tax revenues are estimated to increase by 17% from the FY2022-23 amended budget.
- C. Transient Occupancy Tax is estimated to increase by 5% from the FY2022-23 amended budget.
- D. Vehicle License fees are expected to decrease by 9% from the FY2022-23 amended budget.
- E. Regulatory Cardroom fee is estimated to increase by 27% from the FY2022-23 amended budget.
- F. Business Taxes are estimated to increase by 30% from the FY2022-23 amended budget.
- G. Overall Department revenues are estimated to decrease by 17% from the FY2022-23 amended budget.

### V. General Fund

#### General Fund Summary

	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Amended Budget	2022-23 Estimated Actual	2023-24 Adopted Budget
Beginning Fund Balance, July 1	\$ 2,575,228	\$ 6,152,005	\$ 15,292,867	\$ 15,292,867	\$ 15,292,867	\$ 11,979,029
<b>Revenues</b>						
Taxes	33,570,905	45,391,984	36,828,661	37,728,661	37,407,545	40,941,513
Departmental Revenues	6,135,177	10,719,120	8,652,746	9,748,514	10,573,306	11,454,315
Franchises	1,798,674	1,863,932	1,827,000	1,827,000	1,855,313	1,923,912
Use of Money & Property	(221,919)	(6,636,042)	900,900	900,900	2,406,020	3,356,161
Other Revenue	5,367,723	5,425,744	5,262,800	5,262,800	4,882,637	7,235,584
Transfer In from Other Funds	5,793,108	3,145,653	1,213,000	1,213,000	13,000	11,085
<b>Total Revenues</b>	<b>52,443,667</b>	<b>59,910,391</b>	<b>54,685,106</b>	<b>56,680,875</b>	<b>57,137,821</b>	<b>64,922,570</b>
<b>Expenditures</b>						
General Administration	5,615,928	5,805,249	6,473,272	7,774,176	7,618,006	8,352,322
Public Safety	31,107,922	31,254,088	33,377,406	34,139,285	34,426,580	38,001,588
Public Works	4,123,961	3,556,489	4,273,063	4,619,553	4,338,565	5,759,226
Community Development	3,145,919	2,966,617	3,092,523	4,951,823	4,308,183	4,470,775
Community Services	7,638,163	7,346,569	8,883,870	9,148,029	8,481,405	11,666,217
Non-Departmental	1,542,930	1,586,524	1,427,688	1,427,688	1,189,108	1,462,259
Internal Allocations	(5,779,131)	(3,028,431)	(3,382,792)	(3,382,792)	(3,382,792)	(4,635,977)
Transfer to Other Funds	1,471,197	1,282,422	1,374,875	1,484,875	3,472,604	1,367,118
<b>Total Expenditures</b>	<b>48,866,890</b>	<b>50,769,528</b>	<b>55,519,905</b>	<b>60,162,636</b>	<b>60,451,659</b>	<b>66,443,527</b>
Surplus (Deficit)	3,576,777	9,140,862	(834,798)	(3,481,761)	(3,313,837)	(1,520,957)
Reserve for Encumbrances	0	0				
Unidentified Future Reductions						
<b>Ending Fund Balance, June 30</b>	<b>\$ 6,152,005</b>	<b>\$ 15,292,867</b>	<b>\$ 14,458,069</b>	<b>\$ 11,811,106</b>	<b>\$ 11,979,029</b>	<b>\$ 10,458,073</b>

## General Fund Tax Changes

General Fund estimated revenues are \$64.9 million for FY2023-24. This represents an increase of \$8.2 million when compared to the FY2022-23 Amended Budget.

<b>Economic Changes:</b>	<b>FY2023-24</b>
<b>Taxes:</b>	
Property Taxes	\$352,575
Sales & Use Tax	\$1,825,895
Transient Occupancy Tax	\$131,731
Vehicle License Fees	(\$582,000)
Regulatory Cardroom Fees	\$874,363
Business Taxes	\$610,287
<b>Subtotal Increases to Taxes</b>	<b>\$3,212,851</b>
Franchise Fees	\$96,912
Use of Money & Property	\$2,455,261
Transfers In & Other Revenues	(\$1,201,915)
Other Revenue	\$1,972,784
Department Revenues	\$1,705,801
<b>Total Increases to Revenue</b>	<b>\$8,241,694</b>

## Expenditure Containment

Expenditure containment and efficient service delivery has been and continues to be a high priority. The budget was built using a status quo concept. In total, FY2023-24 General Fund budget expenditures increased by \$6.2 million (10.4%) from the amended budget for the previous fiscal year. The primary reason for the increase is the scheduled increases in contractually required personnel costs, required increases for CalPERS, and capital expenditures.

## History of San Bruno

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The City of San Bruno takes its name from neighboring San Bruno Mountain, which was named after the explorer Captain Bruno Heceta in 1775 – also known as Saint Bruno the Confessor after his patron saint. The City is located at the crossroads of the two main paths around San Bruno Mountain. These paths were established very early in the area's settlement: Bayshore Road and Mission Road/Railroad. By the 1880's, San Bruno had developed from wilderness to ranches and was the supplier of livestock and dairy to San Francisco residents.

The turn of the 20<sup>th</sup> century included many changes for San Bruno. The population surged following the Great 1906 San Francisco Fire and Earthquake, which led to the construction of three public schools in six years. On August 7, 1912, El Camino Real in San Bruno became the first paved highway in the State. Before Tanforan was developed as a shopping center, it was an airstrip that saw the first airplane flight in the Bay Area by Frenchman Louis Paulhan and then a racetrack.

On December 23, 1914, the City became an incorporated municipal law agency with a population at the time of approximately 1,400 residents. Louis Traeger, who had moved to San Bruno after the 1906 earthquake was elected as the City's first Mayor. The population passed 1,500 by 1920 and soared to over 3,600 by 1930.



San Bruno was a rural town until the 1940s when two events changed the city dramatically. First, the United States government used the Tanforan horseracing track for the internment of American citizens of Japanese descent during World War II. Subsequently, the United States military established a permanent military presence in the city. Thousands of military personnel went through San Bruno on their way to and from military outposts in the Pacific and upon their return from war many decided to settle in the area.

The second event of the 1940s that changed San Bruno was the purchase and development of much of the land owned in the city by the Mills family, founders of the Bank of California. The new owner, George Williams, built houses marketed to military support personnel and veterans returning from service in World War II. Soon after Williams developed the Mills Park Addition, the western hills of San Bruno were also developed with housing. The housing boom that took place between the 1940's and 1960's transformed San Bruno from a town of about 6,500 to a thriving community of over 35,000 by the mid 1960's. Since then the population has stabilized due to a lack of available land. Currently, there are approximately 45,000 residents in San Bruno.

### **PRESENT DAY**

Early in the new millennium, San Bruno is again at a major crossroads in its history. In 2000, the Bay Area Rapid Transit (BART) system opened a station in San Bruno conveniently linking San Bruno to San Francisco and the East Bay. Also in 2000, the United States Government sold off a majority of its San Bruno navy base to a private developer. In 2005, transformation of the former military installation into a vibrant transit oriented mixed-use development called The Crossing was well underway. The Crossing was completed and comprised of tenant occupied residential housing, senior housing, and commercial space. A new auto dealership is planned to start construction in 2023 on the last remaining vacant lot at The Crossing.

In 2010, the Glenview Fire resulted from a PG&E pipeline explosion. The City completed the reconstruction of the Crestmoor neighborhood rebuild in 2020 including the completion of the new Earl/Glenview Park

With the passage of the Downtown and Transit Corridors Economic Enhancement Initiative (Measure N) in 2014, the City Council approved the Transit Corridors Plan (TCP) which will result in economic enhancements in the downtown area and nearby transit corridors on El Camino Real and San Bruno Avenue. One major mixed-use project has been completed to date, with several other development projects planned.

In 2021, Bayhill Specific Plan was approved, along with the Google (YouTube) Phase 1 project. The plan includes circulation, transportation and infrastructure improvements for modernization of the Bayhill Office Park. This district is the current home of YouTube and Walmart.com, the City's largest employers. This first phase of Google's five-phase office campus project includes construction of two office buildings totaling approximately 440,000 square feet at 1300 Bayhill Drive and 1350 Grundy Lane. Grundy Lane will be reconstructed as part of this project. Construction work for both buildings is underway.

## **FUTURE**

Community and economic development is the key to San Bruno's future fiscal sustainability and modernization, and one purpose of the budget document is to outline the resources necessary to maintain the services provided to the community. Development is expected to continue in the Transit Corridors Plan area and Bayhill Specific Plan area in the coming years. The City is focused on implementing the 2020 Downtown Streetscape Plan to create a cohesive and more enjoyable street design with modernized and attractive design features, signage, landscaping and street furnishings on San Mateo Avenue.

Throughout the city there are a number of development projects in various stages of the review and entitlement process, including housing and mixed-use projects. Most notable is the redevelopment of the 44-acre Shops at Tanforan with a transit-oriented mixed-use village. The project seeks to retain and upgrade Target and keep and modernize the Century at Tanforan movie theater to accommodate the modern movie-going experience. The future uses for the site are proposed to include a 2 million square foot innovative life science campus, 1,000 housing units as well as new modernized retail space.

## **CITY GEOGRAPHY**

The City is located approximately 12 miles south of the City of San Francisco and is bordered by the communities of South San Francisco to the north, Millbrae to the south, Pacifica to the west and San Francisco International Airport to the east.



## **CITY AUTHORITY**

The City is a general law city under California State law and its rights, powers, privileges, authority and functions are established through the State constitution and State law. The powers granted California cities by state statute include the power to: sue and be sued; purchase, receive by gift or bequest and hold land, make contracts and purchases and hold personal property necessary to the exercise of its powers; manage, sell, lease, or otherwise dispose of its property as the interest of its inhabitants require; levy and collect taxes as authorized by law and exercise such other and further powers as may be especially conferred by law or as may be necessarily implied from those expressed.

## ELECTED OFFICIALS

The voters of San Bruno directly elect a Mayor and four City Council members. With the exception of the Mayor who is elected to a two-year term, the elected officials serve overlapping four-year terms. The City Council sets policy and exercises legislative authority for the City. By City ordinance, the City Council holds meetings on the second and fourth Tuesday of every month and at such other times as, in the opinion of the City Council, the public interest may require.

The current elected officials and the dates upon which their respective terms expire are as follows:

Role	Name	Term Expiration
Mayor	Rico E. Medina	December 2024
Vice Mayor	Tom Hamilton	December 2024
Councilmember, District 1	Sandy Alvarez	December 2026
Councilmember, District 4	Marty Medina	December 2026
Councilmember	Michael Salazar	December 2024

## ADMINISTRATION & MANAGEMENT

The City Council appoints the City Manager who appoints other City officials and is charged with overseeing the City's daily operations. Many advisory boards, commissions, and committees assist the City Council in carrying out various aspects and functions of city government.

## CITY SERVICES

The City provides a wide range of services to its residents including public safety protection through Police and Fire; the construction and maintenance of streets and infrastructure including water, wastewater, and stormwater services; community development through planning, building inspection, code enforcement, and redevelopment of key city areas; parks maintenance and full recreation services; library services; cable television and broadband internet services; and financial management and administration of the overall organization. Other entities within the city-incorporated area provide service to the City's population even though the City may not exercise oversight responsibility or fiscal control over such entities; these entities include school districts and other special districts.



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## DIRECTORY OF OFFICIALS

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### **ELECTED OFFICIALS**

Mayor.....	Rico E. Medina
Vice Mayor.....	Tom Hamilton
Councilmember, District 1.....	Sandy Alvarez
Councilmember, District 4.....	Marty Medina
Councilmember.....	Michael Salazar

### **ADMINISTRATIVE PERSONNEL**

City Manager (Interim).....	Alex D. McIntyre
Assistant City Manager.....	Darcy Smith
City Clerk.....	Lupita Huerta
City Attorney.....	Trisha A. Ortiz
Finance Director (Interim).....	Bobby Magee
Human Resources Director/Chief People Officer .....	Cora Dino
Community Development Director.....	Peter Gilli
Community Services Director (Acting).....	Damian Sandholm
Fire Chief.....	Ari Delay
Police Chief.....	Ryan Johansen
Public Works Director.....	Matthew Lee
CityNet Services Director.....	Sandeep Krishnamurthy

## **COMMISSIONS, BOARDS, AND COMMITTEES**

### **Planning Commission**

Rick Biasotti  
Marco Durazo, Vice Chair  
Auros Ansbergs Harman  
Mary Lou Johnson  
Thomas Kuhn  
Kelly Lethin  
Gerard Madden, Chair

### **Parks & Recreation Commission**

Kris Gonzales, Vice-Chair  
Lorry Greenberg  
Jessica Martinucci  
David Nigel  
Mike Palmer, Chair  
Lucy Zamattia  
Michael Zastrow  
Wesley Liu, Youth Rep.  
Vacancy

### **Culture & Arts Commission**

Megan Dahlgreen  
Pamela Gamble  
Jeanne George  
Mario Guitron, Vice Chair  
Pamela Madden, Chair  
Janet Monaghan  
Melissa Rohlfs

### **San Bruno Community Foundation**

Raul Gomez, Secretary  
Pak Lin, Treasurer  
Malissa Netane-Jones, President  
Supriya S. Perry  
Jim Ruane, Vice President  
Irving Torres  
Vacancy

### **Revenue Measure Oversight Committee**

Anthony Clifford, Vice Chair  
Jim Evangelist  
Vaughn Gregory, Chair  
Frank Hedley  
John Marty  
John SeEVERS  
Vacancy

### **Senior Advisory Board**

Barbara Cox  
Bunny Epperson, Chair  
Linda Boscono  
Ralph Olcese  
Pricilla Martinez, Vice Chair  
Joyce Satow

### **Bicycle & Pedestrian Advisory Committee**

Robert Anicetti  
Quinton Cutlip  
Matt Gaines, Chair  
Cecile Riborozo, Vice Chair  
Paul Rose  
Nina Stupi  
Matthew Zedler

### **Emergency Preparedness Committee**

Ron LaPedis  
Janet Lutus, Vice Chair  
Zidane Mili, Chair  
George Peponis  
Malcolm Robinson

### **Traffic Safety & Parking Committee**

Rhonda Collins  
Roberta Hannibal  
John Lampros, Vice Chair  
Sean Quinn  
Stephen Seymour, Chair

### **Crime Prevention Committee**

Rhonda Boone  
Peter Carey  
Deanna Robinson  
Robert Riechel  
Richard Wong, Vice Chair  
Vacancy  
Vacancy

## **Mission Statement**

The City of San Bruno exists to provide exemplary services for our community that enhance and protect the quality of life.

## **Core Values**

Integrity

Protecting, guarding and shepherding public resources and interests

Teamwork

Exemplary service to the community

Competent, well-trained employees

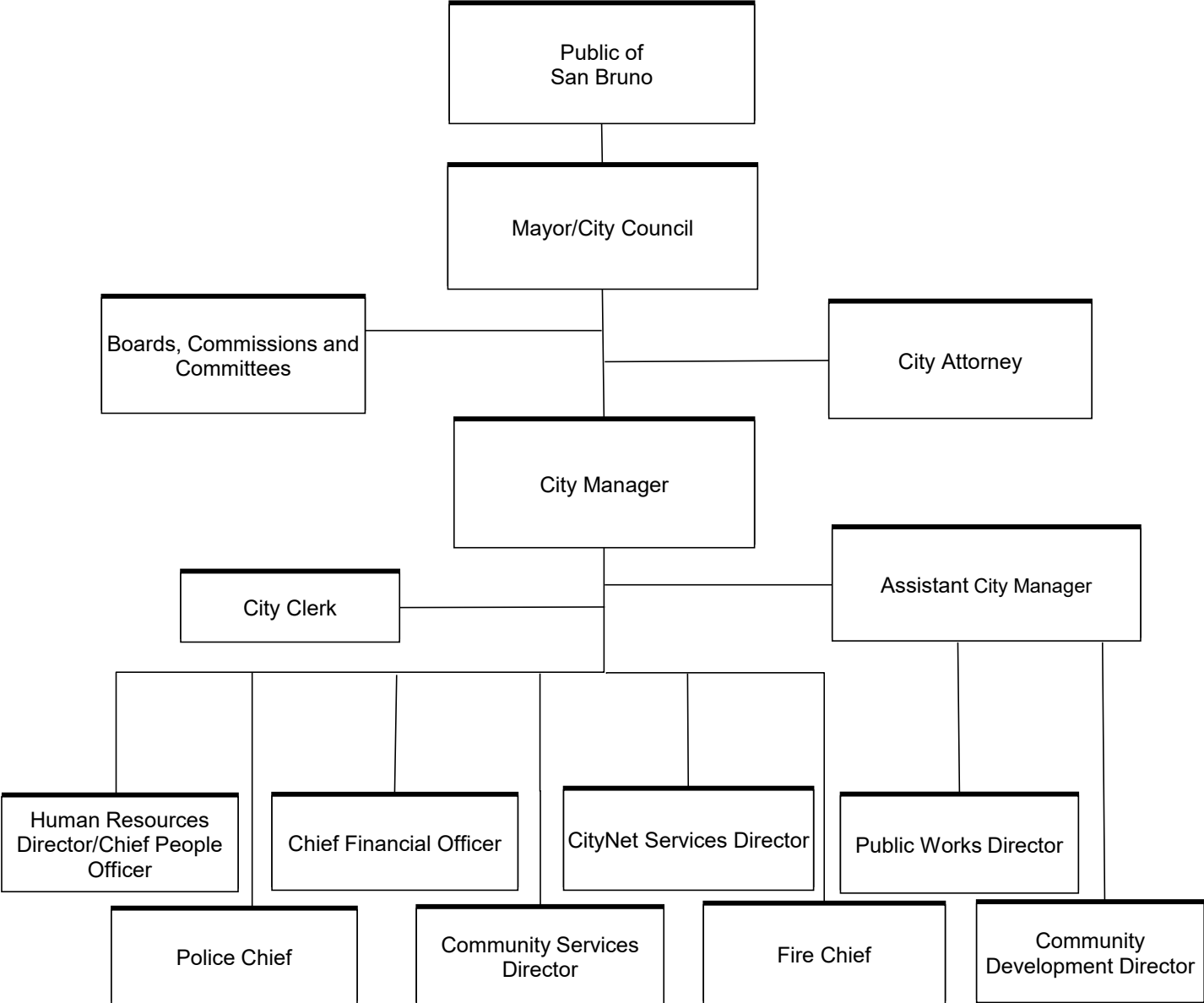
Friendliness

Commitment to the community

## **Vision Statement**

San Bruno will be the Peninsula City of choice in which to live, learn, work, shop and play.

# CITY OF SAN BRUNO



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## FISCAL POLICIES

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### **RESERVE POLICIES**

- **General Fund Contingency Fund** – The General Fund Contingency Fund shall be established with a goal of maintaining a target fund balance of \$1.5 million. This fund can be utilized through resolution of the City Council for any appropriation deemed appropriate.
- **General Fund Reserve** – The General Reserve Fund shall be established with a goal of maintaining a target fund balance of 25% of the budgeted General Fund expenditures. The General Fund Reserve Fund balance shall not fall below 15% of General Fund operating expenditures except in a declaration of emergency.
- **Emergency Disaster Reserve** – An Emergency Disaster Reserve shall be established with a goal of maintaining a target fund balance of \$3 million. This fund is intended to be utilized in the event of a declaration of emergency that requires the expenditure of funds outside of the adopted budget.
- **Capital Improvement Reserve** – A Capital Improvement Reserve Fund shall be established with a goal of obtaining an initial fund balance of \$5 million. While this fund has an initial goal of \$5 million, funds shall continue to be added to this fund until it has reached a fund balance of \$24 million.
- **Central Garage Reserve** – The Central Garage Reserve shall be funded at a target amount of 25% of budgeted department expenditures, not to drop below 15% except in a declaration of emergency.
- **Building and Facilities Reserve** – The Buildings and Facilities Reserve shall be funded at a target amount of 25% of budgeted department expenditures, not to drop below 15% except in a declaration of emergency.
- **Technology Reserve** – The Technology Reserve shall be funded at a target amount of 25% of budgeted department expenditures, not to drop below 15% except in a declaration of emergency.

### **REVENUE POLICIES**

The receipt of one-time and unbudgeted revenues will not be used for ongoing operating expenditures but will instead be added to the reserve funds. In addition, any surplus remaining in the General Fund Operating Budget at year-end shall automatically be transferred to the reserve funds.

The City will establish fees at rates that obtain fair and reasonable recovery of costs incurred in providing services, thereby minimizing or eliminating the use of limited general tax revenues. The City will maximize cost recovery through annual review and evaluation of fees to determine that they are set at appropriate levels to cover the costs of doing business and take market comparisons into consideration. The City Council has directed that cost recovery should be an important component of the City's financial stability strategy; therefore, the Master Fee Schedule is updated annually for the City Council's consideration.

## **CAPITAL ASSET POLICY**

The City's assets are capitalized at historical cost or estimated historical cost. Policy has set the capitalization threshold for reporting capital assets at \$10,000 if actual is unavailable, except for donated Capital Assets which are recorded at their estimated fair value at the date of donation. Gifts or contributions of capital assets are recorded at fair market value on the date donated. Public domain (infrastructure) capital assets include roads, bridges, curbs and gutters, streets, sidewalks, drainage systems, and lighting systems and are capitalized at \$100,000.

## **ACCOUNTING POLICIES**

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. Specifically, it relates to the timing of the measurements made, regardless of the nature of the measurement.

All Governmental Funds and Agency Funds are accounted for using the modified accrual basis of accounting. Revenues are recognized when they become measurable and available as net current assets. In this context, available means when receivable and due, when payment is expected within the current period, or within sixty (60) days of year end, and thus available to pay debts of the current period.

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred.

All Proprietary Funds are accounted for using the full accrual basis of accounting. Revenues are recognized when they are earned and become measurable, and expenses are recognized when they are incurred if measurable.

The City's financial records will be audited annually by a reputable independent certified public accounting firm. Annual financial reports shall be prepared each year within six (6) months of the close of the previous fiscal year and submitted to the City Council in accordance with section 2.28.030 of the Municipal Code.

The City developed a five-year Capital Improvement Program (CIP) plan detailing specific budgeted capital projects. Each of the projects are consistent with the overall goals and principles of the City Council.

## **BUDGETARY POLICY**

The City follows these procedures in establishing the budgetary data reflected in the financial statements:

1. Public meetings are conducted to obtain public comments. The City Council annually adopts the budget for the ensuing fiscal year prior to July 1<sup>st</sup>.
2. Legally adopted budgets and formal budgetary integration is employed as a management control device during the year for all Governmental, Proprietary and Fiduciary Fund Types.
3. Budgets for the General, Major Special Revenue, and Capital Project Funds are adopted on a basis consistent with accounting principles generally accepted in the United States of America (GAAP).

4. Under Article XIII B of the California Constitution (the GANN Spending Limitation Initiative), the City is restricted as to the amount of annual appropriations from the proceeds of taxes, and if proceeds of taxes exceed allowed appropriations, the excess must either be refunded to the State Controller, returned to the taxpayers through revised tax rates or revised fees schedules, or an excess in one year may be offset against a deficit in the following year.
5. Appropriations, except for those encumbered under purchase orders, lapse at the end of the fiscal year. Encumbered amounts are then carried over for the coming year.
6. Budgeted appropriations for the various governmental funds become effective each July 1. The City Council may amend the budget during the fiscal year. The legal level of budgetary control has been established at the fund level.

### **INVESTMENT POLICY**

The investment policy of the City of San Bruno is based upon state law, city ordinances and the prudent money management rule. The primary goals of this policy are:

1. To ensure compliance with all State and Local laws governing the investment of monies in the custody of the Finance Director.
2. To protect the principal monies entrusted to the Finance Director by diversifying among a variety of securities and financial institutions offering independent returns.
3. To generate the maximum amount of investment income within the parameters of prudent risk management, liquidity management and the requirements of safety and credit quality.
4. To meet the daily cash flow demands of the City.

The Chief Financial Officer shall prepare a monthly investment report. The report shall be placed on the consent calendar of the second regular City Council meeting of each month, unless no such meeting is held in which case the matter shall be deferred to the following meeting. The report shall identify the type of investment, institution, settlement and maturity dates, purchase price and coupon rate. Current book value, current market value and yield to maturity rate shall be given for all securities with a maturity date exceeding twelve months.

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**Financial Summaries**  
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## **Citywide Summary of Funds**

## Summary of Funds

### Fiscal Year 2023-24

Fund Title	Projected Fund Balance as of July 1, 2023	Operating Revenue	Capital Revenue	Transfers In	Total Resources
General Fund - Operating	\$ 11,979,029	\$ 64,911,485	\$ -	\$ 11,085	\$ 64,922,570
Measure G District Sales Tax	431,642	3,281,389	-	-	3,281,389
American Rescue Plan Act	3,532,639	-	-	-	-
Reserves:					
General Fund Reserve	12,279,332	-	-	-	-
General Fund One-Time Annual Revenues	2,140,126	5,050,000	-	-	5,050,000
General Fund Capital Improvement / One-Time Initiative Reserve	23,808,178	-	-	977,682	977,682
Emergency Disaster Reserve	2,822,996	44,931	-	-	44,931
General Fund Equipment Reserve	3,428,326	-	-	294,000	294,000
Enterprise Funds*:					
Water	43,099,729	14,929,850	314,500	-	15,244,350
Stormwater	(1,703,077)	1,453,000	1,712,538	1,538,768	4,704,306
Wastewater	45,720,145	18,551,131	-	-	18,551,131
CityNet	(17,641,789)	8,802,500	-	-	8,802,500
Internal Services Funds:					
Central Garage	90,814	888,545	-	-	888,545
Buildings & Facilities Maintenance	268,908	2,143,889	-	-	2,143,889
Information Technology	276,246	1,668,582	-	-	1,668,582
Self-Insurance	2,135,830	3,646,532	-	-	3,646,532
Special Revenue Funds:					
Gas Tax	338,590	2,118,223	-	-	2,118,223
Measure A Transportation Tax	971,645	1,256,815	-	-	1,256,815
Street Special Revenue	10,624	1,377	-	-	1,377
Measure W Transportation Tax	302,280	557,976	-	-	557,976
Police Asset Forfeiture	795,822	103,500	-	-	103,500
Citizens Option for Public Safety	111,906	151,000	-	-	151,000
Federal/State Grants	(1,182,315)	167,157	-	-	167,157
Solid Waste/Recycling Fund	440,799	109,002	-	-	109,002
Development Impact Fee	20,442,793	1,445,387	-	-	1,445,387
Park & Below Market Rate In-Lieu	12,682,109	376,000	-	-	376,000
Area Agency on Aging	186,173	242,000	-	-	242,000
Restricted Donations	3,693,949	1,189,875	-	-	1,189,875
City as Successor Housing Agency	700,649	-	-	-	-
Disaster Recovery Fund	913,260	-	-	-	-
Capital Project Funds:					
Parks & Facilities Capital	9,687,946	-	6,815,897	1,316,714	8,132,611
Streets Capital	14,789,229	-	3,818,850	7,382,645	11,201,495
Technology Capital	1,626,092	-	-	990,000	990,000
Debt Service Fund	-	-	-	1,367,118	1,367,118
<b>GRAND TOTAL</b>	<b>\$ 199,180,624</b>	<b>\$ 133,090,145</b>	<b>\$ 12,661,785</b>	<b>\$ 13,878,012</b>	<b>\$ 159,629,942</b>

\* The term fund balance as used for the enterprise funds is equivalent to unrestricted net position

## Summary of Funds (Continued)

### Fiscal Year 2023-24

Fund Title	Operating Expenditures	Capital Expenditures (Including Carryover)	Transfers Out	Total Appropriations	Projected Fund Balance as of June 30, 2024
General Fund - Operating	\$ 65,076,409	\$ -	\$ 1,367,118	\$ 66,443,527	\$ 10,458,073
Measure G District Sales Tax	-	-	3,338,847	3,338,847	374,184
American Rescue Plan Act	1,626,852	-	800,000	2,426,852	1,105,787
Reserves:					
General Fund Reserve	37,834	-	-	37,834	12,241,498
General Fund One-Time Revenues	11,085	-	-	11,085	7,179,041
General Fund Capital Improvement / One-Time Initiative Reserve	-	-	455,271	455,271	24,330,589
Emergency Disaster Reserve	25,000	-	-	25,000	2,842,928
General Fund Equipment Reserve	-	2,042,576	-	2,042,576	1,679,750
Enterprise Funds*:					
Water	14,135,656	20,930,566	-	35,066,222	23,277,856
Stormwater	1,967,493	2,037,804	532,768	4,538,065	(1,536,836)
Wastewater	16,262,571	33,783,404	-	50,045,975	14,225,301
CityNet	9,094,449	73,157	-	9,167,606	(18,006,895)
Internal Services Funds:					
Central Garage	892,170	-	-	892,170	87,189
Buildings & Facilities Maintenance	2,190,854	-	-	2,190,854	221,943
Information Technology	1,701,583	-	-	1,701,583	243,245
Self-Insurance	3,646,532	-	-	3,646,532	2,135,830
Special Revenue Funds:					
Gas Tax	3,060	-	2,275,105	2,278,165	178,648
Measure A Transportation Tax	-	-	1,573,112	1,573,112	655,348
Street Special Revenue	-	-	10,000	10,000	2,001
Measure W Transportation Tax	-	-	461,600	461,600	398,655
Police Asset Forfeiture	226,762	-	(1,170)	225,592	673,729
Citizens Option for Public Safety	-	-	100,000	100,000	162,906
Federal/State Grants	164,657	-	-	164,657	(1,179,815)
Solid Waste	129,135	37,500	-	166,635	383,166
Development Impact Fee	34,225	3,106,929	-	3,141,154	18,747,026
Park & Below Market Rate In-Lieu	252,350	-	-	252,350	12,805,759
Agency on Aging	255,368	-	-	255,368	172,805
Restricted Donations	114,300	-	500,000	614,300	4,269,524
City as Successor Housing Agency	-	-	-	-	700,649
Disaster Recovery Fund	-	-	900,000	900,000	13,260
Capital Project Funds:					
Parks & Facilities Capital	-	12,397,848	443,748	12,841,596	4,978,962
Streets Capital	-	25,420,818	5,430	25,426,248	564,476
Technology Capital	-	2,607,939	54	2,607,993	8,099
Debt Service Fund	1,367,118	-	-	1,367,118	-
<b>GRAND TOTAL</b>	<b>\$ 119,215,463</b>	<b>\$ 102,438,541</b>	<b>\$ 12,761,883</b>	<b>\$ 234,415,887</b>	<b>\$ 124,394,679</b>

## General Fund

### Four Year Summary

	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Amended Budget	2022-23 Estimated Actual	2023-24 Adopted Budget
Beginning Fund Balance, July 1	\$ 2,575,228	\$ 6,152,005	\$ 15,292,867	\$ 15,292,867	\$ 15,292,867	\$ 11,979,029
<b>Revenues</b>						
Taxes	33,570,905	45,391,984	36,828,661	37,728,661	37,407,545	40,941,513
Departmental Revenues	6,135,177	10,719,120	8,652,746	9,748,514	10,573,306	11,454,315
Franchises	1,798,674	1,863,932	1,827,000	1,827,000	1,855,313	1,923,912
Use of Money & Property	(221,919)	(6,636,042)	900,900	900,900	2,406,020	3,356,161
Other Revenue	5,367,723	5,425,744	5,262,800	5,262,800	4,882,637	7,235,584
Transfer In from Other Funds	5,793,108	3,145,653	1,213,000	1,213,000	13,000	11,085
<b>Total Revenues</b>	<b>52,443,667</b>	<b>59,910,391</b>	<b>54,685,106</b>	<b>56,680,875</b>	<b>57,137,821</b>	<b>64,922,570</b>
<b>Expenditures</b>						
General Administration	5,615,928	5,805,249	6,473,272	7,774,176	7,618,006	8,352,322
Public Safety	31,107,922	31,254,088	33,377,406	34,139,285	34,426,580	38,001,588
Public Works	4,123,961	3,556,489	4,273,063	4,619,553	4,338,565	5,759,226
Community Development	3,145,919	2,966,617	3,092,523	4,951,823	4,308,183	4,470,775
Community Services	7,638,163	7,346,569	8,883,870	9,148,029	8,481,405	11,666,217
Non-Departmental	1,542,930	1,586,524	1,427,688	1,427,688	1,189,108	1,462,259
Internal Allocations	(5,779,131)	(3,028,431)	(3,382,792)	(3,382,792)	(3,382,792)	(4,635,977)
Transfer to Other Funds	1,471,197	1,282,422	1,374,875	1,484,875	3,472,604	1,367,118
<b>Total Expenditures</b>	<b>48,866,890</b>	<b>50,769,528</b>	<b>55,519,905</b>	<b>60,162,636</b>	<b>60,451,659</b>	<b>66,443,527</b>
Surplus (Deficit)	3,576,777	9,140,862	(834,798)	(3,481,761)	(3,313,837)	(1,520,957)
Reserve for Encumbrances	0	0				
Unidentified Future Reductions						
<b>Ending Fund Balance, June 30</b>	<b>\$ 6,152,005</b>	<b>\$ 15,292,867</b>	<b>\$ 14,458,069</b>	<b>\$ 11,811,106</b>	<b>\$ 11,979,029</b>	<b>\$ 10,458,073</b>

## General Fund

### Four Year Revenue Summary

	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Amended Budget	2022-23 Estimated Actual	2023-24 Adopted Budget
<b>Taxes</b>						
Property Taxes	\$ 12,097,657	\$ 13,107,710	\$ 12,211,998	\$ 12,211,998	\$ 11,901,594	\$ 12,564,573
Sales Taxes	13,035,606	17,730,880	10,876,105	10,876,105	12,161,401	12,702,000
Hotel/Motel Taxes	1,247,467	2,408,999	2,772,483	2,772,483	2,787,154	2,904,214
Vehicle License Fees	3,180,581	7,646,019	6,632,000	6,632,000	4,651,902	6,050,000
Regulatory Cardroom Fee	2,035,009	2,220,592	2,331,075	3,231,075	3,976,236	4,105,438
Business Taxes	1,974,584	2,277,785	2,005,000	2,005,000	1,929,258	2,615,287
Subtotal	33,570,905	45,391,984	36,828,661	37,728,661	37,407,545	40,941,513
<b>Franchises</b>						
PG&E/AT&T	526,106	524,054	530,000	530,000	526,106	530,000
Recology San Bruno	1,060,208	1,144,301	1,097,000	1,097,000	1,141,446	1,193,912
Cable Television In-Lieu	212,359	195,577	200,000	200,000	187,761	200,000
Subtotal	1,798,674	1,863,932	1,827,000	1,827,000	1,855,313	1,923,912
<b>Use of Money &amp; Property</b>						
Interest Earnings	(924,547)	(7,305,620)	250,000	250,000	1,691,201	2,691,201
Rentals	537,850	544,615	545,900	545,900	553,346	551,960
Cable Equity Earnings	-	-	-	-	-	-
Other	164,777	124,963	105,000	105,000	161,473	113,000
Subtotal	(221,919)	(6,636,042)	900,900	900,900	2,406,020	3,356,161
<b>Transfers in &amp; Other Revenues</b>						
Transfers from Other Funds	5,793,108	3,145,653	1,213,000	1,213,000	13,000	11,085
Other	5,367,723	5,425,744	5,262,800	5,262,800	4,882,637	7,235,584
Subtotal	11,160,831	8,571,397	6,475,800	6,475,800	4,895,637	7,246,669
<b>Departmental Revenues</b>						
Police	1,766,945	3,059,898	2,906,691	3,123,191	2,858,978	3,591,701
Fire	930,146	1,178,243	741,204	741,204	906,000	1,105,088
Public Works Engineering	667,194	466,094	331,000	396,000	465,002	216,000
Public Works Streets	112,055	2,606,104	945,800	945,800	938,373	945,800
Planning	124,955	315,732	216,427	370,927	290,973	233,000
Building	2,193,276	2,626,721	2,772,525	3,557,525	4,509,872	3,586,275
Recreation Services	279,382	411,144	508,498	383,267	458,408	1,550,951
Parks Maintenance	42,833	6,754	3,500	3,500	3,500	3,500
Senior Services	1,678	23,820	218,500	218,500	124,000	206,500
Library Services	16,713	24,611	8,600	8,600	18,200	15,500
Subtotal	6,135,177	10,719,120	8,652,746	9,748,514	10,573,306	11,454,315
<b>Total</b>	<b>\$ 52,443,667</b>	<b>\$ 59,910,391</b>	<b>\$ 54,685,106</b>	<b>\$ 56,680,875</b>	<b>\$ 57,137,821</b>	<b>\$ 64,922,570</b>

## General Fund

### Four Year Expenditure Summary

	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Amended Budget	2022-23 Estimated Actual	2023-24 Adopted Budget
<b>General Government</b>						
City Council	\$ 130,971	\$ 132,456	\$ 203,504	\$ 203,504	\$ 156,429	\$ 255,175
City Clerk	521,252	544,755	632,966	660,908	633,029	583,631
City Attorney	611,824	567,931	626,677	1,528,677	1,473,675	1,409,950
City Manager	1,224,862	1,190,133	1,467,987	1,441,193	1,338,866	1,718,893
Human Resources	589,068	875,979	892,198	1,067,622	973,381	1,270,554
Finance						
Administration	1,347,491	1,341,854	1,433,796	1,721,615	2,009,336	2,080,991
Revenue Services	1,190,460	1,152,142	1,216,144	1,150,657	1,033,290	1,033,128
Subtotal	5,615,928	5,805,249	6,473,272	7,774,176	7,618,006	8,352,322
Police	18,459,942	18,674,143	20,688,965	21,130,984	20,745,392	23,747,763
Fire	12,647,980	12,579,946	12,688,441	13,008,301	13,681,188	14,253,825
<b>Public Works</b>						
Admin. & Engineering	2,300,349	1,550,560	1,731,925	1,952,863	1,964,499	2,899,030
Streets Maintenance	1,823,612	2,005,930	2,541,138	2,666,691	2,374,066	2,860,196
Subtotal	4,123,961	3,556,489	4,273,063	4,619,553	4,338,565	5,759,226
<b>Community Development</b>						
Planning	1,328,604	1,378,509	1,501,840	2,036,373	1,722,393	1,769,335
Building	1,817,315	1,588,107	1,590,683	2,915,449	2,585,790	2,701,440
Subtotal	3,145,919	2,966,617	3,092,523	4,951,823	4,308,183	4,470,775
<b>Community Services</b>						
Recreation Services	1,456,183	1,603,527	2,158,038	2,160,612	1,816,890	3,778,527
Parks Maintenance	2,798,163	2,471,132	3,020,277	3,255,862	3,036,626	3,629,365
Senior Services	1,123,254	1,203,732	1,347,954	1,347,954	1,332,616	1,604,875
Library	2,260,563	2,068,179	2,357,601	2,383,601	2,295,273	2,653,450
Subtotal	7,638,163	7,346,569	8,883,870	9,148,029	8,481,405	11,666,217
<b>Non-Departmental</b>						
Cost Allocation	1,542,930	1,586,524	1,427,688	1,427,688	1,189,108	1,462,259
Subtotal	(5,779,131)	(3,028,431)	(3,382,792)	(3,382,792)	(3,382,792)	(4,635,977)
Subtotal	(4,236,201)	(1,441,907)	(1,955,104)	(1,955,104)	(2,193,684)	(3,173,718)
<b>Expenditures Subtotal</b>						
	47,395,692	49,487,106	54,145,030	58,677,761	56,979,055	65,076,409
<b>Transfers Out to Other Funds</b>						
			-	-	2,105,000	-
<b>Transfer Out to Debt Service</b>						
	1,471,197	1,282,422	1,374,875	1,484,875	1,367,604	1,367,118
Subtotal	1,471,197	1,282,422	1,374,875	1,484,875	3,472,604	1,367,118
<b>Total</b>	<b>\$ 48,866,890</b>	<b>\$ 50,769,528</b>	<b>\$ 55,519,905</b>	<b>\$ 60,162,636</b>	<b>\$ 60,451,659</b>	<b>\$ 66,443,527</b>

## Water Enterprise

The Water Enterprise is responsible for the efficient and effective operation and maintenance of the supply and distribution systems. This includes providing a high quality and safe supply of potable drinking water to customers that meets or exceeds all established drinking water standards and by responding promptly to any water quality concerns. Revenues collected are specially designated for Water operations and infrastructure upgrades and cannot be used for other purposes.

### Four Year Summary

	2020-21 Actual	2021-22 Actual	2022-23 Amended Budget	2022-23 Estimated Actual	2023-24 Adopted Budget
Beginning Fund Balance, July 1	\$ 34,651,847	\$ 43,604,271	\$ 48,881,898	\$ 48,881,898	\$ 43,099,729
Revenues					
Operating Revenues	17,602,299	16,581,226	15,807,000	14,330,923	14,760,850
Capacity Charges	129,609	115,924	19,000	70,000	19,000
Grant and Other Revenues	45,992	52,600	50,000	55,000	50,000
Interest Income	253,538	304,485	100,000	336,561	100,000
<b>Total Revenues</b>	<b>18,031,439</b>	<b>17,054,235</b>	<b>15,976,000</b>	<b>14,792,484</b>	<b>14,929,850</b>
 Total Operating Expenses	 10,180,958	 9,691,186.43	 12,632,134	 11,021,041	 13,076,418
<b>Operating Surplus (Deficit)</b>	<b>7,850,481</b>	<b>7,363,048</b>	<b>3,343,866</b>	<b>3,771,443</b>	<b>1,853,431</b>
Non-Operating Revenues (Expenses)					
Capital Improvement Program	(4,088,063)	(946,434)	(24,954,136)	(7,935,362)	(20,930,566)
Debt Service Payment and Fees	(681,075)	(681,887)	(679,425)	(678,250)	(678,850)
Equipment Purchase	-	-	(196,388)	-	(380,388)
Capital Reimbursements	-	-	314,500	-	314,500
Debt Proceeds	5,846,080	-	-	-	-
Transfer In	25,000	-	-	-	-
Transfer Out	-	(457,100)	(940,000)	(940,000)	-
<b>Non-Operating Surplus (Deficit)</b>	<b>1,101,942</b>	<b>(2,085,421)</b>	<b>(26,455,449)</b>	<b>(9,553,612)</b>	<b>(21,675,304)</b>
 Change in Fund Balance	 8,952,423	 5,277,627	 (23,111,583)	 (5,782,169)	 (19,821,873)
 <b>Ending Fund Balance, June 30</b>	 <b>\$ 43,604,271</b>	 <b>\$ 48,881,898</b>	 <b>\$ 25,770,315</b>	 <b>\$ 43,099,729</b>	 <b>\$ 23,277,856</b>

## Stormwater Enterprise

The Stormwater Enterprise is responsible for maintaining the Stormwater conveyance system, as well as adhering to the requirements outlined in the National Pollutant Discharge Elimination System (NPDES) permit.

### Four Year Summary

	2020-21 Actual	2021-22 Actual	2022-23 Amended Budget	2022-23 Estimated Actual	2023-24 Adopted Budget
Beginning Fund Balance, July 1	\$ 1,045,524	\$ 665,166	\$ 782,954	\$ 782,954	\$ (1,703,077)
<b>Revenues</b>					
Operating Revenues	561,761	562,453	570,000	597,961	570,000
Reimbursements	92,956	67,428	75,000	68,203	75,000
Garbage Franchise Reimbursement					800,000
Interest Income	5,302	4,299	5,000	2,820	8,000
<b>Total Revenues</b>	<b>660,018</b>	<b>634,180</b>	<b>650,000</b>	<b>668,984</b>	<b>1,453,000</b>
<b>Expenses</b>					
Stormwater Operations	1,102,842	1,394,045	1,823,185	1,605,397	1,967,493
<b>Operating Surplus (Deficit)</b>	<b>(442,824)</b>	<b>(759,865)</b>	<b>(1,173,185)</b>	<b>(936,413)</b>	<b>(514,493)</b>
<b>Non-Operating Revenues (Expenses)</b>					
Capital Improvement Program	(89,783)	(546,792)	(3,079,440)	(1,681,902)	(2,037,804)
Equipment Purchase	-	-	(178,000)	(163,137)	
Capital Reimbursements	891	424,445	1,741,676	185,421	1,712,538
Transfer In	450,000	1,000,000	110,000	110,000	1,538,768
Transfer Out	(298,642)	-			(532,768)
<b>Non-Operating Surplus (Deficit)</b>	<b>62,466</b>	<b>877,653</b>	<b>1,673,676</b>	<b>(1,549,617)</b>	<b>680,734</b>
Change in Fund Balance	(380,358)	117,787	500,492	(2,486,030)	166,241
<b>Ending Fund Balance, June 30</b>	<b>\$ 665,166</b>	<b>\$ 782,954</b>	<b>\$ 1,283,445</b>	<b>\$ (1,703,077)</b>	<b>\$ (1,536,836)</b>

## Wastewater Enterprise

The Wastewater Enterprise is responsible for the wastewater collection system throughout the City including all sewer mains, manholes, the right-of-way portion of house laterals, six lift stations and two San Mateo County Flood Control District pump stations. In addition, it is directly responsible for adhering to all wastewater discharge requirements by the U.S. Environmental Protection Agency and the State Water Resources Control Board.

### Four Year Summary

	2020-21 Actual	2021-22 Actual	2022-23 Amended Budget	2022-23 Estimated Actual	2023-24 Adopted Budget
Beginning Fund Balance, July 1	\$ 34,045,966	\$ 42,624,896	\$ 43,003,563	\$ 43,003,563	\$ 45,720,145
<b>Revenues</b>					
Operating Revenues	18,298,857	19,262,372	16,550,000	17,381,255	18,424,131
Capacity Charges	148,730	101,231	17,000	48,000	17,000
Reimbursements	-	3,333	-	-	-
Other Revenues	8,250	11,200	10,000	12,000	10,000
Interest Income	239,568	299,722	100,000	342,016	100,000
<b>Total Revenues</b>	<b>18,695,406</b>	<b>19,677,859</b>	16,677,000	17,783,271	18,551,131
<b>Total Operating Expenses</b>	<b>8,860,135</b>	<b>14,255,237</b>	<b>11,495,899</b>	<b>10,936,750</b>	<b>12,950,450</b>
<b>Operating Surplus (Deficit)</b>	<b>9,835,270</b>	<b>5,422,621</b>	<b>5,181,101</b>	<b>6,846,521</b>	<b>5,600,681</b>
<b>Non-Operating Revenues (Expenses)</b>					
Capital Improvement Program	(4,157,838)	(1,406,952)	(25,899,778)	(1,702,856)	(33,783,404)
Debt Service Payment and Fees	(2,903,032)	(2,429,121)	(2,893,115)	(2,427,083)	(2,421,121)
Equipment Purchase	-	-	(182,000)	-	(891,000)
Capital Reimbursements	15,000	-	-	-	-
Debt Proceeds	5,764,530	-	-	-	-
Transfer In	25,000	-	-	-	-
Transfer Out	-	(1,207,882)	-	-	-
<b>Non-Operating Surplus (Deficit)</b>	<b>(1,256,340)</b>	<b>(5,043,955)</b>	<b>(28,974,893)</b>	<b>(4,129,939)</b>	<b>(37,095,525)</b>
<b>Change in Fund Balance</b>	<b>8,578,931</b>	<b>378,667</b>	<b>(23,793,792)</b>	<b>2,716,582</b>	<b>(31,494,844)</b>
<b>Ending Fund Balance, June 30</b>	<b>\$ 42,624,896</b>	<b>\$ 43,003,563</b>	<b>\$ 19,209,771</b>	<b>\$ 45,720,145</b>	<b>\$ 14,225,301</b>

## CityNet Enterprise

CityNet Services is the City Enterprise responsible for the operations of San Bruno CityNet Services - the City's telecommunications business enterprise, and Channel 1 – the City's locally originated Public, Educational and Government (PEG) TV Channel. The Enterprise also provides oversight and management of the City's IT Department.

### Four Year Summary

	2020-21 Actual	2021-22 Actual	2022-23 Amended Budget	2022-23 Estimated Actual	2023-24 Adopted Budget
Beginning Fund Balance, July 1	\$ (14,509,980)	\$ (14,885,467)	\$ (16,614,888)	\$ (16,614,888)	\$ (17,641,789)
<b>Revenues</b>					
Basic Service (incl Local Orig.)	2,700,456	2,471,564	2,870,774	2,293,330	2,541,000
Internet Service Fees (incl Wi-Fi)	3,896,658	3,810,769	4,013,809	3,783,924	4,180,000
Pay-Per-View Services	450,256	425,902	1,075,000	400,800	444,500
Digital Service	845,103	811,822	675,000	675,000	675,000
International Programming	73,685	66,965	40,000	45,000	45,000
Fees & Taxes	254,093	234,316	227,869	218,869	215,200
Voice Service	266,805	241,112	215,000	215,000	215,000
Fiber Leasing	131,352	210,002	175,000	135,000	175,000
TV Guide Magazine	1,565	1,595	764	1,250	1,000
Commercial Phone & Data	49,239	34,037	50,800	15,200	16,000
Other Receipts	347,835	258,046	265,648	275,197	294,800
<b>Total Revenues</b>	<b>9,017,048</b>	<b>8,566,131</b>	<b>9,609,664</b>	<b>8,058,570</b>	<b>8,802,500</b>
<b>Expenses</b>					
Operating Expenses	9,070,986	9,502,970	8,479,978	8,466,263	8,575,449
Pass Thru Fees	319,366	349,257	271,420	235,000	225,000
<b>Total Expenses</b>	<b>9,390,352</b>	<b>9,852,227</b>	<b>8,751,398</b>	<b>8,701,263</b>	<b>8,800,449</b>
<b>Operating Surplus (Deficit)</b>	<b>(373,305)</b>	<b>(1,286,096)</b>	<b>858,266</b>	<b>(642,693)</b>	<b>2,051</b>
<b>Non-Operating Revenues (Expenses)</b>					
Capital Improvement Program	-	(250,000)	(95,399)	(30,850)	(73,157)
Debt Service Payment and Fees	(2,183)	(1,298)	(372)	(372)	-
Equipment Purchase	-	-	-	-	(294,000)
Capital Reimbursements	-	-	0	-	-
Transfer In	-	250,000	-	-	-
Transfer Out	-	(442,027)	(358,952)	(352,986)	-
<b>Non-Operating Surplus (Deficit)</b>	<b>(2,183)</b>	<b>(443,325)</b>	<b>(454,722)</b>	<b>(384,208)</b>	<b>(367,157)</b>
Change in Fund Balance	(375,488)	(1,729,421)	403,544	(1,026,901)	(365,106)
<b>Ending Fund Balance, June 30</b>	<b>\$ (14,885,467)</b>	<b>\$ (16,614,888)</b>	<b>\$ (16,211,344)</b>	<b>\$ (17,641,789)</b>	<b>\$ (18,006,895)</b>

## Measure G District Sales Tax

Measure G is funded through a voter-approved one-half cent transactions and use tax. This local sales tax is collected along with other state and local sales taxes and is administered by the California Department of Tax and Fee Administration. Proceeds will fund city services/facilities such as neighborhood police patrols, fire prevention services, urban wildfire protection, crime suppression/investigation; pothole/street repair; increasing parking supply; upgrading parks/other city services/facilities; and expanding services supporting local businesses.

### Four Year Summary

	2020-21 Actual	2021-22 Actual	2022-23 Amended Budget	2022-23 Estimated Actual	2023-24 Adopted Budget
Beginning Fund Balance, July 1	\$ 493,305	\$ 1,218,863	\$ 3,416,510	\$ 3,416,510	\$ 431,642
Revenues					
1/2 cent sales tax allocation	3,280,558	3,987,647	3,763,212	3,125,132	3,281,389
Expenditures	-	-	-	-	-
Non-Operating Revenue (Expenditure)					
Transfer Out to General Fund Operating	(2,150,000)	(1,550,000)	-	-	-
Transfer Out to General Fund Equipment Reserve		(240,000)	(60,000)	(60,000)	
Transfer Out to Fire Capital	(205,000)		(150,000)	(150,000)	
Transfer In from Streets Capital					280,335
Transfer Out to Park Capital	-	-	-	-	(100,000)
Transfer Out to Streets Capital	(200,000)		(5,900,000)	(5,900,000)	(3,519,182)
Subtotal	(2,555,000)	(1,790,000)	(6,110,000)	(6,110,000)	(3,338,847)
Change in Fund Balance	725,558	2,197,647	(2,346,788)	(2,984,868)	(57,458)
<b>Ending Fund Balance, June 30</b>	<b>\$ 1,218,863</b>	<b>\$ 3,416,510</b>	<b>\$ 1,069,722</b>	<b>\$ 431,642</b>	<b>\$ 374,184</b>

## American Rescue Plan Act

The American Rescue Plan Act (ARPA) was signed into law on March 11, 2021. The \$1.9 trillion aid package provides financial aid to families, governments, businesses, schools, non-profits, and others impacted by the Covid-19 public health crisis. The Coronavirus State and Local Fiscal Recovery Funds (SLFRF), a part of the American Rescue Plan, delivers \$350 billion to state, local, and Tribal governments across the country to support their response to and recovery from the COVID-19 public health emergency. The program ensures that governments have the resources needed to: fight the pandemic and support families and businesses struggling with its public health and economic impacts, maintain vital public services, even amid declines in revenue, and build a strong, resilient, and equitable recovery by making investments that support long-term growth and opportunity. Under the SLFRF program, funds must be obligated by December 31, 2024, and expended by December 31, 2026.

### Four Year Summary

	2020-21 Actual	2021-22 Actual	2022-23 Amended Budget	2022-23 Estimated Actual	2023-24 Adopted Budget
Beginning Fund Balance, July 1	\$ -	\$ -	\$ 6,397,180	\$ 6,397,180	\$ 3,532,639
Revenues					
ARPA fiscal recovery funds	290,000	9,950,344	-	-	-
Expenditures	-	1,803,164	2,246,949	1,743,541	1,626,852
Non-Operating Revenue (Expenditure)					
Transfer Out to Emergency Disaster Reserve	(290,000)	-			-
Transfer Out to CityNet Fund	-	(250,000)		(21,000)	-
Transfer Out to Parks & Facilities Fund	-	-		-	-
Transfer Out to Stormwater Fund	-	(1,000,000)	-	-	
Transfer Out to Technology Capital Fund	-	(500,000)	(1,100,000)	(1,100,000)	(800,000)
Subtotal	(290,000)	(1,750,000)	(1,100,000)	(1,121,000)	(800,000)
Change in Fund Balance	-	6,397,180	(3,346,949)	(2,864,541)	(2,426,852)
<b>Ending Fund Balance, June 30</b>	<b>\$ -</b>	<b>\$ 6,397,180</b>	<b>\$ 3,050,230</b>	<b>\$ 3,532,639</b>	<b>\$ 1,105,787</b>

### General Fund Capital Improvement/One-Time Initiative Reserve

The Capital Improvement/One-Time Initiative Reserve Fund was established on January 22, 2013 in accordance with City Council adoption of a reserve policy. The funds in this account can be used for projects and initiatives throughout the City that have no other identifiable funding source. The Capital Improvement/One-Time Initiative Reserve can only be utilized through resolution of the City Council. While this fund has an initial goal of \$5 million, funds shall continue to be added to this fund until it has reached a fund balance of \$8 million.

#### Four Year Summary

	2020-21 Actual	2021-22 Actual	2022-23 Amended Budget	2022-23 Estimated Actual	2023-24 Adopted Budget
Beginning Fund Balance, July 1	\$ 4,609,727	\$ 9,663,734	\$ 7,381,710	\$ 7,381,710	\$ 23,808,178
Advance to Cable (Non-Spendable)	492,729	201,220	155,671	155,671	0
<b>Revenues</b>					
Interest from Advance to Cable	2,183	1,298	409	558	-
Community Benefit Payments	4,700,000	-	25,951,660	25,368,377	-
CPUC Penalty Assessed on PGE	-	-	-	-	-
<b>Total Revenues</b>	<u>4,702,183</u>	<u>1,298</u>	<u>25,952,069</u>	<u>25,368,934</u>	<u>-</u>
<b>Non-Operating Revenue (Expenditure)</b>					
Transfer in from One-Time Revenue	1,000,000	-	-	-	-
Transfer in from Stormwater Capital	298,642	-	-	-	688,768
Transfer in from Parks, Facilities, Police Capital	1,210,054	101,070	-	-	283,430
Transfer in from Streets Capital	100,000	-	-	-	5,430
Transfer in from CityNet Fund	-	-	-	-	-
Transfer in from Technology Capital	-	100,150	-	-	54
Transfer out to the General Fund	(1,297,904)	(1,565,653)	(70,500)	(70,500)	-
Transfer out to Equipment Reserve	-	-	(56,750)	(56,750)	(294,000)
Transfer out to State/Federal Funds	-	-	(250,000)	(250,000)	-
Transfer out to Central Garage Operations	-	(25,000)	-	-	-
Transfer out to Buildings & Facilities Operations	(40,000)	-	-	-	-
Transfer out to Information Technology Operations	-	-	-	-	-
Transfer to Parking Fund	-	-	(2,000,000)	(2,000,000)	-
Transfer out to Debt Service Fund - Router Replacement	(352,027)	(352,027)	(352,027)	(352,027)	-
Transfer out to Crestmoor (Glenview) Recovery Fund	-	-	-	-	-
Transfer out to Stormwater Capital	(450,000)	-	(92,685)	(92,685)	-
Transfer out to Parks & Facilities Capital	(121,000)	(159,500)	(6,058,247)	(6,058,247)	(161,271)
Transfer out to Streets Capital	(450)	-	(142,929)	(142,929)	-
Transfer out to Technology Capital	(287,000)	(258,939)	(75,000)	(75,000)	-
<b>Subtotal</b>	<u>60,315</u>	<u>(2,159,899)</u>	<u>(9,098,138)</u>	<u>(9,098,138)</u>	<u>522,411</u>
<b>Change in Fund Balance</b>	<u>4,762,498</u>	<u>(2,158,600)</u>	<u>16,853,931</u>	<u>16,270,796</u>	<u>522,411</u>
Assigned Ending Fund Balance, June 30 *	9,864,954	7,706,353	24,391,312	23,808,178	24,330,589
Unassigned Ending Fund Balance, June 30	-	-	-	-	-
<b>Total Ending Fund Balance</b>	<u>\$ 9,864,954</u>	<u>\$ 7,706,353</u>	<u>\$ 24,391,312</u>	<u>\$ 23,808,178</u>	<u>\$ 24,330,589</u>

\* Assigned fund balance is defined as the balances constrained by the City's intent to use the funds for a specific purpose.

### General Fund Reserve

The City Council adopted a reserve policy on January 22, 2013. The policy establishes a General Fund Reserve with a goal of maintaining a target fund balance of 25% of budgeted General Fund expenditures, but not to fall below 15% of budgeted expenditures except in a declaration of emergency.

#### Four Year Summary

	2020-21 Actual	2021-22 Actual	2022-23 Amended Budget	2023-24 Estimated Actual	2023-24 Adopted Budget
Beginning Fund Balance, July 1	\$12,582,349	\$12,338,243	\$12,340,109	\$12,340,109	\$12,279,332
Revenues	26,288	1,865	-	36,161	-
Expenditures	-	-	96,938	96,938	37,834
Non-Operating Revenue (Expenditure)					
Transfer in from General Fund	-	-	-	-	-
Transfer in from One-Time Revenue	320,455	-	-	-	-
Transfer in from Capital Projects	-	-	-	-	-
Transfer to General Fund	(590,849)	-	-	-	-
Subtotal	(270,394)	-	-	-	-
Change in Fund Balance	(244,106)	1,865	(96,938)	(60,777)	(37,834)
<b>Ending Fund Balance, June 30</b>	<b>\$12,338,243</b>	<b>\$12,340,109</b>	<b>\$12,243,171</b>	<b>\$12,279,332</b>	<b>\$12,241,498</b>

## General Fund One Time Annual Revenues

Accounts for funds that are not anticipated on an annual recurring basis.

### Four Year Summary

	2020-21 Actual	2021-22 Actual	2022-23 Amended Budget	2022-23 Estimated Actual	2023-24 Adopted Budget
Beginning Fund Balance, July 1	\$ 1,012,473	\$ 0	\$ 1,286,625	\$ 1,286,625	\$ 2,140,126
<b>Revenues</b>					
Excess ERAF	570,321	1,015,929	-	866,706	350,000
Proceeds from sale of the Crossings property	-	-	5,060,000	-	4,700,000
Other one time recoveries	58,232	283,010	500,000	-	-
<b>Total Revenues</b>	<u>628,552</u>	<u>1,298,939</u>	<u>5,560,000</u>	<u>866,706</u>	<u>5,050,000</u>
<b>Expenditures</b>					
Crossing Hotel parcel	11,809	12,314	13,000	13,205	11,085
<b>Total Expenditures</b>	<u>11,809</u>	<u>12,314</u>	<u>13,000</u>	<u>13,205</u>	<u>11,085</u>
<b>Non-Operating Revenue (Expenditure)</b>					
Transfer out to General Fund	(225,000)	-	(1,200,000)	-	-
Transfer out to General Fund Reserve	(320,455)	-	-	-	-
Transfer out to General Fund Capital Improvement Reserve	(1,000,000)	-	-	-	-
Transfer out to Emergency Disaster Reserve	(83,762)	-	-	-	-
<b>Subtotal</b>	<u>(1,629,217)</u>	<u>-</u>	<u>(1,200,000)</u>	<u>-</u>	<u>-</u>
<b>Change in Fund Balance</b>	<u>(1,012,473)</u>	<u>1,286,625</u>	<u>4,347,000</u>	<u>853,501</u>	<u>5,038,915</u>
<b>Ending Fund Balance, June 30</b>	<u><u>\$ 0</u></u>	<u><u>\$ 1,286,625</u></u>	<u><u>\$ 5,633,625</u></u>	<u><u>\$ 2,140,126</u></u>	<u><u>\$ 7,179,041</u></u>

## General Fund Equipment Reserve

The General Fund sets aside funding annually in anticipation to replace operating equipment. The funds are transferred into the General Fund Equipment Reserve and approved equipment replacements items are paid out of this fund.

### Four Year Summary

	2020-21	Actual	2021-22	Actual	2022-23 Amended Budget	2022-23 Estimated Actual	2023-24 Adopted Budget
Beginning Fund Balance, July 1	\$ 3,674,805		\$ 3,759,433		\$ 3,949,426	\$ 3,949,426	\$ 3,428,326
Revenues	424,991		15,880		-	-	-
Expenditures							
Equipment and Vehicle Purchases	400,364		1,820,943		1,367,416	581,100	2,042,576
Total Expenditures	400,364		1,820,943		1,367,416	581,100	2,042,576
Non-Operating Revenue (Expenditure)							
Transfer In from General Fund	60,000		155,056		-	-	294,000
Transfer In from Measure G Fund	-		240,000		60,000	60,000	-
Transfer In from Parks & Facilities	72,000				-	-	-
Transfer In from Lease Debt Service	-		1,600,000		-	-	-
Transfer Out to Streets Capital Fund	-				-	-	-
Transfer Out to Parks & Facilities Fund	-				-	-	-
Transfer Out to General Fund	(72,000)				-	-	-
Subtotal	60,000		1,995,056		60,000	60,000	294,000
Change in Fund Balance	84,627		189,993		(1,307,416)	(521,100)	(1,748,576)
<b>Ending Fund Balance, June 30</b>	<b>\$ 3,759,433</b>		<b>\$ 3,949,426</b>		<b>\$ 2,642,010</b>	<b>\$ 3,428,326</b>	<b>\$ 1,679,750</b>

## Emergency Disaster Reserve

The Emergency Disaster Reserve Fund was established on January 22, 2013 in accordance with City Council adoption of a reserve policy. Funds to establish this reserve were funds received by the City from PG&E in the days immediately following the September 9, 2010 gas pipeline explosion to cover costs associated with the City's response to the event. The City received reimbursement for these expenses through alternate sources. The funds in this account can only be utilized through resolution of the City Council declaring an emergency. Upon such declaration, it would be the intent of the City to utilize this reserve for all costs associated with the City's response to the emergency situation prior to any other reserve funds.

### Four Year Summary

	2020-21 Actual	2021-22 Actual	2022-23 Amended Budget	2022-23 Estimated Actual	2023-24 Adopted Budget
Beginning Fund Balance, July 1	\$ 1,924,216	\$ 2,026,454	\$ 2,780,204	\$ 2,780,204	\$ 2,822,996
<b>Revenues</b>					
Interest Income	18,389	12,656	10,000	42,792	44,931
Recoveries	-	795,000			
<b>Total Revenues</b>	18,389	807,656	10,000	42,792	44,931
<b>Expenditures</b>					
Operating Expenditures	289,913	53,906	2,864	-	-
<b>Non-Operating Revenue (Expenditure)</b>					
Transfer in from American Rescue Plan Act Fund	290,000	-	-	-	-
Transfer in from One-Time Revenue	83,762	-	-	-	-
Transfer Out to Parks & Facilities Fund	-		-	-	(25,000)
Transfer Out to Stormwater Fund	-		-	-	-
<b>Subtotal</b>	373,762	-	-	-	(25,000)
<b>Change in Fund Balance</b>	102,238	753,750	7,136	42,792	19,931
<b>Ending Fund Balance, June 30</b>	<b>\$ 2,026,454</b>	<b>\$ 2,780,204</b>	<b>\$ 2,787,341</b>	<b>\$ 2,822,996</b>	<b>\$ 2,842,928</b>

## Central Garage

The Central Garage Division is responsible for managing and maintaining the City’s non-Fire vehicles and major equipment, monitoring life-cycle costs and providing recommendations for the vehicle replacement program, developing specifications and purchasing of replacement vehicles, and disposing of City vehicles for salvage value at the end of their serviceable life.

### Four Year Summary

	2020-21 Actual	2021-22 Actual	2022-23 Amended Budget	2022-23 Estimated Actual	2023-24 Adopted Budget
Beginning Fund Balance, July 1	\$ 216,690	\$ 59,265	\$ 196,565	\$ 196,565	\$ 90,814
Charge for Services	575,175	882,154	713,119	713,119	888,545
Expenses					
Operating Expenses	732,599	744,855	893,088	818,870	892,170
Non-Operating Revenues (Expenses)					
Transfer In	-	-			
Change in Fund Balance	(157,424)	137,299	(179,969)	(105,751)	(3,625)
<b>Estimated Fund Balance, June 30</b>	<b>\$ 59,265</b>	<b>\$ 196,565</b>	<b>\$ 16,596</b>	<b>\$ 90,814</b>	<b>\$ 87,189</b>

## Buildings & Facilities

The Building and Facilities Division provides safe, efficient, comfortable, attractive, and functional buildings and facilities for all users of City facilities. This includes custodial services, routine preventative maintenance, and repairs for municipal buildings and facilities, as well as restrooms and structures at City parks.

### Four Year Summary

	2020-21 Actual	2021-22 Actual	2022-23 Amended Budget	2022-23 Estimated Actual	2023-24 Adopted Budget
Beginning Fund Balance, July 1	\$ 183,894	\$ 432,035	\$ 475,514	\$ 475,514	\$ 268,908
Charge for Services	1,758,682	1,805,664	1,551,198	1,551,198	2,143,889
Expenses					
Operating Expenses	1,600,541	1,921,685	2,020,995	1,757,804	2,190,854
Non-Operating Revenues (Expenses)					
Transfer In	90,000	159,500			
Change in Fund Balance	248,141	43,479	(469,797)	(206,606)	(46,965)
<b>Ending Fund Balance, June 30</b>	<b>\$ 432,035</b>	<b>\$ 475,514</b>	<b>\$ 5,717</b>	<b>\$ 268,908</b>	<b>\$ 221,943</b>

## Information Technology

The Information Technology Division is responsible for the planning, implementation, and daily management of the City's centralized data network and telephone system infrastructure and all related citywide technology applications.

### Four Year Summary

	2020-21 Actual	2021-22 Actual	2022-23 Amended Budget	2022-23 Estimated Actual	2023-24 Adopted Budget
Beginning Fund Balance, July 1	\$ 164,439	\$ 256,412	\$ 154,005	\$ 154,005	\$ 276,246
Charge for Services	1,058,000	907,071	1,627,641	1,627,641	1,668,582
Expenses					
Operating Expenses	966,026	1,268,417	1,534,964	1,505,400	1,701,583
Non-Operating Revenues (Expenses)					
Transfer In	-	258,939	-	-	
Change in Fund Balance	91,974	(102,407)	92,677	122,241	(33,001)
<b>Ending Fund Balance, June 30</b>	<b>\$ 256,412</b>	<b>\$ 154,005</b>	<b>\$ 246,682</b>	<b>\$ 276,246</b>	<b>\$ 243,245</b>

## Self Insurance

The Self Insurance Fund provides insurance protection for the City against public liability claims, physical damage to City buildings and assets, workers' compensation claims arising from work-related injuries to City employees, and City's employer obligations for State unemployment insurance.

### Four Year Summary

	2020-21 Actual	2021-22 Actual	2022-23 Amended Budget	2022-23 Estimated Actual	2023-24 Adopted Budget
Beginning Fund Balance, July 1	\$ 795,872	\$ 1,264,797	\$ 1,754,262	\$ 1,754,262	\$ 2,135,830
Charge for Services	2,846,554	2,928,085	3,408,873	3,408,873	3,646,532
Expenses					
Workers Compensation Expenses	937,743	539,498	1,344,465	1,095,394	1,377,898
General Liability Expenses	1,403,878	1,885,976	1,949,208	1,907,998	2,217,434
Unemployment Expenses	36,008	13,147	51,200	23,913	51,200
Total Expenses	2,377,629	2,438,620	3,344,873	3,027,305	3,646,532
Change in Fund Balance	468,925	489,465	64,000	381,568	-
<b>Ending Fund Balance, June 30</b>	<b>\$ 1,264,797</b>	<b>\$ 1,754,262</b>	<b>\$ 1,818,262</b>	<b>\$ 2,135,830</b>	<b>\$ 2,135,830</b>

## Gas Tax

Gasoline tax revenue is received from the State and expended for the maintenance and operation of public streets and highways.

### Four Year Summary

	2020-21 Actual	2021-22 Actual	2022-23 Amended Budget	2022-23 Estimated Actual	2023-24 Adopted Budget
Beginning Fund Balance, July 1	\$ 822,591	\$ 996,081	\$ 454,559	\$ 454,559	\$ 338,590
Revenues					
Highway Users Tax	1,009,374	1,039,571	1,261,825	1,030,123	1,081,630
SB1 Road Maintenance and Rehab	842,651	900,301	983,329	975,273	1,024,037
Investment Income	5,984	10,784	5,000	11,958	12,556
<b>Total Revenues</b>	<b>1,858,009</b>	<b>1,950,656</b>	<b>2,250,154</b>	<b>2,017,355</b>	<b>2,118,223</b>
Expenditures					
Annual Gas Tax Reporting fee	2,211	2,711	2,800	3,000	3,060
Non-Operating Revenue (Expense)					
Transfer in from Streets Capital	51,192	-	53,006	53,006	-
Transfer Out to Streets Operations	(850,000)	(850,000)	(850,000)	(850,000)	(850,000)
Transfer Out to Streets Capital	(883,500)	(1,639,467)	(1,333,329)	(1,333,329)	(1,425,105)
<b>Non-Operating Surplus (Deficit)</b>	<b>(1,682,308)</b>	<b>(2,489,467)</b>	<b>(2,130,323)</b>	<b>(2,130,323)</b>	<b>(2,275,105)</b>
<b>Change in Fund Balance</b>	<b>173,490</b>	<b>(541,522)</b>	<b>117,031</b>	<b>(115,968)</b>	<b>(159,942)</b>
<b>Ending Fund Balance, June 30</b>	<b>\$ 996,081</b>	<b>\$ 454,559</b>	<b>\$ 571,590</b>	<b>\$ 338,590</b>	<b>\$ 178,648</b>

## Measure A Transportation Tax

Measure A is funded through a voter-approved half-cent sales tax distributed to local agencies based on population and number of road miles. Funds can be used to maintain local streets and sidewalks, including paving, pothole repair, bicycle and pedestrian programs, traffic operations, and safety projects.

### Four Year Summary

	2020-21 Actual	2021-22 Actual	2022-23 Amended Budget	2022-23 Estimated Actual	2023-24 Adopted Budget
Beginning Fund Balance, July 1	\$ 2,486,151	\$ 1,106,230	\$ 904,474	\$ 904,474	\$ 971,645
Revenues					
1/2 cent sales tax allocation	997,205	1,357,780	1,127,788	1,228,760	1,235,156
Investment Income	5,835	13,609	5,000	19,690	21,659
Total Revenues	1,003,040	1,371,389	1,132,788	1,248,450	1,256,815
Non-Operating Revenue (Expenditure)					
Transfer In from Streets Capital	793,420	265,095	14,360	14,360	-
Transfer Out to Streets Capital	(3,176,381)	(1,838,240)	(1,195,640)	(1,195,640)	(1,573,112)
Subtotal	(2,382,961)	(1,573,145)	(1,181,280)	(1,181,280)	(1,573,112)
Change in Fund Balance	(1,379,921)	(201,756)	(48,492)	67,170	(316,297)
<b>Ending Fund Balance, June 30</b>	<b>\$ 1,106,230</b>	<b>\$ 904,474</b>	<b>\$ 855,982</b>	<b>\$ 971,645</b>	<b>\$ 655,348</b>

## Street Special Revenue Fund

This fund is restricted for street improvement and mitigation.

### Four Year Summary

	2020-21 Actual	2021-22 Actual	2022-23 Amended Budget	2022-23 Estimated Actual	2023-24 Adopted Budget
Beginning Fund Balance, July 1	\$ 331,579	\$ 183,190	\$ 109,372	\$ 109,372	\$ 10,624
Revenues					
Investment Income	1,611	1,182	500	1,252	1,377
Total Revenues	<u>1,611</u>	<u>1,182</u>	<u>500</u>	<u>1,252</u>	<u>1,377</u>
Non-Operating Revenues (Expenditures)					
Transfer Out to Streets Capital	(150,000)	(75,000)	(600,000)	(100,000)	(10,000)
Total Expenditures	<u>(150,000)</u>	<u>(75,000)</u>	<u>(600,000)</u>	<u>(100,000)</u>	<u>(10,000)</u>
Change in Fund Balance	<u>(148,389)</u>	<u>(73,818)</u>	<u>(599,500)</u>	<u>(98,748)</u>	<u>(8,623)</u>
<b>Ending Fund Balance, June 30</b>	<b><u>\$ 183,190</u></b>	<b><u>\$ 109,372</u></b>	<b><u>\$ (490,128)</u></b>	<b><u>\$ 10,624</u></b>	<b><u>\$ 2,001</u></b>

## Measure W Transportation Tax

Measure W is funded through a voter-approved half-cent sales tax authorized for a period of 30 years beginning July 2019 and ending June 30, 2038. 50% of the funds are administered by the San Mateo County Transportation Authority while the remaining 50% are administered by the SamTrans Board of Directors. Proceeds will fund local street repair, grade separations for Caltrain tracks that intersect local streets, expanded bicycle and pedestrian facilities, and improved transit connections.

### Four Year Summary

	2020-21	2021-22	2022-23	2022-23	2023-24
	Actual	Actual	Amended Budget	Estimated Actual	Adopted Budget
Beginning Fund Balance, July 1	\$ -	\$ 69,570	\$ 438,507	\$ 438,507	\$ 302,280
Revenues					
1/2 cent sales tax allocation	466,674	563,437	501,239	455,559	548,940
Investment Income	2,896	5,500	2,500	8,214	9,035
Total Revenues	469,570	568,937	503,739	463,773	557,976
Non-Operating Revenue (Expenditure)					
Transfer In from Streets Capital	-				-
Transfer Out to Streets Capital	(400,000)	(200,000)	(600,000)	(600,000)	(461,600)
Subtotal	(400,000)	(200,000)	(600,000)	(600,000)	(461,600)
Change in Fund Balance	69,570	368,937	(96,261)	(136,227)	96,376
<b>Ending Fund Balance, June 30</b>	<b>\$ 69,570</b>	<b>\$ 438,507</b>	<b>\$ 342,246</b>	<b>\$ 302,280</b>	<b>\$ 398,655</b>

## Police Asset Forfeiture

Police Asset Forfeiture is a program established to discourage crime. Revenue collected from asset seizures is designated for prevention programs, such as D.A.R.E. Funds received from the Department of Justice Equitable Sharing Program is used for specific law enforcement purposes such as training, education, equipment, drug and gang education, and other awareness programs.

### Four Year Summary

	2020-21 Actual	2021-22 Actual	2022-23 Amended Budget	2022-23 Estimated Actual	2023-24 Adopted Budget
Beginning Fund Balance, July 1	\$ 1,034,048	\$ 637,671	\$ 580,598	\$ 580,598	\$ 795,822
Revenues					
Asset Forfeiture Allocation	7,564	2,524	3,000	4,576	3,000
DOJ Equitable Sharing - Airport	37,303	113,216	100,000	426,568	100,000
DOJ Equitable Sharing - DEA Metro One	56,914	55,927	-	16,474	-
Investment Income	5,052	3,583	500	5,879	500
Total Revenues	106,832	175,251	103,500	453,498	103,500
Expenditures					
Operating Expenditures	231,210	227,578	269,223	238,274	226,762
Non-Operating Revenue (Expenditure)					
Transfer to General Fund Police Operations	(200,000)	-	-	-	1,170
Transfer out to Police Capital	(72,000)	(4,745)	-	-	-
Subtotal	(272,000)	(4,745)	-	-	1,170
Change in Fund Balance	(396,377)	(57,073)	(165,723)	215,224	(122,092)
<b>Ending Fund Balance, June 30</b>	<b>\$ 637,671</b>	<b>\$ 580,598</b>	<b>\$ 414,875</b>	<b>\$ 795,822</b>	<b>\$ 673,729</b>

## Police Grant Citizens Option for Public Safety (COPS)

The Citizens Option for Public Safety (COPS) program distributes funds to local agencies that provide law enforcement services.

### Four Year Summary

	2020-21 Actual	2021-22 Actual	2022-23 Amended Budget	2022-23 Estimated Actual	2023-24 Adopted Budget
Beginning Fund Balance, July 1	\$ 224,928	\$ 183,003	\$ 145,342	\$ 145,342	\$ 111,906
Revenues					
SLESF Fund	156,727	161,285	145,000	165,271	150,000
Investment Income	1,349	1,054	1,000	1,293	1,000
Total Revenues	158,076	162,339	146,000	166,564	151,000
Non-Operating Revenue (Expenditure)					
Transfer Out to General Fund Police Operations	(200,000)	(200,000)	(200,000)	(200,000)	(100,000)
Change in Fund Balance	(41,924)	(37,661)	(54,000)	(33,436)	51,000
<b>Ending Fund Balance, June 30</b>	<b>\$ 183,003</b>	<b>\$ 145,342</b>	<b>\$ 91,342</b>	<b>\$ 111,906</b>	<b>\$ 162,906</b>

## Federal/State Grants

The City receives grant funding from various Federal and State Agencies. This fund is established to account for Police, Fire, and other departments grant funded activities.

### Four Year Summary

	2020-21 Actual	2021-22 Actual	2022-23 Amended Budget	2022-23 Estimated Actual	2023-24 Adopted Budget
Beginning Fund Balance, July 1	\$ 12,227	\$ (16,928)	\$ (74,235)	\$ (74,235)	\$ (1,182,315)
<b>Revenues</b>					
Grant Revenue	269,937	61,172	175,455	85,737	-
Federal Assistance				97,182	167,157
Investment Income	371	-	-	-	-
Non Operating Transfers	-	-	250,000	250,000	
<b>Total Revenues</b>	<u>270,308</u>	<u>61,172</u>	<u>425,455</u>	<u>432,920</u>	<u>167,157</u>
<b>Expenditures</b>					
Grant Expenditures	299,463	118,479	427,785	1,516,308	164,657
<b>Non-Operating Revenues (Expenditures)</b>					
Transfer In			250,000	250,000	-
<b>Change in Fund Balance</b>	<u>(29,155)</u>	<u>(57,307)</u>	<u>247,670</u>	<u>(833,388)</u>	<u>2,500</u>
<b>Ending Fund Balance, June 30</b>	<u><u>\$ (16,928)</u></u>	<u><u>\$ (74,235)</u></u>	<u><u>\$ 173,435</u></u>	<u><u>\$ (907,623)</u></u>	<u><u>\$ (1,179,815)</u></u>

## Solid Waste/Recycling Fund

The Solid Waste Fund is responsible for compliance with state mandates to achieve a fifty percent (50%) waste diversion (recycling) rate with the goal of increasing to seventy-five percent (75%) diversion by 2020. This division is funded through a 1% fee assessed on garbage bills for the City's franchised solid waste hauler.

### Four Year Summary

	2020-21 Actual	2021-22 Actual	2022-23 Amended Budget	2022-23 Estimated Actual	2023-24 Adopted Budget
Beginning Fund Balance, July 1	\$ 418,172	\$ 317,708	\$ 330,906	\$ 330,906	\$ 440,799
<b>Revenues</b>					
1% AB 939 Fee	86,607	90,455	91,000	89,353	95,550
State of California	11,474	11,435	11,500	64,358	10,952
Interest Earnings	2,480	2,308	2,500	2,746	2,500
Reimbursements	-	21,237	-	11,465	-
<b>Total Revenues</b>	<b>100,561</b>	<b>125,434</b>	<b>105,000</b>	<b>167,922</b>	<b>109,002</b>
<b>Expenditures</b>					
Solid Waste Operations	71,025	112,236	122,957	58,029	129,135
<b>Non-Operating Revenue (Expenditure)</b>					
Transfer Out to Streets Capital	(130,000)	-	-	-	(37,500)
<b>Change in Fund Balance</b>	<b>(100,464)</b>	<b>13,198</b>	<b>(17,957)</b>	<b>109,893</b>	<b>(57,633)</b>
<b>Ending Fund Balance, June 30</b>	<b>\$ 317,708</b>	<b>\$ 330,906</b>	<b>\$ 312,949</b>	<b>\$ 440,799</b>	<b>\$ 383,166</b>

## Development Impact Fees

On May 1, 2019, the comprehensive development impact fee program was implemented and the fees took effect. Development impact fees are assessed on development projects to pay their "fair share" of capital improvements. The Funds will be used for various capital improvements and enhancements.

### Four Year Summary

	2020-21 Actual	2021-22 Actual	2022-23 Amended Budget	2022-23 Estimated Actual	2023-24 Adopted Budget
Beginning Fund Balance, July 1	\$ 111,206	\$ 118,576	\$ 155,441	\$ 155,441	\$ 20,442,793
<b>Revenues</b>					
Community Facilities Impact Fee	4,301	23,307	6,784,505	9,049,587	310,381
Public Safety Impact Fee	319	1,731	452,300	633,195	33,759
General Government Impact Fee	452	2,449	734,061	971,022	33,255
Transportation Impact Fee	941	5,098	5,464,678	5,778,129	482,728
Utilities Impact Fee	619	3,353	1,349,486	1,666,958	575,264
Bayhill Area Development Impact Fee	-	-	4,278,488	4,278,488	-
Investment Income	738	927	10,000	1,264	10,000
<b>Total Revenues</b>	<b>7,370</b>	<b>36,864</b>	<b>19,073,518</b>	<b>22,378,643</b>	<b>1,445,387</b>
<b>Expenditures</b>					
Operating Expenditures	-	-	(100,000)	(65,775)	(34,225)
<b>Non-Operating Revenue (Expenditure)</b>					
Transfer Out to Capital Projects					
Community Facilities Impact Fee	-	-	(2,025,515)	(2,025,515)	(527,500)
Public Safety Impact Fee	-	-	-	-	(466,911)
General Government Impact Fee	-	-	-	-	(300,000)
Transportation Impact Fee	-	-	-	-	-
Utilities Impact Fee	-	-	-	-	(1,538,768)
Bayhill Area Development Impact Fee	-	-	-	-	(273,750)
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>(2,025,515)</b>	<b>(2,025,515)</b>	<b>(3,106,929)</b>
<b>Change in Fund Balance</b>	<b>7,370</b>	<b>36,864</b>	<b>16,948,003</b>	<b>20,287,353</b>	<b>(1,695,767)</b>
<b>Ending Fund Balance, June 30</b>	<b>\$ 118,576</b>	<b>\$ 155,441</b>	<b>\$ 17,103,444</b>	<b>\$ 20,442,793</b>	<b>\$ 18,747,026</b>

## In-Lieu Fund Park-in-Lieu and BMR Housing in-Lieu

Fees required by City ordinance to address the residents future park or housing needs.

### Four Year Summary

	2020-21 Actual	2021-22 Actual	2022-23 Amended Budget	2022-23 Estimated Actual	2023-24 Adopted Budget
Beginning Fund Balance, July 1	\$ 7,130,189	\$ 6,949,319	\$ 3,391,953	\$ 3,391,953	\$ 12,682,109
Revenues					
Development Fees					
BMR Housing in-lieu	-				
Park in-lieu	-	(3,173,625)			-
Affordable Housing Comm Linkage Impact Fee			10,299,102	9,704,825	350,000
Interest Earnings	55,270	30,189	45,000	30,331	26,000
Total Revenues	<u>55,270</u>	<u>(3,143,436)</u>	<u>10,344,102</u>	<u>9,735,156</u>	<u>376,000</u>
Expenditures					
Operating Expenses	61,140	40,000	122,350	70,000	252,350
Non-Operating Revenue (Expenditure)					
Transfer in from Capital	-	1,070			
Transfer out to Capital	(175,000)	(375,000)	(375,000)	(375,000)	
Subtotal	<u>(175,000)</u>	<u>(373,930)</u>	<u>(375,000)</u>	<u>(375,000)</u>	-
Change In Fund Balance	<u>(180,870)</u>	<u>(3,557,366)</u>	<u>9,846,752</u>	<u>9,290,156</u>	<u>123,650</u>
<b>Ending Fund Balance, June 30</b>	<b><u>\$ 6,949,319</u></b>	<b><u>\$ 3,391,953</u></b>	<b><u>\$ 13,238,705</u></b>	<b><u>\$ 12,682,109</u></b>	<b><u>\$ 12,805,759</u></b>

## Area Agency on Aging

The City receives grant funds from the U.S. Department of Health and Human Services passed through the County of San Mateo Area Agency on Aging program. These funds support services provided by the Senior Center such as the Congregate Nutrition and Transportation Program.

### Four Year Summary

	2020-21 Actual	2021-22 Actual	2022-23 Amended Budget	2022-23 Estimated Actual	2023-24 Adopted Budget
Beginning Fund Balance, July 1	\$ 34,749	\$ 97,636	\$ 142,173	\$ 142,173	\$ 186,173
Revenues					
Area Agency on Aging Grant					
Transportation Program	6,516	6,687	133,976	145,000	145,000
Congregate Nutrition Program	264,421	184,921	73,916	98,500	93,500
Senior Center Donations	60,026	67,138			
Investment Income	293	592	3,500	3,500	3,500
Total Revenues	331,256	259,338	211,392	247,000	242,000
Expenditures					
Transportation Program	4,285	6,687	53,500	-	-
Congregate Nutrition Program	148,750	214,802	221,018	203,000	255,368
Total Expenditures	153,035	221,489	274,518	203,000	255,368
Non-Operating Revenues (Expenditures)					
Transfer Out	(115,333)	6,687			
Change in Fund Balance	62,888	44,536	(63,126)	44,000	(13,368)
<b>Ending Fund Balance, June 30</b>	<b>\$ 97,636</b>	<b>\$ 142,173</b>	<b>\$ 79,047</b>	<b>\$ 186,173</b>	<b>\$ 172,805</b>

## Restricted Revenues

Fees, as required by Ordinance or State, and donations are designated for specific purposes such as city art, document imaging, technology improvement, general plan updates, enhanced library services, and San Bruno Community Foundation projects.

### Four Year Summary

	2020-21 Actual	2021-22 Actual	2022-23 Amended Budget	2022-23 Estimated Actual	2023-24 Adopted Budget
Beginning Fund Balance, July 1	\$ 2,788,475	\$ 2,183,064	\$ 2,390,183	\$ 2,390,183	\$ 3,693,949
<b>Revenues</b>					
City art program	54,367	133,631	70,000	200,547	117,500
Document imaging	36,061	70,530	40,000	130,356	76,375
General plan maintenance	27,901	90,133	40,000	700,000	550,000
Investment income	16,027	16,817	12,000	206,418	206,500
Library donations & grants	19,465	20,233	8,000	18,327	12,000
Other donations	24,963	73,553	30,000	28,017	20,000
San Bruno Community Foundation	-	-	-	-	-
Senior Center Bequest	18,203	36,006	40,000	35,000	40,000
Tree Planting Restricted Revenue	23,424	12,035	9,000	9,000	9,000
Technology fee	95,871	230,159	100,000	240,618	158,500
<b>Total Revenues</b>	<b>316,282</b>	<b>683,097</b>	<b>349,000</b>	<b>1,568,282</b>	<b>1,189,875</b>
<b>Expenditures</b>					
City art program	42,579	65,513	18,700	12,919	21,200
Document imaging	-	9,062	12,000	6,000	15,000
General plan maintenance	15,216	-	154,500	154,500	-
Library donations & grants	17,755	7,159	20,100	17,566	15,100
Other activities	106,717	16,641	7,720	13,132	-
Community Day activities	-	-	-	-	-
Tree Planting program	7,314	4,587	8,000	3,000	8,000
Technology fee program	-	2,681	19,400	7,400	55,000
<b>Total Expenditures</b>	<b>189,582</b>	<b>105,642</b>	<b>240,420</b>	<b>214,516</b>	<b>114,300</b>
<b>Non-Operating Revenue (Expenditures)</b>					
Transfers in from Capital	10,889	-	-	-	-
Transfer out to Operations	-	-	-	-	-
Transfer out to Capital	(743,000)	(370,336)	(50,000)	(50,000)	(500,000)
<b>Subtotal</b>	<b>(732,111)</b>	<b>(370,336)</b>	<b>(50,000)</b>	<b>(50,000)</b>	<b>(500,000)</b>
<b>Change in Fund Balance</b>	<b>(605,411)</b>	<b>207,118</b>	<b>58,580</b>	<b>1,303,766</b>	<b>575,575</b>
<b>Ending Fund Balance, June 30</b>	<b>\$ 2,183,064</b>	<b>\$ 2,390,183</b>	<b>\$ 2,448,762</b>	<b>\$ 3,693,949</b>	<b>\$ 4,269,524</b>

## City as Successor Housing Agency

This fund accounts for housing assets and functions previously performed by the former Redevelopment Agency.

### Four Year Summary

	2020-21 Actual	2021-22 Actual	2022-23 Amended Budget	2022-23 Estimated Actual	2023-24 Adopted Budget
Beginning Fund Balance, July 1	\$ 700,649	\$ 700,649	\$ 700,649	\$ 700,649	\$ 700,649
Revenues	-	-	-	-	-
Non-Operating Revenue (Expense) Transfer In	-	-	-	-	-
Change in Fund Balance	-	-	-	-	-
<b>Ending Fund Balance, June 30</b>	<b>\$ 700,649</b>	<b>\$ 700,649</b>	<b>\$ 700,649</b>	<b>\$ 700,649</b>	<b>\$ 700,649</b>

## Parks & Facilities Capital

The Parks and Facilities Capital Fund corresponds with the Parks and Facilities Capital Improvement Program, which provides for the improvement and development of City facilities, infrastructure, and major equipment used to deliver services to the community.

### Four Year Summary

	2020-21 Actual	2021-22 Actual	2022-23 Amended Budget	2022-23 Estimated Actual	2023-24 Adopted Budget
Beginning Fund Balance, July 1	\$ 2,686,438	\$ 2,381,172	\$ 7,286,571	\$ 7,286,571	\$ 9,687,946
Revenues					
Grants	1,993,984	18,019,212	39,013,310	18,794,957	6,815,897
Reimbursements	-	5,800	8,029,536	-	-
Total Revenues	1,993,984	18,025,012	47,042,846	18,794,957	6,815,897
Transfer In					
Asset Forfeiture Fund	72,000				
American Rescue Plan Act	-				
CityNet Fund	-	90,000	25,000	25,000	
Citywide Development Impact Fees - General Government Fund					450,000
Citywide Development Impact Fees - Public Safety Facilities Impact Fee	-	-	-	-	466,911
Crestmoor Project Remaining Balance	-	-	900,000	900,000	
General Fund Capital Reserve	121,000		6,058,247	6,058,247	179,950
General Fund Equipment Reserve	-				
General Fund Emergency Disaster Reserve	-	-	-	-	-
Measure G Fund	205,000		150,000	150,000	100,000
Park In-Lieu Funds	25,000	375,000			
Restricted Revenues Fund	743,000	200,336	125,000	125,000	119,853
Streets Special Revenue	-		106,000	106,000	
Wastewater Fund	-		580,000	580,000	
Water Fund	-		940,000	940,000	
Total Transfer In	1,166,000	665,336	8,884,247	8,884,247	1,316,714
Expenditures					
Capital Improvement Program	2,133,195	13,640,539	44,188,041	25,277,828	12,397,848
Total Expenditures	2,133,195	13,640,539	44,188,041	25,277,828	12,397,848
Transfer Out					
Asset Forfeiture Fund	-	-	-	-	(1,170)
General Fund Capital Reserve	(1,210,054)	(101,071)	-	-	(302,109)
General Fund Reserve	-				
General Fund Equipment Reserve	(72,000)				
Park In-Lieu	-	(1,070)			
General Fund Operating	-	(42,270)			
Restricted Revenues Fund	-				(140,469)
Water Fund	(25,000)				
Wastewater Fund	(25,000)				
Total Transfer Out	(1,332,054)	(144,411)	-	-	(443,748)
Change in Fund Balance	(305,266)	4,905,399	11,739,052	2,401,376	(4,708,985)
<b>Ending Fund Balance, June 30</b>	<b>\$ 2,381,172</b>	<b>\$ 7,286,571</b>	<b>\$ 19,025,623</b>	<b>\$ 9,687,946</b>	<b>\$ 4,978,962</b>

## Streets Capital

The Streets Capital Fund corresponds with the Streets Capital Improvement Program, which provides for the rehabilitation of City streets, sidewalks, streetlights, traffic signals, and street medians to ensure public safety.

### Four Year Summary

	2020-21 Actual	2021-22 Actual	2022-23 Amended Budget	2022-23 Estimated Actual	2023-24 Adopted Budget
Beginning Fund Balance, July 1	\$ 1,695,129	\$ 4,997,079	\$ 6,141,547	\$ 6,141,547	\$ 14,789,229
Revenues					
Grants	689,796	44,714	2,634,144	550,918	2,585,214
Reimbursements	-	89,825	1,467,506	-	1,233,636
Total Revenues	<u>689,796</u>	<u>134,540</u>	<u>4,101,650</u>	<u>550,918</u>	<u>3,818,850</u>
Transfer In					
Bayhill Specific Plan Area Development Impact Fee	-	-	-	-	273,750
Citywide Development Impact Fees - Community Facilities Fund			25,515	25,515	315,000
Citywide Development Impact Fees - Transportation Facilities Impact Fee	-	-	-	-	37,500
Gas Tax	883,500	843,467	1,333,329	1,333,329	1,425,105
General Fund Operating			2,030,000	2,030,000	
General Fund Capital Improvement R	450				
General Fund Equipment Reserve	-				
General Fund Operating	-	796,000			
Park In-Lieu	150,000				
Measure A	3,097,056	1,838,240	1,210,000	1,210,000	1,593,343
Measure G	200,000		5,900,000	5,900,000	3,238,847
Measure W	400,000	200,000	600,000	600,000	461,600
Solid Waste/Recycling Fund	130,000				37,500
Streets Special Revenue	150,000	75,000			
Total Transfer In	<u>5,011,006</u>	<u>3,752,707</u>	<u>11,098,844</u>	<u>11,098,844</u>	<u>7,382,645</u>
Expenditures					
Capital Improvement Program	1,533,565	2,477,683	23,832,298	2,934,133	25,420,818
Total Expenditures	<u>1,533,565</u>	<u>2,477,683</u>	<u>23,832,298</u>	<u>2,934,133</u>	<u>25,420,818</u>
Transfer Out					
Gas Tax	(51,192)		(53,006)	(53,006)	
General Fund Capital Reserve	(100,000)		(581)	(581)	(5,430)
Measure W	-				
Measure A	(714,095)	(265,095)	(14,360)	(14,360)	
Total Transfer Out	<u>(865,287)</u>	<u>(265,095)</u>	<u>(67,947)</u>	<u>(67,947)</u>	<u>(5,430)</u>
Change in Fund Balance	<u>3,301,950</u>	<u>1,144,469</u>	<u>(8,699,751)</u>	<u>8,647,682</u>	<u>(14,224,753)</u>
<b>Ending Fund Balance, June 30</b>	<b><u>\$ 4,997,079</u></b>	<b><u>\$ 6,141,547</u></b>	<b><u>\$ (2,558,204)</u></b>	<b><u>\$ 14,789,229</u></b>	<b><u>\$ 564,476</u></b>

## Technology Capital

The Technology Capital Fund corresponds with the Technology Capital Improvement Program, which provides for major system upgrades and improvements to City technological infrastructure and enhances efficiency and reliability of services to the public and other agencies.

### Four Year Summary

	2020-21 Actual	2021-22 Actual	2022-23 Amended Budget	2022-23 Estimated Actual	2023-24 Adopted Budget
Beginning Fund Balance, July 1	\$ 185,091	\$ 430,002	\$ 857,635	\$ 857,635	\$ 1,626,092
Transfer In					
American Rescue Plan Act	-	500,000	1,100,000	1,100,000	800,000
General Fund Capital Reserve	287,000	-	-	-	-
General Fund Operating	-	-	75,000	75,000	-
Facilities DIF	-	-	-	-	190,000
Restricted Revenue - Permit Revenue Technology Fee	-	170,000	50,000	50,000	-
Total Transfer In	287,000	670,000	1,225,000	1,225,000	990,000
Expenditures					
Capital Improvement Program	31,200	142,217	2,000,803	456,543	2,607,939
Total Expenditures	31,200	142,217	2,000,803	456,543	2,607,939
Transfer Out	(10,889)	(100,150)	-	-	(54)
Change in Fund Balance	244,911	427,633	(775,803)	768,457	(1,617,993)
<b>Ending Fund Balance, June 30</b>	<b>\$ 430,002</b>	<b>\$ 857,635</b>	<b>\$ 81,832</b>	<b>\$ 1,626,092</b>	<b>\$ 8,099</b>

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## City Personnel Summaries by Fund FY2023-24 Budget

Department	FY2018-19 Budget	FY2019-20 Budget	FY2020-21 Budget	FY2021-22 Budget	FY2022-23 Budget	FY2023-24 Budget
<b>General Fund</b>						
City Council	5.00	5.00	5.00	5.00	5.00	5.00
City Clerk	2.00	2.00	2.00	2.00	2.00	2.00
City Attorney	1.25	1.25	1.25	1.25	1.25	0.25
City Manager	4.00	4.00	4.00	3.00	3.50	4.50
Human Resources	2.25	2.25	2.25	2.25	3.25	4.25
Finance						
Administration	5.00	5.00	5.00	5.00	7.00	8.00
Revenue Services	5.00	5.00	5.00	5.00	4.00	3.50
Police	69.00	69.00	72.00	64.00	66.75	68.50
Fire	36.00	36.00	36.00	32.00	34.25	35.50
Public Works						
Admin. & Engineering	6.70	6.70	5.65	7.35	10.60	11.55
Streets Maintenance	5.70	5.70	5.65	4.70	5.25	5.90
Community Development						
Planning	6.25	5.25	5.25	5.50	6.00	6.50
Building	8.75	10.75	7.75	6.50	6.50	6.50
Community Services						
Recreation	4.90	4.90	4.95	3.95	5.05	11.55
Parks Maintenance	15.05	15.05	14.85	10.85	15.50	12.35
Senior Services	3.65	3.65	3.90	2.90	2.90	3.15
Library Services	7.85	7.85	7.80	7.30	7.30	7.45
<b>Subtotal</b>	<b>188.35</b>	<b>189.35</b>	<b>188.30</b>	<b>168.55</b>	<b>186.10</b>	<b>196.45</b>
<b>Other General Funds</b>						
Measure G	-	-	-	-	-	-
American Rescue Plan Act	-	-	-	19.00	14.25	9.50
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>19.00</b>	<b>14.25</b>	<b>9.50</b>
<b>Special Revenues</b>						
Solid Waste	0.45	0.45	0.45	0.45	0.45	0.45
Crestmoor/Glenview Recovery	-	-	-	-	-	-
<b>Subtotal</b>	<b>0.45</b>	<b>0.45</b>	<b>0.45</b>	<b>0.45</b>	<b>0.45</b>	<b>0.45</b>
<b>Internal Services</b>						
Central Garage	2.35	2.35	2.60	2.60	2.65	2.65
Buildings and Facilities	8.05	8.05	8.85	8.90	8.95	8.95
Information Technology	3.00	3.00	3.00	3.00	3.25	3.50
Self-Insurance	1.00	1.00	1.00	1.00	1.00	0.50
<b>Subtotal</b>	<b>14.40</b>	<b>14.40</b>	<b>15.45</b>	<b>15.50</b>	<b>15.85</b>	<b>15.60</b>
<b>Enterprise Funds</b>						
Water Enterprise	17.95	17.95	17.95	18.20	19.10	19.20
Stormwater Enterprise	6.05	6.05	6.05	6.05	6.10	6.10
Wastewater Enterprise	16.80	16.80	16.80	15.75	16.65	16.70
CityNet Services Enterprise	20.00	20.00	20.00	19.00	17.00	17.00
<b>Subtotal</b>	<b>60.80</b>	<b>60.80</b>	<b>60.80</b>	<b>59.00</b>	<b>58.85</b>	<b>59.00</b>
<b>Total Positions (all funds)</b>	<b>264.00</b>	<b>265.00</b>	<b>265.00</b>	<b>262.50</b>	<b>275.50</b>	<b>281.00</b>

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### City Personnel Summaries by Department FY2023-24 Budget

Elected Offices	General Fund	Total
Classification		
City Council (part-time)	5.00	5.00
Total	5.00	5.00

City Clerk (appointed)	General Fund	Total
Classification		
City Clerk	1.00	1.00
Deputy City Clerk	1.00	1.00
Total	2.00	2.00

City Manager	General Fund		ARPA Fund	Self Insurance Fund	Total
Classification	City Manager	City Attorney	City Manager	Liability	
City Manager	1.00	-	-	-	1.00
Assistant City Manager	1.00	-	-	-	1.00
Assistant to City Manager	1.00	-	-	-	1.00
Economic Development Manager	0.50	-	0.50	-	1.00
Executive Assistant	0.50	-	0.50	-	1.00
Management Analyst	0.50	0.25	-	0.25	1.00
Total	4.50	0.25	1.00	0.25	6.00

Human Resources	General Fund	Self Insurance Fund	Total
Classification	Human Resources	Worker's Compensation	
Human Resources Director/Chief People Officer	0.75	0.25	1.00
Management Analyst	1.00	-	1.00
Management Analyst	1.00	-	1.00
Management Analyst	1.00	-	1.00
Human Resources Assistant	0.50	-	0.50
Total	4.25	0.25	4.50

Technology Support	Internal Services Fund	ARPA Fund	Public Works	Total
Classification	Technology Support			
Information Technology Manager	1.00	-	-	1.00
Information Systems Administrator	1.00	-	-	1.00
Information Technology Associate	1.00	-	-	1.00
Information Technology Associate	0.50	0.50	-	1.00
Management Analyst	-	-	1.00	1.00
Total	3.50	0.50	1.00	5.00

Finance	General Fund		Capital Projects	Total
Classification	Administration	Revenue Services	Water/Sewer	
Chief Financial Officer	1.00	-	-	1.00
Accounting Manager	1.00	-	-	1.00
Financial Services Manager	0.50	0.50	-	1.00
Budget Officer	1.00	-	-	1.00
Purchasing Officer	1.00	-	-	1.00
Accountant	0.50	0.50	1.00	2.00
Management Analyst	1.00	-	-	1.00
Acct/CSR III	1.00	-	-	1.00
Acct/CSR I/II	-	2.00	-	2.00
ACSR	1.00	0.50	-	1.50
<b>Total</b>	<b>8.00</b>	<b>3.50</b>	<b>1.00</b>	<b>12.50</b>

Police	General Fund	ARPA Fund	Total
Classification	Police		
Chief of Police	1.00	-	1.00
Police Captain	2.00	-	2.00
Police Lieutenant	2.00	-	2.00
Police Sergeant	7.00	-	7.00
Police Officer	31.50	1.50	33.00
Police Records/Dispatch Supervisor	1.00	-	1.00
Public Safety Dispatcher	7.00	-	7.00
Police Clerk I	1.00	-	1.00
Police Clerk II	3.00	-	3.00
Code Enforcement Officer	2.00	-	2.00
CSO II	2.00	-	2.00
Property and Evidence Technician	2.00	-	2.00
Police Corporal	6.00	-	6.00
Management Analyst II	1.00	-	1.00
<b>Total</b>	<b>68.50</b>	<b>1.50</b>	<b>70.00</b>

Fire	General Fund	ARPA Fund	Total
Classification	Fire		
Fire Chief	1.00	-	1.00
Battalion Chief	4.00	-	4.00
Fire Captain	10.00	-	10.00
Firefighter	18.00	2.00	20.00
Fire Inspector	1.50	0.50	2.00
Executive Assistant	1.00	-	1.00
<b>Total</b>	<b>35.50</b>	<b>2.50</b>	<b>38.00</b>

<b>Community Development</b>	<b>General Fund</b>		<b>ARPA Fund</b>	<b>Total</b>
Classification	Planning	Building	Planning	
Community Development Director	0.50	0.50	-	1.00
Chief Building Official	-	1.00	-	1.00
Building Division Supervisor	-	1.00	-	1.00
Planning and Housing Manager	1.00	-	-	1.00
Building Inspector	-	2.00	-	2.00
Senior Planner	2.00	-	1.00	3.00
Associate Planner	1.00	-	-	1.00
Assistant Planner	1.00	-	-	1.00
Community Development Technician I/II	-	1.00		1.00
Management Analyst	0.50	0.50	-	1.00
Executive Assistant	0.50	0.50	-	1.00
<b>Total</b>	<b>6.50</b>	<b>6.50</b>	<b>1.00</b>	<b>14.00</b>

<b>Community Services</b>	<b>General Fund</b>				<b>ARPA Fund</b>	<b>Total</b>
Classification	Recreation Services	Park Maintenance	Senior Services	Library	Park Maintenance	
Community Services Director	0.40	0.35	0.15	0.10	-	1.00
Deputy Community Services Director	0.50	0.15	0.25	0.10	-	1.00
Community Services Superintendent	0.65	-	0.35	1.00	-	2.00
Library Services Manager	-	-	-	1.00	-	1.00
Parks Services Manager	-	1.00	-	-	-	1.00
Recreation Services Supervisor	2.00	-	1.00	-	-	3.00
Recreation Services Coordinator	5.00	-	-	-	-	5.00
Food Services Coordinator	-	-	1.00	-	-	1.00
Field Supervisor	-	1.00	-	-	-	1.00
Maintenance Technician	-	2.00	-	-	-	2.00
Lead Maintenance Worker	-	2.00	-	-	-	2.00
Maintenance Worker I/II	-	5.00	-	-	1.00	6.00
Community Services Technician	-	0.50	-	-	0.50	1.00
Librarian	-	-	-	3.00	-	3.00
Library Services Coordinator	-	-	-	2.00	-	2.00
Management Analyst I/II	0.50	0.10	0.25	0.15	-	1.00
ACSR I/II	1.00	-	-	-	-	1.00
ACSR Lead	1.50	0.25	0.15	0.10	-	2.00
<b>Total</b>	<b>11.55</b>	<b>12.35</b>	<b>3.15</b>	<b>7.45</b>	<b>1.50</b>	<b>36.00</b>

<b>CityNet Services</b>	<b>Enterprise Fund</b>
Classification	Total
CityNet Services Director	1.00
Business Manager	1.00
Technical Manager	1.00
Programming & Technology Manager	1.00
CityNet Headend Tech	1.00
CityNet Technician III	5.00
CityNet Technician I/II	2.00
Warehouse Clerk	1.00
Accounting & Customer Services Representatives III	1.00
Accounting & Customer Services Representatives I/II	3.00
<b>Total</b>	<b>17.00</b>

Public Works Classification	General Fund		ARPA Funds		Enterprise Funds			Internal Services Fund		Special Revenue Fund	Total
	Administration and Engineering	Streets	Administration and Engineering	Streets	Water	Stormwater	Wastewater	Central Garage	Building and Facilities	Solid Waste	
Public Works Director	0.10	0.05	-	-	0.35	0.05	0.35	0.05	0.05	-	1.00
Deputy Director of Engineering	1.00	-	-	-	-	-	-	-	-	-	1.00
Deputy Director of Utilities	-	0.15	-	-	0.35	0.05	0.35	0.05	0.05	-	1.00
Maintenance Services Manager	-	0.60	-	-	-	0.40	1.00	-	-	-	2.00
Principal Civil Engineer	2.75	0.00	-	-	0.15	-	0.10	-	-	-	3.00
Senior Civil Engineer	1.70	0.15	-	-	0.10	-	0.05	-	-	-	2.00
Associate Civil Engineer	0.50	-	0.50	-	-	-	-	-	-	-	1.00
Associate Civil Engineer	1.00	-	-	-	0.50	-	0.50	-	-	-	2.00
Assistant Engineer	1.25	-	-	-	1.00	-	0.75	-	-	-	3.00
Management Analyst I/II	0.40	0.05	-	-	0.40	-	0.50	0.25	-	0.40	2.00
Water Field Services Supervisor	-	-	-	-	1.00	-	-	-	-	-	1.00
Water System Manager	-	-	-	-	1.00	-	-	-	-	-	1.00
Lead Operator	-	-	-	-	3.00	-	-	-	-	-	3.00
Water Quality Supervisor	-	-	-	-	1.00	-	-	-	-	-	1.00
Water Operator	-	-	-	-	2.00	-	-	-	-	-	2.00
Facilities & Garage Manager	-	-	-	-	-	-	-	0.25	0.75	-	1.00
Field Supervisor	-	-	-	-	-	-	-	-	1.00	-	1.00
Engineering Technician	2.00	-	-	-	0.50	-	0.50	-	-	-	3.00
Pump Mechanic I/II	-	-	-	-	-	-	2.00	-	-	-	2.00
Lead Maintenance Worker	-	0.50	-	-	-	0.50	1.00	-	-	-	2.00
Maintenance Worker I/II	-	4.00	-	1.00	6.00	5.00	8.00	-	-	-	24.00
Lead Mechanic	-	-	-	-	-	-	-	-	-	-	0.00
Mechanic I/II	-	-	-	-	-	-	-	2.00	-	-	2.00
Executive Assistance	0.85	0.10	-	-	0.45	0.05	0.45	-	0.05	0.05	2.00
Secretary	-	0.25	-	-	0.50	-	0.25	-	-	-	1.00
Maintenance Technician I/II	-	-	-	-	-	-	-	-	2.00	-	2.00
Custodial Services Leader	-	-	-	-	-	-	-	-	1.00	-	1.00
Custodian	-	-	-	-	-	-	-	-	4.00	-	4.00
<b>Total</b>	<b>11.55</b>	<b>5.85</b>	<b>0.50</b>	<b>1.00</b>	<b>18.30</b>	<b>6.05</b>	<b>15.80</b>	<b>2.60</b>	<b>8.90</b>	<b>0.45</b>	<b>71.00</b>

**General Administration**  
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## **General Administration**

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City Clerk's Office

City Manager's Office

City Attorney's Office

Human Resources Department

Finance Department

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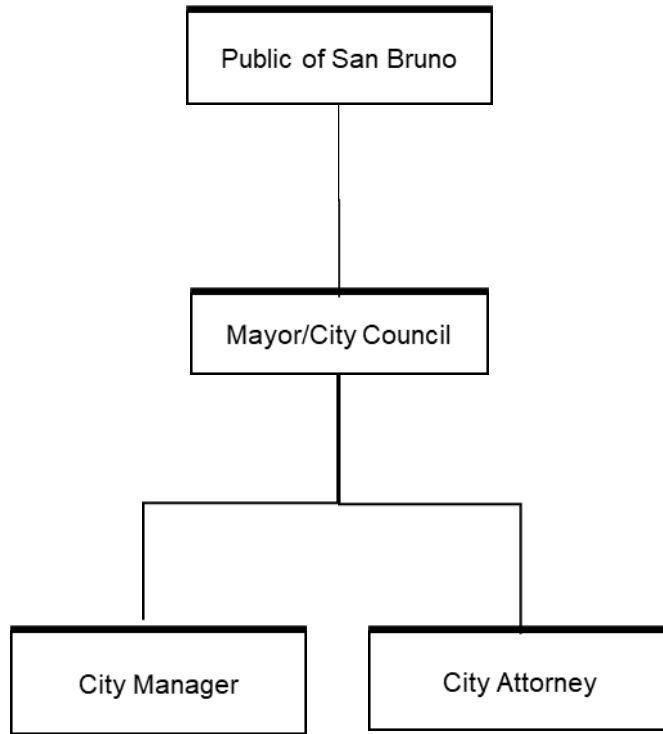
**City Council**  
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## City Council

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# City Council



## City Council

*The City Council is comprised of five elected officials representing the citizens of San Bruno, whose primary role is to develop policies in order to ensure delivery of high-quality public services to the community.*

### Overview

The City Council is the governing body of the City of San Bruno. On March 22, 2022, the San Bruno City Council completed its sixth and final public hearing on the district formation process. By adopting Ordinance #1907, the City Council established the City's first district map for City Council elections. The Ordinance implements by-district elections of four City Council Members effective November 2022.

The City of San Bruno's first by-district election began with representatives for Districts 1 and 4 during the November 2022 election. In November 2024, the remaining two districts (2 and 3) will be up for election. Each district Council Member serves a four-year term and must live in their respective district.

The remaining Council Member, the Mayor, will continue to be elected every two years. This structure was established by Measure F in 1977 and is not affected by the adoption of a 4-district map. Thus, the November 2022 ballot will also include the election of a Mayor for the next two years.

Elections are held in November of even-numbered years.

The City operates under a Council-Manager form of government. The Mayor presides at City Council meetings, held on the second and fourth Tuesdays of each month. The Mayor and Council members act as a collective body to set policies and provide direction for City programs and services to meet the needs and interests of San Bruno residents.

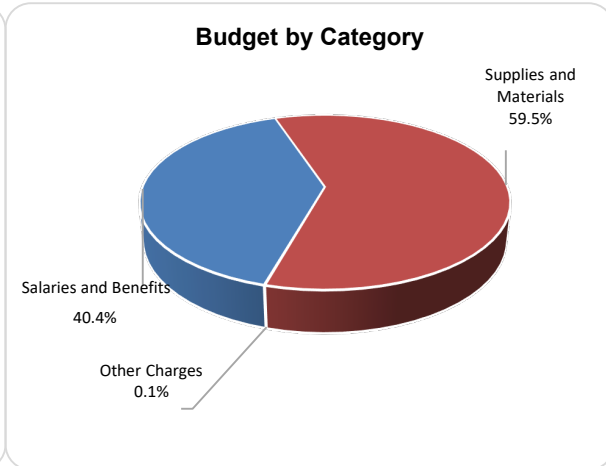
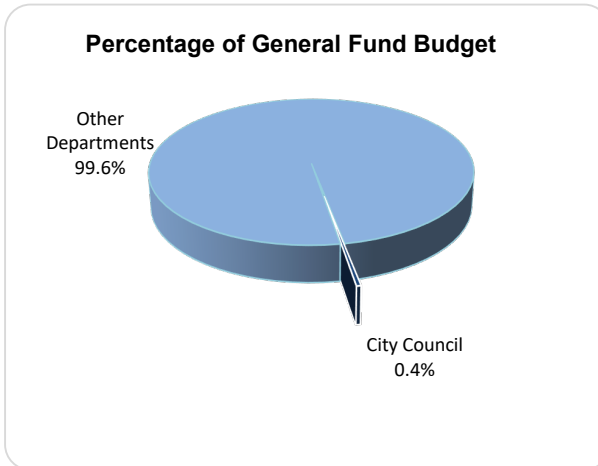
The City Council appoints the City Manager to support the City Council in its policy development functions and oversee management and administration of all City operations to ensure implementation of City Council policies and programs. The City Council also appoints the City Attorney who serves as the legal advisor to the City Council and staff. As the City's policy-making body, the City Council has the ultimate responsibility to the people of San Bruno and the implementation of all City programs and services. The City Council approves all ordinances, resolutions and major contracts, modifies and approves the budget. The City Council works directly with the City Manager to develop and oversee the citywide goals and objectives.

The City Council represents the residents of San Bruno by setting the City's policies and developing new laws and regulations for the betterment of the City.

**City Council Budget Summary**

Funding Summary	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24
	Actual	Actual	Amended Budget	Adopted Budget
General Fund	\$ 93,502	\$ 60,565	\$ 117,739	\$ 171,401
General Administration Recovery from Other Funds:				
Water Fund	17,171	24,770	29,551	28,864
Stormwater Fund	920	4,810	5,739	5,605
Wastewater Fund	10,121	22,287	26,588	25,971
Cable Fund	9,175	18,260	21,784	21,278
Buildings & Facilities	-	1,195	1,426	1,393
Technology	-	40	48	47
Solid Waste	82	528	630	616
<b>Total:</b>	<b>\$ 130,971</b>	<b>\$ 132,456</b>	<b>\$ 203,504</b>	<b>\$ 255,175</b>

Budgeted Expenditures	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24
	Actual	Actual	Amended Budget	Adopted Budget
Salaries and Benefits	\$ 74,269	\$ 77,781	\$ 101,386	\$ 103,087
Supplies and Materials	56,701	54,675	101,978	151,948
Other Charges	-	-	140	140
<b>Total:</b>	<b>\$ 130,971</b>	<b>\$ 132,456</b>	<b>\$ 203,504</b>	<b>\$ 255,175</b>



Performance and Workload Measures	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24
	Actual	Actual	Estimated	Target
Number of City Council Meetings Held	64	61	72	66
Number of Ordinances Approved	15	18	56	30
Number of Resolutions Approved	92	104	116	104

## Goals and Accomplishments

### **FY2023-24 Goals and Objectives**

- ♦ Continue the review and approval of all ordinances, resolutions, and major contracts brought forward by staff.
- ♦ Continue to develop and maintain City policies to provide high quality public services.
- ♦ The adopted FY2023-24 City Council Focus Areas and Strategic Initiatives include the following, of which some categories/subcategories are not currently budgeted in this fiscal year and remain unfunded at this time. A quarterly update is provided to the City Council, and Council reviews/amends the list at the annual City Council retreat, typically held early each calendar year.

#### Implement Transit Corridor Vision to Revitalize Downtown and Commercial Corridor

Downtown Parking Management Plan  
Short-term Downtown Improvements  
Downtown Streetscape and Public Spaces  
Transit Corridor Plan

#### Assure Rehabilitation & Replacement of Critical Community Facilities and Infrastructure

Community Fiber Upgrade  
Adopt-a-Drain Program  
Streetlight System  
Utility Undergrounding District Analysis

#### Grow City Revenues to Assure On-Going Fiscal Stability and Economic Vitality

Comprehensive Fiscal Sustainability Project  
Operational Efficiencies

#### Continue to Strengthen Community Connections, Engagement and Communication

Summer Saturdays or Sundays for Street Closures  
Citywide Street Sweeping  
Citywide Parking Programs  
Community Perceptions Survey  
CAFÉ Age Friendly Certification Process

#### Protect and Improve Community Aesthetics and Safety

Wildland Risk Mitigation  
City of San Bruno Sign/Arch at Caltrain Station

#### Continue Proactive Planning for the Future of San Bruno

Adopt an Affordable Housing Fund Implementation Plan  
Affordable Housing, including Development Partnership  
Implement Online Permitting  
Economic Development Program  
Climate Action Plan  
City Offices Renovations

#### Organizational Health, Employee Success and Governance

Council Governance  
Citywide Metrics  
Citywide Metrics

- ♦ Consider potential revisions and/or additional strategic initiatives as identified through the City Council review, and budgeting process.

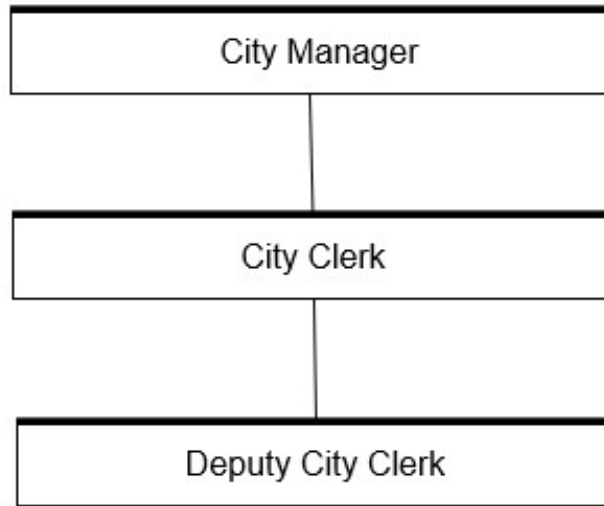
**City of San Bruno**  
**City Council Expenditure**  
 Fiscal Year FY2023-24  
 Department 001-1110

**Expenditures**

Account	Expenditure Account Title	FY2022-23 Amended Budget	FY2023-24 Adopted Budget	\$ Change in Budget - FY23 vs FY24	Notable Changes
5102	PART-TIME SALARIES	\$34,177	\$34,177	\$0	
	<b>Salaries</b>	<b>\$34,177</b>	<b>\$34,177</b>	<b>\$0</b>	
5201	PERS RETIREMENT	\$6,224	\$10,121	\$3,897	
5203	MEDICARE/FICA	\$1,580	\$1,580	\$0	
5220	INSURANCES	\$59,405	\$57,209	(\$2,196)	
	<b>Fringe Benefits</b>	<b>\$67,209</b>	<b>\$68,910</b>	<b>\$1,701</b>	
	<b>Total Salaries &amp; Benefits</b>	<b>\$101,386</b>	<b>\$103,087</b>	<b>\$1,701</b>	
6001	OFFICE SUPPLIES	1,000	1,000	0	
6112	POSTAGE	50	50	0	
6141	PRINTING, COPYING & BINDING	0	0	0	
6405	TRAINING/MEETINGS/CONFERENCES	42,800	40,300	(2,500)	
6409	SPECIAL PROJECTS	8,500	15,500	7,000	Increase Narita Sister Cities activities - \$7K
6450	COMMUNICATIONS	2,528	2,528	0	
6502	COMMUNITY PROMOTION	3,000	48,000	45,000	Posy Parade - \$45K
6701	DUES & MEMBERSHIPS	44,100	44,570	470	
	<b>Total Supplies &amp; Materials</b>	<b>\$101,978</b>	<b>\$151,948</b>	<b>\$49,970</b>	
7901	INTERNAL SERVICE ALLOCATIONS	140	140	0	
	<b>Total Other Charges</b>	<b>\$140</b>	<b>\$140</b>	<b>\$0</b>	
<b>(B)</b>	<b>Total Expenditures</b>	<b>\$203,504</b>	<b>\$255,175</b>	<b>\$51,671</b>	

## **City Clerk's Office**

# City Clerk



## City Clerk's Office

*The City Clerk's primary responsibilities are to accurately record the actions and proceedings of City Council meetings, administer the City's Record Management Program, maintain the San Bruno Municipal Code and administer regulations relating to the Fair Political Practices Commission, and provide research and information services to the public and City personnel.*

### Overview

The City Clerk serves as Clerk to the City Council to perform statutory duties prescribed by State Law. The City Clerk's Office is responsible for maintaining the historical records of all official City meeting minutes, ordinances, and resolutions. As the official elections officer, the City Clerk is responsible for conducting municipal elections to assist compliance with all requirements of law. The City Clerk's Office compiles the City Council's meeting agenda and is responsible for posting and publishing all meeting and legal notices.

The City Clerk's Office provides the following services:

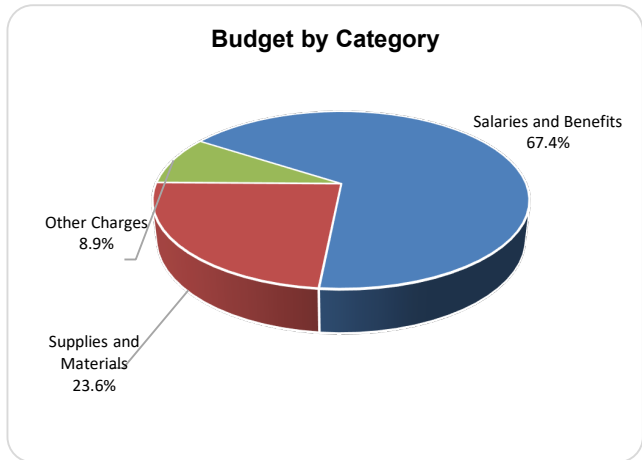
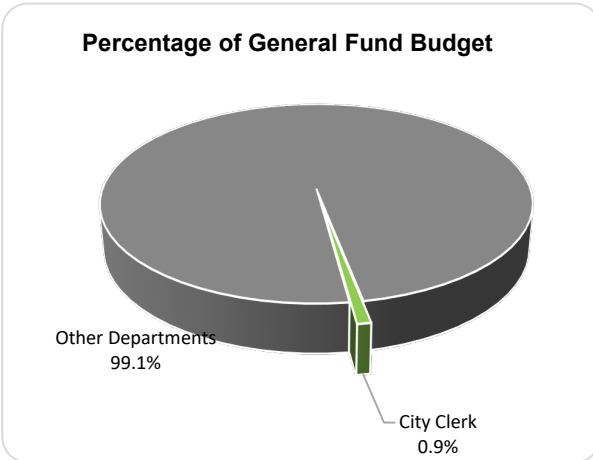
- Oversight of the City Council legislative processes, including compliance with the Ralph M. Brown Act
- Serve as the Official Elections Officer for local elections.
- Provide administrative support to the City Council and serve as the liaison between the City Council and the public.
- Generate agendas and meeting minutes for regular and special meetings of the City Council
- Coordination of recruitments and appointments for the City's Committees, Boards and Commissions
- Maintenance of historical records of resolutions, ordinances, minutes and codification of the City's Municipal Code
- Continuing oversight of the City's records management policy
- Act as the City's compliance filing officer for the Political Reform Act
- Certification of official City documents using the Official City Seal
- Receive claims against the city and certify foreign pension certificates.
- Manage and process Public Records Act requests.

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**City Clerk Budget Summary**

Funding Summary	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24
	Actual	Actual	Amended Budget	Adopted Budget
General Fund	\$ 392,785	\$ 331,739	\$ 391,370	\$ 273,921
General Administration Recovery from Other Funds:				
Water Fund	58,874	73,395	92,869	106,711
Stormwater Fund	3,153	14,253	18,035	20,723
Wastewater Fund	34,701	66,038	83,561	96,015
Cable Fund	31,458	54,105	68,461	78,665
Buildings & Facilities	-	3,541	4,481	5,148
Technology	-	119	150	172
Solid Waste	281	1,565	1,981	2,276
<b>Total:</b>	<b>\$ 521,252</b>	<b>\$ 544,755</b>	<b>\$ 660,908</b>	<b>\$ 583,631</b>

Budgeted Expenditures	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24
	Actual	Actual	Amended Budget	Adopted Budget
Salaries and Benefits	\$ 339,714	\$ 329,403	\$ 314,938	\$ 393,431
Supplies and Materials	\$ 64,142	\$ 119,530	\$ 155,284	\$ 137,998
Other Charges	\$ 117,397	\$ 95,822	\$ 190,686	\$ 52,202
<b>Total:</b>	<b>\$ 521,252</b>	<b>\$ 544,755</b>	<b>\$ 660,908</b>	<b>\$ 583,631</b>



Performance and Workload Measures	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Estimated	FY 2023-24 Target
Number of Meeting Minutes Transcribed	70	68	85	68
Number of Bid Openings Conducted	5	5	5	5
Number of Notarial Acts	37	44	75	50
Statement of Economic Interests (Form 700) Filed	70	87	115	90

## Goals and Accomplishments

### **FY2022-23 Accomplishments**

- ◆ Supported the City Manager's Office on transition to City Council By-District Elections.
- ◆ Supported first Citywide District Election process.
- ◆ Implementation of the City's first Election Manual.
- ◆ Continued to successfully conduct City Council Meetings virtually.
- ◆ Successfully transitioned City Council to in-person/hybrid meetings.
- ◆ Successfully transitioned Commissions, Boards & Committees to in-person/hybrid meetings.
- ◆ Successfully completed recruitments for vacancies on Commissions, Boards & Committees, and implemented applicant interviews and appointments with City Council.
- ◆ Assisted the City Manager's Office in hosting an Appreciation Event for volunteers of the City's Commissions, Boards & Committees.
- ◆ Implementation of City Council Policies & Procedures and Strategic Initiatives.
- ◆ Successfully updated the City's Conflict of Interest Code.
- ◆ Contributed to the migration of the City's document management software to our new software vendor.
- ◆ Transitioned Public Record Act requests to be managed by City Clerk's Office.

### **FY2023-24 Goals and Objectives**

- ◆ Conduct recruitments, facilitate interviews and appointments to fill vacancies on Commissions, Boards & Committees.
- ◆ Revise the City's retention schedule and do an electronic and physical purge.
- ◆ Provide transparency to the public regarding all city-held public meetings and updating the City website accordingly.
- ◆ Continue to review and identify key areas of operations within the City Clerk's Office to improve efficiency and organization.

City of San Bruno  
 Department of City Clerk Expenditure  
 Fiscal Year FY2023-24  
 Department 001-1120

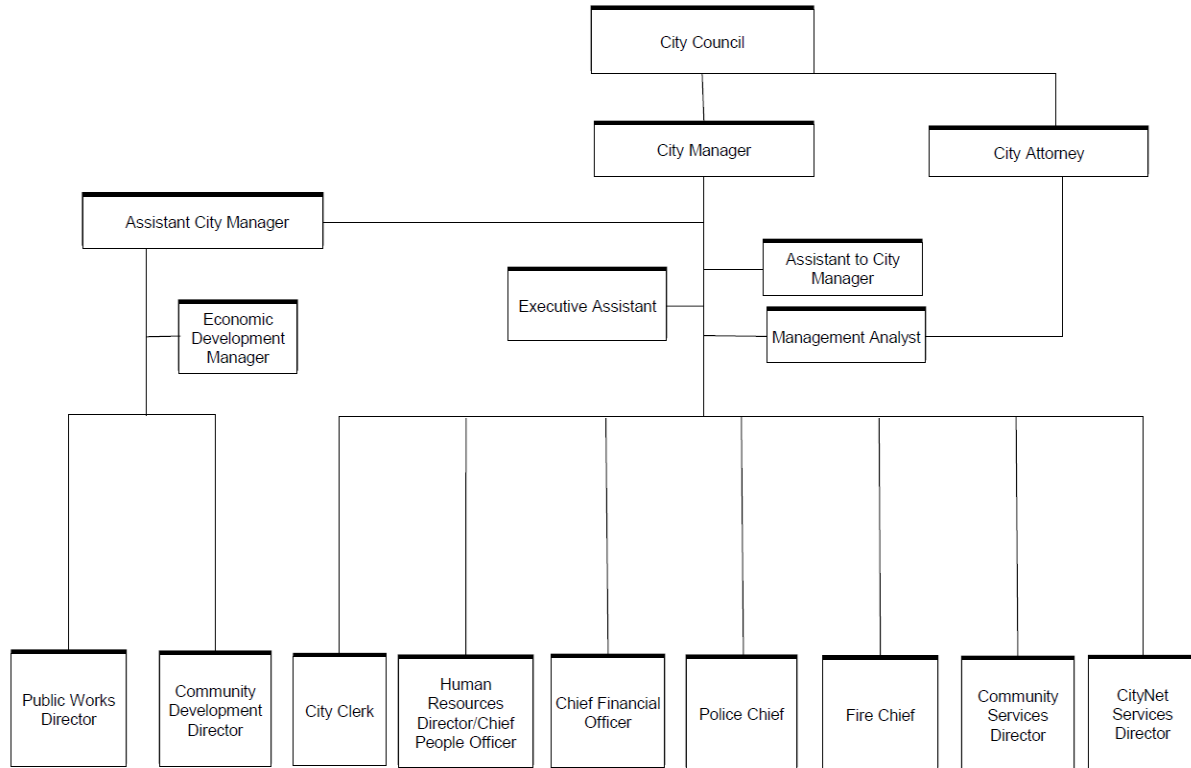
**Expenditures**

Account	Expenditure Account Title	FY2022-23 Amended Budget	FY2023-24 Adopted Budget	\$ Change in Budget - FY23 vs FY24	Notable Changes
	<b>Salaries</b>	<b>\$167,484</b>	<b>\$226,076</b>	<b>\$58,592</b>	Increase is due to COLA increase and a FY23 Budget Transfer of \$55k savings to 6403
	<b>Fringe Benefits</b>	<b>\$147,454</b>	<b>\$167,355</b>	<b>\$19,901</b>	Increase is mainly attributed to PERS expense
	<b>Total Salaries &amp; Benefits</b>	<b>\$314,938</b>	<b>\$393,431</b>	<b>\$78,493</b>	
6001	OFFICE SUPPLIES	\$2,500	<b>\$2,500</b>	\$0	
6002	SB1383 PAPER PRODUCTS/SUPPLIES	\$51	<b>\$98</b>	47	
6112	POSTAGE	\$100	<b>\$100</b>	0	
6401	PROFESSIONAL SERVICES	\$17,933	<b>\$5,000</b>	(12,933)	Reduced Personnel external assistance
6403	PERSONNEL SERVICES	\$75,000	<b>\$75,000</b>	0	
6405	TRAINING/MEETINGS/CONFERENCES	\$5,000	<b>\$10,000</b>	5,000	
6406	PROFESSIONAL DEVELOPMENT	\$0	<b>\$500</b>	500	
6450	COMMUNICATIONS	\$800	<b>\$800</b>	0	
6501	PUBLIC NOTICES	\$15,000	<b>\$5,000</b>	(10,000)	Reduced City Attorney Public Notices Muni Code Project
6541	LICENSING FEES	\$38,000	<b>\$38,000</b>	0	
6701	DUES & MEMBERSHIPS	\$400	<b>\$500</b>	100	
6702	PUBS & SUBSCRIPTIONS	\$500	<b>\$500</b>	0	
	<b>Total Supplies &amp; Materials</b>	<b>\$155,284</b>	<b>\$137,998</b>	<b>(\$17,286)</b>	
7043	ELECTIONS	\$150,009	<b>\$5,000</b>	(145,009)	Reduced. Next Election 2024
7901	INTERNAL SERVICE ALLOCATIONS	\$40,677	<b>\$47,202</b>	6,525	
	<b>Total Other Charges</b>	<b>\$190,686</b>	<b>\$52,202</b>	<b>(\$138,484)</b>	
(B)	<b>Total Expenditures</b>	<b>\$660,908</b>	<b>\$583,631</b>	<b>(\$77,277)</b>	

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## **City Manager's Office**

# City Manager



## City Manager's Office

*The City Manager's Office supports the City Council by guiding the formulation, development, and implementation of City Council directed policies, programs, and projects and coordinates and supervises all City departments and their operations to ensure effective and cost-efficient delivery of City services.*

### Overview

The City Manager is appointed by the City Council to serve as the chief executive officer of the municipal corporation. The City Manager has overall responsibility for sound, cost effective, and efficient management of all City programs and services. The City Manager supports the City Council by recommending and implementing administrative, fiscal, and operational policies; assuring that the analysis for items presented for City Council action is complete and sufficient to support City Council decision-making; directing a sound personnel management policy and practice to support teamwork, performance excellence, and commitment to public service; overseeing all City services for high quality, customer-focused service delivery; maintaining on-going awareness and participation in legislative programs and proposals affecting San Bruno; facilitating the City Council goals and objectives in response to community needs and interests and according to the highest standards of professionalism; and preparing and presenting a comprehensive annual operating and capital improvements budget.

The primary services provided include:

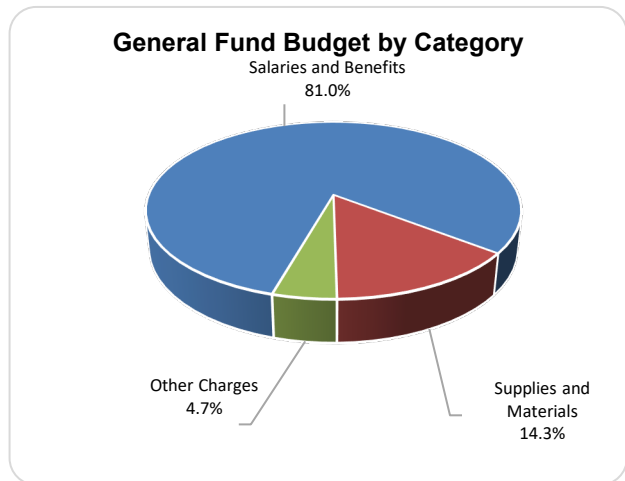
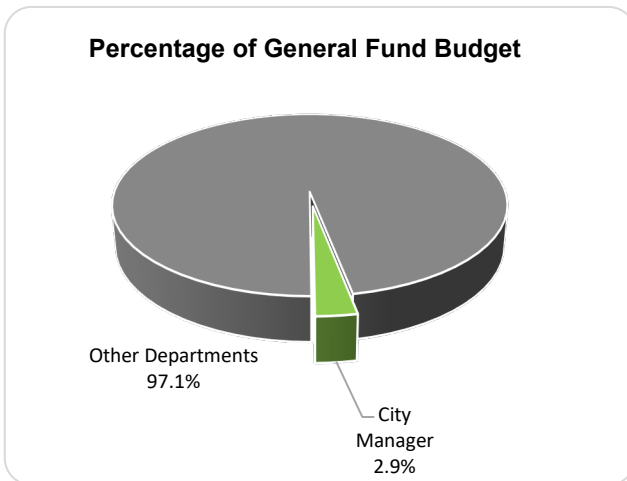
- **City Council Policy Development and Strategic Planning**  
Work with the City Council and staff to facilitate identification and work program planning to ensure equitable delivery of City services, to preserve and enhance community quality of life, and to address emerging community interests, goals, and priorities.
- **Management and Oversight of Organization**  
Oversee and ensure delivery of all City services and operations, including critical public safety services, in a customer-focused manner to ensure implementation of City Council policy and priorities in a manner consistent with best management and professional practice.
- **Community Relations and Outreach**  
Coordinate with all departments to assure that public information is available to any interested person and provide outreach on topics of importance to a well-informed citizenry and to promote public involvement in City programs and policy development.
- **Budget Development, Management, and Implementation**  
Oversee development and delivery of annual budgets and services consistent with City Council strategic, long-term goal setting and budget policies. Evaluate all operations to assure best available methods for cost efficient service delivery.
- **External Organization Relations**  
Ensure positive and proactive representation of City interests at regional and statewide organizations.
- **Economic Development Program**  
Plan, organize, coordinate, and implement Economic Development program management activities and elements consistent with the City's goals in building a strong local and resilient economy.

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**City Manager Budget Summary**

Funding Summary	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Amended Budget	FY 2023-24 Adopted Budget
General Fund	\$ 1,052,747	\$ 494,989	\$ 819,384	\$ 1,015,717
General Administration Recovery from Other Funds:				
Water Fund	117,208	178,274	214,245	242,280
Stormwater Fund	6,277	34,620	41,605	47,049
Wastewater Fund	69,084	160,404	192,770	217,995
Cable Fund	62,627	131,420	157,937	178,604
Solid Waste	559	3,802	4,569	5,168
Buildings & Facilities	-	8,601	10,337	11,689
Technology	-	288	346	392
ARPA Fund Support	-	177,735	200,923	170,104
<b>Total:</b>	<b>\$ 1,308,502</b>	<b>\$ 1,190,133</b>	<b>\$ 1,642,116</b>	<b>\$ 1,888,997</b>

Budgeted Expenditures	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Amended Budget	FY 2023-24 Adopted Budget
Salaries and Benefits	\$ 977,239	\$ 890,981	\$ 1,243,033	\$ 1,529,973
Supplies and Materials	253,600	220,187	323,327	270,350
Other Charges	77,663	78,966	75,756	88,674
<b>Total:</b>	<b>\$ 1,308,502</b>	<b>\$ 1,190,133</b>	<b>\$ 1,642,116</b>	<b>\$ 1,888,997</b>



Performance and Workload Measures	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Estimated	FY 2023-24 Target
Number of City Council Agendas Prepared	64	61	73	66
Number of Staff Reports Reviewed	214	228	256	233
Number of Press Releases Issued	3	5	3	4

## Goals and Accomplishments

### FY2022-23 Accomplishments

- ◆ Maintained active Emergency Operations Center (EOC) in response to COVID-19 to ensure the safety of City staff and the general public as the guidelines adjusted according to health statistics and needs. Monitored City services and programming through the transitional period and reestablished many programs that were on hold during the immediate response to COVID. Officially terminated the local state of emergency and closed the EOC in Feb. 2023, to align with the State of California end to the State's local state of emergency.
  
- ◆ Provided regular updates of high interest topics to the community through the issuance of posts on social media, as well as the City Manager's eNewsletter.
- ◆ Implemented the fiscal year 2023-24 operating budget and capital improvement program, including the review and update of strategic initiatives to the City Council throughout the year.
- ◆ Maintained active Emergency Operations Center (EOC) in response to late 2022/early 2023 winter storms and recovery from the damage caused by the storm. The EOC was closed and the state of local emergency was terminated on May 2023. Damage includes infrastructure damage and failure, including a sinkhole and failure of a large storm water drainpipe of the City's storm water system.
- ◆ Development of Parklet Regulations for outdoor dining facilities on San Mateo Avenue in the downtown.
- ◆ Supported the completion and adoption of the 2023-2031 Housing Element Update including an Airport Land Use Commission (ALUC) Override.
- ◆ Supported the continued construction of the new Recreation and Aquatic Center Project, scheduled to be completed in late fall of 2023.
- ◆ Transitioned City Council, and the Council appointed Boards, Commissions, and Committees to hybrid and in-person format in accordance with the State's Ralph M. Brown Act.
- ◆ Completed the recruitment and hiring of vital positions on the Senior Leadership Team, including City Clerk, Assistant City Manager, Community Development Director, and Human Resources/Chief People Officer.
  
- ◆ Completed the recruitment and hiring of the City's first Economic Development Manager, who will plan, organize, coordinate and implement economic development program management activities.
- ◆ Completed labor negotiations with the City's labor bargaining units.
- ◆ Supported the City Council in their interest for potential 2022 election ballot measures including analyze information and propose a city charter and real property transfer tax as well as establishing term limits.
  
- ◆ Led the transition to By-District Elections, and supported the City Council in transitioning to the first By-District Election in November 2022.
- ◆ Led preparation and adoption of the City Council's first Policies and Procedures Manual.
- ◆ Completed adoption of the commercial cannabis regulations, including various municipal code ordinances. Completed the commercial cannabis operator's permit application intake process.
- ◆ Led successful negotiations for the Solid Waste Collection Services Agreement Between the City and Recology San Bruno with enhanced services and cost efficiency measures, and completed rate increases effective January 1, 2023 and July 1, 2023.
- ◆ Supported the completion of the Water and Sewer Rate Study, and completion of the sewer rate increases over the next five years to ensure revenues continue covering operational costs and necessary infrastructure improvements.
- ◆ Facilitated the process for San Bruno to be included in the newly formed San Francisco Peninsula Tourism Marketing District to create a revenue source to help fund marketing and sales promotion efforts for San Bruno's lodging businesses.

**FY2022-23 Accomplishments (Continued)**

- ◆ Provided executive project management for the Tanforan redevelopment project, which will transform the aging retail center into a transit-focused mixed-use village comprised of 1,000 housing units, a life science campus, and retail space, including an upgraded Target and Century Theatres. Provided two updates to the City Council. Completed the review of the preliminary project application and the initial phase of the City led “Tanforan for San Bruno” community engagement effort. Facilitated creation of the Tanforan Public Engagement Center and helped host a total of 13 in person events for community engagement. Completed the Community Priorities Progress Report.
- ◆ Supported the City's processing of the infrastructure improvements for the Southline project in South San Francisco, which will provide for \$10.6 million of developer contributions to the City toward transportation projects, street beautification, and Police traffic control measures.
- ◆ Presented an ordinance to amend the City Municipal Code to allow the City Council to take future action in 2024 to collect sewer service charges for all parcels in San Bruno on the County property tax bills.
- ◆ Facilitated the \$57M payment of building, plumbing, plans check and other permits/fees as well as impact fees, affordable housing fees and negotiated community benefit payments for Phases 1 and 2 of the YouTube campus expansion.
- ◆ Led work on the execution of the Purchase and Sale Agreement for the sale of the City-owned vacant lot at The Crossing, which will be the future site of the new Hyundai and /Genesis dealership. Facilitated opening the dealership in October 2022 on a limited lease duration basis at The Shops at Tanforan until the permanent location is constructed and operational.
- ◆ Held a Development Town Hall in December 2022 to provide the community with information about the current status of major City, private development, and school projects.
- ◆ Organized the annual appreciation event for volunteers of the City's Boards, Commissions and Committees.

**FY2023-24 Goals and Objectives**

- ◆ Continue to support the San Bruno City Council by providing clear policy level information for their review and consideration to ensure the long sustainability of City services to the San Bruno community.
- ◆ Develop annual operating and capital improvement work program to support the City Council approved focus areas, strategic initiatives, and day-to-day services for the San Bruno community.
- ◆ Lead City Departments and staff as work programs are implemented, and ensure high-quality services.
- ◆ Complete construction of the new Recreation and Aquatic Center, and host a grand opening.
- ◆ Keep the community informed on high interest projects and important City services through a variety of communication tools.
- ◆ Pursue economic development opportunities, residential, commercial, and industrial, as part of the long term fiscal sustainability efforts and needs.
- ◆ Develop an Economic Development program focused on small, medium, and large businesses as well as around attracting businesses and developers to execute on the Transit Corridor Plan vision.
- ◆ Provide executive project management for the Tanforan redevelopment project.
- ◆ Initiate work on a Community Perceptions Survey.
- ◆ Complete the sale of the City-owned vacant lot at The Crossing which will return approximately \$4.7 over \$5 million to the City, netting a profit of approximately \$3.3 million.
- ◆ Explore potential ballot measures in November 2024 for stormwater funding, Fire Station 52, and fire mitigation.
- ◆ Continue proactive monitoring and management of the City's resources to ensure fiscal and organizational vitality of services.

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City of San Bruno  
 Department of City Manager's Office Expenditure  
 Fiscal Year FY2023-24  
 Department 1210

Expenditures

Account	Expenditure Account Title	FY2022-23 Amended Budget		FY 2023-24 Adopted Budget		\$ Change in Budget FY23 vs FY24	Notable Changes
		General Fund (001)	ARPA (006)	General Fund (001)	ARPA (006)		
5101	REGULAR SALARIES	\$604,110	\$140,052	\$841,371	\$116,993	\$ 214,202	
	<b>Salaries</b>	<b>\$ 604,110</b>	<b>\$ 140,052</b>	<b>\$ 841,371</b>	<b>\$ 116,993</b>	<b>\$ 214,202</b>	Annual salary increases plus add .40 FTE for one Management Analyst I
5152	TRANSPORT.ALLOWANCES	\$9,000		\$9,000		\$ -	
5167	LEAVE BUY-OUT	\$30,768	\$1,649	\$34,563	\$2,700	\$ 4,846	
5179	OTHER PAY	\$0	\$0	\$2,590	\$2,590	\$ 5,180	
5201	PERS RETIREMENT	\$284,234	\$15,182	\$316,886	\$15,072	\$ 32,542	
5203	MEDICARE/FICA	\$9,750	\$2,055	\$12,699	\$1,735	\$ 2,629	
5205	DEF.COMP.CITY MATCH	\$5,379	\$619	\$6,080	\$0	\$ 82	
5220	INSURANCES	\$98,869	\$40,866	\$136,680	\$30,764	\$ 27,709	
	<b>Fringe Benefits</b>	<b>\$ 438,000</b>	<b>\$60,371</b>	<b>\$ 518,498</b>	<b>\$ 52,861</b>	<b>\$ 72,988</b>	Health insurance and pension
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 1,042,110</b>	<b>\$ 200,423</b>	<b>\$ 1,359,869</b>	<b>\$ 169,854</b>	<b>\$ 287,190</b>	
6001	OFFICE SUPPLIES	\$1,000		<b>1,000</b>		\$ -	
6102	OPERATING SUPPLIES	\$250		<b>250</b>		\$ -	
6112	POSTAGE	\$200		<b>200</b>		\$ -	
6141	PRINTING, COPYING & BINDING	\$27,138		<b>24,000</b>		\$ (3,138)	
6401	PROFESSIONAL SERVICES	\$247,589		<b>210,000</b>		\$ (37,589)	FY22-23 Budget Adjs - Transferred \$10K from Salaries savings & added FY22 Open PO's for \$27.6K
6405	TRAINING/MEETINGS/CONFERENCES	\$8,500		<b>15,000</b>		\$ 6,500	
6406	PROFESSIONAL DEVELOPMENT	\$3,500	\$500	<b>4,250</b>	<b>250</b>	\$ 500	
6409	SPECIAL PROJECTS	\$28,700		<b>8,200</b>		\$ (20,500)	FY22-23 Budget Adj - Transferred \$27.5K from Salaries savings
6450	COMMUNICATIONS	\$3,600		<b>3,600</b>		\$ -	
6701	DUES & MEMBERSHIPS	\$2,350		<b>3,350</b>		\$ 1,000	
6702	PUBS & SUBSCRIPTIONS	\$500		<b>500</b>		\$ -	
	<b>Total Supplies &amp; Materials</b>	<b>\$ 323,327</b>	<b>\$ 500</b>	<b>\$ 270,350</b>	<b>\$ 250</b>	<b>\$ (53,227)</b>	
7901	INTERNAL SERVICE ALLOCATIONS	\$75,756		<b>88,674</b>		\$ 12,918	
	<b>Total Other Charges</b>	<b>\$ 75,756</b>	<b>\$ -</b>	<b>\$ 88,674</b>	<b>\$ -</b>	<b>\$ 12,918</b>	
	<b>Total Expenditures</b>	<b>\$ 1,441,193</b>	<b>\$ 200,923</b>	<b>\$ 1,718,893</b>	<b>\$ 170,104</b>	<b>\$ 246,881</b>	

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## **City Attorney's Office**

## **City Attorney's Office Legal Services**

*The City Attorney's Office provides clear, concise, practical, and high-quality legal advice and representation in a timely, effective, and cost-efficient manner; identifies potential legal risks to the City, and in consultation with the City Council and staff, develops, implements, and monitors measures to address those risks; and ensures that City ordinances and other legal documents reflect the priorities of the City Council and implement best practices.*

### **Overview**

Legal Services is responsible for the administration of all City-related legal matters. The primary services provided are:

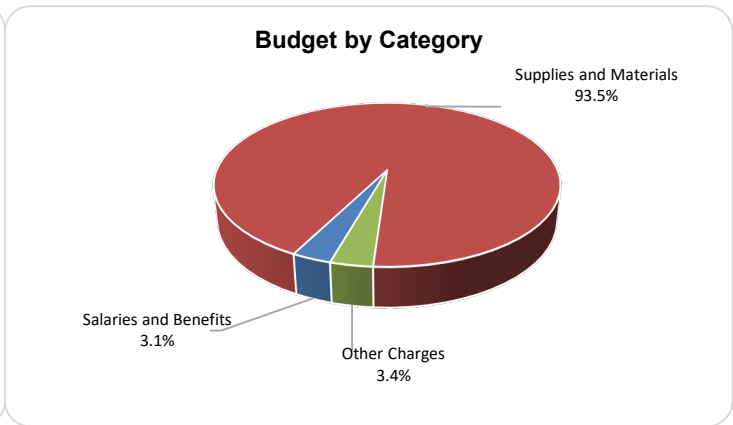
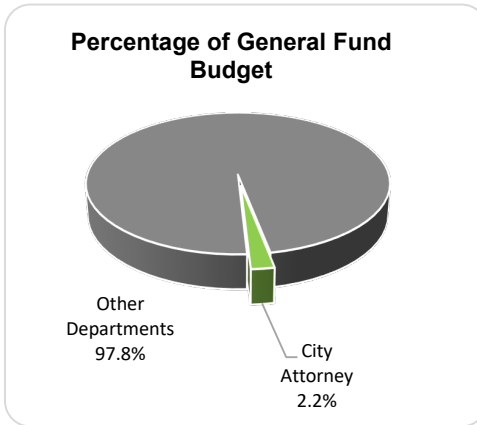
- **Legal Consultation and Support**

- Represent and advise the City Council, Successor Agency to the former San Bruno Redevelopment Agency, Planning Commission, and other Boards and Commissions on legal matters.
- Provide legal advice to City Council, City Manager, and Departments on City matters.
- Respond to requests for public records and subpoenas.
- Manage City-related litigations and claims including appearing on behalf of the City in legal proceedings and directing the defense or prosecution of complex litigation matters assigned to outside counsel.

**City Attorney Budget Summary**

Funding Summary	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24
	Actual	Actual	Amended Budget	Adopted Budget
General Fund	\$ 297,985	\$ 318,506	\$ 1,269,834	\$ 828,592
General Administration Recovery from Other Funds:				
Water Fund	55,455	85,922	89,185	200,307
Wastewater Fund	32,686	77,310	80,245	180,229
Stormwater Fund	2,970	16,685	17,319	38,898
CityNet Fund	29,631	63,340	65,745	147,662
Buildings & Facilities	-	4,145	4,303	9,664
Technology	-	139	144	324
Solid Waste	264	1,833	1,902	4,272
<b>Total:</b>	<b>\$ 418,991</b>	<b>\$ 567,881</b>	<b>\$ 1,528,677</b>	<b>\$ 1,409,950</b>

Budgeted Expenditures	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24
	Actual	Actual	Amended Budget	Adopted Budget
Salaries and Benefits	\$ 231,859	\$ 338,154	\$ 191,459	\$ 44,121
Supplies and Materials	\$ 164,184	\$ 191,310	\$ 1,296,366	\$ 1,318,452
Other Charges	\$ 22,947	\$ 38,417	\$ 40,852	\$ 47,377
<b>Total:</b>	<b>\$ 418,991</b>	<b>\$ 567,881</b>	<b>\$ 1,528,677</b>	<b>\$ 1,409,950</b>



Performance and Workload Measures	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24
	Actual	Actual	Estimated	Target
Number of Claims Received	30	21	50	45
Number of Public Records Act Requests and Subpoenas	169	169	174	170
Number of Contracts Reviewed	150	160	150	150

## Goals and Accomplishments

### **FY2022-23 Accomplishments**

- ◆ Transitioned City Council, and the Council appointed Boards, Commissions, and Committees to hybrid and in-person format in accordance with the State's Ralph M. Brown Act.
- ◆ Supported all City departments and operations to minimize risk and liability by proactive measures and efficiently managing claims and litigation.
- ◆ Worked with staff to ensure that City interests are addressed in ongoing development projects throughout the City.
- ◆ Provided city-wide training for all boards, committees, and commissions.
- ◆ Finalized Transient Occupancy Tax collection agreement with short term residential rental platforms.

### **FY2023-24 Goals and Objectives**

- ◆ Prepare revisions to the Municipal Code Titles 8 to 11 for conformance with state law, best practices, and to address current and anticipated circumstances and City Council priorities.
- ◆ Continue to support all departments and operations to minimize risk and liability.
- ◆ Continue to advance the City's interests in ongoing development projects.
- ◆ Provide additional training for all boards, committees, and commissions.

**City of San Bruno**  
**Department of City Attorney Expenditure**  
 Fiscal Year FY2023-24  
 Department 001-1140

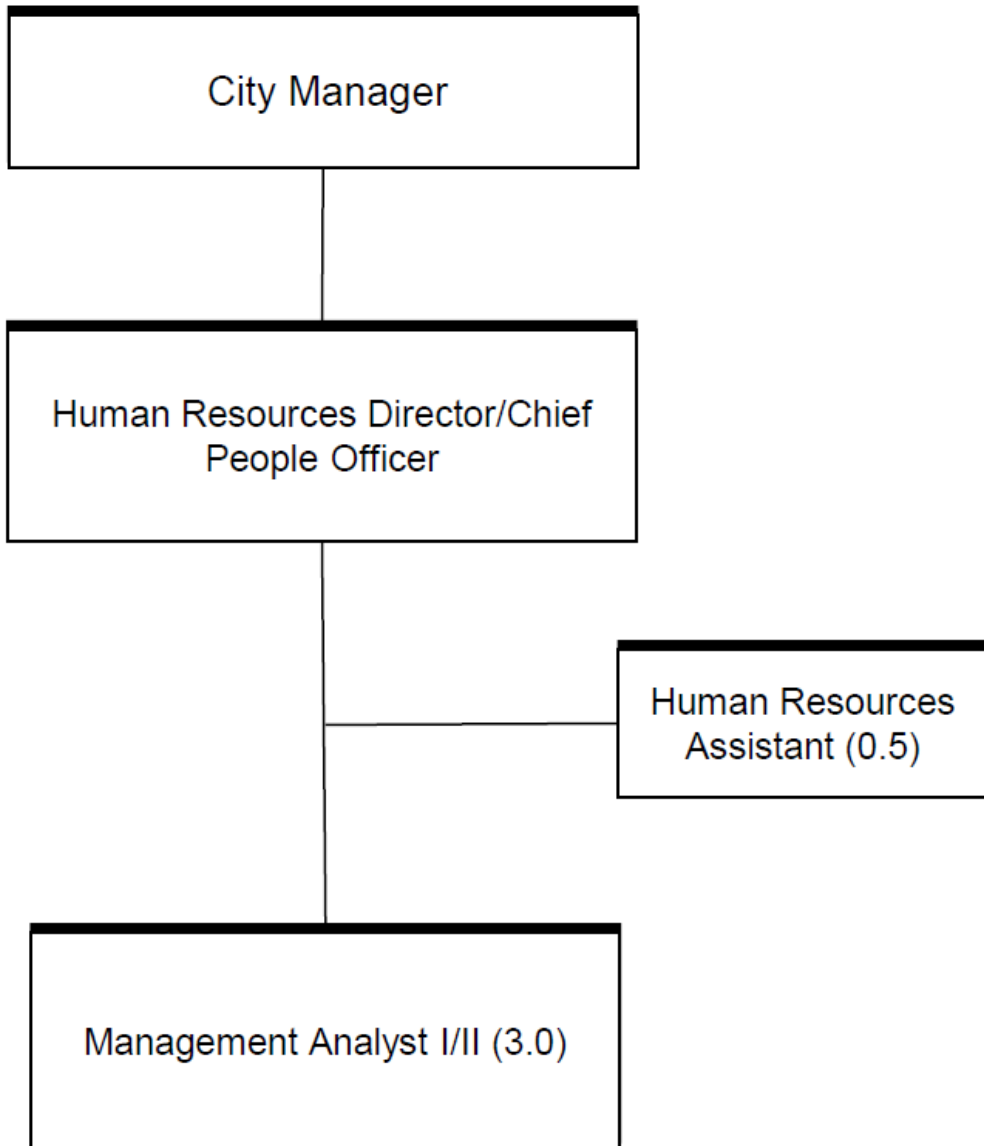
**Expenditures**

Account	Expenditure Account Title	FY2022-23 Amended Budget	FY2023-24 Adopted Budget	\$ Change in Budget - FY23 vs FY24	Notable Changes
	<b>Salaries</b>	\$ 98,970	\$ 25,297	\$ (73,673)	Moved City Attorney to Professional Svcs
	<b>Fringe Benefits</b>	\$ 92,489	\$ 18,824	\$ (73,665)	Moved City Attorney to Professional Svcs
	<b>Total Salaries &amp; Benefits</b>	\$ 191,459	\$ 44,121	\$ (147,338)	
6001	OFFICE SUPPLIES	\$900	\$450	(450)	
6002	SB1383 PAPER PRODUCTS/SUPPLIES	\$0	\$450	450	
6112	POSTAGE	\$400	\$400	-	
6401	PROFESSIONAL SERVICES	\$0	\$1,100,000	1,100,000	Moved City Attorney from Salaries
6402	LEGAL EXPENSES	\$208,000	\$200,000	(8,000)	Covered under Professional Services
6403	PERSONNEL SERVICES	\$1,065,189	\$0	(1,065,189)	Covered under Professional Services
6405	TRAINING/MEETINGS/CONFERENCES	\$2,950	\$0	(2,950)	
6450	COMMUNICATIONS	\$552	\$552	-	
6701	DUES & MEMBERSHIPS	\$1,775	\$0	(1,775)	
6702	PUBS & SUBSCRIPTIONS	\$16,500	\$16,500	-	
6703	TRAVEL/VEHICLE USE	\$100	\$100	-	
	<b>Total Supplies &amp; Materials</b>	\$ 1,296,366	\$ 1,318,452	\$ 22,086	
7901	INTERNAL SERVICE ALLOCATIONS	\$40,852	\$47,377	\$6,525	Increased Department's Allocations Internal Services
	<b>Total Other Charges</b>	\$ 40,852	\$ 47,377	\$ 6,525	
(B)	<b>Total Expenditures</b>	\$ 1,528,677	\$ 1,409,950	\$ (118,727)	

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## **Human Resources Department**

## Human Resources



## Human Resources Department

*The Human Resources Department assists the organization in managing its greatest asset, its employees, who in turn provide the highest level of service to our community. The department takes pride in delivering services that support a productive, innovative, and inclusive workforce. The City of San Bruno is an Equal Opportunity Employer, and we believe that a diverse, equitable and inclusive workplace will maximize our talents and harness the strength of our unique set of experiences, perspectives, skills and ideas to discover and leverage our talents which will ultimately benefit the residents we serve.*

The mission of the Human Resources Department is to best serve its City and employees by providing leadership and vision in talent acquisition, benefits administration, classification and compensation, workers' compensation, performance management, and training programs. The Department is also responsible for employee relations, including implementing collective bargaining agreements with six employee organizations and managing negotiations, the grievance process, and the facilitation of correction action.

- **Talent Acquisition**

The Human Resources Department utilizes a broad recruitment strategy to conduct equitable and inclusive recruitments to select highly qualified and motivated employees who will in turn provide quality services to the citizens of San Bruno. Employing a strategy that incorporates critical competencies for job success and identifies business needs results in increased transparency, less bias, more accurate data, better job fit, lower turnover, cost savings, and higher morale and productivity. The department's professional recruitment lifecycle spans across developing customized recruitments for each position, partnering with departments, using creative outreach efforts aligned with industry best practices, employing legally defensible behavior-based interview techniques, conducting thorough background checks, coordinating pre-employment physicals examinations, and enhancing the onboarding experience for new employees to ensure long-term success.

- **Classification and Compensation**

Human Resources strives to align the classification and compensation structure with industry best practices and examines biases in the development of qualifications for job descriptions. The department assures relevant and equitable employee compensation, along with appropriate job categories and conducts classification and compensation studies. Human Resources partners with City Departments to produce relevant and current job classifications that reflect the needs that will serve the community.

- **Organizational Development and Training**

The City recognizes the value of retaining engaged and committed employees and strives to coordinate generous benefit packages, career development, and promotional opportunities. Human Resources provides mentoring, coaching, and succession planning opportunities to maintain a strong and capable workforce. The City participates in a comprehensive training program with the San Mateo County Regional Training and

Development consortium which offers a range of individual, group, and regional training opportunities that address organizational needs including professional development, team building, skill enhancement, and compliance with regulatory requirements. These efforts ensure that employees are well-trained and have the appropriate skill sets and abilities to perform their duties and to advance within the organization.

- **Employee Engagement & Retention**

Human Resources will initiate efforts to better understand employees' job satisfaction, connection with others, their job, and the overall organization. Appreciation and recognition are the heart of employee morale. Human Resources supports the City's effort to value employees in a variety of ways including employee appreciation lunches, service awards, council recognition, recognition events hosted by individual departments. The goal is to retain dedicated, passionate, and talented team members.

- **Benefits Administration**

Human Resources offers one-on-one personalized management of City benefits by providing information on a walk-in basis and online through the Employee Portal. To provide the best value to our employees, Human Resources continually analyzes various employee benefit programs to ensure cost effectiveness and service efficiency.

- **Labor and Employee Relations**

Human Resources strives to build and maintain positive relationships with its employees and labor organizations. The Department represents the City in negotiations and implements negotiated agreements. Human Resources mediates issues with employees, their representatives and management to seek mutually beneficial resolution for issues, and continually works towards fostering a positive work environment.

- **Compliance with State and Federal Employment Law**

Human Resources stays abreast of federal and state laws and regulations designed to protect employees and members of the public, and advises City departments on compliance matters, administers the Department of Transportation (DOT) random drug testing program and Department of Motor Vehicles pull notice program, coordinates OSHA required training, conducts mandatory anti-harassment training for all employees, and completes annual postings and reports. Human Resources also counsels employees and managers on a variety of current laws surrounding leave of absences, disability, equal employment, wages, hours, working conditions, employee rights, and organizational matters.

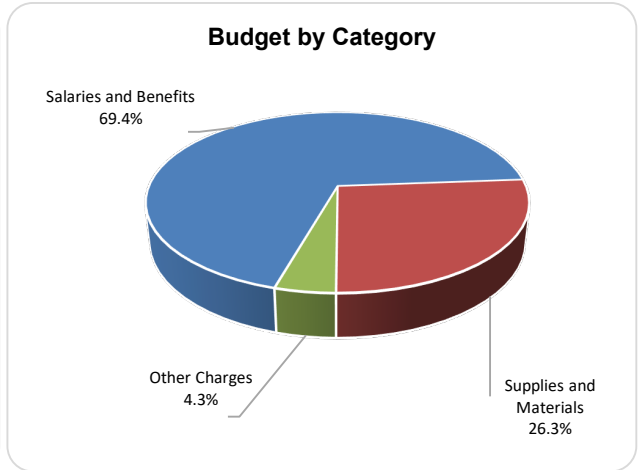
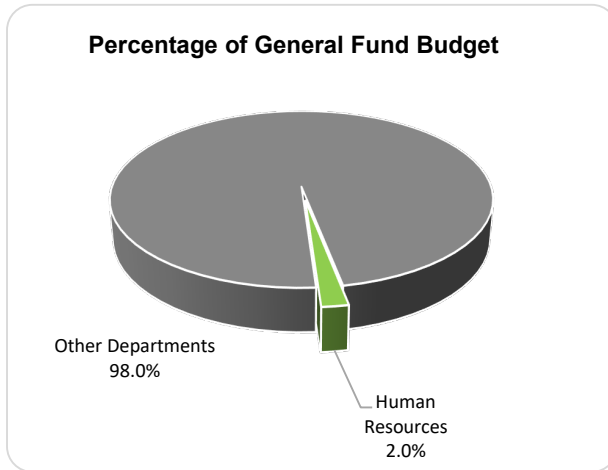
- **Workers' Compensation Administration**

Promoting workplace safety results in a safe and happy community. Human Resources administers a comprehensive and evolving safety program to ensure the safety of employees and citizens and implements policies and procedures to assure a proactive risk management and risk avoidance program for all City operations. The Department also manages the workers' compensation program, in conjunction with a third-party administrator, to ensure timely delivery of medical treatment and benefits to injured workers while minimizing the City's exposure, with the goal of aiding employees to expeditiously return to work.

**Human Resources Budget Summary**

Funding Summary	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24
	Actual	Actual	Amended Budget	Adopted Budget
General Fund	\$ 440,794	\$ 546,836	\$ 609,382	\$ 746,673
General Administration Recovery from Other Funds:				
Water Fund	67,951	113,393	126,590	180,504
Stormwater Fund	3,639	22,020	24,583	35,053
Wastewater Fund	40,051	102,027	113,901	162,411
Cable Fund	36,308	83,591	93,319	133,064
Buildings & Facilities	-	5,471	6,108	8,709
Technology	-	183	205	292
Solid Waste	324	2,418	2,700	3,850
<b>Total:</b>	<b>\$ 589,068</b>	<b>\$ 875,939</b>	<b>\$ 976,788</b>	<b>\$ 1,270,554</b>

Budgeted Expenditures	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24
	Actual	Actual	Amended Budget	Adopted Budget
Salaries and Benefits	\$ 393,754	\$ 383,309	\$ 524,714	\$ 881,238
Supplies and Materials	153,122	449,402	\$ 403,706	\$ 334,235
Other Charges	42,191	43,228	\$ 48,368	\$ 55,081
<b>Total:</b>	<b>\$ 589,068</b>	<b>\$ 875,939</b>	<b>\$ 976,788</b>	<b>\$ 1,270,554</b>



Performance and Workload Measures	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24
	Actual	Actual	Estimated	Target
Applications Processed	1,390	959	1,000	1,500
Recruitments Completed	28	50	56	75
New Full-Time Employees Onboarded	15	27	44	35
Seasonal Hires	7	12	27	150
Employee Service Recognitions	32	30	30	32
Personnel Action Forms Processed	1,000	700	1,000	1,150
Workers' Compensation Claims Filed	20	17	29	22
Days Lost Due to On-the-Job Injuries	201	1,016	730	980
# of Hours of Advice & Consultation				1560

## Goals and Accomplishments

### **FY2022-23 Accomplishments**

- ◆ Implemented new cloud based applicant tracking system (NeoGov).
- ◆ Conducted training on new cloud-based Applicant Tracking System (ATS) with Management staff
- ◆ Successfully completed negotiations with Teamsters Local 856, IBT Miscellaneous; Teamsters Local 350, IBT Mid- Management; Teamsters Local 856, IBT Police; and Teamsters Local 856, IBT Public Safety Mid-
- ◆ Implemented cloud based filing system; transitioned from physical personnel files and hard copy documents to electronic personnel files and document storage
- ◆ Successfully conducted 56 recruitments for full-time and part-time positions.
- ◆ Onboarded 44 full-time employees into vacant positions.
- ◆ Filled Interim City Manager position
- ◆ Filled 3 Executive positions
- ◆ Executed annual open enrollment electronically including new benefit elections to improve efficiency
- ◆ Assessed the processes in preparation for implementation of a new Human Resource Information System
  
- ◆ Reviewed approximately 1,050 Personnel Action Forms (PAFs) for accuracy and alignment with MOUs.
  
- ◆ Resolved outstanding grievances.

### **FY2023-24 Goals and Objectives**

- ◆ Develop and employ recruitment strategies that will increase the diversity of qualified applicants that reflect the City's demographics.
- ◆ In partnership with Community Services, recruit and staff the new Recreation and Aquatics Center with approximately 130 employees.
- ◆ Collaborate with Finance and IT on the Migration of Eden ERP to Tyler Munis.
- ◆ Settle and finalize successor Memorandum of Understanding between the City and Teamsters Local 856, IBT Fire and City and the San Bruno Management Employees Association.
- ◆ Assess current Human Resources department structure and create a structure that enhance customer service delivery.
- ◆ Develop and cross-train Human Resources staff in the leave of absence coordination, Americans with Disabilities Act (ADA) accommodation, classifications, workers' compensation administration.
- ◆ Employ a Third Party vendor to conduct an employee engagement survey to understand employee job/work environment satisfaction levels.
- ◆ Develop a procedure for Employee Leave of Absence Request and Approval process for efficient review and approval.
- ◆ Revamp the PAF process for efficient HR/payroll processing.
- ◆ Establish ticketing system to measure and track internal customer service requests.
- ◆ In partnership with departmental management, develop programs to enhance employee engagement and retention.
- ◆ Identifying succession planning and competency skill gaps for staff with a focus on professional development.
- ◆ Promote local and regional training opportunities to City Staff and align training to competency development for succession planning.

City of San Bruno  
 Department of Human Resources Expenditure  
 Fiscal Year FY2023-24  
 Department 001-1220

**Expenditures**

Account	Expenditure Account Title	FY2022-23 Amended Budget	FY2023-24 Adopted Budget	\$ Change in Budget - FY23 vs FY24	Notable Changes
	<b>Salaries</b>	<b>\$342,805</b>	<b>\$555,107</b>	<b>\$212,302</b>	HR Director (FY23-24 budgeted full year while FY22-23 budgeted partial year) + Add 1 New Mgmt Analyst Position
	<b>Fringe Benefits</b>	<b>\$181,909</b>	<b>\$326,131</b>	<b>\$138,822</b>	Increase in fringe benefits mainly due to PERS and Insurance
	<b>Total Salaries &amp; Benefits</b>	<b>\$524,714</b>	<b>\$881,238</b>	<b>\$351,124</b>	
6001	OFFICE SUPPLIES	950	600	(350)	
6112	POSTAGE	200	200	0	
6141	PRINTING, COPYING & BINDING	300	300	0	
6401	PROFESSIONAL SERVICES	232,330	100,000	(132,330)	Reduce legal costs during FY24
6404	EMP. ASSISTANCE	8,150	9,100	950	
6405	TRAINING/MEETINGS/CONFERENCES	20,800	29,800	9,000	
6406	PROFESSIONAL DEVELOPMENT	3,000	3,500	500	
6407	EXAM SERVICES	84,911	75,000	(9,911)	Reduce exam services
6408	MEDICAL EXAMS	20,000	20,000	0	
6409	SPECIAL PROJECTS	6,000	6,000	0	
6413	SPECIALIZED SERVICES	19,000	82,800	63,800	Pre-employment background checks, fingerprinting, etc.
6450	COMMUNICATIONS	1,335	1,335	0	
6501	PUBLIC NOTICES	6,230	5,000	(1,230)	
6701	DUES & MEMBERSHIPS	500	600	100	
6703	TRAVEL/VEHICLE USE	0	0	0	
	<b>Total Supplies &amp; Materials</b>	<b>\$403,706</b>	<b>\$334,235</b>	<b>(\$69,471)</b>	
7901	INTERNAL SERVICE ALLOCATIONS	48,368	55,081	6,713	
	<b>Total Other Charges</b>	<b>\$48,368</b>	<b>\$55,081</b>	<b>\$6,713</b>	
(B)	<b>Total Expenditures</b>	<b>\$976,788</b>	<b>\$1,270,554</b>	<b>\$288,366</b>	

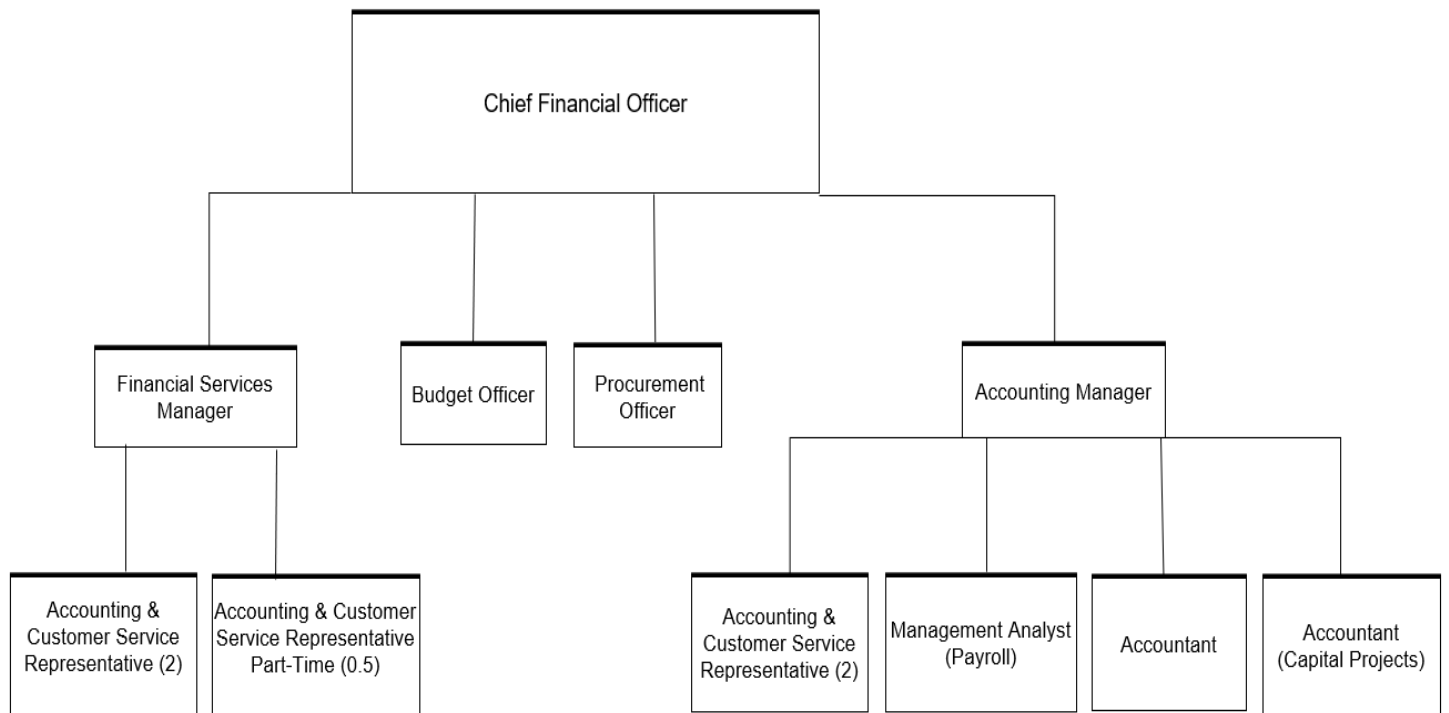
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## **Finance Department**

Administration

Revenue Services

# Finance



## **Finance Department Administration and Revenue Services**

*The Finance Department maintains and enhances the fiscal integrity and financial stability of the City through oversight, management, reporting and protection of all City's financial resources.*

### **Overview**

The Finance Department is responsible for budget development and financial operations of the City. The department ensures that financial activities of the City are accurately recorded and presented in compliance with professional and ethical standards.

The primary services provided include:

- **Financial Reporting and Accounting**  
Accurately account for the City's financial condition and provide budget status reports to the City Council. Complete the City's Comprehensive Annual Financial Report (CAFR), coordinate audits, prepare special reports for State and Federal Agencies, Grant Administrators, and bondholders as required.
- **Budget**  
Lead the annual budget development process and support the City Council in their priority setting, budget review, analysis, and adoption of the budget and fiscal priorities. Report on the financial status of the City-to-City Council.
- **Revenue Management**  
Generate and manage citywide utility billing and collection including water, wastewater, and garbage. Maintain the business license database and collect business license fees and taxes. Maintain the City's master fee schedule. Issue Invoices and collect other receivables including transient occupancy taxes, reimbursements from developers, and rental agreements, etc.
- **Cashiering and Customer Service**  
Process payments received from customers and post to Cashier Central. Provide customer services in person and on the phone for finance related matters.
- **Accounts Payable**  
Provide weekly payment for services and supplies rendered by vendors.
- **Payroll**  
Timely and accurately process biweekly payroll for all City employees. Issue quarterly and annual payroll tax filings. Update the payroll system timely to stay compliant with regulatory developments.

- **Treasury Management**

Provide cost-effective financing to the City and ensure statutory and regulatory compliance in continuous disclosures and reporting. Invest City funds in accordance with the Investment Policy and the CA Government Code. Manage the City's banking and custodial relationships and ensure efficient banking transaction execution.

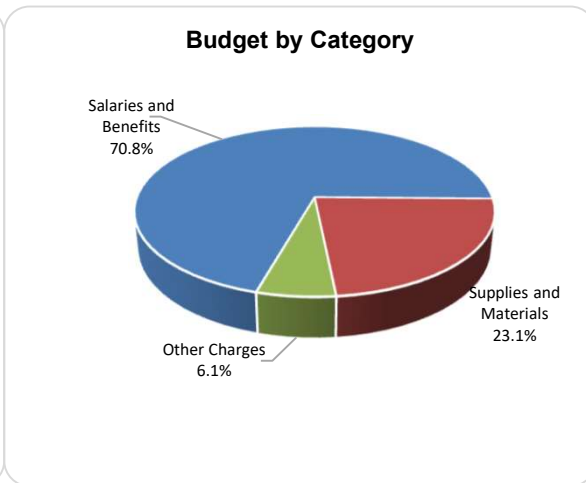
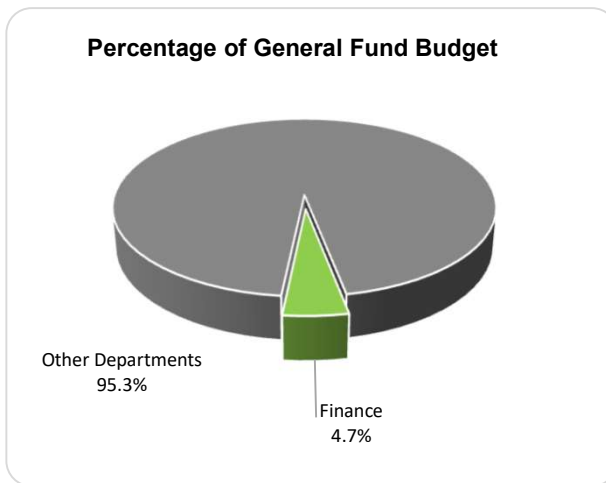
- **Purchasing and Administration**

Administer competitive bids, execute agreements with vendors, issue purchase orders, pay vendor invoices in a timely manner, and implement internal controls through maintaining and updating administrative policies and procedures. Assess business processes for internal control and efficiency improvements.

**Finance Administration & Revenue Services Budget Summary**

Funding Summary	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24
	Actual	Actual	Amended Budget	Adopted Budget
General Fund	\$ 1,378,785	\$ 940,676	\$ 1,291,567	\$ 1,464,310
General Administration Recovery from Other Funds:				
Water Fund	605,576	562,438	572,357	591,823
Stormwater Fund	6,933	56,451	57,442	69,637
Wastewater Fund	476,867	571,570	581,654	588,725
Cable Fund	69,174	313,736	319,261	349,695
Solid Waste	617	5,710	5,810	7,228
Buildings & Facilities	-	43,091	43,852	42,247
Technology	-	324	329	454
<b>Total:</b>	<b>\$ 2,537,952</b>	<b>\$ 2,493,996</b>	<b>\$ 2,872,272</b>	<b>\$ 3,114,119</b>

Budgeted Expenditures	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24
	Actual	Actual	Amended Budget	Adopted Budget
Salaries and Benefits	\$ 1,652,048	\$ 1,690,727	\$ 1,995,216	\$ 2,205,725
Supplies and Materials	\$ 683,824	\$ 650,435	\$ 711,861	\$ 719,489
Other Charges	\$ 202,079	\$ 152,834	\$ 165,195	\$ 188,905
<b>Total:</b>	<b>\$ 2,537,952</b>	<b>\$ 2,493,996</b>	<b>\$ 2,872,272</b>	<b>\$ 3,114,119</b>



Performance and Workload Measures	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Estimated	FY 2023-24 Target
Number of high-risk internal audit issues identified	0	0	0	0
Maintain a credit rating of “very high” or “highest”	Yes	Yes	Yes	Yes
The City’s budget is adopted by June 30th	Yes	Yes	Yes	Yes
General Fund and other reserves are met as defined in the City’s Reserve Policy	Yes	Yes	Yes	Yes
Finalize the audit and publish the Annual Comprehensive Financial Report (ACFR) within 180 days after the end of the fiscal year	Yes	Yes	No	Yes

The City's annual financial statements receive an unmodified opinion from the External Auditors with no significant deficiencies or material weaknesses	Yes	Yes	Yes	Yes
The City's Annual Comprehensive Financial Report (ACFR) receives the Government Finance Officers Association Award of Excellence in Financial Reporting	Yes	Yes	No	Yes
The City's Adopted Budget receives the Government Finance Officers Association (GFOA) Award for Distinguished Budget Presentation	Yes	Yes	Yes	Yes
Number of W-2's issued by January 31	315	315	325	325
Number of invoices processed	10,137	10,523	10,150	10,500
Number of business licenses issued	2,112	2,518	2,150	2,150
Number of utility bills generated	75,284	76,269	75,300	75,300

## Goals and Accomplishments

### FY2022-23 Accomplishments

#### **Departmental Efficiency/Effectiveness Improvements**

- ◆ Successfully negotiated a contract with Wells Fargo and began the transition process of moving the City finances to the new bank
- ◆ Hired a Procurement Officer and began a review of the Citywide purchasing processes
- ◆ Hired a Budget Officer and began a review of the Citywide budgeting processes
- ◆ Cross trained staff in all functional areas of the Finance Department

#### **Financial Stewardship**

- ◆ Continued to provide expert advice to internal departments on financial, procurement, and cash management items
- ◆ Provided support to the Public Works Department on the financial aspects of multiple Proposition 218 notices
- ◆ Completed a review of Treasury operations and developed a plan for future investment strategies of the City's various reserves

#### **Financial Operations**

- ◆ Actively monitored the Citywide budget and all related funds to ensure adherence to planned revenues and expenditures
- ◆ Led and coordinated the Citywide budget development for FY 2023-24
- ◆ Completed the Annual Comprehensive Financial Report and other audits for FY 2021-22

#### **Strategic Initiative**

- ◆ Provided financial and analytical support for the purposes of developing the City Council's strategic initiatives by departmental function

### FY2023-24 Goals and Objectives

#### **Departmental Efficiency/Effectiveness Improvements**

- ◆ Complete the transition process to Wells Fargo Bank
- ◆ Document business processes needed to transition to the Tyler Munis Enterprise Resource Planning program
- ◆ Complete a new set of administrative procedures for the Citywide purchasing processes

**Financial Stewardship**

- ◆ Continue to provide financial and analytical support to departments on Citywide interests and initiatives
- ◆ Increase support to departments on actively managing budgets

**Financial Operations**

- ◆ Lead and coordinate the annual Citywide budget process to support the City Council's priorities and strategic initiatives
- ◆ Manage and monitor the budget to ensure that resources are received and spent in accordance with City policies
- ◆ Release all vendor payments within 30 days of receipt of invoices
- ◆ Actively manage reserve balances to maximize interest earnings within the parameters of the City's investment policy

**Strategic Initiative**

- ◆ Develop updated purchasing administrative procedures, with new templates and implementation of the City's e-procurement system
- ◆ Implement an end-of-year accounting process to ensure timely completion of all audits and related documents

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City of San Bruno  
 Department of Finance - Administration Expenditure  
 Fiscal Year FY2023-24  
 Department 001-1250

**Expenditures**

Account	Expenditure Account Title	FY2022-23 Amended Budget	FY2023-24 Adopted Budget	\$ Change in Budget - FY23 vs FY24	Notable Changes
	<b>Salaries</b>	\$ 847,021	\$1,024,268	\$ 177,247	Reclassified 1 FTE and moved 1.0 FTE from Rev Svc to Finance, and added 1 FTE (went from 5.0 to 8.0 FTE)
	<b>Fringe Benefits</b>	\$ 511,403	\$669,598	\$ 158,195	same as above
	<b>Total Salaries &amp; Benefits</b>	\$ 1,358,424	\$1,693,866	\$ 335,442	
6001	OFFICE SUPPLIES	\$5,000	\$5,500	500	
6002	SB1383 PAPER PRODUCTS/SUPPLIES	\$1,000	\$1,000	-	
6112	POSTAGE	\$6,400	\$6,400	-	
6141	PRINTING, COPYING & BINDING	\$250	\$250	-	
6304	MAINTENANCE	\$55,000	\$55,000	-	
6401	PROFESSIONAL SERVICES	\$119,625	\$119,625	-	
6405	TRAINING/MEETINGS/CONFERENCES	\$10,750	\$10,750	-	
6406	PROFESSIONAL DEVELOPMENT	\$4,500	\$4,500	-	
6419	OTHER SERVICES	\$19,240	\$19,240	-	
6450	COMMUNICATIONS	\$2,035	\$2,035	-	
6501	PUBLIC NOTICES	\$3,500	\$3,500	-	
6650	TOOL & EQUIPMENT	\$3,000	\$3,000	-	
6701	DUES & MEMBERSHIPS	\$1,740	\$2,265	525	
6702	PUBS & SUBSCRIPTIONS	\$100	\$100	-	
	<b>Total Supplies &amp; Materials</b>	\$ 232,140	\$233,165	\$ 1,025	
7901	INTERNAL SERVICE ALLOCATIONS	\$131,051	\$153,960	22,909	
	<b>Total Other Charges</b>	\$ 131,051	\$153,960	\$ 22,909	
(B)	<b>Total Expenditures</b>	\$ 1,721,615	\$2,080,991	\$ 359,376	

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**City of San Bruno**  
**Department of Finance - Revenue Services Expenditure**  
 Fiscal Year FY2023-24  
 Department 001-1251

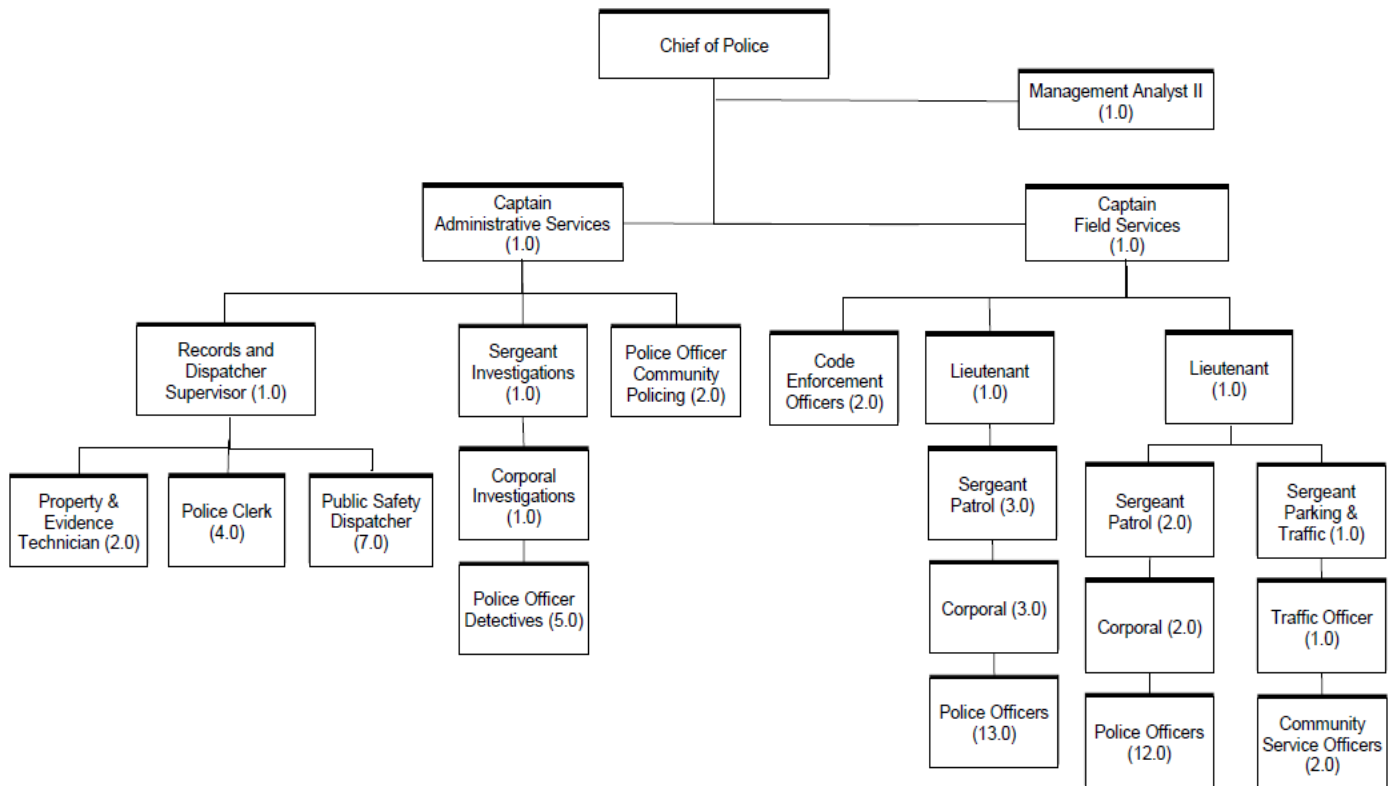
**Expenditures**

Account	Expenditure Account Title	FY2022-23 Amended Budget	FY2023-24 Adopted Budget	\$ Change in Budget - FY23 vs FY24	Notable Changes
	<b>Salaries</b>	<b>\$361,484</b>	<b>\$ 310,504</b>	<b>\$ (50,980)</b>	Reclassified 1 FTE and moved 1 FTE to Finance. Went from 5 FTE to 3 FTE
	<b>Fringe Benefits</b>	<b>\$275,308</b>	<b>\$ 201,355</b>	<b>\$ (73,953)</b>	
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 636,792</b>	<b>\$ 511,859</b>	<b>\$ (124,933)</b>	
6001	OFFICE SUPPLIES	\$3,500	<b>\$5,000</b>	1,500	
6002	SB1383 PAPER PRODUCTS/SUPPLIES	\$1,000	<b>\$1,000</b>	-	
6112	POSTAGE	\$30,000	<b>\$30,000</b>	-	
6304	MAINTENANCE	\$61,561	<b>\$66,664</b>	5,103	Increased cost for current maintenance contracts; Progressive, AcquaMetrics and Cummins
6401	PROFESSIONAL SERVICES	\$67,163	<b>\$67,163</b>	-	
6405	TRAINING/MEETINGS/CONFERENCES	\$5,500	<b>\$5,500</b>	-	
6406	PROFESSIONAL DEVELOPMENT	\$500	<b>\$500</b>	-	
6419	OTHER SERVICES	\$308,782	<b>\$308,782</b>	-	
6450	COMMUNICATIONS	\$1,410	<b>\$1,410</b>	-	
6701	DUES & MEMBERSHIPS	\$305	<b>\$305</b>	-	
	<b>Total Supplies &amp; Materials</b>	<b>\$ 479,721</b>	<b>\$ 486,324</b>	<b>\$ 6,603</b>	
7901	INTERNAL SERVICE ALLOCATIONS	\$34,144	<b>\$34,945</b>	801	
7902	INTERDEPARTMENTAL CHARGES	\$0	<b>\$0</b>	-	
	<b>Total Other Charges</b>	<b>\$ 34,144</b>	<b>\$34,945</b>	<b>\$ 801</b>	
<b>(B)</b>	<b>Total Expenditures</b>	<b>\$ 1,150,657</b>	<b>\$ 1,033,128</b>	<b>\$ (117,529)</b>	

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## **Police Department**

## Police Department



## Police Department

*We exist to help create an environment in which ALL PEOPLE live in peace, free from violence, safe from harm, secure in their effects, and confident that appropriate help will be there when they need it most. We strive to contribute to this environment through selfless policing actions that: ENSURE PEACE, PROVIDE SAFETY, and BUILD COMMUNITY, in San Bruno and beyond.*

### OVERVIEW

The San Bruno Police Department is a full service policing agency that provides critical public safety services twenty-four hours a day, seven days a week. In addition to protecting life and property, the Department is committed to the prevention of criminal activity through highly visible patrols, systematic gathering and documentation of intelligence information, and the enforcement of laws and regulations throughout the City. The Department also delivers a variety of non-emergency police services. The Department's services include, but are not limited to the following programs:

- **Patrol**  
Respond to emergency and non-emergency requests for police assistance and provide enforcement of state and local laws. The Patrol Division is responsible for the prevention of criminal activity and the investigation of criminal acts that lead to successful prosecutions. Patrol duties are carried out in marked patrol vehicles, motorcycles, on foot, and on bicycles.
- **Traffic and Parking**  
Provide enforcement and education of traffic laws, including parking regulations. Officers also investigate traffic collisions and provide recommendations to the City's Engineering Division to enhance traffic and pedestrian safety.
- **Investigations and Support Services**  
Conduct major case management and follow-up investigations that lead to the identification and apprehension of those responsible for criminal acts. The Support Services Section provides a liaison to the schools, resolves chronic quality of life issues in the community, facilitates crime prevention programs such as Neighborhood Watch and the Citizen's Crime Prevention Committee, and assures employees meet mandated training requirements.
- **Administration**  
Provide for planning, resource development and management, budget preparation, acquisition of equipment, licensing and permit issuance, and emergency preparedness.

- **Records and Dispatch Services**

Obtain information from callers and relay necessary facts to patrol units in the field. This Division provides information and assistance to customers both over the telephone and in person, processes police records, and prepares cases for review by the District Attorney's Office.

- **Code Enforcement**

The San Bruno Code Enforcement Unit was originally created to have primary enforcement responsibility for all Municipal Code violations. Through the years, the Unit had undergone several scope-of-responsibility changes resulting in excessive time spent on several ancillary duties not necessarily focused on quality of life or nuisance issues as was originally intended. In July of 2020 the Unit was transferred to the supervision of the Police Department. The Code Enforcement Unit, currently comprised of two Code Enforcement Officers, continues to operate as part of a larger city services workgroup.

The philosophy of the San Bruno Code Enforcement Unit to first seek voluntary compliance in response to these priorities, and resort to enforcement action when compliance is not obtained. Code Enforcement Officers obtain voluntary compliance through communication, education, outreach, and community interaction.

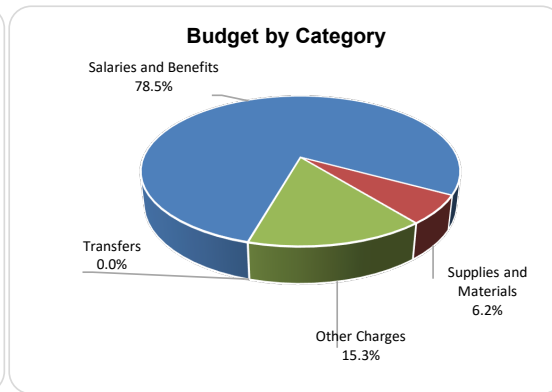
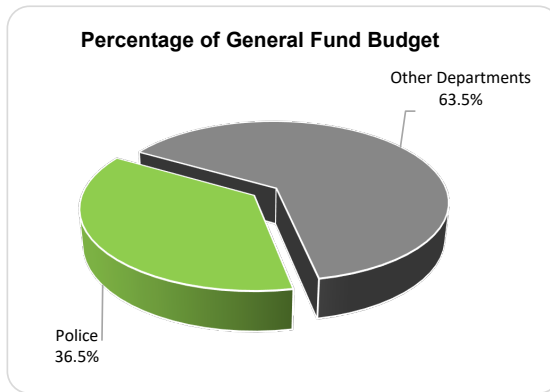
- **Contract Services**

Contracts with various public and private agencies allow the Police Department to provide a variety of services that include counseling and diversion programs for at-risk youth, crossing guard services at busy intersections, housing of prisoners, and much more.

**Police Department Budget Summary**

Funding Summary	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24
	Actual	Actual	Amended Budget	Adopted Budget
General Fund	\$ 16,292,998	\$ 15,614,244	\$ 18,041,381	\$ 20,156,062
Department Revenues	1,766,945	2,850,125	2,917,691	3,491,701
Supplemental Law Enforcement Services	400,000	209,774	205,500	100,000
<b>Total:</b>	<b>\$ 18,459,942</b>	<b>\$ 18,674,143</b>	<b>\$ 21,164,572</b>	<b>\$ 23,747,763</b>

Budgeted Expenditures	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24
	Actual	Actual	Amended Budget	Adopted Budget
Salaries and Benefits	\$ 14,053,874	\$ 15,040,545	\$ 16,665,912	\$ 18,637,400
Supplies and Materials	878,890	1,099,127	1,517,451	1,481,755
Other Charges	3,527,179	2,369,641	2,981,209	3,628,608
Transfers	-	164,830	-	-
<b>Total:</b>	<b>\$ 18,459,942</b>	<b>\$ 18,674,143</b>	<b>\$ 21,164,572</b>	<b>\$ 23,747,763</b>



Performance and Workload Measures	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Estimated	FY 2023-24 Target
Number of new Crisis Intervention Trained Officers	0	4	8	8
Number of DUI Enforcement Programs	19	8	8	8
Number of Massage Business Compliance Checks	6	6	10	10
Number of Burglary Suppression Programs	0	2	2	2
Number of Pedestrian Safety / Enforcement Programs	6	4	6	6
Number of Vehicle Burglary Suppression Programs (combined with general burglary suppression above)	0	8	6	6
Number of Criminal Street Gang Enforcement Programs	14	20	20	20
Number of Programs Combatting the Sale of Alcoholic Beverages to Minors (removed measure)	0	4	4	0
Number of Programs Combatting the Sale and Use of Tobacco and Vape Products By Minors (new measure)	N/A	4	4	0
Number of Saturated Parking Enforcement Programs	10	10	10	10
Number of PSAs and other posted videos/messages in Spanish	45	50	50	50

## Goals and Accomplishments

### **FY2022-23 Accomplishments**

- ♦ Added a professional counseling component to the Employee Wellness Program
- ♦ Added a personal fitness training component to the Employee Wellness Program
- ♦ Added a personal nutrition training component to the Employee Wellness Program
- ♦ Deployed an employee wellness application
- ♦ Assisted SB Park School District with completion of the school safety plan
- ♦ Conducted the RIDOF Drug Awareness Program
- ♦ Issued a Military Equipment Annual Report
- ♦ Continued with and expanded Chat with the Chief events
- ♦ Conducted Coffee with a Cop events
- ♦ Initiated the Radio Encryption and Infrastructure Project
- ♦ Attended a POST Team Building Workshop
- ♦ Launched the downtown parking meters and enhanced enforcement project
- ♦ Prepared for full Senate Bill 2 implementation
- ♦ Expanded use of CueHit for better public communications
- ♦ Increased public use of Citizen RIMS
- ♦ Expanded neighborhood watch groups and integrate with Citizen Crime Prevention Committee
- ♦ Developed a plan to ensure all staff are CIT trained
- ♦ Developed a crisis communications plan for critical incidents
- ♦ Deployed revised performance evaluations forms and process
- ♦ Reduced the number of injury traffic collisions
- ♦ Reduced the number of theft-related crimes
- ♦ Continued to work with LifeMoves and other partners to end homelessness
- ♦ Secured grant funding for enhanced traffic safety efforts
- ♦ Conducted the UDETER Program at Capuchino High School
- ♦ Increased training efforts to ensure compliance following COVID restrictions
- ♦ Completed career development counseling with all staff
- ♦ Issued an Annual Report

### **FY2023-24 Goals and Objectives**

- ♦ Add a personal financial health training component to the Employee Wellness Program
- ♦ Deploy an additional motor/traffic officer to improve traffic safety in the City
- ♦ Continue with and expand Chat with the Chief events
- ♦ Complete the Radio Encryption and Infrastructure Project
- ♦ Reinstate all frozen police department positions
- ♦ Continue to pursue appropriate cost recovery agreements to fund positions
- ♦ Complete a staffing study
- ♦ Full Senate Bill 2 implementation
- ♦ Further expand use of CueHit
- ♦ Enhance Code Enforcement procedures
- ♦ Expand neighborhood watch groups
- ♦ Digitize all personnel files
- ♦ Establish a robust threat assessment protocol
- ♦ Send a Sergeant through SLI
- ♦ Deploy measures to combat the opioid epidemic
- ♦ Reduce the negative impact of BART on our community
- ♦ Conduct UDETER
- ♦ Conduct RIDOF
- ♦ Establish a PAL
- ♦ Issue a Military Equipment Annual Report
- ♦ Issue an Annual Report
- ♦ Conduct a critical infrastructure and cybersecurity assessment with CISA
- ♦ Secure red dot firearms for all sworn personnel
- ♦ Continue to enhance health, wellness, and wellbeing of staff

City of San Bruno  
 Department of Police Revenue & Expenditure  
 Fiscal Year FY2023-24  
 Department 001-2010

Revenues

Account	Revenue Account Title	FY2022-23 Amended Budget	FY2023-24 Adopted Budget	\$ Change in Budget - FY23 vs FY24	Notable Changes
4422	P.O.S.T. REIMBURSE	\$ 18,500	\$ 7,500	\$ (11,000)	
4434	O.T.S.GRANT-POLICE ENFORCE.	-			
4453	S.M.NARC TASK FORCE	70,000	70,000	-	
4503	CODE ENFORCEMENT FINES	40,050	41,732	1,682	
4522	FINGERPRINTING	2,000	2,084	84	
4523	POLICE AUCT.PROCEEDS	2,000	2,000	-	
4524	CARDROOM APPLIC.	5,000	5,210	210	
4525	POLICE REPORTS	10,000	10,420	420	
4527	TOWED VEHICLE REPO	1,000	1,042	42	
4528	VEHICLE RELEASE	20,000	20,840	840	
4529	OTHER POLICE SVCE.	5,600	5,835	235	
4530	FALSE ALARM FEES	10,000	10,420	420	
4681	POLICE FINES REVENUE	130,000	130,000	-	
4682	PARKING FINES	900,000	900,000	-	
4684	BLDG.CODE VIOL. FINES	200	208	8	
4906	MAINT.REIMB.-BART	47,395	47,395	-	
4907	STATE/COUNTY REIMB -POLICE	14,110	14,110	-	
4993	REIMBURSEMENTS	1,641,836	2,222,904	581,068	Reimbursement for two Officers assigned to Patrol Services reduced based on Cost Recovery Agreement
4999	NON-OPERATING TRANSFERS	205,500	100,000	(105,500)	
(A)	<b>Total Revenues</b>	<b>\$ 3,123,191</b>	<b>\$ 3,591,701</b>	<b>\$ 468,510</b>	

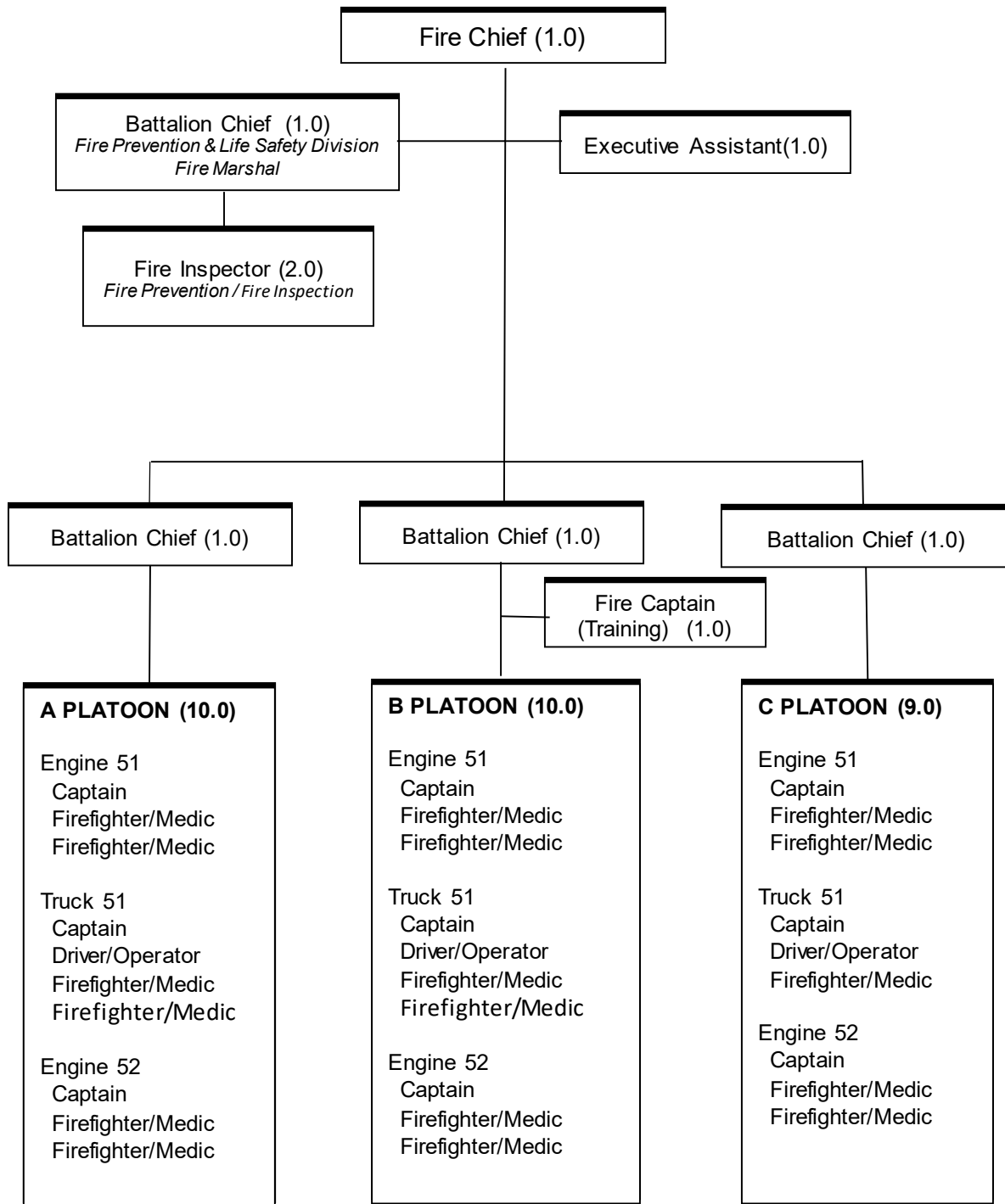
Expenditures

Account	Expenditure Account Title	FY2022-23 Amended Budget	FY2023-24 Adopted Budget	\$ Change in Budget - FY23 vs FY24	Notable Changes
	<b>Salaries</b>	<b>\$ 9,555,469</b>	<b>\$ 11,012,131</b>	<b>\$ 1,456,662</b>	Add 25% of 3 police officers which were charged to ARPA in the previous fiscal year. Added 1 FTE Public Safety Dispatcher I.
	<b>Fringe Benefits</b>	<b>\$ 7,110,443</b>	<b>\$ 7,625,269</b>	<b>\$ 514,826</b>	
	<b>Total Salaries and Benefits</b>	<b>\$ 16,665,912</b>	<b>\$ 18,637,400</b>	<b>\$ 1,971,488</b>	
6001	OFFICE SUPPLIES	35,800	35,800	-	
6002	SB1383 PAPER PRODUCTS/SUPPLIES	2,400	2,400	-	
6101	GAS AND OIL	125,820	125,820	-	
6102	OPERATING SUPPLIES	109,283	41,726	(67,557)	Four Purchase Orders carried over to FY23
6112	POSTAGE	6,119	6,119	-	
6304	MAINTENANCE	262,489	205,710	(56,779)	Fee adjustments in the current services, Two Purchase Orders carried over to FY23
6309	RADIO MAINTENANCE	100,661	102,737	2,076	
6401	PROFESSIONAL SERVICES	317,352	418,843	101,491	Add Mental Health Clinician \$110k
6405	TRAINING/MEETINGS/CONFERENCES	167,064	154,433	(12,631)	Approved team building workshop program in last year's enhancement
6406	PROFESSIONAL DEVELOPMENT	29,589	30,589	1,000	
6408	MEDICAL EXAMS	7,000	7,000	-	
6419	OTHER SERVICES	100,997	100,997	-	
6450	COMMUNICATIONS	74,856	74,856	-	
6531	UTILILTIES	125,000	125,000	-	
6650	TOOLS & EQPT.	50,247	46,950	(3,297)	
6702	PUBS & SUBSCRIPTIONS	2,775	2,775	-	
	<b>Total Supplies &amp; Materials</b>	<b>\$ 1,517,451</b>	<b>\$ 1,481,755</b>	<b>\$ (35,696)</b>	
7041	COUNTY SVCE.CHARGES	514,215	514,215	-	
7069	INTERGOVERNMENTAL-OTHER	-	-	-	
7901	INTERNAL SERVICE ALLOCATIONS	1,213,145	1,370,596	157,451	Share of internal service departments
7902	INTERDEPARTMENTAL CHARGES	1,253,849	1,743,797	489,948	Cost allocation plan
	<b>Total Other Charges</b>	<b>\$ 2,981,209</b>	<b>\$ 3,628,608</b>	<b>\$ 647,399</b>	
8999	NON-OPERATING TRANSFER	-	-	-	
9079	TRANSFERS TO EQUIP. RESERVE	-	-	-	
	<b>Total Transfers</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
(B)	<b>Total Expenditures</b>	<b>\$ 21,164,572</b>	<b>\$ 23,747,763</b>	<b>\$ 2,583,191</b>	
(B) - (A)	<b>General Fund Support</b>	<b>\$ 18,041,381</b>	<b>\$ 20,156,062</b>	<b>\$ 2,114,681</b>	

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## **Fire Department**

# Fire



## Fire Department

*The San Bruno Fire Department provides protection of health, life, and property through emergency response, fire prevention, public education, advanced life support, community preparedness, and fire suppression activities.*

### Overview

The San Bruno Fire Department provides for the protection and public safety of the community 24 hours a day, 7 days a week, through 5 major divisions. These divisions include the following:

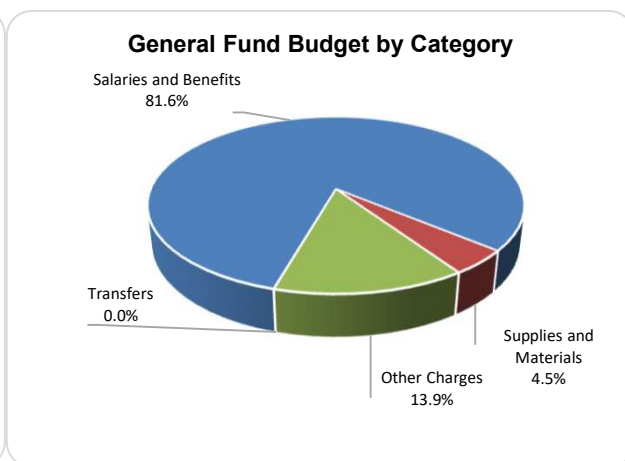
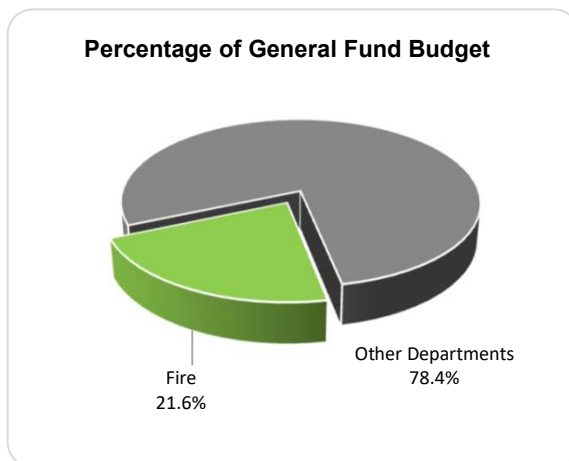
- **Administration**  
Supports the day-to-day management of department personnel, apparatus and fire facilities. Also provides support, planning, and budget allocation for personnel, equipment, training, fire prevention, and community preparedness.
- **Operations**  
Provides personnel, apparatus, and equipment for emergency responses to fire, medical, hazardous material, and rescue incidents. Oversees maintenance of fire stations, apparatus, equipment, and personal protective equipment. The Department provides these services out of two fire stations, Station 51 at 555 El Camino Real and Station 52 at 1999 Earl Avenue.
- **Training / Emergency Medical Services (EMS)**  
In partnership with Central County Training Division to provide EMS and fire-based training to fire personnel and to maintain record keeping and documentation. The division provides standardization in delivery of services and assures compliance with mandated annual training requirements.
- **Fire Prevention / Life Safety**  
Provides enforcement of appropriate codes and ordinances, inspections, and fire cause and origin investigation. Provides public information and education programs including home and school fire safety, earthquake preparedness, CPR/AED training, car seat installation, career education, and bike helmet safety.
- **Community Preparedness**  
Coordinates the City's disaster preparedness program including upgrading resources in the EOC, participating in annual countywide emergency exercises, training staff in Web EOC and SMC Alert, and providing a Fire Department liaison to assist the Community Preparedness Committee. Provides certified personnel to coordinate Community Emergency Response Training (C.E.R.T.) twice annually to organizations and neighborhoods throughout the community.

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### Fire Department Budget Summary

Funding Summary	FY 2020-21	FY 2021-22	FY2022-23	FY2023-24
	Actual	Actual	Amended Budget	Adopted Budget
General Fund	\$ 11,717,834	\$ 11,401,703	\$ 12,267,097	\$ 13,148,737
Department Revenues	930,146	1,178,243	741,204	1,105,088
<b>Total:</b>	<b>\$ 12,647,980</b>	<b>\$ 12,579,946</b>	<b>\$ 13,008,301</b>	<b>\$ 14,253,825</b>

Budgeted Expenditures	FY 2020-21	FY 2021-22	FY2022-23	FY 2023-24
	Actual	Actual	Amended Budget	Adopted Budget
Salaries & Benefits	\$ 10,258,214	\$ 10,521,007	\$ 10,669,216	\$ 11,630,584
Supplies & Materials	436,586	516,308	705,971	640,094
Other Charges & Allocations	1,953,180	1,542,631	1,633,114	1,983,147
<b>Total:</b>	<b>\$ 12,647,980</b>	<b>\$ 12,579,946</b>	<b>\$ 13,008,301</b>	<b>\$ 14,253,825</b>



Performance and Workload Measures	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Estimated	FY 2023-24 Target
Emergency calls for service	4,283	3,638	5,000	5,500
Medical responses	2,532	2,322	3,500	3,300
Structure and other fire related responses	151	130	175	150
Participants completing CERT training	35	0	100	100
Employees and residents trained in CPR/AED	118	75	50	50

## Goals and Accomplishments

### **FY2022-23 Accomplishments**

#### **Personnel:**

- ◆ Promotions of 1 Battalion Chief and 2 Fire Captains.
- ◆ Assigned 1 Fire Captain to the training division.
- ◆ Hired 1 entry-level firefighter.
- ◆ Partnered with San Bruno Firefighters Association to get complete voluntary NFPA 1582 screenings completed.
- ◆ Provided education and training opportunities to all Fire Department employees to address succession planning and career development needs.
- ◆ Examined and implemented safety initiatives and wellness program improvements to minimize and prevent work-related injuries.
- ◆ Implemented and evaluated department and county-wide policies and procedures to address firefighter wellness.
- ◆ Provided mandated and specialized training to firefighters in conjunction with the Central San Mateo County Training Division.
- ◆ Collaborated with the Police Department to train on the new Mobile Command Vehicle.
- ◆ Implemented county-wide exposure reduction policies and procedures related to personnel protective equipment (PPE) to reduce Firefighter exposure to carcinogens.
- ◆ Conduct Fire Camp in cooperation with community service.

#### **Fleet:**

- ◆ Conducted 90 vehicle inspections to maintain legal compliance.
- ◆ Conducted A, B, and C vehicle services to maintain compliance.
- ◆ Continue a thorough analysis of all apparatus, vehicle, equipment, and facility replacement needs.
- ◆ Assigned 1 firefighter to shift mechanic.
- ◆ Provided training opportunity for three shift mechanics in advanced electrical diagnostics.
- ◆ Hosted an ice cream social to welcome two new type I engines to the San Bruno Fire Department.

#### **Continued Wildfire Mitigation:**

- ◆ Worked with the California Conservation Corps (CCC) on mitigation.
- ◆ Supported approximately 48 days of CCC work for defensible space with 20-25 members per day.
- ◆ Collaborated with community services to clear approximately 1.2 miles of fire roads
- ◆ Developed a scope of work for wildfire mitigation plan for Crestmoor Canyon
- ◆ Continued development of Wildfire Mitigation Plan for Crestmoor Canyon
- ◆ Additional development of Story Map on Fire Department website to inform citizens of Crestmoor Canyon

#### **Technology / Innovation Updates:**

- ◆ Collaborated with the Community Services department to support the Santa Tracker application
- ◆ Collaboratde with the San Bruno Police Department for UAS program.
- ◆ Additional development for target hazards in electronic platform.
- ◆ Backup internet for: Battalion Chief Vehicle (Starlink), EOC operations (Starlink), and Fire Station alerting (Starlink)

#### **Grants:**

- ◆ Awarded AFG Grant for mobile radios.
- ◆ Awarded Car Seat Grant from AAA.
- ◆ Jackie Speier Wildfire Mitigation Grant in collaboration with the City of Belmont.

#### **Community Preparedness:**

- ◆ Staffed the City of San Bruno Emergency Operations Center beginning March 5, 2020, until the conclusion of the COVID-19 disaster declaration.

**FY2022-23 Accomplishments (Continued)**

- ♦ Supported community COVID-19 Testing site at City Hall's Narita Plaza
- ♦ Conducted in person CERT triage training
- ♦ Continued Automated External Defibrillators (AED) safety program management for all city facilities
- ♦ Conducted community outreach public education Bike Helmets program.
- ♦ Enhanced use of social media to inform, educate and communicate with city staff and members of the community utilizing media sites (SMC Alert, Next Door, Facebook, and City and CERT Websites)
- ♦ Conducted a blood drive in cooperation with the American Red Cross
- ♦ Conducted CPR training in cooperation with Via Heart program at Parkside School
- ♦ Conducted school safety day in cooperation with the City of San Bruno, San Bruno Police Department, San Bruno Park School District and American Medical Response (AMR) to train all staff and faculty of the San Bruno Park School District in CPR/AED, Stop the Bleed / Narcan Administration, Big 5 program and an active shooter scenario.

**Emergency Response:**

- ♦ Responded out-of-county as part of San Mateo County Strike Teams

**Fire Prevention:**

- ♦ Completed state-mandated inspections on 100% of required occupancies to assure fire code compliance and building safety.
- ♦ Held an open house during fire prevention month to showcase the department's programs and provide safety and emergency preparedness information.
- ♦ Reviewed the current Fire Code and adopted local amendments to increase fire safety and prevention activities within the community.
- ♦ Enhanced the use of social media to inform, educate and communicate with members of the public about fire safety and emergency preparedness.
- ♦ Continued a proactive and cooperative approach to code enforcement to assure building and fire code compliance in all commercial and residential occupancies.
- ♦ Continued public safety and community outreach education programs, including Bike Helmet, career education, car seat, smoke detector, fire safety, and emergency preparedness.
- ♦ Continued the develop a comprehensive Wildland Risk Assessment to provide sound direction for wildfire mitigation for San Bruno.
- ♦ Completed community outreach and education prior to July 4th holiday to minimize fireworks-related incidents and injuries.
- ♦ Evaluated technological improvements related to operational and administrative procedures.
- ♦ Conducted sound the alarm smoke detector program in cooperation with the American Red Cross.
- ♦ Conducted annual poster contests and fire prevention assemblies.
- ♦ Conducted sound the alarm smoke detector program in cooperation with the American Red Cross.
- ♦ Conducted annual poster contests and fire prevention assemblies.

**FY2023-24 Goals and Objectives**

- ♦ Collaborate with the Community Services department to conduct a youth Fire Camp .
- ♦ Continue to provide educational and training opportunities to all Fire Department employees to address succession planning and career development needs.
- ♦ Continue to examine and implement safety initiatives and wellness program to minimize and prevent work-related injuries.
- ♦ Implement and evaluate department and county-wide policies and procedures to address firefighter wellness.
- ♦ Hold an open house during fire prevention month to showcase the department's programs and provide safety and emergency preparedness information.
- ♦ Review the current Fire Code and adopt local amendments to increase fire safety and prevention activities within the community.
- ♦ Continue to enhance the use of social media to inform, educate and communicate with members of the public about fire safety and emergency preparedness.
- ♦ Continue a proactive and cooperative approach to code enforcement to assure building and fire code compliance in all commercial and residential occupancies.

- ♦ Complete all mandated fire inspections to assure fire code compliance and building safety within the community.
- ♦ Provide semi-annual CPR/AED training to city employees and offer quarterly training classes to the community.
- ♦ Continue public safety and community outreach education programs, including Bike Helmet, career education, car seat, smoke detector, fire safety and emergency preparedness.
- ♦ Continue to develop a comprehensive Wildland Risk Assessment to provide sound direction for wildfire mitigation for San Bruno.
- ♦ Provide mandated and specialized training to firefighters in conjunction with the Central San Mateo County Training Division.
- ♦ Collaborate with the Police Department to train on the new Mobile Command Vehicle.
- ♦ Collaborate with the San Bruno Police Department to conduct site assessments and develop response plans for critical facilities.
- ♦ Continue a thorough analysis of all apparatus, vehicle, equipment, and facility replacement needs.
- ♦ Collaborate with the San Bruno Police Department for the UAS program.
- ♦ Continue work on Crestmoor Wildfire Mitigation Project.
- ♦ Continue work on Citywide Wildfire Mitigation Project & Public Education Programs Covering Fire Safety and Emergency Preparedness.
- ♦ Complete TIMS Training for all SBFD Staff.
- ♦ Complete Water Rescue Training for all SBFD Staff.
- ♦ SAFER Grant Application to increase Truck Staffing to align with Standards of Cover Study.
- ♦ Complete Comprehensive Policy & Procedure Development (Lexipol) in cooperation with Labor & Human Resources.
- ♦ Move cardio and exercise workout equipment from the apparatus bay at Station 51.

**City of San Bruno**  
**Fire Department Revenue & Expenditures**  
 Fiscal Year 2023-24  
 Department 001-2110

**Revenues**

Account	Revenue Account Title	FY2022-23 Amended Budget	FY2023-24 Adopted Budget	\$ Change in Budget - FY23 vs FY24	Notable Changes
4581	FIRE INSPECTION FEES	\$ 381,500	\$ 381,500	\$ -	
4582	FIRE PERMIT FEES	25,000	25,000	-	
4583	FIRE PLAN CHECK	250,000	250,000	-	
4584	FIRE CODE FEES	-	-	-	
4585	FIRE REIMBURSEMENTS	19,735	19,735	-	
4586	STRIKE TEAM REIMBURSEMENTS	-	363,884	363,884	
4995	OTHER REVENUE	64,969	64,969	-	
(A)	<b>Total Revenues</b>	<b>\$ 741,204</b>	<b>\$ 1,105,088</b>	<b>\$ 363,884</b>	

**Expenditures**

Account	Expenditure Account Title	FY2022-23 Amended Budget	FY2023-24 Adopted Budget	\$ Change in Budget - FY23 vs FY24	Notable Changes
	<b>Salaries</b>	<b>\$ 6,165,866</b>	<b>\$ 7,017,186</b>	<b>\$ 851,320</b>	- Add 25% of 5 Firefighters which were charged to ARPA in the previous fiscal year.
	<b>Fringe Benefits</b>	<b>4,503,350</b>	<b>4,613,398</b>	<b>110,048</b>	- Adjusting overtime projection Health insurance and pension
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 10,669,216</b>	<b>\$ 11,630,584</b>	<b>\$ 961,368</b>	
6001	OFFICE SUPPLIES	3,000	3,126	126	
6002	SB1383 PAPER PRODUCTS/SUPPLIES	750	800	50	
6101	GAS AND OIL	40,000	42,520	2,520	
6102	OPERATING SUPPLIES	85,948	85,965	17	
6112	POSTAGE	1,000	1,042	42	
6304	MAINTENANCE	71,150	74,140	2,990	
6309	RADIO MAINTENANCE	-	-	-	
6401	PROFESSIONAL SERVICES	26,227	28,564	2,337	
6405	TRAINING/MEETINGS/CONFERENCES	220,250	235,078	14,828	Add Fire department policy analysis to identify gaps between the current policies and agency-specific content
6406	PROFESSIONAL DEVELOPMENT	4,500	4,500	-	
6419	OTHER SERVICES	45,000	45,000	-	
6450	COMMUNICATIONS	30,500	30,500	-	
6531	UTILITIES	47,559	47,559	-	
6601	RENTAL & LEASES	3,000	3,000	-	
6650	TOOLS & EQPT. -\$25K	122,787	34,000	(88,787)	
6701	DUES & MEMBERSHIPS	1,300	1,300	-	
6702	PUBS & SUBSCRIPTIONS	3,000	3,000	-	
	<b>Total Supplies &amp; Materials</b>	<b>\$ 705,971</b>	<b>\$ 640,094</b>	<b>\$ (65,877)</b>	
7041	COUNTY SVCE.CHARGES	75,000	75,000	-	
7069	INTERGOVERNMENTAL-OTHER	-	-	-	
7901	INTERNAL SERVICE ALLOCATIONS	780,023	817,125	37,102	Internal service funds department support
7902	INTERDEPARTMENTAL CHARGES	778,091	1,091,022	312,931	General administrative departments support
	<b>Total Other Charges</b>	<b>\$ 1,633,114</b>	<b>\$ 1,983,147</b>	<b>\$ 350,033</b>	
9079	TRANSFERS TO EQUIP. RESERVE	-	-	-	
	<b>Total Transfers</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
(B)	<b>Total Expenditures</b>	<b>\$ 13,008,301</b>	<b>\$ 14,253,825</b>	<b>\$ 1,245,524</b>	
(B) - (A)	<b>General Fund Support</b>	<b>\$ 12,267,097</b>	<b>\$ 13,148,737</b>	<b>\$ 881,640</b>	

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**Public Works**  
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## Public Works Department

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Administration & Engineering

Streets Maintenance

Water (see Enterprise Funds)

Wastewater (see Enterprise Funds)

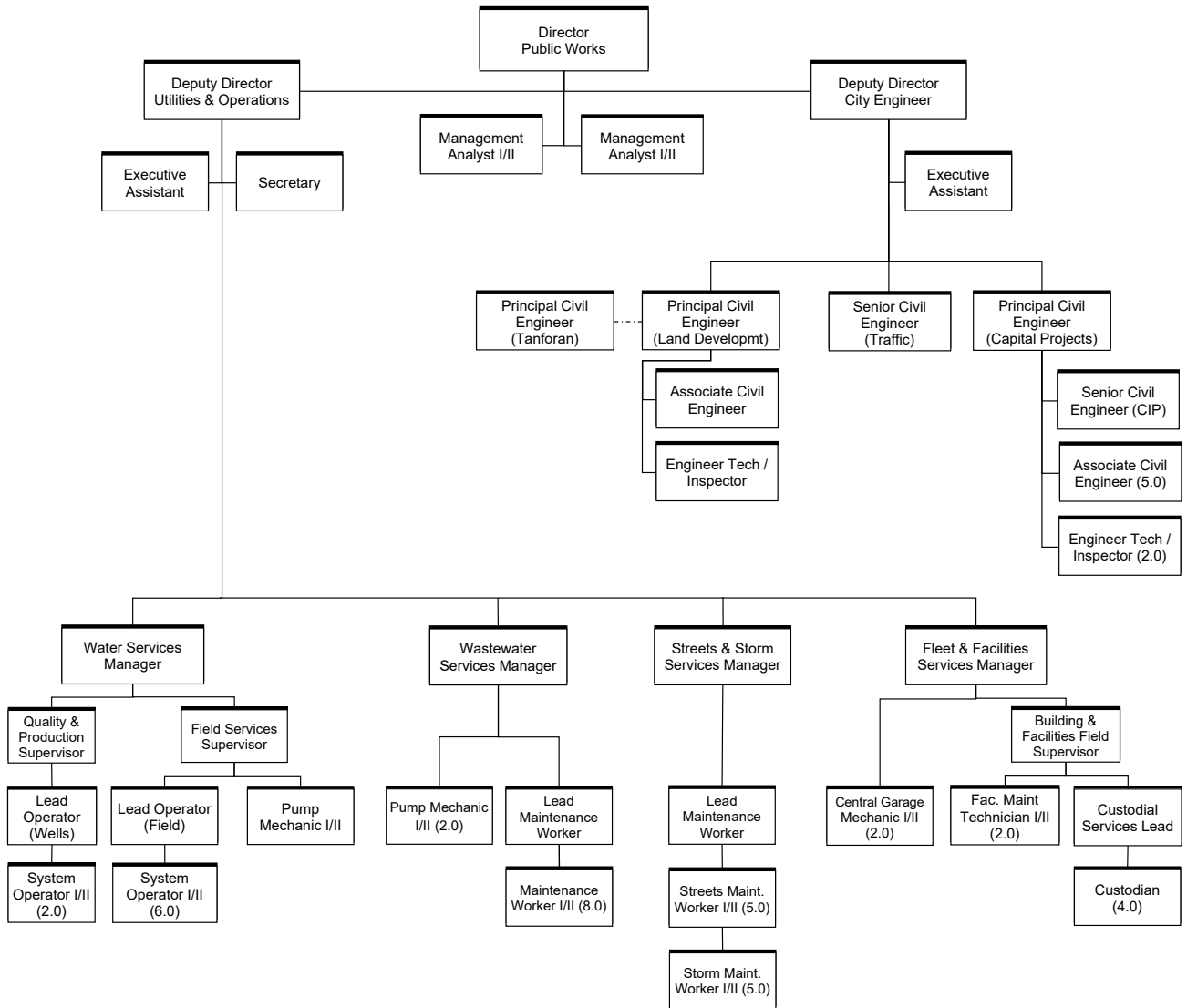
Stormwater (see Enterprise Funds)

Building & Facilities (see Internal Service Funds)

Central Garage (see Internal Service Funds)

Solid Waste (see Special Revenue Funds)

# Public Works



## Public Works Department

*The City of San Bruno Public Works Department provides professional, strategic, and cost-effective maintenance and capital improvements to critical City infrastructure, including the delivery of potable water; traffic and transportation; streetlights; wastewater and stormwater collection systems; recycling and environmental sustainability; and City facilities and the City fleet.*

### Overview

The Department is made up of eight divisions that are responsible for managing administration & engineering activities, the City's streets maintenance, water, stormwater, wastewater, building & facilities, central garage, and solid waste operations.

- **Administration & Engineering**

Provides leadership and oversight for all departments programs and serves as the professional engineering resource for the City. The Department coordinates the work activities of each division in the Public Works Department and provides high-level strategic management. This includes preparation of operating and capital budgets, identifying potential outside funding sources for various activities, coordinating with other government agencies to provide critical services, tracking division performance, and reviewing and resolving personnel matters. Work performed includes managing and coordinating the City's Capital Improvement Program to ensure that current projects are delivered on time through contract execution and monitoring, providing technical and administrative support to the Transportation Safety and Parking Committee (TSPC) to engage and respond to urgent community needs, and performing review and approval of encroachment permit, building permit as relates to public right-of-way, and development applications to ensure compliance with City Standards and Specifications as well as the regulatory requirements and Subdivision Map Act.

- **Building & Facilities**

Provide routine custodial services, preventative maintenance, and capital improvements at 17 City facilities to ensure a clean, well maintained, and accessible environment for use by the community and City employees. Ensure proper maintenance of all City facilities by City staff and contract services. Coordinate work with user departments throughout the City and collaborate to prioritize projects and allocate limited budgeted resources. Conduct facilities asset management analysis to balance repair and rehabilitation of facilities.

- **Central Garage**

Provides maintenance and safety inspection of police patrol vehicles, general use vehicles, safety-sensitive equipment and routine repair of various large equipment items (see Internal Services Funds for more detail).

- **Streets Maintenance**

Provides for maintenance and repair of City travel ways and related assets, providing safety for motorists, bicyclists, and pedestrians, as well as a clean appearance for residents and businesses. The division provides services including routine pavement maintenance, pothole repairs and full depth spot repairs to prevent large-scale pavement deterioration, timely removal of trash in public rights-of-way, replacement of

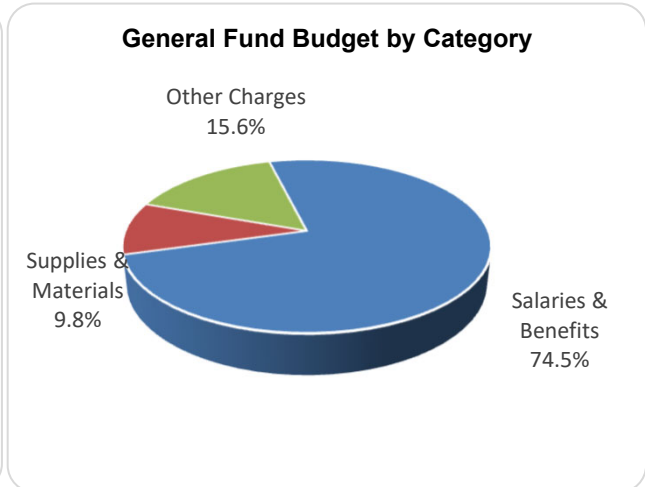
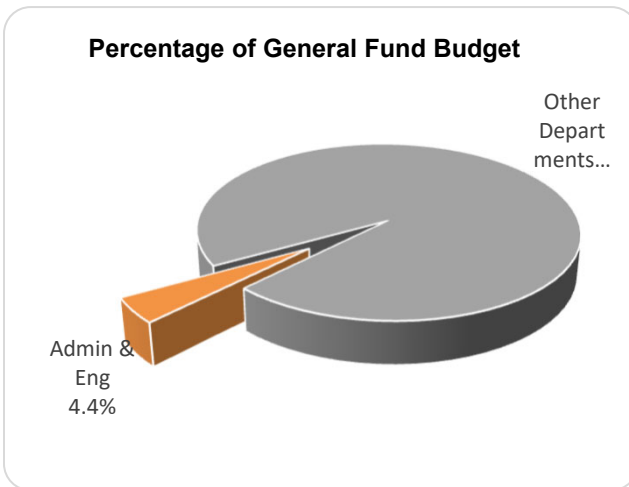
thermoplastic traffic legends and maintenance of curb painting and the City's streetlight infrastructure. The Streetlight Replacement Project replaced older outdated fixtures with LED which provide better illumination, lower energy costs and longer life with less maintenance. Other responsibilities of the division include collaborating with the Engineering Division and the Traffic Safety and Parking Committee to install new pavement markings, striping and signage.

- **Stormwater**  
Provides assistance to residents with drainage and runoff issues, maintaining and repairing City owned storm drain infrastructure that includes mains, catch basins, grates, trash capture devices, and valley gutters and responding to illicit discharge into the storm drain system (see Enterprise Funds for more detail).
- **Wastewater**  
Provides inspection, maintenance and operation of the City's wastewater infrastructure and provides around-the-clock customer service response to emergency calls related to sewer main and lateral sewer blockages and overflows (see Enterprise Funds for more detail).
- **Water**  
Ensures the highest quality potable water service by quickly responding to water main/service leaks and resolving water quality questions and concerns in a timely manner (see Enterprise Funds for more detail).
- **Solid Waste**  
Maintains compliance with AB 939 and SB106, mandating that the City work to meet waste reduction goals and assisting with the implementation of resident and business engagement efforts such as Operation Clean Sweep, the Green Business program, and others (see Special Revenue Funds for more detail).

**Administration & Engineering Budget Summary**

Funding Summary	FY 2020-21	FY2021-22	FY2022-23	FY2023-24
	Actual	Actual	Amended budget	Adopted Budget
General Fund Support	\$ 169,319	\$ (161,680)	\$ 175,658	\$ (175,193)
Department Revenues	667,194	466,094	396,000	216,000
Recovery from Other Funds:				
Stormwater Fund	29,169	126,446	125,065	258,806
Wastewater Fund	583,374	630,246	623,363	1,289,969
Water Fund	845,893	639,763	632,777	1,309,448
<b>Total:</b>	<b>\$ 2,294,949</b>	<b>\$ 1,700,869</b>	<b>\$ 1,952,863</b>	<b>\$ 2,899,030</b>

Budgeted Expenditures	FY 2020-21	FY2021-22	FY2022-23	FY2023-24
	Actual	Actual	Amended budget	Adopted Budget
Salaries & Benefits	\$ 844,917	\$ 947,527	\$ 865,870	\$ 2,160,656
Supplies & Materials	294,032	227,470	662,738	284,800
Other Charges	1,156,000	525,872	424,255	453,574
Capital Outlays	0	0	0	0
Transfers	0	0	0	0
<b>Total:</b>	<b>\$ 2,294,949</b>	<b>\$ 1,700,869</b>	<b>\$ 1,952,863</b>	<b>\$ 2,899,030</b>



Performance and Workload Measures	FY 2020-21 Actual	FY2021-22 Actual	FY2022-23 Estimated	FY2023-24 Target
Number of CIP construction projects completed	12	5	17	10
Number of encroachment permits processed	350	300	390	350

**Goals and Accomplishments**

- FY2022-23 Accomplishments**  
 Complete Design/Study for the following:
- ♦ Avenues 2-1/2-2 Sewer and Water
  - ♦ Local Roadway Safety Plan

**FY2022-23 Accomplishments (Continued)**

Complete Design/Study for the following:

- ◆ Safe Routes to School Plan
- ◆ San Bruno Bicycle Route Installation
- ◆ Scott Street Grade Separation Project Study Report
- ◆ Water Master Plan and Water and Sewer Rate Study
- ◆ Slurry Seal Project
- ◆ Storm Drain Trash Capture Installation
- ◆ Street Rehabilitation Project
- ◆ Transit Corridors Pedestrian Connection Project Phase 4

Completed Construction for the following:

- ◆ Accessible Pedestrian Curb Ramps at various locations
- ◆ Huntington/San Antonio Bicycle Corridor
- ◆ Lara Field Parking Lot Improvements
- ◆ Senior Center Parking Lot and Trash Enclosure Improvements
- ◆ Sidewalk Repair at Various Locations
- ◆ Streetlight Pole Replacement

**FY2023-24 Goals and Objectives**

Complete Design/Study for the following:

- ◆ Crestwood Pump Station and Force Main Replacement
- ◆ Cunningham Drive Tank Replacement
- ◆ Huntington Avenue Bicycle and Pedestrian Improvements
- ◆ Oakmont Drive PRV Replacement
- ◆ Regulated Output Streetlight Replacement Project
- ◆ Sidewalk Repair at Various Locations
- ◆ Sneath/Lake Pump Station Rehabilitation
- ◆ Street Reconstruction Project
- ◆ Whitman/Princeton Pump Station Generator Replacement

Complete Construction for the following:

- ◆ Ave 3-1 Sewer and Water Main Improvements
- ◆ Oak Avenue and Crystal Springs Road Intersection Improvements
- ◆ Recreation and Aquatics Center
- ◆ San Bruno Bicycle Route Installation
- ◆ San Bruno Avenue/Cherry Avenue Intersection Modification Project
- ◆ Slurry Seal Project
- ◆ Spyglass Drive Storm Drain Improvements
- ◆ Storm Drain Trash Capture Installation
- ◆ Street Rehabilitation Project
- ◆ Transit Corridors Pedestrian Connection Project Phase 4

City of San Bruno

Department of Public Works - PW Admin Revenue & Expenditure

Fiscal Year FY2023-24

Department 001-3010

Revenues

Account	Revenue Account Title	FY2022-23 Amended Budget	FY2023-24 Adopted Budget	\$ Change in Budget - FY23 vs FY24	Notable Changes
4271	GRADING PERMIT	\$ 500	\$ 500	\$ -	
4273	TRANSPORTATION PERMIT	\$ 500	\$ 500	\$ -	
4279	STREET ENCROACH.PERM	\$ 200,000	\$ 150,000	\$ (50,000)	Based on revenue trends observed
4531	ENGINEER PLAN CHECK	\$ 65,000	\$ 40,000	\$ (25,000)	Reduced Building Permit Plan Check Review
4533	SALE - PLANS/SPECS	\$ -	\$ -	\$ -	
4995	OTHER REVENUE	\$ 65,000	\$ 25,000	\$ (40,000)	Developer Reimbursement deposit moved to fund 137, only overhead will be posted to 4995
4999	NON-OPERATING TRANSFERS	\$ 65,000	\$ -	\$ (65,000)	Removed One Time Budget Enhancement
<b>Total Revenues</b>		<b>\$ 396,000</b>	<b>\$ 216,000</b>	<b>\$ (180,000)</b>	

Internal Allocations

General Fund	\$ 175,658	\$ (175,193)	\$ (350,851)	cost allocation plan
Stormwater Fund	\$ 125,065	\$ 258,806	\$ 133,741	cost allocation plan
Wastewater Fund	\$ 623,363	\$ 1,289,969	\$ 666,606	cost allocation plan
Water Fund	\$ 632,777	\$ 1,309,448	\$ 676,671	cost allocation plan
<b>Internal Allocations</b>	<b>\$ 1,556,863</b>	<b>\$ 2,683,030</b>	<b>\$ 1,126,167</b>	

(A) Total Revenues	\$ 1,952,863	\$ 2,899,030	\$ 946,167	
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Expenditures

Account	Expenditure Account Title	FY2022-23 Amended Budget	FY2023-24 Adopted Budget	\$ Change in Budget - FY23 vs FY24	Notable Changes
	SALARIES	\$ 1,239,667	\$ 1,655,126	\$ 415,459	
	ALLOCATION TO PROJECTS	(1,083,291)	(508,620)	574,671	Budgeted Allocation to project decreased
	FRINGE BENEFITS	\$ 709,494	\$ 1,014,150	\$ 304,656	Increased Fringed Benefits
<b>Total Salaries &amp; Benefits</b>		<b>\$ 865,870</b>	<b>\$ 2,160,656</b>	<b>\$ 1,294,786</b>	
6001	OFFICE SUPPLIES	\$ 2,500	\$ 2,500	\$ -	
6002	SB1383 PAPER PRODUCTS/SUPPLIES	\$ 2,000	\$ 2,000	\$ -	
6101	GAS AND OIL	\$ 5,000	\$ 6,000	\$ 1,000	
6102	OPERATING SUPPLIES	\$ 7,000	\$ 7,000	\$ -	
6112	POSTAGE	\$ 6,000	\$ 6,000	\$ -	
6304	MAINTENANCE	\$ 1,100	\$ 1,100	\$ -	
6401	PROFESSIONAL SERVICES	\$ 320,245	\$ 170,000	\$ (150,245)	PO Carryovers removed/completed - \$110k ; Removed One Time Budget Enhancement - \$40k City Wide Traffic Speed Study
6403	PERSONNEL SERVICES	\$ 279,193	\$ 50,000	\$ (229,193)	PO Carryovers removed/completed - \$44k ; Traffic Engineering Service - \$185k removed.
6405	TRAINING/MEETINGS/CONFERENCES	\$ 7,000	\$ 7,000	\$ -	
6406	PROFESSIONAL DEVELOPMENT	\$ 12,000	\$ 12,500	\$ 500	
6419	OTHER SERVICES	\$ -	\$ -	\$ -	
6450	COMMUNICATIONS	\$ 13,000	\$ 13,000	\$ -	
6601	RENTAL & LEASES	\$ -	\$ -	\$ -	
6701	DUES & MEMBERSHIPS	\$ 5,000	\$ 5,000	\$ -	
6702	PUBS & SUBSCRIPTIONS	\$ 2,700	\$ 2,700	\$ -	
<b>Total Supplies &amp; Materials</b>		<b>\$ 662,738</b>	<b>\$ 284,800</b>	<b>\$ (377,938)</b>	
7069	INTERGOVERNMENTAL-OTHER	\$ 215,000	\$ 215,000	\$ -	
7901	INTERNAL SERVICE ALLOCATIONS	\$ 209,255	\$ 238,574	\$ 29,319	Increased Internal Service Allocations
7902	INTERDEPARTMENTAL CHARGES	\$ -	\$ -	\$ -	
<b>Total Other Charges</b>		<b>\$ 424,255</b>	<b>\$ 453,574</b>	<b>\$ 29,319</b>	
8020	CONSTRUCTION IN PROGRESS	\$ -	\$ -	\$ -	
<b>Total Capital Outlays</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
9079	TRANSFERS TO RESERVES	\$ -	\$ -	\$ -	
<b>Total Transfers</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
(B) Total Expenditures	\$ 1,952,863	\$ 2,899,030	\$ 946,167		

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## Public Works Department Streets Maintenance Division

*The City of San Bruno Public Works – Streets Maintenance Division is committed to providing rapid, professional, and cost-effective street and right-of-way maintenance services to the community. Our interaction with the San Bruno community will be courteous, productive, and beneficial.*

### Overview

The Streets Maintenance Division is responsible for the maintenance and repair of City travel ways and related assets, providing safety for motorists, bicyclists, and pedestrians, as well as a clean appearance for residents and businesses. This is accomplished through implementation of a number of programs as outlined in the following levels of service:

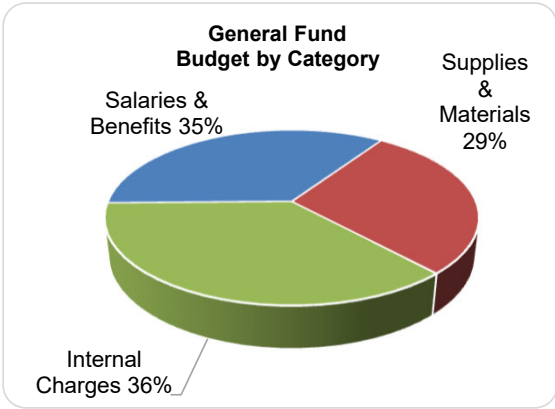
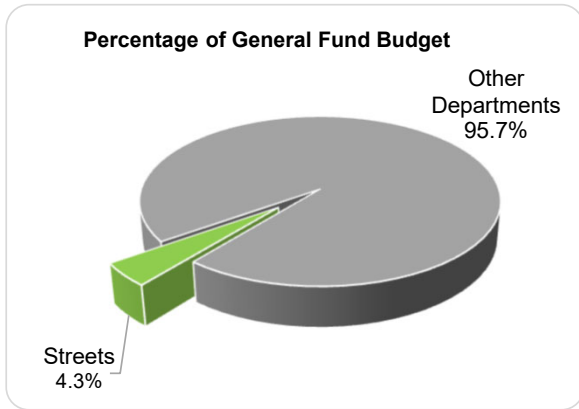
- **Discretionary Customer Service Activities**  
Maintain aesthetics of City right-of-ways with an emphasis on downtown San Mateo Avenue. Periodically clean Susan Drive at the Evergreen Apartments and the Crestmoor Drive overpass. Collect abandoned large debris items (including shopping carts and appliances) on City property and roadways. Participate in annual community involved programs such as Operation Clean Sweep and the Posy Parade.
- **Responding to Urgent Community Needs**  
Collaborate with the Engineering Division and the Traffic Safety and Parking Committee to install new pavement markings, striping, and signage. Maintain existing pavement markings and signage. Provide timely graffiti, trash, and vandalism abatement in public right-of-ways, and collaborate with Community Development to eliminate trash and debris on private property.
- **Routine Repair and Maintenance**  
Perform routine pavement maintenance including pothole repairs and full depth spot repairs to prevent large-scale pavement deterioration. Refresh painted red zones, loading zones and accessible parking areas. Refresh painted and thermoplastic traffic legends, stop bars, and crosswalks. Maintain regulatory, warning, and guide signs. Maintain electronic speed monitoring devices and illuminated crosswalks.
- **Regulatory Compliance**  
Respond to and repair roadway defects such as potholes, sinkholes, and separations that hinder safe vehicle travel. Proactively and reactively remove tripping hazards from sidewalks by replacing damaged areas of sidewalk or utilizing grinding methods. Replace damaged and/or weathered metal beam guardrail. Supervise contractors who provide emergency response and preventative maintenance for City owned streetlights and traffic signals. Provide above ground identification of City utilities prior to excavations. With the assistance of the Fire Department and San Mateo County Hazmat, remove abandoned hazardous materials from the City right-of-way. Maintain and facilitate disposal of Public Works Corporation Yard generated hazardous waste.

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**Streets Maintenance Budget Summary**

Funding Summary	FY 2020-21	FY 2021-22	FY2022-23	FY2023-24
	Actual	Actual	Amended Budget	Adopted Budget
General Fund Support	\$ 551,943	\$ (600,174)	\$ 1,720,891	\$ 1,914,396
Grant Revenues:				
C/CAG Vehicle Registration Fee	92,956	69,401	75,000	75,000
Caltrans Highway Grant	17,900	18,000	18,700	18,700
Gas Tax	1,079,325	2,514,981	850,000	850,000
Other Revenue	1,199	3,722	2,100	2,100
<b>Total:</b>	<b>\$ 1,743,323</b>	<b>\$ 2,005,930</b>	<b>\$ 2,666,691</b>	<b>\$ 2,860,196</b>

Budgeted Expenditures	FY 2020-21	FY 2021-22	FY2022-23	FY2023-24
	Actual	Actual	Amended Budget	Adopted Budget
Salaries & Benefits	\$ 638,402	\$ 643,326	\$ 816,922	\$ 993,016
Supplies & Materials	488,073	635,013	938,494	820,865
Internal Charges	616,849	727,590	911,275	1,046,315
Transfers	0	0	0	0
<b>Total:</b>	<b>\$ 1,743,323</b>	<b>\$ 2,005,930</b>	<b>\$ 2,666,691</b>	<b>\$ 2,860,196</b>



Performance and Workload Measures	FY 2020-21	FY 2021-22	FY2022-23	FY2023-24
	Actual	Actual	Estimated	Target
Average Citywide Pavement Condition Rating (0-100)	64	62	62	62
Number of pothole repairs completed	2,500	1,694	1,897	2,000
Amount of asphalt used for non-Capital road repair (square feet)	2,000	0	684	1,000
Amount of red curb painting (lineal feet)	4,000	363	2,639	2,000
Amount of thermoplastic street markings installed (square feet)	2,000	2,686	630	2,000
Number of street light poles replaced	10	36	39	40

**Goals and Accomplishments**

**FY2022-23 Accomplishments**

- ◆ Replaced 8 streetlight poles due to auto accidents, knock downs and older damaged poles
- ◆ Coordinated with contractor to maintain 17 intersections (traffic control devices), rapid flashing devices, and multiple radar signs

**FY2022-23 Accomplishments (Continued)**

- ◆ Coordinated, assisted, and managed the replacement of 22 street light poles and foundations on San Bruno Avenue, San Mateo Avenue, and 9 street light poles and foundations in the Mills Park neighborhood
- ◆ Replaced 94 signs, straightened 31 bent poles, straightened 48 signs, replaced 65 damaged poles, and removed graffiti from 10 signs
- ◆ Coordinated with contractor to repair 77 street-light outages, and repairs on two of the Regulated Output (RO), which effected 148 street lights
- ◆ Completed graffiti removal on sidewalks, street light poles, traffic controller boxes and miscellaneous items within City right-of-way
- ◆ Completed 6 traffic work orders consisting of thermoplastic installation, signage repair, and installation
- ◆ Assisted with Recology Fall and Spring Cleanup event
- ◆ Removed and replaced trash receptacles on the San Mateo Ave. downtown area and at various locations throughout the City
- ◆ Plan, coordinate, and installation of Solar Street Light pilot program as an alternate to replacing the power supply on the RO systems throughout the City
- ◆ Assisted in the Community Day on San Mateo Ave, annual Posy Parade, and 4th of July celebration
- ◆ Initiated field testing on solar powered streetlights and collecting data on run time.

**FY2023-24 Goals and Objectives**

- ◆ Replace approximately 31 streetlight poles identified in poor condition to maintain uninterrupted service
- ◆ Coordinate with the design team for the design and replacement of aging regulated output (RO) high voltage street light circuits
- ◆ Receive and implement the new Asphalt Hot Mix truck to improve pothole and asphalt repairs
- ◆ Develop a digitized Pothole Repair Reporting Process.

City of San Bruno

Department of Public Works - Streets Revenue & Expenditure

Fiscal Year FY2023-24

Department 001-4110

Revenues

Account	Revenue Account Title	FY2022-23 Amended Budget	FY2023-24 Adopted Budget	\$ Change in Budget - FY23 vs FY24	Notable Changes
4545	STREET MAINT. COSTS REIMBURSEMENTS	\$ 18,700	\$ 18,700	\$ -	
4993	REIMBURSEMENTS	\$ 75,000	\$ 75,000	\$ -	
4995	OTHER REVENUE	\$ 2,100	\$ 2,100	\$ -	
4999	NON-OPERATING TRANSFERS	\$ 850,000	\$ 850,000	\$ -	
(A)	<b>Total Revenues</b>	<b>\$ 945,800</b>	<b>\$ 945,800</b>	<b>\$ -</b>	

Expenditures

Account	Expenditure Account Title	FY2022-23 Amended Budget	FY2023-24 Adopted Budget	\$ Change in Budget - FY23 vs FY24	Notable Changes
	SALARIES	\$ 463,643	\$ 580,297	\$ 116,654	Added 0.65 FTE for FY23-24 and incorporated step and COLA increases
	FRINGE BENEFITS	353,279	412,719	59,440	Increased Fringed Benefits
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 816,922</b>	<b>\$ 993,016</b>	<b>\$ 176,094</b>	
6001	OFFICE SUPPLIES	\$ 250	\$ 250	\$ -	
6002	SB1383 PAPER PRODUCTS/SUPPLIES	\$ 250	\$ 250	\$ -	
6101	GAS AND OIL	\$ 27,000	\$ 27,000	\$ -	
6102	OPERATING SUPPLIES	\$ 78,000	\$ 78,000	\$ -	
6203	STREET LIGHT AND TRAFFIC SIGNALS	\$ 482,831	\$ 365,500	\$ (117,331)	PO Carryovers removed/completed
6401	PROFESSIONAL SERVICES	\$ -	\$ -	\$ -	
6403	PERSONNEL SERVICES	\$ 100,273	\$ 100,000	\$ (273)	
6405	TRAINING/MEETINGS/CONFERENCES	\$ 7,500	\$ 7,500	\$ -	
6406	PROFESSIONAL DEVELOPMENT	\$ 275	\$ 250	\$ (25)	
6409	SPECIAL PROJECTS	\$ -	\$ -	\$ -	
6411	CONTRACTUAL SERVICES	\$ 55,000	\$ 55,000	\$ -	
6419	OTHER SERVICES	\$ 10,000	\$ 10,000	\$ -	
6450	COMMUNICATIONS	\$ 3,000	\$ 3,000	\$ -	
6531	UTILITIES	\$ 168,815	\$ 168,815	\$ -	
6601	RENTAL & LEASES	\$ 2,000	\$ 2,000	\$ -	
6701	DUES & MEMBERSHIPS	\$ 3,300	\$ 3,300	\$ -	
6702	PUBS & SUBSCRIPTIONS	\$ -	\$ -	\$ -	
	<b>Total Supplies &amp; Materials</b>	<b>\$ 938,494</b>	<b>\$ 820,865</b>	<b>\$ (117,629)</b>	
7901	INTERNAL SERVICE ALLOCATIONS	\$ 592,050	\$ 652,230	\$ 60,180	Increased Internal Service Cost Allocation
7902	INTERDEPARTMENTAL CHARGES	\$ 319,225	\$ 394,085	\$ 74,860	General Administrative Department Support
	<b>Total Other Charges</b>	<b>\$ 911,275</b>	<b>\$ 1,046,315</b>	<b>\$ 135,040</b>	
9079	TRANSFERS TO RESERVES	\$ -	\$ -	\$ -	
	<b>Total Transfers</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
(B)	<b>Total Expenditures</b>	<b>\$ 2,666,691</b>	<b>\$ 2,860,196</b>	<b>\$ 193,505</b>	

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**Community Development**  
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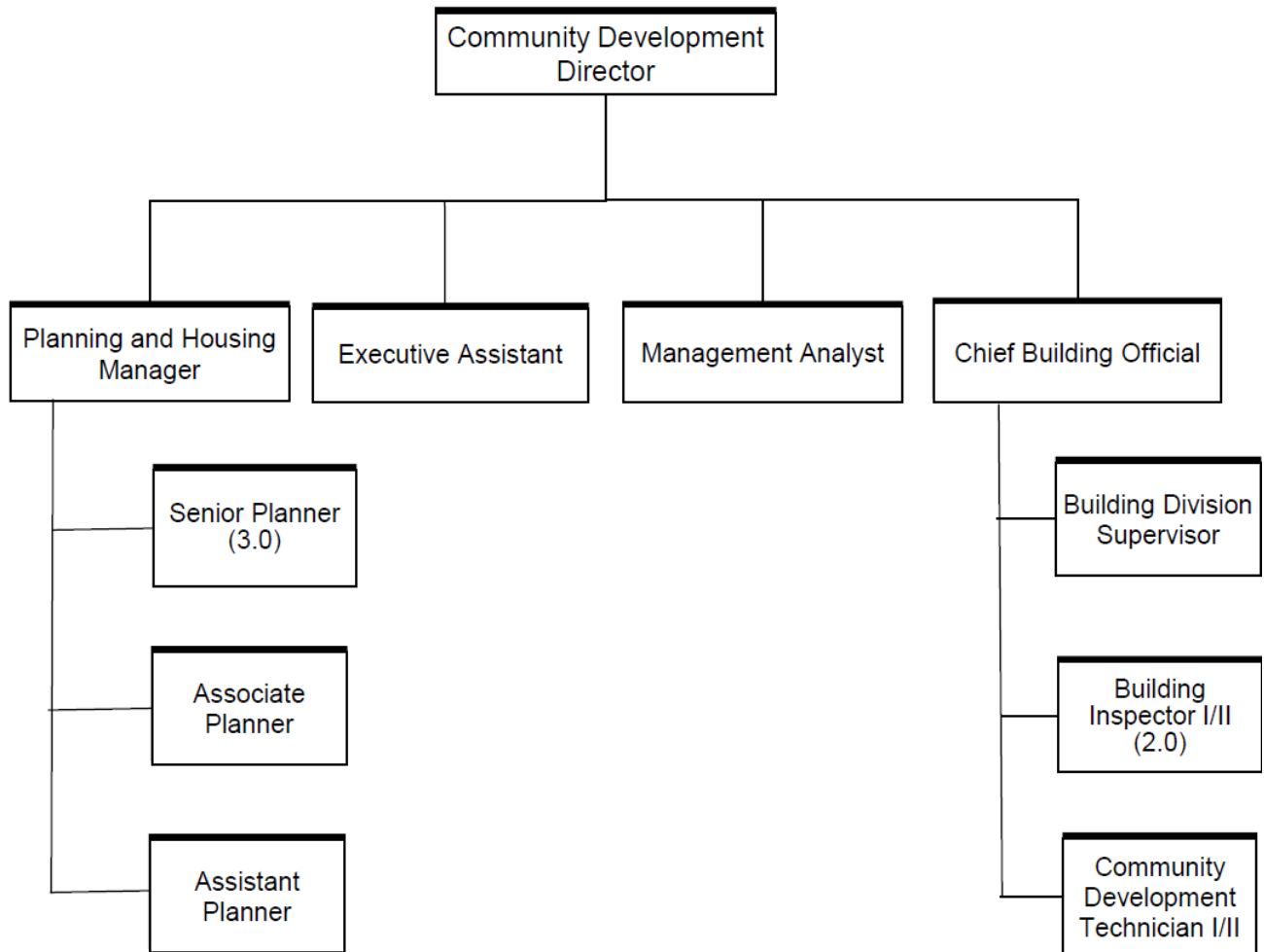
## **Community Development Department**

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Planning Division

Building Division

# Community Development



## Community Development

*The Community Development Department is committed to develop and implement land use, housing and development policies, regulations and processes that improve the built environment to provide housing opportunities, improve quality of life, and increase the economic, fiscal, and environmental sustainability of the community.*

### Overview

The Department is comprised of the Administration, Planning and Housing Division and the Building Division, and provides the following primary services:

- **Public Information**

Provide responsive customer service for general and technical inquiries by residents, business owners, developers, design professionals and contractors related to building codes, zoning regulations, business license review, development review processes, policy proposals, and application submittals for building or planning permits.

- **Building Permits and Inspections**

Provide technical review of building permit applications for compliance with State and local building, mechanical, electrical, plumbing and energy codes, as well as Federal accessibility requirements. Issue permits and perform inspections during the construction phase. Provide emergency inspections as needed, and code compliance efforts.

- **Current Planning**

Review land use and development proposals for residential, commercial, office, industrial, public and mixed-use projects for compliance with State, regional and local regulations. Tasks include managing the interdepartmental review of such proposals. Projects can range from large scale projects to smaller projects involving commercial façade changes or additions to single-family homes.

- **Long Range Planning**

Prepare, implement and maintain policy and regulatory documents such as the General Plan, Transit Corridors Specific Plan and zoning regulations within the Municipal Code. Preparation of policy and regulatory documents typically involves active community engagement.

- **Environmental Review**

Ensure City decisions comply with the California Environmental Quality Act to analyze potential environmental impacts of projects and provide required reports to decision-makers.

- **Housing**

Coordinate and manage efforts to provide housing services to the community, through regional partnerships. Includes preparation and implementation of the Housing Element.

- **Planning Commission and Architectural Review Committee**

Staff and support to the Planning Commission and the Architectural Review Committee, including preparation of agenda packets, meeting set up and meeting operations.

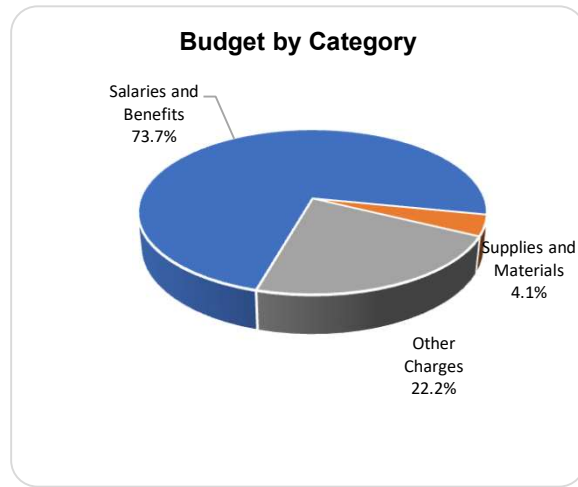
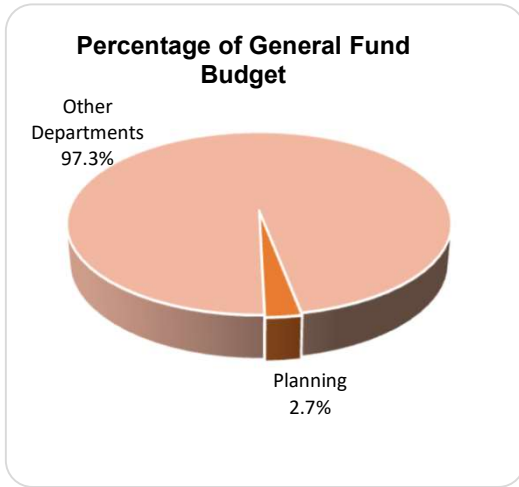
- **Administration**

Provide leadership and management of department activities including strategic planning, resource development, and budget preparation. Active coordination with City Manager's Office on economic development efforts.

**Planning Division Budget Summary**

Funding Summary	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24
	Actual	Actual	Amended Budget	Adopted Budget
General Fund	\$ 1,203,649	\$ 1,062,778	\$ 1,665,446	\$ 1,536,335
Department Revenues	124,955	315,732	370,927	233,000
<b>Total:</b>	<b>\$ 1,328,604</b>	<b>\$ 1,378,509</b>	<b>\$ 2,036,373</b>	<b>\$ 1,769,335</b>

Budgeted Expenditures	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24
	Actual	Actual	Amended Budget	Adopted Budget
Salaries and Benefits	\$ 805,209	\$ 921,530	\$ 1,144,546	\$ 1,303,647
Supplies and Materials	181,505	185,202	586,427	72,707
Other Charges	341,891	271,777	305,400	392,981
<b>Total:</b>	<b>\$ 1,328,604</b>	<b>\$ 1,378,509</b>	<b>\$ 2,036,373</b>	<b>\$ 1,769,335</b>



Performance and Workload Measures	FY 2020-21 Actual	FY 2021-22 Estimated	FY 2022-2023 Estimated	FY 2023-24 Target
Number of residential permits processed	13	19	20	40
Number of commercial permits processed	17	15	20	15
Number of sign permits processed	7	12	15	15
City initiated planning documents or projects	2	7	9	5

## Goals and Accomplishments

### **FY2022-23 Accomplishments**

- ◆ Completed the Bayhill Specific Plan Area Development Impact Fee Nexus Study and Ordinance
- ◆ Completion and adoption of the 2023-2031 Housing Element Update including a Airport Land Use Commission (ALUC) Override
- ◆ Completion of the Cannabis Ordinance and subsequent amendments to the ordinance and tax rate. Opening
- ◆ Engaged Host Compliance (Granicus) to identify Short Term Rentals (STR's) to require permits and payment of Transient Occupancy tax
- ◆ Entered into Memorandum of Understanding (MOU) with San Mateo County for a multi-jurisdictional Safety Element update to the General Plan
- ◆ Research and study sessions regarding parklets and outdoor dining provisions
- ◆ Participation in the 21-Elements Community and Development Directors Roundtable meeting and collaborated with their Countywide Planning group to discuss State law updates, Housing Element Update, recent development projects processes and other emerging issues
- ◆ Completed approval of an Amendment to a Development Agreement for the Mills Park Center Development at 601-799 El Camino Real and 601-611 El Camino Real
- ◆ Completed planning plan check reviews for projects in the Bayhill Specific Plan area to include: Phase 1 North (1350 Grundy Lane): Foundation & Superstructure Permit: Phase 1 South (1300 Bayhill Drive):Foundation & Superstructure Permit & Façade Mock Up;Site & Parking Lot Improvements: 1050 Bayhill Drive; Site & Parking Lot Improvements: 1100 Grundy Lane; Site/Parking Lot Improvements/Multi Modal Transportation Hub: 950 Elm Avenue
- ◆ Completed Architectural Review permits for building occupancy changes for Stratford School (300 El Camino Real), 750 El Camino Real (Biotech Office) and Pet Therapy business at 777 San Bruno Avenue East
  
- ◆ Continued application processing for the revised 46 unit project at 111 San Bruno Avenue
- ◆ Planning plan check review and financing coordination for 732-740 El Camino Real that proposes to construct 136 units
- ◆ Processing of a PD amendment to allow for car sales uses at the former Sears building at the Shops at Tanforan
- ◆ Completed preapplication review of a new 14-unit residential project at 990 El Camino Real
- ◆ Completed entitlements and approvals for the Hyundai and Genesis dealership at the Crossing
- ◆ Continued application processing of a proposed SB330 housing development project at 840 San Bruno Avenue that proposes to construct a total of 336 affordable units
- ◆ Continued application processing for the new 42-unit condo project at 170 San Bruno Avenue
- ◆ Continued application processing for two large new single-family residential subdivisions at the former Engvall School and Crestmoor High School sites. The Engvall School Redevelopment project proposes to construct a total of 118 single-family units and the Crestmoor High School Redevelopment project proposes a total of 155 single-family units
- ◆ Continue to coordinate with Amazon in constructing a new facility at the former Skypark site into a future warehouse and fulfillment center

### **FY2023-24 Goals and Objectives**

- ◆ Expand and improve productivity for the Department through stabilizing leadership of the department, expanding use of technology, improving procedures, training, team-building and proposing Municipal Code amendments to streamline processes.
- ◆ Receive State certification of the 2023-2031 Housing Element Update
- ◆ Begin implementation of the 2023-2031 Housing Element Update
- ◆ Continue work with other jurisdictions in San Mateo County in a collaborated effort to complete City's Safety Element update.
- ◆ Process commercial cannabis operator's permit applications

- ◆ Conduct study sessions regarding outdoor dining provisions and adopt an ordinance.
- ◆ Begin permitting process for Short Term Rentals (STR's) to require permits and payment of Transient Occupancy tax
- ◆ Begin next zoning ordinance update to address changes in state housing law
- ◆ Issue a Request for Proposals (RFP) for the Climate Action Plan in early 2024 and budget the cost of preparation in FY 24-25
- ◆ Fully implement the new MGO online permitting system that will improve customer service, reporting, transparency and productivity
- ◆ Conduct public hearing for the revised 46 unit project at 111 San Bruno Avenue
- ◆ Continue application processing of a new 14-unit residential project at 990 El Camino Real
- ◆ Continue application processing of a proposed SB330 housing development project at 840 San Bruno Avenue that proposes to construct a total of 336 affordable units.
- ◆ Conduct public hearing for the new 42-unit condo project at 170 San Bruno Avenue.
- ◆ Continue application processing for two large new single-family residential subdivisions at the former Engvall School and Crestmoor High School sites. The Engvall School Redevelopment project proposes to construct a total of 118 single-family units and the Crestmoor High School Redevelopment project proposes a total of 155 single-family units.
- ◆ Begin processing entitlements for Tanforan redevelopment project.
- ◆ Begin processing the application for Amazon to construct a new facility at the Skypark site into future warehouse and fulfillment center.

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City of San Bruno  
 Department of Community Development - Planning Revenue & Expenditure  
 Fiscal Year FY2023-24  
 Department 3310

**Revenues**

Account	Revenue Account Title	FY2022-23 Amended Budget	FY2023-24 Adopted Budget	\$ Change in Budget - FY23 vs FY24	Notable Changes
4439	STATE GRANTS	\$ 85,427	\$ 40,000	\$ (45,427)	FY 23-24 includes a \$40k CalAPP grant for the online digital permitting
4511	FIXED PLANNING APPLICATION FEE	51,000	33,000	(18,000)	
4512	ARCHITECTURAL REVIEW	-	20,000	20,000	
4519	PLANNING COST REIMBURSE	80,000	140,000	60,000	Staff Time Cost Recovery will be directly charged to the new developer project contributions fund
4999	NON-OPERATING TRANSFERS	154,500	-	(154,500)	
(A)	<b>Total Revenues</b>	<b>\$ 370,927</b>	<b>\$ 233,000</b>	<b>\$ (137,927)</b>	

**Expenditures**

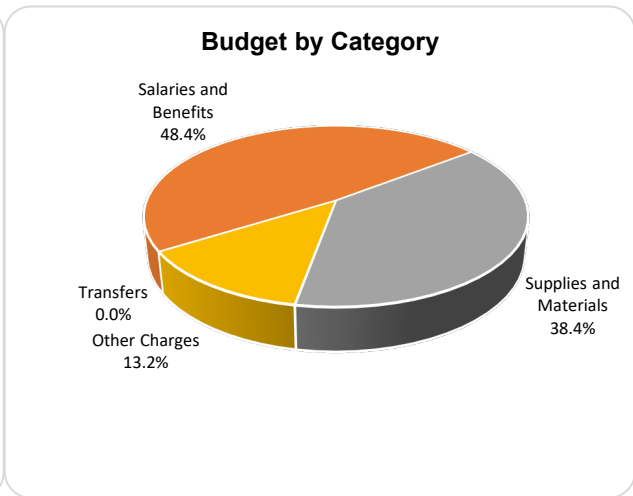
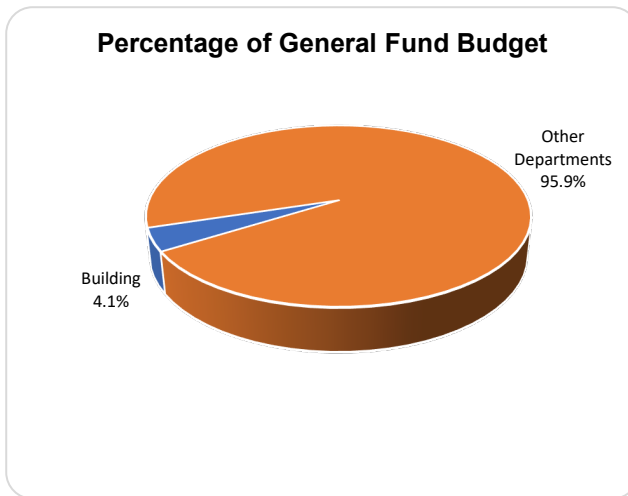
Account	Expenditure Account Title	FY2022-23 Amended Budget	FY2023-24 Adopted Budget	\$ Change in Budget - FY23 vs FY24	Notable Changes
	<b>Salaries</b>	<b>\$608,364</b>	<b>\$732,018</b>	<b>\$123,654</b>	Continued 50% of 2 Senior Planners charged to ARPA in the previous fiscal year Staff Time Cost Recovery will be directly charged to the new developer project contributions fund
	<b>Fringe Benefits</b>	<b>\$536,182</b>	<b>\$ 571,629</b>	<b>\$35,447</b>	
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 1,144,546</b>	<b>\$ 1,303,647</b>	<b>\$ 159,101</b>	
6001	OFFICE SUPPLIES	2,150	3,500	1,350	
6002	SB1383 PAPER PRODUCTS/SUPPLIES	850	1,000	150	
6112	POSTAGE	6,000	5,000	(1,000)	
6141	PRINTING, COPYING & BINDING	2,000	1,313	(687)	
6401	PROFESSIONAL SERVICES	534,533	-	(534,533)	Planning consultant services for current work is encumbered and no additional planning services are anticipated to be needed for FY 23-24 Increased due to City Council strategic initiative for improving productivity, and additional educational training and AICP Certificate
6405	TRAINING/MEETINGS/CONFERENCES	17,000	25,000	8,000	Maintenance training for staff related to planning topics and laws, CEQA, and subdivision map law
6406	PROFESSIONAL DEVELOPMENT	4,500	4,750	250	
6450	COMMUNICATIONS	3,000	3,000	-	
6501	PUBLIC NOTICES	8,000	20,000	12,000	Increase in required newspaper and mail legal notices for Planning applications based on FY 22-23 actual
6601	RENTAL & LEASES	4,464	4,464	-	
6701	DUES & MEMBERSHIPS	3,930	3,930	-	
6702	PUBS & SUBSCRIPTIONS	-	750	750	
	<b>Total Supplies &amp; Materials</b>	<b>\$ 586,427</b>	<b>\$ 72,707</b>	<b>\$ (513,720)</b>	
7901	INTERNAL SERVICE ALLOCATIONS	118,172	132,162	13,990	Internal service department support
7902	INTERDEPARTMENTAL CHARGES	187,228	260,819	73,591	Cost allocation plan
	<b>Total Other Charges</b>	<b>\$ 305,400</b>	<b>\$ 392,981</b>	<b>\$ 87,581</b>	
(B)	<b>Total Expenditures</b>	<b>\$ 2,036,373</b>	<b>\$ 1,769,335</b>	<b>\$ (267,038)</b>	
(B) - (A)	<b>General Fund Support</b>	<b>\$ 1,665,446</b>	<b>\$ 1,536,335</b>	<b>\$ (129,111)</b>	

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**Building Division Budget Summary**

Funding Summary	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24
	Actual	Actual	Amended Budget	Adopted Budget
General Fund	\$ (383,261)	\$ (1,047,413)	\$ (642,076)	\$ (884,835)
Department Revenues	2,200,576	2,635,521	3,557,525	3,586,275
ARPA Fund Support	-	-	36,272	-
<b>Total:</b>	<b>\$ 1,817,315</b>	<b>\$ 1,588,107</b>	<b>\$ 2,915,449</b>	<b>\$ 2,701,440</b>

Budgeted Expenditures	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24
	Actual	Actual	Amended Budget	Adopted Budget
Salaries and Benefits	\$ 867,986	\$ 942,421	\$ 1,127,569	\$ 1,307,687
Supplies and Materials	326,136	375,329	1,501,198	1,036,244
Other Charges	623,193	270,358	286,682	357,509
<b>Total:</b>	<b>\$ 1,817,315</b>	<b>\$ 1,588,107</b>	<b>\$ 2,915,449</b>	<b>\$ 2,701,440</b>



Performance and Workload Measures	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Estimated	FY 2023-24 Target
Number of residential building permits issued	1,135	995	1,025	900
Number of commercial building permits issued	115	96	120	90
Number of building inspections performed	8,620	11,066	10,050	10,000

## Goals and Accomplishments

### **FY2022-23 Accomplishments**

- ◆ Adopted 2022 California Building Codes with amendments, and staff completed multiple training seminars on the 2022 Building code updates and received several additional certifications
- ◆ Adopted and implemented Reach Codes to reduce greenhouse gas emissions (GHGs), including measuring by tracking the number of new buildings constructed
- ◆ Adopted an amended Floodplain Management Ordinance in compliance with FEMA regulations
- ◆ Adopted amended Construction and Demolition Debris Ordinance
- ◆ Completed building permit submittal reviews for major development projects including: Temporary location for Hyundai Dealership, YouTube Phase I and II, 732-740 El Camino Real, 2101 Sneath Lane Subdivision (Engvall), and 300 El Camino Real
- ◆ Continued to provide plancheck and inspection services for City's major key development projects such as YouTube, auto dealerships and major residential subdivision projects
- ◆ Continued inspections on large projects including YouTube Phase I and II and San Bruno Recreation Center
  
- ◆ Contributed to buildout of new permitting software, My Government Online (MGO)
- ◆ Launched Over the Counter plan review appointment service
- ◆ Worked on diversifying plan review services which included entering into additional consultant agreements and creating a routing matrix to distribute projects efficiently and equitably
- ◆ Continued to coordinate with Code Enforcement and City Attorney's office to address City's non-compliance cases on a collaborative approach
- ◆ Coordinated meetings that have increase communication between city staff and consultants in ensure consistent and seamless review process

### **FY2023-24 Goals and Objectives**

- ◆ Fully implement the new MGO online permitting system that will improve customer service, reporting, transparency and productivity
- ◆ In coordination with other departments, issue a Request for Proposals (RFP) for combined plan review services with options for expedited turnaround times for added cost
- ◆ Issue an RFP to procure an automated tool to implement waste tracking in alignment with amended Construction and Debris ordinance
- ◆ Upgrade division technology equipment for plan review and inspections
- ◆ Create/update policies and procedures to assist property owners and small business owners through the permitting and inspection processes
- ◆ Create policies and procedures for code compliance cases related to construction without permits
- ◆ Update website to be more user friendly with revised handouts, policies, and FAQ's

City of San Bruno  
 Department of Community Development - Building Revenue & Expenditure  
 Fiscal Year FY2023-24  
 Department 3320

**Revenues**

Account	Revenue Account Title	FY2022-23 Amended Budget	FY2023-24 Adopted Budget	\$ Change in Budget - FY23 vs FY24	Notable Changes
4261	BLDG.PERMITS-VALUE	\$ 1,930,000	\$ 1,840,000	\$ (90,000)	Forecasting lower volume of permit activity based on economic trends, offset by indexing of fees for cost recovery
4262	PLUMBING PERMITS	160,000	180,000	\$ 20,000	
4263	MECHANICAL PERMITS	125,500	130,000	\$ 4,500	
4264	ELECTRICAL PERMITS	175,000	200,000	\$ 25,000	
4266	PLAN CHECK FEES	1,120,000	1,196,000	\$ 76,000	
4267	SMIP 5% WITHHOLDING FEE	3,200	3,200	\$ -	
4268	PLAN CHECK OTC	5,000	5,000	\$ -	
4270	GREEN BUILDING FEE	1,075	1,075	\$ -	
4272	DEMOLITION PERMIT	6,500	6,500	\$ -	
4510	CONST/DEMOL.ADMIN FEE	17,500	12,000	\$ (5,500)	
4518	BLDG.ADMIN.FEE	1,250	-	\$ (1,250)	
4995	OTHER REVENUE	12,500	12,500	\$ -	
(A)	<b>Total Revenues</b>	<b>\$ 3,557,525</b>	<b>\$ 3,586,275</b>	<b>\$ 28,750</b>	

**Expenditures**

Account	Expenditure Account Title	FY2022-23 Amended Budget	FY2023-24 Adopted Budget	\$ Change in Budget - FY23 vs FY24	Notable Changes
	<b>Salaries</b>	<b>\$ 652,903</b>	<b>\$ 795,040</b>	<b>\$ 142,137.00</b>	Salary and Fringe benefits increased due to staff step increase and COLA adjustment
	<b>Fringe Benefits</b>	<b>\$ 474,666</b>	<b>\$ 512,647</b>	<b>\$ 37,981.00</b>	
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 1,127,569</b>	<b>\$ 1,307,687</b>	<b>\$ 180,118</b>	
6001	OFFICE SUPPLIES	1,750	2,500	750	
6002	SB1383 PAPER PRODUCTS/SUPPLI	1,250	750	(500)	
6101	GAS AND OIL	6,000	3,000	(3,000)	
6102	OPERATING SUPPLIES	1,700	1,700	-	
6112	POSTAGE	1,500	500	(1,000)	
6141	PRINTING, COPYING & BINDING	3,500	937	(2,563)	
6401	PROFESSIONAL SERVICES	1,248,351	927,400	(320,951)	Reduce consultant plan check review costs service due to the lower plan check fee revenue projection and revised agreement terms
6403	PERSONNEL SERVICES	141,415	-	(141,415)	FY 22-23 funds were used for contract employee support, which is not needed in FY 23-24
6405	TRAINING/MEETINGS/CONFERENCES	17,825	25,000	7,175	International Code Council (ICC), California Building Officials (CALBO) training and conference, CASp Academy, organization and team building
6406	PROFESSIONAL DEVELOPMENT	1,500	2,250	750	
6419	OTHER SERVICES	60,000	60,000	-	- Credit card processing fee
6450	COMMUNICATIONS	5,767	5,767	-	
6501	PUBLIC NOTICES	5,200	1,000	(4,200)	Reducing noticing budget to the normal trend, whereas last FY had significantly more noticing due to the Building Code and REACH Code Adoption
6701	DUES & MEMBERSHIPS	2,440	2,440	-	
6702	PUBS & SUBSCRIPTIONS	3,000	3,000	-	
	<b>Total Supplies &amp; Materials</b>	<b>\$ 1,501,198</b>	<b>\$ 1,036,244</b>	<b>\$ (464,954)</b>	
7901	INTERNAL SERVICE ALLOCATIONS	108,841	126,317	17,476	Internal service department support
7902	INTERDEPARTMENTAL CHARGES	177,841	231,192	53,351	Cost Allocation Plan
	<b>Total Other Charges</b>	<b>\$ 286,682</b>	<b>\$ 357,509</b>	<b>70,827</b>	
9079	TRANSFERS TO EQUIP. RESERVE	-	-	-	
	<b>Total Transfers</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
(B)	<b>Total Expenditures</b>	<b>\$ 2,915,449</b>	<b>\$ 2,701,440</b>	<b>\$ (214,009)</b>	
(B) - (A)	<b>General Fund Support</b>	<b>\$ (642,076)</b>	<b>\$ (884,835)</b>	<b>\$ (242,759)</b>	

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**Community Services**  
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## **Community Services Department**

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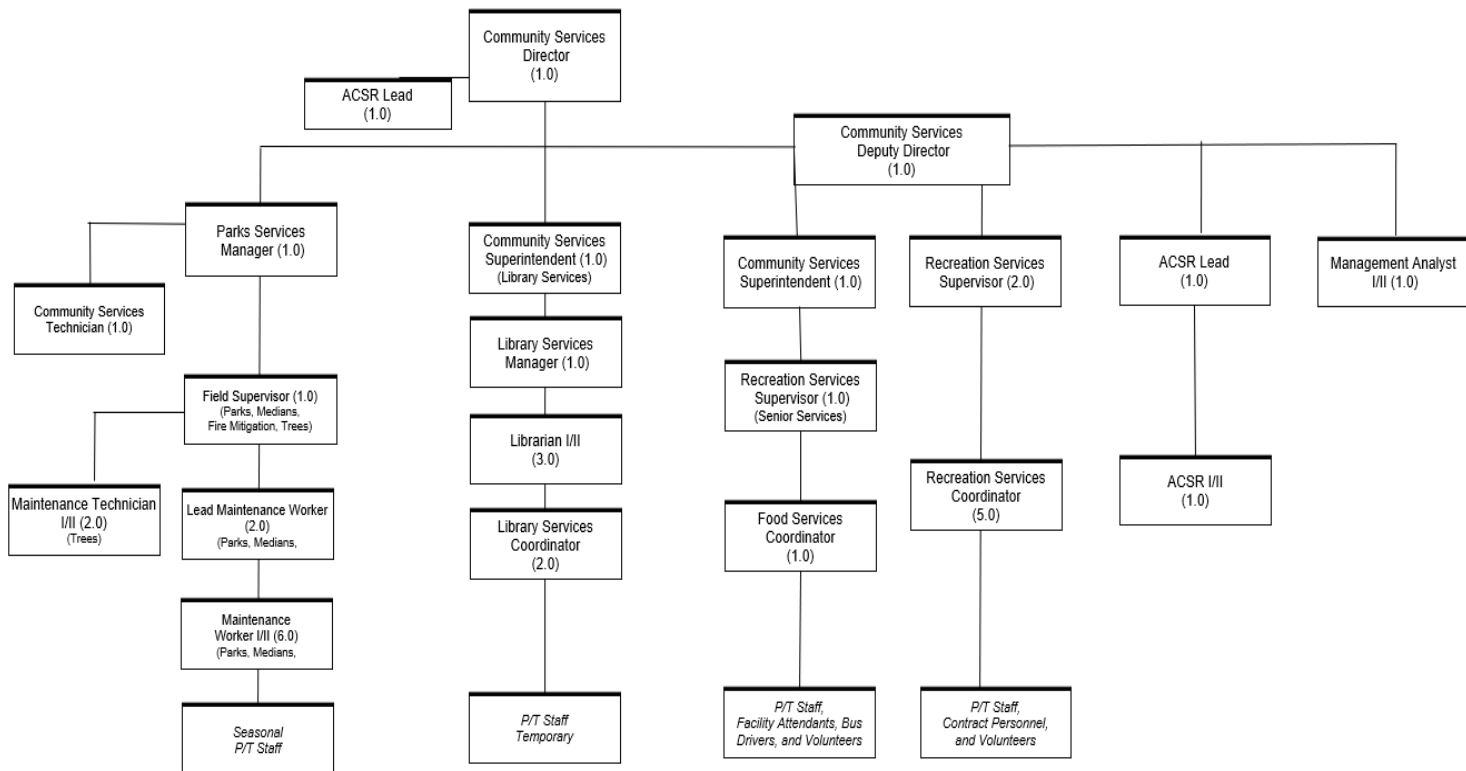
Administration & Recreation Services

Parks Maintenance

Senior Services

Library Services

# Community Services



## Community Services Department

*Committed to providing quality programs, services, and spaces to benefit the health and well-being of the community.*

### Overview

The programs, services, and special events delivered by the Department are offered through four divisions which provide recreational activities and community special events, senior services, library services, and maintenance of City parks, medians, and trees.

- **Administration & Recreation Services** – Ensures the efficient, effective, and financially sound delivery of the programs, services, community events, and activities offered by the Community Services Department to enrich and benefit the health and well-being of the lives of people of all ages who live, work, and play in San Bruno. The Division coordinates the City's International Friendship Exchange Program between the Cities of San Bruno and Narita, Japan, and the San Bruno Park School District. In addition, it conducts the planning, community engagement, and delivery of new parks. The Division also supports the initiatives and programs of the Parks and Recreation Commission and Culture and Arts Commission.

Recreation programs and activities include enrichment classes on a variety of topics. The Division also offers seasonal camps, and specialty camps. In addition to scheduling the use of the City's sports fields by local non-profit sports organizations, the Division conducts numerous sports leagues for youth and adults. Special events are delivered throughout the year and include the annual Egg Hunt, Community Day, Community Concerts, Jinxed Joyride, and Holiday Tree Lighting.

Construction on the Recreation and Aquatic Center is scheduled to be completed in Fall 2023 with a tentative opening of the facility in the first quarter of 2024. The new 49,360 sq ft facility includes amenities that will support distinct program types: an indoor and outdoor pool, and two adjacent program rooms; a regulation gymnasium with drop-down screen that can split the gymnasium into two separate activity areas; three classrooms and a grand community room with a commercial catering kitchen; a fitness center with a combination of cardio and weight equipment; an indoor track; and a group exercise room. Aquatics programming such as swim lessons, recreation and lap swim, swim camps, and water aerobics will return when the Recreation and Aquatic Center opens. The Division is committed to providing consistent and robust programming to serve the residents of San Bruno.

- **Parks Division** – Provides maintenance at all City parks, recreational areas, City facilities, and street medians covering 97 acres, with design and construction of an additional park underway at Florida Avenue and Centennial Plaza. Responsible for care and cultivation of landscaping 9 baseball and softball fields, 6 soccer fields, 2 football fields, and the dog park at Commodore Park. The Division maintains approximately 7.3 miles of street medians, approximately 7,250 trees, and 128 acres of open space and works in collaboration with the Fire Department for fire mitigation.
- **Senior Services** – Deliver a broad array of programs at the San Bruno Senior Center, including congregate lunch and a weekday door to door transportation service for San Bruno residents. The program is designed to provide opportunities for adults 50 years of age and older, to engage

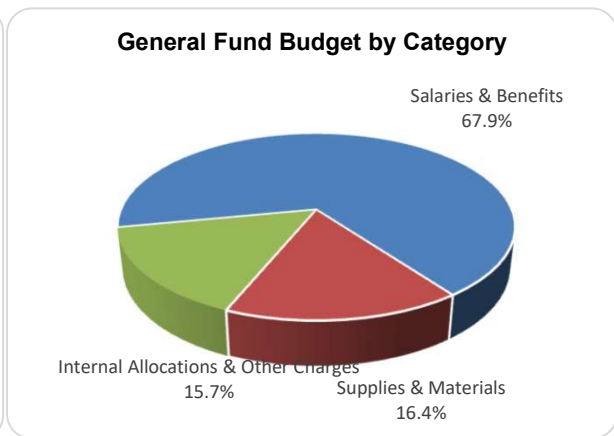
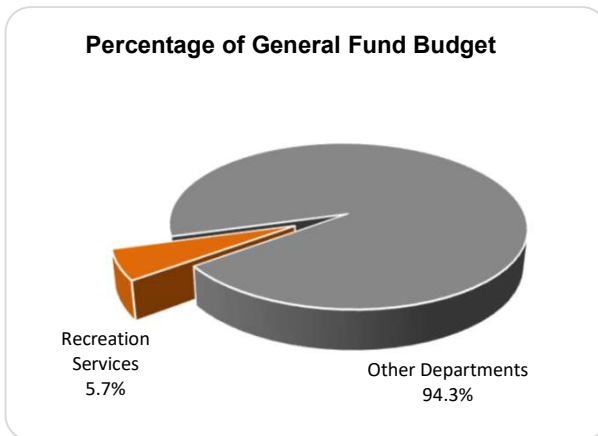
in active and healthy programming. The Division works in collaboration with the San Bruno Senior Advisory Board to plan and implement special events, activities, and services. Many of the classes and programs are supported by revenue from non-General Fund sources, including government grants, revenue generated by program activities offered at the Senior Center, and a nutrition and transportation grant provided by the non-profit Nutrition Site Council.

- **San Bruno Public Library** - Provides San Bruno residents and visitors with community lifelong-learning and literacy materials and resources such as instruction, support, and access to internet computers, in-house Wi-Fi, and Wi-Fi hotspots to help them achieve personal growth goals. The Division also offers an array of educational and personal enrichment services including story times, a homework center, summer reading program, 3D printing and ESL classes as well as special programs and events throughout the year. Provides access to online services such as eBooks, eMagazines, research databases, streaming video, Tutor.com, and museum passes. Through membership in the Peninsula Library System, the San Bruno Public Library offers residents borrowing privileges at libraries throughout San Mateo County. In support of the Culture and Arts Commission, the Division delivers Movies in the Park, Shakespeare in the Park, Art in the Library, and Community Day in the Park Art Project.

**Administration & Recreation Services Budget Summary**

Funding Summary	FY 2020-21	FY 2021-22	FY 2022-23	FY2023-24
	Actual	Actual	Amended Budget	Adopted Budget
General Fund Support	\$ 1,176,802	\$ 1,136,817	\$ 1,652,114	\$ 2,227,576
Department Revenues	279,382	466,710	508,498	1,550,951
<b>Total:</b>	<b>\$ 1,456,183</b>	<b>\$ 1,603,527</b>	<b>\$ 2,160,612</b>	<b>\$ 3,778,527</b>

Budgeted Expenditures	FY 2020-21	FY 2021-22	FY 2022-23	FY2023-24
	Actual	Actual	Amended Budget	Adopted Budget
Salaries & Benefits	\$ 682,693	\$ 756,452	\$ 1,254,666	\$ 2,567,228
Supplies & Materials	\$ 252,666	\$ 405,677	\$ 451,944	\$ 617,904
Internal Allocations & Other Charges	\$ 520,825	\$ 441,398	\$ 454,002	\$ 593,395
<b>Total:</b>	<b>\$ 1,456,183</b>	<b>\$ 1,603,527</b>	<b>\$ 2,160,612</b>	<b>\$ 3,778,527</b>



Performance and Workload Measures	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Estimated	FY2023-24 Target
Number of participants in afterschool sports programs - Elementary	0	100	210	200
Number of participants in afterschool sports programs - Middle School	0	158	335	300
Number of special events offered	16	17	32	10
Number of participants in summer camp	0	705	735	750

**Goals and Accomplishments**

**FY2022-23 Accomplishments**

- ◆ Developed implementation plan for the programs and services that will be offered when the new Recreation and Aquatics Center.
- ◆ Developed avenues of growth and training opportunities for part time staff interested in broadening their skillsets and strengths.
- ◆ Developed a comprehensive aquatics program safety plan in preparation of opening the Recreation and Aquatics Center
- ◆ Successfully relocated Community Day to downtown with a sustained attendance of 5,000 people throughout the day.
- ◆ Successfully created two recruitment processes and candidate assessments to hire five Recreation Coordinators to support programming for the RAC.

**FY2022-23 Accomplishments (Continued)**

- ♦ Expanded the downtown holiday event with professional entertainment and an enhanced presentation stage.
- ♦ Provided ongoing support of RAC construction during first year of construction
- ♦ As Client representative support the RAC construction management team and provide ongoing support of RFI process, finishes selection, and aligning construction to programmatic needs
- ♦ Completed San Mateo County grant process to fund new scholarship program to allow children to attend summer camps in 2022

**2023-24 Goals and Objectives**

- ♦ Create media campaign for department showcasing staff and projects.
- ♦ Create sports user agreements with San Bruno youth sports groups that are unique to each group to outline the individual use of each group and contribution to their field work
- ♦ Develop recreation programs that include a component that makes the program accessible and equitable to the community members
- ♦ RAC program implementation and opening
- ♦ Develop operational procedures for the RAC programs and operation
- ♦ Increase partnerships with Skyline College to expand Contract Class business model
- ♦ Develop partnerships with local hospitality providers and local convention and visitors bureau to maximize use of facility rentals
- ♦ Develop partnerships with medical organizations to support health and fitness, nutrition and mental wellness programs and maximize rentals of the RAC
- ♦ Re-evaluate all existing special events and revise format to maximize participation levels
- ♦ Develop program curriculum for RAC
- ♦ Develop process to review, provide feedback (from staff and patrons) and adjust operations and
- ♦ Resource Recruitment: Program partner recruitment
- ♦ Create Facility and Program-specific Emergency Action Plans for all recreation facilities.
- ♦ Develop scholarship fund to allow equity of access to RAC including fund development and scholarship guidelines
- ♦ Develop and implement a marketing strategy for the Community Services Programs - inclusive of existing programs, Library Programs, and all new program elements of the RAC
- ♦ Develop and implement onboarding and ongoing training program for all Community Services Staff as part of onboarding, ongoing development, and to support the overall health of the CS Team

City of San Bruno  
Community Services Department - Recreation Division Revenues & Expenditures  
Fiscal Year 2023-24  
Department 001-5100

**Revenues**

Account	Revenue Account Title	FY2022-23 Amended Budget	FY2023-24 Adopted Budget	\$ Change in Budget - FY23 vs FY24	Notable Changes
4560	RECREATION FEES AND CHARGES	\$ 20,743	\$ 102,962	\$ 82,219	
4562	FACILITY RENTALS	114,408	493,225	378,817	
4563	SPORTS	115,116	317,562	202,446	
4564	CONTRACT/FEE CLASSES	225,231	264,800	39,569	
4995	OTHER REVENUE	33,000	38,500	5,500	
(A)	<b>Total Revenues</b>	<b>\$ 508,498</b>	<b>\$ 1,550,951</b>	<b>\$ 1,042,453</b>	

**Expenditures**

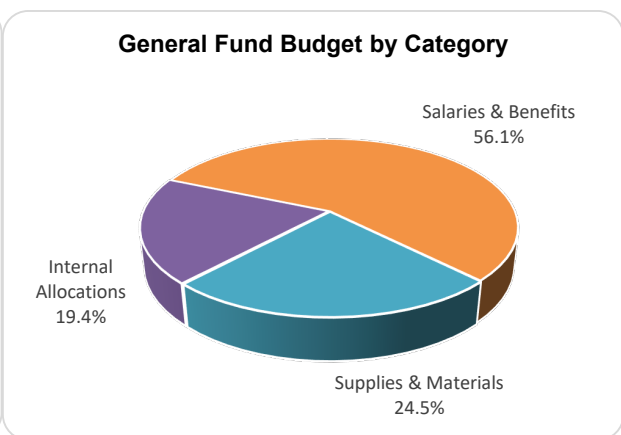
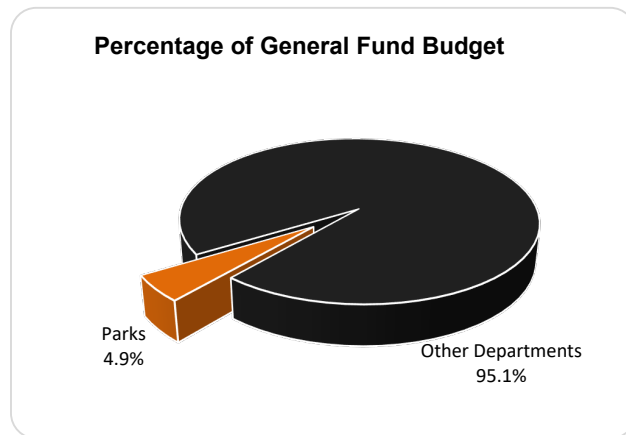
Account	Expenditure Account Title	FY2022-23 Amended Budget	FY2023-24 Adopted Budget	\$ Change in Budget - FY23 vs FY24	Notable Changes
5101	REGULAR SALARIES	683,823	1,187,580	503,757	
5102	PART-TIME SALARIES	160,808	644,436	483,628	
5103	ACTING PAY	-	10,000	10,000	
5105	OVERTIME	6,000	6,000	-	
	SALARIES	\$ 850,631	\$ 1,848,016	\$ 997,385	Includes Recreation and Aquatic Center staffing identified in Implementation Plan
5107	HOLIDAY PAY	3,200	-	(3,200)	
5152	TRANSPORT ALLOWANCES	5,400	5,400	-	
5167	LEAVE BUY-OUT	8,767	13,658	4,891	
5169	SEPARATION PAY	-	-	-	
5179	OTHER PAY	-	-	-	
5201	PERS RETIREMENT	202,117	273,139	71,022	
5203	MEDICARE/FICA	31,259	66,862	35,603	
5205	DEF.COMP.CITY MATCH	2,698	3,301	603	
5220	INSURANCES	118,111	356,852	238,741	
	FRINGE BENEFITS	371,552	719,212	347,660	Health insurance and pension
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 1,222,183</b>	<b>\$ 2,567,228</b>	<b>\$ 1,345,045</b>	
6001	OFFICE SUPPLIES	3,000	4,000	1,000	
6002	SB1383 PAPER PRODUCTS/SUPPLIES	2,000	3,000	1,000	Relocated recycled products from office supplies (6001)
6101	GAS AND OIL	1,700	1,700	-	
6102	OPERATING SUPPLIES	52,545	62,650	10,105	Supplies for aquatics program training purposes and downtown event supplies
6112	POSTAGE	500	500	-	
6141	PRINTING, COPYING & BINDING	22,600	36,000	13,400	
6204	SUPPLIES	-	20,000	20,000	
6301	BUILDING AND GROUNDS MAINTENANCE	2,160	36,500	34,340	
6304	MAINTENANCE	5,119	4,940	(179)	
6405	TRAINING/MEETINGS/CONFERENCES	5,995	10,000	4,005	
6406	PROFESSIONAL DEVELOPMENT	3,000	4,500	1,500	
6409	SPECIAL PROJECTS	33,000	26,000	(7,000)	
6411	CONTRACTUAL SERVICES	196,280	172,120	(24,160)	
6419	OTHER SERVICES	48,880	108,499	59,619	Credit Card Processing Fee (31,019)
6450	COMMUNICATIONS	7,240	13,480	6,240	
6531	UTILITIES	42,000	100,000	58,000	Aquatics \$50,000
6650	TOOLS & EQPT. -\$25K	22,000	10,000	(12,000)	
6701	DUES & MEMBERSHIPS	3,925	4,015	90	
	<b>Total Supplies &amp; Materials</b>	<b>\$ 451,944</b>	<b>\$ 617,904</b>	<b>\$ 165,960</b>	
7901	INTERNAL SERVICE ALLOCATIONS	315,671	400,379	84,708	Internal service fund department support
7902	INTERDEPARTMENTAL CHARGES	138,331	193,016	54,685	General administrative department support
	<b>Total Allocations &amp; Other Charges</b>	<b>\$ 454,002</b>	<b>\$ 593,395</b>	<b>\$ 139,393</b>	
(B)	<b>Total Expenditures</b>	<b>\$ 2,128,129</b>	<b>\$ 3,778,527</b>	<b>\$ 1,650,398</b>	
(B) - (A)	<b>General Fund Support</b>	<b>\$ 1,619,631</b>	<b>\$ 2,227,576</b>	<b>\$ 607,945</b>	

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**Parks Maintenance Budget Summary**

Funding Summary	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Amended budget	FY2023-24 Adopted Budget
General Fund Support	\$ 2,755,330	\$ 2,468,727	\$ 3,252,362	\$ 3,625,865
Department Revenues	42,833	2,405	3,500	3,500
<b>Total:</b>	<b>\$ 2,798,163</b>	<b>\$ 2,471,132</b>	<b>\$ 3,255,862</b>	<b>\$ 3,629,365</b>

Budgeted Expenditures	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Amended budget	FY2023-24 Adopted Budget
Salaries & Benefits	\$ 1,509,909	\$ 1,543,840	\$ 1,826,712	\$ 2,148,575
Supplies & Materials	542,092	365,377	797,203	707,962
Internal Allocations	746,162	561,915	631,947	772,828
<b>Total:</b>	<b>\$ 2,798,163</b>	<b>\$ 2,471,132</b>	<b>\$ 3,255,862</b>	<b>\$ 3,629,365</b>



Performance and Workload Measures	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Estimated	FY2023-24 Target
Acres of maintained landscaped areas (parks, city buildings, and school sites)	97	77	68	68
Acres of open space	128	128	128	128
Linear miles of medians maintained	7.35	7.35	7.35	7.35
Number of picnic rentals supported	117	665	665	600
Number of new trees planted	100	83	100	50

**Goals and Accomplishments**

**FY2022-23 Accomplishments**

- ◆ Provide standby personnel during weather events to respond to tree or park related issues
- ◆ Supported the ongoing Recreation and Aquatic Center Project during the construction phase to not interrupt City Park programs and limit community impact.
- ◆ Supported the rehabilitation project associated with Centennial Plaza
- ◆ Completed and maintain the College Avenue Median Renovations
- ◆ Provided support staff for Community Services Department Events: Truck-or-Treat, Holiday Tree Lighting, and Egg Hunt

**FY2022-23 Accomplishments (Continued)**

- ◆ Worked with on-call arborist to develop a maintenance plan of our open space tree inventory focusing on both the immediate and long term needs of the areas.
- ◆ Responded to 160 requests on San Bruno Responds/Accela for issues related to trees,
- ◆ Launched the Crestmoor Multi-Use Fields Master Plan project.
- ◆ Completed the first year of grid pruning contract with West Coast Arborist
- ◆ Received a Community Grant from the San Bruno Community Foundation for the Centennial Park improvement project
- ◆ Completed a Parks Maintenance Safety Assessment with safety consultant, Du-All Safety
- ◆ Provided Emergency response during the winter storm season.

**FY2023-24 Goals and Objectives**

- ◆ Continue work on Centennial Plaza Improvements
- ◆ Support Efforts of the San Mateo Avenue Planter Volunteers by providing material and technical support.
- ◆ Coordinate relocation of Rotary Pavilion as part of the RAC project.
- ◆ Work with on call landscape architect to develop scope and estimated budget for Posey Park improvements.
- ◆ Continue to coordinate the Crestmoor Multi-Use Fields Master Plan Project with assistance of landscape architect Callendar Associates.
  
- ◆ Implement formal training program for Parks division, and specialized program for Tree Program and specialized equipment
- ◆ Support the rehabilitation project for Florida Avenue Park
- ◆ Develop Park Amenity Replacement Plan for items not in the Equipment Reserve such as benches, water fountains, fences, gates, and other park amenities that need a replacement standard
  
- ◆ Proactively identify future projects and funding plans for ongoing maintenance of existing parks and facilities landscaping and infrastructure
- ◆ Complete the Park Pathway rehabilitation project in Pacific Heights Park
- ◆ Continue to update the aging infrastructure of our irrigation systems in our parks and medians
- ◆ Continue to provide liaison support for ongoing volunteer cleanup events

City of San Bruno  
Community Services Department - Parks Division Revenues & Expenditures  
Fiscal Year 2023-24  
Department 001-5110

**Revenues**

Account	Revenue Account Title	FY2022-23 Amended Budget	FY2023-24 Adopted Budget	\$ Change in Budget - FY23 vs FY24	Notable Changes
4284	TREE MAINT.PERMIT	\$ 3,500	\$ 3,500	\$ -	
(A)	<b>Total Revenues</b>	\$ 3,500	\$ 3,500	\$ -	

**Expenditures**

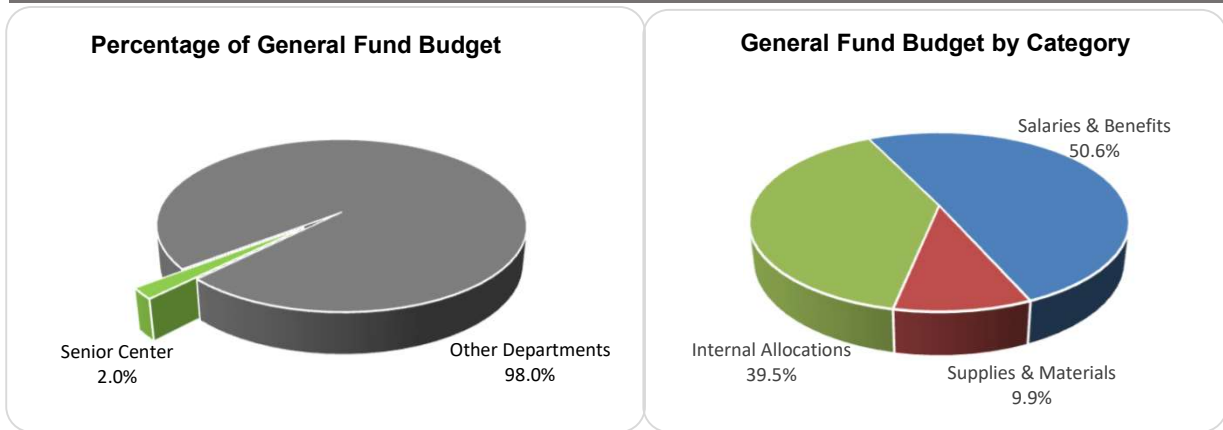
Account	Expenditure Account Title	FY2022-23 Amended Budget	FY2023-24 Adopted Budget	\$ Change in Budget - FY23 vs FY24	Notable Changes
	SALARIES	\$ 1,053,436	\$ 1,203,731	\$ 150,295	
	FRINGE BENEFITS	773,276	944,844	171,568	Health insurance and pension
	<b>Total Salaries &amp; Benefits</b>	\$ 1,826,712	\$ 2,148,575	\$ 321,863	
6001	OFFICE SUPPLIES	400	400	-	
6002	SB1383 PAPER PRODUCTS/SUPPLIES	5,400	5,400	-	
6101	GAS AND OIL	46,000	46,000	-	
6102	OPERATING SUPPLIES	115,000	115,000	-	
6301	BUILDING AND GROUNDS MAINTENANCE	23,470	6,820	(16,650)	
6401	PROFESSIONAL SERVICES	9,557	50,000	40,443	Median maintenace contractor added.
6405	TRAINING/MEETINGS/CONFERENCES	12,195	8,000	(4,195)	
6406	PROFESSIONAL DEVELOPMENT	1,000	1,000	-	
6411	CONTRACTUAL SERVICES	522,633	413,630	(109,003)	
6450	COMMUNICATIONS	6,000	6,000	-	
6531	UTILITIES	40,120	40,120	-	
6601	RENTAL & LEASES	4,328	4,492	164	
6650	TOOLS & EQPT. -\$25K	10,000	10,000	-	
6701	DUES & MEMBERSHIPS	1,100	1,100	-	
	<b>Total Supplies &amp; Materials</b>	\$ 797,203	\$ 707,962	\$ (89,241)	
7901	INTERNAL SERVICE ALLOCATIONS	338,445	382,422	43,977	Internal service funds department support
7902	INTERDEPARTMENTAL CHARGES	293,502	390,406	96,904	General administrative departments support
	<b>Total Allocations</b>	\$ 631,947	\$ 772,828	\$ 140,881	
(B)	<b>Total Expenditures</b>	\$ 3,255,862	\$ 3,629,365	\$ 373,503	
(B) - (A)	<b>General Fund Support</b>	\$ 3,252,362	\$ 3,625,865	\$ 373,503	

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**Senior Services Budget Summary**

Funding Summary	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24
	Actual	Actual	Amended Budget	Adopted Budget
General Fund Support	\$ 1,121,576	\$ 491,615	\$ 1,059,634	\$ 1,398,375
Department Revenues	1,678	207,989	288,320	206,500
<b>General Fund Sub-Total:</b>	<b>\$ 1,123,254</b>	<b>\$ 699,605</b>	<b>\$ 1,347,954</b>	<b>\$ 1,604,875</b>

Budgeted Expenditures	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24
	Actual	Actual	Amended Budget	Adopted Budget
Salaries & Benefits	\$ 462,681	\$ 12,521	\$ 681,711	\$ 754,873
Supplies & Materials	88,623	\$ 117,868	\$ 133,382	\$ 136,682
Internal Allocations	571,950	\$ 569,215	\$ 532,861	\$ 713,320
<b>General Fund Sub-Total:</b>	<b>\$ 1,123,254</b>	<b>\$ 699,605</b>	<b>\$ 1,347,954</b>	<b>\$ 1,604,875</b>



Performance and Workload Measures	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24
	Actual	Actual	Estimated	Target
Annual visitors	0	45,437	65,000	65,000
Annual number of meals served	30,703	26,532	29,000	24,000
Number of referrals and information offered	260	285	300	350
Number of senior special events offered	21	10	12	12
Number of senior trips offered	0	0	0	6

**Goals and Accomplishments**

**FY2022-23 Accomplishments**

- ♦ Reintroduced day trips to Senior Program Offerings
- ♦ Collaborated with Public Works and Community Development to complete the replacement of the trash enclosure and repave and restripe the parking lots

**FY2022-23 Accomplishments (Continued)**

- ♦ Developed and included 15 new recipes into the lunch program that are healthy, fresh, and seasonal while still adhering to the County of San Mateo nutritional values
- ♦ Entered into an agreement with local vendors and caterers who can provide healthy, homemade meals to the seniors through the Congregate Lunch Program on a as needed basis
- ♦ Held Annual Election for Senior Advisory Board
- ♦ Implemented a reservation program for San Bruno residents to reserve space at the congregate lunch program
- ♦ Initiated the Age Friendly Cities Certification Process through the creation of an Age Friendly Task Force

**FY2023-24 Goals and Objectives**

- ♦ Collaborate with the Nutrition Site Council to research the purchase of a smaller vehicle for the transportation program that does not require a Class B license
- ♦ Identify gaps in Active Adult and Senior programs and services that can be provided through partnerships with outside agencies or via independent contractors
- ♦ Revise Senior Meal Service format that provides a balance between catered and in-house prepared meals
- ♦ Revise Senior Volunteer Program to: articulate roles, responsibilities, and Volunteer Job Descriptions.
- ♦ Create a training program for Senior volunteers that includes a daily task list for volunteer positions
- ♦ Continue to work with Senior Advisory Board to develop a better understanding of role and responsibility of the Board, and to improve the relationship between staff and Seniors.
- ♦ Work with CAFE to complete the goals of the Age Friendly Task Force to create an Action Plan to receive Age Friendly Cities Certification

City of San Bruno  
Community Services Department - Senior Services Division Revenues & Expenditures  
Fiscal Year 2023-24  
Department 001-5270

**Revenues**

Account	Revenue Account Title	FY2022-23 Amended Budget	FY2023-24 Adopted Budget	\$ Change in Budget - FY22 vs FY23	Notable Changes
4562	FACILITY RENTALS	\$ 18,000	\$ -	\$ (18,000)	
4564	CONTRACT/FEE CLASSES	24,735	31,067	6,332	
4570	SENIOR CENTER FEES & CHARGES	219,612	83,124	(136,488)	
4993	REIMBURSEMENTS	-	-	-	
<b>(A)</b>	<b>Total Revenues</b>	<b>\$ 262,347</b>	<b>\$ 114,191</b>	<b>\$ (148,156)</b>	

**Expenditures**

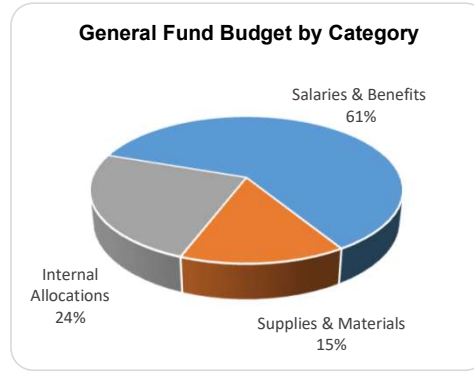
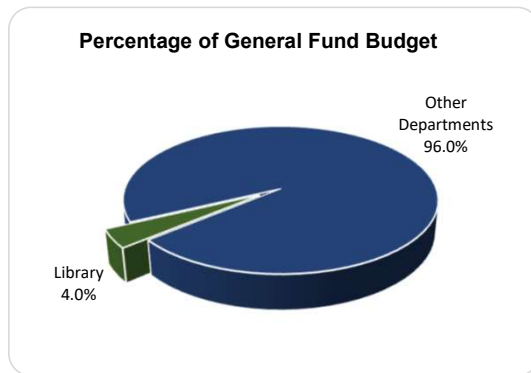
Account	Expenditure Account Title	FY2022-23 Amended Budget	FY2023-24 Adopted Budget	\$ Change in Budget - FY22 vs FY23	Notable Changes
	SALARIES	\$ 460,726	\$ 521,023	\$ 60,297	
	FRINGE BENEFITS	220,985	233,850	12,865	Health insurance and pension
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 681,711</b>	<b>\$ 754,873</b>	<b>\$ 73,162</b>	
6001	OFFICE SUPPLIES	1,000	1,000	-	
6002	SB1383 PAPER PRODUCTS/SUPPLIES	1,000	1,000	-	
6101	GAS AND OIL	3,000	3,000	-	
6102	OPERATING SUPPLIES	4,002	4,002	-	
6112	POSTAGE	1,500	1,500	-	
6301	BUILDING AND GROUNDS MAINTENANCE	2,800	2,800	-	
6304	MAINTENANCE	8,800	8,800	-	
6403	PERSONNEL SERVICES	-	-	-	
6405	TRAINING/MEETINGS/CONFERENCES	1,800	1,800	-	
6406	PROFESSIONAL DEVELOPMENT	500	500	-	
6411	CONTRACTUAL SERVICES	25,000	25,000	-	
6419	OTHER SERVICES	7,480	7,480	-	
6450	COMMUNICATIONS	2,700	2,700	-	
6531	UTILITIES	73,000	76,300	3,300	
6650	TOOLS & EQPT. -\$25K	-	-	-	
6701	DUES & MEMBERSHIPS	800	800	-	
6703	TRAVEL/VEHICLE USE	-	-	-	
	<b>Total Supplies &amp; Materials</b>	<b>\$ 133,382</b>	<b>\$ 136,682</b>	<b>\$ 3,300</b>	
7901	INTERNAL SERVICE ALLOCATIONS	451,558	601,681	150,123	Internal service fund department support
7902	INTERDEPARTMENTAL CHARGES	81,303	111,639	30,336	General administrative department support
9079	TRANSFERS TO RESERVES	-	-	-	
	<b>Total Allocations</b>	<b>\$ 532,861</b>	<b>\$ 713,320</b>	<b>\$ 180,459</b>	
<b>(B)</b>	<b>Total Expenditures</b>	<b>\$ 1,347,954</b>	<b>\$ 1,604,875</b>	<b>\$ 256,921</b>	
<b>(B) - (A)</b>	<b>General Fund Support</b>	<b>\$ 1,085,607</b>	<b>\$ 1,490,684</b>	<b>\$ 405,077</b>	

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**Library Services Budget Summary**

Funding Summary	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24
	Actual	Actual	Amended Budget	Adopted Budget
General Fund Support	\$ 2,231,153	\$ 2,043,568	\$ 2,375,001	\$ 2,642,950
Department Revenues	16,713	24,611	8,600	10,500
State Library Revenues & Donations	12,697	-	-	-
<b>Total:</b>	<b>\$ 2,260,563</b>	<b>\$ 2,068,179</b>	<b>\$ 2,383,601</b>	<b>\$ 2,653,450</b>

Budgeted Expenditures	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24
	Actual	Actual	Amended Budget	Adopted Budget
Salaries & Benefits	\$ 1,271,981	\$ 1,204,919	\$ 1,474,330	\$ 1,616,066
Supplies & Materials	303,137	\$ 380,522	\$ 407,203	\$ 389,043
Internal Allocations	685,444	\$ 482,737	\$ 502,068	\$ 648,341
<b>Total:</b>	<b>\$ 2,260,563</b>	<b>\$ 2,068,179</b>	<b>\$ 2,383,601</b>	<b>\$ 2,653,450</b>



Performance and Workload Measures	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24
	Actual	Actual	Estimated	Target
Number of Homework Center attendees	0	700	1,700	1,700
Number of books checked out annually	144,866	211,000	230,000	245,000
Number of participants in the Summer Reading Program	1,137	1,500	2,000	3,500
Annual number of special programs	231	220	250	250
Number of storytime attendees	1,865	2,100	3,000	3,000
Number of reference questions answered	7,468	7,500	12,000	12,000
Number of internet sessions provided (wired & wireless)	49,446	85,000	90,000	97,000

**Goals and Accomplishments**

**FY2022-23 Accomplishments**

- Obtained \$49,905 in grant and gift funds to support a variety of initiatives detailed below
- Received \$18,265 in Measure K funds to support annual summer reading program
- Conducted Dia de los Muertos event using \$2,600 of City Art Funds resulting in 175 attendees
- Conducted Lunar New Year event using \$2,600 of City Art Funds resulting in 134 attendees
- Conducted Juneteenth event using \$2,600 of City Art Funds resulting in 205 attendees
- Received \$2,500 California State Library grant to provide library programming services to
- Big Lift Inspiring Summers program at Belle Air School
- Received \$10,000 donation from Sammut Family Foundation and \$4,840 from Friends of the Library to supplement purchase of new self-checkout units and security gates, including
- adding a self-checkout unit in Children's Room

**FY2022-23 Accomplishments (Continued)**

- Received \$1,500 collection equity grant to purchase books focused on underserved populations
- Received \$5,000 Parks Pass grant from California State Library to promote parks and outdoor activities through library programming
- Received 18 State Parks passes through State Library and 8 County Parks passes through the Friends of the Library, with 124 checkouts through February
- Received 2,000 eclipse glasses from NASA to give away to the public in advance of October 2023 solar eclipse
- Through California State Library, added JobNow online service to provide adults online career assistance
- Through California State Library, added VetNow online service to provide online career and academic assistance to military veterans
- Through California State Library, added BrainFuse online service to provide tutoring to elementary through adult students
- Conducted Student Success Initiative by providing 132 San Bruno high school students with library cards
- Improved children's literacy over the summer months by signing up a record-setting 3,744 children for the Summer Reading program
- Held 45 Summer Reading programs with 1,657 attendees
  
- Through Library Teen Ambassadors program provided 10 San Bruno teens with summer volunteer experience to improve leadership, communication and community-engagement
- Re-opened drop-in Homework Center, serving 829 children through March, after previously offering appointment only service due to COVID-19
- Served 113 children through weekly Homework Center STEM activities
- Introduced 3D printing service to public with 21 print jobs in initial 4 months
- United Against Hate Week programming with 3 authors and 1,491 children, in collaboration among the Peninsula Library System libraries
- Read-to-a-Dog program returned to in-person format serving 106 children through February
  
- Held three outdoor children's events and storytimes at local parks with 170 participants
- Served on Tanforan Assembly Center Memorial Committee and assisted in installation of Assembly Center Memorial
- In celebration of Black History Month, sponsored two in-person storytelling events highlighting the Black American/African Diaspora with 46 participants
- Produced Winter Windows Wonderland downtown holiday decorating contest with 17 participating businesses
- Held five Movies-in-the-Park in September with 319 participants
- Conducted Community Art Gallery program, including three art installations of works by local artists

**FY2023-24 Goals and Objectives**

- Implement operational changes identified in Library Assessment Process
- Provide quality early literacy programming to support lifelong learning for children through weekly storytimes and monthly family programming
- Obtain at least \$20,000 in grant funding to bolster public programming
- Identify Library programs and events that could be located at the Recreation and Aquatic Center
- Plan, promote and execute activities to celebrate United Against Hate Week
- Develop strategy to support an annual Culture and Arts Commission grant process, based on current Staffing resources
- Support the Culture and Arts Commission by delivering the annual Movies in the Park, Community Art Gallery, Winter Windows Wonderland Contest

City of San Bruno  
Community Services Department - Library Division Revenues & Expenditures  
Fiscal Year 2023-24  
Department 001-5510

**Revenues**

Account	Revenue Account Title	FY2022-23 Amended Budget	FY2023-24 Adopted Budget	\$ Change in Budget - FY23 vs FY24	Notable Changes
4439	STATE GRANTS	\$ -	\$ 5,000	\$ 5,000	
4474	FEDERAL ASSISTANCE	\$ 1,300	\$ 2,500	\$ 1,200	
4550	LIBRARY FEES AND CHARGES	\$ 6,300	\$ 7,000	700	
4993	REIMBURSEMENTS	\$ 1,000	\$ 1,000	-	
(A)	<b>Total Revenues</b>	\$ 8,600	\$ 10,500	\$ 1,900	

**Expenditures**

Account	Expenditure Account Title	FY2022-23 Amended Budget	FY2023-24 Adopted Budget	\$ Change in Budget - FY23 vs FY24	Notable Changes
5101	REGULAR SALARIES	758,676	841,138	82,462	
5102	PART-TIME SALARIES	156,007	185,569	29,562	
5103	ACTING PAY	750	750	-	
5105	OVERTIME	-	-	-	
	<b>SALARIES</b>	\$ 915,433	\$ 1,027,457	\$ 112,024	
	FRINGE BENEFITS	558,897	588,609	29,712	Health insurance and pension
	<b>Total Salaries &amp; Benefits</b>	\$ 1,474,330	\$ 1,616,066	\$ 141,736	
6001	OFFICE SUPPLIES	9,000	10,500	1,500	
6002	SB1383 PAPER PRODUCTS/SUPPLIES	3,000	1,500	(1,500)	
6108	BOOKS & MATERIALS	162,000	162,000	-	
6112	POSTAGE	400	400	-	
6301	BUILDING AND GROUNDS MAINTENANCE	1,500	1,000	(500)	
6304	MAINTENANCE	600	600	-	
6405	TRAINING/MEETINGS/CONFERENCES	2,100	2,100	-	
6406	PROFESSIONAL DEVELOPMENT	1,000	1,000	-	
6409	SPECIAL PROJECTS	15,775	15,775	-	
6419	OTHER SERVICES	144,439	142,779	(1,660)	
6450	COMMUNICATIONS	8,250	8,250	-	
6531	UTILITIES	30,000	40,000	10,000	
6650	TOOLS & EQPT. -\$25K	27,664	1,664	(26,000)	
6701	DUES & MEMBERSHIPS	1,425	1,425	-	
6703	TRAVEL/VEHICLE USE	50	50	-	
	<b>Total Supplies &amp; Materials</b>	\$ 407,203	\$ 389,043	\$ (18,160)	
7901	INTERNAL SERVICE ALLOCATIONS	348,646	434,898	86,252	Internal service fund department support
7902	INTERDEPARTMENTAL CHARGES	153,422	213,443	60,021	General administrative department support
	<b>Total Allocations</b>	\$ 502,068	\$ 648,341	\$ 146,273	
(B)	<b>Total Expenditures</b>	\$ 2,383,601	\$ 2,653,450	\$ 269,849	
(B) - (A)	<b>General Fund Support</b>	\$ 2,375,001	\$ 2,642,950	\$ 267,949	

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**Non-Departmental**  
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**City of San Bruno**  
**Non-Departmental Expenditures**

Fiscal Year 2023-24

Department 001-9010

Description - This department is responsible for expenditures benefiting the general operations of the City and not assigned to an individual department. Special non-departmental charges include the retiree medical reimbursement program and funding debt service payments.

**Expenditures**

Account	Expenditure Account Title	FY2022-23 Amended Budget	FY2023-24 Adopted Budget	\$ Change in Budget - FY23 vs FY24	Notable Changes
5101	REGULAR SALARIES	171,776	171,776	-	
5102	PART-TIME SALARIES	-	-	-	
	SALARIES	\$ 171,776	\$ 171,776	\$ -	Net of attrition assumption and provision for labor agreements
5169	SEPARATION PAY	350,000	350,000	-	
5203	MEDICARE/FICA	-	-	-	
5205	DEF.COMP.CITY MATCH	-	-	-	
5214	RETIREE HEALTH INSURANCES	138,000	138,000	-	
	FRINGE BENEFITS	488,000	488,000	-	Employee separation pay & retiree health insurance
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 659,776</b>	<b>\$ 659,776</b>	<b>\$ -</b>	
6204	SUPPLIES	-	-	-	
6401	PROFESSIONAL SERVICES	-	30,000	30,000	
6405	COMMUNICATIONS	-	3,000	3,000	
6419	OTHER SERVICES	6,600	6,600	-	
6502	COMMUNITY PROMOTION	-	-	-	
6531	UTILITIES	200,000	200,000	-	
6650	TOOLS & EQUIPMENT	-	-	-	
6910	CONTINGENCIES/OTHER	60,000	60,000	-	
8015	DATA PROCESSING EQUIPMENT	-	-	-	
	<b>Total Supplies &amp; Materials</b>	<b>\$ 266,600</b>	<b>\$ 299,600</b>	<b>\$ 33,000</b>	
7041	COUNTY SERVICE CHARGES	429,400	429,400	-	San Mateo County animal control services and contribution for animal care shelter facility
7069	INTERGOVERNMENTAL - OTHER	5,500	5,400	(100)	
7901	INTERNAL SERVICE ALLOCATIONS	66,412	68,083	1,671	Technology Support internal service fund allocation for Emergency Operations Center
7902	INTERDEPARTMENTAL CHARGES	(3,382,792)	(4,635,977)	(1,253,185)	Allocation of services provided to the General Fund
8999	NON-OPERATING TRANSFER	1,484,875	1,367,118	(117,758)	Transfer to General Debt Service Fund for pension obligation bond and fire apparatus principal and interest payments and administration fees
	<b>Total Allocations</b>	<b>\$ (1,396,605)</b>	<b>\$ (2,765,977)</b>	<b>\$ (1,369,372)</b>	
	<b>Total Expenditures</b>	<b>\$ (470,229)</b>	<b>\$ (1,806,601)</b>	<b>\$ (1,336,372)</b>	

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**ARPA Funds**  
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**City of San Bruno**  
**Department of City Manager's Office Expenditure**  
Fiscal Year FY2023-24  
Department 006-1210

**Expenditures**

Account	Expenditure Account Title	FY2022-23 Amended Budget	FY2023-24 Adopted Budget	\$ Change in Budget FY23 vs FY24
5101	REGULAR SALARIES	\$140,052	<b>\$116,993</b>	\$ (23,059)
	<b>Salaries</b>	<b>\$ 140,052</b>	<b>\$ 116,993</b>	<b>\$ (23,059)</b>
5152	TRANSPORT.ALLOWANCES			\$ -
5167	LEAVE BUY-OUT	\$1,649	\$2,700	\$ 1,051
5179	OTHER PAY	\$0	\$2,590	\$ -
5201	PERS RETIREMENT	\$15,182	\$15,072	\$ (110)
5203	MEDICARE/FICA	\$2,055	\$1,735	\$ (320)
5205	DEF.COMP.CITY MATCH	\$619	\$0	\$ (619)
5220	INSURANCES	\$40,866	\$30,764	\$ (10,102)
	<b>Fringe Benefits</b>	<b>\$ 60,371</b>	<b>\$ 52,861</b>	<b>\$ (7,510)</b>
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 200,423</b>	<b>\$ 169,854</b>	<b>\$ (30,569)</b>
6001	OFFICE SUPPLIES			\$ -
6102	OPERATING SUPPLIES			\$ -
6112	POSTAGE			\$ -
6141	PRINTING, COPYING & BINDING			\$ -
6401	PROFESSIONAL SERVICES			\$ -
6405	TRAINING/MEETINGS/CONFERENCES			\$ -
6406	PROFESSIONAL DEVELOPMENT	\$500	<b>250</b>	\$ (250)
6409	SPECIAL PROJECTS			\$ -
6450	COMMUNICATIONS			\$ -
6701	DUES & MEMBERSHIPS			\$ -
6702	PUBS & SUBSCRIPTIONS			\$ -
	<b>Total Supplies &amp; Materials</b>	<b>\$ 500</b>	<b>\$ 250</b>	<b>\$ (250)</b>
	<b>Total Expenditures</b>	<b>\$ 200,923</b>	<b>\$ 170,104</b>	<b>\$ (30,819)</b>

**City of San Bruno**  
**Department of Police Expenditure - ARPA**  
 Fiscal Year FY2023-24  
 Department 006-2010

**Expenditures**

Account	Expenditure Account Title	FY2022-23 Amended Budget	FY2023-24 Adopted Budget	\$ Change in Budget - FY23 vs FY24
	<b>Salaries</b>	\$ 261,454	\$ 183,619	\$ (77,835)
	<b>Fringe Benefits</b>	\$ 104,402	\$ 73,496	\$ (30,906)
	<b>Total Salaries and Benefits</b>	\$ 365,856	\$ 257,115	\$ (108,741)
	<b>Total Expenditures</b>	\$ 365,856	\$ 257,115	\$ (108,741)

**City of San Bruno**  
**Fire Department - ARPA**  
 Fiscal Year 2023-24  
 Department 006-2110

**Expenditures**

Account	Expenditure Account Title	FY2022-23 Amended Budget	FY2023-24 Adopted Budget	\$ Change in Budget - FY23 vs FY24
	<b>Salaries</b>	\$ 477,001	\$ 340,214	\$ (136,787)
	<b>Fringe Benefits</b>	188,067	135,267	(52,800)
	<b>Total Salaries &amp; Benefits</b>	\$ 665,068	\$475,481	\$ (189,587)
	<b>Total Expenditures</b>	\$ 665,068	\$ 475,481	\$ (189,587)

**City of San Bruno**

**Department of Public Works - PW Admin & Engineering - ARPA**

Fiscal Year FY2023-24

Department 006-3010

**Expenditures**

Account	Expenditure Account Title	FY2022-23 Amended Budget	FY2023-24 Adopted Budget	\$ Change in Budget - FY23 vs FY24
	SALARIES	\$ 82,575	\$ 65,085	\$ (17,490)
	ALLOCATION TO PROJECTS	-	-	-
	FRINGE BENEFITS	34,671	25,566	(9,105)
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 117,246</b>	<b>\$ 90,651</b>	<b>\$ (26,595)</b>
6403	PERSONNEL SERVICES	\$ 130,000	\$ -	(130,000)
6406	PROFESSIONAL DEVELOPMENT	\$ 500	\$ 500	-
	<b>Total Supplies &amp; Materials</b>	<b>\$ 130,500</b>	<b>\$ 500</b>	<b>\$ (130,000)</b>
(B)	<b>Total Expenditures</b>	<b>\$ 247,746</b>	<b>\$ 91,151</b>	<b>\$ (156,595)</b>

**City of San Bruno**

**Department of Community Development - Planning Expenditure - ARPA**

Fiscal Year FY2023-24

Department 006-3310

**Expenditures**

<b>Account</b>	<b>Expenditure Account Title</b>	<b>FY2022-23 Amended Budget</b>	<b>FY2023-24 Adopted Budget</b>	<b>\$ Change in Budget - FY23 vs FY24</b>
	<b>Salaries</b>	<b>\$174,366</b>	<b>\$133,188</b>	<b>\$ (41,178)</b>
	<b>Fringe Benefits</b>	<b>(\$42,259)</b>	<b>\$51,616</b>	<b>\$ 93,875</b>
	<b>Total Salaries and Benefits</b>	<b>\$132,107</b>	<b>\$184,804</b>	<b>\$ 52,697</b>
6406	Professional Development	\$1,000	\$500	\$ (500)
	<b>Total Other</b>	<b>\$1,000</b>	<b>\$500</b>	<b>\$ (500)</b>
	<b>Total Expenditures</b>	<b>\$133,107</b>	<b>\$185,304</b>	<b>\$ 52,197</b>

**City of San Bruno**

**Department of Community Development - Building Expenditure - ARPA**

Fiscal Year FY2023-24

Department 006-3320

**Expenditures**

Account	Expenditure Account Title	FY2022-23 Amended Budget	FY2023-24 Adopted Budget	\$ Change in Budget - FY23 vs FY24
	<b>Total Salaries and Benefits</b>	\$0	\$0	\$ -
6401	PROFESSIONAL SERVICES	\$36,272	\$0	(36,272)
	<b>Total Expenditures</b>	\$36,272	\$0	\$ (36,272)

**City of San Bruno**

**Department of Public Works Streets - ARPA**

Fiscal Year FY2023-24

Department 006-4110

**Expenditures**

<b>Account</b>	<b>Expenditure Account Title</b>	<b>FY2022-23 Amended Budget</b>	<b>FY2023-24 Adopted Budget</b>	<b>\$ Change in Budget - FY23 vs FY24</b>
	SALARIES	\$ 91,980	\$ 72,291	\$ (19,689)
	FRINGE BENEFITS	55,580	40,224	(15,356)
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 147,560</b>	<b>\$ 112,515</b>	<b>\$ (35,045)</b>
<b>(B)</b>	<b>Total Expenditures</b>	<b>\$ 147,560</b>	<b>\$ 112,515</b>	<b>\$ (35,045)</b>

**City of San Bruno**  
**Community Services Department - Parks Division - ARPA**  
 Fiscal Year 2023-24  
 Department 006-5110

**Expenditures**

Account	Expenditure Account Title	FY2022-23 Amended Budget	FY2023-24 Adopted Budget	\$ Change in Budget - FY23 vs FY24
	SALARIES	\$ 183,494	\$ 144,706	\$ (38,788)
	FRINGE BENEFITS	87,068	61,836	(25,232)
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 270,562</b>	<b>\$ 206,542</b>	<b>\$ (64,020)</b>
6102	OPERATING SUPPLIES	-	-	-
	<b>Total Supplies &amp; Materials</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Total Expenditures</b>	<b>\$ 270,562</b>	<b>\$ 206,542</b>	<b>\$ (64,020)</b>

**City of San Bruno**  
**Community Services Department - Library Division - ARPA**  
 Fiscal Year 2022-23  
 Department 006-5510

**Expenditures**

Account	Expenditure Account Title	FY2022-23 Amended Budget	FY2023-24 Adopted Budget	\$ Change in Budget - FY23 vs FY24
5101	REGULAR SALARIES		-	-
5102	PART-TIME SALARIES	71,622	47,750	(23,872)
5103	ACTING PAY		-	-
5105	OVERTIME		-	-
	SALARIES	\$ 71,622	\$ 47,750	\$ (23,872)
5107	HOLIDAY PAY		-	-
5167	LEAVE BUY-OUT		-	-
5169	SEPARATION PAY		-	-
5179	OTHER PAY		-	-
5201	PERS RETIREMENT		-	-
5203	MEDICARE/FICA	5,479	3,653	(1,826)
5205	DEF.COMP.CITY MATCH		-	-
5220	INSURANCES		-	-
	FRINGE BENEFITS	5,479	3,653	(1,826)
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 77,101</b>	<b>\$ 51,403</b>	<b>\$ (25,698)</b>
	<b>Total Expenditures</b>	<b>\$ 77,101</b>	<b>\$ 51,403</b>	<b>\$ (25,698)</b>

**City of San Bruno**  
**Department of Information Technology - ARPA**  
 Fiscal Year FY2023-24  
 Department 006-1530

**Expenditures**

Account	Expenditure Account Title	FY2022-23 Amended Budget	FY2023-24 Adopted Budget	\$ Change in Budget - FY23 vs FY24
	<b>Salaries</b>	\$ 69,678	\$ 51,797	\$ (17,881)
	<b>Fringe Benefits</b>	\$ 32,646	\$ 24,405	\$ (8,241)
	<b>Total Salaries &amp; Benefits</b>	\$ 102,324	\$ 76,202	\$ (26,122)
6406	PROFESSIONAL DEVELOPMENT	500	-	(500)
	<b>Total Supplies &amp; Materials</b>	\$ 500	\$ -	\$ (500)
(B)	<b>Total Expenditures</b>	\$ 102,824	\$ 76,202	\$ (26,622)

**Enterprise Funds**  
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## Enterprise Funds

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Water

Wastewater

Stormwater

CityNet Services

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## Public Works Department Water Division

*The City of San Bruno Water Division is committed to protecting public health by delivering high quality potable water.*

### Programs

The Water Division of the Public Works Department is responsible for the efficient and effective operation and maintenance of the Water Supply and Distribution systems, which make up the Water Enterprise Fund activities. The San Bruno water supply system consists of 5 groundwater production wells, 13 pressure zones, 8 storage tanks located at 6 sites, and 5 connections to major transmission pipelines, 4 owned and operated by the San Francisco Public Utility Commission (SFPUC) and one by the North Coast County Water District. The San Bruno water distribution system consists of 100 miles of pipelines, 9,000 valves, 985 fire hydrants, 8 pumping stations, 8 storage tanks and 13 pressure zones. Through this complex network of interrelated systems, the Water Division maintains and operates the water supply and distribution systems so that water delivered to its customers meets all Federal and State water quality standards, pressure and quantity mandates, and meets secondary standards such as taste and color through active distribution system infrastructure assessment and flushing programs. The division performs the following services:

- **Potable Water Production and Delivery**  
Maintain, rehabilitate, and assure necessary replacement of eight storage tanks and five groundwater wells to ensure a daily average well production of 2.1 million gallons per day (MGD). The city participates in a cooperative ground water storage and recovery with the SFPUC, Daly City, and CalWater to assure the long-term vitality and protection of the Westside Basin Aquifer that underlies San Bruno.
- **Water Conservation Programs**  
Participate in water conservation programs with emphasis on public awareness, rebate programs for washing machines and high-efficiency toilets, audits for large landscape owners, host landscaping classes for San Bruno residents, and fund school assembly programs that teach water conservation to help meet State Water Resources Control Board water reduction goals.
- **Responding to Urgent Community Need**  
Ensure the highest customer service by quickly responding to water main/service leaks and daily routine turn on/off requests at the meter. Resolve water quality questions and concerns in a timely manner. The Advanced Water Meter system allows residents and City staff the ability to monitor water uses to help understand usage patterns and billing via the internet.
- **Routine and Preventative System Repair and Maintenance**  
Provide daily inspections of water levels and maintain exterior and interior of eight storage tanks on a continuing basis. Conduct monthly and quarterly testing and reporting of water quality that is provided in the yearly consumer confidence report. Provide long-term water system maintenance and operations planning to support necessary system Capital improvements through the Program.

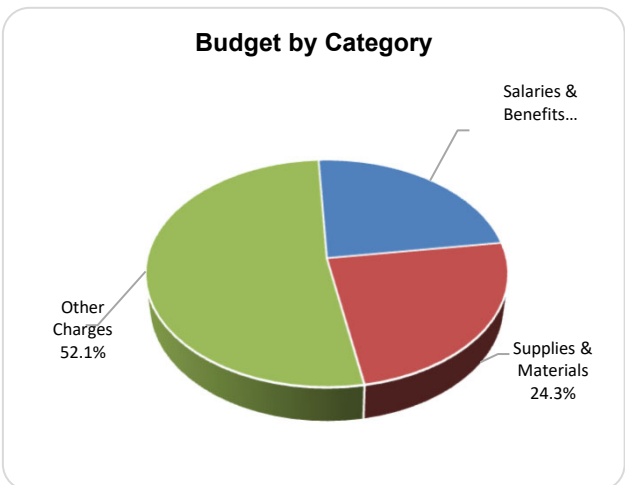
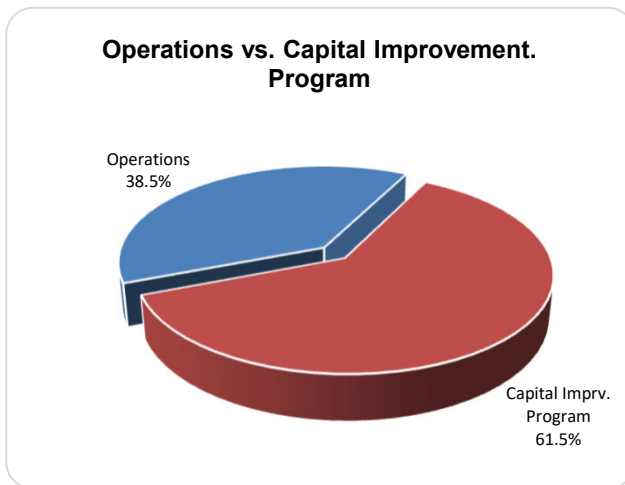
- **Regulatory Compliance**

Assure disinfection at five groundwater wells, treatment for iron and manganese at two wells, and maintenance and monitoring of storage tanks and pump station facilities. Complete Federal and State mandated water quality testing and related regulatory required analysis and reports each year including current regulations and requirements that establish primary drinking water standards for disinfection and chemical constituents, along with secondary standards such as taste, color, odor, and temperature. Provide yearly updates to the Emergency Response Plan, update the five-year Urban Water Management Plan (UWMP), and update the ten-year Water System Plan (WSP).

**Water Enterprise Budget Summary**

Revenue Summary	FY 2020-21	FY 2021-22	FY2022-23	FY2023-24
	Actual	Actual	Amended Budget	Adopted Budget
Water Service Revenues	\$ 17,602,299	\$ 16,581,226	\$ 15,807,000	\$ 14,760,850
Connection & Capacity Fees	175,601	168,524	69,000	69,000
Other Revenues	278,538	329,022	100,000	100,000
<b>Total:</b>	<b>\$ 18,056,439</b>	<b>\$ 17,078,771</b>	<b>\$ 15,976,000</b>	<b>\$ 14,929,850</b>

Budgeted Expenses	FY 2020-21	FY 2021-22	FY2022-23	FY2023-24
	Actual	Actual	Amended Budget	Adopted Budget
Salaries & Benefits	\$ 2,811,210	\$ 2,397,566	\$ 3,222,980	\$ 3,085,151
Supplies & Materials	\$ 2,171,390	\$ 2,509,376	\$ 3,386,905	\$ 3,181,290
Other Charges	\$ 5,310,885	\$ 4,479,095	\$ 6,022,249	\$ 6,809,978
Transfers	\$ -	\$ -	\$ -	\$ -
<b>Total:</b>	<b>\$ 10,293,485</b>	<b>\$ 9,386,037</b>	<b>\$ 12,632,134</b>	<b>\$ 13,076,418</b>



Performance and Workload Measure:	FY 2020-21 Actual	FY 2021-22 Actual	FY2022-23 Estimated	FY2023-24 Target
Number of main break repairs/broken valve replacements performed	105	105	128	110
Water savings achieved through efficiency programs (percent of total sales)	15%	17%	8%	15%

*\*In 2022, State revised base comparison year to 2020 and introduced new conservation targets*

**Goals and Accomplishments**

**FY2022-23 Accomplishments**

- ♦ Completed annual Cross-Connection Survey in conjunction with San Mateo County Environmental Services
- ♦ Completed Water Shortage Demand Assessment

**FY2022-23 Accomplishments (Continued)**

- ♦ Managed reduction in groundwater well production with water supply consistent with the Groundwater Storage and Recovery Agreement with the San Francisco Public Utility Commission, Daly City, and Cal Water to allow for storage recovery
- ♦ Completed Annual San Bruno Consumer Confidence Report newsletter of water usage and conservation programs
- ♦ Prepared a twice-yearly report to the State Water Board to provide effects of any seawater intrusion into the underground drinking water basin
- ♦ Completed Urban Water Management Plan
- ♦ Completed Water Infrastructure Risk Resilience Assessment
- ♦ Updated state-mandated Drinking Water Emergency Response Plan
- ♦ Continue to implement water conservation programs, including low flow toilet and washing machine rebate programs, and lawn-be-gone program
- ♦ Completed annual Water Loss Audit to the State Water Quality Control Board, reporting the City's amount and sources of City water loss

**FY2023-24 Goals and Objectives**

- ♦ Complete Water Rate
- ♦ Update state-mandated Drinking Water Emergency Response Plan
- ♦ Complete installation of advanced water meters at commercial properties to ensure reliable billing and identify broken or leaking pipes
- ♦ Develop a California Sustainable Groundwater Management Act compliance plan
- ♦ Develop and implement a long-term preventative maintenance program and schedule for City water facilities (i.e., tanks, wells, and pump stations)
- ♦ Review and implement recommended improved security features at water system facilities which may include electronic locks, security cameras, and gates
- ♦ Continue to implement water conservation programs, including low flow toilet and washing machine rebate programs, and lawn-be-gone program
- ♦ Complete annual Water Loss Audit to the State Water Quality Control Board, reporting the City's amount and sources of City water loss
- ♦ Continue to manage City wells per the Groundwater Storage Recovery with SFPUC
- ♦ Continue to provide reliable drinking water to the community
- ♦ Continue to operate the San Bruno Water System in accordance with state and federal safe drinking water laws and regulations at all times to protect public health
- ♦ Continue to maintain and upgrade the Water System to ensure it reliably supplies and delivers water in accordance with the needs of our customers.

City of San Bruno

Department of Public Works - Water Revenue & Expenditure

Fiscal Year FY2023-24

Department 611-6110

Revenues

Account	Revenue Account Title	FY2022-23 Amended Budget	FY2023-24 Adopted Budget	\$ Change in Budget - FY23 vs FY24	Notable Changes
4391	INVESTMENT INCOME	\$ 100,000	\$ 100,000	\$ -	
4810	WATER OPERATIONS	15,807,000	14,760,850	(1,046,150)	
4811	CONNECTION FEES	50,000	50,000	-	
4812	WATER CAPACITY CHARGES	19,000	19,000	-	
4993	REIMBURSEMENTS	-	-	-	
4995	OTHER REVENUE	-	-	-	
4999	NON-OPERATING TRANSFERS	-	-	-	
(A)	<b>Total Revenues</b>	<b>\$ 15,976,000</b>	<b>\$ 14,929,850</b>	<b>\$ (1,046,150)</b>	

Expenditures

Account	Expenditure Account Title	FY2022-23 Amended Budget	FY2023-24 Adopted Budget	\$ Change in Budget - FY23 vs FY24	Notable Changes
	SALARIES	\$ 1,989,247	\$ 2,185,266	\$ 196,019	
	FRINGE BENEFITS	1,233,733	899,885	(333,848)	Decrease due to UAL Pension allocation offset by increases in fringe benefits
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 3,222,980</b>	<b>\$ 3,085,151</b>	<b>\$ (137,829)</b>	
6001	OFFICE SUPPLIES	\$ 2,000	\$ 2,000	\$ -	
6002	SB1383 PAPER PRODUCTS/SUPPLIES	\$ 2,000	\$ 2,000	\$ -	
6101	GAS AND OIL	\$ 45,000	\$ 60,000	15,000	Budgeted in line with estimated FY23 expense that account for increased gas prices
6102	OPERATING SUPPLIES	\$ 401,000	\$ 341,000	(60,000)	PO Carryovers removed/completed
6109	PARTS AND MATERIALS	\$ 390,085	\$ 337,430	(52,655)	PO Carryovers removed/completed
6112	POSTAGE	\$ 4,000	\$ 4,000	-	
6301	BUILDING & GROUNDS MAINTENANCE	\$ 25,000	\$ 30,000	5,000	
6304	MAINTENANCE	\$ -	\$ -	-	
6309	RADIO MAINTENANCE	\$ -	\$ -	-	
6401	PROFESSIONAL SERVICES	\$ 421,800	\$ 294,000	(127,800)	PO Carryovers removed/completed offset by BAWSCA "VXSmart" Water Customer Portal and Annual water loss assessment and equipment testing
6402	LEGAL EXPENSES	\$ 2,000	\$ 2,000	-	
6403	PERSONNEL SERVICES	\$ 52,095	\$ 40,000	(12,095)	PO Carryovers removed/completed
6405	TRAINING/MEETINGS/CONFERENCES	\$ 15,000	\$ 15,000	-	
6406	PROFESSIONAL DEVELOPMENT	\$ 2,450	\$ 3,500	1,050	
6409	SPECIAL PROJECTS	\$ -	\$ -	-	
6411	CONTRACTUAL SERVICES	\$ 647,725	\$ 460,000	(187,725)	PO Carryovers removed/completed
6419	OTHER SERVICES	\$ 214,000	\$ 222,000	8,000	
6450	COMMUNICATIONS	\$ 12,860	\$ 22,860	10,000	Radio tower base stations and water meter technology maintenance and monitoring
6502	COMMUNITY PROMOTION	\$ 35,000	\$ 35,000	-	
6531	UTILITIES	\$ 570,000	\$ 900,000	330,000	Energy costs for four wells and eight pump stations.
6601	RENTAL & LEASES	\$ 360,262	\$ 343,000	(17,262)	PO Carryovers removed/completed
6650	TOOLS & EQPT. -\$25K	\$ 172,629	\$ 55,500	(117,129)	Removed one time enhancement - \$80k and PO Carryover - \$37.1k
6701	DUES & MEMBERSHIPS	\$ 12,000	\$ 12,000	-	
	<b>Total Supplies &amp; Materials</b>	<b>\$ 3,386,905</b>	<b>\$ 3,181,290</b>	<b>\$ (205,615)</b>	
7041	COUNTY SVCE.CHARGES	\$ 200	\$ 200	\$ -	
7061	WATER PURCHASES-SF	\$ 3,262,511	\$ 3,100,000	(162,511)	PO Carryovers removed/completed offset by increase in Water purchases from San Francisco Public Utilities Commission
7069	INTERGOVERNMENTAL-OTHER	\$ 65,000	\$ 66,609	1,609	
7901	INTERNAL SERVICE ALLOCATIONS	\$ 936,965	\$ 1,078,839	141,874	Increased Internal Service Allocations
7902	INTERDEPARTMENTAL CHARGES	\$ 1,757,573	\$ 2,564,330	806,757	Increased Internal Service Allocations
	<b>Total Other Charges</b>	<b>\$ 6,022,249</b>	<b>\$ 6,809,978</b>	<b>\$ 787,729</b>	
8999	NON-OPERATING TRANSFER	\$ -	\$ -	\$ -	
	<b>Total Transfers</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
(B)	<b>Total Expenditures</b>	<b>\$ 12,632,134</b>	<b>\$ 13,076,418</b>	<b>\$ 444,284</b>	
(A) - (B)	<b>Surplus / (Deficit)</b>	<b>\$ 3,343,866</b>	<b>\$ 1,853,432</b>	<b>\$ (1,490,434)</b>	

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## Public Works Department Wastewater Division

*The Wastewater Division is committed to serving the community by providing rapid, professional, and cost-effective maintenance of the wastewater collection system, striving to meet all Environmental Protection Agency and State of California requirements.*

### Overview

The Wastewater Division of the Public Works Department is responsible for the wastewater collection system throughout the City including all sewer mains, manholes, six lift stations, and two San Mateo County-owned Flood Control District pump stations. In addition, the Division and its employees are directly responsible for adhering to all wastewater discharge requirements, recently revised by the U.S. Environmental Protection Agency and the State Water Resources Control Board.

Wastewater treatment is handled under a Joint Powers Agreement with the City of South San Francisco (SSF). Each day, approximately 3.4 million gallons of effluent are pumped from San Bruno through the Shaw Road Pump Station and treated at the jointly owned SSF/San Bruno Water Quality Control Facility. The treatment facility, located on Belle Air Road just north of the San Francisco International Airport in the City of South San Francisco, is operated and maintained by the City of South San Francisco, which also administers the State-mandated Water Quality Control and Industrial Waste Discharge Program. Treated wastewater is discharged two miles out into San Francisco Bay via a joint outfall pipeline shared by the cities of San Bruno, South San Francisco, Millbrae, Burlingame, Colma and the San Francisco Airport. The primary program services include:

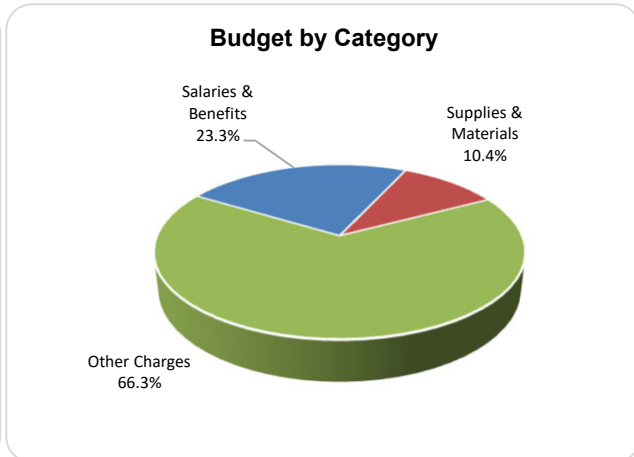
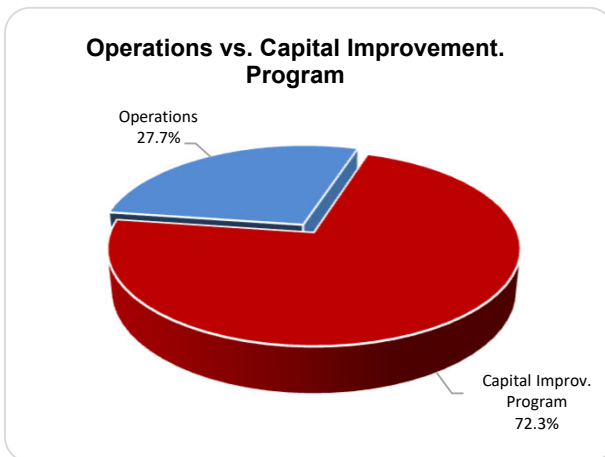
- **Sewer Collection System Maintenance and Operation**  
Manage non-emergency rehabilitation and replacement of sanitary sewer system components including manholes and main replacement or rehabilitation. Best practices include a computerized work order system, data display of remote sanitary sewer pumping stations, geographic information system (GIS) mapping, closed circuit televising of the collections system, safety training such as confined space entry, and other best practices as determined by Federal and State regulations.
- **Response to Urgent Community Needs**  
Provide around-the-clock customer service response to emergency calls related to sewer main and lateral sewer blockages and overflows. Other related service call tasks include root related issues and backflows into private property.
- **Regulatory Compliance**  
Provide preventative maintenance on sewer pipe mains, and pump stations. Activities include main line flushing, video inspection, manhole cleaning, pump maintenance, and mechanical rodding. Complete scheduled and emergency repairs of sewer mains, and manholes. Pipe repair tasks include pipe failures, structural decomposition, offsets, root intrusion, cracks, and pipe sagging. Manhole repairs include rim and lid replacement, minor cone failure, and basin failure. Conduct field investigations used to target needed Capital Improvement Projects.

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**Wastewater Enterprise Budget Summary**

Revenue Summary	FY 2020-21	FY 2021-22	FY2022-23	FY2023-24
	Actual	Actual	Amended Budget	Adopted Budget
Wastewater Service Revenues	\$18,298,857	\$19,262,372	\$16,550,000	\$18,424,131
Connection & Capacity Fees	148,730	101,231	17,000	17,000
Other Revenues	272,818	314,255	110,000	110,000
<b>Total:</b>	<b>\$18,720,406</b>	<b>\$19,677,859</b>	<b>\$16,677,000</b>	<b>\$18,551,131</b>

Budgeted Expenses	FY 2020-21	FY 2021-22	FY2022-23	FY2023-24
	Actual	Actual	Amended Budget	Adopted Budget
Salaries & Benefits	\$2,513,715	\$2,050,330	\$2,708,777	\$3,020,016
Supplies & Materials	\$765,250	\$848,174	\$2,018,865	\$1,341,568
Other Charges	\$5,669,902	\$5,884,397	\$6,768,207	\$8,588,866
Transfers	\$0	\$0		\$0
<b>Total:</b>	<b>\$8,948,867</b>	<b>\$8,782,901</b>	<b>\$11,495,849</b>	<b>\$12,950,450</b>



Performance and Workload Measures	FY 2020-21	FY 2021-22	FY2022-23	FY2023-24
	Actual	Actual	Estimated	Target
Number of Sanitary Sewer Overflows (SSOs)	1	1	3	0
Number of lateral spot repairs	0	5	0	0
Number of mainline spot repairs	31	50	45	50

\*SSOs reported on a calendar year basis.

**Goals and Accomplishments**

**FY2022-23 Accomplishments**

- Completed at least 42 Grade 3 to 5 (of 0-5 scale) sewer main spot repairs to minimize the number of sewer overflows and to maintain a correct operating system
- Manage the point-of-sale private sewer lateral inspection and replacement program
- Completed video inspection of 778 main and manhole locations as part of a on going sewer video inspection program for continual reliability of the system
- Updated GIS sewer maps to match newly completed sewer pipeline projects

**FY2023-24 Goals and Objectives**

- ♦ Complete Sewer Master Plan update
- ♦ Complete at least 20 Grade 3 to 5 sewer main spot repairs to minimize the number of sewer overflows and to maintain a correct operating system
- ♦ Complete video inspections of 360 sewer main and manhole location as part of the new re-occurring video sewer pipe inspection program for continual reliability of the system
- ♦ Manage the point-of-sale private sewer later inspection and replacement program
- ♦ Review and make necessary revisions to the Sanitary Sewer Management Plan based on new requirements that the State Water Resource Control Board may have
- ♦ Update GIS sewer maps to match newly completed sewer pipeline projects

City of San Bruno

Department of Public Works - Wastewater Revenue & Expenditure

Fiscal Year FY2023-24

Department 631-6310

Revenues

Account	Revenue Account Title	FY2022-23 Amended Budget	FY2023-24 Adopted Budget	\$ Change in Budget - FY23 vs FY24	Notable Changes
4391	INVESTMENT INCOME	\$ 100,000	\$ 100,000	\$ -	
4830	SEWER OPERATIONS	16,550,000	18,424,131	1,874,131	
4832	SEWER CAPACITY CHARGES	17,000	17,000	-	
4833	INSPECTION	10,000	10,000	-	
4993	REIMBURSEMENTS	-	-	-	
4994	RECOVERIES	-	-	-	
(A)	<b>Total Revenues</b>	<b>\$ 16,677,000</b>	<b>\$ 18,551,131</b>	<b>\$ 1,874,131</b>	

Expenditures

Account	Expenditure Account Title	FY2022-23 Amended Budget	FY2023-24 Adopted Budget	\$ Change in Budget - FY23 vs FY24	Notable Changes
	SALARIES	\$ 1,655,851	\$ 1,860,524	\$ 204,673	
	FRINGE BENEFITS	1,052,926	1,159,492	106,566	Increase in fringe benefits
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 2,708,777</b>	<b>\$ 3,020,016</b>	<b>\$ 311,239</b>	
6001	OFFICE SUPPLIES	\$ 2,000	\$ 2,000	\$ -	
6002	SB1383 PAPER PRODUCTS/SUPPLIES	\$ 2,000	\$ 2,000	\$ -	
6101	GAS AND OIL	\$ 32,000	32,000	-	
6102	OPERATING SUPPLIES	\$ 117,643	141,000	23,357	\$36k increase for budgeted expenses offset by \$12.6k PO Carryovers removed/completed
6112	POSTAGE	\$ 300	300	-	
6401	PROFESSIONAL SERVICES	\$ 393,035	145,000	(248,035)	Removed PO Carryovers - \$98k and one time budget enhancements - \$160k offset by \$10k Update Overflow Emergency Response Plan.
6402	LEGAL EXPENSES	\$ 2,000	2,000	-	
6403	PERSONNEL SERVICES	\$ 37,095	25,000	(12,095)	PO Carryovers removed/completed
6405	TRAINING/MEETINGS/CONFERENCES	\$ 19,000	19,000	-	
6406	PROFESSIONAL DEVELOPMENT	\$ 1,950	2,000	50	
6409	SPECIAL PROJECTS	\$ -	-	-	
6411	CONTRACTUAL SERVICES	\$ 1,041,109	685,000	(356,109)	PO Carryovers removed/completed
6419	OTHER SERVICES	\$ 125,465	94,000	(31,465)	Removed PO Carryovers - \$9.4k and one time budget enhancements - \$22k
6450	COMMUNICATIONS	\$ 18,000	18,000	-	
6531	UTILITIES	\$ 55,000	55,000	-	
6601	RENTAL & LEASES	\$ 103,768	103,768	-	
6650	TOOLS & EQPT. -\$25K	\$ 53,000	-	(53,000)	PO Carryovers removed/completed
6701	DUES & MEMBERSHIPS	\$ 15,500	15,500	-	
6702	PUBS & SUBSCRIPTIONS	\$ -	-	-	
	<b>Total Supplies &amp; Materials</b>	<b>\$ 2,018,865</b>	<b>\$ 1,341,568</b>	<b>\$ (677,297)</b>	
7062	WASTE TREATMENT-SSF	\$ 3,957,413	4,849,730	892,317	Increased SSF Plant costs
7069	INTERGOVERNMENTAL-OTHER	\$ 20,000	21,609	1,609	
7901	INTERNAL SERVICE ALLOCATIONS	\$ 1,088,711	1,251,738	163,027	Increased Allocation Cost
7902	INTERDEPARTMENTAL CHARGES	\$ 1,702,083	2,465,789	763,706	Increased Allocation Cost
	<b>Total Other Charges</b>	<b>\$ 6,768,207</b>	<b>\$ 8,588,866</b>	<b>\$ 1,820,659</b>	
8999	NON-OPERATING TRANSFER	\$ -	-	\$ -	
	<b>Total Transfers</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
(B)	<b>Total Expenditures</b>	<b>\$ 11,495,849</b>	<b>\$ 12,950,450</b>	<b>\$ 1,454,601</b>	
(A) - (B)	<b>Surplus ((Deficit)</b>	<b>\$ 5,181,151</b>	<b>\$ 5,600,681</b>	<b>\$ 419,530</b>	

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## Public Works Department Stormwater Division

*The Stormwater Division is committed to providing rapid, professional, and cost-effective street sweeping and stormwater collection system maintenance services.*

### Overview

The Stormwater Division is responsible for maintaining the Stormwater conveyance system, as well as adhering to the requirements outlined in the National Pollutant Discharge Elimination System (NPDES) permit. These duties are accomplished through implementation of a number of programs as outlined in the following levels of service:

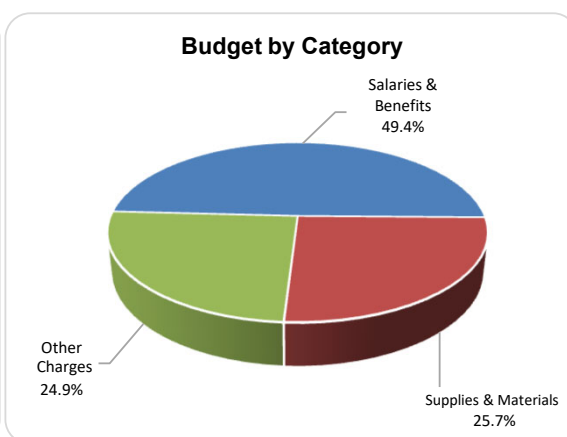
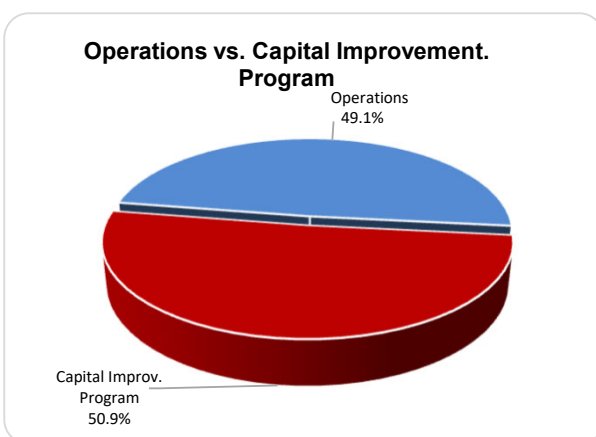
- **Discretionary Customer Service Activities**  
Provide sandbags for resident and business owner use during the wet season. Respond and assist residents with drainage and runoff issues.
- **Routine Repair and Maintenance**  
Maintain and repair City owned valley gutters by removing sediment, debris, and vegetation to optimize storm flow. Maintain and repair storm drain mains, catch basins, and grates.
- **Regulatory Compliance and Best Management Practices**  
Perform semimonthly cleaning of all residential, commercial and industrial roadways. Clean storm grates and trash racks quarterly and provide regular street sweeping service in all residential and commercial areas of the City during periods of rainfall to prevent flooding. Inspect and/or install erosion control materials on hillsides at known slide locations during and after periods of rainfall. Implementation of the Long-Term Trash Reduction Plan to comply with the Municipal Regional Permit (MRP) in reducing the trash load to the storm drainage system to reach No Visual Impact by 2022. Respond to illicit discharges to the Storm Drain System.

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**Stormwater Enterprise Budget Summary**

Funding Summary	FY 2020-21 Actual	FY 2021-22 Actual	FY2022-23 Amended Budget	FY2023-24 Adopted Budget
Stormwater Fund	\$ -	\$ -	\$ -	\$ -
Investment Income	5,302	4,299	5,000	8,000
NPDES-Storm Fee	561,761	562,453	570,000	570,000
Reimbursement	92,956	67,428	75,000	75,000
Recology Franchise Fee	0	0	0	800,000
Other Revenue	0	1,000,000	0	0
<b>Total:</b>	<b>\$ 660,018</b>	<b>\$ 1,634,180</b>	<b>\$ 650,000</b>	<b>\$ 1,453,000</b>

Budgeted Expenses	FY 2020-21 Actual	FY 2021-22 Actual	FY2022-23 Amended Budget	FY2023-24 Adopted Budget
Salaries & Benefits	\$ 783,865	\$ 1,365,168	\$ 871,481	\$ 972,153
Supplies & Materials	251,655	319,661	635,231	506,200
Other Charges	96,975	317,475	316,473	489,140
<b>Total:</b>	<b>\$ 1,132,495</b>	<b>\$ 2,002,304</b>	<b>\$ 1,823,185</b>	<b>\$ 1,967,493</b>



Performance and Workload Measures	FY 2020-21 Actual	FY 2021-22 Actual	FY2022-23 Estimated	FY2023-24 Target
Number of curb miles swept (Street Sweeping)	5,540	5,540	5,540	5,540
Number of catch basins cleaned and inspected annually	2,680	2,680	2,680	2,680
Illegal dumping pickup incident responses	2,000	2,000	533	693

**Goals and Accomplishments**

**FY2022-23 Accomplishments**

- ◆ Coordinated and monitored on-going San Francisco Bay Regional Water Quality Control Board Stormwater initiatives
- ◆ Completed installation of an additional 17 trash capture units and repaired/replaced 6 others
- ◆ Completed annual trash capture device inspections and cleaning program in order to meet requirements of the MRP
- ◆ Completed annual Stormwater Report for San Francisco Bay Regional Water Quality Control Board as required by the Municipal Regional Stormwater Permit (MRP) in coordination with Community Services and Community Development Departments

**FY 2022-23 Accomplishments (continued)**

- ♦ Completed 80 feet of culvert inspections as part of the annual condition assessment program and completed video inspection of approximately 31,798 feet of storm drain mains.
- ♦ Completed 12 month scheduled sidewalk pressure washing of downtown sidewalks to remove gum, soils, and debris, and to support a safe and clean public environment
- ♦ Provided ongoing monitoring, and coordination of San Bruno Underpass flooding that could affect flooding and interrupt traffic
- ♦ Participated in San Mateo Countywide Pollution Prevention Programs, Trash Committee, Municipal Maintenance Work Shops and Assessment training
- ♦ San Mateo County (Water Pollution Prevention Program) completed trash assessment to comply with State trash reduction requirements
- ♦ Maintained year-round self-serve sand bagging station at City Hall parking lot to provide residents with measures to reduce flood-related property damage
- ♦ Removed and cleaned storm drain tops, deployed additional street sweeper, and inspected hillside areas subject to potential earth movement during and after all rain events
- ♦ Coordinated with our on-call Storm Spot Repair contractor to complete repairs at slide areas, Storm Drain repairs, installation of erosion control measures, repairs of damaged corrugated pipe, slip lining repairs, canyon debris clean-up, and large emergency repairs at Church of the Highlands 54" storm drain, and City Park at Cypress Ave. 18" storm drain main
- ♦ Coordinated with Recology or responded too and picked up trash and debris at 693 locations
- ♦ Completed the second trash capture feasibility study with Schaaf and Wheeler for the installation of approximately 77 additional trash capture devices to comply with the New San Francisco Bay Regional Water Quality Control Board MRP 3.0 requirements.
- ♦ Completed emergency storm drain line repairs at various locations.
- ♦ Obtained Storm Drain easement on private property for existing storm drain mainline up near Sneath Lane and Skyline Boulevard.

**FY 2023-24 Goals and Objectives**

- ♦ Manage and complete spot repairs of priority stormwater collection system locations
- ♦ Coordinate and monitor on-going San Francisco Bay Regional Water Quality Control Board Stormwater initiatives
- ♦ Complete annual trash capture device inspections and cleaning program in order to meet requirements of the MRP
- ♦ Complete annual Stormwater Report for San Francisco Bay Regional Water Quality Control Board as required by the Municipal Regional Stormwater Permit (MRP) in coordination with Community Services and Community Development Departments
- ♦ Continue culvert and storm water main inspection and condition assessment

City of San Bruno  
 Department of Public Works - Stormwater Revenue & Expenditure  
 Fiscal Year FY2023-24  
 Department 621-6210

Revenues

Account	Revenue Account Title	FY2022-23 Amended Budget	FY2023-24 Adopted Budget	\$ Change in Budget - FY23 vs FY24	Notable Changes
4391	INVESTMENT INCOME	\$ 5,000	\$ 8,000	\$ 3,000	
4542	NPDES-STORM FEE	570,000	570,000	-	
4544	REIMBURSEMENT	75,000	75,000	-	
TBD	TBD	-	800,000	800,000	New Recology Franchise Fee- Street Sweeping and Trash Basin Reimbursement Fee
4995	OTHER REVENUE	-	-	-	
(A)	<b>Total Revenues</b>	<b>\$ 650,000</b>	<b>\$ 1,453,000</b>	<b>\$ 803,000</b>	

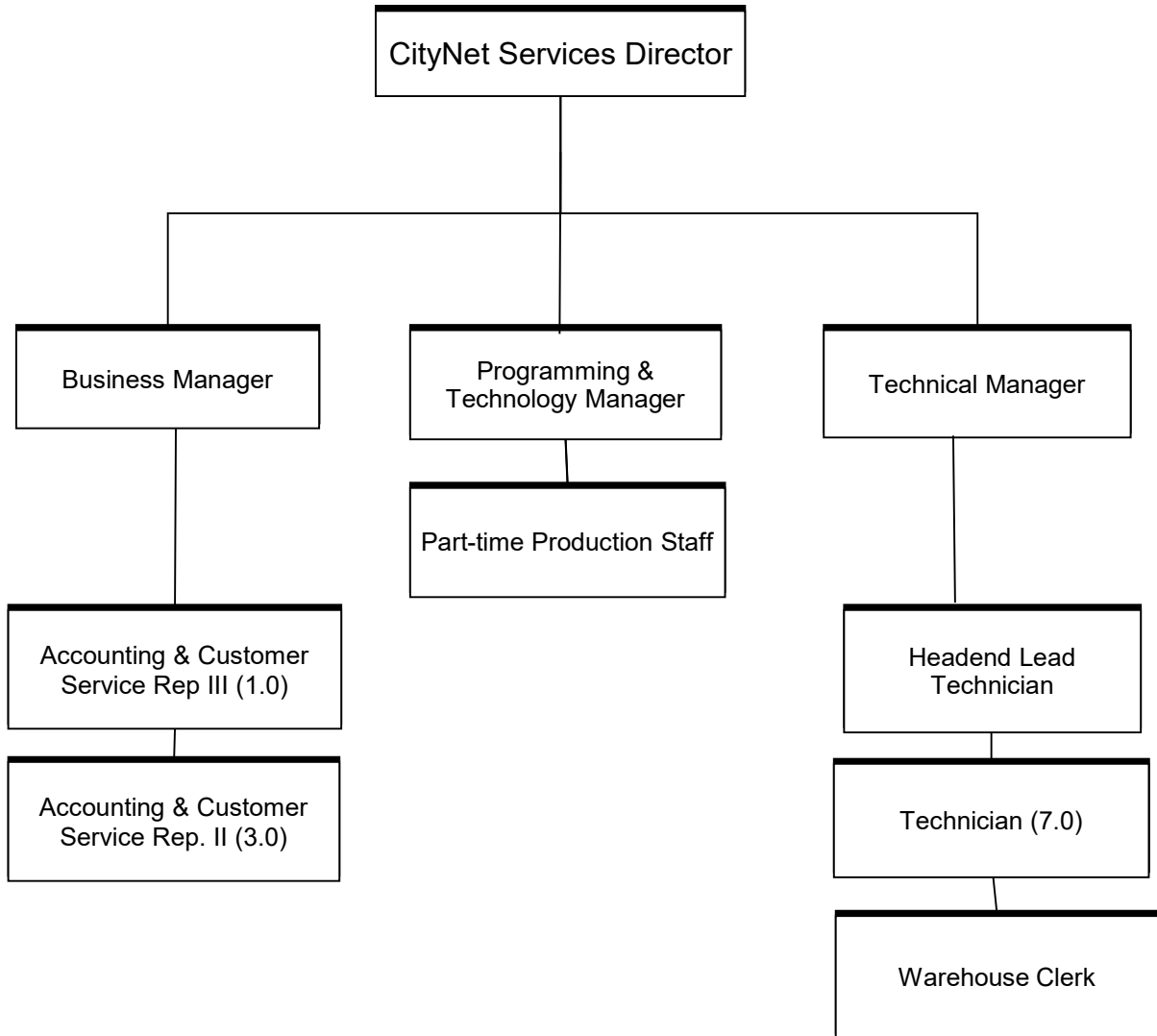
Expenditures

Account	Expenditure Account Title	FY2022-23 Amended Budget	FY2023-24 Adopted Budget	\$ Change in Budget - FY23 vs FY24	Notable Changes
	SALARIES	\$ 503,677	\$ 571,052	\$ 67,375	Increase due to COLA and Step Increases
	FRINGE BENEFITS	367,804	401,101	33,297	Increase in fringe benefits
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 871,481</b>	<b>\$ 972,153</b>	<b>\$ 100,672</b>	
6101	GAS AND OIL	\$ 22,000	\$ 22,000	\$ -	
6102	OPERATING SUPPLIES	\$ 30,100	30,100	-	
6112	POSTAGE	\$ 750	750	-	
6401	PROFESSIONAL SERVICES	\$ 3,600	3,600	-	
6403	PERSONNEL SERVICES	\$ 10,273	10,000	(273)	
6405	TRAINING/MEETINGS/CONFERENCES	\$ 7,000	7,000	-	
6406	PROFESSIONAL DEVELOPMENT	\$ 275	250	(25)	
6411	CONTRACTUAL SERVICES	\$ 543,533	414,800	(128,733)	Removed PO Carryovers - \$18.7k and One Time Budget Adjustments - \$210k. Offset by \$100k increase on the Stormwater Contract Spot Repair - Line Item #1
6419	OTHER SERVICES	\$ 15,000	15,000	-	
6450	COMMUNICATIONS	\$ 850	850	-	
6601	RENTAL & LEASES	\$ 1,000	1,000	-	
6701	DUES & MEMBERSHIPS	\$ 850	850	-	
	<b>Total Supplies &amp; Materials</b>	<b>\$ 635,231</b>	<b>\$ 506,200</b>	<b>\$ (129,031)</b>	
7041	COUNTY SVCE.CHARGES	\$ 200	\$ 200	\$ -	
7069	INTERGOVERNMENTAL-OTHER	\$ -	-	-	
7901	INTERNAL SERVICE ALLOCATIONS	\$ 26,486	32,083	5,597	
7902	INTERDEPARTMENTAL CHARGES	\$ 289,787	456,857	167,070	Allocation Increase
	<b>Total Other Charges</b>	<b>\$ 316,473</b>	<b>\$ 489,140</b>	<b>\$ 172,667</b>	
(B)	<b>Total Expenditures</b>	<b>\$ 1,823,185</b>	<b>\$ 1,967,493</b>	<b>\$ 144,309</b>	

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## **CityNet Services**

# CityNet Services



## CityNet Services

*CityNet Services delivers a full suite of competitive products including broadband Internet, Television, Video on Demand, DVR's, Local Origination, , and telephone services to residents and businesses in San Bruno. Services are delivered to 83% of the city over a Hybrid Fiber/Coax cable plant, with the remaining 17% served by a state-of-the-art Fiber to the Home plant. CityNet Services provides excellent customer care and service; and works to enhance the overall value of the municipal enterprise.*

### Overview

The CityNet Services Department is responsible for the operations of San Bruno CityNet Services, the City's telecommunications enterprise and San Bruno Cable Channel 1, the City's governmental access channel. San Bruno CityNet Services delivers a full suite of video, data, and voice services to residential and business customers on a cable plant consisting of over 100 miles of a of fiber and coaxial cable. The CityNet Services Department provides a mix of services to more than 7,400 customer homes and businesses in San Bruno. The local Cable Channel covers many local City meetings, events and festivities and produces and airs local programming. San Bruno CityNet Services also provides and maintains the City's fiber optic communications network. The Enterprise's work program consists of the following:

- **Customer Care and Support**

Provide excellent customer care and support through the employment of tenured and experienced management, customer service personnel, and field technicians. Deliver the highest quality 24/7 technical support service, informational website, online support, online bill presentation, and online payment options for subscribers.

- **Optimized Delivery System**

Maintain the cable system in compliance with Federal Communication Commission (FCC) regulations and implement cable technology to ensure the most efficient utilization of the infrastructure. Optimize the cable infrastructure for delivery of broadband video, data and voice services. As part of this Program, San Bruno CityNet Services has replaced infrastructure in select areas with fiber directly to the home or business.

- **Services**

Offer a comprehensive suite of video products including Standard Definition television, High-Definition television, international programming, Video on Demand, Pay-Per-View, sports subscription packages, and digital music services. Offers a variety of value-oriented services to enhance customer choice and value, such as the following:

- **High Speed Internet Service**

Internet service with speeds of up to 1000 Mbps down and 1000Mbps up (Fiber to the Home areas).

- **Wi-Fi Internet Service**

Wi-Fi Internet service to residences, Senior Center, and other City facilities. Service to expand to other areas within the City based on feasibility and demand.

- **Voice Over Internet Protocol Phone Service (VoIP)**

Residential VoIP phone service comprising of unlimited local calling, unlimited domestic long distance, unlimited international calling to 20 countries that are included in the

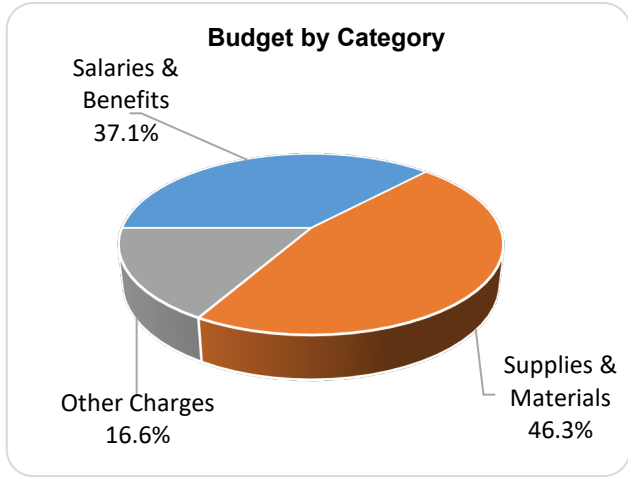
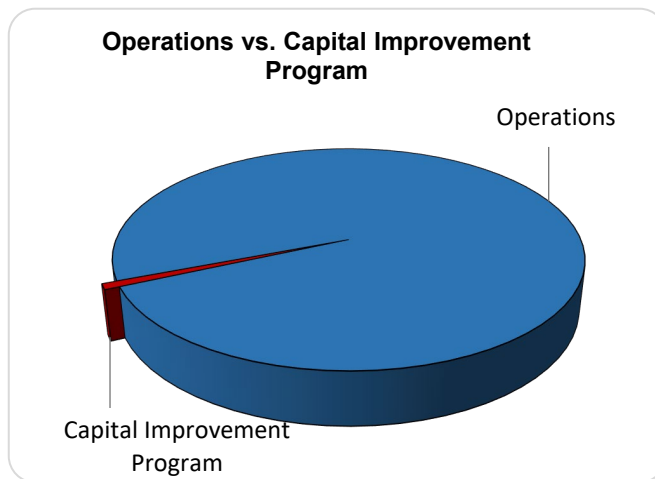
calling plan, and a standard set of calling features such as voicemail, caller ID, call waiting and call forwarding among others; and international calling to hundreds of other countries at very low per minute calling rates.

- **Commercial Voice and Data Services**  
Commercial voice using multimedia terminal adapters or as a hosted IP PBX service with additional value-added services available such as eFax (Internet based fax) and 1-800 Virtual Number service. Dedicated IP Ethernet, point-to-point Ethernet transport with symmetrical speeds up to 1000 Mbps are also available.
- **Over the Top TV Services**  
Select Video Services available for viewing on mobile devices which will include Internet Protocol TV (IPTV) Services starting in the 2022-23 fiscal year. This enhancement to the traditional method of viewing on Television sets adds convenience to the user and assists in retaining video subscriptions.
- **Local Origination Programming**  
Televisive live City meetings, select school board meetings, and local events. The camera and editing equipment are also used to promote the CityNet Services Department's programming, and services to meet contractual demands for promotion of select channels. Public service announcements and department information videos are produced to advertise community events or as a means of City outreach. The local programs produced are related to issues that are of interest to the community of San Bruno.

**CityNet Department Budget Summary**

Revenue Summary	FY 2020-21	FY 2021-22	FY2022-23	FY2023-24
	Actual	Actual	Amended Budget	Adopted Budget
Basic Service	\$2,700,456	\$2,471,564	\$2,870,774	\$2,541,000
Internet Service Fees	\$3,896,658	\$3,810,769	\$4,013,809	\$4,180,000
Pay-Per-View Services	\$450,256	\$425,902	\$402,500	\$444,500
Digital Service	\$845,103	\$811,822	\$675,000	\$675,000
International Programming	\$73,685	\$66,965	\$40,000	\$45,000
Fees & Taxes	\$254,093	\$234,316	\$227,869	\$215,200
Voice Service	\$266,805	\$241,112	\$215,000	\$215,000
Fiber Leasing	\$131,352	\$210,002	\$175,000	\$175,000
TV Guide Magazine	\$1,565	\$1,595	\$764	\$1,000
Commercial Phone & Data	\$49,239	\$34,037	\$50,800	\$16,000
Other Receipts	\$347,835	\$258,046	\$265,648	\$294,800
<b>Total:</b>	<b>\$9,017,048</b>	<b>\$8,566,131</b>	<b>\$8,937,164</b>	<b>\$8,802,500</b>

Budgeted Expenses	FY 2020-21	FY 2021-22	FY2022-23	FY2023-24
	Actual	Actual	Amended Budget	Adopted Budget
Salaries & Benefits	\$3,255,801	\$2,991,048	\$3,018,837	\$3,260,643
Supplies & Materials	\$5,211,394	\$5,059,287	\$4,088,527	\$4,075,517
Other Charges	\$1,046,111	\$1,221,509	\$1,279,977	\$1,464,289
Non-Operating Transfer	\$0	\$0	\$352,057	\$0
<b>Total:</b>	<b>\$9,513,306</b>	<b>\$9,271,844</b>	<b>\$8,739,398</b>	<b>\$8,800,449</b>



Performance and Workload Measures	FY 2020-21	FY 2021-22	FY2022-23	FY2023-24
	Actual	Actual	Estimated	Target
Service Households	7,000	7,150	6,250	6,665
Service Calls	2,400	2,400	1,900	1,680
New Customer Installations	1,112	1,800	1,250	1,075
Total Homes Served	7,346	7,068	6,650	6,725
Total Video Programs Recorded/Live	85	85	85	34

## Goals and Accomplishments

### **FY2022-23 Accomplishments**

- \* Pilot projects for fiber rollouts in independent family residential areas successfully completed in Mirasol, Miraluna, Skyline, Spyglass and Sea Cliff neighborhoods
- \* System has retained full functionality during severe weather events in 3Q fiscal 2022-23. System wide electrical outages have caused equipment damage and service delivery issues calling for frequent repairs and replacements.
- \* New Streaming TV product rollout in 4Q fiscal 2022-23
- \* New customer notification tools set up in 3Q/4Q 2022-23
- \* 1,050 new internet service additions during current fiscal
- \* Channel 1 upgrade to HD and live coverage of City Council Meetings completed. RFP issued and bid awarded for management of new telecast platform.
- \* Fiber upgrade of Senior Center and EOC completed to ensure operations and City Council are not interrupted by electrical outages
- \* Curation of TV channels based on San Bruno viewership data has resulted in no TV rate increases for cable customers through fiscal 2022-23
- \* 720 of 2,625 active interdiction taps replaced with passive, non-electrically powered taps by CityNet Staff

### **FY2023-24 Goals and Objectives**

- \* Commence marketing of new Streaming TV platform and start conversion of customers from obsolete cable TV set top boxes to new platform
- \* Commence larger scale fiber rollout based on approval of funding by City Council. Target completion of rollout to 800 homes in 2023-24.
- \* Complete replacement of 1,400 active interdiction taps with passive, non-electrically powered taps
- \* Add 1,450 new internet subscribers and 450 new Streaming TV subscribers during fiscal year
- \* Increase availability of customer service tools to customers including trouble ticket notifications and enhanced voicemail/callback options

**City of San Bruno**  
**FY2023-24 Budget**

Fiscal Year FY2023-24  
 Department 641-6410

**Revenues**

Account	Revenue Account Title	FY2022-23 Amended Budget	FY2023-24 Adopted Budget	\$ Change in Budget - FY23 vs FY24	Notable Changes
48xx	BASIC SERVICE	\$ 2,870,774	\$ 2,541,000	\$ (329,774)	Based on year end estimates with projected additions in Streaming TV subscriptions
48xx	INTERNET SERVICE FEES	\$ 4,013,809	\$ 4,180,000	\$ 166,191	Based on year end estimates and increased conversion to higher speed internet tiers CityNet's Streaming TV product
48xx	PAY-PER-VIEW SERVICES	\$ 402,500	\$ 444,500	\$ 42,000	
4862	DIGITAL SERVICE	\$ 675,000	\$ 675,000	\$ -	Continued reduction in TV subscribers
4856	INTERNATIONAL PROGRAMMING	\$ 40,000	\$ 45,000	\$ 5,000	
48xx	FEES & TAXES	\$ 227,869	\$ 215,200	\$ (12,669)	
4864	VOICE SERVICE	\$ 215,000	\$ 215,000	\$ -	
4866	FIBER LEASING	\$ 175,000	\$ 175,000	\$ -	
4867	TV GUIDE MAGAZINE	\$ 764	\$ 1,000	\$ 236	
48xx	COMMERCIAL PHONE & DATA	\$ 50,800	\$ 16,000	\$ (34,800)	Reduced business subscriptions
48xx	OTHER RECEIPTS	\$ 265,648	\$ 294,800	\$ 29,152	
(A)	<b>Total Revenues</b>	<b>\$ 8,937,164</b>	<b>\$ 8,802,500</b>	<b>\$ (134,664)</b>	

**Expenditures**

Account	Expenditure Account Title	FY2022-23 Amended Budget	FY2023-24 Adopted Budget	\$ Change in Budget - FY23 vs FY24	Notable Changes
	SALARIES	\$ 1,808,432	\$ 1,940,434	\$ 132,002	Increased per union negotiations
	Fringe Benefits	1,210,405	1,320,209	\$ 109,804	Increased cola per union negotiations and insurance costs
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 3,018,837</b>	<b>\$ 3,260,643</b>	<b>\$ 241,806</b>	
6001	OFFICE SUPPLIES	\$ 6,027	\$ 3,000	\$ (3,027)	
6002	SB1383 PAPER PRODUCTS/SUPPLIES	\$ 2,000	\$ 500	\$ (1,500)	
6101	GAS AND OIL	\$ 22,626	\$ 22,626	\$ -	
6102	OPERATING SUPPLIES	\$ 15,000	\$ 15,000	\$ -	
6112	POSTAGE	\$ 12,500	\$ 2,500	\$ (10,000)	
6304	MAINTENANCE	\$ 458,010	\$ 441,000	\$ (17,010)	Continued reduction in other subscription driven TV platform maintenance costs
6401	PROFESSIONAL SERVICES	\$ 52,800	\$ 50,000	\$ (2,800)	
6402	LEGAL EXPENSES	\$ 2,000	\$ 2,000	\$ -	
6405	TRAINING/MEETINGS/CONFERENCES	\$ 6,500	\$ 4,000	\$ (2,500)	
6406	PROFESSIONAL DEVELOPMENT	\$ 3,500	\$ 3,500	\$ -	
6409	SPECIAL PROJECTS	\$ 30,000	\$ 101,000	\$ 71,000	Includes new agreement with MCTV
6411	CONTRACTUAL SERVICES	\$ 2,198,055	\$ 2,101,000	\$ (97,055)	
6412	INTERNET SERVICE FEES	\$ 564,725	\$ 593,996	\$ 29,271	Increase caused by year on year rate increases included in Internet Service Agreements
6419	OTHER SERVICES	\$ 140,040	\$ 140,040	\$ -	
6450	COMMUNICATIONS	\$ 12,100	\$ 10,000	\$ (2,100)	
6502	COMMUNITY PROMOTION	\$ 17,500	\$ 17,500	\$ -	
6531	UTILITIES	\$ 225,000	\$ 255,000	\$ 30,000	Increased PG&E and Water charges
6541	LICENSING FEES	\$ 13,700	\$ 19,000	\$ 5,300	
6601	RENTAL & LEASES	\$ 42,500	\$ 42,500	\$ -	
6650	TOOLS & EQPT. -\$25K	\$ 258,744	\$ 244,450	\$ (14,294)	
6701	DUES & MEMBERSHIPS	\$ 5,000	\$ 6,705	\$ 1,705	
6702	PUBS & SUBSCRIPTIONS	\$ 200	\$ 200	\$ -	
	<b>Total Supplies &amp; Materials</b>	<b>\$ 4,088,527</b>	<b>\$ 4,075,517</b>	<b>\$ (13,010)</b>	
7041	COUNTY SVCE.CHARGES	\$ 72	\$ 80	\$ 8	
7063	CITY TAXES & FEES	\$ 271,420	\$ 225,000	\$ (46,420)	Reduced Franchise Fees, Copyright and VOIP Taxes
7069	INTERGOVERNMENTAL-OTHER	\$ 1,921	\$ 2,145	\$ 224	
7901	INTERNAL SERVICE ALLOCATIONS	\$ 273,162	\$ 310,911	\$ 37,749	
7902	INTERDEPARTMENTAL CHARGES	\$ 726,507	\$ 926,153	\$ 199,646	
	<b>Total Other Charges</b>	<b>\$ 1,273,082</b>	<b>\$ 1,464,289</b>	<b>\$ 191,207</b>	
				<b>0</b>	
Account	Expenditure Account Title	17500	\$ 17,500		Notable Changes
6919	BAD DEBT EXPENSE	\$ -	\$ -	\$ -	
8926	CATV EQUITY EARN. TRANSF.	\$ -	\$ -	\$ -	
8992	CUSTOMER OVERPAYMENT REF.	\$ 6,895	\$ -	\$ (6,895)	
	<b>Total Transfers</b>	<b>\$ 6,895</b>	<b>\$ -</b>	<b>\$ (6,895)</b>	
8999	NON-OPERATING TRANSFER	\$ 352,057	\$ -	\$ (352,057)	Cisco Router Lease paid off November 2022
	<b>Total Transfers</b>	<b>\$ 352,057</b>	<b>\$ -</b>	<b>\$ (352,057)</b>	
(B)	<b>Total Expenditures</b>	<b>\$ 8,739,398</b>	<b>\$ 8,800,449</b>	<b>\$ 413,108</b>	
(A) - (B)	<b>Surplus / (Deficit)</b>	<b>\$ 197,766</b>	<b>\$ 2,051</b>	<b>\$ (547,772)</b>	

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**Internal Service Funds**  
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## **Internal Service Funds**

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Central Garage

Building & Facilities

Technology

Self Insurance

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## Public Works Department Central Garage Division

*The Central Garage serves the citizens of San Bruno by providing City employees with operable, well-maintained vehicles, and equipment necessary to conduct municipal business.*

### Overview

The Central Garage Division is responsible for managing and maintaining the City's non-Fire vehicles and major equipment, monitoring life-cycle costs and providing recommendations for the vehicle replacement program, development of specifications for and purchase of replacement vehicles, and disposal of City vehicles for salvage value at the end of their serviceable life.

The primary services provided include:

- **Preventive Maintenance and Repair**

Provide service and safety inspection every 3,000 miles for 15 police patrol vehicles, service and safety inspections for 131 other vehicles every 5,000 miles or annually, additional safety inspections every 45 to 90 days for safety-sensitive equipment, and routine repair of various large equipment items. Provide timely and cost-effective repairs that are performed in-house or by contract; contract repairs typically include transmission repair, front-end alignment, and body work/painting, as well as warranty or other cost-saving work.

- **Vehicle Acquisition and Disposal**

Supply timely and efficient procurement, set up, and disposal of two to three police patrol vehicles and approximately ten other vehicles annually, including review of opportunities to use alternative fuel vehicles or other opportunities to reduce air pollution.

- **Support Services**

Provide general use vehicles for City employees who do not regularly use a City vehicle in the performance of their duties. Central Garage maintains the City's fuel storage and delivery system. Provide regularly scheduled and custom repair to a wide variety of tools and equipment.

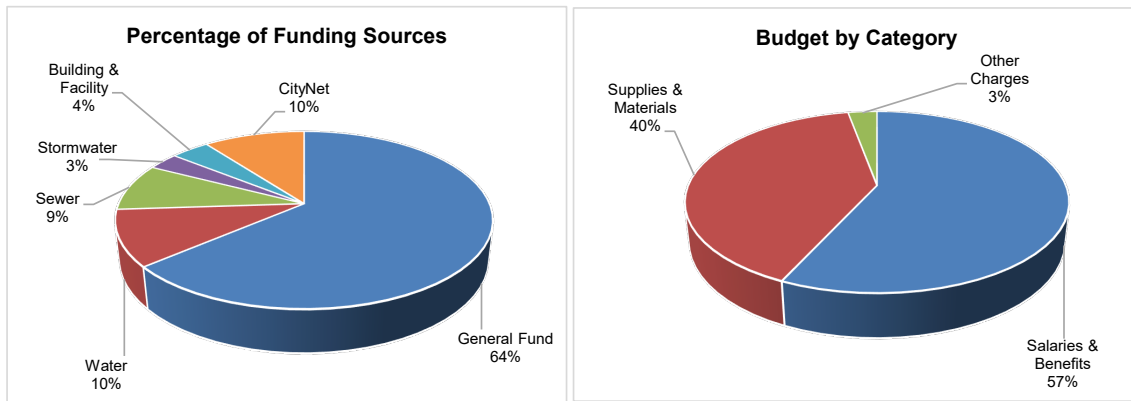
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**Central Garage Budget Summary**

Funding Summary	FY 2020-21 Actual	FY 2021-22 Actual	FY2022-23 Amended Budget	FY2023-24 Adopted Budget
Central Garage Fund	-	\$ -	\$ -	\$ -
Operating Charges	575,000	857,154	713,119	888,545
Other Operating transfers	-	25,000	-	-
<b>Total:</b>	<b>\$ 575,000</b>	<b>\$ 882,154</b>	<b>\$ 713,119</b>	<b>\$ 888,545</b>

Budgeted Expenditures	FY 2020-21 Actual	FY 2021-22 Actual	FY2022-23 Amended Budget	FY2023-24 Adopted Budget
Salaries & Benefits	\$ 405,482	\$ 375,134	\$ 443,585	\$ 507,498
Supplies & Materials	\$ 304,028	\$ 348,853	424,206	358,750
Other Charges	\$ 23,089	\$ 20,868	25,297	25,922
<b>Total:</b>	<b>\$ 732,599</b>	<b>\$ 744,855</b>	<b>\$ 893,088</b>	<b>\$ 892,170</b>

**\*Parts/Supplies to repair police patrol and older vehicles**



Performance and Workload Measures	FY 2020-21 Actual	FY 2021-22 Actual	FY2022-23 Estimated	FY2023-24 Target
Number of vehicles maintained	146	146	153	148
Number of work orders generated	211	539	528	600
Number of vehicles identified for replacement	5	8	12	12

**Goals and Accomplishments**

**FY2022-23 Accomplishments**

- ♦ On-boarded new mechanic
- ♦ Entire fleet maintenance schedule planned out for yearly cycles
- ♦ Surplused outdated parts and equipment
- ♦ Implemented new parts supplier which reduced parts costs
- ♦ Further programmed CMMS proactive maintenance practices
- ♦ Increased shop output by streamlining processes and workflow

**FY2023-24 Goals and Objectives**

- ♦ Complete fleet and utilization study to further improve fleet operations and budgeting
- ♦ Continue to re-evaluate fleet life cycle to maximize cost and risk
- ♦ Implement dynamic fleet operations to be more flexible with purchasing and vehicle replacement
- ♦ Research EV advantages and disadvantages
- ♦ Adopt internal smog compliance and technician certification

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City of San Bruno

Department of Public Works - Central Garage Revenue & Expenditure

Fiscal Year FY2023-24

Department 701-1510

Revenues

Account	Revenue Account Title	FY2022-23 Amended Budget	FY2023-24 Adopted Budget	\$ Change in Budget - FY23 vs FY24	Notable Changes
4911	OPERATING CHARGES	\$ 713,119	\$ 888,545	\$ 175,426	Allocaton Increase
4995	OTHER REVENUE	\$ -	\$ -	-	
4999	OTHER OPERATING TRANSFERS	\$ -	\$ -	-	
(A)	<b>Total Revenues</b>	<b>\$ 713,119</b>	<b>\$ 888,545</b>	<b>\$ 175,426</b>	

Expenditures

Account	Expenditure Account Title	FY2022-23 Amended Budget	FY2023-24 Adopted Budget	\$ Change in Budget - FY23 vs FY24	Notable Changes
	SALARIES	\$ 264,333	\$ 307,473	\$ 43,140	Increased due to one position conversion to higher tier along with step and COLA increases.
	FRINGE BENEFITS	179,252	200,025	20,773	Increased fringe benefits
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 443,585</b>	<b>\$ 507,498</b>	<b>\$ 63,913</b>	
6001	OFFICE SUPPLIES	\$ 250	\$ 250	\$ -	
6002	SB1383 PAPER PRODUCTS/SUPPLIES	\$ 250	\$ 250	\$ -	
6101	GAS AND OIL	\$ 5,000	5,000	-	
6102	OPERATING SUPPLIES	\$ 147,500	147,500	-	
6201	BUILDING & GROUNDS SUPPLIES	\$ -	-	-	
6401	PROFESSIONAL SERVICES	\$ 75,000	15,000	(60,000)	One time enhancement removed
6403	PERSONNEL SERVICES	\$ 15,273	15,000	(273)	
6405	TRAINING/MEETINGS/CONFERENCES	\$ 3,000	6,000	3,000	
6406	PROFESSIONAL DEVELOPMENT	\$ 275	250	(25)	
6411	CONTRACTUAL SERVICES	\$ 139,134	131,000	(8,134)	Removed PO Carryovers
6419	OTHER SERVICES	\$ 28,000	28,000	-	
6450	COMMUNICATIONS	\$ 3,000	3,000	-	
6531	UTILITIES	\$ 2,500	2,500	-	
6650	TOOLS & EQPT. -\$25K	\$ 5,025	5,000	(25)	
6701	DUES & MEMBERSHIPS	\$ -	-	-	
6702	PUBS & SUBSCRIPTIONS	\$ -	-	-	
	<b>Total Supplies &amp; Materials</b>	<b>\$ 424,206</b>	<b>\$ 358,750</b>	<b>\$ (65,456)</b>	
7901	INTERNAL SERVICE ALLOCATIONS	\$ 25,297	\$ 25,922	\$ 625	
	<b>Total Other Charges</b>	<b>\$ 25,297</b>	<b>\$ 25,922</b>	<b>\$ 625</b>	
(B)	<b>Total Expenditures</b>	<b>\$ 893,088</b>	<b>\$ 892,170</b>	<b>\$ (918)</b>	
(A) - (B)	<b>Surplus ((Deficit)</b>	<b>\$ (179,969)</b>	<b>\$ (3,625)</b>	<b>\$ 176,344</b>	

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## **Public Works Department Buildings and Facilities Division**

*The Buildings and Facilities provides facilities maintenance, custodial services, and support to all City building and facilities and City Departments.*

### **Overview**

The Building and Facilities Division provides safe, efficient, comfortable, attractive, and functional buildings and facilities for all users of City facilities. The division is responsible for custodial services, routine preventative maintenance, and repairs at City Hall, Cable Television Office, Police Department, two Fire Stations, Senior Center, Veterans Memorial Recreation Center, San Bruno Pool, Portola Performing Arts Center, Belle Air Community Center, Skyline Activity Center, Catalpa Community Center, Carlton Corners, Firemen's Hall, Public Services Corporation Yard, Parks Corporation Yard, Library, as well as restrooms and structures at City parks. The functional program areas of the division are provided through three service areas:

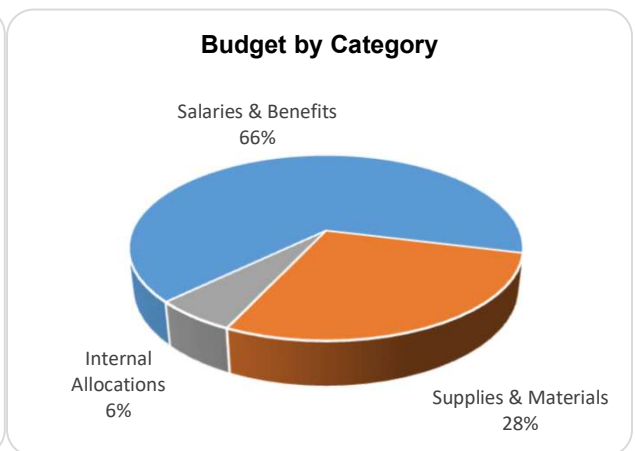
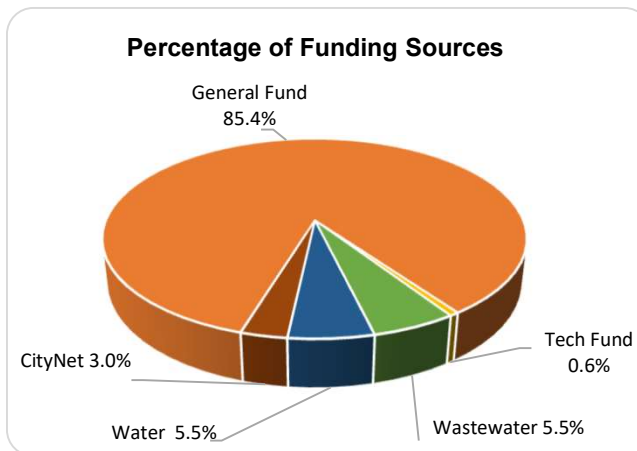
- **Custodial Services and Preventative Maintenance**  
Provide routine custodial services and preventative maintenance at 17 City facilities to ensure a clean, well maintained environment for use by the community and City employees.
- **Facility Management and Routine Preventative Maintenance**  
Ensure proper maintenance of all City facilities by City staff and contract services. Routine maintenance includes regular inspections and scheduled maintenance for emergency generators, heating and cooling systems, fire extinguishers, elevators, alarm systems, electrical systems, mechanized doors, and building amenities such as doors, flooring, windows, and lighting. The division coordinates work with user departments throughout the City and works in collaboration to prioritize projects and allocate budgeted resources.
- **Repair Services**  
Provide repairs to City facilities which occur more routinely as facilities age. These repairs are often unanticipated and occur without warning. Examples include replacement of condensers in cooling systems, equipment part failures in generators, elevators and other electrical systems, and patching aging roofs.

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### **Building & Facilities Budget Summary**

Funding Summary	FY 2020-21	FY 2021-22	FY2022-23	FY2023-24
	Actual	Actual	Amended Budget	Adopted Budget
Building & Facilities Fund Balance	\$ -	\$ -	\$ -	\$ -
Operating Charges	1,724,000	1,805,664	1,551,198	2,143,889
Non Operating Transfers	90,000	159,500	-	-
<b>Total:</b>	<b>\$ 1,814,000</b>	<b>\$ 1,965,164</b>	<b>\$ 1,551,198</b>	<b>\$ 2,143,889</b>

Budgeted Expenditures	FY 2020-21	FY 2021-22	FY2022-23	FY2023-24
	Actual	Actual	Amended Budget	Adopted Budget
Salaries & Benefits	\$ 1,054,214	\$ 1,005,273	\$ 1,320,794	\$ 1,447,300
Supplies & Materials	\$ 514,792	\$ 785,408	\$ 589,633	\$ 616,757
Internal Allocations	\$ 27,557	\$ 127,025	\$ 110,568	\$ 126,797
<b>Total:</b>	<b>\$ 1,596,562</b>	<b>\$ 1,917,707</b>	<b>\$ 2,020,995</b>	<b>\$ 2,190,854</b>



Performance and Workload Measures	FY 2020-21	FY 2021-22	FY2022-23	FY2023-24
	Actual	Actual	Estimated	Target
Number of work orders completed	1,560	2,225	2,400	2,700
Square feet of public facilities maintained by custodial staff	119,906	119,906	119,906	169,406
Number of public facilities maintained by two-person utility crew	17	17	17	18

### **Goals and Accomplishments**

#### **FY2022-23 Accomplishments**

- ◆ Completed and closed out multiple long-term CIP projects
- ◆ Continued to streamline asset management and service intervals
- ◆ Installed new security alarm system at City Hall
- ◆ Installed card access system throughout City Facilities
- ◆ Replaced Library Roof and HVAC
- ◆ Renovated kitchen at Fire Station No. 52
- ◆ Certified new Facilities Technician for backflow inspections
- ◆ Replaced Senior Center HVAC Chiller

**FY2022-23 Accomplishments (Continued)**

- ◆ Replaced carpet at multiple Police Department offices
- ◆ Reconfigured several office spaces in
- ◆ Installed Access control system for City
- ◆ Implemented new roof and generator

**FY2023-24 Goals and Objectives**

- ◆ Continue with City Hall space study and occupancy improvement program
- ◆ Continue Library CIP implementation
- ◆ Begin Senior Center CIP implementation
- ◆ Begin Fire Station No. 51 CIP implementation
- ◆ Assist in planning of replacement of Fire Station No. 52 and Police Station
- ◆ Continue implementing ADA Plan improvements and recommendations

City of San Bruno  
Public Works Department - Building & Facilities Division Revenues & Expenditures  
Fiscal Year 2023-24  
Department 702-1520

**Revenues**

Account	Revenue Account Title	FY2022-23 Amended Budget	FY2023-24 Adopted Budget	\$ Change in Budget - FY23 vs FY24	Notable Changes
4911	OPERATING CHARGES	\$ 1,551,198	\$ 2,143,889	\$ 592,691	Allocation Changes
4999	NON-OPERATING TRANSFERS	\$ -	\$ -	\$ -	
(A)	<b>Total Revenues</b>	<b>\$ 1,551,198</b>	<b>\$ 2,143,889</b>	<b>\$ 592,691</b>	

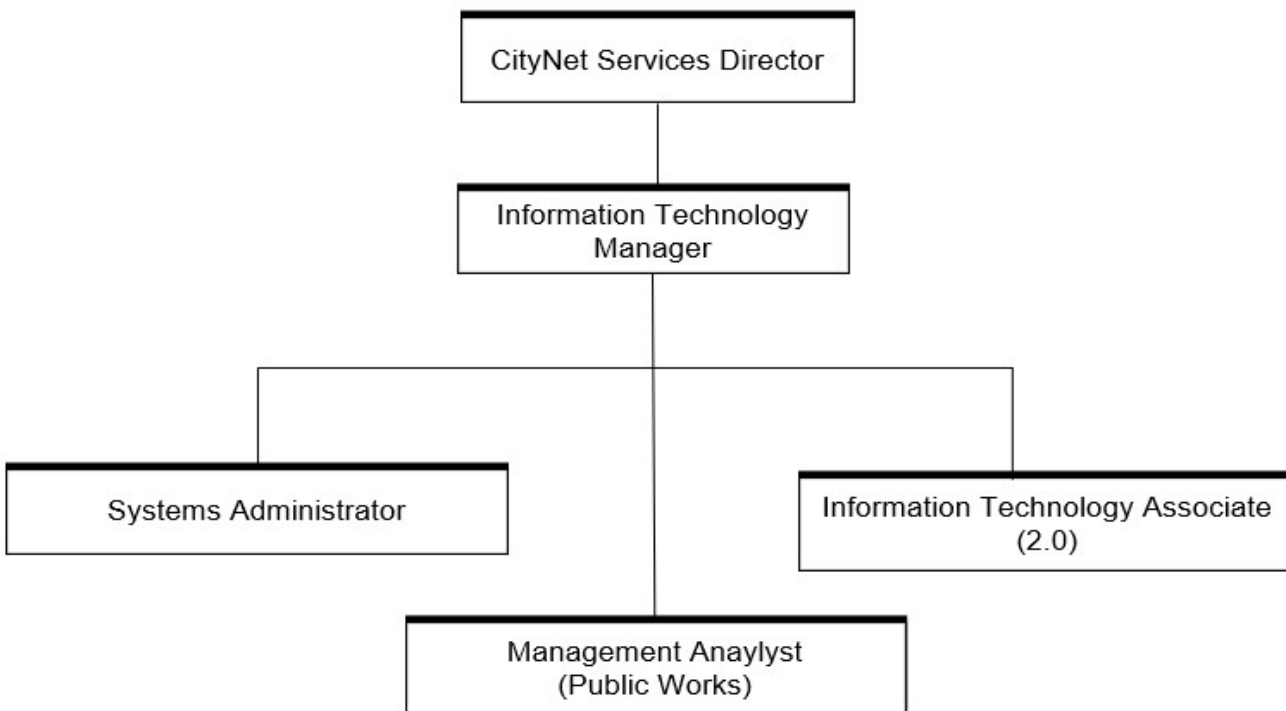
**Expenditures**

Account	Expenditure Account Title	FY2022-23 Amended Budget	FY2023-24 Adopted Budget	\$ Change in Budget - FY23 vs FY24	Notable Changes
	SALARIES	763,683	837,891	\$ 74,208	Step and COLA Increases
	FRINGE BENEFITS	557,111	609,409	\$ 52,298	Increase in fringe benefits, mainly in PERS expense
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 1,320,794</b>	<b>\$ 1,447,300</b>	<b>\$ 126,506</b>	
6001	OFFICE SUPPLIES	200	200	-	
6002	SB1383 PAPER PRODUCTS/SUPPLIES	200	35,000	34,800	Janitorial Paper Supplies moved from 6102
6101	GAS AND OIL	2,000	3,500	1,500	
6102	OPERATING SUPPLIES	99,500	69,500	(30,000)	Janitorial Paper Supplies moved to 6002
6301	BUILDING AND GROUNDS MAINTENANCE	189,663	187,500	(2,163)	
6401	PROFESSIONAL SERVICES	0	0	-	
6403	PERSONNEL SERVICES	273	0	(273)	
6405	TRAINING/MEETINGS/CONFERENCES	2,000	2,000	-	
6406	PROFESSIONAL DEVELOPMENT	775	750	(25)	
6411	CONTRACTUAL SERVICES	215,000	249,000	34,000	Increase in generator, HVAC, roof and emergency maintenance
6419	OTHER SERVICES	7,000	8,000	1,000	
6450	COMMUNICATIONS	2,872	2,872	-	
6531	UTILITIES	51,435	51,435	-	
6650	TOOLS & EQPT. -\$25K	18,716	7,000	(11,716)	Removed PO Carryovers
6703	TRAVEL/VEHICLE USE	0	0	-	
	<b>Total Supplies &amp; Materials</b>	<b>\$ 589,633</b>	<b>\$ 616,757</b>	<b>\$ 27,124</b>	
7901	INTERNAL SERVICE ALLOCATIONS	110,568	47,225	(63,343)	Internal Service Allocation Decrease
7902	INTERDEPARTMENTAL CHARGES	0	79,572	79,572	Allocation Increase
	<b>Total Allocations</b>	<b>\$ 110,568</b>	<b>\$ 126,797</b>	<b>\$ 16,229</b>	
(B)	<b>Total Expenditures</b>	<b>\$ 2,020,995</b>	<b>\$ 2,190,854</b>	<b>\$ 169,859</b>	
(A) - (B)	<b>Surplus / (Deficit)</b>	<b>\$ (469,797)</b>	<b>\$ (46,965)</b>	<b>\$ 422,832</b>	

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## Information Technology

# Information Technology



## Information Technology

*The Information Technology Division is responsible for the planning, implementation, and daily management of the City's centralized data network and telephone system infrastructure and all related citywide technology applications. The Information Technology Division strives to provide timely and quality customer service to maximize the use of information technologies in the most efficient and effective way possible.*

### Overview

The Information Technology (IT) Division maintains and provides support for over 320 network accounts, over 500 pieces of peripheral equipment, and over 30 network applications on the Citrix Thin-Client network system located throughout City Hall and nine satellite locations: Library, Police, Fire Station 51, Fire Station 52, Cable Television, Public Services Corp Yard, Recreation Services, Parks Corp Yard and Senior Center. All users have access to standardized software applications, shared files and folders, email, and the Internet. The primary services provided include:

- **Manage and Maintain the City's Core IT Infrastructure**  
The IT Division manages the daily operations of all IT systems (network, data center, storage systems, servers, databases, web services) and applies technology 'best practices' to deliver applications and to support business processes throughout the City organization.
- **Network and Data Security**  
The IT Division ensures the integrity and security of the City's digital assets and data by focusing on controlling access, detecting and eliminating external and internal cyber threats, and implementing controls to prevent misuse of City information and resources. The Division continually works towards elimination of spam and other threats that may compromise network and users' security.
- **Centralized Service Desk**  
The IT Division provides direct support to City employees for a variety of hardware and software products.
- **Business Applications and Management**  
The IT Division manages the planning, development, implementation and maintenance of all software systems and evaluates new technologies for operational efficiency.
- **City Department Solutions Management**  
The IT Division assists City Departments in meeting their objectives by understanding their business needs, recommending and implementing technology solutions to provide operational effectiveness and efficiency.
- **Staff Education & Training**  
The IT Division trains City employees on network features and software to increase users' proficiency with technology and coordinates employee access to other training opportunities for more advanced coursework.

- **Centralized Phone Management**

The Division supports the citywide Voice over Internet Protocol (VOIP) phone system by managing phone extensions, voicemail boxes, and voicemail calling trees, troubleshooting, and maintaining equipment deployed throughout the City. The Division also manages all wireless mobile devices and cellular contracts.

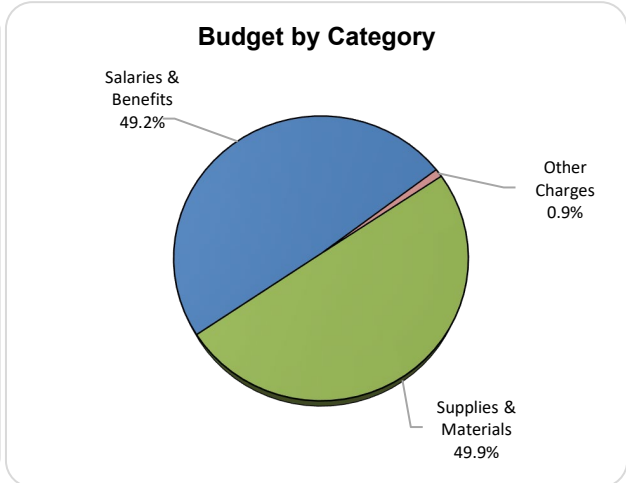
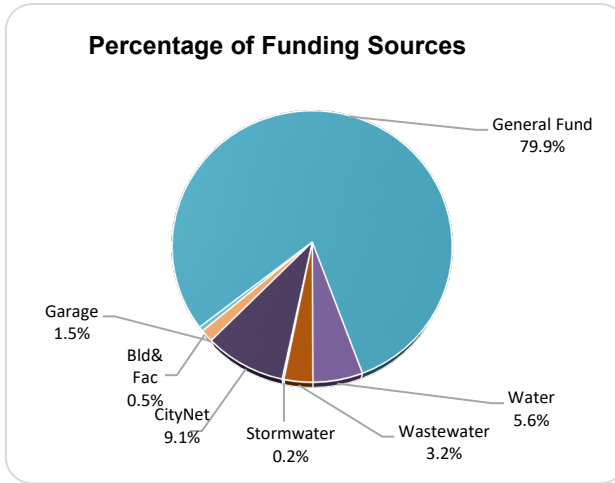
- **Web Site Development & Administration**

The IT Division manages the City's official municipal website to ensure it is an effective online resource to our citizens regarding programs, events, and services offered by the City of San Bruno. The IT Division assists departments to ensure their information on the web is consistent, relevant, and timely.

**Information Technology Budget Summary**

Funding Summary	FY 2020-21 Actual	FY 2021-22 Actual	FY2022-23 Amended Budget	FY 2023-24 Adopted Budget
Operating Charges	\$ 1,058,000	\$ 907,071	\$ 1,627,641	\$ 1,668,582
Non-operating Transfers	-	\$ 258,939	-	0
<b>Total:</b>	<b>\$ 1,058,000</b>	<b>\$ 1,166,010</b>	<b>\$ 1,627,641</b>	<b>\$ 1,668,582</b>

Budgeted Expenditures	FY 2020-21 Actual	FY 2021-22 Actual	FY2022-23 Amended Budget	FY 2023-24 Adopted Budget
Salaries & Benefits	\$ 405,269	\$ 563,053	661,544	\$ 836,574
Supplies & Materials	540,164	681,688	861,618	849,168
Other Charges	20,594	23,676	11,802	15,841
<b>Total:</b>	<b>\$ 966,026</b>	<b>\$ 1,268,417</b>	<b>\$ 1,534,964</b>	<b>\$ 1,701,583</b>



Performance and Workload Measures	FY 2020-21 Actual	FY 2021-22 Actual	FY2022-23 Estimated	FY 2023-24 Target
Number of software applications supported	35	35	35	40
Number of network servers supported	80	80	80	50
Number of Desktop Computers replaced	62	62	50	50
Network Uptime (Percentage)	100%	100%	100%	100%

**Goals and Accomplishments**

**FY2022-23 Accomplishments**

- ◆ Upgraded City's Phone System
- ◆ 2FA for domain logins
- ◆ Hybrid council meetings capability
- ◆ Implemented website compliance for ADA
- ◆ Tech refresh of PD desktop computers and City Wide computers

**FY2022-23 Accomplishments (Continued)**

- ◆ Upgraded Police fleet vehicle computers
- ◆ Migrated Box application to OneDrive
- ◆ Revamped EOC to be EOC and Multipurpose room
- ◆ Implemented Adobe DC Pro replacing Nitro PDF
- ◆ Installed/implemented fiber between SBPD and Burlingame PD
- ◆ Implemented/upgraded wifi solution at PD, Corpyard, EOC, Sr Center and part of City Hall
- ◆ Joined all PD computers to Domain
- ◆ Implement Azure presence for two AD servers
- ◆ Migrated Eden, eTrakIT, GIS servers to Azure cloud
- ◆ Migrated documents from "P" drive to Sharepoint cloud repository (in progress)

**FY2023-24 Goals and Objectives**

- ◆ Migrate eTrakIT to MGO cloud solution
- ◆ Migrate OnBase to Laserfiche cloud solution
- ◆ Build out / implement PD substation at YouTube at Bayhill campus
- ◆ Kick off migration of Tyler Eden to Tyler Munis
- ◆ Implement tech infrastructure for RAC
- ◆ Implement phase 2 of Sr Center when CIP is approved
- ◆ Continue tech refresh for City Wide computers and monitors
- ◆ Implement Axon Gen 3 fleet cameras
- ◆ Implement MDR (Managed Detection Response) once CIP is approved
- ◆ Implement CCTV for 11 sites across city wide once CIP is approved

City of San Bruno  
 Department of Information Technology - IT Revenue & Expenditure  
 Fiscal Year FY2023-24  
 Department 707-1530

**Revenues**

Account	Revenue Account Title	FY2022-23 Amended Budget	FY2023-24 Adopted Budget	\$ Change in Budget - FY23 vs FY24	Notable Changes
4911	OPERATING CHARGES	\$ 1,627,641	\$ 1,668,582	\$ 40,941	
4999	NON-OPERATING TRANSFERS	\$ -	\$ -	\$ -	
(A)	<b>Total Revenues</b>	\$ 1,627,641	\$ 1,668,582	\$ 40,941	

**Expenditures**

Account	Expenditure Account Title	FY2022-23 Amended Budget	FY2023-24 Adopted Budget	\$ Change in Budget - FY23 vs FY24	Notable Changes
	<b>Salaries</b>	\$ 381,555	\$ 521,251	\$ 139,696	COLA and Step Increase along with adding the part time expense not applicable in FY22-23 budget
	<b>Fringe Benefits</b>	\$ 279,989	\$ 315,323	\$ 35,334	Increase in Fringe Benefits
	<b>Total Salaries &amp; Benefits</b>	\$ 661,544	\$ 836,574	\$ 175,030	
6001	OFFICE SUPPLIES	800	800	-	
6002	SB1383 PAPER PRODUCTS/SUPPLIES	200	200	-	
6102	OPERATING SUPPLIES	16,000	16,000	-	
6112	POSTAGE	200	200	-	
6304	MAINTENANCE	245,600	245,600	-	
6401	PROFESSIONAL SERVICES	85,000	118,000	33,000	Added Managed Detection and Response Services
6405	TRAINING/MEETINGS/CONFERENCES	32,000	32,000	-	
6406	PROFESSIONAL DEVELOPMENT	1,500	1,500	-	
6450	COMMUNICATIONS	43,600	42,600	(1,000)	
6541	LICENSING FEES	276,285	271,169	(5,116)	
6601	RENTAL & LEASES	43,704	43,704	-	
6650	TOOLS & EQPT. -\$25K	115,835	76,500	(39,335)	Removed PO Carryovers
6701	DUES & MEMBERSHIPS	520	520	-	
6703	TRAVEL/VEHICLE USE	375	375	-	
	<b>Total Supplies &amp; Materials</b>	\$ 861,618	\$ 849,168	\$ (12,450)	
7901	INTERNAL SERVICE ALLOCATIONS	11,802	14,136	2,334	
7902	INTERNAL SERVICE ALLOCATIONS	-	1,705	1,705	
	<b>Total Other Charges</b>	\$ 11,802	\$ 15,841	\$ 4,039	
(B)	<b>Total Expenditures</b>	\$ 1,534,964	\$ 1,701,583	\$ 166,619	
(A) - (B)	<b>Surplus ((Deficit)</b>	\$ 92,677	\$ (33,001)	\$ (125,678)	

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## **Self Insurance Funds**

Workers' Compensation

General Liability

Unemployment Insurance

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## **Self Insurance**

### **Workers' Compensation**

#### **Overview**

The Self Insurance Fund provides insurance protection for workers' compensation claims arising from work-related injuries to City employees.

To reduce insurance premium costs, the City self-insures the initial \$750,000 in workers' compensation claim costs for each claim. This self-insurance covers workers' compensation claims for medical, disability, salary continuation, and legal costs for employee work-related injuries. The City maintains a commercial excess workers' compensation policy for any loss per occurrence above the \$750,000 self-insurance limit up to the statutory maximum.

The City's General Fund and Enterprise Funds departments contribute to the Self Insurance Fund through transfers based on a formula using General Funds operating departments, Internal Service Fund departments, and Enterprise Funds budgets' percent of payroll and prior claim history associated with the departments' operations over a five-year period.

The Human Resources Department in coordination with the City Attorney's Office manages the Workers' Compensation program.

## **General Liability**

#### **Overview**

The Self Insurance Fund provides insurance protection for public liability claims and physical damage to City buildings and assets.

To reduce insurance premium costs, the City self-insures public liability losses up to \$100,000 and non-vehicle property losses up to \$5,000. Excess insurance coverage protects the City above these limits. The City is a member of Plan Joint Powers Authority (JPA), an insurance pool which provides both excess liability and property coverage. This pool is comprised of Bay Area cities and provides liability coverage above \$100,000 to a maximum of \$25,000,000. Property coverage through Plan JPA is on a replacement value basis.

The City's General Fund and Enterprise Funds contribute to the Self Insurance Fund through transfers based on a ratio of the fund's operating budgets to the combined budgets of all funds and prior claim loss history associated with departments' operations.

The City Attorney oversees the general liability element of the Self Insurance Fund, along with the Finance Director and the City Manager.

## Unemployment Insurance

### Overview

The Self Insurance Fund provides for the City’s employer obligations for State unemployment insurance. California unemployment benefits provide temporary compensation to those workers meeting the eligibility requirements of California law. Basic requirements for benefits are to have been employed within a base period and become unemployed through no fault of one’s own.

To reduce unemployment insurance costs, the City has elected the reimbursement method for financing unemployment insurance costs for former employees.

The City’s General Fund and Enterprise Funds departments contribute to the Self Insurance Fund through transfers based on a ratio of the fund’s operating budgets to the combined budgets of all funds and prior claim loss history associated with departments’ operations.

### Personnel Allocation

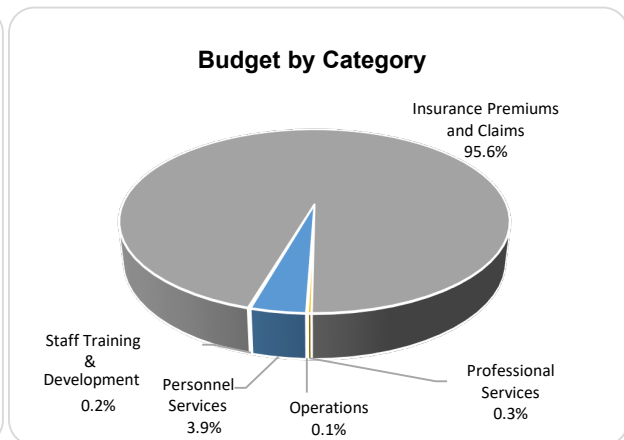
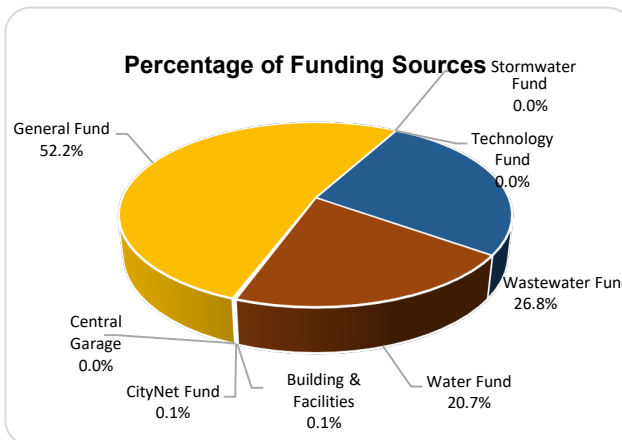
The summary below presents an estimate of the amount of staff time that is spent working on activities associated with Self Insurance programs.

Classification	Workers Compensation	Liability	Total
Human Resources Director	0.25	-	0.25
City Manager - Management Analyst	-	0.25	0.25
<b>Total</b>	<b>0.25</b>	<b>0.25</b>	<b>0.50</b>

**Self Insurance Budget Summary**

Funding Summary	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24
	Actual	Actual	Amended Budget	Adopted Budget
Operating Charges	\$ 2,846,554	\$ 2,928,085	\$ 3,408,873	\$ 3,646,532
Reimbursements	\$ -	\$ -	\$ -	\$ -
<b>Total:</b>	<b>\$ 2,846,554</b>	<b>\$ 2,928,085</b>	<b>\$ 3,408,873</b>	<b>\$ 3,646,532</b>

Budgeted Expenses	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24
	Actual	Actual	Amended Budget	Adopted Budget
Personnel Services	\$ 227,991	\$ 220,230	\$ 166,516	\$ 141,147
Staff Training & Development	\$ 5,825	\$ 349	\$ 5,825	\$ 5,825
Insurance Premiums and Claims	\$ 2,683,369	\$ 2,211,541	\$ 3,159,332	\$ 3,486,360
Professional Services	\$ 7,400	\$ 6,500	\$ 9,700	\$ 9,700
Operations	\$ 3,500	\$ -	\$ 3,500	\$ 3,500
<b>Total:</b>	<b>\$ 2,928,085</b>	<b>\$ 2,438,620</b>	<b>\$ 3,344,873</b>	<b>\$ 3,646,532</b>



Budgeted Expenses by Ins. Type	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24
	Actual	Actual	Amended Budget	Adopted Budget
Workers' Compensation	\$ 1,198,194	\$ 539,498	\$ 1,344,465	\$ 1,377,898
General Liabilities	1,668,691	1,885,976	1,949,208	2,217,434
Unemployment Insurance	61,200	13,147	51,200	51,200
<b>Total:</b>	<b>\$ 2,928,085</b>	<b>\$ 2,438,620</b>	<b>\$ 3,344,873</b>	<b>\$ 3,646,532</b>

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City of San Bruno

Self Insurance - Worker's Compensation, General Liability and Unemployment

Fiscal Year FY2023-24

Department 711-1540 / 1550 / 1570

Revenues

Account	Revenue Account Title	FY2022-23 Amended Budget	FY2023-24 Adopted Budget	\$ Change in Budget - FY23 vs FY24	Notable Changes
4911	OPERATING CHARGES	\$ 3,408,873	\$ 3,646,532	\$ 237,659	Increased Department Allocations to fund balance of Self Insurance Fund
(A)	<b>Total Revenues</b>	<b>3,408,873</b>	<b>3,646,532</b>	<b>237,659</b>	

Expenditures

Account	Expenditure Account Title	FY2022-23 Amended Budget	FY2023-24 Adopted Budget	\$ Change in Budget - FY23 vs FY24	Notable Changes
5101	REGULAR SALARIES	\$59,151	\$69,249	\$10,098	Mgmt (+\$24K) & Midmgmt (-\$14K)
	<b>Salaries</b>	\$59,151	\$69,249	\$10,098	
5167	LEAVE BUY-OUT	\$1,289	\$4,728	\$3,439	
5179	OTHER PAY	\$0	\$1,295	\$1,295	
5201	PERS RETIREMENT	\$21,520	\$15,088	(\$6,432)	Lower Expenses for City Attorney
5203	MEDICARE/FICA	\$876	\$1,073	\$197	
5205	DEF.COMP.CITY MATCH	\$250	\$145	(\$105)	
5220	INSURANCES	\$14,804	\$10,745	(\$4,059)	
	<b>Fringe Benefits</b>	\$38,739	\$33,074	(\$5,665)	
6401	PROFESSIONAL SERVICES	\$4,250	\$4,250	\$0	
6405	TRAINING/MEETINGS/CONFERENCES	\$5,600	\$5,600	\$0	
6408	MEDICAL EXAMS	\$3,500	\$3,500	\$0	
6521	INSURANCE PREMIUMS	\$207,000	\$236,000	\$29,000	Increased premium costs
6525	CLAIMS	\$906,000	\$906,000	\$0	
6529	OTHER INSURANCE COSTS	\$120,000	\$120,000	\$0	
6701	DUES & MEMBERSHIPS	\$225	\$225	\$0	
	<b>Supplies &amp; Materials</b>	\$1,246,575	\$1,275,575	\$29,000	
	<b>Total Workers Compensation</b>	<b>\$1,344,465</b>	<b>\$1,377,898</b>	<b>\$33,433</b>	
5101	REGULAR SALARIES	\$38,329	\$25,297	(\$13,032)	Lower Expenses for City Attorney
	<b>Salaries</b>	\$38,329	\$25,297	(\$13,032)	
5167	LEAVE BUY-OUT	\$0	\$584	\$584	
5201	PERS RETIREMENT	\$23,596	\$4,912	(\$18,684)	Lower Expenses for City Attorney
5203	MEDICARE/FICA	\$516	\$375	(\$141)	
5205	DEF.COMP.CITY MATCH	\$306	\$0	(\$306)	
5220	INSURANCES	\$5,879	\$7,656	\$1,777	
	<b>Fringe Benefits</b>	\$30,297	\$13,527	(\$16,770)	
6401	PROFESSIONAL SERVICES	\$4,250	\$4,250	\$0	
6419	OTHER SERVICES	\$0	\$0	\$0	
6450	COMMUNICATIONS	\$0	\$0	\$0	
6521	INSURANCE PREMIUMS	\$1,588,932	\$1,886,960	\$298,028	Increased General Liability Premiums
6525	CLAIMS	\$287,400	\$287,400	\$0	
	<b>Supplies &amp; Materials</b>	\$1,880,582	\$2,178,610	\$298,028	
8020	CONSTRUCTION IN PROGRESS	\$0	\$0	\$0	
	<b>Total General Liability</b>	<b>\$1,949,208</b>	<b>\$2,217,434</b>	<b>\$268,226</b>	
6401	PROFESSIONAL SERVICES	\$1,200	\$1,200	\$0	
6525	CLAIMS	\$50,000	\$50,000	\$0	
	<b>Total Unemployment</b>	<b>\$51,200</b>	<b>\$51,200</b>	<b>\$0</b>	
(B)	<b>Total Expenditures</b>	<b>\$3,344,873</b>	<b>\$3,646,532</b>	<b>\$301,659</b>	
(A) - (B)	<b>Surplus ((Deficit)</b>	<b>64,000</b>	<b>-</b>	<b>(64,000)</b>	

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**Special Revenue Funds**  
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## Special Revenue Funds

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In-Lieu

Agency On Aging

Police Asset Forfeiture

Solid Waste

Restricted Revenues

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**City of San Bruno**  
**BMR Housing In-Lieu**  
 Fiscal Year 2023-24  
 Department 131-3334  
 Description - Fees required by City ordinance to address the residents future housing needs.

**Revenues**

Account	Revenue Account Title	FY2022-23 Amended Budget	FY2023-24 Adopted Budget	\$ Change in Budget - FY23 vs FY24	Notable Changes
4281	AFFORDABLE HOSING COMM LINKAGE IMPCT FEE	\$ 10,299,102	\$ -	\$ (10,299,102)	FY23 budgeted for one-time Google affordable housing commercial linkage impact fees
4391	INVESTMENT INCOME	35,000	<b>26,000</b>	(9,000)	
(A)	<b>Total Revenues</b>	\$ 10,334,102	\$ 26,000	\$ (9,000)	

**Expenditures**

Account	Expenditure Account Title	FY2022-23 Amended Budget	FY2023-24 Adopted Budget	\$ Change in Budget - FY23 vs FY24	Notable Changes
6401	PROFESSIONAL SERVICES	\$ 122,350	\$ <b>252,350</b>	130,000	Increased \$100k for moving the costs of State mandated Housing Element implementation efforts from General Fund
(B)	<b>Total Expenditures</b>	\$ 122,350	\$ 252,350	\$ 130,000	
(A) - (B)	<b>Surplus / (Deficit)</b>	\$ 10,211,752	\$ (226,350)	\$ (139,000)	

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**City of San Bruno**  
**Area Agency on Aging**  
 Fiscal Year 2023-24

Department 132-527x

Description - The City receives grant funds from the U.S. Department of Health and Human Services passed through the County of San Mateo Area Agency on Aging program. These funds support services provided by the Senior Center such as the Congregate Nutrition and Transportation Program.

**Revenues**

Account	Revenue Account Title	FY2022-23 Amended Budget	FY2023-24 Adopted Budget	\$ Change in Budget - FY23 vs FY24	Notable Changes
4474	FEDERAL GRANTS	\$ 142,892	\$ 170,000	\$ 27,108	Area Agency on Aging grant
4930	DONATIONS & CONTRIBUTIONS	68,500	68,500	0	Private donations
(A)	<b>Total Revenues</b>	\$ 211,392	\$ 238,500	\$ 27,108	

**Expenditures**

Account	Expenditure Account Title	FY2022-23 Amended Budget	FY2023-24 Adopted Budget	\$ Change in Budget - FY23 vs FY24	Notable Changes
5102	PART-TIME SALARIES	\$ 105,336	\$ 105,336	\$ -	Portion of Senior Services Transportation and - Lunch program salary paid by Area Agency on Aging grant.
	<b>Total Salaries &amp; Benefits</b>	\$ 105,336	\$ 105,336	\$ -	
6102	OPERATING SUPPLIES	114,182	155,300	41,118	Portion of Senior Services Nutrition program food cost paid by Area Agency on Aging grant.
	<b>Total Supplies &amp; Materials</b>	\$ 114,182	\$ 155,300	\$ 41,118	
8999	NON-OPERATING TRANSFER	55,000	61,500	6,500	Transfer donations to the General Fund to support Senior Services Nutrition and Transportation program.
	<b>Total Allocations</b>	\$ 55,000	\$ 61,500	\$ 6,500	
(B)	<b>Total Expenditures</b>	\$ 274,518	\$ 322,136	\$ 47,618	
(A) - (B)	<b>Surplus / (Deficit)</b>	\$ (63,126)	\$ (83,636)	\$ (20,510)	

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**City of San Bruno**

**Police Grant - Police Asset Forfeiture Expenditure**

Fiscal Year FY2023-24

Department 111-2010

Description - Police Asset Forfeiture is a program established to discourage crime. Revenue collected from asset seizures is designated for prevention programs, such as D.A.R.E. Funds received from the Department of Justice Equitable Sharing Program is used for specific law enforcement purposes such as training, education, equipment, drug and gang education, and other awareness programs.

**Revenues**

Account	Revenue Account Title	FY2022-23 Amended Budget	FY2023-24 Adopted Budget	\$ Change in Budget - FY23 vs FY24	Notable Changes
4391	INVESTMENT INCOME	\$ 500	\$ 500	-	
4680	FEDERAL EQUITABLE SHARING FUNDS	100,000	100,000	-	DOJ Airport and DEA only
4683	ASSET FORFEITURE ALLOCATION	3,000	3,000	-	
(A)	<b>Total Revenues</b>	<b>\$ 103,500</b>	<b>\$ 103,500</b>	<b>\$ -</b>	

**Expenditures**

Account	Expenditure Account Title	FY2022-23 Amended Budget	FY2023-24 Adopted Budget	\$ Change in Budget - FY23 vs FY24	Notable Changes
<b>PROJECT # 80942 – Equitable Sharing - AIRPORT</b>					
6401	PROFESSIONAL SERVICES	\$ 2,461	\$ -	\$ (2,461)	
6405	TRAINING/MEETINGS/CONFERENCES	50,000	50,000	-	
6419	OTHER SERVICES	-	-	-	
6650	TOOLS & EQPT. -\$25K	60,000	20,000	(40,000)	Ongoing equipment purchases to support UAS Operation, two Purchase Orders carried over to FY23.
8014	OTHER EQUIPMENT	149,262	149,262	-	Body Camera Program
8999	NON-OPERATING TRANSFER	-	-	-	
	<b>Total Expenditures Project# 80942</b>	<b>\$ 261,723</b>	<b>\$ 219,262</b>	<b>\$ (42,461)</b>	

**PROJECT # 80944 - Asset Forfeiture - San Mateo County DARE/DAE**

6502	COMMUNITY PROMOTION	7,500	7,500	-	
	<b>Total Expenditures Project# 80944</b>	<b>\$ 7,500</b>	<b>\$ 7,500</b>	<b>\$ -</b>	

(B)	<b>Total Expenditures</b>	<b>\$ 269,223</b>	<b>\$ 226,762</b>	<b>\$ (42,461)</b>	
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(A) - (B)	<b>Surplus / (Deficit)</b>	<b>\$ (165,723)</b>	<b>\$ (123,262)</b>	<b>\$ 42,461</b>	
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## Public Works Department Solid Waste Division

*The Solid Waste Fund manages resources used to encourage and promote programs to meet State-mandated goals for diversion of solid waste from California landfills as well as generally engage in activities to achieve greater environmental sustainability.*

### Overview

The Solid Waste Fund is responsible for compliance with state mandates to achieve a fifty percent (50%) waste diversion (recycling) rate with the goal of increasing to seventy-five percent (75%) diversion by 2020. The division is funded through a 1% fee assessed on garbage bills for the City's franchised solid waste hauler.

The division performs the following services:

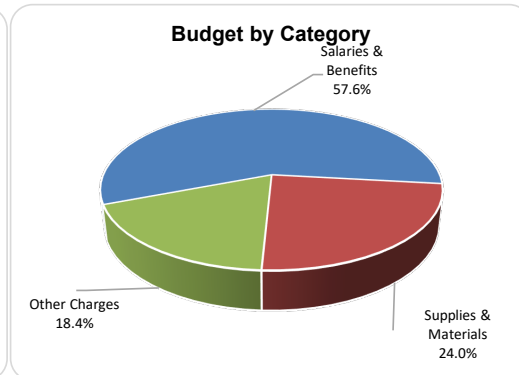
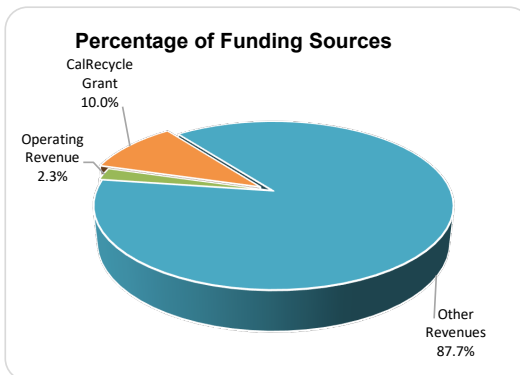
- **Discretionary Customer Service Activities**  
Assists with the implementation of resident and business engagement efforts such as Operation Clean Sweep, the Green Business program, and others. Identify funding opportunities to increase citywide beautification efforts.
- **Best Practices to Optimize Service**  
Publishes and distributes promotional materials to encourage waste diversion by residents. Develop and implement programs or policies to further encourage recycling and other alternatives to reduce waste stream. Coordinate outreach activity with Recology San Bruno.
- **Regulatory Compliance**  
Submit Annual Waste Diversion Report to the California Integrated Waste Management Board that documents the City's compliance with AB 939 and SB 1016, mandating that the city works to meet waste reduction goals.

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**Solid Waste Budget Summary**

Funding Summary	FY 2020-21	FY 2021-22	FY2022-23	FY2023-24
	Actual	Actual	Amended Budget	Adopted Budget
Investment Income	\$ 2,480	\$ 2,308	\$ 2,500	\$ 2,500
Other State Grants	\$ 11,474	11,435	11,500	10,952
Assessments Revenue	\$ 86,607	90,455	91,000	95,550
Reimbursements	\$ -	21,237	-	-
<b>Total:</b>	<b>\$ 100,561</b>	<b>\$ 125,434</b>	<b>\$ 105,000</b>	<b>\$ 109,002</b>

Budgeted Expenditures	FY 2020-21	FY 2021-22	FY2022-23	FY2023-24
	Actual	Actual	Amended Budget	Adopted Budget
Salaries & Benefits	\$ 67,467	\$ 74,913	\$ 74,364	\$ 74,397
Supplies & Materials	\$ -	21,460	31,000	31,000
Other Charges	\$ 3,558	15,864	17,593	23,738
<b>Total:</b>	<b>\$ 71,025</b>	<b>\$ 112,236</b>	<b>\$ 122,957</b>	<b>\$ 129,135</b>



Performance and Workload Measures	FY 2020-21	FY 2021-22	FY2022-23	FY2023-24
	Actual	Actual	Estimated	Target
Number of Operation Clean Sweep volunteers	0	0	250	250
Average amount of waste diversion per capita per year	4.7	4.5	4.5	4.5

**Goals and Accomplishments**

**FY2022-23 Accomplishments**

- ♦ Coordinated with Recology on waste diversion initiatives and related state trash disposal and recycling requirements
- ♦ Replaced and installed waste and recycling receptacles along San Mateo Avenue and El Camino Real
- ♦ Submitted the 2020 Annual Waste Diversion Report to CalRecycle
- ♦ Adopted the Disposable Food Service Ware Ordinance regulating the use of disposable food service ware by food facilities to align with new state laws
- ♦ Adopted the Mandatory Organic Waste Disposable Reduction Ordinance (SB 1383)
- ♦ Executed new 10 year Franchise Agreement with Recology San Bruno

**FY2023-24 Goals and Objectives**

- ♦ Work with Recology San Bruno to provide education and outreach to the business and residential community regarding organics collection and State mandated recycling requirements
- ♦ Develop strategies with Recology and CalRecycle to comply with California Assembly Bills (AB) 1826 and 341 - mandatory commercial and organics recycling requirements and SB 1383
- ♦ Submit the 2021 Annual Waste Diversion Report to CalRecycle
- ♦ Support annual Operation Clean Sweep Program, if held

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City of San Bruno

Department of Public Works - Solidwaste Revenue & Expenditure

Fiscal Year FY2023-24

Department 122-4130

Revenues

Account	Revenue Account Title	FY2022-23 Amended Budget	FY2023-24 Adopted Budget	\$ Change in Budget - FY23 vs FY24	Notable Changes
4391	INVESTMENT INCOME	\$ 2,500	\$ 2,500	\$ -	
4439	OTHER STATE GRANTS	\$ 11,500	10,952	(548)	
4910	ASSESSMENTS REVENUE	\$ 91,000	95,550	4,550	Garbage Rate Increase
4993	REIMBURSEMENTS	\$ -	-	-	
(A)	<b>Total Revenues</b>	<b>\$ 105,000</b>	<b>\$ 109,002</b>	<b>\$ 4,002</b>	

Expenditures

Account	Expenditure Account Title	FY2022-23 Amended Budget	FY2023-24 Adopted Budget	\$ Change in Budget - FY23 vs FY24	Notable Changes
	SALARIES	\$ 43,387	\$ 53,013	\$ 9,626	
	FRINGE BENEFITS	30,977	21,384	(9,593)	UAL Pension Allocation Decrease offset by increase in other fringe benefits
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 74,364</b>	<b>\$ 74,397</b>	<b>\$ 33</b>	
6001	OFFICE SUPPLIES	\$ 50	\$ 50	\$ -	
6002	SB1383 PAPER PRODUCTS/SUPPLIES	\$ 50	\$ 50		
6102	OPERATING SUPPLIES	\$ 2,000	2,000	-	
6112	POSTAGE	\$ 5,500	5,500	-	
6401	PROFESSIONAL SERVICES	\$ 5,400	5,400	-	
6405	TRAINING/MEETINGS/CONFERENCES	\$ -	-	-	
6501	PUBLIC NOTICES	\$ 8,000	8,000	-	
6502	COMMUNITY PROMOTION	\$ 10,000	10,000	-	
	<b>Total Supplies &amp; Materials</b>	<b>\$ 31,000</b>	<b>\$ 31,000</b>	<b>\$ -</b>	
7902	INTERDEPARTMENTAL CHARGES	\$ 17,593	\$ 23,738	\$ 6,145	
	<b>Total Other Charges</b>	<b>\$ 17,593</b>	<b>\$ 23,738</b>	<b>\$ 6,145</b>	
8020	CONSTRUCTION IN PROGRESS	\$ -	\$ -	\$ -	
	<b>Total Capital Outlays</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
(B)	<b>Total Expenditures</b>	<b>\$ 122,957</b>	<b>\$ 129,135</b>	<b>\$ 6,178</b>	
(A) - (B)	<b>Surplus ((Deficit)</b>	<b>\$ (17,957)</b>	<b>\$ (20,133)</b>	<b>\$ (2,176)</b>	

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**City of San Bruno**  
**Restricted Revenue**

Fiscal Year 2023-24  
 Department 133-xxxx

Description - Fees, as required by Ordinance or State, and donations are designated for specific purposes such as city art, document imaging, technology improvement, general plan updates, and enhanced library services.

**Revenues**

Account	Revenue Account Title	FY2022-23 Amended Budget	FY2023-24 Adopted Budget	\$ Change in Budget - FY22 vs FY23	Notable Changes
4930	DONATIONS & RESTRICTED REVENUES	\$ 379,000	\$ 1,189,875	\$ 810,875	Private donations and restricted permit revenue, such as city art, document imaging, general plan maintenance, and technology fees.
4999	NON-OPERATING TRANSFERS	-	-	-	
(A)	<b>Total Revenues</b>	<b>\$ 379,000</b>	<b>\$ 1,189,875</b>	<b>\$ 810,875</b>	

**Expenditures**

Account	Expenditure Account Title	FY2022-23 Amended Budget	FY2023-24 Adopted Budget	\$ Change in Budget - FY22 vs FY23	Notable Changes
6001	OFFICE SUPPLIES	-	2,500	2,500	
6102	OPERATING SUPPLIES	15,720	8,000	(7,720)	
6401	PROFESSIONAL SERVICES	19,400	15,000	(4,400)	
6405	COMMUNICATIONS	-	1,000	1,000	
6409	SPECIAL PROJECTS	22,700	7,500	(15,200)	Items moved to 6419
6419	OTHER SERVICES	3,500	18,700	15,200	Items moved from 6409
6650	TOOLS & EQUIP	24,000	61,000	37,000	
6702	PUBS & SUBSCRIPTIONS	600	600	-	
	<b>Total Supplies &amp; Materials</b>	<b>\$ 85,920</b>	<b>\$ 114,300</b>	<b>\$ 28,380</b>	
8999	NON-OPERATING TRANSFER	154,500	-	(154,500)	
	<b>Total Allocations</b>	<b>\$ 154,500</b>	<b>\$ -</b>	<b>\$ (154,500)</b>	
(B)	<b>Total Expenditures</b>	<b>\$ 240,420</b>	<b>\$ 114,300</b>	<b>\$ (126,120)</b>	
(A) - (B)	<b>Surplus / (Deficit)</b>	<b>\$ 138,580</b>	<b>\$ 1,075,575</b>	<b>\$ 936,995</b>	

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# FY2023-28 Capital Improvement Program

Capital Improvement Program  
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# FY2023-28 Capital Improvement Program

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# FY2023-28 Capital Improvement Program

## Financial Summaries (Insert Divider)

# FY2023-28 Capital Improvement Program

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# FY2023-28 Capital Improvement Program

## FY2023-24 Program Funding Summary

<b>Program</b>	<b>Estimated Carry-Over</b>	<b>New Request</b>	<b>Total Funding for FY2023-24</b>
Water Capital Program	\$ 19,277,173	\$ 1,653,393	\$ 20,930,566
Sewer Capital Program	20,191,970	13,591,434	33,783,404
Stormwater Capital Program	987,804	1,050,000	2,037,804
CityNet Capital Program	73,157	-	73,157
Parks Capital Program	4,441,852	1,272,946	5,714,798
Facilities Capital Program	6,839,764	611,695	7,451,460
Streets Capital Program	17,343,604	7,262,214	24,605,818
Technology Capital Program	1,664,583	989,946	2,654,529
<b>Total</b>	<b>\$ 70,819,907</b>	<b>\$ 26,431,629</b>	<b>\$ 97,251,535</b>

# FY2023-28 Capital Improvement Program

## FY2023-28 Five-Year Summary Project Category

Program Category	FY2023-24			FY2023-28				Total
	Estimated Carryover	New Request	Total Appropriations	FY2024-25	FY2025-26	FY2026-27	FY2027-28	FY2023-28 Budget
Water	\$ 19,277,173	\$ 1,653,393	\$ 20,930,566	\$ 9,950,000	\$ 16,950,000	\$ 26,700,000	\$ 24,200,000	\$ 98,730,566
Sewer	20,191,970	13,591,434	33,783,404	4,700,000	12,250,000	12,000,000	10,750,000	73,483,404
Stormwater	987,804	1,050,000	2,037,804	-	-	-	-	2,037,804
CityNet	73,157	-	73,157	-	-	-	-	73,157
Parks	4,441,852	1,272,946	5,714,798	2,997,440	949,000	150,000	150,000	9,961,238
Facilities	6,839,764	611,695	7,451,460	357,247	244,667	175,660	-	8,229,034
Streets	17,343,604	7,262,214	24,605,818	7,051,000	15,540,000	650,000	675,000	48,521,818
Technology	1,664,583	989,946	2,654,529	150,000	50,000	50,000	-	2,904,529
<b>Total</b>	<b>\$ 70,819,907</b>	<b>\$ 26,431,629</b>	<b>\$ 97,251,535</b>	<b>\$ 25,205,687</b>	<b>\$ 45,983,667</b>	<b>\$ 39,725,660</b>	<b>\$ 35,775,000</b>	<b>\$ 243,941,549</b>

# FY2023-28 Capital Improvement Program

## FY2023-28 Five-Year Summary Funding Source

Funding Source	FY2023-24			FY2023-28				Total
	Estimated Carryover	New Request	Total Appropriations	FY2024-25	FY2025-26	FY2026-27	FY2027-28	FY2023-28 Budget
ABA 939	\$ 1,433	\$ 37,500	\$ 38,933	\$ -	\$ -	\$ -	\$ -	\$ 38,933
American Rescue Plan Act of 2021	1,404,250	800,000	2,204,250	100,000	-	-	-	2,304,250
Bayhill Specific Plan Area Development Impact Fee	-	273,750	273,750	-	1,660,500	-	-	1,934,250
Building Reserves	500,000	-	500,000	-	-	-	-	500,000
Caltrans Sustainable Communities Grant	-	-	-	-	-	-	-	-
City Art	50,000	-	50,000	-	-	-	-	50,000
CityNet Services Fund	84,833	-	84,833	-	-	-	-	84,833
Citywide Development Impact Fees - Community Facilities Impact Fee Fund	2,025,515	315,000	2,340,515	-	-	-	-	2,340,515
Citywide Development Impact Fees – General Government Facilities Impact Fee Fund	-	640,000	640,000	200,000	100,000	90,000	-	1,030,000
Citywide Development Impact Fees - Public Safety Facilities Impact Fee Fund	300,000	466,911	766,911	-	-	-	-	766,911
Citywide Development Impact Fees - Transportation Facilities Impact Fee Fund	-	37,500	37,500	-	-	-	-	37,500
Citywide Development Impact Fees - Utilities Facilities Impact Fee Fund	-	1,538,768	1,538,768	-	-	-	-	1,538,768
CNRA Fund	23,881	-	23,881	-	-	-	-	23,881
County Measure K Grant	200,000	-	200,000	-	-	-	-	200,000
Crestmoor Project Remaining Balance	900,000	-	900,000	-	-	-	-	900,000
Developer Contributions - Southline	28,902	-	28,902	-	-	-	-	28,902
Emergency Disaster Reserve Fund	50,120	-	50,120	-	-	-	-	50,120
EOC	20,000	-	20,000	-	-	-	-	20,000
EPA WQIF	-	-	-	-	-	-	-	-
Equipment Reserve Fund	76,590	-	76,590	-	-	-	-	76,590
FEMA CalOES HMGP	275,155	-	275,155	-	-	-	-	275,155
FEMA Mitigation Grant	-	196,675	196,675	-	-	-	-	196,675
Gas Tax (HUTA)	343,775	643,128	986,902	375,000	700,000	425,000	450,000	2,936,902
Gas Tax (SB1) RMRA	2,917,570	781,977	3,699,547	-	-	-	-	3,699,547
General Fund Capital Reserve	2,352,114	(816,411)	1,535,703	114,052	268,667	50,660	-	1,969,082
Highway Safety Improvement Program	-	-	-	-	-	-	-	-
Library Construction Donations	-	-	-	-	-	-	-	-

# FY2023-28 Capital Improvement Program

Funding Source	FY2023-24			FY2024-25				FY2025-26	FY2026-27	FY2027-28	Total
	Estimated Carryover	New Request	Total Appropriations	FY2024-25	FY2025-26	FY2026-27	FY2027-28	FY2028-29	FY2029-30	FY2030-31	FY2023-28 Budget
Measure A	\$ 2,767,715	\$ 1,593,343	\$ 4,361,058	\$ 775,000	\$ 1,364,500	\$ 125,000	\$ 125,000	\$ -	\$ -	\$ -	\$ 6,750,558
Measure G	6,487,226	3,338,847	9,826,073	150,000	150,000	150,000	150,000	-	-	-	10,426,073
Measure W	941,448	461,600	1,403,048	-	-	-	-	-	-	-	1,403,048
Millbrae Cost Sharing	-	-	-	-	-	-	-	-	-	-	-
MTC OBAG 2 Grant	572,931	-	572,931	-	-	-	-	-	-	-	572,931
MTC TDA Article 3 Grant	-	-	-	-	-	-	-	-	-	-	-
Park-In-Lieu Fund	1,940,500	-	1,940,500	-	-	-	-	-	-	-	1,940,500
Permit Revenue Technology Fee	219,597	-	219,597	50,000	50,000	50,000	-	-	-	-	369,597
PG&E Settlement	1,267,542	-	1,267,542	625,000	625,000	-	-	-	-	-	2,517,542
PG&E Settlement Funds, Ex Partee Disclosures	1,000,000	-	1,000,000	-	-	-	-	-	-	-	1,000,000
Police Asset Forfeiture Fd-Equitable Sharing (80942)	1,170	(1,170)	-	-	-	-	-	-	-	-	-
Private Contributions	200,000	200,000	400,000	100,000	100,000	100,000	100,000	-	-	-	800,000
Prop 68 State Park Grant	205,635	-	205,635	205,635	-	-	-	-	-	-	411,270
Quickstrike MTC	332,814	-	332,814	-	-	-	-	-	-	-	332,814
Rule 20A Allocations	804,734	-	804,734	-	4,500,000	-	-	-	-	-	5,304,734
San Bruno Community Foundation Grant	(4,494,937)	500,000	(3,994,937)	-	-	-	-	-	-	-	(3,994,937)
Senior Bequest Funds	95,616	(20,616)	75,000	60,000	50,000	35,000	-	-	-	-	220,000
Sewer Fund	20,771,970	13,591,434	34,363,404	4,700,000	12,250,000	12,000,000	10,750,000	-	-	-	74,063,404
SFPUC	314,500	-	314,500	-	-	-	-	-	-	-	314,500
SMC Transportation Authority Grant	877,575	-	877,575	-	-	-	-	-	-	-	877,575
State Transportation Fund for Clear Air (TFCA)	242,447	-	242,447	-	-	-	-	-	-	-	242,447
Stormwater Fund	-	200,000	200,000	-	-	-	-	-	-	-	200,000
Streets Capital RDA	-	-	-	-	-	-	-	-	-	-	-
Streets Special Rev - Centrum Settlement	314,613	-	314,613	-	-	-	-	-	-	-	314,613
Unknown	-	-	-	7,801,000	7,215,000	-	-	-	-	-	15,016,000
Water Fund	19,902,673	1,653,393	21,556,066	9,950,000	16,950,000	26,700,000	24,200,000	-	-	-	99,356,066
1400 & 1450 Bayhill Dr. Community Benefits	4,500,000	-	4,500,000	-	-	-	-	-	-	-	4,500,000
<b>Total</b>	<b>\$ 70,819,907</b>	<b>\$ 26,431,629</b>	<b>\$ 97,251,536</b>	<b>\$ 25,205,687</b>	<b>\$ 45,983,667</b>	<b>\$ 39,725,660</b>	<b>\$ 35,775,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 243,941,550</b>

# FY2023-28 Capital Improvement Program

## FY2023-28 Five-Year Summary by Project

Water Capital Project Title	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
Acappella Well Project (Commodore Park Well Replacement)	\$ 5,348,016	\$ 3,991,594	-	\$ 3,991,594	\$ -	\$ -	\$ -	\$ -	\$ 3,991,594
Water Main Improvement and Replacement Program	11,550,000	2,580,138	(412,477)	2,167,661	1,800,000	6,300,000	10,500,000	12,000,000	32,767,661
Pressure Regulator Station Improvement & Replacement Program	1,254,091	1,208,742	-	1,208,742	450,000	450,000	-	-	2,108,742
Water Pump Station Improvement and Replacement Program	6,823,058	5,822,063	2,570,000	8,392,063	-	-	-	-	8,392,063
Water Tank Improvement and Replacement Program	5,980,746	4,042,133	-	4,042,133	7,500,000	10,000,000	16,000,000	12,000,000	49,542,133
Well Rehabilitation Program	1,277,176	528,373	-	528,373	200,000	200,000	200,000	200,000	1,328,373
Water Quality Well System Upgrades & Sweeney Ridge Tank Chlorine Generator Installation	600,000	600,000	-	600,000	-	-	-	-	600,000
<b>Total</b>	<b>\$ 38,849,697</b>	<b>\$ 19,277,173</b>	<b>\$ 1,653,393</b>	<b>\$ 20,930,566</b>	<b>\$ 9,950,000</b>	<b>\$ 16,950,000</b>	<b>\$ 26,700,000</b>	<b>\$ 24,200,000</b>	<b>\$ 98,730,566</b>

Sewer Capital Project Title	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
Sewer Main Improvement & Replacement Program	\$ 15,060,000	\$ 4,904,485	\$ 10,088,918	\$ 14,993,403	\$ 1,200,000	\$ 8,750,000	\$ 8,500,000	\$ 7,250,000	\$ 40,693,403
Sewer Pump Station Improvement & Replacement	10,860,000	5,389,987	(397,484)	4,992,503	-	-	-	-	4,992,503
Water Quality Control Plant	16,176,496	9,897,498	3,500,000	13,397,498	3,500,000	3,500,000	3,500,000	3,500,000	27,397,498
Sewer Master Plan	-	-	400,000	400,000	-	-	-	-	400,000
<b>Total</b>	<b>\$ 42,096,496</b>	<b>\$ 20,191,970</b>	<b>\$ 13,591,434</b>	<b>\$ 33,783,404</b>	<b>\$ 4,700,000</b>	<b>\$ 12,250,000</b>	<b>\$ 12,000,000</b>	<b>\$ 10,750,000</b>	<b>\$ 73,483,404</b>

Stormwater Capital Project Title	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
Regional Stormwater Capture Project at I-280 and I-380	\$ 1,113,333	\$ 23,881	\$ -	\$ 23,881	\$ -	\$ -	\$ -	\$ -	\$ 23,881
Spyglass Drive Storm Drain Improvements	1,579,962	275,155	-	275,155	-	-	-	-	275,155
Trash Capture Device Design and Installation	476,772	249,688	-	249,688	-	-	-	-	249,688
Stormwater Pipeline Replacement	450,000	439,080	-	439,080	-	-	-	-	439,080
Stormwater Condition Assessment	-	-	250,000	250,000	-	-	-	-	250,000
Winter Storm Hazard Mitigation Efforts	-	-	200,000	200,000	-	-	-	-	200,000
Crestmoor Canyon Storm Repair	-	-	200,000	200,000	-	-	-	-	200,000
Portola Watershed Storm Drain Trunk Line Repair	-	-	400,000	400,000	-	-	-	-	400,000
<b>Total</b>	<b>\$ 3,620,067</b>	<b>\$ 987,804</b>	<b>\$ 1,050,000</b>	<b>\$ 2,037,804</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,037,804</b>

# FY2023-28 Capital Improvement Program

## FY2023-28 Five-Year Summary by Project

CityNet Services Capital Project Title	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
Channel 1 Upgrade	\$ 250,000	\$ 73,157	\$ -	\$ 73,157	\$ -	\$ -	\$ -	\$ -	\$ 73,157
<b>Total</b>	<b>\$ 250,000</b>	<b>\$ 73,157</b>	<b>\$ -</b>	<b>\$ 73,157</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 73,157</b>

Parks Capital Project Title	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
Florida Avenue Park	\$ 2,600,051	\$ 2,004,629	\$ (4,629)	\$ 2,000,000	\$ -	\$ -	\$ -	\$ -	\$ 2,000,000
Park Pathways	449,599	273,849	-	273,849	222,440	-	-	-	496,289
Posy Park Planning Phase 1	575,000	575,000	-	575,000	-	174,000	-	-	749,000
Citywide Baseball Field Lighting & Fencing Upgrades	-	-	-	-	2,000,000	-	-	-	2,000,000
Crestmoor Canyon Wildfire Mitigation Program	1,950,000	1,392,662	75,000	1,467,662	625,000	625,000	-	-	2,717,662
Citywide Wildfire Mitigation & Open Space Management Program	300,000	59,697	387,575	447,272	150,000	150,000	150,000	150,000	1,047,272
Centennial Plaza Renovation Project	175,515	136,015	815,000	951,015	-	-	-	-	951,015
<b>Total</b>	<b>\$ 6,050,165</b>	<b>\$ 4,441,852</b>	<b>\$ 1,272,946</b>	<b>\$ 5,714,798</b>	<b>\$ 2,997,440</b>	<b>\$ 949,000</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>	<b>\$ 9,961,238</b>

# FY2023-28 Capital Improvement Program

## FY2023-28 Five-Year Summary by Project

Facilities Capital Project Title	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
CityNet Facility HVAC Replacement Program	\$ 171,000	\$ 84,833	\$ -	\$ 84,833	\$ -	\$ -	\$ -	\$ -	\$ 84,833
City Offices & Facility Maintenance Program	100,000	100,000	625,000	725,000	200,000	100,000	90,000	-	1,115,000
Fire Station 52 Replacement Phase 1	607,730	336,664	59,000	395,664	-	-	-	-	395,664
Fire Station 51 Reconditioning Program	53,247	53,247	63,000	116,247	49,348	51,967	50,660	-	268,222
Library Code Compliance Upgrades	50,000	45,050	14,050	59,100	47,899	42,700	-	-	149,699
Recreation & Aquatic Center (RAC)	61,550,000	5,495,616	-	5,495,616	-	-	-	-	5,495,616
Senior Center Facilities Maintenance Program	75,000	75,000	-	75,000	60,000	50,000	35,000	-	220,000
City Hall Roof Replacement	500,000	500,000	-	500,000	-	-	-	-	500,000
<b>Total</b>	<b>\$ 64,614,379</b>	<b>\$ 6,839,764</b>	<b>\$ 611,695</b>	<b>\$ 7,451,459</b>	<b>\$ 357,247</b>	<b>\$ 244,667</b>	<b>\$ 175,660</b>	<b>\$ -</b>	<b>\$ 8,229,033</b>

# FY2023-28 Capital Improvement Program

## FY2023-28 Five-Year Summary by Project

Streets Capital Project Title	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
Accessible Pedestrian Ramps at Various Locations	\$ 709,287	\$ 384,215	\$ 100,000	\$ 484,215	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 884,215
BART Right-Of-Way Transfer	121,880	49,966	-	49,966	-	-	-	-	49,966
Bicycle & Pedestrian Improvement Program	5,220,104	2,846,379	(166,514)	2,679,865	4,230,000	-	-	-	6,909,865
Transit Corridor Pedestrian Connection Project Phase 4	465,000	412,814	-	412,814	-	-	-	-	412,814
Crystal Springs Road Utility Undergrounding Project Phase I	900,000	804,734	100,000	904,734	-	4,800,000	-	-	5,704,734
Downtown Trash Receptacle & Newspaper Racks & Enclosures	160,000	31,433	75,000	106,433	-	-	-	-	106,433
Pavement Management Program	11,464,792	10,038,298	5,424,661	15,462,959	-	-	-	-	15,462,959
Pedestrian Safety and Traffic-Calming Program	2,220,952	980,412	140,671	1,121,083	150,000	150,000	150,000	150,000	1,721,083
Scott Street Grade Separation	470,000	190,114	-	190,114	-	450,000	-	-	640,114
Sidewalk Repair Program	1,312,636	474,127	765,016	1,239,143	350,000	375,000	400,000	425,000	2,789,143
Streetlight Pole Replacement Program	809,875	377,895	(280,335)	97,560	-	-	-	-	97,560
Traffic Signal Improvements	865,000	14,410	50,000	64,410	-	-	-	-	64,410
Regulated Output Streetlight Replacement Project	500,000	432,909	-	432,909	-	-	-	-	432,909
Traffic Signal Priority	156,883	10,000	-	10,000	-	-	-	-	10,000
San Bruno Avenue Transit Corridors Plan	-	-	150,000	150,000	1,250,000	5,600,000	-	-	7,000,000
Elm and Linden Avenue Bicycle Boulevards	-	-	100,000	100,000	-	400,000	-	-	500,000
Traeger Traffic Signal Installation	-	-	250,000	250,000	-	2,050,000	-	-	2,300,000
Bicycle and Pedestrian Improvements at Bayhill Drive and El Camino Rd	-	-	285,000	285,000	-	1,615,000	-	-	1,900,000
Safe Routes to School High Priority Improvements	-	-	100,000	100,000	650,000	-	-	-	750,000
Signage Replacement Project	-	-	150,000	150,000	-	-	-	-	150,000
Downtown Parking Program	331,000	314,613	-	314,613	321,000	-	-	-	635,613
<b>Total</b>	<b>\$ 25,988,589</b>	<b>\$ 17,343,604</b>	<b>\$ 7,262,214</b>	<b>\$ 24,605,818</b>	<b>\$ 7,051,000</b>	<b>\$ 15,540,000</b>	<b>\$ 650,000</b>	<b>\$ 675,000</b>	<b>\$ 48,521,818</b>

# FY2023-28 Capital Improvement Program

## FY2023-28 Five-Year Summary by Project

Technology Capital Project Title	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
Strategic Software Needs Assessment and Upgrade	\$ 94,700	\$ 67,249	\$ -	\$ 67,249	\$ -	\$ -	\$ -	\$ -	\$ 67,249
Online Permit System Upgrade	220,000	219,597	-	219,597	50,000	50,000	50,000	-	369,597
EOC Equipment Upgrade	150,000	39,315	-	39,315	-	-	-	-	39,315
Business Continuity - IT Disaster Recovery Plan	250,000	108,881	-	108,881	100,000	-	-	-	208,881
ERP Upgrade	1,200,000	1,182,897	800,000	1,982,897	-	-	-	-	1,982,897
Senior Center Council Meeting Improvements	-	-	25,000	25,000	-	-	-	-	25,000
City Facility CCTV Upgrades	-	-	165,000	165,000	-	-	-	-	165,000
Police Station - Radio System	448,000	46,590	-	46,590	-	-	-	-	46,590
<b>Total</b>	<b>\$ 2,583,000</b>	<b>\$ 1,664,583</b>	<b>\$ 989,946</b>	<b>\$ 2,654,529</b>	<b>\$ 150,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ 2,904,529</b>

Grand Total	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
	\$ 184,052,393	\$ 70,819,906	\$ 26,431,628	\$ 97,251,535	\$ 25,205,687	\$ 45,983,667	\$ 39,725,660	\$ 35,775,000	\$ 243,941,549

# FY2023-28 Capital Improvement Program

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# FY2023-28 Capital Improvement Program

Water Capital  
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# FY2023-28 Capital Improvement Program

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# Water Capital

## FY2023-28 Five-Year Summary by Project and Funding Source

Funding Sources	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
Water Fund	\$ 38,535,197	\$ 18,962,673	\$ 1,653,393	\$ 20,616,066	\$ 9,950,000	\$ 16,950,000	\$ 26,700,000	\$ 24,200,000	\$ 98,416,066
SFPUC	314,500	314,500	-	314,500	-	-	-	-	314,500
<b>Total</b>	<b>\$ 38,849,697</b>	<b>\$ 19,277,173</b>	<b>\$ 1,653,393</b>	<b>\$ 20,930,566</b>	<b>\$ 9,950,000</b>	<b>\$ 16,950,000</b>	<b>\$ 26,700,000</b>	<b>\$ 24,200,000</b>	<b>\$ 98,730,566</b>

Project Title	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2024-25	FY2025-26	FY2026-27	FY2027-28	FY2023-28 Budget
Acappella Well Project (Commodore Park Well Replacement)	\$ 5,348,016	\$ 3,991,594	\$ -	\$ 3,991,594	\$ -	\$ -	\$ -	\$ -	\$ 3,991,594
Water Main Improvement and Replacement Program	11,550,000	2,580,138	(412,477)	2,167,661	1,800,000	6,300,000	10,500,000	12,000,000	32,767,661
Pressure Regulator Station Improvement & Replacement Program	1,254,091	1,208,742	-	1,208,742	450,000	450,000	-	-	2,108,742
Water Pump Station Improvement and Replacement Program	6,823,058	5,822,063	2,570,000	8,392,063	-	-	-	-	8,392,063
Water Tank Improvement and Replacement Program	5,980,746	4,042,133	-	4,042,133	7,500,000	10,000,000	16,000,000	12,000,000	49,542,133
Well Rehabilitation Program	1,277,176	528,373	-	528,373	200,000	200,000	200,000	200,000	1,328,373
Water Quality Well System Upgrades & Sweeney Ridge Tank Chlorine Generator Installation	600,000	600,000	-	600,000	-	-	-	-	600,000
<b>Total</b>	<b>\$ 38,849,697</b>	<b>\$ 19,277,173</b>	<b>\$ 1,653,393</b>	<b>\$ 20,930,566</b>	<b>\$ 9,950,000</b>	<b>\$ 16,950,000</b>	<b>\$ 26,700,000</b>	<b>\$ 24,200,000</b>	<b>\$ 98,730,566</b>

The Water Enterprise Fund provides for the maintenance and capital improvements of water system facilities critical to the production and distribution of a dependable water supply from the City's wells and the purchase of water from the San Francisco Public Utilities Commission (SFPUC). The San Bruno water system consists of five production wells, thirteen pressure zones, eight storage tanks, and five connections to major transmission pipelines. The distribution system includes eighteen booster pumps, 1,000 fire hydrants, 9,000 valves, 120 miles of water mains and approximately 12,145 meter services. Implementation of the Water Capital Improvement Program will protect, preserve and enhance water infrastructure facilities. The Capital Improvement Program provides for improvement and/or replacement of existing facilities to ensure water system reliability and the continued provision of high quality water to San Bruno residents and businesses.

Capital investments in the water system are driven by several City Council approved policies and plans including: 1) Water System Master Plan; 2) Urban Water Management Plan; 3) Water System Seismic Assessment; 4) Water Rate Study; and 5) Transit Corridors Plan.

# Water Capital

# Well Replacement

## Acappella Well Project (Commodore Park Well Replacement)

PROJECT #: 84709

Total Project Budget: \$ 5,348,016

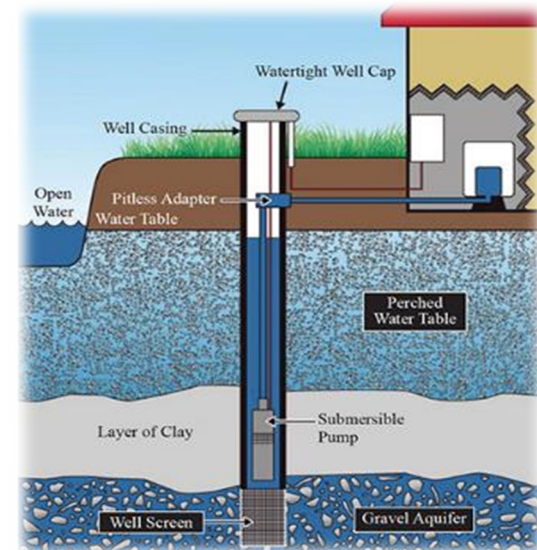
DEPARTMENT: Public Works	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
<b>FUNDING SOURCES</b>									
Water Fund	\$ 5,348,016	\$ 3,991,594	\$ -	\$ 3,991,594	\$ -	\$ -	\$ -	\$ -	\$ 3,991,594
<b>PROJECT APPROPRIATIONS</b>									
Design	\$ 46,639	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	5,301,377	3,991,594	-	3,991,594	-	-	-	-	3,991,594
<b>Total</b>	<b>\$ 5,348,016</b>	<b>\$ 3,991,594</b>	<b>\$ -</b>	<b>\$ 3,991,594</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,991,594</b>

**Project Description:** This project replaces the Commodore Park Well, which is more than 25 years old and is one of the City's oldest wells. Despite regular maintenance and rehabilitation of this well, it ceased operation in June 2010. A feasibility analysis was performed to determine a potential replacement well site. The Acappella Site adjacent to The Crossing/San Bruno was identified as the location that will result in optimum combination of water quality and production rate.

The construction of the test well was completed in FY 2014-15. The design of the well facilities will be completed in two separate phases. The first phase consists of completing the design and construction of a production well and the second phase consists of design and construction of the well facilities. Additional property adjacent to the well site was acquired in FY 2016-17 which resolved ingress and egress issues. Design has resumed and will be completed in FY 2023-24 with construction anticipated to begin in FY 2023-24 pending approval by regulatory body.

### Project Details

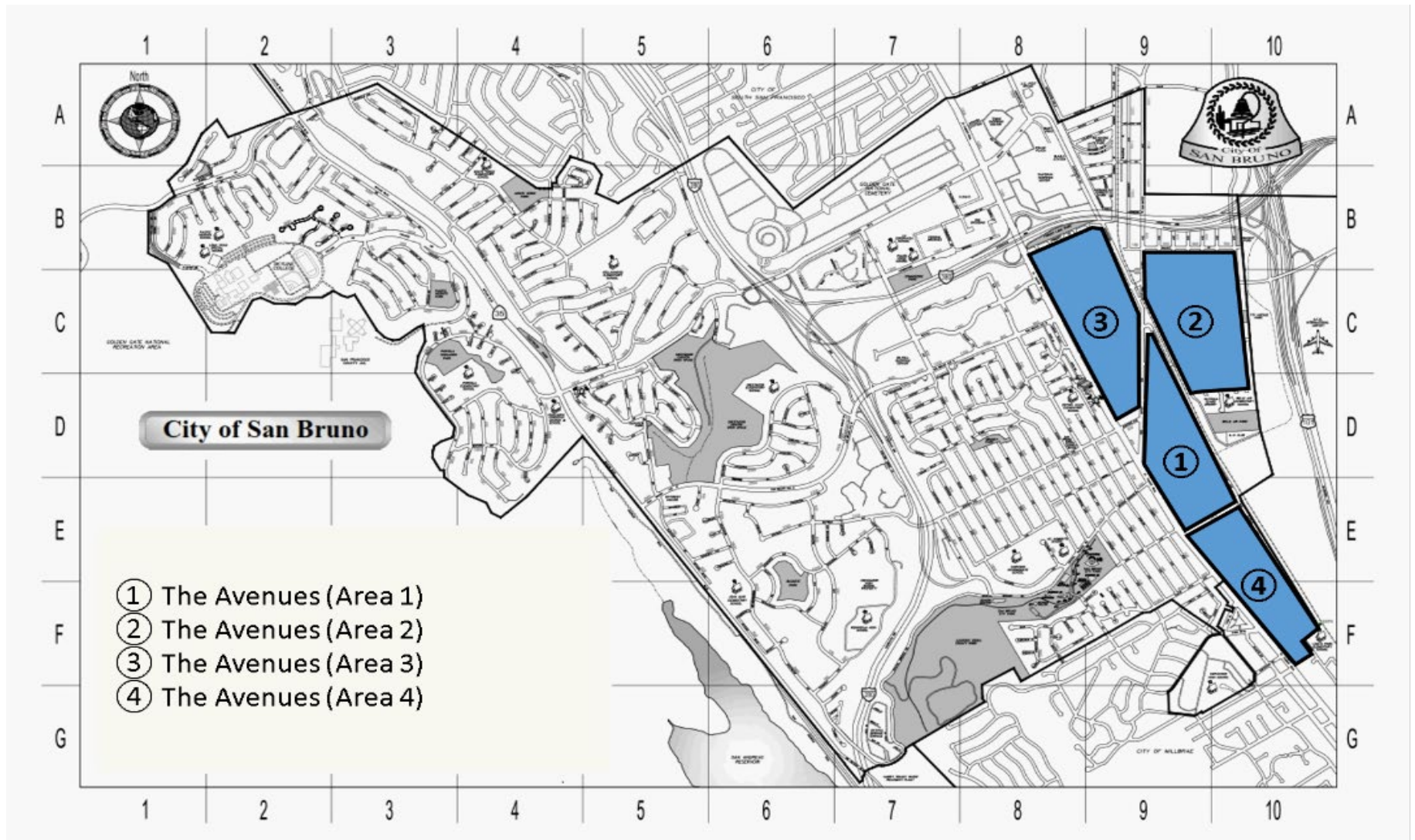
Initial Funding Year	FY2009-10
Target Completion Year	FY2025-26
Expended as of July 1, 2021	\$ 1,356,422



# Water Capital

# Water Mains

## Water Main Improvement and Replacement Program Map



# Water Capital

# Water Mains

## Water Main Improvement and Replacement Program Summary

PROJECT #: 11008 | 11009 | 11010 | 11011

Total Project Budget: \$ 41,737,523

DEPARTMENT: Public Works	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
FUNDING SOURCES									
Water Fund	\$ 11,550,000	\$ 2,580,138	\$ (412,477)	\$ 2,167,661	\$ 1,800,000	\$ 6,300,000	\$ 10,500,000	\$ 12,000,000	\$ 32,767,661
PROJECT APPROPRIATIONS									
Design	\$ 2,030,000	\$ 1,129,204	\$ -	\$ 1,129,204	\$ 1,800,000	\$ 1,800,000	\$ -	\$ -	\$ 4,729,204
Construction	9,520,000	1,450,934	(412,477)	1,038,457	-	4,500,000	10,500,000	12,000,000	28,038,457
<b>Total</b>	<b>\$ 11,550,000</b>	<b>\$ 2,580,138</b>	<b>\$ (412,477)</b>	<b>\$ 2,167,661</b>	<b>\$ 1,800,000</b>	<b>\$ 6,300,000</b>	<b>\$ 10,500,000</b>	<b>\$ 12,000,000</b>	<b>\$ 32,767,661</b>

**Project Description:** This program will replace the City’s water main lines over a 20-year period. The schedule to replace individual pipeline segments is guided by the Water Master Plan, which determined project priorities using water leak reports, maintenance history, fire flow analysis, condition, and capacity of pipelines. Project locations that are scheduled to be completed within the next five years include the eastern portion of the City south of I-380, also known as “the Avenues”.

Projects to be completed in FY 2023-24 include the construction of water improvements in the Avenues 3-1 area.

See the project details on the following page.



Project Details	
Initial Funding Year	FY2005-06
Target Completion Year	On-going
Expended as of July 1, 2021	\$ 8,969,862

# Water Capital

# Water Mains

## Water Main Improvement and Replacement Program - Project Detail

PROJECT #: 11008 | 11009 | 11010 | 11011

DEPARTMENT: Public Works

FUNDING SOURCES		Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget	
			Estimated Carryover	New Request	Total Appropriations						
Water Fund		\$ 11,550,000	\$ 2,580,138	\$ (412,477)	\$ 2,167,661	\$ 1,800,000	\$ 6,300,000	\$ 10,500,000	\$ 12,000,000	\$ 32,767,661	
PROJECT APPROPRIATIONS		Project	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
				Estimated Carryover	New Request	Total Appropriations					
Avenues No. 2-1		11008	\$ 430,000	\$ 277,657	\$ -	\$ 277,657	\$ -	\$ -	\$ -	\$ -	\$ 277,657
Design			180,000	29,516	-	29,516	-	-	-	-	29,516
Construction			250,000	248,141	-	248,141	-	-	-	-	248,141
Avenues No. 3-1		11009	\$ 5,900,000	\$ 790,316	\$ -	\$ 790,316	\$ -	\$ -	\$ -	\$ -	\$ 790,316
Design			350,000	-	-	-	-	-	-	-	-
Construction			5,550,000	790,316	-	790,316	-	-	-	-	790,316
Avenues No. 3-2		11010	\$ 1,200,000	\$ 1,100,000	\$ -	\$ 1,100,000	\$ -	\$ 4,500,000	\$ 1,500,000	\$ -	\$ 7,100,000
Design			1,200,000	1,100,000	-	1,100,000	-	-	-	-	1,100,000
Construction			-	-	-	-	4,500,000	1,500,000	-	-	6,000,000
Avenues No. 3-3		11011	\$ -	\$ (312)	\$ -	\$ (312)	\$ 900,000	\$ -	\$ 4,500,000	\$ 1,500,000	\$ 6,899,688
Design			-	(312)	-	(312)	900,000	-	-	-	899,688
Construction			-	-	-	-	-	4,500,000	1,500,000	-	6,000,000
Avenues No. 3-4		Unassigned	\$ -	\$ -	\$ -	\$ -	\$ 900,000	\$ -	\$ 4,500,000	\$ 1,500,000	\$ 6,900,000
Design			-	-	-	-	900,000	-	-	-	900,000
Construction			-	-	-	-	-	4,500,000	1,500,000	-	6,000,000
Avenues No. 4-1		Unassigned	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 900,000	\$ -	\$ 4,500,000	\$ 5,400,000
Design			-	-	-	-	-	900,000	-	-	900,000
Construction			-	-	-	-	-	-	4,500,000	-	4,500,000
Avenues No. 4-2		Unassigned	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 900,000	\$ -	\$ 4,500,000	\$ 5,400,000
Design			-	-	-	-	-	900,000	-	-	900,000
Construction			-	-	-	-	-	-	4,500,000	-	4,500,000
<b>Total</b>			<b>\$ 11,550,000</b>	<b>\$ 2,580,138</b>	<b>\$ (412,477)</b>	<b>\$ 2,167,661</b>	<b>\$ 1,800,000</b>	<b>\$ 6,300,000</b>	<b>\$ 10,500,000</b>	<b>\$ 12,000,000</b>	<b>\$ 32,767,661</b>

# Water Capital

# Pressure Regulators

## Pressure Regulator Station Improvement & Replacement Program Summary

PROJECT #: 11016 | 11017 | 11018 | 11019 | 11020

Total Project Budget: \$ 2,154,091

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
Water Fund	\$ 1,254,091	\$ 1,208,742	\$ -	\$ 1,208,742	\$ 450,000	\$ 450,000	\$ -	\$ -	\$ 2,108,742

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2024-25	FY2025-26	FY2026-27	FY2027-28	FY2023-28 Budget
Construction	1,000,000	991,807	-	991,807	350,000	350,000	-	-	1,691,807
<b>Total</b>	<b>\$ 1,254,091</b>	<b>\$ 1,208,742</b>	<b>\$ -</b>	<b>\$ 1,208,742</b>	<b>\$ 450,000</b>	<b>\$ 450,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,108,742</b>

**Project Description:** This program funds improvement and reconstruction of the City water system's 30 pressure regulator stations. These stations allow reduction of the high incoming water pressure to a normal distribution pressure for delivery to homes and businesses. Regulating stations reduce the stress placed on water distribution equipment, increase system reliability and longevity, and provide residents and businesses with consistent water pressure.

A condition assessment of the regulating stations was completed in FY 2016-17. Design of the regulating station at Oakmont Drive (St. Cloud) is anticipated to be completed in FY 2023-24.

See the project details on the following page.



### Project Details

Initial Funding Year	FY2016-17
Target Completion Year	On-going
Expended as of July 1, 2021	\$ 45,349

# Water Capital

# Pressure Regulators

## Pressure Regulator Station Improvement & Replacement Program - Project Detail

PROJECT #: 11016 | 11017 | 11018 | 11019 | 11020

DEPARTMENT: Public Works

FUNDING SOURCES		Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
			Estimated Carryover	New Request	Total Appropriations					
Water Fund		\$ 1,254,091	\$ 1,208,742	\$ -	\$ 1,208,742	\$ 450,000	\$ 450,000	\$ -	\$ -	\$ 2,108,742
PROJECT APPROPRIATIONS	Project #	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2024-25	FY2025-26	FY2026-27	FY2027-28	FY2023-28 Budget
Rollingwood Drive	11016	\$ 550,000	\$ 536,926	\$ -	\$ 536,926	\$ -	\$ -	\$ -	\$ -	\$ 536,926
Design		100,000	86,926	-	86,926	-	-	-	-	86,926
Construction		450,000	450,000	-	450,000	-	-	-	-	450,000
Oakmont Drive	11017	\$ 600,000	\$ 572,691	\$ -	\$ 572,691	\$ -	\$ -	\$ -	\$ -	\$ 572,691
Design		150,000	130,884	-	130,884	-	-	-	-	130,884
Construction		450,000	441,807	-	441,807	-	-	-	-	441,807
Cunningham Drive	11018	\$ -	\$ (133)	\$ -	\$ (133)	\$ 450,000	\$ -	\$ -	\$ -	\$ 449,867
Design		-	(133)	-	(133)	100,000	-	-	-	99,867
Construction		-	-	-	-	350,000	-	-	-	350,000
Glenview Drive	11019	\$ 4,091	\$ (742)	\$ -	\$ (742)	\$ -	\$ 450,000	\$ -	\$ -	\$ 449,258
Design		4,091	(742)	-	(742)	-	100,000	-	-	99,258
Construction		-	-	-	-	-	350,000	-	-	350,000
Piedmont Avenue	11020	\$ 100,000	\$ 100,000	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
Design		-	-	-	-	-	-	-	-	-
Construction		100,000	100,000	-	100,000	-	-	-	-	100,000
<b>Total</b>		<b>\$ 1,254,091</b>	<b>\$ 1,208,742</b>	<b>\$ -</b>	<b>\$ 1,208,742</b>	<b>\$ 450,000</b>	<b>\$ 450,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,108,742</b>

# Water Capital

# Pump Stations

## Water Pump Station Improvement and Replacement Program Summary

PROJECT #: 11004 | 11003 | 11012 | 11021

Total Project Budget: \$ 9,393,058

DEPARTMENT: Public Works	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
FUNDING SOURCES									
Water Fund	\$ 6,823,058	\$ 5,822,063	\$ 2,570,000	\$ 8,392,063	\$ -	\$ -	\$ -	\$ -	\$ 8,392,063
PROJECT APPROPRIATIONS									
Design	\$ 1,122,500	\$ 315,651	\$ -	\$ 315,651	\$ -	\$ -	\$ -	\$ -	\$ 315,651
Construction	5,700,558	5,506,412	2,570,000	8,076,412	-	-	-	-	8,076,412
<b>Total</b>	<b>\$ 6,823,058</b>	<b>\$ 5,822,063</b>	<b>\$ 2,570,000</b>	<b>\$ 8,392,063</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,392,063</b>

**Project Description:** The City operates eight pump stations which deliver water through thirteen pressure zones. This program funds the replacement of the water pump station and equipment such as pumps and motors, backup generators, security improvements, as well as the demolition and reconstruction of entire pump stations.

Projects anticipated to begin construction in FY 2023-24 include the Sneath Lane and Lake Drive Pump Stations along with the Whitman and Princeton Pump Station Generators.

See the project details on the following page.



### Project Details

Initial Funding Year	FY2009-10
Target Completion Year	On-going
Expended as of July 1, 2021	\$ 1,000,995

# Water Capital

# Pump Stations

## Water Pump Station Improvement and Replacement Program - Project Detail

PROJECT #: 11004 | 11003 | 11012 | 11021

DEPARTMENT: Public Works		FY2023-24								Total
FUNDING SOURCES		Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2024-25	FY2025-26	FY2026-27	FY2027-28	FY2023-28 Budget
Water Fund		\$ 6,823,058	\$ 5,822,063	\$ 2,570,000	\$ 8,392,063	\$ -	\$ -	\$ -	\$ -	\$ 8,392,063
PROJECT APPROPRIATIONS	Project #	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2024-25	FY2025-26	FY2026-27	FY2027-28	FY2023-28 Budget
Sneath Lane Pump Station	11004	\$ 2,848,058	\$ 2,382,457	\$ 1,250,000	\$ 3,632,457	\$ -	\$ -	\$ -	\$ -	\$ 3,632,457
Design		405,000	75,461	-	75,461	-	-	-	-	75,461
Construction		2,443,058	2,306,996	1,250,000	3,556,996	-	-	-	-	3,556,996
Lake Drive Pump Station	11003	\$ 2,405,000	\$ 2,045,547	\$ 1,320,000	\$ 3,365,547	\$ -	\$ -	\$ -	\$ -	\$ 3,365,547
Design		405,000	45,547	-	45,547	-	-	-	-	45,547
Construction		2,000,000	2,000,000	1,320,000	3,320,000	-	-	-	-	3,320,000
Whitman Pump Station Generator	11012	\$ 885,000	\$ 752,549	\$ -	\$ 752,549	\$ -	\$ -	\$ -	\$ -	\$ 752,549
Design		152,500	70,633	-	70,633	-	-	-	-	70,633
Construction		732,500	681,916	-	681,916	-	-	-	-	681,916
Princeton Pump Station Generator	11021	\$ 685,000	\$ 641,510	\$ -	\$ 641,510	\$ -	\$ -	\$ -	\$ -	\$ 641,510
Design		160,000	124,010	-	124,010	-	-	-	-	124,010
Construction		525,000	517,500	-	517,500	-	-	-	-	517,500
<b>Total</b>		<b>\$ 6,823,058</b>	<b>\$ 5,822,063</b>	<b>\$ 2,570,000</b>	<b>\$ 8,392,063</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,392,063</b>

# Water Capital

# Water Tanks

## Water Tank Improvement and Replacement Program Summary

PROJECT #: 11024 | 85100 | 11023 | 11022

Total Project Budget: \$ 51,480,746

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
Water Fund	\$ 5,666,246	\$ 3,727,633	\$ -	\$ 3,727,633	\$ 7,500,000	\$ 10,000,000	\$ 16,000,000	\$ 12,000,000	\$ 49,227,633
SFPUC	314,500	314,500	-	314,500	-	-	-	-	314,500
<b>Total</b>	<b>\$ 5,980,746</b>	<b>\$ 4,042,133</b>	<b>\$ -</b>	<b>\$ 4,042,133</b>	<b>\$ 7,500,000</b>	<b>\$ 10,000,000</b>	<b>\$ 16,000,000</b>	<b>\$ 12,000,000</b>	<b>\$ 49,542,133</b>

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2024-25	FY2025-26	FY2026-27	FY2027-28	FY2023-28 Budget
Construction	-	-	-	-	7,500,000	10,000,000	16,000,000	12,000,000	45,500,000
<b>Total</b>	<b>\$ 5,980,746</b>	<b>\$ 4,042,133</b>	<b>\$ -</b>	<b>\$ 4,042,133</b>	<b>\$ 7,500,000</b>	<b>\$ 10,000,000</b>	<b>\$ 16,000,000</b>	<b>\$ 12,000,000</b>	<b>\$ 49,542,133</b>

**Project Description:** The City operates eight water tanks as part of its water distribution system. This program funds tank replacement, seismic retrofits, rehabilitation of tanks, and other significant modifications to the existing water tanks. The updated Water Master Plan prioritizes future tank modifications, rehabilitation, and replacement efforts based on the needs of the system.

The current work effort is focused on completing the design of the Cunningham and Sweeney Ridge Tanks.

See the project details on the following page.

**Project Details**

Initial Funding Year	FY2004-05
Target Completion Year	On-going
Expended as of July 1, 2021	\$ 1,938,613



# Water Capital

# Water Tanks

## Water Tank Improvement and Replacement Program - Project Detail

PROJECT #: 11024 | 85100 | 11023 | 11022

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
Water Fund	\$ 5,666,246	\$ 3,727,633	\$ -	\$ 3,727,633	\$ 7,500,000	\$ 10,000,000	\$ 16,000,000	\$ 12,000,000	\$ 49,227,633
SFPUC	314,500	314,500	-	314,500	-	-	-	-	314,500
<b>Total</b>	<b>\$ 5,980,746</b>	<b>\$ 4,042,133</b>	<b>\$ -</b>	<b>\$ 4,042,133</b>	<b>\$ 7,500,000</b>	<b>\$ 10,000,000</b>	<b>\$ 16,000,000</b>	<b>\$ 12,000,000</b>	<b>\$ 49,542,133</b>

PROJECT APPROPRIATIONS	Project #	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2024-25	FY2025-26	FY2026-27	FY2027-28	FY2023-28 Budget
Commodore Tank Installation	11024	\$ 2,250,000	\$ 2,249,316	\$ -	\$ 2,249,316	\$ -	\$ -	\$ 13,500,000	\$ 4,500,000	\$ 20,249,316
Design		2,250,000	2,249,316	-	2,249,316	-	-	-	-	2,249,316
Construction		-	-	-	-	-	-	13,500,000	4,500,000	18,000,000
Cunningham Drive Tank Replacement	85100	\$ 1,436,936	\$ 432,431	\$ -	\$ 432,431	\$ 7,500,000	\$ 2,500,000	\$ -	\$ -	\$ 10,432,431
Design		1,436,936	432,431	-	432,431	-	-	-	-	432,431
Construction		-	-	-	-	7,500,000	2,500,000	-	-	10,000,000
Princeton Tank Replacement	11023	\$ 1,200,000	\$ 1,199,823	\$ -	\$ 1,199,823	\$ -	\$ -	\$ -	\$ 7,500,000	\$ 8,699,823
Design		1,200,000	1,199,823	-	1,199,823	-	-	-	-	1,199,823
Construction		-	-	-	-	-	-	-	7,500,000	7,500,000
Sweeney Ridge Tank Replacement	11022	\$ 1,093,810	\$ 160,563	\$ -	\$ 160,563	\$ -	\$ 7,500,000	\$ 2,500,000	\$ -	\$ 10,160,563
Design		1,093,810	160,563	-	160,563	-	-	-	-	160,563
Construction		-	-	-	-	-	7,500,000	2,500,000	-	10,000,000
<b>Total</b>		<b>\$ 5,980,746</b>	<b>\$ 4,042,133</b>	<b>\$ -</b>	<b>\$ 4,042,133</b>	<b>\$ 7,500,000</b>	<b>\$ 10,000,000</b>	<b>\$ 16,000,000</b>	<b>\$ 12,000,000</b>	<b>\$ 49,542,133</b>

# Water Capital

# Water Wells

## Well Rehabilitation Program Summary

PROJECT #: 84707 | 11013 | 11014 | 11015

Total Project Budget: \$ 2,077,176

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
Water Fund	\$ 1,277,176	\$ 528,373	\$ -	\$ 528,373	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,328,373

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2024-25	FY2025-26	FY2026-27	FY2027-28	FY2023-28 Budget
Well Rehabilitation	\$ 1,277,176	\$ 528,373	\$ -	\$ 528,373	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,328,373

**Project Description:** This program provides comprehensive preventative maintenance and repairs for all five of the City's wells. The three main tasks at each well include rehabilitating the underground well infrastructure every 10 years, inspection and evaluation of the pumps and motors every 5 years, and replacing the filtration media every 10 years. The Commodore Well is currently inactive awaiting construction of a replacement well and will eventually be included in the rotating rehabilitation schedule.

See the project details on the following page.



### Project Details

Initial Funding Year	FY2009-10
Target Completion Year	On-going
Expended as of July 1, 2021	\$ 748,803

# Water Capital

# Water Wells

## Well Rehabilitation Program - Project Detail

PROJECT #: 84707 | 11013 | 11014 | 11015

DEPARTMENT: Public Works

FUNDING SOURCES		Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget	
			Estimated Carryover	New Request	Total Appropriations						
Water Fund		\$ 1,277,176	\$ 528,373	\$ -	\$ 528,373	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,328,373	
PROJECT APPROPRIATIONS		Project #	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2024-25	FY2025-26	FY2026-27	FY2027-28	FY2023-28 Budget
Corporation Yard Well (17)		84707	\$ 157,407	\$ (1,996)	\$ -	\$ (1,996)	\$ 200,000	\$ -	\$ -	\$ -	\$ 198,004
Lions Field Well (20)		11013	353,823	200,000	-	200,000	-	-	-	200,000	400,000
City Park Well (18)		11014	275,872	186,845	-	186,845	-	200,000	-	-	386,845
Forest Lane Well (16)		11015	490,074	143,524	-	143,524	-	-	200,000	-	343,524
<b>Total</b>			<b>\$ 1,277,176</b>	<b>\$ 528,373</b>	<b>\$ -</b>	<b>\$ 528,373</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>\$ 1,328,373</b>

# Water Capital

# Well & Tank Upgrades

## Water Quality Well System Upgrades & Sweeney Ridge Tank Chlorine Generator Installation

PROJECT #: 11025

Total Project Budget: \$ 600,000

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
Water Fund	\$ 600,000	\$ 600,000	\$ -	\$ 600,000	\$ -	\$ -	\$ -	\$ -	\$ 600,000
<b>Total</b>	<b>\$ 600,000</b>	<b>\$ 600,000</b>	<b>\$ -</b>	<b>\$ 600,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 600,000</b>

PROJECT APPROPRIATIONS	Project #	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2024-25	FY2025-26	FY2026-27	FY2027-28	FY2023-28 Budget
Construction		600,000	600,000	-	600,000	-	-	-	-	600,000
<b>Total</b>		<b>\$ 600,000</b>	<b>\$ 600,000</b>	<b>\$ -</b>	<b>\$ 600,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 600,000</b>

**Project Description:**

Well Water Quality Testing System Upgrades:

This project will install new water quality testing equipment at all City wells (Corporation Yard, Lions Field, City Park, and Forest Lane). Project work includes: 1) Installation of Residual Control System (RCS) units, with multiple probes that test and analyze various water quality categories; and 2) Replacing older and outdated chemical feed pump systems that release chemicals into well holding tanks to maintain water quality levels. Both systems will be connected to the City's SCADA real-time computer monitoring system.

Sweeney Ridge Tank Chlorine Generator Installation:

This project will install a new generator system that will convert salt into chlorine used to maintain water quality. This tank is located at a very remote location, and currently liquid chlorine must be trucked in daily. This new equipment will measure out and provide more reliable and consistent chlorine levels and requires less crew and equipment to maintain.



**Project Details**

Initial Funding Year	FY2022-23
Target Completion Year	FY2023-24
Expended as of July 1, 2021	\$0

# FY2023-28 Capital Improvement Program

Sewer Capital  
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# FY2023-28 Capital Improvement Program

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# Sewer Capital

## FY2023-28 Five-Year Summary by Project and Funding Source

FUNDING SOURCES	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
Sewer Fund	\$ 42,096,496	\$ 20,191,970	\$ 13,591,434	\$ 33,783,404	\$ 4,700,000	\$ 12,250,000	\$ 12,000,000	\$ 10,750,000	\$ 73,483,404

PROJECT TITLE	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2024-25	FY2025-26	FY2026-27	FY2027-28	FY2023-28 Budget
Pump Station Improvement and Replacement	10,860,000	5,389,987	(397,484)	4,992,503	-	-	-	-	4,992,503
Water Quality Control Plant Upgrades	16,176,496	9,897,498	3,500,000	13,397,498	3,500,000	3,500,000	3,500,000	3,500,000	27,397,498
Sewer Master Plan	-	-	400,000	400,000	-	-	-	-	400,000
<b>Total</b>	<b>\$ 42,096,496</b>	<b>\$ 20,191,970</b>	<b>\$ 13,591,434</b>	<b>\$ 33,783,404</b>	<b>\$ 4,700,000</b>	<b>\$ 12,250,000</b>	<b>\$ 12,000,000</b>	<b>\$ 10,750,000</b>	<b>\$ 73,483,404</b>

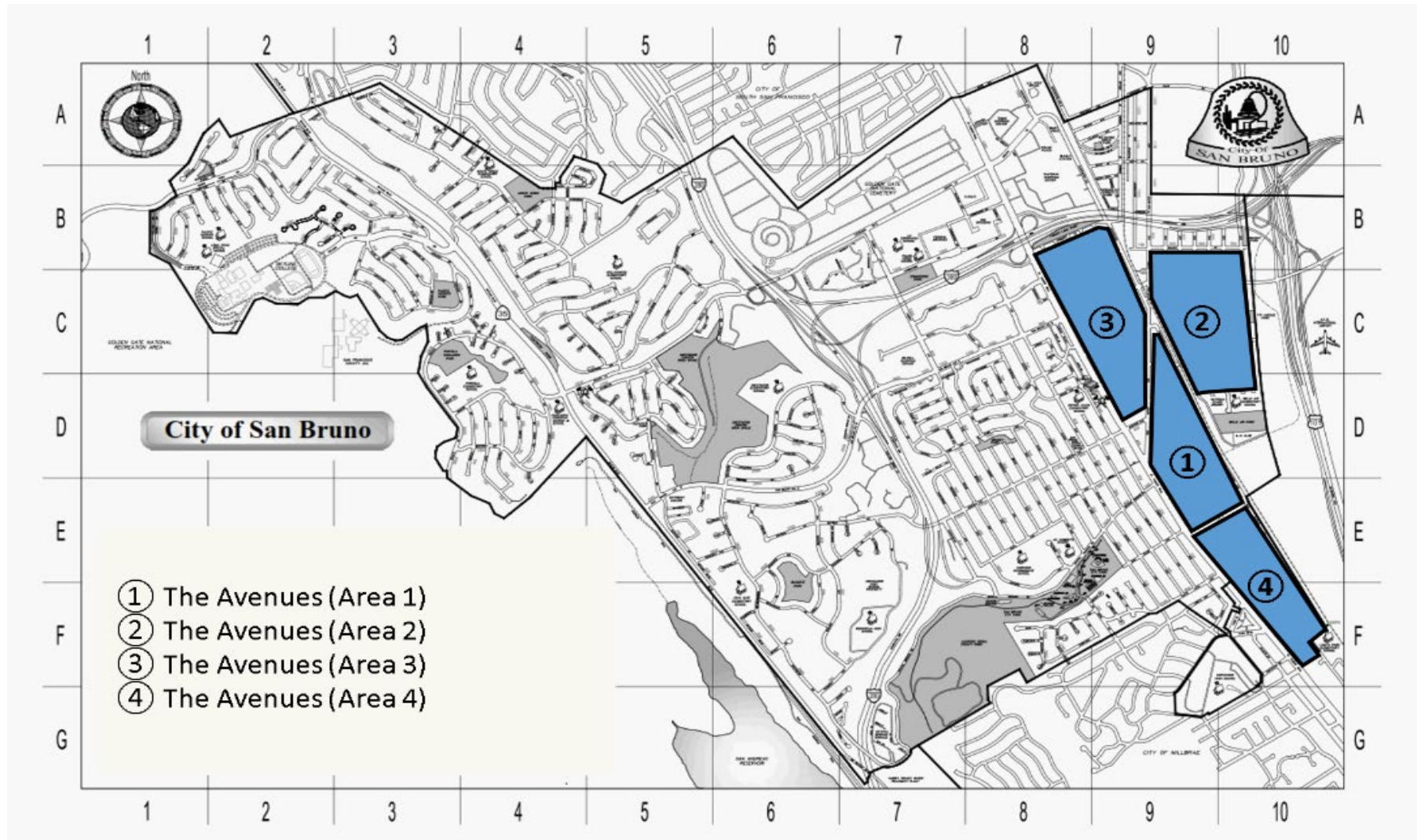
The Sewer Enterprise Fund provides for the maintenance and capital improvements to the City's sewer collection system to assure safe and reliable collection and conveyance of sewage from San Bruno residences and businesses to the Water Quality Control Plant which is jointly owned by the Cities of San Bruno and South San Francisco and operated by South San Francisco. The San Bruno sewer system consists of 85 miles of sewer mains, 2 miles of force mains, and 6 pumping stations. All sewage is conveyed to the City of South San Francisco's Shaw Road Pump Station, from there it is pumped to the Water Quality Control Plant for treatment. The Sewer Capital Improvement Program is designed to protect, preserve, and enhance sewage facilities and to eliminate sanitary sewer overflows that impact public and environmental health.

Capital investments in the sewer system are driven by several City Council approved policies and plans including: 1) Sewer System Master Plan; 2) Settlement Agreements; 3) Sewer Rate Study; and 4) Transit Corridors Plan.

# Sewer Capital

# Sewer Mains

## Sewer Main Improvement & Replacement Map



# Sewer Capital

# Sewer Mains

## Sewer Main Improvement & Replacement Program Summary

PROJECT #: 31006 | 31009 | 31010 | 31011 | 31012 | 31013 | 31014 | NEW

Total Project Budget: \$ 50,848,918

DEPARTMENT: Public Works	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
<b>FUNDING SOURCES</b>									
Sewer Fund	\$ 15,060,000	\$ 4,904,485	\$ 10,088,918	\$ 14,993,403	\$ 1,200,000	\$ 8,750,000	\$ 8,500,000	\$ 7,250,000	\$ 40,693,403
<b>PROJECT APPROPRIATIONS</b>									
Design	\$ 4,420,000	\$ 2,454,868	\$ 28,099	\$ 2,482,967	\$ 1,200,000	\$ 1,250,000	\$ -	\$ -	\$ 4,932,967
Construction	10,640,000	2,449,617	10,060,819	12,510,436	-	7,500,000	8,500,000	7,250,000	35,760,436
<b>Total</b>	<b>\$ 15,060,000</b>	<b>\$ 4,904,485</b>	<b>\$ 10,088,918</b>	<b>\$ 14,993,403</b>	<b>\$ 1,200,000</b>	<b>\$ 8,750,000</b>	<b>\$ 8,500,000</b>	<b>\$ 7,250,000</b>	<b>\$ 40,693,403</b>

**Project Description:** The work plan for this program includes design and construction for replacement of the sewer main segments identified as priorities in the 2014 Sewer Master Plan.

Sewer main replacements are scheduled in the following areas during the next five years: Crestwood Drive, Shelter Creek Lane, and in the eastern portion of the City south of I-380, known as "the Avenues." The main focus of the replacement program is to complete projects identified in the Sewer Master Plan to meet established regulatory deadlines and resolve system deficiencies.

See the project details on the following pages.



### Project Details

Initial Funding Year	FY2005-06
Target Completion Year	On-going
Expended as of July 1, 2021	\$ 10,155,516

# Sewer Capital

# Sewer Mains

## Sewer Main Improvement & Replacement Program - Project Detail

PROJECT #: 31006 | 31009 | 31010 | 31011 | 31012 | 31013 | 31014 | NEW

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
Sewer Fund	\$ 15,060,000	\$ 4,904,485	\$ 10,088,918	\$ 14,993,403	\$ 1,200,000	\$ 8,750,000	\$ 8,500,000	\$ 7,250,000	\$ 40,693,403

PROJECT TITLE	Project #	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
			Estimated Carryover	New Request	Total Appropriations					
Crestwood Drive	31006	\$ 1,300,000	\$ 994,169	\$ -	\$ 994,169	\$ -	\$ -	\$ -	\$ -	\$ 994,169
Design		400,000	199,169	-	199,169	-	-	-	-	199,169
Construction		900,000	795,000	-	795,000	-	-	-	-	795,000
Earl Ave / Glenview Ave	31015	\$ 150,000	\$ 150,000	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000
Design		150,000	150,000	-	150,000	-	-	-	-	150,000
Construction		-	-	-	-	-	-	-	-	-
Avenues No. 2-1	31009	\$ 575,000	\$ 132,658	\$ 5,500,000	\$ 5,632,658	\$ -	\$ -	\$ -	\$ -	\$ 5,632,658
Design		575,000	132,658	-	132,658	-	-	-	-	132,658
Construction		-	-	5,500,000	5,500,000	-	-	-	-	5,500,000
Avenues No. 2-2	31010	\$ 545,000	\$ 131,352	\$ 4,500,000	\$ 4,631,352	\$ -	\$ -	\$ -	\$ -	\$ 4,631,352
Design		545,000	131,352	-	131,352	-	-	-	-	131,352
Construction		-	-	4,500,000	4,500,000	-	-	-	-	4,500,000
Avenues No. 2-3	31011	\$ 1,000,000	\$ 879,955	\$ -	\$ 879,955	\$ -	\$ 3,750,000	\$ 1,250,000	\$ -	\$ 5,879,955
Design		1,000,000	879,955	-	879,955	-	-	-	-	879,955
Construction		-	-	-	-	-	3,750,000	1,250,000	-	5,000,000
Avenues No. 3-1	31012	\$ 6,060,000	\$ 905,436	\$ -	\$ 905,436	\$ -	\$ -	\$ -	\$ -	\$ 905,436
Design		350,000	-	-	-	-	-	-	-	-
Construction		5,710,000	905,436	-	905,436	-	-	-	-	905,436
Avenues No. 3-2	31013	\$ 1,000,000	\$ 899,922	\$ -	\$ 899,922	\$ -	\$ 3,750,000	\$ 1,250,000	\$ -	\$ 5,899,922
Design		1,000,000	899,922	-	899,922	-	-	-	-	899,922
Construction		-	-	-	-	-	3,750,000	1,250,000	-	5,000,000

PROJECT TITLE	Project #	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
			Estimated Carryover	New Request	Total Appropriations					
Avenues No. 3-3	31014	\$ -	\$ (90)	\$ -	\$ (90)	\$ 600,000	\$ -	\$ 3,000,000	\$ 1,000,000	\$ 4,599,911
Design		-	(90)	-	(90)	600,000	-	-	-	599,911
Construction		-	-	-	-	-	-	3,000,000	1,000,000	4,000,000
Avenues No. 3-4	Unassigned	\$ -	\$ -	\$ -	\$ -	\$ 600,000	\$ -	\$ 3,000,000	\$ 1,000,000	\$ 4,600,000
Design		-	-	-	-	600,000	-	-	-	600,000
Construction		-	-	-	-	-	-	3,000,000	1,000,000	4,000,000
Avenues No. 4-1	Unassigned	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ -	\$ 1,500,000	\$ 2,000,000
Design		-	-	-	-	-	500,000	-	-	500,000
Construction		-	-	-	-	-	-	-	1,500,000	1,500,000
Avenues No. 4-2	Unassigned	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 750,000	\$ -	\$ 3,750,000	\$ 4,500,000
Design		-	-	-	-	-	750,000	-	-	750,000
Construction		-	-	-	-	-	-	-	3,750,000	3,750,000
Shelter Creek Lane	NEW	\$ -	\$ -	\$ 900,000	\$ 900,000	\$ -	\$ -	\$ -	\$ -	\$ 900,000
Design		-	-	90,000	90,000	-	-	-	-	90,000
Construction		-	-	810,000	810,000	-	-	-	-	810,000
<b>Total</b>		<b>\$ 15,060,000</b>	<b>\$ 4,904,485</b>	<b>\$ 10,088,918</b>	<b>\$ 14,993,403</b>	<b>\$ 1,200,000</b>	<b>\$ 8,750,000</b>	<b>\$ 8,500,000</b>	<b>\$ 7,250,000</b>	<b>\$ 40,693,403</b>

# Sewer Capital

# Sewer Mains

## Sewer Main Improvement & Replacement Program - Shelter Creek Lane Sewer Main Replacement

PROJECT #: NEW

Total Project Cost: \$ 900,000

DEPARTMENT: Public Works	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
FUNDING SOURCES									
Sewer Fund	\$ -	\$ -	\$ 900,000	\$ 900,000	\$ -	\$ -	\$ -	\$ -	\$ 900,000
PROJECT APPROPRIATIONS									
Design	\$ -	\$ -	\$ 90,000	\$ 90,000	\$ -	\$ -	\$ -	\$ -	\$ 90,000
Construction	-	-	810,000	810,000	-	-	-	-	810,000
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 900,000</b>	<b>\$ 900,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 900,000</b>

**Project Description:** Approximately 600 linear feet of sewer main located along Shelter Creek Lane and near San Bruno Avenue are heavily corroded and in poor condition. The sewer main reaches a depth nearing 26 feet below grade making repairs difficult and expensive should emergency repairs become necessary. This project would either replace or rehabilitate the corroded sewer main thereby reducing the potential of sanitary sewer overflows.



### Project Details

Initial Funding Year	FY2023-24
Target Completion Year	FY2024-25
Expended as of June 30, 2022	\$ -

# Sewer Capital

# Pump Stations

## Sewer Pump Station Improvement & Replacement Summary

PROJECT #: 31004

Total Project Budget: \$ 10,462,516

DEPARTMENT: Public Works	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
Sewer Fund	\$ 10,860,000	\$ 5,389,987	\$ (397,484)	\$ 4,992,503	\$ -	\$ -	\$ -	\$ -	\$ 4,992,503

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2024-25	FY2025-26	FY2026-27	FY2027-28	FY2023-28 Budget
Construction	9,230,000	4,561,544	(315,908)	4,245,636	-	-	-	-	4,245,636
<b>Total</b>	<b>\$ 10,860,000</b>	<b>\$ 5,389,987</b>	<b>\$ (397,484)</b>	<b>\$ 4,992,503</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,992,503</b>

**Project Description:** The City operates six sanitary sewer pump (lift) stations that convey sewage from homes and businesses to the City of South San Francisco Shaw Road Pump Station and subsequently to the Water Quality Control Plant located in South San Francisco. This program includes planning, design and construction for improvement or replacement of pump stations and associated force main pipeline.

See the project details on the following page.



### Project Details

Initial Funding Year	FY2009-10
Target Completion Year	FY2024-25
Expended as of July 1, 2021	\$ 5,470,013

# Sewer Capital

# Pump Stations

## Sewer Pump Station Improvement & Replacement - Project Detail

**PROJECT #: 31004**

**DEPARTMENT: Public Works**

FUNDING SOURCES		Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
			Estimated Carryover	New Request	Total Appropriations					
Sewer Fund		\$ 10,860,000	\$ 5,389,987	\$ (397,484)	\$ 4,992,503	\$ -	\$ -	\$ -	\$ -	\$ 4,992,503

PROJECT TITLE		Project #	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
				Estimated Carryover	New Request	Total Appropriations					
Crestwood Pump Station		31004	\$ 5,350,000	\$ 4,992,503	\$ -	\$ 4,992,503	\$ -	\$ -	\$ -	\$ -	\$ 4,992,503
Design			940,000	746,867	-	746,867	-	-	-	-	746,867
Construction			4,410,000	4,245,636	-	4,245,636	-	-	-	-	4,245,636
<b>Total</b>			<b>\$ 10,860,000</b>	<b>\$ 5,389,987</b>	<b>\$ (397,484)</b>	<b>\$ 4,992,503</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,992,503</b>

# Sewer Capital

# Water Quality Control Plant

## Water Quality Control Plant

PROJECT #: 85708

Total Project Cost: \$ 33,676,496

DEPARTMENT: Public Works	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
FUNDING SOURCES									
Sewer Fund	\$ 16,176,496	\$ 9,897,498	\$ 3,500,000	\$ 13,397,498	\$ 3,500,000	\$ 3,500,000	\$ 3,500,000	\$ 3,500,000	\$ 27,397,498
PROJECT APPROPRIATIONS									
WQCP Improvements	\$ 16,176,496	\$ 9,897,498	\$ 3,500,000	\$ 13,397,498	\$ 3,500,000	\$ 3,500,000	\$ 3,500,000	\$ 3,500,000	\$ 27,397,498

**Project Description:** The City is responsible for the safe and effective collection and treatment of sanitary sewer discharge by City residents and businesses. For over 70 years, the City of San Bruno and the City of South San Francisco have jointly owned and operated the Water Quality Control Treatment Plant (WQCP) located in South San Francisco to treat the sanitary discharge of both cities. As the cities have grown and regulatory requirements have evolved, the treatment plant has grown in both capacity and complexity.

In the latest effort to meet regulatory requirements and a long-term sustainability plan, the two cities approved a Facility Update Plan in 2011. This plan recommended a series of improvements over the next 30 years ensuring treatment plant reliability to comply with the U.S. Environmental Protection Agency and the State Water Resources Control Board, and to generate additional clean energy to offset power consumption costs.

Significant upcoming projects include Digester and Wet Weather Improvements, Secondary Clarifiers Rehabilitation, Switchgear and Cogen Controls Upgrades, Sea Level Rise Planning, Plant-wide Painting program, and replacements of the Effluent Storage Basin Liner and Sodium Hypochlorite Storage Tank.



### Project Details

Initial Funding Year	FY2011-12
Target Completion Year	On-going
Expended as of June 30, 2020	\$ 6,278,998

# Sewer Capital

# Master Plan

## Sewer Master Plan

PROJECT #: NEW

Total Project Cost: \$ 400,000

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
Sewer Fund	\$ -	\$ -	\$ 400,000	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ 400,000

PROJECT APPROPRIATIONS	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
Planning	\$ -	\$ -	\$ 400,000	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ 400,000

**Project Description:** In 2014, the City released its Sewer Master Plan (Plan), with a target of updating the Plan every 10 years. Next fiscal year this Plan will be 10 years old and is therefore in need of an update. This project will include the creation of an updated Plan including an updated list of projects and recommendations.



### Project Details

Initial Funding Year	FY2023-24
Target Completion Year	FY2023-24
Expended as of June 30, 2022	\$ -

# FY2023-28 Capital Improvement Program

Stormwater Capital  
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# FY2023-28 Capital Improvement Program

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# Stormwater Capital

## FY2023-28 Five-Year Summary by Project and Funding Source

FUNDING SOURCES	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
Citywide Development Impact Fees - Utilities Facilities Impact Fee Fund	\$ -	\$ -	\$ 1,538,768	\$ 1,538,768	\$ -	\$ -	\$ -	\$ -	\$ 1,538,768
CNRA Fund	913,333	23,881	-	23,881	-	-	-	-	23,881
EPA WQIF	200,000	-	-	-	-	-	-	-	-
FEMA CalOES HMGP	1,209,962	275,155	-	275,155	-	-	-	-	275,155
General Fund Capital Reserve	1,296,772	688,768	(688,768)	-	-	-	-	-	-
Stormwater Fund	-	-	200,000	200,000	-	-	-	-	200,000
<b>Total</b>	<b>\$ 3,620,067</b>	<b>\$ 987,804</b>	<b>\$ 1,050,000</b>	<b>\$ 2,037,804</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,037,804</b>

PROJECT TITLE	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
Regional Stormwater Capture Project	\$ 1,113,333	\$ 23,881	\$ -	\$ 23,881	\$ -	\$ -	\$ -	\$ -	\$ 23,881
Spyglass Drive Storm Drain Improvements	1,579,962	275,155	-	275,155	-	-	-	-	275,155
Trash Capture Device Installation	476,772	249,688	-	249,688	-	-	-	-	249,688
Pipeline Replacement	450,000	439,080	-	439,080	-	-	-	-	439,080
Storm Condition Assessment	-	-	250,000	250,000	-	-	-	-	250,000
Winter Storm Hazard Mitigation Efforts	-	-	200,000	200,000	-	-	-	-	200,000
Crestmoor Canyon Storm Repair	-	-	200,000	200,000	-	-	-	-	200,000
Trunk Line Repair	-	-	400,000	400,000	-	-	-	-	400,000
<b>Total</b>	<b>\$ 3,620,067</b>	<b>\$ 987,804</b>	<b>\$ 1,050,000</b>	<b>\$ 2,037,804</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,037,804</b>

The Stormwater Enterprise Fund provides for maintenance and capital improvements related to the safe and reliable collection and transport of stormwater runoff throughout San Bruno. The Stormwater Capital Improvement Program is designed to protect, preserve, and enhance stormwater facilities to ensure that homes and businesses face a minimal threat of flooding or extended periods of standing water during and after rain events. The goal is to improve and/or replace existing facilities in an effort to extend the useful life of these valuable public assets.

The Regional Water Quality Control Board regulates stormwater discharge under the requirements of the Federal Clean Water Act to avoid pollution of the receiving water of the San Francisco Bay. Regulatory requirements have become increasingly strict and complex in recent years and the City will be required to complete many costly projects within the next several years to maintain compliance.

The only dedicated funding for stormwater operations and capital improvement is a stormwater assessment collected on the property tax bill. The total revenue from the assessment is approximately \$600,000 annually. This amount is barely sufficient to cover annual stormwater operation costs. Completion of necessary system capital improvements will require identification of additional funding in coming years.

Capital investments in the stormwater system are driven by several City Council approved policies and plans including: 1) Stormwater System Master Plan; 2) Transit Corridors Plan; and 3) Bayhill Specific Plan.

# Stormwater Capital

# Stormwater Mains

## Regional Stormwater Capture Project at I-280 and I-380

PROJECT #: 21013

Total Project Budget: \$ 1,113,333

DEPARTMENT: Public Works	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
FUNDING SOURCES									
EPA WQIF	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CNRA Fund	913,333	23,881	-	23,881	-	-	-	-	23,881
<b>Total</b>	<b>\$ 1,113,333</b>	<b>\$ 23,881</b>	<b>\$ -</b>	<b>\$ 23,881</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 23,881</b>

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2024-25	FY2025-26	FY2026-27	FY2027-28	FY2023-28 Budget
Construction	-	-	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 1,113,333</b>	<b>\$ 23,881</b>	<b>\$ -</b>	<b>\$ 23,881</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 23,881</b>

**Project Description:** This is a regional stormwater capture project within San Bruno which is designed to collect, detain and treat stormwater at an open space in the Caltrans right-of-way between the I-280/I-380 interchange from a storm drain that serves portions of the Rollingwood, Crestmoor, Portola Highlands, and Pacific Heights neighborhoods of San Bruno.

This project has the potential to supplement groundwater supplies, alleviate downstream flooding, and improve water quality in San Bruno Creek. This project will treat runoff from a total of 942 acres.

The City has secured a \$200,000 grant through EPA's Water Quality Improvement Fund and \$913,333 through the California Natural Resources Agency towards preliminary design of this project. All conceptual design details will be explored in greater detail during a feasibility analysis.

Estimated construction costs are currently unfunded.

### Project Details

Initial Funding Year	FY2019-20
Target Completion Year	TBD
Expended as of July 1, 2021	\$1,089,452



# Stormwater Capital

# Stormwater Mains

## Spyglass Drive Storm Drain Improvements

PROJECT #: 21011

Total Project Budget: \$ 1,579,962

DEPARTMENT: Public Works	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Appropriations					
FUNDING SOURCES									
General Fund Capital Reserve	\$ 370,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FEMA CalOES HMGP	1,209,962	275,155	-	275,155	-	-	-	-	275,155
<b>Total</b>	<b>\$ 1,579,962</b>	<b>\$ 275,155</b>	<b>\$ -</b>	<b>\$ 275,155</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 275,155</b>

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2024-25	FY2025-26	FY2026-27	FY2027-28	FY2023-28 Budget
Construction	1,209,962	275,155	-	275,155	-	-	-	-	275,155
<b>Total</b>	<b>\$ 1,579,962</b>	<b>\$ 275,155</b>	<b>\$ -</b>	<b>\$ 275,155</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 275,155</b>

**Project Description:** This project will be designed to mitigate flooding issues during intense storm events. Over the years, approximately eight properties within the Spyglass Drive neighborhood have experienced multiple flooding events including property damage. This project will assess alternatives to mitigate the flooding issues and will provide residents within the Spyglass Drive neighborhood a more reliable storm infrastructure system by preventing future overflows.

Project design was completed in FY 2020-21. The project received funding for the construction phase through the FEMA Hazard Mitigation grant in 2021. Construction is anticipated to be completed in FY 2023-24.



### Project Details

Initial Funding Year	FY2018-19
Target Completion Year	FY2023-24
Expended as of July 1, 2021	\$ 1,304,807

# Stormwater Capital

# Trash Capture Devices

## Trash Capture Device Design and Installation

PROJECT #: 21003

Total Project Budget: \$ 476,772

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
General Fund Capital Reserve	\$ 476,772	\$ 249,688	(249,688)	\$ -	\$ -	\$ -	\$ -	\$ -	
Citywide Development Impact Fees - Utilities Facilities Impact Fee Fund		-	249,688	249,688	-	-	-	249,688	
<b>Total</b>	<b>\$ 476,772</b>	<b>\$ 249,688</b>	<b>\$ -</b>	<b>\$ 249,688</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 249,688</b>	

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2024-25	FY2025-26	FY2026-27	FY2027-28	FY2023-28 Budget
Design	\$ 320,772	\$ 254,696	-	\$ 254,696	\$ -	\$ -	\$ -	\$ -	\$ 254,696
Installation	156,000	(5,008)	-	(5,008)	-	-	-	-	(5,008)
<b>Total</b>	<b>\$ 476,772</b>	<b>\$ 249,688</b>	<b>\$ -</b>	<b>\$ 249,688</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 249,688</b>

**Project Description:** This project will install trash capture devices in key areas of the City to catch and hold solids, including small trash, sediments, and cigarette butts, and allow stormwater to continue flowing into San Francisco Bay. This project is intended to comply with Regional Water Quality Control Board requirements to significantly reduce stormwater contaminants entering San Francisco Bay. The Water Board requires agencies to reduce trash discharges by 80 percent from 2009 levels by 2019, and 100% reduction by 2022, or no visual impact.



### Project Details

Initial Funding Year	FY2016-17
Target Completion Year	FY2023-24
Expended as of July 1, 2021	\$ 227,084

# Stormwater Capital

# Pipeline Replacement

## Stormwater Pipeline Replacement

PROJECT #: 21010

Total Project Budget: \$ 450,000

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
General Fund Capital Reserve	\$ 450,000	\$ 439,080	(439,080)	-	\$ -	\$ -	\$ -	\$ -	\$ -
Citywide Development Impact Fees - Utilities Facilities Impact Fee Fund	-	-	439,080	439,080	-	-	-	-	439,080
<b>Total</b>	<b>\$ 450,000</b>	<b>\$ 439,080</b>	<b>\$ -</b>	<b>\$ 439,080</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 439,080</b>

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2024-25	FY2025-26	FY2026-27	FY2027-28	FY2023-28 Budget
Construction	400,000	400,000	-	400,000	-	-	-	-	400,000
<b>Total</b>	<b>\$ 450,000</b>	<b>\$ 439,080</b>	<b>\$ -</b>	<b>\$ 439,080</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 439,080</b>

**Project Description:** During construction of the SFPUC's pipeline near the County Park at Crystal Springs Road, SFPUC's contractor discovered a leaking and broken stormwater pipeline, which resulted in erosion near the CCSF easement area and El Zanjon Creek. The existing stormwater pipeline connects to the drain inlet within Crystal Springs Road and collects stormwater from the roadway and Crystal Springs Terrace Apartments then discharges the flow to El Zanjon Creek.

In order to mitigate further erosion and impact to CCSF pipelines and Crystal Spring Road, the stormwater pipeline will need to be replaced from the drain inlet to El Zanjon Creek and the hillside restored. The cost for the design and construction of the new stormwater pipeline and erosion mitigation efforts is estimated to be approximately \$450,000 with a contingency.

**Project Details**

Initial Funding Year	FY2020-21
Target Completion Year	TBD
Expended as of July 1, 2021	\$ 10,920



# Stormwater Capital

# Condition Assessment

## Stormwater Condition Assessment

PROJECT #: NEW

Total Project Budget: \$ 250,000

DEPARTMENT: Public Works	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
<b>FUNDING SOURCES</b>									
Citywide Development Impact Fees - Utilities Facilities Impact Fee Fund	\$ -	\$ -	\$ 250,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000
<b>PROJECT APPROPRIATIONS</b>									
Planning	\$ -	\$ -	\$ 250,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000
<b>Total</b>	\$ -	\$ -	\$ 250,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000

**Project Description:** In 2014, the City released its Storm Drain Master Plan (Plan). However, the City's stormwater program had insufficient funds to move forward with the recommendations identified in the Plan. This new effort will be a targeted and strategic update to the 2014 Plan, where the City will identify priority locations and work with a consultant to assess each location and determine an engineering cost for the needed repair.



### Project Details

Initial Funding Year	FY2023-24
Target Completion Year	FY2023-24
Expended as of June 30, 2022	\$ -

# Stormwater Capital

# Valley Gutter

## Winter Storm Hazard Mitigation Efforts

PROJECT #: NEW

Total Project Budget: \$ 200,000

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
Citywide Development Impact Fees - Utilities Facilities Impact Fee Fund	\$ -	\$ -	\$ 200,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2024-25	FY2025-26	FY2026-27	FY2027-28	FY2023-28 Budget
Design	\$ -	\$ -	50,000	\$ 50,000					50,000
Construction	-	-	150,000	150,000	-	-	-	-	150,000
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 200,000</b>

**Project Description:** As a result of the late 2022/early 2023 winter storms, a landslide presented behind 1440 Claremont Drive, on a relatively steep, graded grassy slope which is about 50 to 60 feet high, and was not equipped with mid-slope V-ditches. A Geotech analysis recommends installing a valley gutter mid-way up the slope to collect and convey surface runoff off the slope and avoid further erosion.

Also, due to recent storms, a landslide occurred at 425 Cunningham Way, consisting of a narrow debris flow that flowed down a steep slope, over a 4-1/2 wooden retaining wall and deposited debris onto the residents' back deck. Therefore, in order to reduce these risks Geotech analysts have suggested a permanent retaining wall will be designed and constructed to withstand debris flow impacts along the base of the slope/back of deck and patio of the residence.

The 22-23 winter storms also caused a landslide on westbound San Bruno Avenue just east of the access road to Water Tank #4. Visqueen (plastic barrier) was placed over the slide to prevent it from widening. However, due to a depression near the top of the slide, Geotech analysts have suggested additional sandbagging in the form of a sandbag catchment berm with pipe to convey collected water



**Project Details**

Initial Funding Year	FY2023-24
Target Completion Year	FY2023-24
Expended as of June 30, 2022	\$ -

# Stormwater Capital

# Storm Repair

## Crestmoor Canyon Storm Repair

PROJECT #: NEW

Total Project Budget: \$ 200,000

DEPARTMENT: Public Works	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
FUNDING SOURCES									
Stormwater Fund	\$ -	\$ -	\$ 200,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000
PROJECT APPROPRIATIONS									
Design	\$ -	\$ -	\$ 40,000	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ 40,000
Construction	-	-	160,000	160,000	-	-	-	-	160,000
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 200,000</b>

**Project Description:** During recent storms, about 5 to 8 feet of outboard bench between the wall and the drainage canyon slid into Crestmoor Canyon. There is a risk that a new landslide in this area will pull the storm drain pipe and manhole downslope. In order to reduce the risk to the storm drain pipe and manhole, a cable anchoring the pipe to the wall with a collar will be installed.



### Project Details

Initial Funding Year	FY2023-24
Target Completion Year	FY2023-24
Expended as of June 30, 2022	\$ -

# Stormwater Capital

# Trunk Line Repair

## Portola Watershed Storm Drain Trunk Line Repair

PROJECT #: NEW

Total Project Cost: \$ 400,000

DEPARTMENT: Public Works	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
FUNDING SOURCES									
Citywide Development Impact Fees - Utilities Facilities Impact Fee Fund	\$ -	\$ -	\$ 400,000	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ 400,000
PROJECT APPROPRIATIONS									
Design	\$ -	\$ -	\$ 40,000	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ 40,000
Construction	-	-	360,000	360,000	-	-	-	-	360,000
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 400,000</b>	<b>\$ 400,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 400,000</b>

**Project Description:** The Portola watershed storm drain trunk line within Caltrans ROW located between Sneath Lane and State Route 35 failed during the December 2023 winter storm event and resulted in the formation of a large sinkhole. While emergency repairs on that sinkhole and portions of the failed storm drain pipe have been completed, approximately 200 linear feet of corroded corrugated metal pipe will require either replacement or rehabilitation.



### Project Details

Initial Funding Year	FY2023-24
Target Completion Year	FY2023-24
Expended as of June 30, 2022	\$ -

# FY2023-28 Capital Improvement Program

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# FY2023-28 Capital Improvement Program

CityNet Capital  
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# FY2023-28 Capital Improvement Program

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# CityNet Capital

## FY2023-28 Five-Year Summary by Project and Funding Source

FUNDING SOURCES	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
American Rescue Plan Act of 2021	\$ 250,000	\$ 73,157	\$ -	\$ 73,157	\$ -	\$ -	\$ -	\$ -	\$ 73,157
PROJECT TITLE	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2024-25	FY2025-26	FY2026-27	FY2027-28	FY2023-28 Budget
Channel 1 Upgrade	\$ 250,000	\$ 73,157	\$ -	\$ 73,157	\$ -	\$ -	\$ -	\$ -	\$ 73,157
<b>Total</b>	<b>\$ 250,000</b>	<b>\$ 73,157</b>	<b>\$ -</b>	<b>\$ 73,157</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 73,157</b>

CityNet's Capital Improvement Program provides funding for major system improvements and equipment purchases and replacement.

Capital investments in the Cable Television system ensure that San Bruno CityNet is positioned to deliver the highest level of customer care and service and provide the broadest choice of telecommunication products and services. Enhancements to the cable and digital streaming television system guarantee optimal network stability and performance and allows San Bruno CityNet to remain competitive in the constantly evolving television and internet services industry.

## Channel 1 Upgrade

PROJECT #: 41005

Total Project Budget: \$ 250,000

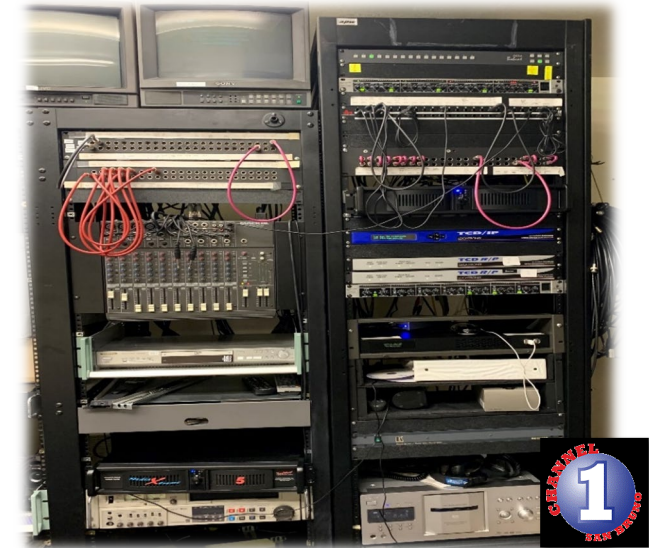
DEPARTMENT: CityNet

FUNDING SOURCES	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
American Rescue Plan Act of 2021	\$ 250,000	\$ 73,157	\$ -	\$ 73,157	\$ -	\$ -	\$ -	\$ -	\$ 73,157

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2024-25	FY2025-26	FY2026-27	FY2027-28	FY2023-28 Budget
Install & Consultation	\$ 250,000	\$ 73,157	\$ -	\$ 73,157	\$ -	\$ -	\$ -	\$ -	\$ 73,157

**Project Description:** Channel 1 is the City of San Bruno's Public, Educational and Governmental TV Channel managed and operated by San Bruno City Net Services. Its usage during the COVID pandemic surged by over 400% as it served San Bruno viewers with pandemic-related government information and public health messages. While Channel 1 has been upgraded using CIP funds to a new, all HD format and the cameras, mics, internet connectivity and other associated equipment have been upgraded, the balance of the CIP is carried over in 2023-24 to allow for continuing upgrades and unplanned replacements of failing equipment related to the telecast operation and City meeting coverage.



**Project Details**

Initial Funding Year	FY2021-22
Target Completion Year	FY2023-24
Expended as of July 1, 2021	\$ 176,843

# FY2023-28 Capital Improvement Program

Parks Capital  
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# FY2023-28 Capital Improvement Program

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# Parks

## FY2023-28 Five-Year Summary by Funding Source

FUNDING SOURCES	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
Citywide Development Impact Fees - Community Facilities Impact Fee Fund	\$ 2,025,515	\$ 2,025,515	\$ 315,000	\$ 2,340,515	\$ -	\$ -	\$ -	\$ -	\$ 2,340,515
County Measure K Grant	200,000	200,000	-	200,000	-	-	-	-	200,000
Emergency Disaster Reserve Fund	125,000	50,120	-	50,120	-	-	-	-	50,120
FEMA Mitigation Grant	-	-	196,675	196,675	-	-	-	-	196,675
General Fund Capital Reserve	1,094,015	522,843	161,271	684,114	16,805	174,000	-	-	874,919
Measure G	300,000	59,697	100,000	159,697	150,000	150,000	150,000	150,000	759,697
Park-In-Lieu Fund	150,000	110,500	-	110,500	-	-	-	-	110,500
PG&E Settlement	1,750,000	1,267,542	-	1,267,542	625,000	625,000	-	-	2,517,542
Prop 68 State Park Grant	205,635	205,635	-	205,635	205,635	-	-	-	411,270
San Bruno Community Foundation Grant	200,000	-	500,000	500,000	-	-	-	-	500,000
Unknown	-	-	-	-	2,000,000	-	-	-	2,000,000
<b>Total</b>	<b>\$ 6,050,165</b>	<b>\$ 4,441,852</b>	<b>\$ 1,272,946</b>	<b>\$ 5,714,798</b>	<b>\$ 2,997,440</b>	<b>\$ 949,000</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>	<b>\$ 9,961,238</b>

This program provides for the improvement and development of the City's facilities, infrastructure, and major equipment used to deliver services to the community, much of which are several decades old. At this time, no dedicated or ongoing revenue resource exists to support the Parks and Facilities Capital Fund. Instead, funding for the Parks and Facilities Capital Fund comes from a variety of sources, including the General Fund, Citywide Development Impact Fees – Community Facilities Impact Fee Fund, grant funds, and transfers from other City funds.

Capital investment in the Parks & Facilities are currently driven by City Council approved polices and Parks & Recreation Facilities Master Plan. This plan identifies improvements for specific recreational facilities in San Bruno. A community-wide Facilities Master Plan would be desirable to anticipate future building capital needs and assist with long-term capital funding.

# Parks

## FY2023-28 Five-Year Summary by Project

PROJECT TITLE	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
Florida Avenue Park	\$ 2,600,051	\$ 2,004,629	\$ (4,629)	\$ 2,000,000	\$ -	\$ -	\$ -	\$ -	\$ 2,000,000
Park Pathways	449,599	273,849	-	273,849	222,440	-	-	-	496,289
Posy Park Planning Phase 1	575,000	575,000	-	575,000	-	174,000	-	-	749,000
Citywide Baseball Field Lighting & Fencing Upgrades	-	-	-	-	2,000,000	-	-	-	2,000,000
Crestmoor Canyon Wildfire Mitigation Program	1,950,000	1,392,662	75,000	1,467,662	625,000	625,000	-	-	2,717,662
Citywide Wildfire Mitigation & Open Space Management Program	300,000	59,697	387,575	447,272	150,000	150,000	150,000	150,000	1,047,272
Centennial Plaza Renovation Project	175,515	136,015	815,000	951,015	-	-	-	-	951,015
<b>Total</b>	<b>\$ 6,050,165</b>	<b>\$ 4,441,852</b>	<b>\$ 1,272,946</b>	<b>\$ 5,714,798</b>	<b>\$ 2,997,440</b>	<b>\$ 949,000</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>	<b>\$ 9,961,238</b>

# Parks

# Parks

## Florida Avenue Park

PROJECT #: 51001

Total Project Budget: \$ 2,595,422

DEPARTMENT: Community Services/Public Works

FUNDING SOURCES	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
General Fund Capital Reserve	\$ 400,051	\$ 4,629	\$ (4,629)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Citywide Development Impact Fees - Community Facilities Impact Fee Fund	2,000,000	2,000,000	-	2,000,000	-	-	-	-	2,000,000
San Bruno Community Foundation Grant	200,000	-	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 2,600,051</b>	<b>\$ 2,004,629</b>	<b>\$ (4,629)</b>	<b>\$ 2,000,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,000,000</b>

PROJECT APPROPRIATIONS	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
Site Demo and Clean up	\$ 331,441	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Planning and Design	218,610	4,629	(4,629)	-	-	-	-	-	-
Construction	2,050,000	2,000,000	-	2,000,000	-	-	-	-	2,000,000
<b>Total</b>	<b>\$ 2,600,051</b>	<b>\$ 2,004,629</b>	<b>\$ (4,629)</b>	<b>\$ 2,000,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,000,000</b>

**Project Description:** In 2014, the single-family residence located at 324 Florida Avenue was purchased by the City for future use as a neighborhood park. In 2016, the City completed a facilitated master plan process for the park which was approved by the City Council in October 2016. In May 2017, demolition and remediation of the property was completed. The conceptual park design was completed in Fall 2017 and the project was bid for construction. Construction of the park was placed on hold due to neighbors appealing the tree removal permits. The conceptual plans were subsequently revised to include tree retention. On March 28, 2023, City Council approved funding of this project through the Citywide Development Impact Fees – Community Facilities Impact Fee Fund. In Fiscal Year 2023-24, the project will proceed with finalizing the construction drawings, bidding, award of contract, and potentially a request for additional budget.

Initial Funding Year	FY2015-16
Target Completion Year	FY2025-26
Expended as of July 1, 2021	\$ 595,422



Park Pathways

PROJECT #: 60007

Total Project Budget: \$ 672,039

DEPARTMENT: Community Services

FUNDING SOURCES	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
Prop 68	\$ 205,635	\$ 205,635	\$ -	\$ 205,635	\$ 205,635	\$ -	\$ -	\$ -	\$ 411,270
General Fund Capital Reserve	243,964	68,214	-	68,214	16,805	-	-	-	85,019
<b>Total</b>	<b>\$ 449,599</b>	<b>\$ 273,849</b>	<b>\$ -</b>	<b>\$ 273,849</b>	<b>\$ 222,440</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 496,289</b>

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2024-25	FY2025-26	FY2026-27	FY2027-28	FY2023-28 Budget
Construction	\$ 449,599	\$ 273,849	\$ -	\$ 273,849	\$ 222,440	\$ -	\$ -	\$ -	\$ 496,289

**Project Description:** This project includes the rehabilitation of the Pacific Heights Park pathways to create an even surface. It will require the removal of existing asphalt and repaving in many locations, crack-fill and sealing, and the application of a slurry finish to the pathway surface to prevent further deterioration from water intrusion. Upgrading the pathway is part of the ADA Transition Plan and will comply with all ADA standards. This is the final pathway in the park system that has been identified as needing rehabilitation. In previous years San Bruno City Park, Commodore Park and Grundy Park pathways have been rehabilitated.

The City received a Prop 68 Per Capita Grant in Q2 FY2021-22 in the amount of \$205,635. The grant will require 20% matching funds in the amount of \$51,409. On March 28, 2023, Council approved funding of the match through the General Fund Capital Reserve Fund. The Prop 68 Per Capita Grant fund must be expended by December 31, 2023.



**Project Details**

Initial Funding Year	FY2016-17
Target Completion Year	FY2023-24
Expended as of July 1, 2021	\$175,750

Posy Park Planning Phase 1

PROJECT #: 51024

Total Project Budget: \$ 749,000

DEPARTMENT: Community Services

FUNDING SOURCES	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
County Measure K Grant	\$ 200,000	\$ 200,000	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000
General Fund Capital Reserve	375,000	375,000	-	375,000	-	174,000	-	-	549,000
<b>Total</b>	<b>\$ 575,000</b>	<b>\$ 575,000</b>	<b>\$ -</b>	<b>\$ 575,000</b>	<b>\$ -</b>	<b>\$ 174,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 749,000</b>

PROJECT APPROPRIATIONS	Prior Appropriations	Estimate Carryover	New Request	Total Appropriations	FY2024-25	FY2025-26	FY2026-27	FY2027-28	FY2023-28 Budget
<b>Total</b>	<b>\$ 575,000</b>	<b>\$ 575,000</b>	<b>\$ -</b>	<b>\$ 575,000</b>	<b>\$ -</b>	<b>\$ 174,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 749,000</b>

**Project Description:** As part of the Caltrain San Bruno Grade Separation project in late 2010, Posy Park was relocated, and a water feature was installed as part of the overall project. Shortly following completion of the Grade Separation Project, several noticeable defects appeared in the water feature. Rust spots from exposed rebar and various cracks in the concrete are easily visible throughout the fountain's painted concrete. Inspection of the fountain water proofing showed signs of bubbling and peeling thus exposing the concrete underneath. A leak was subsequently found. As a result of these defects, the fountain has been inoperative for the past 4 to 5 years.

The City was awarded \$200,000 in Measure K funding in May 2022. Design work for this project will begin in early 2024 and the project is expected to be completed in FY2025-26. The County Measure K Grant funds expenditure expiration date has been extended to December 31, 2024. This project will repair the fountain waterproofing and structural damage; repurpose the fountain into landscaping; incorporate a mural onto the fountain structure; and provide additional seating and bike storage, as well as provide other amenities.

**Project Details**

Initial Funding Year	FY2021-22
Target Completion Year	FY2025-26
Expended as of July 1, 2021	\$0



# Parks

# Field Light Upgrade

## Citywide Baseball Field Lighting & Fencing Upgrades

PROJECT #: 51025

Total Project Budget: \$ 2,000,000

DEPARTMENT: Community Services

FUNDING SOURCES	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
Unknown	\$ -	\$ -	\$ -	\$ -	\$ 2,000,000	\$ -	\$ -	\$ -	\$ 2,000,000
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,000,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,000,000</b>

PROJECT APPROPRIATIONS	Prior Appropriations	Estimate Carryover	New Request	Total Appropriations	FY2024-25	FY2025-26	FY2026-27	FY2027-28	FY2023-28 Budget
Light Pole Refurbishing	-	-	-	-	350,000	-	-	-	350,000
Fencing	-	-	-	-	150,000	-	-	-	150,000
Contingency	-	-	-	-	250,000	-	-	-	250,000
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,000,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,000,000</b>

**Project Description:** The field lights at Lara Field, Diamond 2, Diamond 3, and Lions Field use outdated technology including metal halide bulbs and ballasts. The bulbs are difficult to find and are expensive as this technology is being phased out and replaced by LED lit playing fields. As the existing lights fail, the light levels drops below standard recreational play levels. The new LED technology provides more uniform light levels for the user groups. Replacing all field lights to LED will decrease energy consumption by almost half. They will also decrease maintenance time and costs as LEDs last up to 5 times longer than the current system and have less parts to fail. Additionally, warranties provide all repair work to be provided by the vendor.

This project is currently unfunded. The City is submitting a funding request to Congressman Mullins to fund lighting improvements and to renovate fencing at Lara Field, a regulation-sized field for players aged 14 and older.



**Project Details**

Initial Funding Year	FY2021-22
Target Completion Year	FY2025-26
Expended as of July 1, 2021	\$0

# Parks

# Wildfire Mitigation

## Crestmoor Canyon Wildfire Mitigation Program

PROJECT #: 51019

Total Project Budget: \$ 3,275,000

DEPARTMENT: Fire Department

FUNDING SOURCES	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
Emergency Disaster Reserve Fund	\$ 125,000	\$ 50,120	\$ -	\$ 50,120	\$ -	\$ -	\$ -	\$ -	\$ 50,120
General Fund Capital Reserve	75,000	75,000	75,000	150,000	-	-	-	-	150,000
PG&E Settlement	1,750,000	1,267,542	-	1,267,542	625,000	625,000	-	-	2,517,542
<b>Total</b>	<b>\$ 1,950,000</b>	<b>\$ 1,392,662</b>	<b>\$ 75,000</b>	<b>\$ 1,467,662</b>	<b>\$ 625,000</b>	<b>\$ 625,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,717,662</b>

PROJECT APPROPRIATIONS	Prior Appropriations	Estimate Carryover	New Request	Total Appropriations	FY2024-25	FY2025-26	FY2026-27	FY2027-28	FY2023-28 Budget
Mitigation	1,750,000	1,267,542	-	1,267,542	625,000	625,000	-	-	2,517,542
CEQA Review	100,000	100,000	50,000	150,000	-	-	-	-	150,000
<b>Total</b>	<b>\$ 1,950,000</b>	<b>\$ 1,392,662</b>	<b>\$ 75,000</b>	<b>\$ 1,467,662</b>	<b>\$ 625,000</b>	<b>\$ 625,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,717,662</b>

**Project Description:** Crestmoor Canyon is a large open space area totaling 76.6 acres and is owned by the City. It is surrounded by the Crestmoor and Rollingwood residential subdivisions, which contain approximately 321 homes and 137 homes, respectively. Additionally, a school and City facilities directly border the Canyon. Within a quarter-mile to the west of the Canyon is Sweeney Ridge a 1,200 acre of open space park, which is part of the National Parks Service and identified as Federal Responsibility Area.

During the 2010 PG&E gas pipeline explosion in the Crestmoor neighborhood, the fire spread into the Crestmoor Canyon. Fire danger in the canyon remains a critical concern for the City and the residents of the affected Crestmoor neighborhood. The City was awarded \$3 million from PG&E specifically for physical work in the canyon to help mitigate the wildfire threat. Defensible space has been cleared behind homes at the canyon's rim and fire roads have continued to be maintained. City Council allocated \$125,000 from the City's Emergency Disaster Reserve Fund on 10/22/19 to initiate project planning and environmental clearance processes for this project.

A Wildfire Mitigation Plan to do additional mitigation work than the routine yearly maintenance is being developed with a consultant, and staff is working on developing an RFP for a CEQA consultant to prepare the required environmental review clearance for the Plan. The City is also working on securing a Project Manager to oversee the completion of the project. This Project Manager will also supervise the work to be carried out in the canyon. Further, the City will need to identify funding to support annual maintenance after the first-year vegetation clearance.

**Project Details**

Initial Funding Year	FY2019-20
Target Completion Year	On-going
Expended as of July 1, 2021	\$557,338



# Parks

# Wildfire Mitigation

## Citywide Wildfire Mitigation & Open Space Management Program

PROJECT #: 51023

Total Project Budget: \$ 1,287,575

DEPARTMENT: Fire Department

FUNDING SOURCES	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
Measure G	\$ 300,000	\$ 59,697	\$ 100,000	\$ 159,697	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 759,697
General Fund Capital Reserve	-	-	90,900	90,900	-	-	-	-	90,900
FEMA Mitigation Grant	-	-	196,675	196,675	-	-	-	-	196,675
<b>Total</b>	<b>\$ 300,000</b>	<b>\$ 59,697</b>	<b>\$ 387,575</b>	<b>\$ 447,272</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>	<b>\$ 1,047,272</b>

PROJECT APPROPRIATIONS	Prior Appropriations	Estimate Carryover	New Request	Total Appropriations	FY2024-25	FY2025-26	FY2026-27	FY2027-28	FY2023-28 Budget
Mitigation	\$ 300,000	\$ 59,697	\$ 377,000	\$ 436,697	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 1,036,697
Educational Materials for Community Education, Outreach meetings and Educational campaign planning	-	-	10,575	10,575	-	-	-	-	10,575
<b>Total</b>	<b>\$ 300,000</b>	<b>\$ 59,697</b>	<b>\$ 387,575</b>	<b>\$ 447,272</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>	<b>\$ 1,047,272</b>

**Project Description:** The City of San Bruno owns many large open space areas and undeveloped parcels in close proximity to residential structures. These areas pose a significant risk of a large devastating fire. The City directly borders Federal, State, and County land in high fire severity zones.

Many of the Bay Area's most damaging wildland interface fires occurred where homes in areas adjacent to open space were threatened by wildfires. Over the last 30 years, over 197,482 acres have burned, and 5,385 structures have been lost to the largest of these fires. These include the 1991 Oakland Hills "Tunnel Fire," the 1995 Marin County "Vision Fire," the 2002 Santa Clara "Croy Fire," and most recently the 2009 Lockheed Fire and the 2020 CZU Lightning complex fire. These devastating fires have all been in close proximity to San Bruno and should serve as a reminder that the City is not immune from a catastrophic wildfire in our local area. Being prepared for this type of incident is critical to the safety of our community. San Bruno has worked to address wildfire issues for years through public education, inspection, permitting, and staffing. This project aims to provide the funds necessary to begin reducing fuel and to minimize the wildfire impacts on properties and the occupants of properties should a wildfire occur. This community-wide wildfire mitigation project will allow the City of San Bruno and the San Bruno Fire Department to target wildfire mitigation projects on City property annually and begin to mitigate wildfire risk on City-owned properties. These projects will be selected based on risk assessment tools such as the No-Harm study and other local factors required to maximize fiscal resources. This essential step in meeting the above-stated goals is to utilize comprehensive data that clearly defines and quantifies the wildfire threat to each parcel, our community, and open space lands.

The City has conducted mitigation efforts in FY2021-22 and FY2022-23 in areas around Piedmont, Buckeye Park, Sneath near Sweeney Ridge Trail, Rollingwood, Crestwood, and other neighborhood areas based on the No-Harm decision support tool for wildfire hazard and risk assessment.

**Project Details**

Initial Funding Year	FY2021-22
Target Completion Year	Ongoing
Expended as of July 1, 2021	\$240,303



## Centennial Plaza Renovation Project

PROJECT #: 60028

Total Project Budget: \$ 990,515

DEPARTMENT: Community Services

FUNDING SOURCES	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
Park-In-Lieu Fund	\$ 150,000	\$ 110,500	\$ -	\$ 110,500	\$ -	\$ -	\$ -	\$ -	\$ 110,500
Citywide Development Impact Fees - Community Facilities Impact Fee Fund	25,515	25,515	315,000	340,515	-	-	-	-	340,515
San Bruno Community Foundation Grant	-	-	500,000	500,000	-	-	-	-	500,000
<b>Total</b>	<b>\$ 175,515</b>	<b>\$ 136,015</b>	<b>\$ 815,000</b>	<b>\$ 951,015</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 951,015</b>

PROJECT APPROPRIATIONS	Prior Appropriations	Estimate Carryover	New Request	Total Appropriations	FY2024-25	FY2025-26	FY2026-27	FY2027-28	FY2023-28 Budget
Design	\$ 70,031	\$ 30,531	\$ 50,000	\$ 80,531	\$ -	\$ -	\$ -	\$ -	\$ 80,531
Construction	105,484	105,484	765,000	870,484	-	-	-	-	870,484
<b>Total</b>	<b>\$ 175,515</b>	<b>\$ 136,015</b>	<b>\$ 815,000</b>	<b>\$ 951,015</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 951,015</b>

**Project Description:** Centennial Plaza is located at the intersection of Jenevein Avenue and San Mateo Avenue and serves as the visual entrance for those that enter Downtown via Jenevein Avenue.

Between 2021-2023, the City worked with Callander Associates Landscape Architecture to develop conceptual designs for Centennial Plaza to serve as a catalyst site for the downtown and be a space where a variety of uses could occur including entertainment, dining areas, passive play space, and flexible space that could accommodate a variety of programs and events. On November 2, 2022, the City was awarded a Strategic Grant from the San Bruno Community Foundation in the amount of \$500,000 to support the Centennial Park renovation, contingent on the City Council approving the gap funding required to fully fund the project.

In Fiscal Year 2023-24, the project will proceed with finalizing the construction drawings, bidding, award of contract, and potentially a request for additional budget.



**Project Details**

Initial Funding Year	FY2020-21
Target Completion Year	FY2023-24
Expended as of July 1, 2022	\$39,500

# FY2023-28 Capital Improvement Program

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# FY2023-28 Capital Improvement Program

Facilities Capital  
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# FY2023-28 Capital Improvement Program

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# Facilities

## FY2023-28 Five-Year Summary by Funding Source

FUNDING SOURCES	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
Building Reserves	\$ 500,000	\$ 500,000	\$ -	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ 500,000
City Art	50,000	50,000	-	50,000	-	-	-	-	50,000
CityNet Fund	171,000	84,833	-	84,833	-	-	-	-	84,833
Citywide Development Impact Fees – General Government Facilities Impact Fee Fund	-	-	450,000	450,000	200,000	100,000	90,000	-	840,000
Citywide Development Impact Fees - Public Safety Facilities Impact Fee Fund	300,000	300,000	466,911	766,911	-	-	-	-	766,911
Crestmoor Project Remaining Balance	900,000	900,000	-	900,000	-	-	-	-	900,000
EOC	20,000	20,000	-	20,000	-	-	-	-	20,000
General Fund Capital Reserve	1,165,603	592,530	(283,430)	309,100	97,247	94,667	50,660	-	551,674
Library Construction Donations	298,000	-	-	-	-	-	-	-	-
Park-In-Lieu Fund	1,830,000	1,830,000	-	1,830,000	-	-	-	-	1,830,000
PG&E Settlement Funds, Ex Partee Disclosures	1,000,000	1,000,000	-	1,000,000	-	-	-	-	1,000,000
Police Asset Forfeiture Fd-Equitable Sharing (80942)	150,000	1,170	(1,170)	-	-	-	-	-	-
San Bruno Community Foundation Grant	51,500,000	(4,554,384)	-	(4,554,384)	-	-	-	-	(4,554,384)
Senior Center Bequest Funds	709,776	95,616	(20,616)	75,000	60,000	50,000	35,000	-	220,000
1400 & 1450 Bayhill Dr. Community Benefits	4,500,000	4,500,000	-	4,500,000	-	-	-	-	4,500,000
Water	940,000	940,000	-	940,000	-	-	-	-	940,000
Sewer	580,000	580,000	-	580,000	-	-	-	-	580,000
<b>Total</b>	<b>\$ 64,614,379</b>	<b>\$ 6,839,764</b>	<b>\$ 611,695</b>	<b>\$ 7,451,460</b>	<b>\$ 357,247</b>	<b>\$ 244,667</b>	<b>\$ 175,660</b>	<b>\$ -</b>	<b>\$ 8,229,034</b>

This program provides for the improvement and development of the City's facilities, infrastructure, and major equipment used to deliver services to the community, much of which are several decades old. At this time, no dedicated or ongoing revenue resource exists to support the Facilities Capital Fund. Instead, funding for the Facilities Capital Fund comes from a variety of sources, including the General Fund, Citywide Development Impact Fees - Public Safety Facilities Impact Fee Fund, Citywide Development Impact Fees – General Government Facilities Impact Fee Fund, grant funds, and transfers from other City funds.

Capital investment in the Facilities is currently driven by City Council approved projects. A City-wide Facilities Master Plan would be beneficial to anticipate future building capital needs and assist with long-term capital funding.

# Facilities

## FY2023-28 Five-Year Summary by Project

PROJECT TITLE	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
CityNet Facility HVAC Replacement Program	\$ 171,000	\$ 84,833	\$ -	\$ 84,833	\$ -	\$ -	\$ -	\$ -	\$ 84,833
City Offices & Facility Maintenance Program	100,000	100,000	625,000	725,000	200,000	100,000	90,000	-	1,115,000
Fire Station 52 Replacement Phase 1	607,730	336,664	59,000	395,664	-	-	-	-	395,664
Fire Station 51 Reconditioning Program	53,247	53,247	63,000	116,247	49,348	51,967	50,660	-	268,222
Library Code Compliance Upgrades	50,000	45,050	14,050	59,100	47,899	42,700	-	-	149,699
Recreation & Aquatic Center (RAC)	61,550,000	5,495,616	-	5,495,616	-	-	-	-	5,495,616
Senior Center Facilities Maintenance Program	75,000	75,000	-	75,000	60,000	50,000	35,000	-	220,000
City Hall Roof Replacement	500,000	500,000	-	500,000	-	-	-	-	500,000
<b>Total</b>	<b>\$ 64,614,379</b>	<b>\$ 6,839,764</b>	<b>\$ 611,695</b>	<b>\$ 7,451,459</b>	<b>\$ 357,247</b>	<b>\$ 244,667</b>	<b>\$ 175,660</b>	<b>\$ -</b>	<b>\$ 8,229,033</b>

# Facilities

# CityNet Maintenance

## CityNet Facility HVAC Replacement Program

PROJECT #: 51006

Total Project Budget: \$ 171,000

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
CityNet Fund	\$ 171,000	\$ 84,833	\$ -	\$ 84,833	\$ -	\$ -	\$ -	\$ -	\$ 84,833
<b>Total</b>	<b>\$ 171,000</b>	<b>\$ 84,833</b>	<b>\$ -</b>	<b>\$ 84,833</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 84,833</b>

PROJECT APPROPRIATIONS	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
Construction	\$ 171,000	\$ 84,833	\$ -	\$ 84,833	\$ -	\$ -	\$ -	\$ -	\$ 84,833

**Project Description:** The CityNet Enterprise business currently has two mission critical locations within its portfolio with HVAC equipment operating beyond its intended life cycle. This project looks to address these shortcomings in two phases and restore proper cooling and conditioning to various data equipment for present and future growth of mission critical equipment.

Phase I (Completed FY 2021-22): Arbor Court the CityNet data head end and all of the City's TV and Internet hub is currently operating with two roof-mounted units that have difficulty keeping up with the thermal load of the data rack. Phase one would correct these shortcomings by replacing the two HVAC units with modern more efficient units, as well as allowing the facility to properly expel the hot air.

Phase II: 398 El Camino, CityNet headquarters is currently equipped with 3 roof top mini split systems which provide HVAC service to CityNet offices and data rooms, and are equally past their lifecycles and must be replaced to continue supporting future expansion and added thermal load.

### Project Details

Initial Funding Year	FY2017-18
Target Completion Year	FY2023-24
Expended as of July 1, 2021	\$ 86,168



# Facilities

# City Offices & Maintenance

## City Offices & Facility Maintenance Program

PROJECT #: 51032

Total Project Budget: \$ 1,115,000

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
Citywide Development Impact Fees – General Government Facilities Impact Fee Fund	\$ -	\$ -	\$ 450,000	\$ 450,000	\$ 200,000	\$ 100,000	\$ 90,000	\$ -	\$ 840,000
Citywide Development Impact Fees - Public Safety Facilities Impact Fee Fund	-	-	255,000	255,000	-	-	-	-	255,000
EOC	20,000	20,000	-	20,000	-	-	-	-	20,000
General Fund Capital Reserve	80,000	80,000	(80,000)	-	-	-	-	-	0
<b>Total</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 625,000</b>	<b>\$ 725,000</b>	<b>\$ 200,000</b>	<b>\$ 100,000</b>	<b>\$ 90,000</b>	<b>\$ -</b>	<b>\$ 1,115,000</b>

PROJECT APPROPRIATIONS	Prior Appropriations	Estimate Carryover	New Request	Total Appropriations	FY2024-25	FY2025-26	FY2026-27	FY2027-28	FY2023-28 Budget
Construction	\$ 100,000	\$ 100,000	\$ 625,000	\$ 725,000	\$ 200,000	\$ 100,000	\$ 90,000	\$ -	\$ 1,115,000
<b>Total</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 625,000</b>	<b>\$ 725,000</b>	<b>\$ 200,000</b>	<b>\$ 100,000</b>	<b>\$ 90,000</b>	<b>\$ -</b>	<b>\$ 1,115,000</b>

**Project Description:** Constructed in 1952, and remodeled in the early 2000s, City Hall has reached a key life cycle period that involves heavy building maintenance which has been deferred in previous years. Staffing levels, public services, and organizational configurations has also changed. This program aims to provide adequate ADA compliant, ergonomic, secure, and efficient space for the workforce and public as well as restore the overall building health to good standing by focusing on the following: HVAC, exterior/interior painting, flooring, space reconfiguration, security measures, and carpet repairs. As of late 2022, there existed a workspace deficiency based on staffing levels. Fireman's Hall will serve as a space for staff to work as seating is at capacity at City Hall. For Fiscal Year 2023-24, the effort will also focus on adding additional workspace, security measures, and other ergonomic and public service improvements at City offices.

- FY23-24: Employee workspace capacity reconfiguration, security measures, and other improvements to City offices
- FY24-25: HVAC replacement
- FY25-26: HVAC building management system
- FY26-27: Exterior and interior paint restoration; flooring and carpet repairs

**Project Details**

Initial Funding Year	FY2022-23
Target Completion Year	FY2026-27
Expended as of July 1, 2021	\$0



# Facilities

# FS 52 Replacement

## Fire Station 52 Replacement Phase 1

PROJECT #: 51011

Total Project Budget: \$ 666,730

DEPARTMENT: Fire Department/Public Works

FUNDING SOURCES	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
General Fund Capital Reserve	\$ 307,730	\$ 36,664	\$ (36,664)	\$ -	\$ -	\$ -	\$ -	\$ -	
Citywide Development Impact Fees - Public Safety Facilities Impact Fee Fund	300,000	300,000	95,664	395,664	-	-	-	\$ 395,664	
<b>Total</b>	<b>\$ 607,730</b>	<b>\$ 336,664</b>	<b>\$ 59,000</b>	<b>\$ 395,664</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 395,664</b>	

PROJECT APPROPRIATIONS	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
Design	\$ 607,730	\$ 336,664	\$ 59,000	\$ 395,664	\$ -	\$ -	\$ -	\$ 395,664	
<b>Total</b>	<b>\$ 607,730</b>	<b>\$ 336,664</b>	<b>\$ 59,000</b>	<b>\$ 395,664</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 395,664</b>	

**Project Description:** Following the 2010 PG&E gas pipeline explosion in San Bruno's Crestmoor neighborhood, the City played an active role in several investigative proceedings before the California Public Utilities Commission (CPUC). The City Council previously considered several projects related to the explosion and its aftermath to be completed with any funding that may be available to the City as a result of the disaster. Replacement of Fire Station 52 was identified as the highest priority for use of any such funds.

This building, constructed in the mid-1950's, serves as San Bruno's second fire station, providing coverage to the western half of the City. The station houses on duty firefighters, trucks, and other fire equipment and is a critical component of the City's public safety infrastructure.

It is currently in poor repair and it lacks many of the modern-day amenities considered necessary for fire service delivery. Replacement of the station will provide the necessary facilities for Fire Department staff and operations, and will allow the Department to properly store and secure apparatus and equipment. In addition, a new station may be designed to include a neighborhood meeting room and activity space.



**Project Details**

Initial Funding Year	FY2018-19
Target Completion Year	TBD
Expended as of July 1, 2021	\$271,066

# Facilities

# FS 51 Reconditioning

## Fire Station 51 Reconditioning Program

PROJECT #: 51028

Total Project Budget: \$ 268,222

DEPARTMENT: Fire Department/Public Works	FY2023-24								Total FY2023-28 Budget
	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2024-25	FY2025-26	FY2026-27	FY2027-28	
<b>FUNDING SOURCES</b>									
General Fund Capital Reserve	\$ 53,247	\$ 53,247	\$ (53,247)	\$ -	\$ 49,348	\$ 51,967	\$ 50,660	\$ -	\$ 151,975
Citywide Development Impact Fees - Public Safety Facilities Impact Fee Fund	-	-	116,247	116,247	-	-	-	-	\$ 116,247
<b>Total</b>	<b>\$ 53,247</b>	<b>\$ 53,247</b>	<b>\$ 63,000</b>	<b>\$ 116,247</b>	<b>\$ 49,348</b>	<b>\$ 51,967</b>	<b>\$ 50,660</b>	<b>\$ -</b>	<b>\$ 268,222</b>
<b>PROJECT APPROPRIATIONS</b>									
Design and Installation	53,247	53,247	63,000	116,247	49,348	51,967	50,660	-	268,222
<b>Total</b>	<b>\$ 53,247</b>	<b>\$ 53,247</b>	<b>\$ 63,000</b>	<b>\$ 116,247</b>	<b>\$ 49,348</b>	<b>\$ 51,967</b>	<b>\$ 50,660</b>	<b>\$ -</b>	<b>\$ 268,222</b>

**Project Description:** The City of San Bruno Fire Department is comprised of 2 fire stations constructed in the mid-1950s. Each station houses on-duty firefighters, trucks, and other fire equipment, and is a critical component of the City's public safety infrastructure.

Over the years, Station 51 facility maintenance has been in a deferred state which has negatively impacted living conditions within the station. By allocating capital improvement funds, the City can provide the necessary resources to the Facilities Department to restore this location to acceptable living standards. This maintenance program aims to address the following building improvements: dry rot repair and termite damage, interior/exterior paint after dry rot repair, window treatment for station windows, installation of energy efficient lighting and motion light switches, water saving bathroom fixtures, flooring repairs, and a new stove.



### Project Details

Initial Funding Year	FY2022-23
Target Completion Year	FY2026-27
Expended as of July 1, 2021	\$0

# Facilities

# Maintenance

## Library Code Compliance Upgrades

PROJECT #: 51029

Total Project Budget: \$ 149,699

DEPARTMENT: Community Services/Public Works		FY2023-24							Total
FUNDING SOURCES	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2024-25	FY2025-26	FY2026-27	FY2027-28	FY2023-28 Budget
General Fund Capital Reserves	50,000	45,050	14,050	59,100	47,899	42,700	-	-	149,699
<b>Total</b>	<b>\$ 50,000</b>	<b>\$ 45,050</b>	<b>\$ 14,050</b>	<b>\$ 59,100</b>	<b>\$ 47,899</b>	<b>\$ 42,700</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 149,699</b>

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2024-25	FY2025-26	FY2026-27	FY2027-28	FY2023-28 Budget
Construction	50,000	45,050	14,050	59,100	47,899	42,700	-	-	149,699
<b>Total</b>	<b>\$ 50,000</b>	<b>\$ 45,050</b>	<b>\$ 14,050</b>	<b>\$ 59,100</b>	<b>\$ 47,899</b>	<b>\$ 42,700</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 149,699</b>

**Project Description:** Over the years, the San Bruno Public Library has received limited improvements to the facility, and its current state does not conform to modern day fire and building codes. This project aims to allocate funds to improve the Library's infrastructure and brings the building up to modern day standards with a heavy emphasis on patron safety. In order, this project will address the following:

- **Fire Alarm:** Not up to code and attached to the burglar alarm.
- **Burglar Alarm:** Attached to fire alarm and not up to code
- **Flooring/Paint:** Minor flooring and paint repair



**Project Details**

Initial Funding Year	FY2022-23
Target Completion Year	FY2025-26
Expended as of July 1, 2021	\$4,950

Recreation & Aquatic Center (RAC)

PROJECT #: 51009

Total Project Budget: \$ 61,550,000

DEPARTMENT: Community Services/Public Works

FUNDING SOURCES	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
San Bruno Community Foundation Grant	\$ 51,500,000	\$ (4,554,384)	\$ -	\$ (4,554,384)	\$ -	\$ -	\$ -	\$ -	\$ (4,554,384)
1400 & 1450 Bayhill Dr. Community Benefits	4,500,000	4,500,000	-	4,500,000	-	-	-	-	4,500,000
PG&E Settlement Funds, Ex Partee Disclosures	1,000,000	1,000,000	-	1,000,000	-	-	-	-	1,000,000
Crestmoor Project Remaining Balance	900,000	900,000	-	900,000	-	-	-	-	900,000
Water Fund	940,000	940,000	-	940,000	-	-	-	-	940,000
Sewer Fund	580,000	580,000	-	580,000	-	-	-	-	580,000
City Art	50,000	50,000	-	50,000	-	-	-	-	50,000
Park-In-Lieu Fund	1,830,000	1,830,000	-	1,830,000	-	-	-	-	1,830,000
General Capital Fund Reserve	250,000	250,000	-	250,000	-	-	-	-	250,000
<b>Total</b>	<b>\$ 61,550,000</b>	<b>\$ 5,495,616</b>	<b>\$ -</b>	<b>\$ 5,495,616</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,495,616</b>

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2024-25	FY2025-26	FY2026-27	FY2027-28	FY2023-28 Budget
SBCF Gran#1 - Phase 1: Design	416,109	(1,180)	-	(1,180)	-	-	-	-	(1,180)
SBCF Gran#2 - Phase 2: Schematic Design & Construction	5,420,388	(1,273,946)	-	(1,273,946)	-	-	-	-	(1,273,946)
Grants#3 - PM Services by Griffin	1,079,000	(23,737,388)	-	(23,737,388)	-	-	-	-	(23,737,388)
SBCF Grant #4 - City Compliance Review	1,061,611	765,968	-	765,968	-	-	-	-	765,968
SBCF Grant #5 - Temporary Facilities	375,000	278,158	-	278,158	-	-	-	-	278,158
SBCF Grant #6 - Business/Strategic Plan	60,000	-	-	-	-	-	-	-	-
SBCF Grant #7 - Tom Lara Field Parking Lot	1,123,438	(82,019)	-	(82,019)	-	-	-	-	(82,019)
SBCF Grant #8 - 94% of Construction	41,964,454	19,509,120	-	19,509,120	-	-	-	-	19,509,120
Non-SBCF Funded	10,050,000	10,036,903	-	10,036,903	-	-	-	-	10,036,903
<b>Total</b>	<b>\$ 61,550,000</b>	<b>\$ 5,495,616</b>	<b>\$ -</b>	<b>\$ 5,495,616</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,495,616</b>

**Project Description:** In 2013, the San Bruno Community Foundation was created by the San Bruno City Council to manage a restitution settlement from Pacific Gas and Electric Company (PG&E) following the 2010 gas pipeline explosion in San Bruno's Crestmoor neighborhood. Following a broad community input process to elicit recommendation from the public and community representatives on how to prioritize the settlement funds, the City Council authorized the design and construction of a combined aquatic and recreation center complex. Construction started in Fall 2021.

This new facility will allow for expanded services, space and opportunities for the San Bruno community. The swimming pool will be expanded to a year-round program from the current seasonal availability and will provide additional rental opportunities. The new facility will be a two-story building approximately 49,360 square feet and will include a community lounge, lobby, gymnasium, indoor and outdoor pool, walking track, group exercise room, fitness room, community halls, classrooms, conference rooms, and City staff offices. The project also includes reconfiguring the existing parking lot, realignment and widening of City Park Way, and restoration of the creek



**Project Details**

Initial Funding Year	FY2017-18
Target Completion Year	FY2023-24
Expended as of July 1, 2021	\$ 56,054,384

# Facilities

# Senior Center

## Senior Center Facilities Maintenance Program

PROJECT #: 51030

Total Project Budget: \$ 220,000

DEPARTMENT: Community Services/Public Works

FUNDING SOURCES	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
Senior Bequest Funds	\$ 75,000	\$ 75,000	\$ -	\$ 75,000	\$ 60,000	\$ 50,000	\$ 35,000	\$ -	\$ 220,000
<b>Total</b>	<b>\$ 75,000</b>	<b>\$ 75,000</b>	<b>\$ -</b>	<b>\$ 75,000</b>	<b>\$ 60,000</b>	<b>\$ 50,000</b>	<b>\$ 35,000</b>	<b>\$ -</b>	<b>\$ 220,000</b>

PROJECT APPROPRIATIONS	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
Construction	\$ 75,000	\$ 75,000	\$ -	\$ 75,000	\$ 60,000	\$ 50,000	\$ 35,000	\$ -	\$ 220,000
<b>Total</b>	<b>\$ 75,000</b>	<b>\$ 75,000</b>	<b>\$ -</b>	<b>\$ 75,000</b>	<b>\$ 60,000</b>	<b>\$ 50,000</b>	<b>\$ 35,000</b>	<b>\$ -</b>	<b>\$ 220,000</b>

**Project Description:** The San Bruno Senior Center was originally constructed in 1987. The Center is used heavily on a daily basis for a congregate lunch program, enrichment classes, social programs, educational workshops and seminars, and to give the senior population volunteer opportunities. In addition, a door-to-door transportation service is offered by the Center and is also used for official City events, City Council meetings, Planning Commission meetings, non-profit, and private rentals.

As with all heavily used buildings, the facility has experienced heavy wear and tear and needs restoration to be restored to good standing. Improvements will be made to upgrade flooring, door hardware and interior/exterior paint.



### Project Details

Initial Funding Year	FY2022-23
Target Completion Year	FY2026-27
Expended as of July 1, 2021	\$ 75,000

# Facilities

# Maintenance

## City Hall Roof Replacement

PROJECT #: TBD

Total Project Budget: \$ 500,000

DEPARTMENT: Public Works

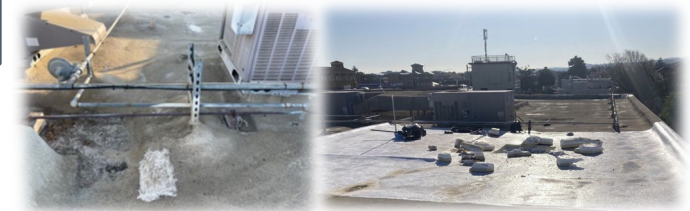
FUNDING SOURCES	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
Building Reserves	\$ 500,000	\$ 500,000	\$ -	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ 500,000

PROJECT APPROPRIATIONS	Prior Appropriations	Estimate Carryover	New Request	Total Appropriations	FY2024-25	FY2025-26	FY2026-27	FY2027-28	FY2023-28 Budget
<b>Total</b>	<b>\$ 500,000</b>	<b>\$ 500,000</b>	<b>\$ -</b>	<b>\$ 500,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 500,000</b>

**Project Description:** Over its life span, San Bruno City Hall has had multiple roofing replacements. Currently, the existing roofing system is installed directly on top of the original Tar and Gravel roof. As with all roofing systems, they have a 15 to 20-year lifespan. The City is now at a point where we have exceeded the current lifecycle and are beginning to experience systemic failures of the current roofing material causing severe leaks throughout the building. Furthermore, the multiple layers of the roof have made the maintenance and diagnosis of leaks incredibly difficult and expensive to solve. This project aims to correct these deficiencies by performing a full roof replacement while also removing the previous roofing systems to simplify future maintenance.

In addition to replacement, this project will utilize Title 24 Energy Efficiency Standards for Non-Residential buildings and improve the energy efficiency of our building.



### Project Details

Initial Funding Year	FY2022-23
Target Completion Year	FY2023-24
Expended as of June 30, 2022	\$0

# FY2023-28 Capital Improvement Program

Streets Capital  
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# FY2023-28 Capital Improvement Program

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# Streets Capital

## FY2023-28 Five-Year Summary by Funding Source

FUNDING SOURCES	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
ABA 939	\$ 130,000	\$ 1,433	\$ 37,500	\$ 38,933	\$ -	\$ -	\$ -	\$ -	\$ 38,933
Bayhill Specific Plan Area Development Impact Fee	-	-	273,750	273,750	-	1,660,500	-	-	1,934,250
Caltrans Sustainable Communities Grant	248,929	-	-	-	-	-	-	-	-
Citywide Development Impact Fees - Transportation Facilities Impact Fee Fund	-	-	37,500	37,500	-	-	-	-	37,500
Developer Contributions - Southline	46,880	28,902	-	28,902	-	-	-	-	28,902
Equipment Reserve	30,000	30,000	-	30,000	-	-	-	-	30,000
Gas Tax (HUTA)	960,000	343,775	643,128	986,902	375,000	700,000	425,000	450,000	2,936,902
Gas Tax (SB1) RMRA	4,098,796	2,917,570	781,977	3,699,547	-	-	-	-	3,699,547
General Fund Capital Reserve	911,883	480,671	(5,430)	475,240	-	-	-	-	475,240
Highway Safety Improvement Program	72,000	-	-	-	-	-	-	-	-
Measure A	5,474,829	2,767,715	1,593,343	4,361,058	775,000	1,364,500	125,000	125,000	6,750,558
Measure G	7,500,000	6,427,529	3,238,847	9,666,376	-	-	-	-	9,666,376
Measure W	1,200,000	941,448	461,600	1,403,048	-	-	-	-	1,403,048
Millbrae Cost Sharing	102,437	-	-	-	-	-	-	-	-
MTC OBAG 2 Grant	914,000	572,931	-	572,931	-	-	-	-	572,931
MTC TDA Article 3 Grant	385,200	-	-	-	-	-	-	-	-
Private Contribution	312,636	200,000	200,000	400,000	100,000	100,000	100,000	100,000	800,000
QuickStrike MTC	385,000	332,814	-	332,814	-	-	-	-	332,814
Rule 20A Allocations	900,000	804,734	-	804,734	-	4,500,000	-	-	5,304,734
San Bruno Community Foundation	263,952	59,447	-	59,447	-	-	-	-	59,447
SMC Transportation Authority Grant	1,400,000	877,575	-	877,575	-	-	-	-	877,575
State Transportation Fund for Clear Air (TFCA)	246,760	242,447	-	242,447	-	-	-	-	242,447
Streets Capital RDA	74,287	-	-	-	-	-	-	-	-
Streets Special Rev - Centrum Settlement	331,000	314,613	-	314,613	-	-	-	-	314,613
Unknown	-	-	-	-	5,801,000	7,215,000	-	-	13,016,000
<b>Total</b>	<b>\$ 25,988,589</b>	<b>\$ 17,343,604</b>	<b>\$ 7,262,214</b>	<b>\$ 24,605,818</b>	<b>\$ 7,051,000</b>	<b>\$ 15,540,000</b>	<b>\$ 650,000</b>	<b>\$ 675,000</b>	<b>\$ 48,521,818</b>

## FY2023-28 Five-Year Summary by Project

PROJECT TITLE	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
Accessible Pedestrian Ramps at Various Locations	\$ 709,287	\$ 384,215	\$ 100,000	\$ 484,215	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 884,215
BART Right-Of-Way Transfer	121,880	49,966	-	49,966	-	-	-	-	49,966
Bicycle and Pedestrian Improvement Program	5,220,104	2,846,379	(166,514)	2,679,865	4,230,000	-	-	-	6,909,865
Transit Corridor Pedestrian Connection Project Phase 4	465,000	412,814	-	412,814	-	-	-	-	412,814
Crystal Springs Road Utility Undergrounding Project Phase I	900,000	804,734	100,000	904,734	-	4,800,000	-	-	5,704,734
Downtown Trash Receptacles & Newspaper Racks & Enclosures	160,000	31,433	75,000	106,433	-	-	-	-	106,433
Pavement Management Program	11,464,792	10,038,298	5,424,661	15,462,959	-	-	-	-	15,462,959
Pedestrian Safety and Traffic-Calming Program	2,220,952	980,412	140,671	1,121,083	150,000	150,000	150,000	150,000	1,721,083
Scott Street Grade Separation	470,000	190,114	-	190,114	-	450,000	-	-	640,114
Sidewalk Repair Program	1,312,636	474,127	765,016	1,239,143	350,000	375,000	400,000	425,000	2,789,143
Streetlight Pole Replacement Program	809,875	377,895	(280,335)	97,560	-	-	-	-	97,560
Traffic Signal Improvements	865,000	14,410	50,000	64,410	-	-	-	-	64,410
Traffic Signal Priority	156,883	10,000	-	10,000	-	-	-	-	10,000
Regulated Output Streetlight Replacement Project	500,000	432,909	-	432,909	-	-	-	-	432,909
San Bruno Avenue Transit Corridors Plan	-	-	150,000	150,000	1,250,000	5,600,000	-	-	7,000,000
Elm and Linden Avenue Bicycle Boulevards	-	-	100,000	100,000	-	400,000	-	-	500,000
Traeger Traffic Signal Installation	-	-	250,000	250,000	-	2,050,000	-	-	2,300,000
Bicycle and Pedestrian Improvements at Bayhill Drive and El Camino Real	-	-	285,000	285,000	-	1,615,000	-	-	1,900,000
Safe Routes to School High Priority Improvements	-	-	100,000	100,000	650,000	-	-	-	750,000
Signage Replacement Project	-	-	150,000	150,000	-	-	-	-	150,000
Downtown Parking Program	331,000	314,613	-	314,613	321,000	-	-	-	635,613
<b>Total</b>	<b>\$ 25,988,589</b>	<b>\$ 17,343,604</b>	<b>\$ 7,262,214</b>	<b>\$ 24,605,818</b>	<b>\$ 7,051,000</b>	<b>\$ 15,540,000</b>	<b>\$ 650,000</b>	<b>\$ 675,000</b>	<b>\$ 48,521,818</b>

The Streets Capital Fund provides for the rehabilitation of San Bruno's streets, sidewalks, streetlights, traffic signals, and street medians. Capital investment in transportation infrastructure helps to create a safe and efficient environment for vehicles, bicycles, and pedestrians. With limited funding available for transportation system investment, prioritization of work is guided by the following documents and policies: 1) Pavement Management Program; 2) Transit Corridors Plan; 3) Sidewalk Repair Program; 4) Parking Restriction Policy; 5) Traffic Calming Program; 6) Complete Street Policy; and 7) Safe Routes to School Plan.

# Streets Capital

# Pedestrian Ramps

## Accessible Pedestrian Ramps at Various Locations

PROJECT #: 82702

Total Project Budget: \$ 1,209,287

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
Gas Tax (HUTA)	\$ 167,500	\$ 99,788	\$ 50,000	\$ 149,788	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 349,788
Measure A	467,500	284,427	50,000	334,427	50,000	50,000	50,000	50,000	534,427
Streets Capital RDA	74,287	-	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 709,287</b>	<b>\$ 384,215</b>	<b>\$ 100,000</b>	<b>\$ 484,215</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 884,215</b>

PROJECT APPROPRIATIONS	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
Design	\$ 64,287	\$ 15,000	\$ 15,000	\$ 30,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 90,000
Construction	645,000	369,215	85,000	454,215	85,000	85,000	85,000	85,000	794,215
<b>Total</b>	<b>\$ 709,287</b>	<b>\$ 384,215</b>	<b>\$ 100,000</b>	<b>\$ 484,215</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 884,215</b>

**Project Description:** This program identifies and prioritizes areas requiring repair and installation of accessible curb ramp improvements, in compliance with the Americans with Disabilities Act (ADA). Work is conducted annually, guided by the General Plan's "Pedestrian Emphasis Zones", the Transit Corridors Plan, and recommendations from the Bicycle and Pedestrian Advisory Committee (BPAC).

The ADA Transition Plan was adopted in 2019 and includes a list of recommended locations to install curb ramps throughout the City, primarily in locations without an existing curb ramp or where the ramps do not meet federal ADA specifications. The project work plan includes installation of approximately 20 curb ramps annually.



**Project Details**

Initial Funding Year	FY2008-09
Target Completion Year	On-going
Expended as of July 1, 2021	\$ 49,287

# Streets Capital

# ROW Transfer

## BART Right-Of-Way Transfer

PROJECT #: 82710

Total Project Budget: \$ 121,880

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
General Fund Capital Reserve	\$ 75,000	\$ 21,065	\$ -	\$ 21,065	\$ -	\$ -	\$ -	\$ -	\$ 21,065
Developer Contributions - Southline	46,880	28,902	-	28,902	-	-	-	-	28,902
<b>Total</b>	<b>\$ 121,880</b>	<b>\$ 49,966</b>	<b>\$ -</b>	<b>\$ 49,966</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 49,966</b>

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2024-25	FY2025-26	FY2026-27	FY2027-28	FY2023-28 Budget
BART ROW Transfer	\$ 121,880	\$ 49,966	\$ -	\$ 49,966	\$ -	\$ -	\$ -	\$ -	\$ 49,966

**Project Description:** As part of the Bay Area Rapid Transit (BART) / San Francisco International Airport Extension Project in the late 1990s, Huntington Avenue approximately between San Bruno Avenue to Sneath Lane was relocated to present configuration. After completing the construction of the BART subway, the relocated Huntington Avenue was to have been dedicated to the City as a public street but the process was never completed. The relocated Huntington Avenue is currently within BART jurisdiction and this project will complete the right of way transfer of Huntington Avenue to the City.

City staff is coordinating with BART to complete the process of dedicating the relocated Huntington Avenue for public use as a City Street.



**Project Details**

Initial Funding Year	FY2011-12
Target Completion Year	FY2023-24
Expended as of July 1, 2021	\$ 71,914

# Streets Capital

# Bicycles and Pedestrians

## Bicycle and Pedestrian Improvement Program Summary

PROJECT #: 60010 | 60029 | 60034

Total Project Budget: \$ 9,283,590

DEPARTMENT: Public Works/Community Development

FUNDING SOURCES	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
Gas Tax (RMRA)	\$ 843,467	\$ 306,084	\$ (306,084)	\$ -	\$ -	\$ -	\$ -	\$ -	
General Fund Capital Reserve	190,000	26,116	(5,430)	20,686	-	-	-	20,686	
Measure A	1,038,240	721,226	145,000	866,226	-	-	-	866,226	
Millbrae Cost Sharing	102,437	-	-	-	-	-	-	-	
MTC OBAG 2 Grant	914,000	572,931	-	572,931	-	-	-	572,931	
MTC TDA Article 3 Grant	385,200	-	-	-	-	-	-	-	
Developer Contributions - Mills Park	100,000	100,000	-	100,000	-	-	-	100,000	
SMC Transportation Authority Grant	1,400,000	877,575	-	877,575	-	-	-	877,575	
State Transportation Fund for Clean Air (TFCA)	246,760	242,447	-	242,447	-	-	-	242,447	
Unknown	-	-	-	-	4,230,000	-	-	-	4,230,000
<b>Total</b>	<b>\$ 5,220,104</b>	<b>\$ 2,846,379</b>	<b>\$ (166,514)</b>	<b>\$ 2,679,865</b>	<b>\$ 4,230,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,909,865</b>

PROJECT TITLE	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2024-25	FY2025-26	FY2026-27	FY2027-28	FY2023-28 Budget
Huntington Ave Improvements	\$ 2,917,000	\$ 1,828,491	\$ -	\$ 1,828,491	\$ 4,230,000	\$ -	\$ -	\$ -	\$ 6,058,491
Mills Park Development	100,000	100,000	-	100,000	-	-	-	-	100,000
San Bruno Bicycle Route Installation	615,000	606,374	145,000	751,374	-	-	-	-	751,374
<b>Total</b>	<b>\$ 5,220,104</b>	<b>\$ 2,846,379</b>	<b>\$ (166,514)</b>	<b>\$ 2,679,865</b>	<b>\$ 4,230,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,909,865</b>

**Project Description:** In coordination with the City's Bicycle and Pedestrian Advisory Committee, the City is working to establish a bicycle and pedestrian network to promote safety, connectivity, efficiency, and convenience for alternative transportation modes. Key plan components include assessment of current conditions, and identifying bike and pedestrian needs. The Bicycle and Pedestrian Master Plan was completed in FY 2016-17.

During FY 2018-19, bicycle racks were installed in various locations throughout the City, including the Library and the Recreation Center. Additional bicycle racks are planned in later years once funding is identified.

Funding for the Huntington Avenue improvements is primarily from a federal transportation grant with a matching requirement coming from the City General Fund Capital Reserve. The project includes construction of a separated bicycle lane, lane barriers, cross walk and median improvements along Huntington Avenue from the Centennial Way border to the Caltrain station. See the



**Project Details**

Initial Funding Year	FY2013-14
Target Completion Year	Varies - See Project Detail
Expended as of July 1, 2021	\$ 2,373,725

# Streets Capital

# Bicycles and Pedestrians

## Bicycle and Pedestrian Improvement Program - Huntington Ave Improvements

PROJECT #: 60010

Total Project Budget: \$ 7,147,000

DEPARTMENT: Public Works/Community Development

FUNDING SOURCES	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
General Fund Capital Reserve	\$ 33,000	\$ 20,686	\$ -	\$ 20,686	\$ -	\$ -	\$ -	\$ -	\$ 20,686
Measure A	570,000	357,299	-	357,299	-	-	-	-	357,299
SMC Transportation Authority Grant	1,400,000	877,575	-	877,575	-	-	-	-	877,575
MTC OBAG 2 Grant	914,000	572,931	-	572,931	-	-	-	-	572,931
Unknown	-	-	-	-	4,230,000	-	-	-	4,230,000
<b>Total</b>	<b>\$ 2,917,000</b>	<b>\$ 1,828,491</b>	<b>\$ -</b>	<b>\$ 1,828,491</b>	<b>\$ 4,230,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,058,491</b>

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2024-25	FY2025-26	FY2026-27	FY2027-28	FY2023-28 Budget
Planning and Design	\$ 2,917,000	\$ 1,828,491	\$ -	\$ 1,828,491	\$ -	\$ -	\$ -	\$ -	\$ 1,828,491
Construction	-	-	-	-	4,230,000	-	-	-	4,230,000
<b>Total</b>	<b>\$ 2,917,000</b>	<b>\$ 1,828,491</b>	<b>\$ -</b>	<b>\$ 1,828,491</b>	<b>\$ 4,230,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,058,491</b>

**Project Description:** Funding for the Huntington Avenue improvements is primarily from a federal transportation grant with a matching requirement coming from the City General Fund Capital Reserve. This project will implement a component of the San Bruno Walk 'N Bike Plan by improving the pedestrian and bicycle network on Huntington Ave from San Bruno Ave to the entrance of the Centennial Way Trail. Project improvements include narrowing the median to incorporate a two-way cycle track with a concrete barrier and to install streetscape improvements.

**Project Details**

Initial Funding Year	FY2018-19
Target Completion Year	FY2024-25
Expended as of July 1, 2021	\$ 1,088,509



# Streets Capital

# Bicycles and Pedestrians

## Bicycle and Pedestrian Improvements - Near Mills Park Development

PROJECT #: 60029

Total Project Budget: \$ 100,000

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
Developer Contributions - Mills Park	\$ 100,000	\$ 100,000	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
<b>Total</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100,000</b>

PROJECT APPROPRIATIONS	Prior Appropriations	Estimate Carryover	New Request	Total Appropriations	FY2024-25	FY2025-26	FY2026-27	FY2027-28	FY2023-28 Budget
Construction	80,000	80,000	-	80,000	-	-	-	-	80,000
<b>Total</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100,000</b>

**Project Description:** The developers of Mills Park contributed \$100,000 in funding to the City to make bicycle and pedestrian improvements around the Mills Park development. The development project was approved by the City Council in July 2020. Proposed bicycle and pedestrian improvements include the installation of portions of bicycle routes on Linden and Elm Avenues, radar speed feedback signs, and a bus transit bench on the northwest corner of San Bruno Avenue and El Camino Real on San Bruno Avenue. The project elements will be scalable to allow for flexibility to accommodate the funding available.



**Project Details**

Initial Funding Year	FY2021-22
Target Completion Year	FY2023-24
Expended as of July 1, 2021	\$0

# Streets Capital

# Bicycles and Pedestrians

## Bicycle and Pedestrian Improvements - San Bruno Bicycle Route Installation

PROJECT #: 60034

Total Project Budget: \$ 760,000

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
Measure A	\$ 368,240	\$ 363,927	\$ 145,000	\$ 508,927	\$ -	\$ -	\$ -	\$ -	\$ 508,927
State Transportation Fund for Clean Air (TFCA)	246,760	242,447	-	242,447	-	-	-	-	242,447
<b>Total</b>	<b>\$ 615,000</b>	<b>\$ 606,374</b>	<b>\$ 145,000</b>	<b>\$ 751,374</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 751,374</b>

PROJECT APPROPRIATIONS	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimate Carryover	New Request	Total Appropriations					
Design	\$ 50,000	\$ 41,374	\$ 5,000	\$ 46,374	\$ -	\$ -	\$ -	\$ -	\$ 46,374
Construction Management	50,000	50,000	40,000	90,000	-	-	-	-	90,000
Construction	515,000	515,000	100,000	615,000	-	-	-	-	615,000
<b>Total</b>	<b>\$ 615,000</b>	<b>\$ 606,374</b>	<b>\$ 145,000</b>	<b>\$ 751,374</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 751,374</b>

**Project Description:** The project will implement approximately 18.2 miles of class 3 bike routes identified in the City of San Bruno Walk 'n Bike Plan. The purpose of the project is to improve the environment and neighborhood livability by reducing traffic, air pollution, noise and energy consumption by implementing components of a comprehensive bikeway network and making biking in San Bruno safer, easier and more popular. Improvements consist of shared-lane markings, signage, traffic-calming measures, traffic diverters, and/or speed feedback signs. Locations of implementation are at various locations city-wide.



**Project Details**

Initial Funding Year	FY2021-22
Target Completion Year	FY2023-24
Expended as of July 1, 2021	\$8,626

# Streets Capital

# Transit Corridor

## Transit Corridor Pedestrian Connection Project Phase 4 (San Bruno and Green)

PROJECT #: 60030

Total Project Budget: \$ 465,000

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
QuickStrike MTC	\$ 385,000	\$ 332,814	\$ -	\$ 332,814	\$ -	\$ -	\$ -	\$ -	\$ 332,814
Measure A	80,000	80,000	-	80,000	-	-	-	-	80,000
<b>Total</b>	<b>\$ 465,000</b>	<b>\$ 412,814</b>	<b>\$ -</b>	<b>\$ 412,814</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 412,814</b>

PROJECT APPROPRIATIONS	Prior Appropriations	Estimate Carryover	New Request	Total Appropriations	FY2024-25	FY2025-26	FY2026-27	FY2027-28	FY2023-28 Budget
Construction	360,000	360,000	-	360,000	-	-	-	-	360,000
<b>Total</b>	<b>\$ 465,000</b>	<b>\$ 412,814</b>	<b>\$ -</b>	<b>\$ 412,814</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 412,814</b>

**Project Description:** The Transit Corridor Pedestrian Connection Project aims to improve pedestrian connectivity within the City's Transit Corridor Area by enhancing the streets directly adjacent to the downtown core of San Bruno. Previous phases included the installation of curb extensions, rapid rectangular flashing beacons and landscape improvements within the Plan Area.

Phase 4 would enhance pedestrian connections to BART, Caltrain and Downtown by installing curb extensions and accessible curb ramps at the intersection of San Bruno Avenue and Green Avenue.



### Project Details

Initial Funding Year	FY2021-22
Target Completion Year	FY2023-24
Expended as of July 1, 2021	\$52,186

# Streets Capital

# Rule 20A

## Crystal Springs Road Utility Undergrounding Project Phase I

PROJECT #: 60021

Total Project Budget: \$ 5,800,000

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
Rule 20A Allocations	\$ 900,000	\$ 804,734	\$ -	\$ 804,734	\$ -	\$ 4,500,000	\$ -	\$ -	\$ 5,304,734
Gas Tax (HUTA)	-	-	100,000	100,000	-	300,000	-	-	400,000
<b>Total</b>	<b>\$ 900,000</b>	<b>\$ 804,734</b>	<b>\$ 100,000</b>	<b>\$ 904,734</b>	<b>\$ -</b>	<b>\$ 4,800,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,704,734</b>

PROJECT APPROPRIATIONS	Prior Appropriations	Estimate Carryover	New Request	Total Appropriations	FY2024-25	FY2025-26	FY2026-27	FY2027-28	FY2023-28 Budget
Construction	-	-	-	-	-	4,800,000	-	-	4,800,000
<b>Total</b>	<b>\$ 900,000</b>	<b>\$ 804,734</b>	<b>\$ 100,000</b>	<b>\$ 904,734</b>	<b>\$ -</b>	<b>\$ 4,800,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,704,734</b>

**Project Description:** The California Public Utilities Commission (CPUC) requires Pacific Gas & Electric Company (PG&E) to set aside a portion of their utility receipts each year for use in undergrounding existing overhead utilities, commonly referred to as the “Rule 20A Utility Undergrounding Program” (Rule 20A). The costs for undergrounding under Rule 20A are recovered through electric rates after the project is completed.

On February 11, 2020, the Council established an underground utility district on Crystal Springs Road from El Camino Real to Cunningham Way. Phase I project includes undergrounding approximately 2,200 feet along Crystal Springs Road from Donner Avenue to El Camino Real and Phase II includes undergrounding approximately 1,500 feet along Crystal Springs Road from Donner Ave to Cunningham Way. The estimated construction cost for Phase I is approximately \$4.8 million. Undergrounding the City's street lights cannot be paid with Rule 20A credits.



**Project Details**

Initial Funding Year	FY2020-21
Target Completion Year	FY2026-27
Expended as of July 1, 2021	\$95,266

# Streets Capital

# Streetscape

## Downtown Trash Receptacles & Newspaper Racks & Enclosures

PROJECT #: 60027

Total Project Budget: \$ 235,000

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
AB 939	\$ 130,000	\$ 1,433	\$ 37,500	\$ 38,933	\$ -	\$ -	\$ -	\$ -	\$ 38,933
Citywide Development Impact Fees - Transportation Facilities Impact Fee Fund	-	-	37,500	37,500	-	-	-	-	37,500
Equipment Reserve	30,000	30,000	-	30,000	-	-	-	-	30,000
<b>Total</b>	<b>\$ 160,000</b>	<b>\$ 31,433</b>	<b>\$ 75,000</b>	<b>\$ 106,433</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 106,433</b>

PROJECT APPROPRIATIONS	Prior Appropriations	Estimate Carryover	New Request	Total Appropriations	FY2024-25	FY2025-26	FY2026-27	FY2027-28	FY2023-28 Budget
Acquisition and Installation	\$ 160,000	\$ 31,433	\$ 75,000	\$ 106,433	\$ -	\$ -	\$ -	\$ -	\$ 106,433
<b>Total</b>	<b>\$ 160,000</b>	<b>\$ 31,433</b>	<b>\$ 75,000</b>	<b>\$ 106,433</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 106,433</b>

**Project Description:** In recognition of these guiding policies, on October 22, 2019, the City Council adopted the San Mateo Avenue Conceptual Streetscape Plan. The plan serves as a design guideline for creating an inviting and cohesive downtown street that links pedestrians, bicyclists, transit riders and motorists. The plan provides a schematic proposal to accomplish an enhanced street design. Some of these features include more attractive and functional sidewalks; well-marked and decorative crosswalks; widened sidewalks and corners at some locations; improved directional and wayfinding signage to public parking lots; integrated and attractive modern-style street furniture; and roadways that accommodate multiple modes of transportation such as bicycles, pedestrians and automobiles.

The City replaced the trash receptacles on San Mateo Avenue and El Camino Real during FY 2021-22. The City anticipates replacing the newspaper racks and enclosures in FY 2023-24.



**Project Details**

Initial Funding Year	FY2020-21
Target Completion Year	FY2023-24
Expended as of July 1, 2021	\$128,567

# Streets Capital

# Pavement Management

## Pavement Management Program Summary

PROJECT #: 60018 | NEW | 60031 | NEW | 60032 | NEW

Total Project Budget: \$ 16,889,453

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
Measure A	\$ 909,463	\$ 705,419	\$ 375,000	\$ 1,080,419	\$ -	\$ -	\$ -	\$ -	\$ 1,080,419
Measure G	6,100,000	5,779,945	3,500,000	9,279,945	-	-	-	-	9,279,945
Measure W	1,200,000	941,448	461,600	1,403,048	-	-	-	-	1,403,048
Gas Tax (SB1) RMRA	3,255,329	2,611,486	1,088,061	3,699,547	-	-	-	-	3,699,547
<b>Total Funding</b>	<b>\$ 11,464,792</b>	<b>\$ 10,038,298</b>	<b>\$ 5,424,661</b>	<b>\$ 15,462,959</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 15,462,959</b>

PROJECT TITLE		Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2024-25	FY2025-26	FY2026-27	FY2027-28	FY2023-28 Budget
2021-22 Street Reconstruction Project	60018	\$ 3,255,329	\$ 2,611,486	\$ -	\$ 2,611,486	\$ -	\$ -	\$ -	\$ -	\$ 2,611,486
2023-24 Street Reconstruction Project	NEW	-	-	1,088,061	1,088,061	-	-	-	-	1,088,061
2021-22 Slurry Seal	60031	1,509,463	1,271,896	-	1,271,896	-	-	-	-	1,271,896
2023-24 Slurry Seal	NEW	-	-	836,600	836,600	-	-	-	-	836,600
2022-23 Street Rehabilitation Project	60032	6,700,000	6,154,916	-	6,154,916	-	-	-	-	6,154,916
2023-24 Street Rehabilitation Project	NEW	-	-	3,500,000	3,500,000	-	-	-	-	3,500,000
<b>Total</b>		<b>\$ 11,464,792</b>	<b>\$ 10,038,298</b>	<b>\$ 5,424,661</b>	<b>\$ 15,462,959</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 15,462,959</b>

**Project Description:** This program involves the repair and preventative maintenance of City streets. The condition of City streets are identified through an on-going Pavement Management Program (PMP). The long-term goal is to achieve a pavement condition index (PCI) score of 84, which would eliminate the City's deferred maintenance backlog; however, in order to achieve this, the program would need to be funded to approximately \$9 million per year. The City's average score is currently 64. Streets are selected for rehabilitation work based on the PCI score, functional class (traffic volume) and other criteria.

The City's PMP is designed to maximize pavement longevity with timely and cost effective rehabilitation while working with budget constraints. The biennial Street Rehabilitation Project is designed and constructed to improve the City streets. The Street Slurry Seal Project, which is a separate street preventative maintenance project, is performed biennially on alternating years.

### Project Details

Initial Funding Year	FY2004-05
Target Completion Year	On-going
Expended as of July 1, 2021	\$ 1,426,494



# Streets Capital

# Pavement Management

## Pavement Management Program - 2021-22 Street Reconstruction Project

PROJECT #: 60018

Total Project Budget: \$ 3,255,329

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
Gas Tax (SB1) RMRA	\$ 3,255,329	\$ 2,611,486	\$ -	\$ 2,611,486	\$ -	\$ -	\$ -	\$ -	\$ 2,611,486
<b>Total</b>	<b>\$ 3,255,329</b>	<b>\$ 2,611,486</b>	<b>\$ -</b>	<b>\$ 2,611,486</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,611,486</b>

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2024-25	FY2025-26	FY2026-27	FY2027-28	FY2023-28 Budget
Construction	\$ 2,272,000	\$ 2,272,000	\$ -	\$ 2,272,000	\$ -	\$ -	\$ -	\$ -	\$ 2,272,000
<b>Total</b>	<b>\$ 3,255,329</b>	<b>\$ 2,611,486</b>	<b>\$ -</b>	<b>\$ 2,611,486</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,611,486</b>

**Project Description:** The 2021-22 Street Reconstruction Project includes the rehabilitation and reconstruction of failed streets: Santa Helena Avenue, Mills Avenue, Poplar Avenue, Eastburn Court, Bayshore Circle WB, Darby Place, Oxford Lane and additional streets approved for FY 2022-23.



**Project Details**

Initial Funding Year	FY2019-20
Target Completion Year	FY2023-24
Expended as of July 1, 2021	\$ 643,843

# Streets Capital

# Pavement Management

## Pavement Management Program - 2023-24 Street Reconstruction Project

PROJECT #: NEW

Total Project Budget: \$ 1,088,061

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
Gas Tax (SB1) RMRA	\$ -	\$ -	\$ 1,088,061	\$ 1,088,061	\$ -	\$ -	\$ -	\$ -	\$ 1,088,061
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,088,061</b>	<b>\$ 1,088,061</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,088,061</b>

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2024-25	FY2025-26	FY2026-27	FY2027-28	FY2023-28 Budget
Construction	-	-	888,061	888,061	-	-	-	-	888,061
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,088,061</b>	<b>\$ 1,088,061</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,088,061</b>

**Project Description:** The 2023-24 Street Reconstruction Project includes the rehabilitation and reconstruction of failed streets.



**Project Details**

Initial Funding Year	FY2023-24
Target Completion Year	FY2024-25
Expended as of June 30, 2022	\$0

# Streets Capital

# Pavement Management

## Pavement Management Program - 2021-22 Slurry Seal

PROJECT #: 60031

Total Project Budget: \$ 1,509,463

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
Measure A	\$ 409,463	\$ 314,436	\$ -	\$ 314,436	\$ -	\$ -	\$ -	\$ -	\$ 314,436
Measure G	700,000	652,487	-	652,487	-	-	-	-	652,487
Measure W	400,000	304,973	-	304,973	-	-	-	-	304,973
<b>Total</b>	<b>\$ 1,509,463</b>	<b>\$ 1,271,896</b>	<b>\$ -</b>	<b>\$ 1,271,896</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,271,896</b>

PROJECT APPROPRIATIONS	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimate Carryover	New Request	Total Appropriations					
Design	\$ 150,000	\$ 19,215	\$ -	\$ 19,215	\$ -	\$ -	\$ -	\$ -	\$ 19,215
Construction	1,359,463	1,252,681	-	1,252,681	-	-	-	-	1,252,681
<b>Total</b>	<b>\$ 1,509,463</b>	<b>\$ 1,271,896</b>	<b>\$ -</b>	<b>\$ 1,271,896</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,271,896</b>

**Project Description:** The 2021-22 Slurry Seal Project includes the preventative maintenance of streets identified through the Pavement Management Program. Preventative maintenance includes applying a slurry seal surface treatment to extend the life of roadway surfaces by slowing the pavement aging process and protecting the pavement from the adverse effects of water and vehicle traffic.



**Project Details**

Initial Funding Year	FY2021-22
Target Completion Year	FY2023-24
Expended as of July 1, 2021	\$237,567

# Streets Capital

# Pavement Management

## Pavement Management Program - 2023-24 Slurry Seal

PROJECT #: NEW

Total Project Budget: \$ 836,600

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
Measure A	\$ -	\$ -	\$ 375,000	\$ 375,000	\$ -	\$ -	\$ -	\$ -	\$ 375,000
Measure W	-	-	461,600	461,600	-	-	-	-	461,600
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 836,600</b>	<b>\$ 836,600</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 836,600</b>

PROJECT APPROPRIATIONS	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
Design	\$ -	\$ -	\$ 83,660	\$ 83,660	\$ -	\$ -	\$ -	\$ -	\$ 83,660
Construction	-	-	752,940	752,940	-	-	-	-	752,940
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 836,600</b>	<b>\$ 836,600</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 836,600</b>

**Project Description:** The 2023-24 Slurry Seal Project includes the preventative maintenance of streets identified through the Pavement Management Program. Preventative maintenance includes applying a slurry seal surface treatment to extend the life of roadway surfaces by slowing the pavement aging process and protecting the pavement from the adverse effects of water and vehicle traffic.



**Project Details**

Initial Funding Year	FY2023-24
Target Completion Year	FY2023-24
Expended as of July 1, 2022	\$0

# Streets Capital

# Pavement Management

## Pavement Management Program - 2022-23 Street Rehabilitation Project

PROJECT #: 60032

Total Project Budget: \$ 6,700,000

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
Measure A	\$ 500,000	\$ 390,983	\$ -	\$ 390,983	\$ -	\$ -	\$ -	\$ -	\$ 390,983
Measure G	5,400,000	5,127,458	-	5,127,458	-	-	-	-	5,127,458
Measure W	800,000	636,475	-	636,475	-	-	-	-	636,475
<b>Total</b>	<b>\$ 6,700,000</b>	<b>\$ 6,154,916</b>	<b>\$ -</b>	<b>\$ 6,154,916</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,154,916</b>

PROJECT APPROPRIATIONS	Prior Appropriations	Estimate Carryover	New Request	Total Appropriations	FY2024-25	FY2025-26	FY2026-27	FY2027-28	FY2023-28 Budget
Design	\$ 700,000	\$ 154,916	\$ -	\$ 154,916	\$ -	\$ -	\$ -	\$ -	\$ 154,916
Construction	6,000,000	6,000,000	-	6,000,000	-	-	-	-	6,000,000
<b>Total</b>	<b>\$ 6,700,000</b>	<b>\$ 6,154,916</b>	<b>\$ -</b>	<b>\$ 6,154,916</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,154,916</b>

**Project Description:** The 2022-23 Street Rehabilitation Project includes the pavement evaluation and rehabilitation of streets not eligible for preventative maintenance as identified through the Pavement Management Program. Pavement rehabilitation includes asphalt concrete removal and replacement on roadways to extend pavement life by removing surface defects and placing a new asphalt concrete overlay.



**Project Details**

Initial Funding Year	FY2021-22
Target Completion Year	FY2023-24
Expended as of July 1, 2021	\$545,084

# Streets Capital

# Pavement Management

## Pavement Management Program - 2023-24 Street Rehabilitation Project

PROJECT #: NEW

Total Project Budget: \$ 3,500,000

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
Measure G	\$ -	\$ -	\$ 3,500,000	\$ 3,500,000	\$ -	\$ -	\$ -	\$ -	\$ 3,500,000
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,500,000</b>	<b>\$ 3,500,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,500,000</b>

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2024-25	FY2025-26	FY2026-27	FY2027-28	FY2023-28 Budget
Construction	-	-	3,100,000	3,100,000	-	-	-	-	3,100,000
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,500,000</b>	<b>\$ 3,500,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,500,000</b>

**Project Description:** The 2023-24 Street Rehabilitation Project includes the pavement evaluation and rehabilitation of streets not eligible for preventative maintenance as identified through the Pavement Management Program. Pavement rehabilitation includes asphalt concrete removal and replacement on roadways to extend pavement life by removing surface defects and placing a new asphalt concrete overlay.



**Project Details**

Initial Funding Year	FY2023-24
Target Completion Year	FY2024-25
Expended as of June 30, 2022	\$0

# Streets Capital

# Neighborhood Traffic

## Pedestrian Safety and Traffic-Calming Program Summary

PROJECT #: 60020 | 60003 | 60033 | 60016

Total Project Budget: \$ 2,961,623

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
Gas Tax (HUTA)	\$ 125,000	\$ 23,848	\$ 75,000	\$ 98,848	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 398,848
Highway Safety Improvement Program	72,000	-	-	-	-	-	-	-	-
Measure A	1,185,000	510,685	65,671	576,356	75,000	75,000	75,000	75,000	876,356
Measure G	575,000	386,432	-	386,432	-	-	-	-	386,432
San Bruno Community Foundation	263,952	59,447	-	59,447	-	-	-	-	59,447
<b>Total</b>	<b>\$ 2,220,952</b>	<b>\$ 980,412</b>	<b>\$ 140,671</b>	<b>\$ 1,121,083</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>	<b>\$ 1,721,083</b>

PROJECT TITLE		Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2024-25	FY2025-26	FY2026-27	FY2027-28	FY2023-28 Budget
TSPC Studies	60020	\$ 400,000	\$ 197,696	\$ 150,000	\$ 347,696	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 947,696
Pedestrian Warning Beacons	60003	263,952	59,447	-	59,447	-	-	-	-	59,447
Oak & Crystal Springs	60033	800,000	537,644	-	537,644	-	-	-	-	537,644
San Bruno/Cherry Ave Improvements	60016	652,000	176,296	-	176,296	-	-	-	-	176,296
<b>Total</b>		<b>\$ 2,220,952</b>	<b>\$ 980,412</b>	<b>\$ 140,671</b>	<b>\$ 1,121,083</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>	<b>\$ 1,721,083</b>

**Project Description:** This program evaluates the traffic and pedestrian safety concerns, possible alternatives, and implements improvement projects to improve safety and enhance the livability of neighborhoods. Program activities include traffic speed and volume studies, speed limit evaluations, education efforts, police enforcement, pedestrian warning systems installation in the downtown and in high volume pedestrian locations near schools, traffic sign installation, parking restrictions, parking studies, and minor traffic calming capital projects. Each request by a neighborhood, resident, or business is presented to the Traffic Safety and Parking Commission (TSPC) for consideration and approval by the City Council.

See the project details on the following pages.

**Project Details**

Initial Funding Year	FY2007-08
Target Completion Year	On-going
Expended as of July 1, 2021	\$ 1,240,540



# Streets Capital

# Neighborhood Traffic

## Pedestrian Safety and Traffic-Calming Program - TSPC Studies

PROJECT #: 60020

Total Project Budget: \$ 1,150,000

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
Gas Tax (HUTA)	\$ 125,000	\$ 23,848	\$ 75,000	\$ 98,848	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 398,848
Measure A	275,000	173,848	75,000	248,848	75,000	75,000	75,000	75,000	548,848
<b>Total</b>	<b>\$ 400,000</b>	<b>\$ 197,696</b>	<b>\$ 150,000</b>	<b>\$ 347,696</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>	<b>\$ 947,696</b>

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2024-25	FY2025-26	FY2026-27	FY2027-28	FY2023-28 Budget
Study and Evaluation	\$ 400,000	\$ 197,696	\$ 150,000	\$ 347,696	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 947,696

**Project Description:** Pursuant to San Bruno Municipal Code 7.08.040, the Traffic Safety and Parking Committee (TSPC) is tasked with reviewing and recommending to the City Council issues related to traffic and parking. Staff from the Public Works Department evaluate the issue and provide recommendations to the TSPC for consideration. Depending on the issue, consultants are also procured to assist with collecting data for use in the evaluation. Consultants' costs are funded through this program.



**Project Details**

Initial Funding Year	FY2007-08
Target Completion Year	On-going
Expended as of July 1, 2021	\$202,304

# Streets Capital

# Neighborhood Traffic

## Pedestrian Safety and Traffic-Calming Program - Pedestrian Warning Beacons

PROJECT #: 60003

Total Project Budget: \$ 263,952

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
San Bruno Community Foundation	\$ 263,952	\$ 59,447	\$ -	\$ 59,447	\$ -	\$ -	\$ -	\$ -	\$ 59,447

PROJECT APPROPRIATIONS	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
Installation	\$ 263,952	\$ 59,447	\$ -	\$ 59,447	\$ -	\$ -	\$ -	\$ -	\$ 59,447

**Project Description:** The San Bruno Community Foundation (“Foundation”) is the organization created by the City Council to invest, manage and expend the restitution settlement of \$70 million in funds that the City negotiated from PG&E after the 2010 gas pipeline explosion in the Crestmoor neighborhood.

At its regular meeting on January 6, 2016, the Foundation approved a comprehensive proposal for four projects to be completed by the City with funding provided by the Foundation. One of the projects is the installation of pedestrian safety improvements. In consideration of these projects, staff proposed that the Foundation consider funding lighted pedestrian beacons in some high use crosswalks near two schools: Portola Elementary and Parkside Intermediate. The installation of the beacons at the school sites were completed in FY 2017-18. Two additional beacons were installed as part of the San Mateo Avenue Water and Sewer Replacement Project completed in FY2018-19. One was located at the mid-block crossing near El Camino Real on San Mateo Avenue and the other at John Muir Elementary School. There is one remaining beacon that will be installed at the intersection of San Bruno Avenue and Green Avenue.



**Project Details**

Initial Funding Year	FY2016-17
Target Completion Year	FY2023-24
Expended as of July 1, 2021	\$ 204,505

# Streets Capital

# Neighborhood Traffic

## Pedestrian Safety and Traffic-Calming Program - Oak and Crystal Springs Road

PROJECT #: 60033

Total Project Budget: \$ 800,000

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
Measure A	\$ 225,000	\$ 151,212	\$ -	\$ 151,212	\$ -	\$ -	\$ -	\$ -	\$ 151,212
Measure G	575,000	386,432	-	386,432	-	-	-	-	386,432
<b>Total</b>	<b>\$ 800,000</b>	<b>\$ 537,644</b>	<b>\$ -</b>	<b>\$ 537,644</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 537,644</b>

PROJECT APPROPRIATIONS	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
Design	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	600,000	537,644	-	537,644	-	-	-	-	537,644
<b>Total</b>	<b>\$ 800,000</b>	<b>\$ 537,644</b>	<b>\$ -</b>	<b>\$ 537,644</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 537,644</b>

**Project Description:** One of the CEQA mitigation measures for the Recreation & Aquatics Center (RAC) Project required the intersection of Oak and Crystal Springs Road to be improved.

Currently, the existing intersection has an all way stop control. The proposed project will install a traffic signal. The project aims to improve the level of service while providing safer pedestrian crossings.

The design and construction is anticipated to be completed in FY 2023-24.



**Project Details**

Initial Funding Year	FY2021-22
Target Completion Year	FY2023-24
Expended as of July 1, 2021	\$ -

# Streets Capital

# Neighborhood Traffic

## Pedestrian Safety and Traffic-Calming Program - San Bruno/Cherry Ave Improvements

PROJECT #: 60016

Total Project Budget: \$ 652,000

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
Measure A	\$ 652,000	\$ 176,296	\$ -	\$ 176,296	\$ -	\$ -	\$ -	\$ -	\$ 176,296

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2024-25	FY2025-26	FY2026-27	FY2027-28	FY2023-28 Budget
Construction	580,000	176,296	-	176,296	-	-	-	-	176,296
<b>Total</b>	<b>\$ 652,000</b>	<b>\$ 176,296</b>	<b>\$ -</b>	<b>\$ 176,296</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 176,296</b>

**Project Description:** The intersection of San Bruno Avenue and Cherry Avenue is a busy major intersection located on the border between a residential neighborhood and business district. The Bayhill Shopping Center is located on the northwest corner of the intersection and there are freeway on/off ramps providing access to and from I-280 a quarter mile to the west. As traffic increases, the City recognizes the need to improve both operations and safety at the intersection for both pedestrians and vehicles.

In February 2018, an engineering study was completed at the San Bruno Avenue and Cherry Avenue intersection. This project will improve both operations and safety at the intersection for both pedestrians and vehicles. Improvements included adding a southbound left turn lane on Cherry Avenue by modifying the existing median; adding flashing yellow arrow traffic signal controls for the northbound and southbound left turn movements; restricting southbound right-turns-on red; adding an overlap phase for the southbound right turn and the eastbound left turn movements; and adding leading pedestrian intervals for both crosswalks across San Bruno Avenue.



### Project Details

Initial Funding Year	FY2019-20
Target Completion Year	FY2023-24
Expended as of July 1, 2021	\$ 475,704

# Streets Capital

# Grade Separation

## Scott Street Grade Separation

PROJECT #: 82103

Total Project Budget: \$ 920,000

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
Measure A	\$ 470,000	\$ 190,114	\$ -	\$ 190,114	\$ -	\$ 450,000	\$ -	\$ -	\$ 640,114

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
Environmental Phase	455,000	182,444	-	182,444	-	-	-	-	182,444
Design	-	-	-	-	-	450,000	-	-	450,000
Construction	-	-	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 470,000</b>	<b>\$ 190,114</b>	<b>\$ -</b>	<b>\$ 190,114</b>	<b>\$ -</b>	<b>\$ 450,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 640,114</b>

**Project Description:** The City desires to grade separate the railroad crossing at Scott Street, the last remaining at-grade crossing in San Bruno. San Mateo County Transportation Authority (TA) conducted a Grade Separation Footprint Study to examine six alternatives for separation and track configuration variations grade separation. Due to the close proximity of the Scott Street crossing with the South Linden Avenue at-grade rail crossing in the City of South San Francisco, the at-grade crossings cannot be eliminated without affecting the other. The Conceptual Design Project Study Report (PSR) phase commenced in 2016 when the TA awarded \$650,000 in Measure A funds to this project, with \$250,000 allocated to the South Linden Avenue crossing and \$400,000 allocated to the Scott Street crossing. With Caltrain adopting its Business Plan in September 2020 and High Speed Rail, the number of trains is expected to increase leading to increased gate down times at crossings. As part of the PSR, the City contributed local funding for the preparation of a traffic study. The PSR was completed in April 2021 with the City selecting to close Scott Street to vehicular traffic, raise the railroad tracks, and install a pedestrian/bicycle undercrossing at Scott Street.

In March 2022, the TA awarded \$4.95 million toward the next phase of the project, the Preliminary Engineering/Environmental Clearance (PE/EC) phase. The Cities of San Bruno and South San Francisco are required to contribute a combined 10% of the total phase costs as local match. The budget funding will be used to complete the PE/EC phase. Design and construction costs are currently unfunded priorities.



### Project Details

Initial Funding Year	FY2018-19
Target Completion Year	TBD
Expended as of July 1, 2021	\$ 7,330

# Streets Capital

# Sidewalks

## Sidewalk Repair Program Summary

PROJECT #: 60036 | NEW

Total Project Budget: \$ 3,627,652

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
Gas Tax (HUTA)	\$ 325,000	\$ 201,444	\$ 268,128	\$ 469,572	\$ 250,000	\$ 275,000	\$ 300,000	\$ 325,000	\$ 1,619,572
Measure A	550,000	191,865	277,707	469,572	-	-	-	-	469,572
Measure G	225,000	(19,182)	19,182	-	-	-	-	-	-
Private Contribution	212,636	100,000	200,000	300,000	100,000	100,000	100,000	100,000	700,000
<b>Total</b>	<b>\$ 1,312,636</b>	<b>\$ 474,127</b>	<b>\$ 765,016</b>	<b>\$ 1,239,143</b>	<b>\$ 350,000</b>	<b>\$ 375,000</b>	<b>\$ 400,000</b>	<b>\$ 425,000</b>	<b>\$ 2,789,143</b>

PROJECT TITLE		Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2024-25	FY2025-26	FY2026-27	FY2027-28	FY2023-28 Budget
FY2022-23 Sidewalks	60036	550,000	539,143	350,000	889,143	350,000	375,000	400,000	425,000	2,439,143
FY2023-24 Sidewalks	NEW	-	-	350,000	350,000	-	-	-	-	350,000
<b>Total</b>		<b>\$ 1,312,636</b>	<b>\$ 474,127</b>	<b>\$ 765,016</b>	<b>\$ 1,239,143</b>	<b>\$ 350,000</b>	<b>\$ 375,000</b>	<b>\$ 400,000</b>	<b>\$ 425,000</b>	<b>\$ 2,789,143</b>

**Project Description:** This program evaluates the traffic and pedestrian safety concerns, possible alternatives, and implements improvement projects to improve safety and enhance the livability of neighborhoods. Program activities include traffic speed and volume studies, speed limit evaluations, education efforts, police enforcement, pedestrian warning systems installation in the downtown and in high volume pedestrian locations near schools, traffic sign installation, parking restrictions, parking studies, and minor traffic calming capital projects. Each request by a neighborhood, resident, or business is presented to the Traffic Safety and Parking Commission (TSPC) for consideration and approval by the City Council.

See the project detail on the following pages.

**Project Details**

Initial Funding Year	FY2007-08
Target Completion Year	On-going
Expended as of July 1, 2021	\$ 838,509



# Streets Capital

# Sidewalks

## Sidewalk Repair Program - FY2022-23 Sidewalk Repair Project

PROJECT #: 60036

Total Project Budget: \$ 2,450,000

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
Gas Tax (HUTA)	\$ 225,000	\$ 219,572	\$ 250,000	\$ 469,572	\$ 250,000	\$ 275,000	\$ 300,000	\$ 325,000	\$ 1,619,572
Measure A	225,000	219,572	-	219,572	-	-	-	-	219,572
Private Contribution	100,000	100,000	100,000	200,000	100,000	100,000	100,000	100,000	600,000
<b>Total</b>	<b>\$ 550,000</b>	<b>\$ 539,143</b>	<b>\$ 350,000</b>	<b>\$ 889,143</b>	<b>\$ 350,000</b>	<b>\$ 375,000</b>	<b>\$ 400,000</b>	<b>\$ 425,000</b>	<b>\$ 2,439,143</b>

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
Construction	500,000	500,000	275,000	775,000	275,000	300,000	325,000	350,000	2,025,000
<b>Total</b>	<b>\$ 550,000</b>	<b>\$ 539,143</b>	<b>\$ 350,000</b>	<b>\$ 889,143</b>	<b>\$ 350,000</b>	<b>\$ 375,000</b>	<b>\$ 400,000</b>	<b>\$ 425,000</b>	<b>\$ 2,439,143</b>

**Project Description:** The Sidewalk Repair Program includes sidewalk repairs and improvements to provide a safe and accessible public sidewalk. A sidewalk survey was completed in FY 2015-16 to identify sidewalk defects that are the City's or private property owners' responsibility to repair. Repair of sidewalk defects that are not caused by street trees is the adjacent property owners' responsibility. Sidewalk locations scheduled for City repair each year are identified through the FY 2015-16 inventory assessment and by complaints received from residents. This project replaces the sidewalk uplift caused by the City's street trees and the priority is given to repair locations with the greatest sidewalk uplift. Project locations and budget appropriations are determined on a yearly basis.

The Sidewalk Repair Project will prioritize replacing the sidewalk offset locations that were greater than 3/4-inch at the time the survey was conducted and within the available project funding budget. Project locations could also include locations from the resident participation and complaint list. As part of a future project, an updated survey will need to be performed and new locations addressed.



### Project Details

Initial Funding Year	FY2022-23
Target Completion Year	FY2023-24
Expended as of July 1, 2021	\$0

# Streets Capital

# Sidewalks

## Sidewalk Repair Program - FY2023-24 Sidewalk Repair Project

PROJECT #: NEW

Total Project Budget: \$ 350,000

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
Measure A	\$ -	\$ -	\$ 250,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000
Private Contribution	-	-	100,000	100,000	-	-	-	-	100,000
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 350,000</b>	<b>\$ 350,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 350,000</b>

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
Construction	-	-	300,000	300,000	-	-	-	-	300,000
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 350,000</b>	<b>\$ 350,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 350,000</b>

**Project Description:** The Sidewalk Repair Program includes sidewalk repairs and improvements to provide a safe and accessible public sidewalk. A sidewalk survey was completed in FY2015-16 to identify sidewalk defects that are the City's or private property owners' responsibility to repair. Repair of sidewalk defects that are not caused by a street tree is the adjacent property owners' responsibility. Sidewalk locations scheduled for City repair each year are identified through the FY2015-16 inventory assessment and by complaints received from residents. This project replaces the sidewalk uplift caused by the City's street trees and priority is given to repair locations with the greatest sidewalk uplift. Project locations and budget appropriations will be determined on a yearly basis.

Project locations could also include locations from the resident participation and complaint list.



### Project Details

Initial Funding Year	FY2023-24
Target Completion Year	FY2023-24
Expended as of June 30, 2022	\$0

# Streets Capital

# Streetlights

## Streetlight Pole Replacement Program

PROJECT #: 60025

Total Project Budget: \$ 529,540

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
Measure A	\$ 209,875	\$ 97,560	\$ -	\$ 97,560	\$ -	\$ -	\$ -	\$ -	\$ 97,560
Measure G	600,000	280,335	(280,335)	-	-	-	-	-	-
<b>Total</b>	<b>\$ 809,875</b>	<b>\$ 377,895</b>	<b>\$ (280,335)</b>	<b>\$ 97,560</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 97,560</b>

PROJECT APPROPRIATIONS	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
Construction	\$ 809,875	\$ 377,895	\$ (280,335)	\$ 97,560	\$ -	\$ -	\$ -	\$ -	\$ 97,560
<b>Total</b>	<b>\$ 809,875</b>	<b>\$ 377,895</b>	<b>\$ (280,335)</b>	<b>\$ 97,560</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 97,560</b>

**Project Description:** There are approximately 2,100 streetlight poles owned and operated by the City of San Bruno. As streetlight poles and their foundation age, they corrode and become brittle. Many San Bruno poles are over 60-80 years old, made of concrete and steel, and have visible cracks, fractures, extensive corrosion, and other structural defects. A 2015 condition assessment identified 680 street light poles as structurally deficient and recommended for replacement. New poles are made of more durable aluminum. The priority replacement schedule is based on condition and is reviewed annually.

The work plan schedule gives priority to replace the most damaged poles first, and where possible, to group locations geographically and by pole type to minimize costs.



**Project Details**

Initial Funding Year	FY2016-17
Target Completion Year	FY2022-23
Expended as of July 1, 2021	\$431,980

# Streets Capital

# Traffic Signals

## Traffic Signal Rehabilitation Program - Traffic Signal Improvements

PROJECT #: 60001

Total Project Budget: \$ 865,000

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
Gas Tax (HUTA)	\$ 332,500	\$ 9,276	\$ -	\$ 9,276	\$ -	\$ -	\$ -	\$ -	\$ 9,276
Measure A	532,500	5,134	50,000	55,134	-	-	-	-	55,134
<b>Total</b>	<b>\$ 865,000</b>	<b>\$ 14,410</b>	<b>\$ 50,000</b>	<b>\$ 64,410</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 64,410</b>

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2024-25	FY2025-26	FY2026-27	FY2027-28	FY2023-28 Budget
Construction	865,000	14,410	-	14,410	-	-	-	-	14,410
<b>Total</b>	<b>\$ 865,000</b>	<b>\$ 14,410</b>	<b>\$ 50,000</b>	<b>\$ 64,410</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 64,410</b>

**Project Description:** There are 17 signalized intersections operated by the City. The typical life span of the electronic hardware is 20 years, with the majority of locations currently between 30-40 years old. The signalized locations were replaced as part of the project in FY 2017-18. There are 4 signals within the Caltrans right-of-way needing to be replaced as well.

Currently installed traffic signal equipment is being phased out and not supported. The City will be performing an assessment at the 17 signalized intersections to see which equipment needs to be upgraded.



### Project Details

Initial Funding Year	FY2020-21
Target Completion Year	FY2023-24
Expended as of July 1, 2021	\$ 850,590

# Streets Capital

# Traffic Signals

## Traffic Signal Rehabilitation Program - Traffic Signal Priority

PROJECT #: 10009

Total Project Budget: \$ 156,883

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
General Fund Capital Reserve	\$ 146,883	\$ 581	\$ -	\$ 581	\$ -	\$ -	\$ -	\$ -	\$ 581
Gas Tax (HUTA)	10,000	9,419	-	9,419	-	-	-	-	9,419
Measure A	-	-	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 156,883</b>	<b>\$ 10,000</b>	<b>\$ -</b>	<b>\$ 10,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,000</b>

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2024-25	FY2025-26	FY2026-27	FY2027-28	FY2023-28 Budget
Traffic Signal Priority Control System - State	10,581	10,000	-	10,000	-	-	-	-	10,000
<b>Total</b>	<b>\$ 156,883</b>	<b>\$ 10,000</b>	<b>\$ -</b>	<b>\$ 10,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,000</b>

**Project Description:** This project provides a traffic signal priority control system at designated State and City operated intersections that enables authorized emergency vehicles to activate signalized intersections momentarily. This system allows emergency vehicles (fire, police, ambulance, etc.) to safely cross intersections without traffic delay. The construction of this project is concurrently performed with the Traffic Signal Improvements Project.



**Project Details**

Initial Funding Year	FY2014-15
Target Completion Year	-
Expended as of July 1, 2021	\$ 146,883

# Streets Capital

# Streetlights

## Regulated Output Streetlight Replacement Project

PROJECT #: 60035

Total Project Budget: \$ 500,000

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
General Fund Capital Reserve	\$ 500,000	\$ 432,909	\$ -	\$ 432,909	\$ -	\$ -	\$ -	\$ -	\$ 432,909
<b>Total</b>	<b>\$ 500,000</b>	<b>\$ 432,909</b>	<b>\$ -</b>	<b>\$ 432,909</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 432,909</b>

PROJECT APPROPRIATIONS	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
Design	\$ 500,000	\$ 432,909	\$ -	\$ 432,909	\$ -	\$ -	\$ -	\$ -	\$ 432,909
Construction	-	-	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 500,000</b>	<b>\$ 432,909</b>	<b>\$ -</b>	<b>\$ 432,909</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 432,909</b>

**Project Description:** On December 14, 2021, the City began experiencing streetlight outages within several neighborhoods which are on a Regulated Output (RO) circuit that is powered by a transformer, which sends a higher voltage to all the streetlights within the circuit. The City currently has 294 streetlights on eight (8) RO circuits. Due to the condition and service life of the antiquated RO system and the lack of any manufacturers for the transformer, it is in the best interest of the residents and the city to take steps towards moving to a parallel circuit system.

The scope of work for the Regulated Output Streetlight Replacement Project – Design Phase involves designing for the replacement of the existing RO circuit to a parallel circuit, assessment and replacement of defective streetlight poles within the RO circuit, coordination with PG&E for construction of new power sources, developing specifications for construction bidding, and providing support during the bidding and construction process.



**Project Details**

Initial Funding Year	FY2020-21
Target Completion Year	TBD
Expended as of July 1, 2021	\$67,091

# Streets Capital

# Pedestrians and Bicycles

## San Bruno Avenue Transit Corridors Plan

PROJECT #: NEW

Total Project Budget: \$ 7,000,000

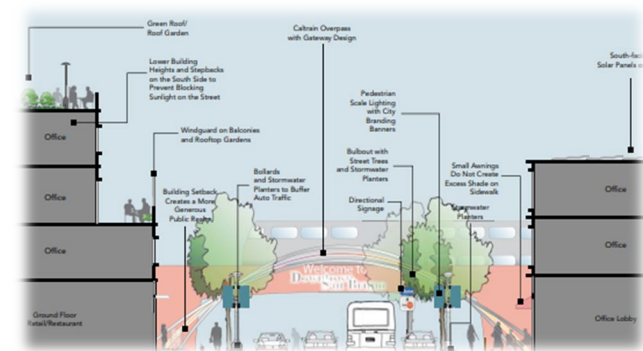
DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
Measure A	\$ -	\$ -	\$ 150,000	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000
Unknown	-	-	-	-	1,250,000	5,600,000	-	-	6,850,000
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>	<b>\$ 1,250,000</b>	<b>\$ 5,600,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,000,000</b>

PROJECT APPROPRIATIONS	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
Design	\$ -	\$ -	\$ 150,000	\$ 150,000	\$ 1,250,000	\$ -	\$ -	\$ -	\$ 1,400,000
Construction	-	-	-	-	-	5,600,000	-	-	5,600,000
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>	<b>\$ 1,250,000</b>	<b>\$ 5,600,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,000,000</b>

**Project Description:** As part of the City of San Bruno Transit Corridors Plan, improvements, including pavement resurfacing, sidewalk widening, landscaping, and pedestrian scale lighting on San Bruno Avenue between 7th Avenue and El Camino Real were recommended to provide better pedestrian experience. Additionally, bike lanes will be evaluated as well. In order to do this, the current 4-lanes of travel will be reduced to 2-through lanes and a center left-turn lane. Fiscal Year 2023-24 budget will be used to prepare conceptual design, studies, and outreach.



**Project Details**

Initial Funding Year	FY2023-24
Target Completion Year	FY2026-27
Expended as of June 30, 2022	\$0

# Streets Capital

# Pedestrians and Bicycles

## Elm and Linden Avenue Bicycle Boulevards

PROJECT #: NEW

Total Project Budget: \$ 500,000

DEPARTMENT: Public Works

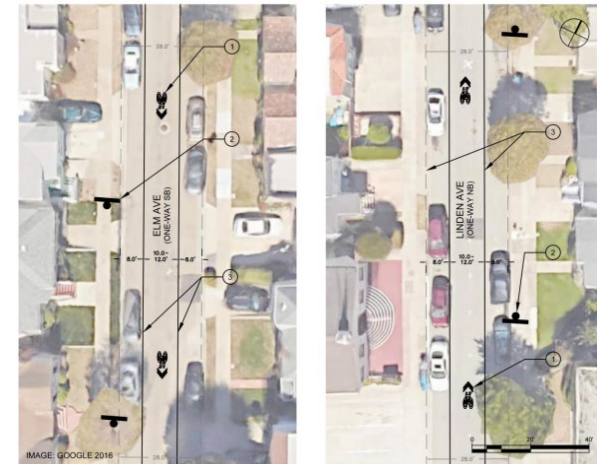
FUNDING SOURCES	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
Measure A	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ -	\$ 400,000	\$ -	\$ -	\$ 500,000
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ 400,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 500,000</b>

PROJECT APPROPRIATIONS	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
Design	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
Construction	-	-	-	-	-	400,000	-	-	400,000
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ 400,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 500,000</b>

**Project Description:** As part of the City of San Bruno's Walk 'n Bike Plan, Elm and Linden Avenues were identified to be major one-way north-south bicycle routes. A traffic circulation study and resident outreach will be required as part of the design effort due to the conversion of two-way streets to one-way streets. Construction will consist of installation of speed humps, pavement resurfacing, pavement repair, signage, double pavement edgeline markings, and pavement legends.

Figure 10 | Conceptual design for Elm and Linden Avenues



**Project Details**

Initial Funding Year	FY2023-24
Target Completion Year	FY2026-27
Expended as of June 30, 2022	\$0

# Streets Capital

# Traffic Signal

## Traeger Traffic Signal Installation

PROJECT #: NEW

Total Project Budget: \$ 2,300,000

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
Bayhill Specific Plan Area Development Impact Fee Measure A	\$ -	\$ -	\$ 202,500	\$ 202,500	\$ -	\$ 1,660,500	\$ -	\$ -	\$ 1,863,000
	-	-	47,500	47,500	-	389,500	-	-	437,000
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ -</b>	<b>\$ 2,050,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,300,000</b>

PROJECT APPROPRIATIONS	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
Design	\$ -	\$ -	\$ 250,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000
Construction	-	-	-	-	-	2,050,000	-	-	2,050,000
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ -</b>	<b>\$ 2,050,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,300,000</b>

**Project Description:** As part of the Bayhill Specific Plan, a study of the intersection of Traeger Ave and San Bruno Ave was found to exceed the LOS D threshold if left unsignalized; signaling the intersection would result in improved operations and meet the LOS D threshold. A fair share calculation determined that the developer would fund 81% of the cost of design and installation of the signal. Development of the Bayhill Specific Plan is already underway and the design and installation of the signal will need to be initiated.



**Project Details**

Initial Funding Year	FY2023-24
Target Completion Year	FY2026-27
Expended as of June 30, 2022	\$0

# Streets Capital

# Pedestrians and Bicycles

## Bicycle and Pedestrian Improvements at Bayhill Drive and El Camino Real

PROJECT #: NEW

Total Project Budget: \$ 1,900,000

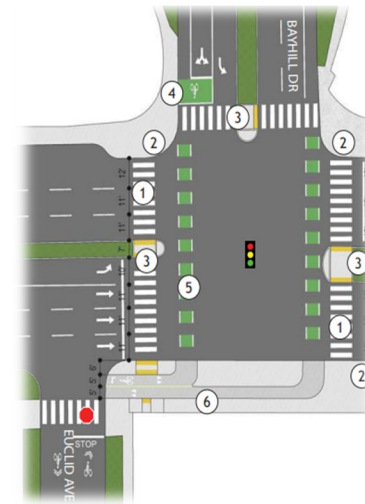
DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
Bayhill Specific Plan Area Development Impact Fee	\$ -	\$ -	\$ 71,250	\$ 71,250	\$ -	\$ -	\$ -	\$ -	\$ 71,250
Measure A	-	-	213,750	213,750	-	-	-	-	213,750
Unknown	-	-	-	-	-	1,615,000	-	-	1,615,000
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 285,000</b>	<b>\$ 285,000</b>	<b>\$ -</b>	<b>\$ 1,615,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,900,000</b>

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2024-25	FY2025-26	FY2026-27	FY2027-28	FY2023-28 Budget
Construction	-	-	-	-	-	1,615,000	-	-	1,615,000
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 285,000</b>	<b>\$ 285,000</b>	<b>\$ -</b>	<b>\$ 1,615,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,900,000</b>

**Project Description:** As part of the Bayhill Specific Plan, pedestrian and bicycle improvements were identified for implementation at the intersection of Bayhill Drive, Euclid Avenue and El Camino Real. Improvements include a new concrete sidewalk bulb-outs, pavement markings across the intersection and a short cycle track to connect the bicycle route on Euclid Ave and Bayhill Drive. These improvements were originally identified in the City's Walk 'n Bike Plan.



**Project Details**

Initial Funding Year	FY2023-24
Target Completion Year	FY2026-27
Expended as of June 30, 2022	\$0

# Streets Capital

# Pedestrians and Bicycles

## Safe Routes to School High Priority Improvements

PROJECT #: NEW

Total Project Budget: \$ 750,000

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
Measure A	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ 650,000	\$ -	\$ -	\$ -	\$ 750,000
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 650,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 750,000</b>

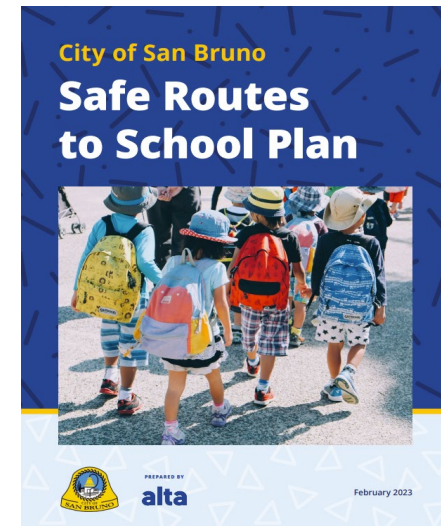
PROJECT APPROPRIATIONS	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
Design	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
Construction	-	-	-	-	650,000	-	-	-	650,000
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 650,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 750,000</b>

**Project Description:** On February 14, 2023, the City Council adopted its Safe Routes to School Plan (Plan). The overall goal of this Plan is to make San Bruno a healthier, safer, more sustainable, and environmentally sound community, with improved air quality and less traffic congestion, by reducing the number of school-related automobile trips. The Plan is a collaboration between the City, 12 schools across San Bruno, and the community, and provides school specific summaries that describe existing conditions and a list of prioritized projects, in addition to training, resources, and customized support to schools. Once implemented, the Plan will benefit students via increased physical activity and associated wellness and learning outcomes, as well as concurrently benefitting students and the community via safety enhancements, reduced vehicle traffic, and reduced air pollution near schools.

As part of the Plan, a list of high priority street improvement projects were identified. The improvements include pedestrian and bicycle facility enhancements as well improvements to signage and pavement markings.

**Project Details**

Initial Funding Year	FY2023-24
Target Completion Year	FY2026-27
Expended as of June 30, 2022	\$0



# Streets Capital

# Signage

## Signage Replacement Project

PROJECT #: NEW

Total Project Budget: \$ 150,000

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
Measure A	\$ -	\$ -	\$ 150,000	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 150,000</b>

PROJECT APPROPRIATIONS	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
Design	\$ -	\$ -	\$ 30,000	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000
Construction	-	-	120,000	120,000	-	-	-	-	120,000
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 150,000</b>

**Project Description:** As of June 2014, every public agency is required to have their traffic signs meet the requirements set forth in the CA MUTCD. In order to meet these requirements, the City has assessed each sign for retro-reflectivity and legibility, and determined the sign replacement priority as follows:

- Priority 1: STOP signs (STOP, YIELD, ALL WAY signs)
- Priority 2: Regulatory, Warning and School signs
- Priority 3: Street Name signs and Guide signs
- Priority 4: Custom and Parking Signs

Priority 1 and part of Priority 2 have been completed. There are about 500 Priority 2 signs remaining and this project would complete the remaining Priority 2 signs.



**Project Details**

Initial Funding Year	FY2023-24
Target Completion Year	FY2026-27
Expended as of June 30, 2022	\$0

# Streets Capital

# Parking Program

## Downtown Parking Program

PROJECT #: 60022

Total Project Budget: \$ 652,000

DEPARTMENT: Police/Public Works

FUNDING SOURCES	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
Streets Special Rev - Centrum Settlement	\$ 331,000	\$ 314,613	\$ -	\$ 314,613	\$ -	\$ -	\$ -	\$ -	\$ 314,613
Unknown	-	-	-	-	321,000	-	-	-	321,000
<b>Total</b>	<b>\$ 331,000</b>	<b>\$ 314,613</b>	<b>\$ -</b>	<b>\$ 314,613</b>	<b>\$ 321,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 635,613</b>

PROJECT APPROPRIATIONS	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	FY2023-28 Budget
		Estimate Carryover	New Request	Total Appropriations					
Design	\$ 150,000	\$ 133,613	\$ -	\$ 133,613	\$ -	\$ -	\$ -	\$ -	\$ 133,613
Construction	181,000	181,000	-	181,000	321,000	-	-	-	502,000
<b>Total</b>	<b>\$ 331,000</b>	<b>\$ 314,613</b>	<b>\$ -</b>	<b>\$ 314,613</b>	<b>\$ 321,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 635,613</b>

**Project Description:** On April 11, 2023, the City Council authorized the creation of a Parking Enterprise Fund and the Transfer of \$2 Million From the General Fund Capital Reserve into the Parking Enterprise Fund to establish a metered parking program in the downtown area, City lots, and portions of El Camino Real. This amount will cover the entire cost of the contract for kiosk purchases, installation, and management by T2 Systems, as well as the first year of contracted enforcement with LAZ Services. This project also installs vehicle mounted license plate reader systems onto a parking enforcement service company's vehicles or the City's patrol vehicles.

There will be a need for Public Works to contract for minor construction services consisting of installing mounting bolts and bollards in preparation for the kiosk installations. Enhanced signage may also be needed. The cost of this work in FY 2023-24 is estimated to not exceed \$314,613, which can be covered by the prior appropriation.



**Project Details**

Initial Funding Year	FY2020-21
Target Completion Year	FY2024-25
Expended as of July 1, 2021	\$16,387

# FY2023-28 Capital Improvement Program

Technology Capital  
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# FY2023-28 Capital Improvement Program

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# Technology Capital

## FY2023-28 Five-Year Summary by Project and Funding Source

FUNDING SOURCES	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
American Rescue Plan Act of 2021	\$ 1,600,000	\$ 1,331,093	\$ 800,000	\$ 2,131,093	\$ 100,000	\$ -	\$ -	\$ -	\$ 2,231,093
Citywide Development Impact Fees - General Government Facilities Impact Fee Fund	-	-	190,000	190,000	-	-	-	-	190,000
Equipment Reserve Funds	448,000	46,590	-	46,590	-	-	-	-	46,590
General Fund Capital Reserve	315,000	67,303	(54)	67,249	-	-	-	-	67,249
Permit Revenue Technology Fee	220,000	219,597	-	219,597	50,000	50,000	50,000	-	369,597
<b>Total</b>	<b>\$ 2,583,000</b>	<b>\$ 1,664,583</b>	<b>\$ 989,946</b>	<b>\$ 2,654,529</b>	<b>\$ 150,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ 2,904,529</b>

PROJECT TITLE	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2024-25	FY2025-26	FY2026-27	FY2027-28	FY2023-28 Budget
Online Permit System Upgrade	220,000	219,597	-	219,597	50,000	50,000	50,000	-	369,597
EOC Equipment Upgrade	150,000	39,315	-	39,315	-	-	-	-	39,315
Business Continuity - IT Disaster Recovery Plan	250,000	108,881	-	108,881	100,000	-	-	-	208,881
ERP Upgrade	1,200,000	1,182,897	800,000	1,982,897	-	-	-	-	1,982,897
Senior Center Council Meeting Improvements	-	-	25,000	25,000	-	-	-	-	25,000
City Facility CCTV Upgrades	-	-	165,000	165,000	-	-	-	-	165,000
Police Station - Radio System	448,000	46,590	-	46,590	-	-	-	-	46,590
<b>Total</b>	<b>\$ 2,583,000</b>	<b>\$ 1,664,583</b>	<b>\$ 989,946</b>	<b>\$ 2,654,529</b>	<b>\$ 150,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ 2,904,529</b>

The Technology Capital Improvement Fund provides for major upgrades and improvements to the technology infrastructure supporting City operations. The Technology Capital Fund ensures a coordinated approach to defining and addressing the organization's current and future technology needs. All improvements in this Fund are intended to provide employees with access to efficient technological tools necessary to deliver excellent customer service to all customers. The departments benefiting from specific upgrades or the City's various operating funds generate the Technology Capital Fund's revenues.

# Technology Capital

# Software Upgrades

## Strategic Software Needs Assessment and Upgrade

PROJECT #: 81012

Total Project Budget: \$ 94,700

DEPARTMENT: Information Technology

FUNDING SOURCES	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
General Fund Capital Reserve	\$ 94,700	\$ 67,249	\$ -	\$ 67,249	\$ -	\$ -	\$ -	\$ -	\$ 67,249

PROJECT APPROPRIATIONS	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimate Carryover	New Request	Total Appropriations					
Consulting & Strategic Development	\$ 94,700	\$ 67,249	\$ -	\$ 67,249	\$ -	\$ -	\$ -	\$ -	\$ 67,249

**Project Description:** The City's software applications support and facilitate a wide range of services to the City's employees, residents, schools, and businesses. Services include water, sewer distribution and billing, Parks and Recreation services, public safety services, and building inspection and code enforcement.

Finance, Community Development, and Public Works applications have been in use for over ten years. These applications continue to provide service to City employees and citizens on a daily basis. However, the applications used by these three departments are approaching the end of their useful life within the next two years as vendors limit or eliminate their support.

This project was a funded priority from prior a CIP, but due to the vacancy of the Information Technology Manager position, this project did not move forward in FY21.

With the Information Technology Manager position now filled, the IT Division will identify and contract with an experienced municipal software consultant in FY22 to work with City departments and Information Technology to document requirements needed for applications used in each department. In FY23, Information Technology will prepare budget requests, RFPs, initiate market search via the RFP process, identify qualified vendors, start contract negotiations with a software vendor that meets the City's requirements, with a goal of implementation in FY24.

New capital requests will be made in subsequent fiscal years depending on the outcome of the first year's work.



### Project Details

Initial Funding Year	FY2019-20
Target Completion Year	FY2023-24
Expended as of July 1, 2021	\$27,451

# Technology Capital

# Software Upgrades

## Online Permit System Upgrade

PROJECT #: 81021

Total Project Budget: \$ 370,000

DEPARTMENT: Information Technology

FUNDING SOURCES	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
Permit Revenue Technology Fee	\$ 220,000	\$ 219,597	\$ -	\$ 219,597	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	\$ 369,597

PROJECT APPROPRIATIONS	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimate Carryover	New Request	Total Appropriations					
Consulting & Strategic Development	\$ 220,000	\$ 219,597	\$ -	\$ 219,597	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	\$ 369,597

**Project Description:** The City's Community and Economic Development and Public Works Departments has evaluated an alternative software solution to upgrading TrakIT and implementing eTrakIT (the online component of TrakIT) called My Government Online (MGO). MGO is a "cloud-based" Permitting solution. My Government Online has a pricing model, based entirely on the expected permit volume in the jurisdiction. Based on number of permits issued in prior years, Staff estimates annual cost would be an amount not to exceed \$50,000 to be funded by carried forward funds in the CIP.



**Project Details**

Initial Funding Year	FY2019-20
Target Completion Year	FY2023-24
Expended as of July 1, 2021	\$403

# Technology Capital

# Equipment

## EOC Equipment Upgrade

PROJECT #: 81022

Total Project Budget: \$ 150,000

DEPARTMENT: Information Technology

FUNDING SOURCES	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
American Rescue Plan Act of 2021	\$ 150,000	\$ 39,315	\$ -	\$ 39,315	\$ -	\$ -	\$ -	\$ -	\$ 39,315
<b>Total</b>	<b>\$ 150,000</b>	<b>\$ 39,315</b>	<b>\$ -</b>	<b>\$ 39,315</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 39,315</b>

PROJECT APPROPRIATIONS	Prior Appropriations	Estimate Carryover	New Request	Total Appropriations	FY2024-25	FY2025-26	FY2026-27	FY2027-28	FY2023-28 Budget
<b>Total</b>	<b>\$ 150,000</b>	<b>\$ 39,315</b>	<b>\$ -</b>	<b>\$ 39,315</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 39,315</b>

**Project Description:** The City of San Bruno's Emergency Operations Center (EOC) is located at City Hall and is utilized by all City departments as a command hub in the event of a local emergency or disaster. The EOC is in need of modern communication and technological upgrades to accommodate immediate situational awareness, improve communication and regional resources for internal and external staff, allow timely and accurate decision making ability and improve communication with the public. This project will replace all outdated technology equipment in the EOC, as well as add new equipment that allows for the EOC to be mobile in location in case of disasters that affect the City Hall location.

The project will be funded with the American Rescue Plan Act of 2021.



### Project Details

Initial Funding Year	FY2021-22
Target Completion Year	FY2023-24
Expended as of July 1, 2021	\$110,685

# Technology Capital

# Business Continuity

## Business Continuity - IT Disaster Recovery Plan

PROJECT #: 81023

Total Project Budget: \$ 350,000

DEPARTMENT: Information Technology

FUNDING SOURCES	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
American Rescue Plan Act of 2021	\$ 250,000	\$ 108,881	\$ -	\$ 108,881	\$ 100,000	\$ -	\$ -	\$ -	\$ 208,881
<b>Total</b>	<b>\$ 250,000</b>	<b>\$ 108,881</b>	<b>\$ -</b>	<b>\$ 108,881</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 208,881</b>

PROJECT APPROPRIATIONS	Prior Appropriations	Estimate Carryover	New Request	Total Appropriations	FY2024-25	FY2025-26	FY2026-27	FY2027-28	FY2023-28 Budget
Other, including Acquisition	200,000	61,686	-	61,686	100,000	-	-	-	161,686
<b>Total</b>	<b>\$ 250,000</b>	<b>\$ 108,881</b>	<b>\$ -</b>	<b>\$ 108,881</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 208,881</b>

**Project Description:** Currently all network servers and storage are located locally within City facilities. While upgrades have been made to the network infrastructure, connectivity, security and back-up processes, this project will continue to work on disaster recovery improvements with the implementation of a redundant, off-site location to continue City operations in the case of an emergency or should City Hall server facilities become unusable. The network server infrastructure currently replicates between machines on site. This works well provided that the server room remains intact. Should the server rooms be compromised, there is no back up system and the City would be without any network services.

This project will be implemented through a third party vendor.

This project will be funded through the American Rescue Plan Act of 2021, with the funding amount and source for future work in FY23 and FY24 to be determined by work completed in FY22.



**Project Details**

Initial Funding Year	FY2021-22
Target Completion Year	FY2023-24
Expended as of July 1, 2021	\$141,119

# Technology Capital

# Business Continuity

## ERP Upgrade

PROJECT #: 81024

Total Project Budget: \$ 2,000,000

DEPARTMENT: Information Technology/Finance

FUNDING SOURCES	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
American Rescue Plan Act of 2021	\$ 1,200,000	\$ 1,182,897	\$ 800,000	\$ 1,982,897	\$ -	\$ -	\$ -	\$ -	\$ 1,982,897
<b>Total</b>	<b>\$ 1,200,000</b>	<b>\$ 1,182,897</b>	<b>\$ 800,000</b>	<b>\$ 1,982,897</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,982,897</b>

PROJECT APPROPRIATIONS	Prior Appropriations	Estimate Carryover	New Request	Total Appropriations	FY2024-25	FY2025-26	FY2026-27	FY2027-28	FY2023-28 Budget
Acquisition and Implementation	1,000,000	1,000,000	800,000	1,800,000	-	-	-	-	1,800,000
<b>Total</b>	<b>\$ 1,200,000</b>	<b>\$ 1,182,897</b>	<b>\$ 800,000</b>	<b>\$ 1,982,897</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,982,897</b>

**Project Description:** The City of San Bruno currently uses Tyler Technologies' Eden software suite as our Enterprise Resource Planning (ERP) tool to manage the City's General Ledger, Budget, Payroll, Human Resources Information System, Accounts Payable/Receivable. The expected end of life for the Eden ERP software suite is March 1, 2027. In February 2023, the City Council authorized the upgrade of Eden to Munis ERP software and appropriated an additional amount of \$700,000 for this project. An additional \$800,000 for FY 2023-24 is requested based on pricing from Tyler Technologies and estimates for internal costs and related business process and implementation services associated with the project.



**Project Details**

Initial Funding Year	FY2021-22
Target Completion Year	FY2024-25
Expended as of July 1, 2021	\$17,103

# Technology Capital

# Sr Center Council Meeting

## Senior Center Council Meeting Improvements

**PROJECT #: NEW**

**Total Project Budget: \$ 25,000**

**DEPARTMENT: Information Technology**

FUNDING SOURCES	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
Citywide Development Impact Fees - General Government Facilities Impact Fee Fund	\$ -	\$ -	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 25,000</b>

PROJECT APPROPRIATIONS	Prior Appropriations	Estimate Carryover	New Request	Total Appropriations	FY2024-25	FY2025-26	FY2026-27	FY2027-28	FY2023-28 Budget
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 25,000</b>

**Project Description:** This project will continue to modernize and renovate the Senior Center to be more stable and streamline the technology infrastructure to host City Council Meetings and other CBC meetings. Funding will be for miscellaneous items including AV cables to run beneath the center, fix mount speakers, backdrop mobile walls, and spare mobile devices (iPads/laptops) to host the meetings.



**Project Details**

Initial Funding Year	FY2023-24
Target Completion Year	FY2023-24
Expended as of June 30, 2022	\$0

# Technology Capital

# CCTV

## City Facility CCTV Upgrades

**PROJECT #: NEW**

**Total Project Budget: \$ 165,000**

**DEPARTMENT: Information Technology**

FUNDING SOURCES	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
Citywide Development Impact Fees - General Government Facilities Impact Fee Fund	\$ -	\$ -	\$ 165,000	\$ 165,000	\$ -	\$ -	\$ -	\$ -	\$ 165,000
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 165,000</b>	<b>\$ 165,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 165,000</b>

PROJECT APPROPRIATIONS	Prior Appropriations	Estimate Carryover	New Request	Total Appropriations	FY2024-25	FY2025-26	FY2026-27	FY2027-28	FY2023-28 Budget
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 165,000</b>	<b>\$ 165,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 165,000</b>

**Project Description:** Currently, only two City sites have CCTV: Police Department (PD) and City Hall. PD's camera solution is 7+ years old and the footage from their cameras are practically unusable. City Hall's CCTV is localized with traditional viewing and extraction. This project will upgrade these two sites' CCTV camera solutions along with installing solutions for 12 sites allowing remote access to the contents for authorized users: Fire Stations 51 and 52, Police Headquarters, City Hall, San Bruno Library, Senior Center, Public Works and Parks Corp Yards, City Net and Head End, and both radio sites.



**Project Details**

Initial Funding Year	FY2023-24
Target Completion Year	FY2024-25
Expended as of June 30, 2022	\$0

# Technology

# Police Dept Radio

## Police Station - Radio System

PROJECT #: 51015

Total Project Budget: \$ 448,000

DEPARTMENT: Police Department

FUNDING SOURCES	Prior Appropriations	FY2023-24			FY2024-25	FY2025-26	FY2026-27	FY2027-28	Total FY2023-28 Budget
		Estimated Carryover	New Request	Total Appropriations					
Equipment Reserve Funds	\$ 448,000	\$ 46,590	\$ -	\$ 46,590	\$ -	\$ -	\$ -	\$ -	\$ 46,590

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2024-25	FY2025-26	FY2026-27	FY2027-28	FY2023-28 Budget
Radio System Replacement	\$ 448,000	\$ 46,590	\$ -	\$ 46,590	\$ -	\$ -	\$ -	\$ -	\$ 46,590

**Project Description:** This project replaces the police department's land mobile radio (LMR) infrastructure (including electronic hardware, portable radios, mobile radios) with equipment that is encryption capable to meet California Department of Justice security protocols for the transmission of protected CJIS/PII data, critical for law enforcement operations. The project is expected to be completed during FY23-24.



### Project Details

Initial Funding Year	FY2015-16
Target Completion Year	FY23-24
Expended as of July 1, 2021	\$ 401,410

# FY2023-28 Capital Improvement Program

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# FY2023-28 Capital Improvement Program

Unfunded Priorities  
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# FY2023-28 Capital Improvement Program

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# Unfunded Priorities

## FY2023-28 Unfunded Priorities

This section of the capital improvement program budget identifies capital needs that currently do not have a designated funding source. Given the limited resources available to fund these types of needs, a determination of the most essential areas is necessary to ensure that the most critical infrastructure needs are addressed. The City is in the process of reviewing our "Unfunded Priorities" and will provide an update once a thorough review is completed.

# FY2023-28 Capital Improvement Program

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**Equipment Purchase**  
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## FY2023-24 Equipment Purchase Funding Summary

		Equipment Replacement	Vehicle Replacement	New Acquisition	Total
<b>Total Request by Fund:</b>					
	CityNet Fund	-	-		-
	General Fund Equipment Reserve	\$ -	\$ 652,000	\$ -	\$ 652,000
	Measure G	-	-	-	-
	Wastewater Fund		709,000	-	709,000
	Water Fund	-	184,000	-	184,000
	<b>Total</b>	<b>\$ -</b>	<b>\$ 1,545,000</b>	<b>\$ -</b>	<b>\$ 1,545,000</b>
<b>Expenditures by Department:</b>					
Police	Marked Police Vehicle - Replacement (1)	\$ -	\$ 93,000	\$ -	\$ 93,000
	Marked Police Vehicles - New (2)	-	186,000	-	186,000
Parks	Field Supervisor Vehicle	-	34,000	-	34,000
	Service Truck	-	45,000	-	45,000
CityNet	Services Vans (2)	-	84,000	-	84,000
	Bucket Boom Truck	-	210,000	-	210,000
Wastewater	Service Truck	-	675,000	-	675,000
	Inspector Vehicle	-	34,000	-	34,000
Water	Service Truck	-	150,000	-	150,000
	Filed Supervisor Vehicle	-	34,000	-	34,000
	<b>Total</b>	<b>\$ -</b>	<b>\$ 1,545,000</b>	<b>\$ -</b>	<b>\$ 1,545,000</b>

## FY2023-24 Vehicle Replacement List

Department	Current Vehicle		Proposed Replacement Vehicle		Replacement Cost	Funding Source	
Wastewater	2012	Freightliner	Vactor	Freightliner	Vactor	\$675,000	Wastewater Fund
Wastewater	2010	Ford	Escape Hybrid	Ford	Maverick or similar	34,000	Wastewater Fund
Water	2011	Ford	F-550	Ford	F-450	150,000	Water Fund
Water	2010	Ford	Escape Hybrid	Ford	Maverick or similar	34,000	Water Reserve
Cable	2000	Chevy	Astro	Ford	Transit	42,000	Cable Fund
Cable	2000	Chevy	Astro	Ford	Transit	42,000	Cable Fund
Cable	1995	Chevy	3500 Bucket Truck	Ford	F-450 Bucket	210,000	Cable Fund
Parks	2001	Ford	F-150	Ford	Maverick or similar	34,000	Equipment Reserve
Parks	2001	Ford	F-350	Ford	F-350	45,000	Equipment Reserve
Police (marked)	2017	Ford	Explorer	Ford	Explorer	93,000	General Fund
Police – New				Ford	Explorer	93,000	General Fund
Police – New				Ford	Explorer	93,000	General Fund
<b>Total Vehicle Request</b>					<b>\$1,545,000</b>		

Funding Summary	
Total Wastewater Fund	\$709,000
Total Water Fund	184,000
Total Cable Fund	294,000
Total General Fund Equipment Reserve	79,000
Total General Fund (Police Marked Vehicles)	279,000
<b>Total Funding Source</b>	<b>\$1,545,000</b>

## FY2023-24 Vehicle Replacement Acquisition Descriptions

### Wastewater

Service Truck (631-6310-8013) \$675,000

A 2012 Freightliner Vactor truck used for hauling equipment, materials, and debris, with 45,000 miles, is scheduled for replacement due its age and maintenance condition. The amortization/replacement schedule for a combination truck (vactor) is 7 years / 70,000 miles and this vehicle is 11 years old with continuous hours of operation. The cost of a replacement Freightliner Vactor truck is \$675,000 including sales tax, preparation, customization, and delivery. Vehicle delivery, availability, and price are unpredictable with current industry-wide supply chain issues.

Inspector Vehicle (631-6310-8013) \$34,000

A 2010 Ford Escape Hybrid used for inspections, with 85,000 miles, is scheduled for replacement due its age and maintenance condition. The amortization/replacement schedule for a small/mid-size vehicle is 10 years / 100,000 miles and this vehicle is 13 years old. The cost of a replacement Ford Maverick Hybrid or similar is \$34,000 including sales tax, preparation, and delivery. Vehicle delivery, availability, and price are unpredictable with current industry-wide supply chain issues.

### Water

Service Truck (611-6110-8013) \$150,000

A 2011 Ford F-550 truck used for hauling equipment, materials, and debris, with 33,000 miles, is scheduled for replacement due its age and maintenance condition. The amortization/replacement schedule for a heavy-duty truck is 7 years / 70,000 miles and this vehicle is 12 years old continuous hours of operation. The cost of a replacement Ford F-450 truck is \$150,000 including sales tax, preparation, and delivery. Vehicle delivery, availability, and price are unpredictable with current industry-wide supply chain issues.

Field Supervisor Vehicle (611-6110-8013) \$34,000

A 2010 Ford Escape Hybrid used for inspections, with 82,000 miles, is scheduled for replacement due its age and maintenance condition. The amortization/replacement schedule for a small/mid-size vehicle is 10 years / 100,000 miles and this vehicle is 13 years old. The cost of a replacement Ford Maverick Hybrid or similar is \$34,000 including sales tax, preparation, and delivery. Vehicle delivery, availability, and price are unpredictable with current industry-wide supply chain issues.

### Cable

Service Vans (641-6470-8013) - 2 \$84,000

Two 2000 Astro Vans used for service calls and inspections, with 85,000 miles and 95,000 miles respectfully, are scheduled for replacement due to their age and maintenance condition. The amortization/replacement schedule for a mid-size/large van is 7 years / 85,000 miles and these two vehicles are 23 years old. The cost of a replacement Ford Transit Van is \$42,000, for a total combined cost for two vehicles of \$84,000, including sales tax, preparation, and delivery. Vehicle delivery, availability, and price are unpredictable with current industry-wide supply chain issues.

Bucket/Boom Truck (641-6470-8013) \$210,000

A 1995 Chevy bucket truck used for cable line installation and inspection, with 30,000 miles, is scheduled for replacement due its age and maintenance condition. The amortization/replacement schedule for a heavy-duty truck is 7 years / 70,000 miles and this vehicle is 28 years old. The cost of a replacement Ford F-450 bucket truck is \$210,000 including sales tax, preparation, customization, and delivery. Vehicle delivery, availability, and price are unpredictable with current industry-wide supply chain issues.

**Parks**

Field Supervisor Vehicle (703-1560-8013) \$34,000

A 2001 Ford F-150 service truck used for inspections, with 97,000 miles, is scheduled for replacement due its age and maintenance condition. The amortization/replacement schedule for a Public Works small to light duty truck is 10 years / 100,000 miles and is 22 years old and has nearly 100,000 miles. The cost of a replacement Ford Maverick Hybrid or similar is \$34,000 including sales tax, preparation, and delivery. Vehicle delivery, availability, and price are unpredictable with current industry-wide supply chain issues.

Service Truck (703-1560-8013) \$45,000

A 2001 Ford F-350 service truck used for inspections, with 29,000 miles, is scheduled for replacement due its age and maintenance condition. The amortization/replacement schedule for a Public Works small to light duty truck is 10 years / 100,000 miles and is 22 years old. The cost of a replacement Ford F-350 is \$45,000 including sales tax, preparation, and delivery. Vehicle delivery, availability, and price are unpredictable with current industry-wide supply chain issues.

**Police**

Marked Patrol Vehicle (703-1560-8013) \$93,000

A 2017 Ford Explorer used for patrols and investigations, with 115,000 miles, is scheduled for replacement due its age, mileage, and maintenance condition. The amortization/replacement schedule for a marked patrol vehicle is 5 years / 85,000 miles and this vehicle is 6 years old with - over 100,000 miles. The cost of a replacement Ford Explorer is \$93,000 including sales tax, preparation, and delivery. Vehicle delivery, availability, and price are unpredictable with current industry-wide supply chain issues.

New - Marked Patrol Vehicles (703-1560-8013) - 2 \$186,000

The police department is requesting two new marked patrol vehicles for recently approved patrol officers. The department currently does not have enough vehicles for patrol. The cost of a new Ford Explorer is \$93,000, for a total combined cost for two vehicles of \$186,000, including sales tax, preparation, and delivery. Vehicle delivery, availability, and price are unpredictable with current industry-wide supply chain issues.

**Total Vehicle Replacement \$1,545,00**

## Vehicle and Equipment Replacement & Amortization Schedule

### Police Department Vehicles

Marked patrol vehicle	5 service years / 85,000 Miles
Unmarked vehicle	10 service years / 100,000 Miles
Motorcycle	5 service years / 85,000 Miles
Parking control 3-wheel vehicle	5 service years / 85,000 Miles

### City Hall, Fire, Engineering, Pool, Recreation, Code Enforcement Vehicles

Small to Mid-size vehicle	10 service years / 100,000 Miles
Mid-size to large van	10 service years / 100,000 Miles
Senior Center Bus	10 service years / 100,000 Miles

### Public Works, Parks, Cable Vehicles / Equipment

Small to light duty truck (1/2 ton and smaller)	10 service years / 100,000 Miles
Medium to Heavy use truck (3/4 to 1 ton)	7 service years / 85,000 Miles
Heavy duty (above 1 ton to 5 yard)	7 service years / 70,000 Miles
Combination truck (vactor)	7 service years / 70,000 Miles
Small to Mid-size vehicle	10 service years / 100,000 Miles
Street sweeper (Large)	10 service years (if staggered and purchased every 5 years)
Street sweeper (Small)	7 service years
Emergency pump trailer	15 service years
Emergency hose reel	15 service years
Rodder truck	15 service years
Water Tanker	15 service years
Mid-size to Large van	7 service years / 85,000 Miles
Bituminous Applicator	15 service years
Zipper	15 service years
Backhoe / loader	15 service years
Forklift	15 service years
Articulating boom truck	7 service years / 85,000
CCTV Truck	7 service years / 85,000
Tree chipper trailer	15 service years

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**Debt Summary**

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The City of San Bruno’s debt portfolio consists of seven issuances including debt to support critical capital facilities, such as water, sewer and wastewater facilities. Additionally, the City’s debt portfolio includes pension obligation bonds, Police building lease revenue bonds, as well as the lease for the two new fire engines. The City’s total debt portfolio’s burden on the General, Water and Wastewater funds, is low.

The City’s debt policy was adopted by the City Council on October 10, 2017. The debt policy complies with Government Code Section 8855(i) for which the City Council acts as the legislative body for the City and the Public Financing Authority.

The objectives of the City’s debt policy are as follows:

- Maintain cost-effective access to the capital markets through prudent fiscal management policies and practices;
- Ensure debt service commitments are made through effective planning and cash management;
- Ensure compliance with all applicable Federal and state securities laws;
- Achieve the highest practical credit ratings within the context of the City’s financing needs and financing capabilities;
- Ensure all debt is structured to protect both current and future taxpayers, ratepayers, and constituents of the City; and
- Ensure that the City’s debt is consistent with the City’s planning goals and objectives and capital improvement program or budget.

The City is committed to long-term financial planning, maintaining appropriate reserves levels and employing prudent practices in governance, management and budget administration. It is a policy goal of the City to protect taxpayers, ratepayers, and constituents by utilizing conservative financing methods and techniques so as to obtain the highest practical credit ratings (if applicable) and the lowest practical borrowing costs.

The table below lists key debt metrics, such as the level and burden of debt, the industry target or standard, which fund is impacted by the debt, and the current metric for the City of San Bruno as adopted in the FY2022-23 budget. All 6 metrics are unfavorable for San Bruno as it relates to the industry standard or target.

Metric	Target	Fund	FY2023-24 Budget
Debt Level	<\$2,000 per capita and	General Fund	\$230.86
	<3% debt to market value assessed properties		0.09%
Debt Service Burden	<8% of Total General Fund expenditures		2.83%
Rapid debt amortization	>65% within 10 years		0.00%
Debt Service Coverage	1.25 annual net revenue over debt service	Water Enterprise	2.74
		Wastewater Enterprise	2.54

In the adopted FY2023-24 budget, the City is not intending to issue any new debt or refinance any existing debt. The City routinely monitors debt interest rates and will evaluate the need for a potential refinancing opportunity throughout the fiscal year.

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City of San Bruno  
 FY2023-24  
 Debt Service Summary & Requirements

This section summarizes the debt service obligations of the City as of July 1, 2023 and the amounts due during the fiscal year for payment of principal and interest.

Debt	Purpose	Year of Issuance	Year of Maturity	Original Amount	Outstanding Principal*	Interest Rate	Annual Debt Service Budget				Funding Source
							FY2022-23 Total	FY2023-24 Principal	FY2023-24 Interest	FY2023-24 Total	
<b>State Revolving Fund with City of South San Francisco</b>	Rehabilitation of the Sewer Water Quality Treatment Plant jointly owned with the City of South San Francisco	2007	2026	\$7,147,177	\$1,309,404	Varies	<b>\$458,470</b>	\$425,736	\$32,735	<b>\$458,471</b>	Wastewater Fund
<b>Pension Obligation Bonds (POBs)</b>	Refund outstanding pension obligation of the City's Safety Plan to the California Public Employee's Retirement System	2013	2027	\$13,175,000	\$4,270,000	4.05%	<b>\$1,177,175</b>	\$1,005,000	\$170,800	<b>\$1,175,800</b>	General Fund
<b>Wastewater Revenue Refunding Bonds</b>	Construction of improvements to the City's Wastewater System	2013	2032	\$6,955,000	\$4,315,000	3% to 4.25%	<b>\$539,263</b>	\$345,000	\$188,100	<b>\$533,100</b>	Wastewater Fund
<b>Fire Apparatus Lease Purchase Financing</b>	Acquisition of two Type I 1500 GPM Pumpers Fire Engine	2022	2032	\$1,600,000	\$1,462,844	1.89%	<b>\$188,724</b>	\$141,790	\$47,828	<b>\$189,618</b>	General Fund
<b>Wastewater Revenue Bonds</b>	Fund Improvements to the Wastewater System	2017	2047	\$24,470,000	\$22,375,000	3% to 5%	<b>\$1,429,350</b>	\$505,000	\$924,550	<b>\$1,429,550</b>	Wastewater Fund
<b>Water Revenue Bonds</b>	Fund Improvements to the Water System	2017	2047	\$11,615,000	\$10,620,000	3% to 5%	<b>\$678,250</b>	\$240,000	\$438,850	<b>\$678,850</b>	Water Fund
<b>Lease Revenue Bond</b>	Construction of the San Bruno Police Facility at 1177 Huntington Avenue	2019	2031	\$4,670,000	\$3,365,000	2.39%	<b>\$508,050</b>	\$365,000	\$144,050	<b>\$509,050</b>	Redevelopment Property Tax Trust Funds
<b>Total</b>				<b>\$69,632,177</b>	<b>\$47,717,248</b>		<b>\$4,979,282</b>	<b>\$3,027,526</b>	<b>\$1,946,913</b>	<b>\$4,974,439</b>	

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**Appendix**  
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## City Council Agenda Item Staff Report

CITY OF SAN BRUNO

**DATE:** June 27, 2023

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Alex D. McIntyre, Interim City Manager

**PREPARED BY:** Darcy Smith, Assistant City Manager/Interim CFO

**SUBJECT:** Hold Public Hearing and Consider Adoption of Resolutions:

- Approving Fiscal Year 2023-24 Operating and Capital Improvement Program Budget and 2023-28 Capital Improvement Program
- Resolution Approving the City's Appropriation Limit (Gann Limit) of \$53,641,794 for Fiscal Year 2023-24

**BACKGROUND:**

According to Section 2.12.060(H) of the San Bruno Municipal Code, among the Powers and Duties of the City Manager is the duty:

To prepare and submit to the city council an annual budget, and to keep the city council fully advised as to the financial conditions and needs of the city;...

The City's budget development approach across all operations and funds adheres to the City Council's ongoing policy for delivering a financial plan that is balanced with expenditures contained at levels that can reasonably be supported by on-going revenues, and that supports a work program targeted to meet the specific needs and interests of the City Council and San Bruno community.

The City Council conducted two budget study sessions to review the Recommended FY2023-24 \$234 million Operating and Capital Improvement Program (CIP) Budget and the 2023-28 CIP on June 13, 2023 and June 20, 2023. At the study sessions, staff highlighted financial challenges facing the City in the budget year, department budgets and staffing levels, strategic initiatives, capital improvement program projects, and the vehicle replacement list.

The June 13, 2023 City Council Special Meeting Agenda Packet included the *Draft City Manager's Proposed Fiscal Year 2023-24 Operating and Capital Budget*. No changes have been made since publication. The Recommended Budget is available on the City's website at <https://www.sanbruno.ca.gov/ArchiveCenter/ViewFile/Item/160>

**DISCUSSION:**

This Public Hearing agenda item presents for adoption the Fiscal Year 2023-24 Operating and Capital Improvement Program Budget (Recommended Budget) and 2023-28 Capital Improvement Program, as well as the City's Appropriation Limit (Gann Limit) of \$53,641,794 for Fiscal Year 2023-24.

### **Budget Overview**

The Recommended Budget continues prior years' proactive efforts containing expenditures and using conservative revenue projections consistent with the City Council's budget preparation guidance. With the City expecting moderate growth in general fund revenues, combined with the possibility of a mild recession, the Recommended Budget remains relatively unchanged. With the exception of the reopening of the expanded Recreation and Aquatics Center, a limited number of budgetary and service level enhancements have been recommended as part of the balanced budget, including the addition of new positions in several departments.

The Recommended Budget funds many of the City Council's adopted strategic initiatives, reflects the City's fiscal policies and plans for the service priorities identified through ongoing City Council discussions. It is intended to serve as a strategic tool to communicate, implement and monitor the City Council's decisions, direction, and priorities for delivery of programs and services. The Budget provides a comprehensive overview of the organization, functions, anticipated revenues, and projected expenditures to support operations and projects. The Recommended Budget includes revenue and expenditure projections for FY2023-24 for all major City funds, including the General Fund, ARPA Fund, Enterprise Funds, Internal Service Funds, Special Revenue Funds, and other funds.

The Recommended FY2023-24 Operating and Capital Improvement Program (CIP) Budget totals \$234 million in expenditure appropriations. This consists of \$131,656,019 in operating expenditures and \$102,438,541 in capital expenditures.

### ***General Fund Operating Budget***

The General Fund is the primary source of funding to support most of the services the community commonly associate with local government including public safety, recreation, general administration and maintenance of parks and infrastructure. The General Fund is primarily comprised of tax-generated revenues including property taxes, transient occupancy (hotel/motel) tax, business license tax, and sales tax. These revenues collectively comprise over 63% of total General Fund revenues.

The General Fund Budget projects approximately \$64.9 million in operating revenues and \$66.1 million in operating expenditures, resulting a deficit of \$1.2 million. This expenditure total is an increase of \$5.9 million compared to the FY2022-23 Amended Budget. The increase is mostly contributed by the pension, insurance, and inflation adjustments on on-going contracts, as well as the re-opening of the City Recreation and Aquatic Center. To balance the General Fund budget, staff recommends the use of General Fund balance to close the gap. Like so many of our neighboring cities, as we continue to emerge from the economic impacts of the pandemic, we find ourselves having to depend on our reserves to balance our budgets.

The budget includes the use of \$1.2 million in available fund balance from the General Fund in order to balance the budget. The current fund balance is estimated at \$11.9 million, which is sufficient to consider this proposal, projecting an ending FY2023-24 fund balance of \$10.8 million.

The following table summarizes FY2023-24 financial information compared to the prior year in the Recommended Budget:

General Fund Summary	FY2022-23 Adopted Budget	FY2022-23 Amended Budget	FY2022-23 Estimated Actual	FY2023-24 Recommended Budget
Beginning Fund Balance	\$15,292,867	\$15,292,867	\$15,292,867	\$11,979,029
Revenue	54,685,106	56,680,875	57,137,821	64,922,570
Expenditure	55,519,905	60,162,636	60,451,659	66,122,200
Surplus (Deficit)	(834,798)	(3,481,761)	(3,313,837)	(1,199,630)
<b>Ending Fund Balance</b>	<b>\$14,458,069</b>	<b>\$11,811,106</b>	<b>\$11,979,029</b>	<b>\$10,779,399</b>

**General Fund Reserves**

The City Council adopted a reserve policy on January 22, 2013 that set a target of retaining \$1.5 Million as contingency in the General Fund, 25% of annual, operating budget expenditures in the General Fund Reserve, \$5 Million in the General Fund Capital Reserve and \$3 Million in the Emergency Disaster Reserve Fund to only be accessed in a declaration of an emergency. The table below lists the City’s reserves funds and targets, and the estimated ending balance by the end of FY2022-23 and FY2023-24.

Reserve Type	Reserve Policy Target	FY2022-23 Estimated Ending Balance	FY2023-24 Budget Ending Balance
General Fund	\$1,500,000	\$11,979,029	\$10,779,399
General Fund Reserve	25% of annual, budget expenditures	12,279,332	12,241,498
General Fund Capital Reserve	Goal of \$5,000,000	23,808,178	24,330,589
Emergency Disaster Fund	Target of \$3,000,000	2,822,996	2,842,928
<b>Total</b>		<b>\$50,889,535</b>	<b>\$50,194,414</b>

Although General Fund Reserve and Emergency Disaster Reserve are projected to be behind their respective targets, there are excess balances in other reserve accounts. Staff typically make fund transfers as a part of year-end closure procedure to reset reserve balances.

**Enterprise Funds**

The City’s four Enterprise operations provide business-type services that are budgeted to be rate and fee supported. To recognize administrative and other services provided through the General Fund, operating departments including the City Manager, City Attorney, Finance and Human Resources show an administrative allocation to the General Fund covering these costs.

The following table shows a comparison of the FY2022-23 revenues and operating expenditures (less capital outlay, equipment, and debt service payments) for the City’s Enterprise Funds to the budgeted amounts for FY2023-24.

Fund	FY2022-23 Amended Budget	FY2022-23 Estimated Actual	FY2023-24 Recommended Budget
<b>Water</b>			
Revenue	\$15,976,000	\$14,792,484	\$14,929,850
Expenditure	\$12,632,134	\$11,021,041	\$13,076,418
<b>Wastewater</b>			
Revenue	\$16,677,000	\$17,783,271	\$18,551,131
Expenditure	\$11,495,899	\$10,936,750	\$12,950,450
<b>Stormwater</b>			
Revenue	\$650,000	\$668,984	\$1,453,000
Expenditure	\$1,823,185	\$1,605,397	\$1,967,493
<b>CityNet Services</b>			
Revenue	\$9,609,664	\$8,058,570	\$8,802,500
Expenditure	\$8,751,398	\$8,701,263	\$8,800,449

The Water Enterprise supplies potable water to residents and business customers from the City’s own groundwater pumping operations and from water purchased through the San Francisco Public Utilities Commission (SFPUC). For FY2023-24, Water Enterprise expenditures are anticipated to increase to \$13 Million. Once operating expenditures are covered, the remaining balance of \$3.8 Million will be redirected into the Water Fund Capital Improvement Program to fund the City’s system infrastructure replacement and rehabilitation program. That program includes a comprehensive plan and schedule for replacement and rehabilitation of the City’s 50-100-year-old Water system pumps, storage tanks, pipelines and other facilities in order to support their ongoing service reliability.

The Wastewater (Sewer) Enterprise operates and maintains the wastewater collection system throughout the City and provides for the City’s 25% shared cost of operating the South San Francisco/San Bruno Wastewater Treatment Plant located in South San Francisco. Total system revenues for FY2023-24 are projected to be \$18.5 million and operating costs are budgeted at \$12.9 million.

The Stormwater Division of the Department of Public Works is responsible for maintaining the stormwater conveyance system, as well as adhering to the requirements outlined in the National Pollutant Discharge Elimination System permit. Stormwater fees are collected through the County property tax, and a minimum of \$46.16 per parcel is assessed for most properties in San Bruno. The annual assessment has proven to be inadequate to fund ongoing operations and necessary equipment and capital investments to meet federal requirements. The fund balance has been declining in recent years and is forecasted to be negative in FY2023-24. One new source of revenue for operations was added through an amendment to the City’s Franchise Agreement with Recology San Bruno approved by the City Council on June 13, 2023. This amendment provides an additional operating revenue of approximately \$800,000 per year, to be used exclusively to cover a portion of the street sweeping and trash capture device cleanings

cost expended by the City. However, even with this new revenue the financial forecast projects a negative fund balance in FY 2023-24 that will decrease each year after that.

CityNet Services provides a broad range of broadband video, data, and voice services to residential and business customers over a cable network consisting of over one hundred miles of fiber optic and coaxial cable throughout the entire San Bruno community. In addition, CityNet Services operates San Bruno Cable Channel 1 which covers all local City meetings, events, local programming, and public service announcements. Over the past several years, as the CityNet Services Enterprise has experienced increasing competition and has completed new projects to add services and new technologies, subscriber revenues, the only source of Enterprise revenues, have not kept pace and have fallen far short of the capital investment required to stay current and to retain customers.

### ***Internal Service Funds***

Internal Service Fund operations provide direct services to support all City departments and City Enterprise Fund operations. The City maintains four internal service funds including the Central Garage, Buildings and Facilities, Technology, and Self-Insurance. These Internal Service operations are funded through an expenditure allocation that is charged to each user department and enterprise. In total, internal service allocations amount to \$7.2 million across all operations for FY2023-24. All internal service funds are anticipated to have a minimum fund balance at the end of FY2023-24 equal to 25% of annual, operating expenses – the target set in the City’s reserve policy. The largest single category of internal service costs is for Self-Insurance at \$2.1 million.

### ***Supplemental Budget Proposals***

A number of supplemental budget proposals were presented at the budget study sessions. For example, the Council reviewed and discussed restoring funding for Police Department positions that were held vacant from reductions during the COVID-19 pandemic. The City endured many service cuts during the COVID-19 pandemic. With the receipt of ARPA funds, the City restored some services in FY 2021-22. However, some services have not been restored to pre-pandemic levels. At the public hearing on June 27, 2023, the Council will review supplemental budget proposals and may take final action to add these to the FY2023-24 Budget.

### **Capital Improvement Program Overview**

The Capital Improvement Program (CIP) is designed to identify, plan, and develop projects using a long-term vision for the community’s facilities and infrastructure needs. The CIP outlines work programs, project descriptions, and funding needed for projects to be undertaken in the next five fiscal years. The FY2023-24 CIP Budget covers a one-year period and includes adopted funding allocations and carryover balances for 95 total projects on which work is expected to occur during the budget year. The FY2023-24 CIP Budget funding totals \$97,251,535. This consists of \$70,819,907 in carryover appropriations and \$26,431,629 in new budget appropriations.

Overall, the FY2023-28 CIP identifies 105 funded and partially funded projects/programs organized into 8 categories. Changes to existing projects, as well as the addition of new projects, may occur during the five-year planning period as new needs are prioritized and allocation of resources are identified. The work program is updated every year as part of the CIP Budget development and review process. A total five-year budget forecast of \$243.9 Million is identified. Of that, a total of \$172.2 Million is included for improvements to the City’s water and sewer systems. The following summarizes the total capital plan for all previously adopted

and newly proposed capital projects over the next five fiscal years in each of the established project categories.

<b>Project Categories</b>	<b>Total 5-Year Capital Program Budget</b>
<b>Water</b>	\$98,730,566
<b>Sewer</b>	\$73,483,404
<b>Stormwater</b>	\$2,037,804
<b>CityNet Services</b>	\$73,157
<b>Parks</b>	\$9,961,238
<b>Facilities</b>	\$8,229,034
<b>Streets</b>	\$48,521,818
<b>Technology</b>	\$2,904,529
<b>Total</b>	<b>\$243,941,550</b>

***New CIP Projects***

A total of 13 new projects for FY2023-24 are included the CIP, including the following.

1. Sewer Master Plan
2. Stormwater Condition Assessment
3. Winter Storm Hazard Mitigation Efforts
4. Crestmoor Canyon Storm Repair
5. Portola Watershed Storm Drain Trunk Line Repair
6. San Bruno Avenue Transit Corridors Plan
7. Elm and Linden Avenue Bicycle Boulevards
8. Traeger Avenue at San Bruno Avenue Traffic Signal Installation
9. Bicycle and Pedestrian Improvements at Bayhill Drive and El Camino Real
10. Safe Routes to School High Priority Improvements
11. Signage Replacement Project
12. Senior Center Council Meeting Improvements
13. City Facility CCTV Upgrades

There are additional recurring programs that have new specific projects added annually, such as the Sewer Pump Station Improvement & Replacement Program, Sidewalk Repair Program, and Pavement Management Program.

***Closed Out CIP Projects***

A total of 17 projects in the current CIP were closed out this year. These projects have all contributed to extending the useful life of critical infrastructure and facilities and several of them provide visible improvement to the safety and aesthetics of the community.

***Planning Commission Review of the CIP***

On May 16, 2023, the Planning Commission adopted Resolution No. 2023-07 finding that the proposed CIP Budget for Fiscal Year 2023-24 is in conformance with the General Plan. This review and determination is required pursuant to California Government Code Section 65401.

**Gann Limit**

Voters approved Proposition 4 and 111, known as the Gann Initiatives, which place a limit on the amount of tax-generated revenue (proceeds of taxes) that a local agency can receive and appropriate each year. The limit is based on actual appropriation during 1978-79 and is adjusted each year by cost-of-living and population growth adjustments. Only revenues defined as proceeds of taxes, which for San Bruno are property tax, sales tax, transient occupancy tax, and business tax, are restricted by the limit.

The Gann Limit Report (Attachment 3) shows the FY2023-24 appropriation limit is adjusted by the cost-of-living factor (4.44%) and the population factor (-0.43%) provided by the State Department of Finance, establishing the FY2023-24 appropriation limit at \$53,641,794. Reducing the revenues generated from tax proceeds by exempted expenditures, such as debt service, capital outlay, and federal mandates, total revenue subjected to the Appropriation Limit is \$50,132,247. The City's appropriations subject to limit are \$3,509,548, or 6.54%, below the FY2023-24 appropriations limit.

**FISCAL IMPACT:**

The City Council reviewed proposed reserves, fund balances, revenues, expenditures, and department budget information for the Operating and Capital Budget at public budget hearings June 13, 2023. General Fund revenues are budgeted to be \$64,922,570, and expenditures are budgeted to be \$66,122,200 in FY2023-24 resulting in an operating deficit of \$1,199,630.

The City's four Enterprise operations provide business-type services that are budgeted to be entirely rate and fee supported. The adoption of the FY2023-24 budget will appropriate revenues and expenditures for the Enterprises to carry out operational and capital improvement initiatives in the coming year.

The City's four Internal Service departments provide direct services to support all City departments and City Enterprise Fund operations. The adoption of the FY2023-24 budget will appropriate revenues and expenditures for these departments to carry out operational support initiatives in the coming year.

The five-year Capital Improvement Program work program identifies \$243,941,550 of prior year budget carryforward and new requests for FY2023-28 in necessary capital investment to assure rehabilitation, replacement, and improvement of City facilities and infrastructure.

The recommended budget includes equipment and vehicle purchases for a total of \$1,545,000.

**ALTERNATIVES:**

Amend the appropriation amounts contained in the Recommended Budget at the time of the approval.

**RECOMMENDATION:**

Hold Public Hearing and Adopt Resolutions:

- Approving Fiscal Year 2023-24 Operating and Capital Improvement Program Budget and 2023-2028 Capital Improvement Program
- Resolution Approving the City's Appropriations Limit (Gann Limit) of \$53,641,794 for Fiscal Year 2023-24

**ATTACHMENTS:**

1. Resolution Approving FY2023-24 Operating and Capital Improvement Program Budget and 2023-2028 Capital Improvement Program
2. Resolution Approving the City's Appropriation Limit (Gann Limit) of \$53,641,794 for FY2023-24
3. Gann Limit Report
4. Planning Commission Resolution No. 2023-07

**RESOLUTION NO. 2023 – 84**

**RESOLUTION APPROVING FISCAL YEAR 2023-24 OPERATING AND CAPITAL IMPROVEMENT PROGRAM BUDGET AND 2023-28 CAPITAL IMPROVEMENT PROGRAM**

**WHEREAS**, the City Manager transmitted the Recommended Fiscal Year (FY) 2023-24 Operating and Capital Improvement Program (CIP) Budget to the City Council in accordance with the Municipal Code Section 2.12.060; and

**WHEREAS**, the City Council also serves as the Board of Directors of the Successor Agency to the San Bruno Redevelopment Agency; and

**WHEREAS**, the City prepares and adopts the Operating and CIP Budget with the intent of providing a planned policy program for City services and a financial system to carry out the planned program of services; and

**WHEREAS**, the City's budget development approach across all operations and funds adheres to the City Council's ongoing policy for the delivery of a financial plan that is balanced with expenditures contained at the levels that can reasonably be supported by on-going revenues; and

**WHEREAS**, the City Council held public study sessions on June 13, 2023 and June 20, 2023, followed by a duly noticed budget hearing on June 27, 2023; and

**WHEREAS**, the City Council authorizes the use of funds in the General Fund Reserve in order to balance the budget in FY2023-24; and

**WHEREAS**, the City prepares and adopts the Capital Improvement Program with the intent of providing a five-year planned program for water and wastewater facilities, traffic and transportation circulation, building improvements, and the purchase of new technology and the financial plan to carry out the program; and

**WHEREAS**, the San Bruno Planning Commission reviewed the new capital improvement projects contained in the budget on May 16, 2023 for compliance with the General Plan of the City and adopted a resolution confirming project compliance; and

**WHEREAS**, the proposed CIP identifies over one hundred projects in the FY2023-28 work-plan; and

**WHEREAS**, the City Council, being fully advised and informed and having fully reviewed the Recommended FY2023-24 Operating and CIP Budget, finds and determines that the Recommended Budget should be adopted and prepared in final form.

**NOW THEREFORE BE IT RESOLVED**, the City Council of the City of San Bruno adopts the total Operating Revenue appropriation of \$133,090,145, Transfers In appropriations of \$13,878,012, Operating Expenditure appropriations of \$119,215,463 and Transfers Out appropriations of \$12,761,883 for FY2023-24; and

**NOW THEREFORE BE IT FURTHER RESOLVED**, that the City Council of the City of San Bruno approves the Fiscal Year 2023-24 Capital Improvement Program Budget and 2023-28 Capital Improvement Program as follows:

**SECTION 1:** Revenues, expenditures and transfers enumerated in the Capital Improvement Program Budget are hereby appropriated.

**SECTION 2:** The Fiscal Year 2023-24 CIP Budget is hereby adopted and budget appropriations totaling \$26,431,629 and in the following amounts are hereby approved:

Project Categories	Carryover Appropriations	FY2023-24 Budget Appropriation	FY2023-24 Total Project Funding	Total 5-Year Capital Program Budget
Water	\$19,277,173	\$1,653,393	\$20,930,566	\$98,730,566
Sewer	20,191,970	13,591,434	33,783,404	73,483,404
Stormwater	987,804	1,050,000	2,037,804	2,037,804
CityNet Services	73,157	-	73,157	73,157
Parks	4,441,852	1,272,946	5,714,798	9,961,238
Facilities	6,832,764	611,695	7,451,460	8,229,034
Streets	17,343,604	7,262,214	24,605,818	48,521,818
Technology	1,664,583	989,946	2,654,529	2,904,529
<b>Total</b>	<b>\$70,819,907</b>	<b>\$26,431,629</b>	<b>\$97,251,535</b>	<b>\$243,941,550</b>

**SECTION 3:** The Fiscal Year 2023-24 CIP Budget is authorized to include carryover appropriations for projects moving toward completion or on the schedule to commence. Total carryover appropriations from FY2022-23 are estimated to be \$70,819,907.

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I hereby certify that foregoing **Resolution No. 2023 - 84** was introduced and adopted by the San Bruno City Council at a regular meeting on June 27, 2023, by the following vote:

AYES: Councilmembers: Alvarez, M. Medina, Salazar, Hamilton, Mayor R. Medina

NOES: Councilmembers: None

ABSENT: Councilmembers: None

  
 Lupita Huerta, City Clerk

**RESOLUTION NO. 2023 - 85**

**RESOLUTION APPROVING CITY'S APPROPRIATION LIMIT  
(GANN LIMIT) OF \$53,641,794 FOR FISCAL YEAR 2023-24**

**WHEREAS**, Article XIII of the California Constitution and Section 7900 et seq. of the California Government Code require cities to adopt limits on appropriations for each fiscal year, and

**WHEREAS**, the Appropriations Limit has been calculated for Fiscal Year (FY) 2023-24 as set forth in the Gann Appropriations Limit Report, and

**WHEREAS**, the staff report and the documentation used in determining the Appropriations Limit and the appropriations subject to limit have been made available to the public as required by law, and

**NOW, THEREFORE, BE IT RESOLVED** by the San Bruno City Council that:

1. The adjustment factors selected for calculating this Appropriations Limit are based on California Per Capita Income change of 4.44% and the San Mateo County population change of -0.43%; and
2. The Appropriations Limit for FY2023-24 is established at \$53,641,794; and
3. The City Council reserves the right to recalculate this Appropriations Limit utilizing Non-Residential Assessed Valuation.

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I hereby certify that foregoing **Resolution No. 2023 - 85** was introduced and adopted by the San Bruno City Council at a regular meeting on June 27, 2023, by the following vote:

AYES: Councilmembers: Alvarez, M. Medina, Salazar, Hamilton, Mayor R. Medina

NOES: Councilmembers: None

ABSENT: Councilmembers: None

  
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Lupita Huerta, City Clerk

**City of San Bruno**  
**FY2023-24 Gann Appropriation Limit**  
**Date Prepared: 6/7/2023**

FY2022-23 Appropriation Limit		\$	51,583,158
Calculation of FY2023-24 Adjustment Factor			
Annual Change Factors			
Cost of Living Adjustment Factors for FY2023-24			
California Per Capita Personal Income (CPCPI)	4.44%		
Population Adjustment Factors for FY2023-24			
San Mateo County Population Change	-0.43%		
Adjustment Factor for FY2023-24			
(1 +0.0444) x (1 - 0.0043)			<u>1.03990908</u>
<b>FY2023-24 Appropriation Limit</b>			<b><u>53,641,794</u></b>
Proceeds of Taxes			51,497,665
Exclusions:			
Qualified Capital Projects and Debt			<u>(1,365,418)</u>
<b>FY2023-24 Appropriations Subject to Limit</b>			<b><u>50,132,247</u></b>
Over (Under) Appropriations Limit		\$	<u><u>(3,509,548)</u></u>
Percent Over (Under)	-6.54%		

## GLOSSARY OF TERMS

**Accounting Period** – The City of San Bruno’s fiscal year is divided into 12 accounting periods. Each accounting period is a month and may have two or three pay periods.

**Accounting System** – The total structure of records and procedures which identify, record, classify, summarize and report information on the financial position and results of operations of a government.

**Accrual Basis of Accounting** – A method of accounting in which transactions are recognized at the time they are incurred, as opposed to when cash is received and spent.

**Accomplishment** – Programs and activities successfully completed in the prior fiscal year.

**Adopted Budget** – The annual City budget as approved by City Council on or before June 30 for the fiscal year beginning July 1. This adopted budget establishes the legal authority for the expenditure of funds.

**Amended Budget** – The Adopted Budget plus/minus any mid-year City Council actions.

**Americans with Disabilities Act (ADA)** – Americans with Disabilities Act, Public Law 336 of the 101st Congress, enacted July 26, 1990. The ADA prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, State and local government services, public accommodations, commercial facilities, and transportation. It also mandates the establishment of telecommunications device for the deaf (TDD)/telephone relay services.

**Appropriation** – A legal authorization granted by the City Council to make expenditures and to incur obligations for specific purposes. For purposes of the Capital Improvement Program budget, appropriations are automatically renewed, for the life of the project, unless altered or revoked. For the operating budget, the unexpended and unencumbered appropriations lapse at the end of the fiscal year.

**Appropriations Limit** – Proposition 4 approved by the voters in 1980 limits the amount of money that cities may spend each year. This limit is set each year based on the amount that was appropriated in 1978-79 and adjusted each year for population growth and a cost-of-living factor.

**Appropriation Ordinance** – The official enactment by the City Council to establish legal authority for City officials to expend and obligate resources.

**Assessed Valuation** – (Related to Gann Limit Appropriation). A valuation set upon real estate or other property by the County Assessor which approximates fair-market value of real or personal property. In California, the assessed valuation is subject to ad valorem tax levy is governed by Proposition 13 and AB8 (1978).

**Asset Type** – Capital assets are generally large and expensive and expected to last for at least one year but may be required for decades of public use and include complex underground water distribution and wastewater collection systems to buildings, parks, streets, and bridges.

**Asset Management** – Asset management is a strategic, comprehensive approach that involves systematic data collection and the analysis to provide City management with a framework for making sound decisions each fiscal year. Asset managers must make decisions on when and how to inspect, maintain, repair, renew, and replace a diverse set of existing facilities in a cost-effective manner.

**Balanced Budget** – A balanced budget is defined as a budget where the anticipated operating revenues and other financing resources including carryover of outstanding encumbrances from prior year are equal to or exceed operating expenditures.

**Budget** – A plan of financial operation embodying an estimate of proposed expenditures for a given period of time and the proposed means of financing them. San Bruno's operating budget encompasses a fiscal year from July 1 through June 30.

**Budget Amendment** – The Council has the sole responsibility for adopting the City's budget and may amend or supplement the budget at any time after adoption. The City Manager has the authority to approve administrative adjustments to the budget as outlined in the Financial Policies set by Council.

**Budgetary Basis** – This refers to the basis of accounting used to estimate financing sources and uses in the budget. This generally takes one of three forms: cash, accrual or modified accrual.

**Building Permit Fee** – Fee required for new construction or for any alteration or addition to a residence or commercial building. The fee is based on valuation. Electrical or plumbing/mechanical work also requires a similar permit with an itemized fee schedule.

**Business License Tax** – A type of excise tax imposed on businesses for the privilege of conducting business in the community. The tax is most commonly based on gross receipts or levied at a flat rate.

**Capital Assets** – Assets of significant value and having a useful life of greater than two years (the term Fixed Assets is also used).

**Capital Budget** – A plan of proposed capital expenditures and the appropriations to finance them. The capital budget is usually enacted as part of the complete annual budget that includes both an operating component and a capital component. The capital budget should be based on a Capital Improvement Program (CIP) and is typically the first year of a multi-year CIP.

**Capital Improvement Project** – Projects which purchase or construct capital assets. Typically capital improvements projects include new street improvements, park equipment replacements, major construction of public facilities, water, wastewater and stormwater infrastructure replacements, major maintenance/repair projects such as street resurfacing or modifications to public facilities, and the acquisition of real property such as land.

**Capital Improvement Program (CIP)** – A comprehensive five-year plan of implementing proposed capital projects which identifies priorities as to need, cost, and method of financing during the next five years. The first year of the CIP is typically adopted as the annual capital budget.

**Capital Projects Fund** – Fund type used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds).

**Capital Outlay** – Expenditure for the acquisition of equipment and furniture with a useful life of two or more years and an acquisition cost of \$10,000 or more per unit. Capital Outlay is budgeted in the operating budget.

**Carryover Appropriations** – Unexpended project cost previously appropriated and designated for future design/construction activities. Carryover appropriations include encumbered funds dedicated to approved service or construction contracts as well as unencumbered funds for future planned work efforts.

**Certificates of Participation (COP)** – Debt instrument, commonly called COP that provides long-term financing through a lease or through an installment agreement.

**Community Development Block Grant** – Federal grant allocated according to pre-determined formulas and for use within a pre-approved broad functional area such as the CDBG.

**Consumer Price Index (CPI)** – A statistical description of price levels provided by the United States Department of Labor. The change in this index from year to year is used to measure the cost of living and economic inflation.

**Contingency** – An amount set aside for emergency or unanticipated expenditures and revenue shortfalls.

**Contractual Services** – Services rendered to a government by private firms, individuals, or other governmental agencies. Examples include maintenance agreements and professional consulting services.

**Debt Service** – Payment of interest and repayment of principal to holders of the City's debt instruments.

**Debt Service Fund** – A government fund type used to account for the accumulation of resources and the payment of, principal and interest on the City's bonds, Certificates of Participation (C.O.P.), and other long-term obligations.

**Department** – A major organizational unit of the City, which has been assigned overall management responsibility for an operation or a group of related operations within a functional area. In San Bruno, Department Heads are the chief administrators within a department. Program Managers typically report to either the Department Head or his/her assistant.

**Development Impact Fees** – Fees placed on the development of land or conditions required for the approval of a development project such as the donation ("dedication" or "exaction") of certain lands (or money) to specific public uses. The fees are typically justified as an offset to the future impact that development will have on existing infrastructure.

**Division** – An organizational unit within a City department.

**Educational Revenue Augmentation Fund (ERAF)** – Accounts established by the state legislature to receive shifts of property tax revenues from cities, counties, special districts and redevelopment agencies. The additional ERAF property tax revenues to schools enable the state to reduce support from the state general fund, thereby saving the state billions of dollars annually.

**Encumbrances** – An anticipated expenditure committed for the payment of goods and services not yet received or paid for. They are commitments against an approved budget for unperformed (executed) contracts for goods and services. They cease to be encumbrances when the obligations are paid or otherwise terminated.

**Enterprise Fund** – Used to account for operations that are financed and operated in a manner similar to private business enterprises – where the intent of the City Council is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user fees and charges or where the City Council has decided that periodic determination of net income is appropriate.

**Equipment Charges** – Charges or "rental fees" charged to user departments to defray the cost of maintaining the equipment used and to replace the equipment when it exceeds its useful life.

**Equity** – The net assets of a fund (i.e. the assets less the liabilities on a fund balance sheet).

**Expenditure** – The payment of cash for an asset obtained or goods and services obtained. Note: An encumbrance is not an expenditure; an encumbrance reserves funds to be expended. (See Encumbrances.)

**Expense** – Charges incurred for operations, maintenance, interest or other charges.

**Fee** – A charge to the consumer for the cost of providing a particular service. California government fees may not exceed the estimated reasonable cost of providing the particular service or facility for which the fee is charged, plus overhead.

**Fines, Forfeitures and Penalties** – Revenues received and/or bail monies forfeited upon conviction of a misdemeanor or municipal infraction.

**Fiscal Year** – The period designated by the City for the beginning and ending of financial transactions. The fiscal year begins July 1 and ends June 30.

**Fixed Assets** – Assets of long-term character that are intended to continue to be held or used, such as land, buildings, machinery, furniture or other equipment. The city has defined such assets as those with an expected life in excess of two years and an acquisition cost in excess of \$10,000.

Forfeiture – See fines, forfeitures and penalties.

Franchise Act of 1937 – Like the Broughton Act, restricts franchise collections to 2% of gross annual receipts, but includes a minimum fee of 1/2% of gross annual receipts for electric franchises or 1 % of gross annual receipts for gas or water franchises operating within the city limits.

Franchise Fee – A regulatory fee charged to a franchisee for “rental” or “toll” for the use of city streets and rights-of-way utility companies for the privilege of doing business in the City of San Bruno, i.e. garbage franchise fee, gas and electric franchise fee, and Cable TV franchise fee.

Full-Service City – A city that is financially responsible for the major categories of municipal services including police, fire, planning and parks services. San Bruno is a full-service City.

Full Time Equivalent (FTE) – The numeric equivalent of a staff position based on the amount of time that a regular, full-time employee normally works in a year. Full-time employees are paid for 2,080 hours in a year equating 1.0 FTE. Correspondingly, a part-time employee who worked 1,040 hours would equate to 0.5 FTE.

Fund – Municipal governments organize and operate their accounting systems on a fund basis. A fund is an independent financial and accounting entity with a self-balancing set of accounts used to record all financial transactions relating to revenues, expenditures, assets and liabilities related to the specific purpose for which the fund was created.

Fund Balance – The amount of financial resources immediately available for use. Generally, this represents the difference between unrestricted current assets over current liabilities. Fund Balance is future classified as designated, undesignated, reserved, and unreserved.

Fund Classifications – One of the three categories (governmental, proprietary, and fiduciary) used to classify fund types.

Fund Type – One of eleven classifications into which all individual funds can be categorized. Governmental fund types include the general fund, special revenue funds, debt service funds, capital projects funds, and permanent funds. Proprietary fund types include enterprise funds and internal service funds. Fiduciary fund types include pension (and other employee benefit) trust funds, investment trust funds, private-purpose trust funds, and agency funds.

Gann Limit (Proposition 4 – 1979) – This initiative, now Article XIIB of the state Constitution, was drafted to be a companion measure to Proposition 13, Article XIII A of the Constitution. Article XIIB limits growth in government spending to changes in population and inflation.

Gas Tax – Share of revenue derived from the State taxes on gasoline.

General Fund – The primary operating fund of the City. It is used to account for financial resources that are not legally or contractually required to be accounted for in another fund. With the exception of subvention or grant revenues restricted for specific uses, General Fund resources can be utilized for any legitimate governmental purpose.

General Law City – A city that has not adopted a charter and is therefore bound by the state’s general laws, even with respect to municipal affairs. In contrast, charter cities have authority over “municipal affairs,” trumping state law governing the same topic.

General Obligation (G.O.) Bonds -Bonds issued through a governmental entity which have the legal authority to levy a tax on real and personal property located within the governmental boundaries at any rate necessary to collect enough money each year to pay for principal and interest due.

General Revenue – Those revenues that are not associated with a specific expenditure, such as property taxes (other than voter approved indebtedness), sales tax, and business license tax.

- General Tax – A tax imposed for general governmental purposes, the proceeds of which are deposited into the general fund. A majority vote of the electorate is required to impose, extend or increase any general tax. See also "special tax."
- Government Accounting Standards Board (GASB) – A standard-setting body, associated with the Financial Accounting Foundation, which prescribes standard accounting practices for governmental organizations.
- Governmental Funds – Funds generally used to account for tax-supported activities. There are five different types of governmental funds: the general fund, special revenue funds, debt service funds, capital projects funds and permanent funds.
- Grants – Contributions of cash or other assets from another governmental agency to be used or expended for a specified purpose, activity or facility.
- Highway Users Tax Account (HUTA) – State transportation revenues from motor vehicle fuel taxes allocated to state and local governments by formula.
- Hotel/Motel Tax – also known as Transient Occupancy Tax – Tax levied by cities on persons staying 30 days or less in room(s) in a hotel, inn, motel, or other lodging facility. The tax is currently 12% of receipts.
- Infrastructure – The physical assets of a government (i.e. streets, water and sewer systems, public buildings and parks).
- Investment Earnings – Income resulting from the prudent investment of idle cash. The types of investments are controlled by the City's Investment Policy in accordance with the California Government Code.
- Investment Portfolio – The collection of securities held by an individual or institution.
- Internal Service Funds – Proprietary fund type that may be used to account for any activity that provides goods or services to other funds, departments, or agencies of the City on a cost reimbursement basis.
- Joint Powers Authority – The Joint Exercise of Powers Act authorizes local public agencies to exercise common powers and to form joint powers authorities ("JPAs") for purpose of jointly receiving or providing specific services.
- Legal Level of Budgetary Control – The lowest level at which a government's management may not reallocate resources without special approval from the legislative body.
- Levy – (verb) To impose taxes, special assessments or service charges for the support of governmental activities; (noun) the total amount of taxes, and/or special assessments and/or service charges imposed by a governmental agency.
- Line Item – The description of an object of expenditure, i.e. salaries, supplies, contract services, etc.
- Liquidity – The ability to convert assets or securities into cash promptly with minimum risk of principal.
- Licenses and Permits – A charge designed to reimburse city for costs of regulating activities being licensed, such as licensing of bicycles, etc.
- Local Agency Investment Fund (LAIF) – A special fund in the state treasury. Local governments may deposit in this fund through the state treasurer for investment purposes.
- Maintenance of Effort (MOE) – A requirement, often as a condition of an intergovernmental subvention or supplemental tax, to maintain a level of spending at a certain level. Maintenance of Effort requirements are intended to prevent or limit the use of the additional revenues to supplant existing revenues such that the new revenues result in an increase in the level of program spending and services.
- Materiality – The magnitude of an omission or misstatement of accounting information that, in the light of surrounding circumstance, makes it probable that the judgment of a reasonable person relying on the

information would have been changed or influenced by the omission or misstatement. The objective of accountability in governmental financial reporting requires materiality to be judged in both a quantitative and qualitative manner (involves such issues as legal and contractual compliance).

**Modified Accrual Basis** – A basis of accounting in which revenues are recognized when measurable and available and expenditures are recorded when the related fund liability is incurred, except for principal and interest on general long-term debt, claims and judgments, and accumulated unpaid vacation, sick pay and other employee benefit amounts, which are recognized as expenditures to the extent they have matured.

**Motor Vehicle Fuel Tax** – An excise tax, applied per gallon, on fuel used to propel a motor vehicle or aircraft. Use of tax is limited to research, planning, construction, improvement, maintenance and operation of public streets and highways or public mass transit guideways.

**Motor Vehicle License Fee (VLF)** – A fee for privilege of operating a vehicle on public streets. VLF is levied annually at 2 percent of the market value of motor vehicles and is imposed by the state “in lieu” of local property taxes. VLF is also called Motor Vehicle in-Lieu Tax.

**Net Position** – The equity associated with (the difference between) general government wide assets and liabilities. Proprietary Fund equity is also classified as Net Positions. Net Positions are future classified as restricted and unrestricted.

**Non-Departmental** – This department has the sole purpose of accounting for all expenditures that the City cannot specifically designate to any operating department.

**Operating Budget** – The operating budget provides a plan for current expenditures and the proposed means of financing them. In a broader sense, the annual operating budget is a statement of what services the municipality will deliver to its citizens.

**Ordinance** – A formal legislative enactment by the City Council. It has the full force and effect of law within City boundaries unless pre-empted by a higher form of law. An Ordinance has a higher legal standing than a Resolution and is typically codified in a city's municipal code.

**PERS** – acronym for State of California's Public Employee's Retirement System (PERS) for the City's employees.

**Prior-Year Encumbrances** – Obligations from previous fiscal years in the form of purchase orders or contracts. They cease to be an encumbrance when the obligations are paid or otherwise terminated.

**Property Tax** – An ad valorem tax imposed on real property (land and permanently attached improvements) and tangible personal property (movable property).

**Property Tax In Lieu of VLF** – Property tax shares and revenues allocated to cities and counties beginning in FY2004-05 as compensation for Vehicle License Fee (VLF) revenues, previously allocated to cities and counties by the State. Referred to in the statute as “vehicle license fee adjustment amounts.”

**Proprietary Funds** – Funds that focus on the determination of operating income, changes in net assets (or cost recovery), financial position, and cash flows. There are two different types of proprietary funds: enterprise funds and internal service funds.

**Reimbursement for State Mandated Costs** – Article XIII B, Section 6 of the California Constitution which requires the state to reimburse local agencies for the cost of state-imposed programs. Process is commonly called "SB 90" after its original 1972 legislation.

**Recreation Fees** – Charges for services provided to participants of Community and Recreation Services' classes, activities, and recreational sports.

**Regulatory Fee** – A charge imposed on a regulated action to pay for the cost of public programs or facilities necessary to regulate a business or other activity or mitigate the impacts of the fee payer on the community. A regulatory fee does not include a charge on a property or a property owner solely due to property ownership.

Rents and Concessions – Charges for rentals of City facilities.

Reserves – An account which the City uses either to set aside revenues that it does not need to spend in the current fiscal year or to earmark revenues for a specific future purpose such as to protect the City from emergencies or unanticipated expenditures.

Resolution – A special or temporary order of a legislative body requiring less formality than an ordinance.

Restricted Net Positions – net positions with constraints placed on the use either by 1) external groups, such as creditors, grantors, contributors, or laws or regulations of other governments; or 2) law through constitutional provisions or enabling legislation.

Revenue – Sources of income that the City receives during a fiscal year. Examples of revenue include taxes, intergovernmental grants, charges for services, resources carried forward from the prior year, operating transfers from other funds, and other financing sources such as the proceeds derived from the sale of fixed assets.

Sales Tax – Of the \$0.09 sales tax paid on every \$1.00 spent when shopping in San Bruno, approximately \$0.01 is returned to the City.

Secured Property – As the property tax is guaranteed by placing a lien on the real property, secured property is that real property in which the value of the lien on the real property and personal property located thereon is sufficient to assure payment of the tax.

Securities – Investment instruments such as bonds, stocks and other instruments of indebtedness or equity.

Service Charges – Charges imposed to support services to individuals or to cover the cost of providing such services. The fees charged are limited to the cost of providing the service or regulation required (plus overhead).

Service Level Enhancements – New program expenditures or capital equipment, which a City department adds to their basic budget to enhance the quality and/or quantity of service they provide the public.

Supplies and Contractual Services – The category of line items that describe non-salary and non capital outlay expenditures.

Special Revenue Fund – Used to account for specific revenues that are legally or otherwise set aside for restricted use e.g. gas tax receipts are set aside in such a fund to be used solely for street improvements.

Supplemental Appropriation – An additional appropriation made by the governing body after the budget year has started.

Tax – Compulsory charge levied by a government for the purposes of financing services performed for the common benefit of the people. This term does not include specific charges made against particular persons or property for current or permanent benefit, such as special assessments.

Tax Rate – The amount of tax applied to the tax base. The rate may be flat, incremental or a percentage of the tax base, or any other reasonable method.

Teeter Plan – Enacted in 1949, an alternative method for allocating delinquent property tax revenues, authorized by Revenue and Taxation Code section 4701, in which the County Auditor allocates property tax revenues based on the total amount of property taxes billed, but not yet collected. The county government then collects and keeps the delinquency, penalty and interest payments. The City of San Bruno is on the teeter plan.

Transfers In/Out – Amounts transferred from one fund to another to assist in financing the services for the recipient fund.

Transient Occupancy Tax (TOT – Tax levied by cities on persons staying 30 days or less in a room(s) in a hotel, inn, motel, tourism home, non-membership campground or other lodging facility.

Undesignated Unreserved Fund Balance – Available expendable financial resources in a governmental fund that are not the object of tentative management plans (designations).

Unrestricted Net Positions – That portion of net positions that is neither restricted nor invested in capital assets (net of related debt).

Unsecured Property – As the property tax is guaranteed by placing a lien on the real property, unsecured property is that real property in which the value of the lien is not sufficient to assure payment of the property tax.

Use Tax – A tax imposed on the use or storage of tangible personal property when sales tax is not paid.

User Fee – Fees charged for the use of a public service or program such as for recreation programs or public document retrieval. User fees for property-related services are referred to as property-related fees.

Utility Connection Fee – Utility connection fees or capacity fees are imposed on the basis of a voluntary decision to connect to a utility system or to acquire the right to use additional capacity.

Vehicle License Fee (VLF) – VLF is fee for privilege of operating vehicle on public streets. VLF is levied annually at 2% of the market value of motor vehicles and is imposed by the state "in lieu" of local property taxes. VLF is also called Motor Vehicle in-Lieu Tax. See VLF in Lieu Property Tax Swap.

Yield – The annual rate of return on an investment, expressed as a percentage of the investment.