



CITY OF SAN BRUNO, CALIFORNIA
CITY COUNCIL ADOPTED BUDGET
FISCAL YEAR 2024-25



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.



Elected and Appointed Officials

As of July 1, 2024

City Council

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

City Council Appointed Officials

City Manager, Alex D. McIntyre
City Attorney, Trisha A. Ortiz - RWG Law

City Manager Appointed Officials

Assistant City Manager, Darcy Smith
Administrative Services Director/CFO, Nick Pegueros
City Clerk, Lupita Huerta
CityNet Services Director, Sandeep Krishnamurthy
Community Development Director, Peter Gilli
Community Services Director, Travis Karlen
Fire Chief, Ari Delay
Police Chief, Ryan Johansen
Public Works Director, Matthew Lee, P.E.

City of San Bruno
567 El Camino Real
San Bruno, CA 94066
(650) 616-7080
sanbruno.ca.gov

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Transmittal Letter

Identifying Challenges and Embracing Fiscal Sustainability

Dear Honorable Mayor Rico E. Medina and Members of the City Council,

I am pleased to transmit the City Council's Adopted Budget to you and the San Bruno community. The budget is a comprehensive \$292.4 million spending plan for the fiscal year 2024-25 (FY25) that is built on Council's adopted budget principles, incorporates funding for Council's FY25 top priority initiatives, and ensures that City staff members have the tools and resources necessary to deliver existing services effectively and efficiently. The City's largest fund, the General Fund, has an expenditure plan of \$67.9 million, balanced with \$0.70 million in new cannabis tax revenue from the Embarc dispensary and use of \$1.96 million from the City's one-time revenue reserve fund for one-time expenditures.

Our General Fund budget process began in February with a 10-year forecast report that showed continued uncertainty in the State's actions that could impact the tax sharing agreement with Walmart.com and property taxes, resulting in a projected \$20 million deficit by fiscal year 2032-33. In an abundance of caution, the City continues sequestering receipts from the tax-sharing agreement should the State prevail and wipe out an estimated \$6 million in ongoing annual revenue for the City. The budget work continued through March and April, during which the City Council provided critical input on new Capital Improvement Program funding, totaling \$44.9 million, and recommended user fees to maintain cost recovery goals and promote the City's fiscal sustainability. Another action the City Council took in February was the direction to pursue the analysis of a potential general obligation bond measure for the November 2024 ballot. Staff continues to prepare the analysis for City Council consideration in late June 2024 on the feasibility of a successful bond measure to put a dent in the \$350 million of unfunded stormwater infrastructure needs, \$116 million in unfunded fire station replacements, and \$60 million in unfunded pavement management projects. Including other infrastructure needs, the total unfunded capital program stands at an estimated \$1 billion in FY24 dollars.

The preceding fundamentals represent the hard work of the City Council and the community over recent months. Still, I want to emphasize that the FY25 recommended budget is the beginning of a multi-year effort to come to terms with the level of services the City can afford based on stable and predictable revenues within its control. In coming years, the City expects to need to expand some services, change and reduce others, and thoughtfully consider how all are provided.

In an instance of service expansion, the Recreation and Aquatic Center, (RAC) is a new public facility opening in FY25, marking a significant milestone in the City's history. It will foster community relationships, promote health and well-being, and serve as a source of community pride and a memorial to the tragic victims of the 2010 PG&E pipeline explosion. The building is funded by a \$51.50 million grant from the San Bruno Community Foundation and was brought to fruition by dedicated city staff members who worked tirelessly to overcome many construction and operational setbacks. The RAC's first year is crucial to its success, and the budget is based on an implementation plan presented to the City Council in 2023. The budget separates RAC revenue and expenditures into a standalone special revenue fund for transparency, and we will return to the City Council with a robust mid-year review of RAC operations and finances.



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On the side of service changes, the City is exploring options to ensure CityNet remains financially independent from the General Fund. To achieve this objective, the City Council approved issuing a request for proposals (RFP) to solicit interest from the private sector to take over CityNet operations. The RFP responses are due in May, and staff will begin working immediately after that to assess all options available to achieve the City Council's strategic initiative to ensure the financial sustainability of the CityNet operations. A top priority as we plot the path forward for CityNet is that we honor the service of CityNet employees to San Bruno by identifying opportunities within the organization should they desire to stay with our organization. By the end of the first quarter of FY25, we expect to have a transition plan that addresses impacts on our CityNet staff members and customers.



As we consider our services thoughtfully to ensure long-term fiscal sustainability, this budget prioritizes direct public services, including public safety, infrastructure, land development, utilities, recreation, and enrichment programs. A priority in this budget development was identifying opportunities to reduce overhead costs for general administration departments. The budget recommends merging finance, human resources, information technology, liability and risk management, and workers' compensation under the CFO/Administrative Services Director. The merger will reduce the number of executives by downgrading the vacant human resources director to a deputy director. The budget further reduces overhead costs by eliminating the vacant economic development manager position in the City Manager's Office.

Finally, and most importantly, the recommended budget prioritizes the City staff by fully funding personnel cost commitments under existing labor agreements and a contingency for upcoming labor negotiations. The City cannot compete with other cities regarding salaries but hopes to find novel options to remain an attractive workplace while remaining dedicated to the highest level of service to the community and organization. Let there be no doubt that the ability to retain our high-quality employees and attract new ones is critical to our organization's long-term stability.

To sum up, the key message I want to convey in the recommended budget is that the City Council and the City leadership team are actively working to identify and confront challenges that may hinder our organization's future fiscal sustainability. Among those FY25 challenges are the RAC's financial and operational performance, CityNet's disposition, the status of Embarc's opening and early revenue results, and the outcome of a ballot measure should the City Council pursue a revenue or general obligation bond measure in November 2024. We anticipate returning to the City Council in January with an update on those challenges and opportunities with proposed budget amendments, if any. The budget embodies our commitment to navigating an uncertain future by tackling the tough tasks today for greater stability in years to come.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Alex D. McIntyre".

Alex D. McIntyre

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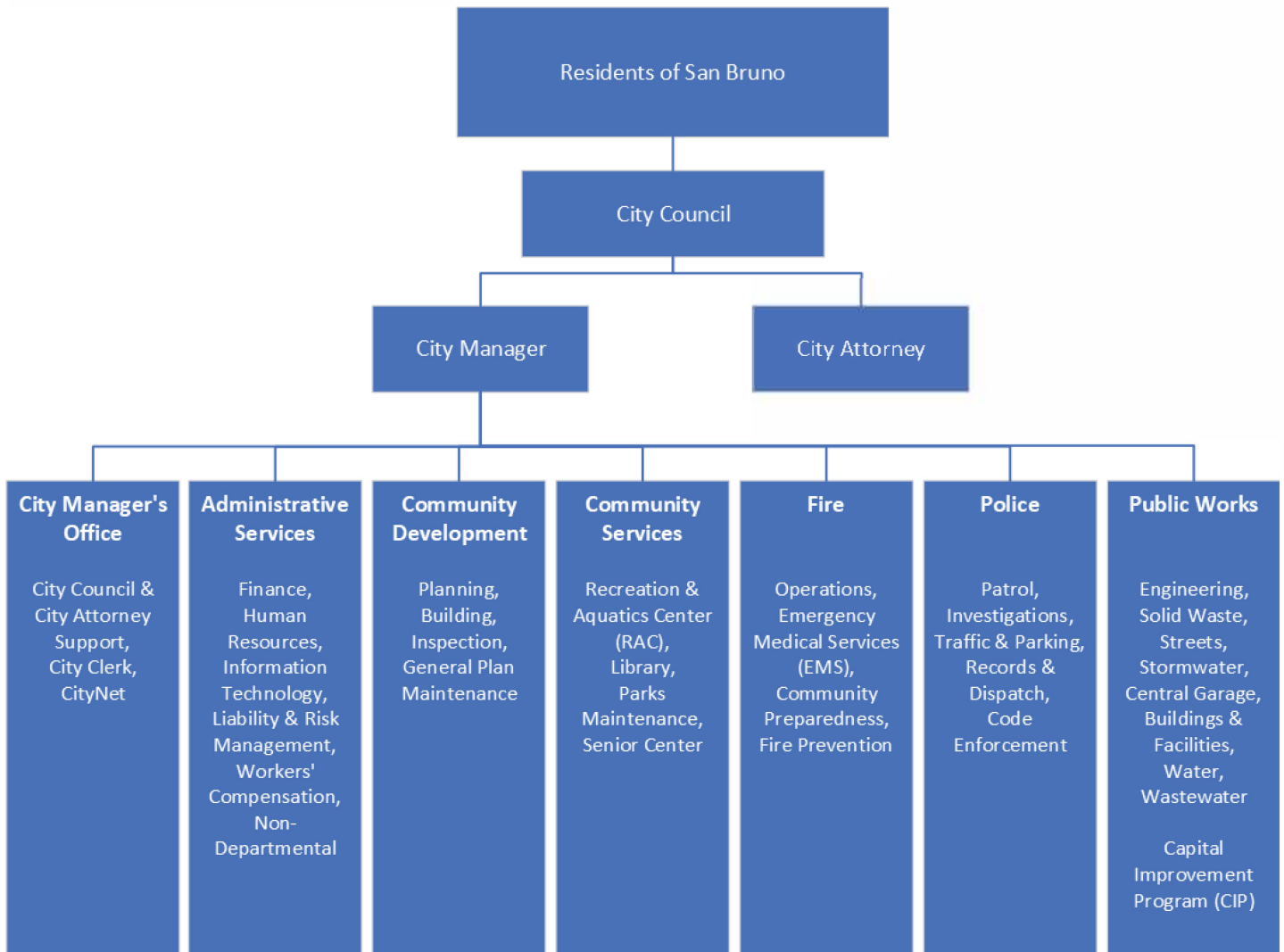
FY25 All Funds Budget Summary

The All Funds Budget Summary report presents the financial status of each Fund by deducting the net revenue or expenditure from the estimated funds available. For FY25, the budgeted net expenditure is \$82.3 million, mostly due to capital program spending. Budgeted net expenditures in reserve Funds align with their intended policy purpose. The City's budget assumes that the funds allocated for capital projects will be fully spent, avoiding the risk of double budgeting unexpended project funds.

Fund	City Council Adopted Fiscal Year 2024-25 Budget by Fund				
	Estimated Unassigned Beginning Fund Balance, 7/1/24	Resources Revenue, Transfers In, Assigned Fund Balance	Requirements Expenditure & Transfers Out	Net Revenue/ (Expenditure)	Estimated Unassigned Ending Fund Balance, 6/30/25
General Funds					
1 General Fund	\$ 71,422	\$ 68,006,597	\$ 67,998,036	\$ 8,561	\$ 79,983
2 Budget Stabilization Reserve	13,611,210	41,322	41,322	-	13,611,210
3 One-Time Revenue	9,564,538	-	8,461,527	(8,461,527)	1,103,011
4 Contingency Reserve	10,892,435	5,000,000	-	5,000,000	15,892,435
5 Measure G District Sales Tax	1,183,110	3,800,000	4,590,729	(790,729)	392,381
Total General Funds	35,322,714	76,847,919	81,091,614	(4,243,695)	31,079,020
Special Revenue Funds					
30 Community Development	2,086,760	4,923,000	5,555,517	(632,517)	1,454,242
50 Recreation & Aquatics	-	4,459,132	4,459,132	0	0
101 Gas Tax	13,157	2,253,089	1,618,000	635,089	648,246
102 Measure A Transportation Tax	(15,539)	1,387,090	150,000	1,237,090	1,221,551
103 Street Special Revenue	4,378	100	-	100	4,478
104 Measure W Transportation Tax	1,127,328	629,502	600,000	29,502	1,156,830
111 Police Asset Forfeiture	593,926	138,000	272,545	(134,545)	459,381
113 Police Special Revenue	186,018	153,000	100,000	53,000	239,018
121 Federal/State Grants	287,988	561,211	561,211	-	287,988
122 Solid Waste/Recycl.	389,246	310,792	358,713	(47,921)	341,325
131 In-Lieu Fees	3,862,606	58,349	150,699	(92,350)	3,770,256
132 Agency On Aging	(162,267)	497,381	351,749	145,632	(16,635)
133 Restricted Revenues	2,343,678	287,870	288,371	(501)	2,343,177
136 Emergency Disaster Reserve	913,765	-	913,765	(913,765)	-
138 Affordable Housing Impact Fee	10,028,040	-	-	-	10,028,040
160 Community Facility Impact Fee	4,826,617	170,000	535,000	(365,000)	4,461,617
161 Public Safety Impact Fee	8,012	5,000	-	5,000	13,012
162 General Government Impact Fee	352,618	24,000	190,000	(166,000)	186,618
163 Transportation Facility Impact Fee	5,786,523	140,000	-	140,000	5,926,523
164 Utility Facility Impact Fee	180,663	40,000	-	40,000	220,663
165 Bayhill Area Devel. Impact Fee	4,173,037	110,000	-	110,000	4,283,037
166 Community Benefit Fund	9,802,341	500,000	663,000	(163,000)	9,639,341
Total Special Revenue Funds	46,788,895	16,647,516	16,767,701	(120,185)	46,668,709
General Capital Funds					
201 Parks And Facilities Capital	4,520,346	10,939,268	14,978,208	(4,038,940)	481,407
203 Streets Capital	10,867,912	16,574,241	26,149,700	(9,575,459)	1,292,453
207 Technology Capital	2,127,847	5,995,303	8,135,517	(2,140,214)	(12,387)
Total General Capital Funds	17,516,106	33,508,812	49,263,425	(15,754,613)	1,761,493
Enterprise Funds					
611 Water Fund	36,359,153	29,043,696	62,315,998	(33,272,302)	3,086,851
621 Stormwater Fund	624,311	6,049,757	6,908,014	(858,257)	(233,946)
631 Wastewater Fund	45,001,839	26,418,083	53,623,300	(27,205,217)	17,796,622
641 Citynet Services Fund	(165,825)	8,957,275	8,052,376	904,899	739,074
651 Parking Fund	996,125	1,023,538	1,532,349	(508,811)	487,314
Total Enterprise Funds	82,815,602	71,492,349	132,432,036	(60,939,688)	21,875,914
Internal & Debt Service Funds					
701 Central Garage	11,000	1,859,008	1,685,161	173,847	184,847
702 Facility Maintenance Fund	(10,515)	2,744,869	2,620,507	124,362	113,847
703 General Equipment Revolving	1,757,693	973,449	1,430,078	(456,629)	1,301,064
707 Technology Development	510,289	2,083,464	1,913,074	170,390	680,678
711 Self Insurance	740,181	2,584,518	3,800,968	(1,216,450)	(476,269)
302 Lease Debt Service	840	1,367,283	1,367,283	1	840
Total Internal & Debt Service Funds	3,009,488	11,612,591	12,817,071	(1,204,480)	1,805,008
Total All Funds	\$ 185,452,805	\$ 210,109,187	\$ 292,371,847	\$ (82,262,661)	\$ 103,190,144

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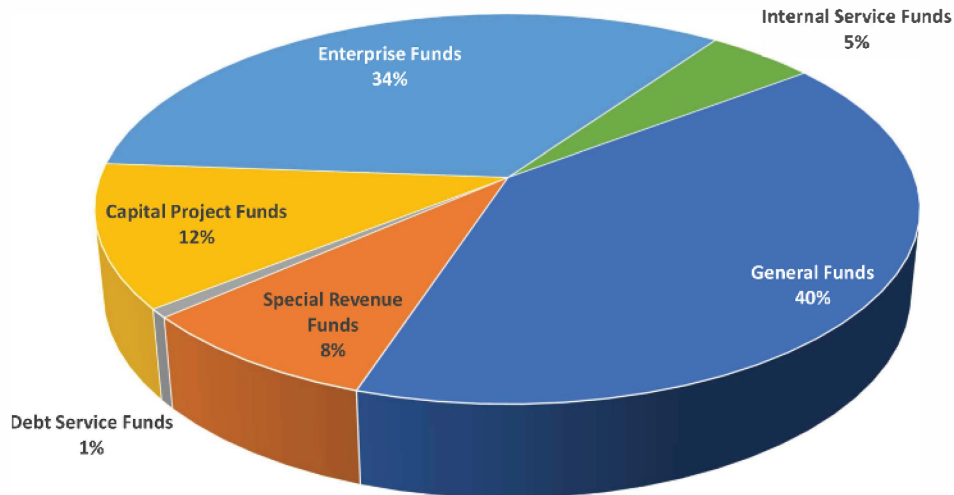
Organizational Chart



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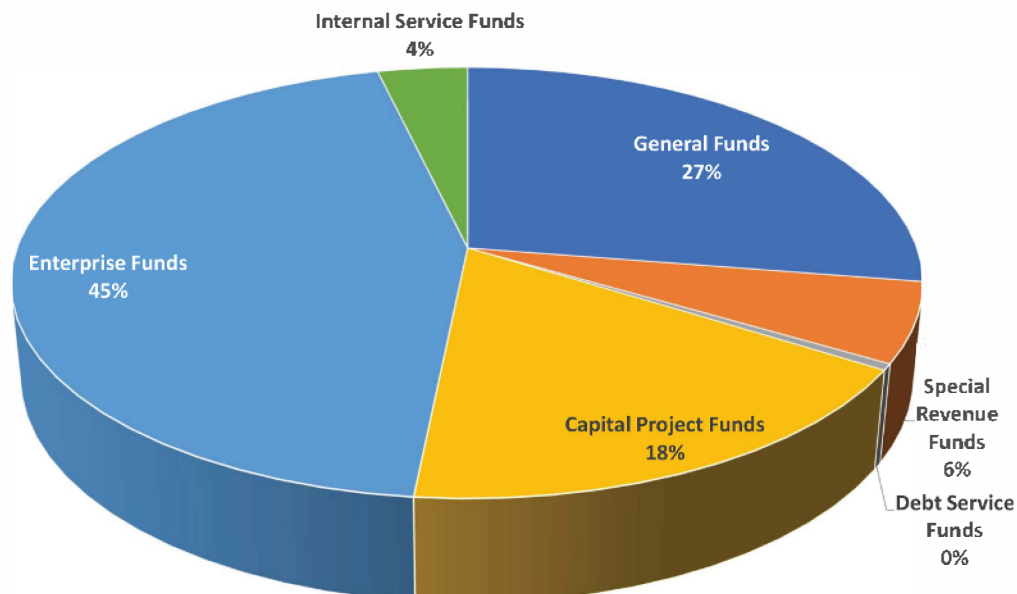
All Funds FY25 Budget

FY25 Revenues by Fund Type



The All Funds budget is presented in two ways: by Fund Type and by department. The budget by Fund Type classifies the City's total spending plan of \$292.4 million according to its primary funding source. General Funds are those that have no restrictions. Enterprise Funds include the City's business-type operations such as water, wastewater, CityNet, stormwater and parking. Capital Projects Funds are non-Enterprise Fund capital programs that include facilities, parks, streets, and technology. Water and wastewater capital activities are reported with their respective enterprise fund. There is an imbalance observed between Enterprise and General Fund revenues and expenditures, which is mainly due to multi-year capital improvement program projects in the Enterprise Funds. The budget discussion chapter provides additional analysis and narrative for major funds.

FY25 Expenditures by Fund Type



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All Funds FY25 Budget

FY25 City Council Adopted Budget: All Funds Personnel and Appropriations Summary, by department

DEPARTMENT	FULL-TIME EQUIVALENT (FTE) PERSONNEL	REVENUES & TRANSFERS IN	EXPENDITURES & TRANSFERS OUT	NET REVENUE/ (EXPENDITURE)
City Manager, Clerk, Council	11.50	\$2,000,697	\$2,543,924	\$(543,227)
City Attorney	-	-	996,524	(996,524)
Administrative Services	19.50	8,389,713	10,093,811	(1,704,098)
CityNet Services	14.00	8,731,932	8,146,660	585,272
Community Development	16.00	4,992,538	5,732,406	(739,868)
Community Services	34.00	3,600,050	12,549,390	(8,949,340)
Fire	39.00	494,534	13,242,766	(12,748,232)
Police	70	4,961,659	24,297,353	(19,335,694)
Public Works	74.00	85,971,767	182,630,912	(96,659,145)
Non-Departmental	-	68,179,099	29,247,712	38,931,387
GRAND TOTAL	279.50	\$187,487,341	\$288,771,032	\$(101,283,691)

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All Funds

Personnel by Fund and Department

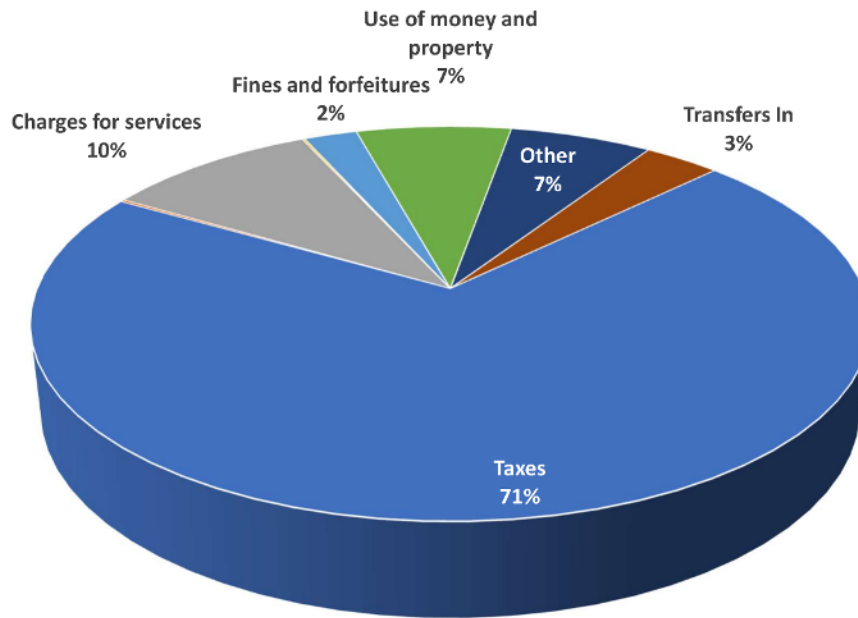
DEPARTMENT	FY21 Authorized	FY22 Authorized	FY23 Authorized	FY24 Authorized	FY25 City Council Adopted
General Funds					
City Council	5.00	5.00	5.00	5.00	5.00
City Attorney	1.25	1.25	1.25	0.25	-
City Manager, Clerk	6.00	7.00	7.00	7.50	6.50
Administrative Services	12.25	13.25	15.00	16.25	14.75
Community Development *	13.00	14.00	14.00	14.00	-
Community Services *	31.50	28.00	33.00	36.00	24.45
Fire	36.00	37.00	38.00	38.00	39.00
Police	72.00	67.00	69.00	70.00	71.00
Public Works	11.30	15.05	18.10	18.95	20.66
General Funds Total	188.30	187.55	200.35	205.95	181.36
Special Revenue Funds					
Community Development *	-	-	-	-	16.00
Community Services *	-	-	-	-	11.55
Public Works	0.45	0.45	0.45	0.45	0.71
Special Revenues Total	0.45	0.45	0.45	0.45	28.26
Enterprise Funds					
Public Works	40.80	40.00	41.85	42.00	40.41
CityNet Services	20.00	19.00	17.00	17.00	14.00
Enterprises Total	60.80	59.00	58.85	59.00	54.41
Internal Service Funds					
Administrative Services	4.00	4.00	4.25	4.00	4.75
Public Works	11.45	11.50	11.60	11.60	12.22
Internal Services Total	15.45	15.50	15.85	15.60	16.97
GRAND TOTAL	265.00	262.50	275.50	281.00	281.00

* Community Services and Community Development Departments transferred to a new special revenue fund

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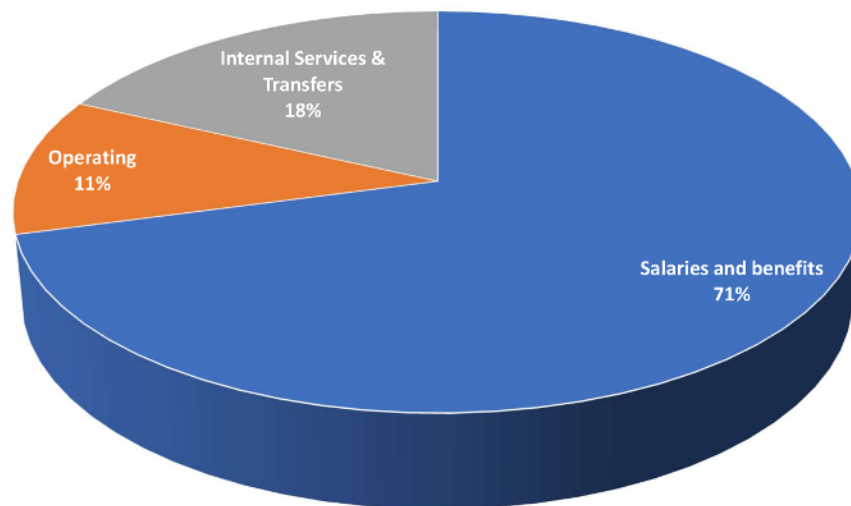
General Fund Budget

FY25 Revenues by Type



The General Fund budget is presented in two ways. The charts on this page break down the General Fund revenue and expenditures by type or category. Meanwhile, the table on the following page provides revenue, expenditure, and the number of full-time equivalent (FTE) personnel paid by the revenues available in the General Fund. The difference between the FTE count in the General Fund versus the All Funds summary is those FTEs paid by a source other than the General Fund. Taxes comprise the largest and most critical component of the General Fund's revenue. Salaries and benefits comprise the largest share of the General Fund's expenditures, commensurate with the City's nature as a service-based organization. For additional analysis and narrative of the General Fund, please refer to the budget discussion chapter.

FY25 Expenditures by Type



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General Fund Budget

FY25 City Council Adopted Budget:

General Fund (001) Personnel and Appropriations Summary, by department

DEPARTMENT	FULL-TIME EQUIVALENT (FTE) PERSONNEL	REVENUES & TRANSFERS IN	EXPENDITURES & TRANSFERS OUT	NET REVENUE/ (EXPENDITURE)
City Manager, Clerk, Council	11.50	\$2,000,697	\$2,543,924	\$(543,227)
City Attorney	-	-	996,524	(996,524)
Administrative Services	14.75	3,738,732	4,296,898	(558,166)
Community Services	23.45	226,525	7,524,891	(7,298,366)
Fire	39.00	491,204	13,115,436	(12,624,232)
Police	71.00	3,225,107	21,806,335	(18,581,229)
Public Works	20.66	1,539,700	4,537,115	(2,997,415)
Non-Departmental	-	55,251,609	11,643,889	43,607,720
GRAND TOTAL	180.36	\$66,473,574	\$66,465,013	\$8,561

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General Fund Reserves

City Council established the City's Fund Balance Policy which contains direction and guidance to City staff on the types of Funds authorized, uses of those Funds, and General Fund Reserves. The Policy funding levels are goals and it is the City's intent to maintain its reserves at the prescribed levels. City Council reviews compliance with this policy annually upon final closing of the City's financial books for the fiscal year.

Contingency Reserve

The Contingency Reserve aims to maintain a target balance of 10% of the budgeted General Fund expenditures and is intended to be used for non-fiscal emergencies and disasters. The Contingency Reserve can only be utilized through Resolution of the City Council. While intended for non-financial emergencies or disasters, the Contingency Reserve can be utilized for other purposes at the Council's discretion. **The FY25 estimated beginning balance of this reserve is \$10.9 million. The balance exceeds the City Council's target of \$6.65 million due to the City's decision to sequester Walmart.com tax sharing agreement receipts pending litigation. The reserve balance will increase by \$5.0 million in FY25 due to continued tax share agreement receipts sequester.**

Budget Stabilization Reserve

The Budget Stabilization Reserve's purpose is to shield the General Fund from adverse economic fluctuations, ensuring minimal immediate impacts on service levels. This reserve aims to maintain a target balance of at least 20% of budgeted General Fund expenditures at the start of each fiscal year.

Use - Utilization of the Budget Stabilization Reserve may occur in response to budgeted revenue shortfalls stemming from economic volatility or unforeseen financial events. Reports on its use are presented to the City Council through the mid-year financial report and/or during the budget adoption process for the ensuing fiscal year.

Replenishment - Should the Budget Stabilization Reserve be employed, causing it to dip below the 20% target, a strategic plan will be devised to restore the balance to the desired level. Depending on the situation, this restoration plan

may span multiple fiscal years, aligning with the fund's role in a broader multi-year forecasting strategy. This strategy aims to fortify fiscal sustainability and uphold consistent service levels. **The FY25 estimated beginning balance of the Budget Stabilization Reserve is \$13.78 million, \$0.48 million higher than the Fund Balance Policy target.**

One-time Revenue Reserve

The One-Time Revenue Reserve shall be established to set aside one-time revenues until the point at which point they can be appropriated by City Council for one-time uses. One-time revenues that have a legal restriction for their use or are otherwise dedicated for a particular purpose will be held in a separate special revenue fund. One-time revenues will be approved by Council, either through the budget adoption process or by a separate resolution, for inclusion into the One-Time Revenue Reserve. As a part of the annual budget process, this reserve will be reviewed along with existing unfunded capital projects for consideration of an appropriation from this reserve in the forthcoming budget. In general, the purpose of this reserve is for it to be used for projects and initiatives throughout the City that have no other identifiable funding source. **The FY25 estimated beginning balance of the One-time Revenue Reserve is \$9.64 million. The reserve will be drawn down to \$2.08 million in FY25 fund one-time capital project and operating expenditures.**

Unassigned Fund Balance

When recurring revenues exceed expenditures in a given year, the net increase in fund balance posts to unassigned fund balance unless City Council directs additions to the Budget Stabilization and Contingency Reserves, make additional payments towards pension or accrued leave liabilities. **The FY25 estimated beginning Unassigned Fund Balance is \$0.76 million.**

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Adopted Budget Changes

The City's budget process for the fiscal year 2025 begins with department submissions of baseline budget requests. These requests are separate from requests for new personnel, operating supplies, equipment, and capital outlay. The baseline budget requests are reviewed to ensure they reasonably reflect the amounts needed to maintain existing services in the FY25 baseline budget.

The finance team then prepares department personnel budgets to ensure that salary and benefit increases, merit increases, vacancies, and other factors are properly budgeted. After that, requests for new personnel, operating supplies, equipment, and capital outlay are considered based on operational necessity as recommended by the department head.

Requests that have offsetting revenue increases or expenditure reductions receive higher priority consideration. The City Council Adopted Budget includes these requests and other budget proposals. The following reflects requests that are embedded in the budget. Personnel recommendations are expressed as a percentage of full-time equivalent (FTE) status. For example, "1.0 FTE Firefighter" is represents one full-time firefighter; 0.50 FTE represents a part-time employee.

Personnel

- **\$0.00 million - New 1.0 FTE Firefighter.** The department had analyzed drivers of overtime costs and demonstrated that an additional firefighter, fully burdened cost of \$0.17 million, will fully offset overtime incurred as the result of maintaining minimum staffing during normal operations. Funding source: General Fund. Net impact: \$0, on-going.
- **\$0.09 million - Police succession planning.** The budget includes funding for two police officer over-hires for three months for know retirements in the department. The increased cost is one-time and is funded using the one-time revenue fund. Funding source: One-time Revenue Fund. Net impact: \$0.09 million, one-time.
- **\$0.06 million - New 1.0 FTE Management Analyst in Police.** New technologies deployed by the department have garnered new data analytic needs that exceed current capacity available for the in-depth analysis required to optimize the tools' potential. The fully burdened cost of a management analyst is \$0.16 million and the department has reduced its part-time personnel budget to offset \$0.10 million. Funding source: General Fund. Net impact: \$0.06 million, on-going.



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Adopted Budget Changes

Personnel (continued)

- **\$0.16 million - New 1.0 FTE Management Analyst in Public Works.** Increasingly burdensome unfunded State mandates require numerous regulatory reports that currently drain bandwidth from managers. The position is funded by Stormwater, Water, Wastewater, and Solid Waste. Stormwater's share of the new FTE requires a transfer from the General Fund due to the Stormwater Enterprises' insufficient operating revenue. Funding source: General Fund. Net impact: \$0.03 million, on-going. Other Funds, net impact \$0.13 million, ongoing.
- **\$0.16 million - New 1.0 FTE Associate Planner.** The recently adopted user fee schedule provides funding for advanced planning efforts required by the State to maintain the City's General Plan. The position is fully funded by user fees. Funding source: Community Development Special Revenue Fund. Net impact: \$0.16 million, ongoing.
- **\$0.14 million - New 1.0 FTE Building Inspector.** The building inspector position is necessary to maintain inspection levels for existing and projected construction. Funding source: Community Development Special Revenue Fund. Net impact: \$0.14 million, ongoing.
- **\$(0.05 million) - New Administrative Services Department.** The new department replicates operational efficiencies experienced in multiple San Mateo and Santa Clara County cities by merging finance, human resources, information technology, liability and risk management, and workers' compensation into a single department reporting to one department head. The merger results in ongoing salary savings from reclassified human resources director and management analysts vacancies. Funding source: General Fund. Net impact: Savings of \$0.05 million, ongoing
- **\$(0.22 million) - Elimination of 1.0 FTE Economic Development Manager.** As a cost saving measure, the City Manager's Office is eliminating this vacant position. Funding source: General Fund. Net impact: Savings of \$0.22 million, ongoing.

Supplies, Equipment, Services

- **\$0.27 million - Non-departmental.** Contingency budget for energy cost increases and unanticipated General Fund operations repairs. Funding source: One-time Revenue Fund. Net impact: \$0.27 million, one-time, if required.
- **\$0.08 million- Administrative Services.** Funding for the employee classification and compensation study, a City Council FY25 priority initiative. Funding source: One-time Revenue Fund. Net impact: \$0.08 million, one-time
- **\$0.08 million - Police.** Upgrade or replacement of existing equipment. Funding source: One-time Revenue Fund. Net impact: \$0.08 million, one-time.
- **\$0.03 million - Fire.** Upgrade or replacement of existing equipment. Funding source: One-time Revenue Fund. Net impact: \$0.03 million, one-time.



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Adopted Budget Changes

Capital Outlay

- **\$0.24 million - Vehicle Replacements.**
 - Chevrolet Colorado* - Streets
 - Ford Explorer* - Police
 - Highlander Hybrid* - Police
 - Toyota Sienna Hybrid* - Senior CenterFunding source: Equipment Reserve. Net impact: \$0.24 million, one-time.
- **\$0.17 million - Vehicle Replacements.**
 - Chevrolet Colorado* - Facilities
 - Ford F-150* - Water
 - Ford Transit EV* - WastewaterFunding source: Enterprise and Internal Service Funds. Net impact: \$0.17 million, one-time.
- **\$0.14 million - Police Equipment Replacements.** Major Accident Investigation Team (MAIT), forensic lab equipment, building security, vehicle equipment. Funding source: Equipment Reserve. Net impact: \$0.14 million, one-time.
- **\$0.09 million - Ford F-150 Lightning* - Fire.** Funding provides an electric vehicle for the new Fire Captain Training Officer position authorized in the FY24 budget. Funding source: One-time Revenue Fund. Net impact: \$0.09 million, one-time.
- **\$0.05 million - Ford F-150* - Water.** Funding provides an electric vehicle for the new Water Operations Supervisor position authorized in the FY24 budget. Funding source: Water Fund. Net impact: \$0.05 million, one-time.

*Models listed may be substituted for similar at staff's discretion.



Use of General Fund's One-Time Revenue Reserve

- **\$1.37 million - Pension Obligation Bond payment.** In January 2013, the City issued \$13,175,000 in Series 2013 Pension Obligation Bonds in order to pay off amounts owed for the City's CalPERS "side-fund." There are three remaining years on the debt service payments: FY25, FY26, FY27, thereby encumbering \$1.37 million per year that could otherwise be used to pay for on-going operations. The budget includes transferring the FY25 payment to the One-Time Revenue Fund.
- **\$0.64 million - Total one-time revenue funded line items.** Details provided in the Personnel, Supplies, Equipment, Services, Capital Outlay sections above.
- **\$5.60 million - Police Radio System.** The recommended Capital Improvement Program budget includes funding to modernize the department's land mobile radio (LMR) infrastructure and mobile radios to necessary to comply with CA Department of Justice data encryption protocols.

New Funds

Community Development Special Revenue Fund - Community Development Department's revenue is generated through permits and applications, which can distort the historical analysis of the General Fund and future projections. For example, a large project can inflate the revenue numbers in the year the permit is issued, while the expenses may span over several years. As a department focused on cost recovery, it is essential to isolate its finances to ensure better visibility into its performance and determine whether revenues are enough to cover its costs. Therefore, it is recommended to transfer the Community Development Department to a Special Revenue Fund in FY25 as part of the General Fund's long-range financial plan.

Transmittal Letter

Adopted Budget Changes

New Funds (continued)

RAC Special Revenue Fund. The Recreation and Aquatic Center (RAC) is set to open in FY25, offering unique programs and facilities to the community. Though it may not achieve full cost recovery like Community Development, separating its finances from the General Fund will provide greater visibility into its financial health. To achieve this, the budget includes transferring the RAC's expenditures and revenues to a special revenue fund. Additionally, \$1.68 million will be transferred from the General Fund to the new RAC Special Revenue Fund based on the anticipated annual deficit for the facility in the implementation plan.



Budget Book Update

The budget book has been updated to reflect several best practices recommended by the Government Finance Officers Association, including data visualizations and budget-specific images to convey that the budget has tangible, San Bruno-specific impacts and results. The revitalization of our budget book as a communication tool is a direct credit to all City staff for their support, with special distinction to the City's executive and management team and those individuals listed below. The team has made great strides in transforming the City's budget book for FY25, and they will continue their efforts to ensure that San Bruno's budget communications incorporate budgeting best practices.

Core Budget Team in Finance

Yu-Chiao Chao
Brian Liu
John Mercado
Anh Tran
Dan Zuniga

Dan Jacobson
Jeff Lichtenstein

Department Budgets

Capital Improvement Program - Ana Morales
Community Development - Galen Yusufzai-Boggs
Community Services - Audrey Afe-Tuufuli
Fire - Henry Joves
Police - Leslie Salazar
Public Works - Robert Wood

CITY COUNCIL ADOPTED
INITIATIVES AND BUDGET PRINCIPLES

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City Council Adopted Priority Initiatives

Priority Initiatives

Assess the fiscal feasibility of the Transit Corridor Plan

The Transit Corridor Plan (TCP) was adopted in 2013, and established a vision, development framework infrastructure needs, and an implementation plan for revitalizing the major corridors of El Camino Real, San Bruno, San Mateo and Huntington Avenues within San Bruno.

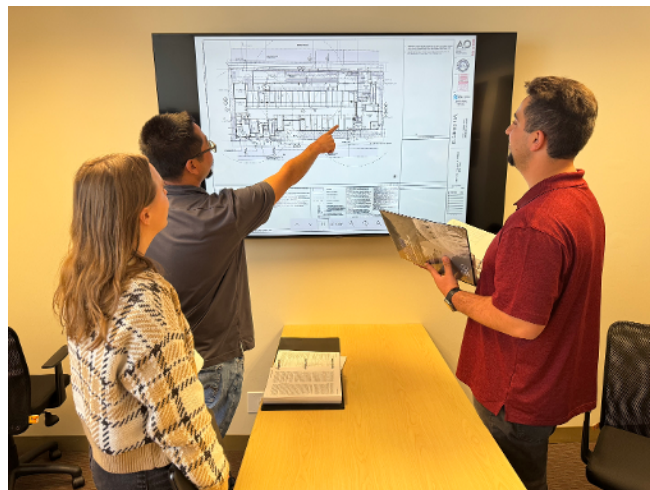
The plan identified 26 implementation actions, which were to be implemented in the Short Term (1-3 years), Mid-Term (4-6 years), and Long Term (6-10 years). Most actions were assigned to the City. As 11 years have passed since the TCP adoption, the City should assess how many of the implementation actions were completed, and what kept other actions from being completed. Staff believes financial reasons were a key factor in why more implementation actions were not completed. Achieving the vision relies on a combination of City and private efforts. The costs associated with achieving the TCP vision are significant for the City, for public improvements, and for property owners, for private improvements and development.

The proposed assessment of the fiscal feasibility would identify realistic funding options for the City, with analysis of case studies where other communities have made such investments and how the tax base was strengthened. The assessment would also identify what new private development in the current market actually requires for the project to be financially feasible. This analysis would include detailing the specific changes in land use development regulations the City should consider adopting to facilitate development projects, as well as methods the City can utilize to incentivize owners and tenants to improve their properties.

Conduct a Comprehensive Employee Classification and Compensation Study

An employee classification and compensation plan is a comprehensive review of the City's current classification system (job descriptions) and comparable salaries for similar work in the City's comparative agencies.

The consultant will conduct a total compensation survey with the equivalent classification established in each comparative agency, which considers base pay, pay premiums, health and welfare benefits, pension/retirement benefits, vacation allowances, paid holidays, paid and unpaid closures, etc. The classification study can take up to 18 months to complete, given the level of data collection and the number of parties involved. A compensation study takes an additional six months. The resulting reports do not guarantee any impact on compensation, given that compensation is subject to negotiations with the applicable bargaining unit representatives. Estimated project completion is June 30, 2026.



City Council Adopted Priority Initiatives

Finalize Downtown Park Improvement Plans: Centennial Plaza, Florida and Posy Parks

The Downtown Park Projects are three independent projects that will improve the aesthetics, vitality, and public use of the Downtown. On February 13, 2024 the City Council awarded a contract to Suarez & Munoz Construction Inc. in the amount of \$1.1 million for the Centennial Plaza Improvements. The Centennial Plaza improvements project is in line with the City council's strategic initiative for downtown beautification. This Plaza serves as the gateway to the downtown area off Jenevein Ave. The project will provide residents with modern, accessible, and aesthetically pleasing gathering spaces. The groundbreaking ceremony will officially kick off the construction phase, which includes a range of enhancements designed to elevate the plaza's functionality and appeal. Contributions from the community partners including San Bruno Community Foundation and San Mateo County Measure K were instrumental in bringing this project to the construction phase.

The Florida Park Project is in the final stages of design. It is anticipated that 95% design construction plans, construction estimates, and bid documents will be completed in March 2024. The project as currently proposed will feature a multi-use lawn, walkways and benches, a small exercise area, a fenced play area, a new fence, heart themed seating, and a refurbished entry edging fence.

The Posy Park project scope of work includes an examination of improvements to the existing inoperable fountain, existing artwork that is in need of repair, improved landscaping, bike lockers, and benches. Staff is working with Waterworks and a leak detection company to determine the origin of the leaks in the fountain to put together a scope of work moving forward.



Initiate Downtown Beautification Efforts: Greening, Banners, and Marquee Sign

This is a multifaceted project that includes the revitalization of the planters along San Mateo Avenue and the replanting of street trees on Jenevein Avenue and the southern end of San Mateo Avenue. This portion of the project will require identification and repair of the lateral irrigation lines, sidewalk work, excavation and replanting of planters, and ongoing maintenance. There are many unknowns with the under-sidewalk irrigation system that will not surface until work has begun. Along with the greening efforts, the north and south end medians will be addressed.

The second part of the project is to design and produce a new collection of custom themed City street pole banners for various times of the year. There would be three sets of new banners that would be rotated seasonally as follows:

- Holiday/winter banners for mid-November through mid-January;
- Patriotic/summer banners for Memorial Day through Labor Day; and,
- General San Bruno theme banners for remaining times of the year.

The final part of the project is the replacement of the marquee sign at the southern end of San Mateo Avenue (at El Camino Real), which was damaged, and the top half removed with a scrolling digital/LED board. The San Bruno Community Foundation awarded a grant of \$0.35 million to fund this project.

City Council Adopted Priority Initiatives

Stabilize CityNet's Fiscal Sustainability

As of June 30, 2023, the CityNet Fund (Fund) had a negative equity balance of \$21.5 million, comprised of negative cash and non-cash liabilities such as unfunded pension liabilities. The negative equity balance included \$16.0 million owed to the General Fund due to multi-year reliance on advances from the General Fund to sustain operating expenditures, including franchise fees, internal service allocations, and general overhead allocations.

The Fund has been experiencing annual operating losses, including losses of \$0.79 million in FY23 and \$0.86 million in the prior year. City staff is working to improve CityNet's revenue and subscription margins. One major step was increasing service rates between 9% and 12% effective August 1, 2023, which improved year-over-year operating income for the first six months of Fiscal Year 2023-24 (FY24).

However, additional rate increases, potentially between 2% and 5%, are being considered to further financial stability. In FY24, City staff will evaluate whether rate increases are sufficient to begin repayment of the amounts owed to the General Fund. The CityNet Enterprise may no longer be a going concern if rate increases are insufficient to repay amounts owed to the General Fund.

On April 29, 2024, City Council authorized issuance of a formal request for proposal (RFP) for the Acquisition of San Bruno CityNet Services. RFPs are due on May 31, 2024, and staff will proceed judiciously to develop disposition plan for the enterprise.



City Council Adopted Initiatives

FY25 Initiatives Carried Forward from FY24

The following 12 initiatives were identified in FY24 and carried forward to FY25. City staff is making progress on the following initiatives as resources allow, however, these initiatives are secondary to top priority initiatives when resources are constrained. City Council adopted the following priorities on February 13, 2024.

FY25 INITIATIVES CARRIED FORWARDED FROM FY24
Adopt an Affordable Housing Fund Implementation Plan
CAFE Age Friendly Certification Process
Cannabis Regulations and Permitting
CBC Governance and Workplan Review
City Offices Renovations
Citywide Wildfire Mitigation Project & Public Education Programs Covering Fire Safety and Emergency Preparedness
Climate Action Plan
Crestmoor Wildfire Mitigation Project
Expand and improve productivity for the Community Development Department
Explore alternative options to the regulated output (RO) streetlight system.
HEART Committee, TSPC Committee, Culture & Arts Committee Review
Implement Online Permitting



City Council Initiatives on Hold

FY24 Initiatives on Hold Pending Resource Allocation

The following 13 initiatives were identified in FY24 and are on-hold with no resources budgeted to make measurable progress in FY25. City Council adopted the following priorities on February 13, 2024.

FY24 INITIATIVES ON HOLD PENDING RESOURCE ALLOCATION
Adopt-a-Drain Program
Affordable housing, including development partnership
City of San Bruno sign/arch at Caltrain Station
Citywide metrics
Citywide street sweeping
Community fiber upgrade
Designation of special parking zones
Develop an economic development initiative around attracting businesses and developers to execute on the Transit Corridor Plan vision
Develop an economic development program focused on small, medium, and large businesses
Downtown Streetscape Plan Improvements
Establish a City Council ad hoc committee to examine solutions to address citywide parking
Summer Saturdays or Sundays for street closures
Expanded Way finding signage (excludes Downtown parking lots way finding signage)

FY25 Budget Process

The City's budget process typically kicks off in October for the Capital Improvement Program and January/February for the operating budgets. Work continues through June when the takes action to adopt the budget before the end of the fiscal year, June 30th. As an annual effort, the budget is a resource-intensive process that focuses on programmatic and project-specific additions to the historic budget.

The following summarizes the Fiscal Year 2024-25 (FY25) budget process and the essential building blocks requiring City Council action for the City Manager to develop a balanced budget. Each session builds on the previous actions by the City Council in the budget process.

City Council Retreat – February 2, 2024

The City Council retreat provided the opportunity for Council to receive, discuss, and provide direction to City staff on budget principles, City Council priority initiatives, financial forecasts, a Capital Improvement Program (CIP) Budget Preview.

FY25 Strategic Initiatives and Budget Principles – February 13, 2024

City Council adopted the FY25 priority initiatives and budget principles contained in this document.

Revenue Measure Oversight Committee – February 15, 2024

The Revenue Measure Oversight Committee advises the City Council on staff's recommended uses of voter approved local 1/2 cent sales tax (Measure G) in the upcoming fiscal year. City staff recommended, and the Committee accepted, use of Measure G funds to augment the City's pavement management program.

5-year financial forecast – February 27, 2024

To provide additional context to the FY25 budget considerations, City staff presented a 10-year financial forecast based on the best information at the time. The forecast identified a structural operating budget deficit in FY2033-34 between \$18 and \$28 million, depending on State action to shift local tax dollar to other State programs.

Capital Improvement Program (CIP) Budget Study Session – March 12, 2024

City staff will transmitted the draft CIP budget, substantially unchanged from the CIP section of this document, that aligned the CIP with the City Council's adopted 2024 Strategic Priorities and budget principles.

FY25 Draft Operating Budget Preview – April 23, 2024

The draft budget preview provided a high-level update on revenue and expenditures for the City's General Fund to inform the City Council and community of major budget considerations that will be addressed in the City Manager's Recommended Budget. The preview was an opportunity for the City Council to provide questions and perspectives on any budgetary issues that may be of concern.

FY25 Budget Book Available for Public Review – May 17, 2024

Publishing the City Manager's Recommended Budget Book three weeks before the public hearing provides the opportunity for members of the City Council and community to review, pose questions, and request clarification on City's \$288.77 million budget.

FY25 City Manager's Budget Workshop – June 4, 2024

The City Manager's budget workshop is a community meeting for members of the public to learn about the City's finances and overall budget considerations for FY25.

FY25 Budget Public Hearing – June 11, 2024

The Public Hearing provides a forum for members of the public to comment on the City Manager's Recommended budget. City Council also provides final direction on the budget for adoption on June 25th.

FY25 Budget Adoption – June 25, 2024

The City Council considers the final budget adoption and adoption of enabling resolutions.

FY25 Budget-in-Brief – Week of July 15

City staff publishes a concise overview of the City's adopted budget and major initiatives for FY25.

City Council Adopted Budget Principles

The City Council's 12 adopted budget principles establish a foundation for sound financial management and strategic planning, aiming to align resource allocation with City Council directed service levels and priorities while also achieving a balanced budget. They are crucial in guiding both the development of the City Manager's recommended budget and making the highest and best use of available funds in any given fiscal year.

The City Council adopted budget principles that emphasize fiscal sustainability, acknowledging the risks posed by financial uncertainties to the City's stability and capacity to address challenges. The principles also establish transparency and accountability in the budgeting process by enhancing the City's financial health, improving services to the community, and establishing the City as a preferred employer. Adopted February 13, 2024.

ADOPTED BUDGET PRINCIPLES
Actively pursue revenue enhancements and strive to achieve full cost recovery for all fee-based services, except where the City Council establishes a public interest in providing a subsidy.
Enhance and maintain core City services and infrastructure by prioritizing City Council adopted initiatives and strategies that contribute to the quality of life in San Bruno.
Promote the City's long-term financial sustainability through monitoring and reporting on changes in unfunded liabilities and including those changes in the City's long-term forecast.
Evaluate one-time revenues for highest and best investment.
Improve productivity through continual review of City services, identifying new programs/ initiatives and enhancing, reducing, or eliminating existing programs.
Proactively manage the loss of institutional knowledge through succession planning efforts including the ability to provide for overlap in critical positions, at the discretion of the City Manager.
Manage staff capacity to efficiently deliver services to the community through investment in new technologies that drive efficiency and productivity.
Incorporate a budget assumption for employee vacancies and resulting salary savings into the forecast.
Develop programs and initiatives that strengthen San Bruno's standing as an employer of choice to retain and attract highly qualified personnel.
Clearly define the cost and timing of all cash outlays associated with major projects, to allow investment of idle cash, while maintaining liquidity.
Communicate the City's financial position by continuing to refine the budget document and provide comparison to actual results, while enhancing the public's access to financial information.
Increase reserve funds, on an annual basis, as funds are available.

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BUDGET DISCUSSION

Budget Discussion

General Fund Overview

The General Fund is used by the City to account for all financial resources except those required by law or practice to be accounted for in another fund. It supports many of the most visible and essential City services such as police, fire, road maintenance, libraries, and parks maintenance. The General Fund receives most of its revenue from taxes, resulting in volatility due to local and broader economic conditions outside the City's control.

General Fund revenues and expenditures in the budget are distinguished between those associated with a given department and those which exist independent of the structure of the City's operating departments, collectively the non-departmental revenues and expenditures. While the activity of the City's operating departments is explained in greater detail in each corresponding departmental section, the non-departmental categories encompass a variety of financial sources and obligations that extend beyond the scope of individual departments, including tax revenues, grants, and citywide services. The net revenue, or revenues less expenditures, in non-departmental provides the subsidy that allows many of these services to operate and is therefore a critical component of the overall spending plan. Major categories are explained below, along with their outlook in the medium to long term.

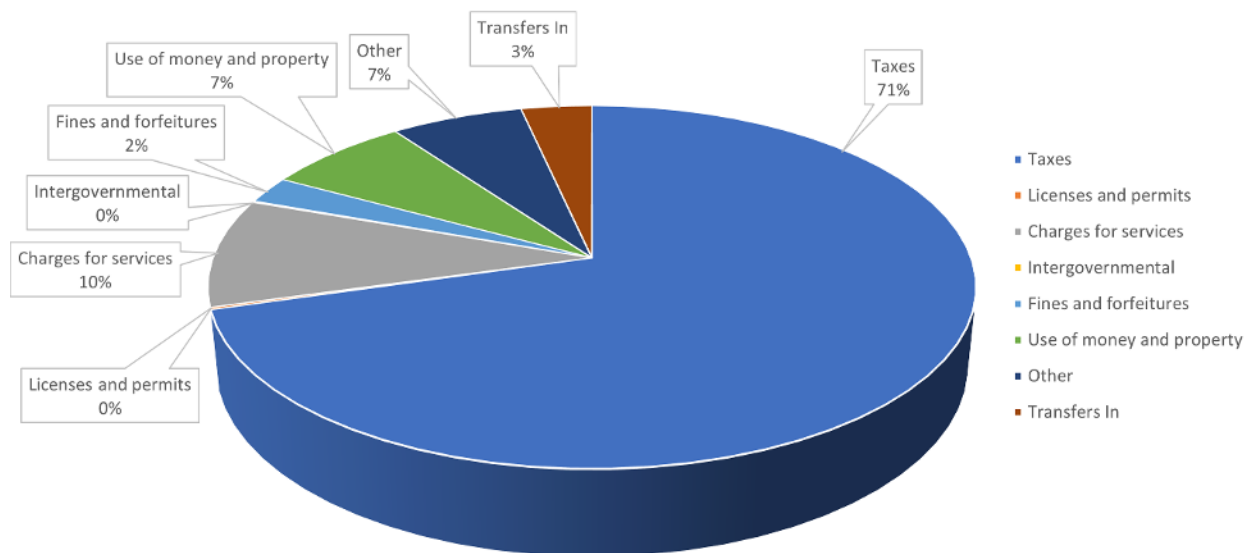
General Fund Revenues

Revenue Estimation Methodology

The City maintains a medium-term forecast which covers the 10-year window following the end of the current fiscal year and which is used to inform budgetary amounts. All revenue assumptions and projections are reviewed and revised each fiscal year, incorporating newly gathered information since the most recent forecasting cycle. The forecast includes both a mid-point estimate of individual revenue streams as well as upper and lower estimates to better understand the inherent uncertainty and provide adequate context for decision-makers.

Total General Fund revenues are projected at \$66.47 million, and taxes represent 70.5% of this total. Major categories are explained in greater detail on the following page:

General Fund Revenues by Type



Budget Discussion

General Fund Revenues (continued)

Property Taxes - Property Tax is the largest source of General Fund revenue, and the FY25 property tax revenue is projected to be \$20.84 million, a modest increase of \$0.74 million from the FY24 estimated actuals. In the long-term plan, the forecast assumes moderate growth supplemented by several known development projects in the pipeline which are expected to increase assessed valuation upon completion. This assumption factors in historic growth rates and the current economic environment. The City's property tax revenue includes several main categories:

- Secured Property Tax is the tax on real property and the structures on that real property.
- Unsecured Property Tax represents the tax on appurtenances such as furniture, machinery, and equipment.
- Educational Revenue Augmentation Fund (ERAF) is a mechanism used by the State to shift funding from local property tax dollars to public schools. When local property tax dollars shifted into ERAF exceed what is necessary to fund the schools, those excess funds are returned to the local taxing entities via Excess ERAF revenue.
- Property Tax in Lieu of VLF represents the swap of vehicle license fees (VLF) for property tax as part of a state-local budget agreement in 2004. The agreement permanently reduced the VLF tax rate from 2% to 0.65%, and the revenue loss was replaced with a like amount from property tax. With the State's current budget deficit, this funding source is assumed to be at risk.

Sales Tax - Sales Tax of 9.875% is assessed on every taxable sale in San Bruno, estimated at \$13.6 million in the budget, net of a sequestration of funds pending litigation with the State. Sales tax revenue is currently the second largest single revenue source of the General Fund and one of the most volatile. This funding source is expected to grow at roughly the same rate as the local economy, though some future adjustments have been incorporated into the forecast in anticipation of several sales tax generating businesses.

Transient Occupancy Tax (TOT)/Hotel/Motel Tax - TOT is assessed at the rate of 14% on the cost of room rentals at the City's 12 lodging establishments. This revenue source is dependent on both the occupancy levels and room rates of these establishments and is therefore quite sensitive to other economic activity. Occupancy declined by more than 75% during the COVID-19 pandemic and is expected to once again reach pre-pandemic levels in FY25, budgeted at \$3.85 million.

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. This source is expected to be stable and the FY25 budget is \$3.41 million, nearly flat with the \$3.33 million estimates for FY24.

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 recovery has taken years in some cases. This category sees a \$0.60 million increase in FY25 as the recovery is expected to largely be complete and businesses have adapted to new conditions.

Use of Money & Property - Use of money and property is expected to increase to \$3.50 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 approximately 9% over FY24, despite the transfer of several operating components to Special Revenue Funds. City fees and fully burdened hourly rates for FY25 were updated based on the actual change in cost of providing services over the FY21-FY24 time frame, also driving some of this increase. The Community Development Department and the RAC were moved to special revenue funds in order to clearly demonstrate the resources and requirements associated with those programmatic areas.

Budget Discussion

General Fund Expenditures

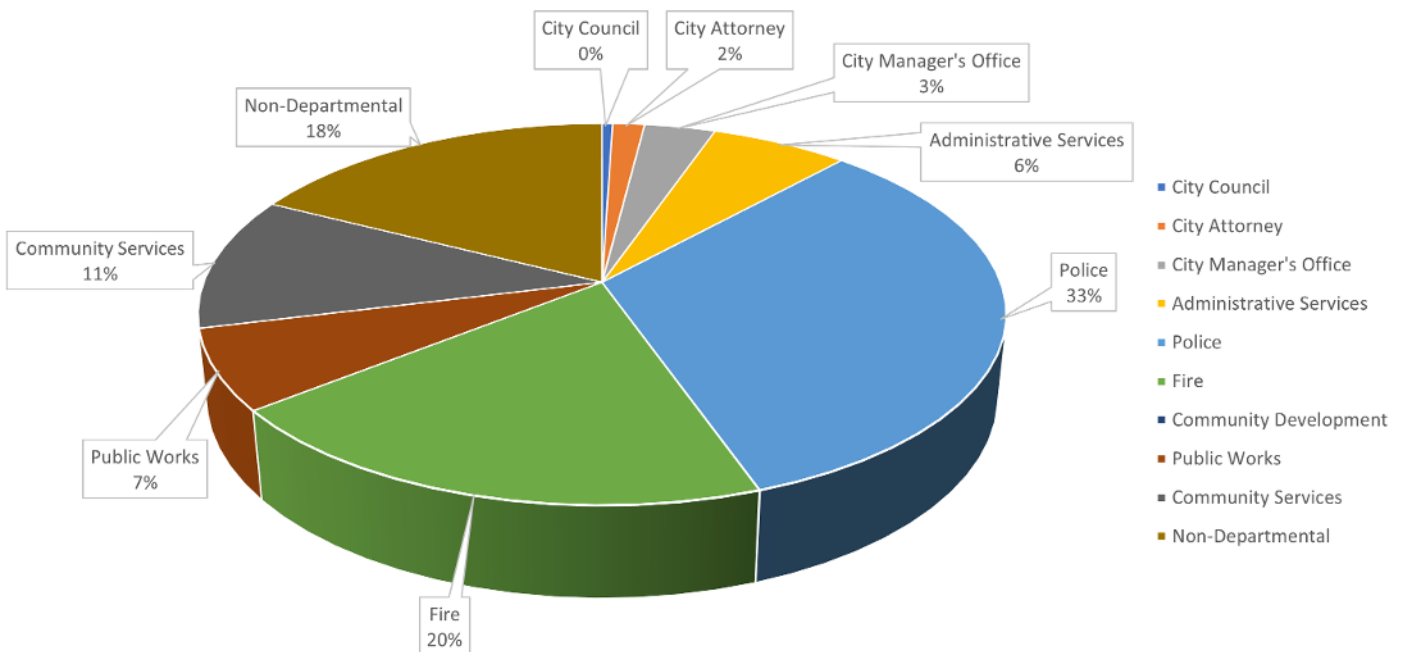
In developing the budgets, departments carefully adhered to the City Council's budget policy to control and contain costs to allow for continued service delivery. The departments were directed to evaluate on-going expenditure line items for necessity and lower cost alternatives. The following graph illustrates General Fund expenditures by functions, as represented by the programmatic areas.

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

Regular and Part-Time Salaries - As a primarily service organization, salaries for full- and part-time staff are the single largest category of expenditures citywide and comprise approximately 42% of the General Fund spending plan at \$28.03 million in FY25. This is a decrease from the prior year's \$30 million budget due to the aforementioned move of the Community Development Department and RAC to special revenue funds and out of the General Fund.

Internal Service Charges and Overhead - The City modified its methodology for general administration overhead in FY25, associating the cost of providing administrative support to the organization with those programs providing the support. Specifically, the City Manager's Office, the City Clerk's Office, and the Administrative Services Department apportion their base costs proportionally to the organization using a combination of staffing and contracted services for the departments. In prior years, this same overhead charge was accomplished through a non-departmental offset, and this change is made primarily for purposes of presentation and clarity for the community. The overhead charges total \$5.74 million in FY25. The internal service charge methodology is largely unchanged from prior years and results in charges of \$5.43 million to the General Fund for services provided through these other funds.

General Fund Expenditures by Function



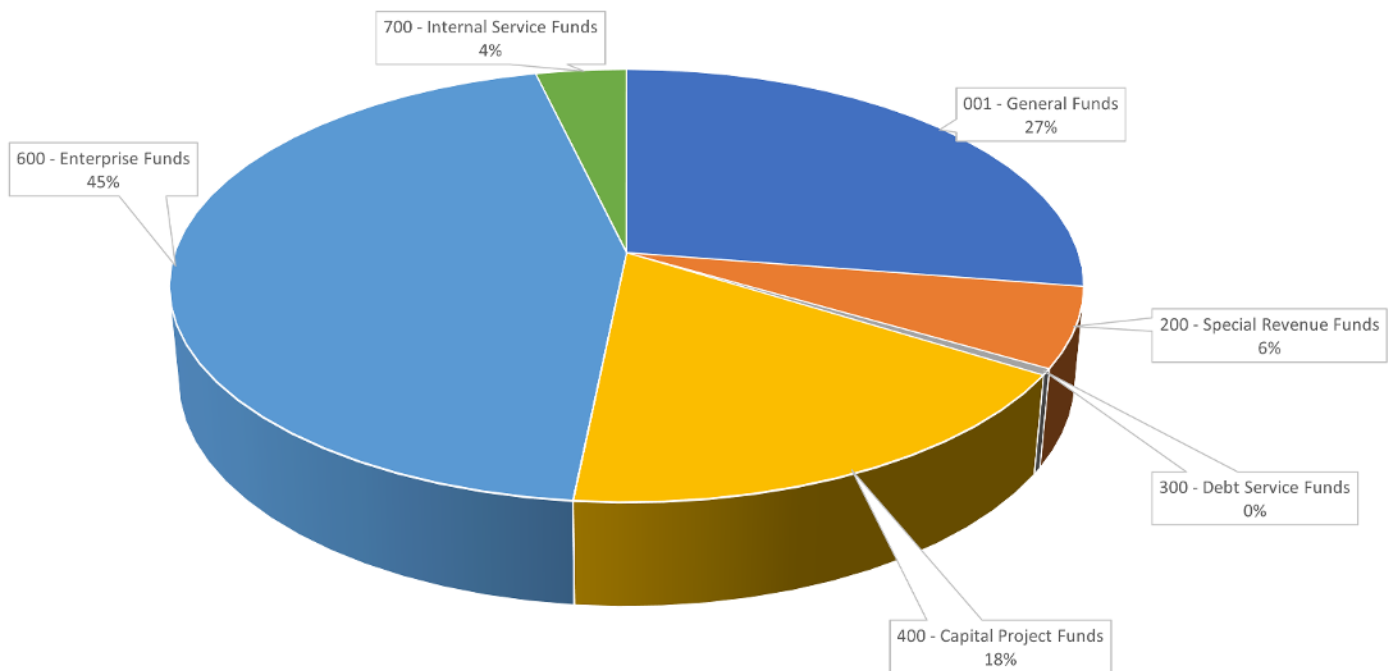
Budget Discussion

General Fund Expenditures (continued)

CalPERS Retirement - Employee retirement benefits total \$13.00 million, or 19.6% of the General Fund expenditures. This amount includes both the ongoing cost of service – the normal cost – and the past differences between expectations and reality – the unfunded liability – which provides a retirement benefit for City workers who do not participate in Social Security. 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.

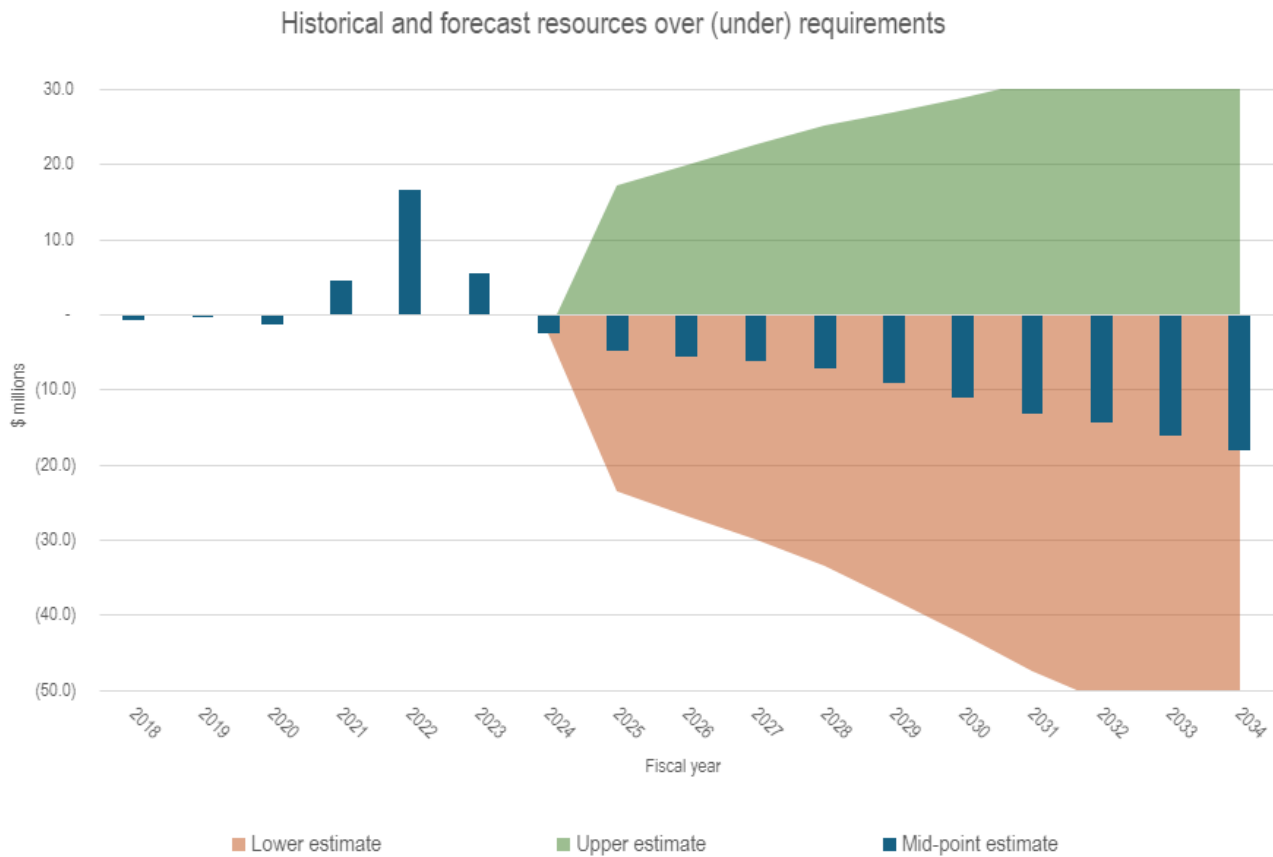
As a strategy to control increasing pension cost, State legislation implemented pension reform and changes to retirement benefits through CalPERS, which took effect in 2014 and reduced the defined benefits available to employees who are new to the system. New employees hired in 2014 or later will receive 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.

General Fund Expenditures by Type



Budget Discussion

General Fund Outlook and 10-year Forecast



As part of its regular operations, the Administrative Services Department maintains a 5- and 10-year financial forecast which projects available resources and anticipated needs over that time frame. In February, staff advised the City Council of the results of the most recent forecasting activity, which projected a structural deficit of \$4.85 million in FY25 and growing throughout each year of the forecast. While forecasts are dynamic and change each time new information is added, this baseline expectation informed the budget development process.

Due to the multi-year nature of forecasts, they are very sensitive to assumptions of all sorts. One key assumption included is that of service levels: the forecast is based on the continuation of services as approved in the most recently adopted budget, with no significant changes to service offerings, assuming operations continue under current conditions, except for planned changes like the RAC opening. The forecast focuses solely on the General Fund and does not provide insight into the City's multiple Special Revenue, Capital, and Enterprise Funds.

The above forecast, unchanged from the presentation made in February, is a composite of all the General Fund elements and displays the historical and forecast surplus/ (deficit) on an annual basis. The blue bars highlight the mid-point estimate for General Fund operations, while the green shaded area represents a high-end outcome and the orange shading represents a low-end outcome. Several key factors stood out as a result of the forecasting activity, pointing to drivers of the deficit which the budget process must address:

One-time Revenues

No substantial one-time revenues are on the horizon, emphasizing the need for a sustainable revenue generation and fiscal management approach.

Budget Discussion

General Fund Outlook and 10-year Forecast (continued)

Deferred Maintenance

A significant challenge is the need to address deferred maintenance for city infrastructure and facilities, totaling \$1.1 billion over the next ten years, pointing to a critical need for prioritizing capital investments and exploring funding options. An important policy consideration is that deferred maintenance costs escalate annually with inflation. A \$1.1 billion unfunded infrastructure need grows by \$33 million each year, using a 3% construction cost inflation estimate.

Property tax in-lieu of Vehicle License Fees (In-lieu VLF) and Educational Revenue Augmentation Fund (ERAF)

In-lieu VLF is a decades-old State action that reduced local agency VLF revenue and backfilled the lost revenue using property taxes, In-Lieu VLF. The complicated formula instituted by the State adversely impacts several counties in California, including San Mateo County, by failing to meet the backfill needs. Further, the backfill gap is not fully funded in the proposed State budget released in January 2024. The County projects that the City will lose \$3 million in structural revenue if the backfill formula remains as-is and the State does not close the gap resulting from their action that effectively shifted local tax dollars to Sacramento. In addition to the In-Lieu VLF, this category includes the net effect of the Educational Revenue Augmentation Fund (ERAF) shift, as estimated by the City's property tax consultants. The forecast assumes the tax consultant's estimate as the base or mid-point, while the pessimistic estimate includes a steady loss of this entire category over eight years. The optimistic estimate includes a +1% growth over the base.

California Business Roundtable (CBRT) November 2024 Ballot Initiative

The "Taxpayer Protection and Government Accountability Act" will ask voters whether cities must receive a supermajority approval to increase, modify, or add charges for services, including everything from library fines to water rates. A group of the state's wealthiest corporations, the California Business Roundtable, developed and is supporting the measure. Currently, voter-approved propositions (13, 218, 26, and 62 and their corresponding case law) establish tax and fee protections to ensure accountability for establishing charges for services. Further, if the CBRT initiative is approved, new or increased charges for services or fees approved after December 31, 2021, may be null, requiring the City to refund revenue collections resulting from the new or increased charges. The impacts of the CBRT initiative threaten to reverse the City's progress toward funding safe and reliable water and wastewater and buttressing CityNet's finances. Voter approval of the CBRT initiative may also devastate the City's ability to achieve cost-recovery goals through user fees. The forecast does not incorporate a contingency for recent fee and charge increase claw backs or future growth if the CBRT initiative succeeds in November's election.

Walmart.com tax sharing agreement

On April 17, 2023, the California Department of Tax & Fee Administration notified the City and Walmart.com about a \$27.5 million sales tax reallocation to other areas. In response, the City and Walmart contested this decision on October 26, 2023, risking a potential \$15.3 million repayment if unsuccessful. The City has held a portion of recent sales taxes in reserve while the case is resolved, and the revenues presented in the forecast have already incorporated the forward guidance.

Budget Discussion

General Fund Outlook and 10-year Forecast (continued)

Known or Anticipated Events

The forecast assumes that long-term trends will generally continue, except where a known change is planned. An example would be secured property tax, which sees measurable effects the first year a major development is complete and the value assessed, but whose future increases more closely follow the maximum increase under Proposition 13. The forecast incorporates estimates of future events to the extent that they are known from a timing and magnitude perspective, including these discrete examples:

Residential development projects – These include those at 732-740 El Camino Real, 840 San Bruno Avenue West, 300 Piedmont Avenue (Former Crestmoor High School site), and 2101 Sneath Lane (former Engvall School site).

Commercial development projects – These include the YouTube office campus expansion and the Tanforan redevelopment projects with incremental gains in the forecast period; however, most activities occurred outside the forecast timeframe.

Other commercial elements – Forecasted events include the Hyundai/Genesis dealership relocating from the former Sears department store at The Shops at Tanforan to a purpose-built facility and a new cannabis retailer, materially affecting sales and business license taxes, respectively.

Personnel expenditure increases – Negotiated agreements with the City's bargaining units, CalPERS pension costs, and other fringe benefits are incorporated.

The complicated landscape of factors impacting the forecast is, if anything, a simplified version of the actual factors impacting the City's financial situation. This complexity underscores the difficult task facing the City Council as it deliberates on its spending plans both in the current year and for future years. The FY25 budget is balanced using a number of measures, including some one-time sources and uses, and represents the first step in finding long-term structural balance to the City's resources and requirements. The forecast will be updated following City Council's direction with the FY25 budget, with the express purpose of providing an early warning system for future decision points.



TANFORAN PRELIMINARY PROJECT APPLICATION LAND USE PLAN



Budget Discussion

Enterprise Funds Overview

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's Office and Administrative Services, 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 implemented the necessary rate changes to maintain fiscal sustainability, with new rates effective on July 1, 2023 for Wastewater and January 1, 2024 for Water.

The following table shows a comparison of the revenues and operating expenditures (less capital outlay, equipment, and debt service payments) for the City's Enterprise Funds in the prior years as compared with the proposed amount in FY25.

FUND # - NAME	Type	FY23 Actuals	FY24 Est. Actual	FY25 Goal
611 - Water Fund	Revenue	17,540,443	15,806,511	18,599,104
611 - Water Fund	Expenditure	11,752,678	13,268,223	12,250,414
Net revenue / (expenditure)		5,787,765	2,538,288	6,348,690
621 Stormwater Fund	Revenue	743,360	1,560,834	1,675,000
621 - Stormwater Fund	Expenditure	1,666,524	1,625,987	2,075,336
Net revenue / (expenditure)		(923,164)	(65,153)	(400,336)
631 - Wastewater Fund	Revenue	20,021,834	18,761,353	22,090,579
631 - Wastewater Fund	Expenditure	10,551,222	12,195,791	11,184,848
Net revenue / (expenditure)		9,470,612	6,565,561	10,905,731
641 - Citynet Services Fund	Revenue	8,362,463	8,527,142	8,731,932
641 - Citynet Services Fund	Expenditure	8,895,280	8,099,547	8,146,660
Net revenue / (expenditure)		(532,817)	427,595	585,272

Budget Discussion

Enterprise Funds Overview (continued)

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 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 FY25, Water Enterprise costs are anticipated to decrease compared to the prior year budget with total operating expenditures of \$12.25 million. Once operating expenditures are covered, the remaining balance 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 FY2024-29 Capital Improvement Program.

The long-range financial forecast for the Water Enterprise fund is stable, due in large part to rate increases adopted effective January 1, 2024, following the City Council's acceptance of the Water and Sewer Rate Study and subsequent consideration of the proposed rates. These rate increases are needed to yield sufficient 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 FY25 are projected to be \$22.09 million and operating costs are budgeted at \$11.18 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.

Budget Discussion

Enterprise Funds Overview (continued)

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 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 FY2024-29 Capital Improvement Program discusses planned infrastructure capital projects in detail. The long-range financial forecast for the Wastewater fund is stable. Like the Water enterprise fund, the annual rate increases in future years are necessary to yield sufficient annual revenues to support ongoing operations and priority capital improvements. Wastewater 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.

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 FY23, 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, and provides operating revenue each year to be used exclusively to cover a portion of the street sweeping and catch basin waste removal cleanings cost expended by the City.

Budget Discussion

Enterprise Funds (continued)

The financial forecast projects a negative fund balance absent a transfer from the General Fund, the only eligible funding source. The planned stormwater system capital improvement projects are to be funded by the General Fund due to the lack of dedicated stormwater fees.

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.

As of June 30, 2023, the CityNet Fund had a negative equity balance of \$21.5 million. This balance is primarily due to negative cash and non-cash liabilities, including unfunded pension liabilities. The negative equity balance also includes \$16.0 million owed to the General Fund. This debt is a result of multi-year reliance on advances from the General Fund to sustain operating charges, including franchise fees, internal service allocations, and general overhead allocations. The Fund has been experiencing annual operating losses, including losses of \$794,852 in FY23 and \$859,995 in the prior year.

The city staff have been actively working to enhance CityNet's revenue and subscription margins. A significant stride in this direction was the decision to increase service rates by 9% to 12% on August 1, 2023. This move led to an improvement in the year-over-year operating income for the first nine months of Fiscal Year 2023-24 (FY24). However, additional rate increases, potentially between 2% and 5%, are necessary to further bolster financial stability.

In December 2023, the City took a strategic step by issuing a Request for Interest to gauge the private-sector's interest in acquiring CityNet's customer base and infrastructure. This is part of a comprehensive strategy to ensure the continuity of services to the community. In May 2024, the City will receive responses to formal requests for proposals for the acquisition of CityNet. Post the RFP results, City staff will develop a plan that addresses the long-term fiscal sustainability of the CityNet Enterprise, ensuring a secure future for all stakeholders.

Budget Discussion

Internal Service and Equipment Replacement Funds

Internal Service Fund (ISF) operations provide direct services to support all City departments and City Enterprise Fund operations. The City maintains five Internal Service Funds:

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

For FY25, the Internal Service Allocation transfer amounts to \$9.24 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 maintain a minimum fund balance equal to 25% of annual operating expenses – the target set in the City’s reserve policy.

These Internal Service operations are funded through an expenditure allocation that is charged to each user department and enterprise, according to the allocation basis applied. The bases for these ISFs are:

FUND	ALLOCATION METHODOLOGY
Central Garage	<ul style="list-style-type: none"> • Specific maintenance needs (exclusive of the Fire Department, which self-maintains) and the prior year’s fuel usage, allocated directly • Pooled garage and supply needs, allocated proportionally to overall vehicle spend
Building and Facilities	<ul style="list-style-type: none"> • Janitorial and building maintenance needs, allocated according to historical labor efforts necessary
Equipment Reserve	<ul style="list-style-type: none"> • Specific vehicle needs, allocated directly to the user fund and program
Technology	<ul style="list-style-type: none"> • Pooled software, hardware, and support needs allocated to user departments based on the proportion of overall organizational authorized staffing levels (FTEs)
Self-Insurance	<ul style="list-style-type: none"> • Workers’ Compensation: Premiums allocated according proportionally, based on the Workers’ Compensation Insurance Review Board advisory pure premium rates • General Liability: Premiums allocated following the same methodology as general overhead, a combination of staffing and contracted service expenditures • Unemployment: Allocated directly based on usage

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ABOUT
THE CITY

About the City of San Bruno

History

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 20th 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.



About the City of 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.



About the City of San Bruno

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.

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.



Governing Body

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.

City Administration

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 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.

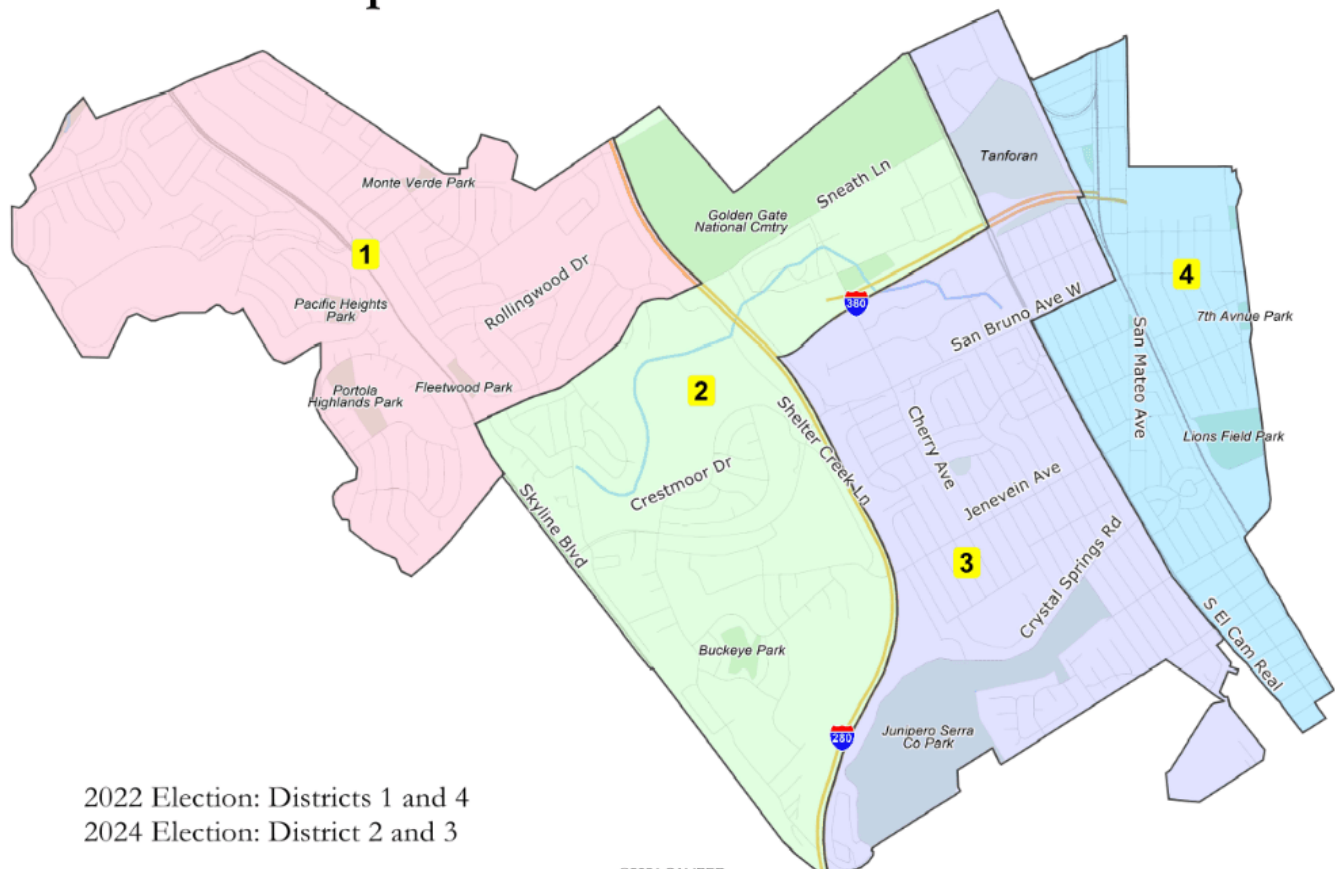
City Council

City Council

Historical - All Funds, All Programs

PROGRAM	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Estimated Actual	FY25 City Council Adopted
Salaries and Benefits	81,031	71,817	73,688	81,665	91,089	97,832
Operating	65,940	56,701	54,675	73,302	142,352	151,198
Transfers Out	-	-	-	-	-	80,548
Total Expenditure	(146,971)	(128,519)	(128,363)	(154,967)	(233,441)	(329,578)

City of San Bruno 2022 Adopted Council Districts



City Council

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. Elections are held in November of even-numbered years.

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.

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.

FY25 Goals and Objectives

- Continue the review and approval of all ordinances, resolutions, and major agreements brought forward by staff
- Continue to develop and maintain City policies to provide high quality public services

The Adopted Fiscal Year 2024-25 Top Priority Initiatives are:

- Assess the fiscal feasibility of the Transit Corridor Plan
- Conduct a comprehensive employee classification and compensation study
- Finalize Downtown Park improvement plans: Centennial Plaza, Florida and Posy Park
- Initiate Downtown beautification efforts including greening, banners, and marquee sign
- Stabilize CityNet's fiscal sustainability

FY25 Budget

PROGRAM	FULL-TIME EQUIVALENT PERSONNEL	REVENUES & TRANSFERS IN	EXPENDITURES & TRANSFERS OUT	NET REVENUE/ (EXPENDITURE)
City Council	5.00	-	329,578	(329,578)

PERFORMANCE AND WORKLOAD MEASURES	FY22 Actual	FY23 Actual	FY24 Est. Actual	FY25 Goal
Number of City Council Meetings Held	61	72	35	35
Number of Ordinances Approved	18	56	15	15
Number of Resolutions Approved	104	116	100	100

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CITY ATTORNEY

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.

City Attorney

City Attorney

Historical - All Funds, All Programs

PROGRAM NAME	FY20 Actuals	FY21 Actuals	FY22 Actuals	FY23 Actuals	FY24 Estimated Actuals	FY25 City Council Adopted
Salaries and Benefits	293,381	287,359	281,492	159,180	37,076	-
Operating	221,263	237,139	191,360	963,687	756,820	860,450
Transfers Out	28,603	39,271	38,417	41,268	-	136,074
Total Expenditure	(543,247)	(563,768)	(511,268)	(1,164,135)	(793,896)	(996,524)

Overview

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 litigation 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

FY24 Accomplishments

- Prepared revisions to the Municipal Code Titles 8 and 9 for conformance with state law, best practices, and to address current and anticipated circumstances and City Council priorities
- 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

FY25 Goals and Objectives

- Continue to support all departments and operations to implement City policies and projects in a legally compliant manner and to minimize risk and liability
- Continue to advance the City's interests in ongoing development projects
- Manage legal resources to ensure the City receives the highest quality services in the most efficient manner to control legal cost
- Monitor state legislation and provide advice letters on new laws affecting City operations
- Identify opportunities for training to reduce the need to seek assistance from the City Attorney's Office

PERFORMANCE AND WORKLOAD MEASURES	FY22 Actual	FY23 Actual	FY24 Est. Actual	FY25 Goal
Number of Claims Received	21	50	40	40
Number of Contracts Reviewed	160	150	150	150

CITY MANAGER

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.

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City Manager

City Manager's Office

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.

FY25 Budget

PROGRAM	FULL-TIME EQUIVALENT (PERSONNEL)	REVENUES & TRANSFERS IN	EXPENDITURES & TRANSFERS OUT	NET REVENUE/ (EXPENDITURE)
City Manager's Office	4.50	1,452,021	1,572,172	(120,151)
City Clerk	2.00	548,676	642,174	(93,498)
CityNet Services	14.00	8,731,932	8,146,660	585,272
Grand Total	20.50	10,732,629	10,361,006	371,623

City Manager

City Manager's Office

FY24 Accomplishments

- Provided regular updates of high interest topics through social media and the City Manager's eNewsletter
- Supported the completion and re-adoption of the 2023-2031 Housing Element Update including an Airport Land Use Commission (ALUC) Override
- Supported the new Recreation and Aquatic Center Project construction and initiation of the Centennial Plaza project
- Completed the recruitment and hiring the Community Services Director and Chief Financial Officer
- Initiated quarterly Executive Team retreats and Management Team check-in meetings with the purpose of improving the team's ability to successfully work together and lead the organization through building trust, effective communication, team and self-awareness, and collaboration skills
- Supported the City Council in their exploration of a revenue measure to strengthen the City's fiscal sustainability
- Initiated a Request for Interest and Request for Proposals for the acquisition of CityNet Services
- Completed a Community Perceptions Survey in Fall 2023, which identified community priorities and general support for a revenue measure
- 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
- 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.

FY25 Goals and Objectives

- Continue to support the San Bruno City Council by providing policy and budget support for their review and consideration to ensure the long sustainability of City services to the San Bruno community
- Develop an 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 Centennial Plaza
- 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
- Continue proactive monitoring and management of the City's resources to ensure fiscal and organizational vitality of services

PERFORMANCE AND WORKLOAD MEASURES	FY22 Actual	FY23 Actual	FY24 Est. Actual	FY25 Goal
Number of City Council Agendas Prepared	61	70	35	35
Number of Staff Reports Reviewed	228	263	245	250
Number of Press Releases Issued	5	0	2	2

City Manager

City Clerk

Overview

The City Clerk serves as Clerk to the City Council to perform statutory duties prescribed by State Law, including maintenance all official City meeting minutes, ordinances, and resolutions and serves as the official elections officer. 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 recruitment and appointments for the City's Committees, Boards and Commissions
- 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

FY24 Accomplishments

- Coordinated and prepared legal noticing documents as required by law
- Reviewed, organized and maintained City's historical files
- Successfully completed recruitments for vacancies on Commissions, Boards & Committees, and implemented applicant interviews and appointments with City Council
- Completed safe and sane fireworks oversight instructions to participating groups and collected fees
- Contributed to the migration of the City's document management software to our new software vendor

FY25 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

PERFORMANCE AND WORKLOAD MEASURES	FY22 Actual	FY23 Actual	FY24 Est. Actual	FY25 Goal
Number of Meeting Minutes Transcribed	68	85	40	44
Number of Bid Openings Conducted	5	5	7	7
Number of Notarial Acts	44	75	50	55
Statement of Economic Interests (Form 700) Filed	87	107	90	90
Number of Public Records Act Requests and Subpoenas	169	184	200	185

City Manager

CityNet Services

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 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.

Local Origination Programming

Televise 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.

City Manager

CityNet Services

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.

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.

FY24 Accomplishments

- Completed fiber build in Seacliff & Spyglass neighborhood; 110 new homes added to fiber built area
- Replaced 920 active interdiction taps with passive taps. This goes toward elimination of a percentage of likely failure rates due to obsolete, unsupported equipment
- New Streaming TV product rolled out to customers in 1Q 2023-24
- New business rate card introduced in 3Q 2023-24
- 1,050 new internet service additions during current fiscal
- Scott Street grade separation project completed with undergrounding of overhead fiber in December 2023
- Senior center upgrades completed to ensure uninterrupted wifi and internet connectivity
- Rate increase completed in August 2023
- Installed fiber connectivity to the new SBRAC facility and YouTube campus

FY25 Goals and Objectives

- Continue marketing of new Streaming TV platform and complete conversion of customers from obsolete cable TV set top boxes to new platform by Q3 2024-25.
- Small scale fiber rollouts to add 350 homes.
- Continue replacement of 1,400 active interdiction taps
- Add 1,250 new internet subscribers and 450 new Streaming TV subscribers
- Expand customer service tools to customers including trouble ticket notifications and enhanced voicemail/callback options
- Introduce fiber connectivity and telecast capabilities to the new SBRAC

PERFORMANCE AND WORKLOAD MEASURES	FY22 Actual	FY23 Actual	FY24 Est. Actual	FY25 Goal
Service Households	7,150	6,250	6,000	6,250
Service Calls	2,400	1,900	1,680	1,450
New Customer Installations	1,800	1,250	1,075	925
Total Homes Served	7,068	6,650	6,000	6,250
Total Video Programs Recorded/Live	85	85	22	24

City Manager

City Manager's Office & City Clerk

Historical - All Funds, All Programs

PROGRAM	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Estimated Actual	FY25 City Council Adopted
City Manager's Office						
Revenue						
Charges for Services	-	-	-	-	-	1,452,021
Expenditure						
Salaries and Benefits	654,223	806,650	845,704	976,289	1,220,571	1,154,249
Operating	125,353	193,948	220,187	124,325	131,369	157,550
Transfers Out	55,456	79,267	78,966	77,924	-	260,373
Total Expenditure	835,031	1,079,865	1,144,857	1,178,538	1,351,940	1,572,172
Net Revenue / (Expenditure)	(835,031)	(1,079,865)	(1,144,857)	(1,178,538)	(1,351,940)	(120,151)
City Clerk						
Revenue						
Charges for Services	-	-	-	-	-	548,676
Expenditure						
Salaries and Benefits	279,580	300,423	278,243	275,453	361,240	344,158
Operating	38,589	64,142	119,530	81,031	58,310	83,048
Transfers Out	215,394	117,397	95,822	130,238	47,352	214,968
Total Expenditure	533,563	481,961	493,595	486,722	466,902	642,174
Net Revenue / (Expenditure)	(533,563)	(481,961)	(493,595)	(486,722)	(466,902)	(93,498)

City Manager

CityNet Services

Historical - All Funds, All Programs

PROGRAM	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Estimated Actual	FY25 City Council Adopted
CityNet Services						
Revenue						
Taxes	235,228	212,359	195,577	184,424	188,000	170,000
Charges for Services	9,033,603	8,801,107	8,370,319	8,082,235	8,338,842	8,561,632
Other	34,743	3,582	235	405	300	225,643
Transfers In	-	-	250,000	95,399	-	-
Total Revenue	9,303,574	9,017,048	8,816,131	8,362,463	8,527,142	8,957,275
Expenditure						
Salaries and Benefits	2,962,230	1,874,006	2,237,024	2,602,736	2,840,155	2,718,980
Operating	5,682,980	3,335,371	5,124,219	4,597,940	3,824,960	4,160,136
Transfers Out	936,189	652,665	1,402,875	1,668,838	1,434,431	1,173,261
Capital Investment	-	-	-	-	-	-
Long-term Assets	22,110	-	114,859	27,363	-	-
Other	4,716	1,878	5,331	(1,598)	-	-
Total Expenditure	9,608,225	5,863,921	8,884,308	8,895,280	8,099,547	8,052,377
Net Revenue / (Expenditure)	(304,651)	3,153,127	(68,176)	(532,817)	427,595	904,898

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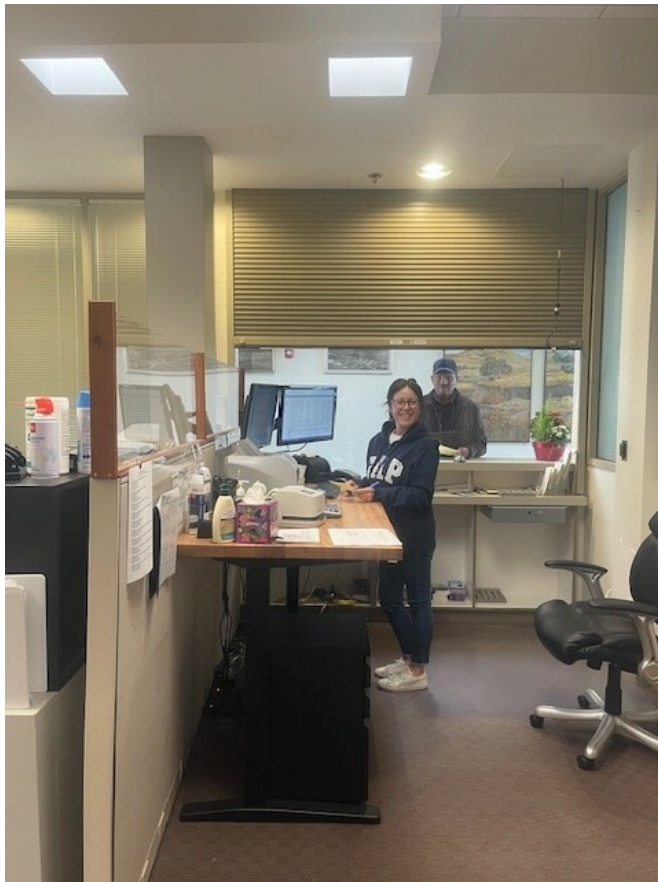
ADMINISTRATIVE SERVICES

Administrative Services provides internal services necessary for City departments to deliver public services including all finance, human resources, information technology, risk management, and workers' compensation operations. The department strives to identify and implement business system improvements that promote long-term fiscal sustainability.

Administrative Services

FY25 Budget

PROGRAM	FULL-TIME EQUIVALENT PERSONNEL	REVENUES & TRANSFERS IN	EXPENDITURES & TRANSFERS OUT	NET REVENUE/ (EXPENDITURE)
Finance	11.00	2,631,699	3,179,581	(547,882)
Human Resources	3.75	1,107,033	1,117,317	(10,284)
Technology Development	4.00	2,066,463	1,977,625	88,838
Liability & Risk Management	0.50	2,269,518	2,338,033	(68,515)
Workers' Compensation	0.25	315,000	1,430,054	(1,115,054)
Unemployment Insurance	-	-	51,200	(51,200)
Grand Total	19.50	8,389,713	10,093,811	(1,704,098)



Administrative Services

Finance

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 Annual Comprehensive Financial Report (ACFR), 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 City's financial status to the City Council.

Revenue Management - Effective July 1, 2024, the City will exclusively manage billing and collection for water fees. Annually, it will also produce and evaluate reports on sewer and stormwater fees for collection by San Mateo County's Assessor's Office. Additionally, the City oversees business license administration, including the collection of associated fees and taxes. It will maintain the master fee schedule for the City. Moreover, the City will issue invoices and handle the collection of other receivables, such as transient occupancy taxes, developer reimbursements, and rental agreements.

Cashiering and Customer Service - Process payments received from customers and post to Cashier Central. Provide customer services in person, via email 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 for the City while ensuring compliance with statutory and regulatory requirements in continuous disclosures and reporting. Invest City funds in alignment with the Investment Policy and the California Government Code. Manage the City's banking and custodial relationships to ensure efficient execution of banking transactions.

Purchasing - 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.



Administrative Services

Finance

FY24 Accomplishments

- Effectively transitioned the utility billing lock box to Wells Fargo Bank for improved processing.
- Successfully transitioned the solid waste billing to Recology and reconciled the funds owed to Recology following the transition.
- Established merchant services for enhanced collection of parking fees.
- Implemented cross-training for staff across various functional areas of the Finance Department.
- Distributed Proposition 218 notices regarding rate increases and the transition of sewer charges to property tax bills.
- Conducted a comprehensive review of our existing ERP system to prepare for next year's conversion.
- Collaborated with Community Development and IT on the My Government Online (MGO) implementation and financial setup of the system and successfully downloading reports manually to EDEN to ensure decreased errors and balancing the cash more efficiently. Next phase involves phasing out eTrakit.
- Collaborated with the Fleet Manager to expedite purchase orders and payments for the acquisition of six vehicles for the Police and Streets departments.
- Updated the City's Investment Policy to authorize Joint Powers Authority Investment Pools to diversify investments and increase investment earnings.
- Updated the City Award of Contracts Policy to streamline City operations.
- Updated accounting and reporting of development impact fees.
- Built an position control tool to streamline payroll operations.
- Revamped the annual budget processes and formats.
- Updated the 10-year financial forecast methodology.

FY25 Goals and Objectives

- Finalize transition of wastewater service charge collections to the San Mateo County Tax Collector.
- Identify departmental efficiencies as part of the new Administrative Services Department.
- Prepare annual update of City Council adopted financial policies including the fund balance, investments, debt management, award of contract, and delinquent accounts policies.
- Update the municipal code to authorize collection of delinquent water bills using the
- Facilitate an organization-wide fiscal sustainability initiative in preparation for the FY26 and FY27 budgets.
- Continue improvement to the City's financial transaction reports and budgets to include best practices.
- Identify and kickoff implementation of a new Human Resources Information System (HRIS) and begin transition of the financial system.
- Complete the transition process to Wells Fargo Bank.
- Complete a new set of administrative procedures for the Citywide purchasing processes.

Administrative Services

Finance

PERFORMANCE AND WORKLOAD MEASURES	FY22 Actual	FY23 Actual	FY24 Est. Actual	FY25 Goal
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	No	Yes	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	No	N/A	Yes
The City’s Adopted Budget receives the Government Finance Officers Association (GFOA) Award for Distinguished Budget Presentation	Yes	Yes	N/A	Yes
Number of W-2’s issued by January 31	315	346	342	342
Number of invoices processed	10,523	11,224	10,500	10,500
Number of business licenses issued	2,918	3,037	3,109	3,109
Number of utility bills generated	76,269	74,699	74,570	74,570

Administrative Services

Human Resources

Overview

The mission of the Human Resources Department is to best serve the City and employees by providing leadership and vision in talent acquisition, benefits administration, classification and compensation, workers' compensation, performance management, and training/development 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 high 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 coordinates relevant and equitable employee compensation, along with appropriate job categories and conducts classification and compensation studies cyclically. 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 is in process of implementing action on feedback from employees 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.

Administrative Services

Human Resources

Overview

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 provides guidance to 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.

FY24 Accomplishments

- Reviewed Department policies and procedures on record
- Developed and trained for the implementation of the Workplace Violence Prevention Plan in accordance with Senate Bill 553
- Successfully conducted 51 recruitments for full-time and part-time positions
- Onboarded 117 full-time and part-time employees
- Conducted an employee engagement survey to better understand employee job/work environment satisfaction levels
- Launched the Special Events Committee to support additional engagement efforts in response to the results of the employee engagement survey
- Developed Human Resources staff in the leave of absence coordination, Americans with Disabilities Act (ADA) accommodation, classifications, workers' compensation administration
- Provided daily support to San Bruno past, current, and future employees
- Executed annual open enrollment
- Transitioned Workers Compensation to be fully staffed through Human Resources and the third party administrator
- Developed a new workflow for the processing of all personnel action forms to maximize efficiencies between Departments/HR/Payroll

Administrative Services

Human Resources

FY25 Goals and Objectives

- Assess current Human Resources department structure and create a structure that enhances customer service delivery to better support City Departments
- Develop and employ recruitment strategies that will increase the diversity of qualified applicants that reflect the City's demographics
- In partnership with Community Services, continue to recruit for the new Recreation and Aquatics Center
- Initiate a classification and compensation study consistent with the City Council's strategic initiatives identified for fiscal year 2024-25
- Complete labor negotiations with one of the six bargaining units that is set to expire in December 2024
- Initiate labor negotiations with five of the six bargaining units that are set to expire in December 2025
- Assess the processes for implementation of a new Human Resource Information System
- Review current processes for the administration of the workers compensation program
- Review current processes and provider of onboarding and workers compensation medical provider
- Develop a procedure for Employee Leave of Absence Request and Approval process for efficient review and approval
- Establish ticketing system to measure and track internal customer service requests
- Evaluate action plans and future planning for the ongoing efforts related to employee engagement and retention
- Coordinate and promote training for staff development, succession planning, and competency skill gaps through local and regional training opportunities
- Continue to evaluate current administrative regulations and policies for relevant updates

PERFORMANCE AND WORKLOAD MEASURES	FY22 Actual	FY23 Actual	FY24 Est. Actual	FY25 Goal
Applications Processed	959	1,000	1,111	1,023
Recruitments Completed	50	56	51	52
New Full-Time Employees Onboarded	27	44	25	32
Seasonal Hires	12	27	92	44
Employee Service Recognitions	30	30	55	38
Personnel Action Forms Processed	700	1,000	850	850
Workers' Compensation Claims Filed	17	29	22	23
Days Lost Due to On-the-Job Injuries	1,016	730	695	814
# of Hours of Advice & Consultation	N/A	N/A	550	550

Administrative Services

Self Insurance

Workers' Compensation

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.

Liability & Risk Management

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.

Unemployment Insurance

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.

Administrative Services

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.

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.

Administrative Services

Information Technology

FY24 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 Citywide computers
- 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 and implemented fiber between SBPD and Burlingame PD
- Implemented and upgraded WIFI solution at PD, Corp yard, EOC, Sr Center and part of City Hall (completed 12 sites)
- 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)



FY25 Goals and Objectives

- Migrate eTrakIT to MGO cloud solution (in progress)
- Migrate OnBase to Laserfiche cloud solution (in progress)
- Build out and implement PD substation at YouTube at Bayhill campus
- Kick off migration of Tyler Eden to Tyler Munis
- Deploy new network and CCTV at the 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 (depending on delivery of replacement vehicles)
- Implement MDR (Managed Detection Response) budgeted in operational expense (in progress)
- Implement CCTV for 12 sites across city wide (in progress)
- Deploy Yubico MFA for Citywide
- Upgrade VMware to latest version
- Upgrade / replace PD LiveScan to DataWorks solution for finger printing for PD
- Implement CCTV for 12 Tankers and Pumps sites for Public Works
- Upgrade GIS servers to latest version and move to cloud (in progress)
- Replacement VoIP phone solution City Wide (in progress)

PERFORMANCE AND WORKLOAD MEASURES	FY22 Actual	FY23 Actual	FY24 Est. Actual	FY25 Goal
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%

Administrative Services

Finance and Human Resources

Historical - All Funds, All Programs

PROGRAM	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Estimated Actual	FY25 City Council Adopted
Finance						
Revenue						
Charges for services	-	-	-	-	-	2,631,699
Expenditure						
Salaries and benefits	1,484,072	1,444,001	1,437,000	1,470,367	1,817,883	2,015,424
Operating	593,500	683,824	650,435	871,879	868,813	691,426
Transfers Out	180,066	202,079	152,834	160,972	188,905	472,731
Total Expenditure	2,257,638	2,329,904	2,240,269	2,503,218	2,875,601	3,179,581
Net Revenue/ (Expenditure)	(2,257,638)	(2,329,904)	(2,240,269)	(2,503,218)	(2,875,601)	(547,882)
Human Resources						
Revenue						
Charges for services	-	-	-	-	-	1,107,033
Expenditure						
Salaries and benefits	316,344	345,217	311,337	388,411	713,386	657,252
Operating	220,837	153,122	449,402	491,841	217,850	279,400
Transfers Out	45,870	42,191	43,228	47,653	55,081	180,665
Total Expenditure	583,051	540,530	803,967	927,905	986,317	1,117,317
Net Revenue/ (Expenditure)	(583,051)	(540,530)	(803,967)	(927,905)	(986,317)	(10,284)

Administrative Services

Technology Development and Liability & Risk Management

Historical - All Funds, All Programs

PROGRAM	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Estimated Actual	FY25 City Council Adopted
Technology Development						
Revenue						
Charges for services	833,000	1,058,000	907,071	1,627,641	1,668,582	2,066,463
Other	6,506	-	-	-	-	895,450
Transfers In	-	-	258,939	-	-	-
Total Revenue	839,506	1,058,000	1,166,010	1,627,641	1,668,582	2,961,913
Expenditure						
Salaries and benefits	475,861	213,466	511,268	667,241	782,831	814,458
Operating	345,467	276,056	682,188	636,394	889,847	1,818,750
Transfers Out	16,106	13,366	23,676	12,294	15,841	158,316
Total Expenditure	837,434	502,888	1,217,132	1,315,929	1,688,519	2,791,523
Net Revenue/ (Expenditure)	2,072	555,112	(51,122)	311,712	(19,937)	170,390
Liability & Risk Management						
Revenue						
Other	86,989	-	-	649	2,217,434	2,269,518
Expenditure						
Salaries and benefits	107,634	75,805	103,979	62,328	35,846	86,197
Operating	1,511,091	1,180,477	1,762,133	1,785,369	1,889,250	2,243,720
Total Expenditure	1,618,725	1,256,282	1,866,112	1,847,697	1,925,096	2,329,917
Net Revenue/ (Expenditure)	(1,531,736)	(1,256,282)	(1,866,112)	(1,847,048)	292,338	(60,399)

Administrative Services

Workers' Compensation, Unemployment, and Working Capital

Historical - All Funds, All Programs

PROGRAM	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Estimated Actual	FY25 City Council Adopted
Workers Comp						
Revenue						
Charges for services	2,246,554	2,846,554	2,928,085	3,408,873	1,377,898	315,000
Other	233	-	-	-	-	-
Total Revenue	2,246,787	2,846,554	2,928,085	3,408,873	1,377,898	315,000
Expenditure						
Salaries and benefits	80,626	59,813	82,548	83,930	57,640	60,277
Operating	1,667,650	672,325	443,111	1,060,423	1,025,350	1,359,575
Total Expenditure	1,748,276	732,138	525,659	1,144,353	1,082,990	1,419,852
Net Revenue/ (Expenditure)	498,511	2,114,416	2,402,426	2,264,520	294,908	(1,104,852)
Unemployment Insurance						
Expenditure						
Operating	81,201	27,782	13,147	33,840	20,000	51,200
Working Capital						
Expenditure						
Operating	354,337	300,559	439,473	503,127	-	-
Transfers Out	(328,703)	(276,829)	(327,801)	(496,843)	-	-
Net Revenue/ (Expenditure)	(25,634)	(23,730)	(111,672)	(6,284)	-	-

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.

Community Development

FY25 Budget

PROGRAMS	FULL-TIME EQUIVALENT PERSONNEL	REVENUES & TRANSFERS IN	EXPENDITURES & TRANSFERS OUT	NET REVENUE/ (EXPENDITURE)
Administration	1.90	-	1,087,440	(1,087,440)
Building Inspection	5.30	3,392,500	2,150,597	1,241,903
Planning	4.82	261,189	950,222	(689,033)
General Plan Maintenance	3.98	1,172,500	1,343,449	(170,949)
Document Imaging Fee	-	-	15,000	(15,000)
Housing In-Lieu Fee	-	58,349	150,699	(92,350)
Technology Fee	-	108,000	35,000	73,000
Grand Total	16.00	4,992,538	5,732,406	(739,868)

Historical - All Funds, All Programs

ALL PROGRAMS	FY20 Actuals	FY21 Actuals	FY22 Actuals	FY23 Actuals	FY24 Estimated Actuals	FY25 City Council Adopted
Revenue						
Charges for services	707,996	1,246,383	621,893	1,396,353	2,335,367	1,465,000
Fines and forfeitures	31,660	(7,300)	(8,800)	(4,500)	456	-
Other	18,857	9,465	39,744	29,892	6,658	47,038
Intergovernmental		52,626	152,615	42,498	70,974	-
Licenses and permits	940,432	1,351,722	2,680,410	4,550,511	2,446,778	3,450,500
Transfers In	-	10,889	-	154,500	-	-
Use of money and property	65,473	35,221	24,962	45,150	53,000	30,000
Revenue Total	1,764,417	2,699,006	3,510,825	6,214,405	4,913,232	4,992,538
Expenditure						
Salaries and benefits	2,065,604	1,388,475	1,749,614	1,821,415	2,302,335	2,782,984
Operating	431,177	738,780	733,927	973,679	1,140,208	2,287,163
Transfers Out	925,657	965,084	712,135	795,257	750,490	662,259
Long-term assets		1,456	-	-	-	-
Expenditure Total	3,422,438	3,093,794	3,195,675	3,590,351	4,193,033	5,732,406
Net Revenue/ (Expenditure)	(1,658,021)	(394,788)	315,150	2,624,053	720,200	(739,868)

Community Development

Overview

The Department is comprised of the Administration, Planning and Housing, and the Building Divisions, 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

Staff and support to the Planning Commission, 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.



Community Development

Building Division

FY24 Accomplishments

- Completed inspections and issued Certificate of Occupancy for Phase 2 of the YouTube campus
- Issued permits and provided inspections for YouTube Bayhill Phase I
- Completed plan review of new Cardinale/Hyundai dealership
- Adopted new coordinated plan review fee structure and flat fee structure for simple building permits
- Issued permits and provided inspections for the 100% affordable housing project at 732-740 El Camino Real.
- Expanded the online permitting system to cover 75% of the building permit types

FY25 Goals and Objectives

- Complete building permit module of the online permitting system to cover all building permit types
- Continue inspections for major projects such as YouTube Bayhill Phase I, 732-740 El Camino Real
- Process permits for major projects such as 840 San Bruno (100% affordable housing project)
- Implement coordinated plan review process that will improve coordination of interdepartmental plan review with reduced administrative overhead and faster turnarounds for applicants
- Simplify construction permit fees as part of the July 1, 2025 fee schedule update

PERFORMANCE AND WORKLOAD MEASURES	FY22 Actual	FY23 Actual	FY24 Est. Actual	FY25 Goal
Number of customer inquiries in office (in person, phone, e-mail)	NA	NA	NA	75,000
Number of building permits applied	NA	NA	1,591	1,600
Number of building permits withdrawn/closed (non-issued)	NA	NA	NA	20
Number of building permits issued	1,091	1,656	1,398	1,450
Number of building inspections performed	11,066	13,118	10,120	11,400
Number of code enforcement inspections	NA	NA	289	295
Average time for permits that do not require plan review	NA	NA	NA	1
Average time for minor plan review (assumes an average of 3 rounds)	NA	NA	NA	20
Average time for major plan review (assumes an average of 4 rounds)	NA	NA	NA	40

Community Development

Planning Division

FY24 Accomplishments

- Completed Municipal Code Amendments to improve planning permit/hearing processes
- Initiated the Short-Term Rental permit and inspection program
- Resubmitted the Sixth Cycle Housing Element for State review
- Initiated the rezoning of Housing Element sites
- Completed the entitlement process for 840 San Bruno Avenue (341 units, 100% affordable), Crestmoor subdivision (155 units), Glenview Highlands subdivision (58 units) and Embarc commercial cannabis use permit
- Began work on an update of the Safety Element with a consortium of San Mateo County cities

FY25 Goals and Objectives

- Complete the launch of the planning module of the online permitting system
- Receive State certification of the 2023-2031 Housing Element Update, the Housing Element, and the rezoning of Housing Element sites
- Complete Housing Element implementation of programs with timeframes through the end of FY2024-25
- Assess the fiscal feasibility of the Transit Corridor Plan
- Begin the Climate Action Plan



PERFORMANCE AND WORKLOAD MEASURES	FY22 Actual	FY23 Actual	FY24 Est. Actual	FY25 Goal
Number of customer inquiries (in person, phone, e-mail)	NA	NA	NA	6,000
Number of new Planning applications	NA	NA	NA	130
Number of Planning applications completed, withdrawn or closed	NA	NA	NA	130
Administrative final action	NA	NA	NA	30
Administrative final action with hearing	NA	NA	NA	60
Planning Commission final action	NA	NA	NA	120
Number of permits issued for new housing units (RHNA)	32	168	33	360
Number of Housing Element programs/actions implemented (in full, partial or ongoing)	NA	NA	NA	30

Community Development

Administration and Building Inspection

Historical - All Funds, All Programs

PROGRAM	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Estimated Actual	FY25 City Council Adopted
Community Development Administration						
Expenditure						
Salaries and benefits	-	-	-	-	-	402,081
Operating	-	-	-	-	-	23,100
Transfers Out	-	-	-	-	-	662,259
Net Revenue/ (Expenditure)	-	-	-	-	-	(1,087,440)

Building Inspection						
Revenue						
Licenses and permits	837,333	1,191,889	2,365,470	3,523,803	1,986,778	2,170,000
Charges for services	510,623	999,222	230,306	999,134	2,109,527	1,215,000
Other	18,857	9,465	39,744	12,036	6,658	7,500
Fines and forfeitures	31,660	(7,300)	(8,800)	(4,500)	456	-
Total Revenue	1,398,473	2,193,276	2,626,721	4,530,473	4,103,419	3,392,500
Expenditure						
Salaries and benefits	1,204,153	686,254	796,566	735,539	1,034,257	1,059,997
Operating	218,943	326,136	496,981	664,764	696,082	1,090,600
Transfers Out	599,564	623,193	270,358	285,682	357,509	-
Total Expenditure	2,022,660	1,635,583	1,563,905	1,685,985	2,087,848	2,150,597
Net Revenue/ (Expenditure)	(624,187)	557,693	1,062,816	2,844,488	2,015,571	1,241,903

* New in FY25 to identify department overhead

Community Development

Planning

Historical - All Funds, All Programs

PROGRAM	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Estimated Actual	FY25 City Council Adopted
Planning						
Revenue						
Charges for services	197,372	247,161	391,587	397,219	225,840	250,000
Other	-	-	-	17,856	-	11,189
Intergovernmental	-	52,626	152,615	42,498	70,974	-
Transfers In	-	-	-	154,500	-	-
Total Revenue	197,372	299,786	544,202	612,073	296,814	261,189
Expenditure						
Salaries and benefits	861,451	702,221	953,048	1,085,876	1,268,078	851,223
Operating	92,396	367,427	185,202	256,003	262,711	98,999
Transfers Out	326,093	341,891	271,777	305,075	392,981	-
Long-term assets	-	1,456	-	-	-	-
Total Expenditure	1,279,940	1,412,995	1,410,027	1,646,955	1,923,771	950,222
Net Revenue/ (Expenditure)	(1,013,430)	(1,006,449)	(884,228)	(929,479)	(1,626,957)	(689,033)

Community Development

General Plan Maintenance and Document Imaging Fee

Historical - All Funds, All Programs

PROGRAM	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Estimated Actual	FY25 City Council Adopted
General Plan Maintenance						
Revenue						
Licenses and Permits	9,804	27,901	90,133	755,346	400,000	1,172,500
Expenditure						
Salaries and benefits	-	-	-	-	-	469,684
Operating	74,199	15,216	-	-	-	873,765
Transfers Out	-	-	-	154,500	-	-
Total Expenditure	74,199	15,216	-	154,500	-	1,343,449
Net Revenue/ (Expenditure)	(64,395)	12,685	90,133	600,846	400,000	(170,949)
Document Imaging Fee						
Revenue						
Licenses and Permits	24,156	36,061	70,530	95,408	60,000	-
Expenditure						
Operating	5,789	-	9,062	5,511	6,414	15,000
Net Revenue/ (Expenditure)	18,367	36,061	61,467	89,897	53,586	(15,000)

Community Development

Housing In-Lieu Fee and City Art Program Fees

Historical - All Funds, All Programs

PROGRAM	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Estimated Actual	FY25 City Council Adopted
Lmih In-Lieu Fee						
Revenue						
Licenses and permits	-	-	-	13,151	-	-
Use of money and property	65,473	35,221	24,962	45,150	53,000	30,000
Other						28,349
Total Revenue	65,473	35,221	24,962	58,301	53,000	58,349
Expenditure						
Operating	39,850	30,000	40,000	40,000	175,000	150,699
Net Revenue/ (Expenditure)	25,623	5,221	(15,038)	18,301	(122,000)	(92,350)
Technology Fee						
Revenue						
Licenses and permits	69,138	95,871	154,277	162,803	-	108,000
Transfers In	-	10,889	-	-	-	-
Total Revenue	69,138	106,760	154,277	162,803	-	108,000
Expenditure						
Operating	-	-	2,681	7,400	-	35,000
Transfers Out	-	-	170,000	50,000	-	-
Total Expenditure	-	-	172,681	57,400	-	35,000
Net Revenue/ (Expenditure)	69,138	106,760	(18,404)	105,403	-	73,000

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COMMUNITY SERVICES

Enhancing Community Well-being through Quality Programs and Services

Community Services

All Funds FY25 Budget

PROGRAMS	FULL-TIME EQUIVALENT PERSONNEL	REVENUES & TRANSFERS IN	EXPENDITURES & TRANSFERS OUT	NET REVENUE/ (EXPENDITURE)
Recreation & Aquatics Center	11.55	1,989,951	4,272,526	(2,282,575)
Library	7.45	16,525	2,471,746	(2,455,221)
Park Maintenance	13.85	3,500	3,661,301	(3,607,801)
Senior Center	3.15	145,000	1,563,701	(1,418,701)
Senior Bus	-	1,500	26,500	(25,000)
Senior Nutrition	-	60,000	29,411	30,589
Senior Agency/Aging		242,000	257,200	(15,200)
Grand Total	36.00	2,458,476	12,282,385	(9,823,909)



Community Services

Overview

The Mission of the Community Services Department of San Bruno, is to enhance community well-being through high-quality programs, services, and events. The department is committed to creating a thriving community that meets the diverse needs and interests of San Bruno residents.

With four key divisions – recreational activities and community events, senior services, library services, and parks maintenance – supported by a dedicated administrative team, the department strives to provide exceptional experiences and opportunities for community members of all ages.

The budget reflects this commitment by allocating resources to ensure the continued delivery of vital services, maintenance of city assets, and facilitation of community engagement. Each budgetary allocation is carefully considered to maximize the impact on community well-being while maintaining fiscal responsibility.



Library Services

The San Bruno Public Library is dedicated to providing San Bruno residents and visitors with a wide range of resources and opportunities for lifelong learning and literacy. The mission is to support personal growth goals and foster a love for learning within the community. Through library services, the library offers instruction, support, and access to internet computers, in-house Wi-Fi, and Wi-Fi hotspots. Library staff strive to ensure that individuals have the tools they need to explore the digital world and access information for personal and educational purposes.

The library is a hub of educational and personal enrichment services. With engaging story times for young children, a homework center to support academic success, and a summer reading program that encourages a love for books and learning. Additionally, the library provides access to 3D printing technology, ESL classes, and a variety of special programs and events throughout the year.

In today's digital age, online resources are essential. Providing access to a wide range of digital services, including eBooks, eMagazines, research databases, streaming video, Tutor.com for academic support, and museum passes for cultural exploration.

As a member of the Peninsula Library System, borrowing privileges are extended to San Bruno residents at libraries throughout San Mateo County. This partnership allows individuals to access a vast collection of materials and resources beyond our local library. In collaboration with the Culture and Arts Commission, our division actively supports community engagement through events such as Movies in the Park, Shakespeare in the Park, and Art in the Library. These initiatives aim to bring culture, arts, and community together, fostering a sense of belonging and celebration.

At the San Bruno Public Library, a commitment to providing a welcoming and inclusive environment where individuals can explore, learn, and connect exists. The library strives to be a catalyst for personal growth, a source of inspiration, and a center for community engagement.

Community Services

Overview

Parks

The Parks & Maintenance Division of San Bruno's Community Services Department serves as the cornerstone of our commitment to fostering vibrant, sustainable communities. Rooted in the City Council's strategic vision, the mission centers on revitalizing Downtown and advancing the Transit and Commercial Corridors, while prioritizing the enhancement of public spaces that enrich the lives of our residents.

The launch of the Centennial Plaza project, alongside ongoing initiatives such as the design and construction of parks at Florida Avenue and Posy Park, exemplifies our unwavering commitment to expanding recreational opportunities and enhancing community connectivity.

Other key highlights include:

- Oversight of maintenance across all City parks, recreational areas, facilities, and street medians, totaling 97 acres.
- Commencement of construction for Centennial Plaza in April 2024.
- Sustained care and cultivation of landscaping in sports fields and Commodore Park's dog park.
- Ongoing maintenance of street medians, trees, and open space, totaling approximately 7.3 miles, 7,250 trees, and 128 acres, respectively.
- Collaborative efforts with the Fire Department for fire mitigation and safety measures.



Senior Services

The Senior Services Division of San Bruno's Community Services Department is dedicated to supporting the health and vitality of our senior residents. Through the San Bruno Senior Center, a wide array of programs and services designed to promote active and healthy aging are offered.

Programs include congregate lunch services and weekday door-to-door transportation for San Bruno residents aged 50 and older. These services provide essential opportunities for socialization, engagement, and access to nutritious meals.

In collaboration with the San Bruno Senior Advisory Board, staff plan and implement special events, activities, and services tailored to the needs and interests of the senior community.

The Senior Services Division plays a crucial role in fostering an age-friendly community where older adults can thrive. Rooted in the City Council's commitment to inclusivity and well-being, our mission centers on providing comprehensive support and resources to enhance the lives of seniors in San Bruno.

Other key highlights include:

- The San Bruno Senior Center offers a variety of programs and services tailored to promote active and healthy aging among seniors.
- The congregate lunch services and weekday door-to-door transportation cater to the needs of San Bruno residents aged 50 and older, providing essential socialization opportunities and access to nutritious meals.
- Through collaboration with the San Bruno Senior Advisory Board, staff ensure that special events, activities, and services are tailored to meet the specific needs and interests of the senior community.

Community Services

Overview

Administration & Recreation Services

Remains dedicated to ensuring the delivery of high-quality programs, services, and events that enrich the lives of individuals of all ages within the vibrant community of San Bruno. The division serves as a cornerstone in fostering health, well-being, and community engagement through a diverse array of initiatives.

Initiatives and Coordination Efforts

One of the division's primary focuses is the coordination of the City's International Friendship Exchange Program between San Bruno and Narita, Japan, in collaboration with the San Bruno Park School District. This program promotes cultural exchange and mutual understanding between our communities, enriching the fabric of the city.

Furthermore, the division plays a pivotal role in the planning, community engagement, and delivery of new parks, ensuring that these spaces meet the evolving needs and preferences of our residents. We also actively support the initiatives and programs of the Parks and Recreation Commission and the Culture and Arts Commission, fostering a dynamic and inclusive community culture.

Enrichment Programs and Activities

The recreation programs and activities cater to a wide range of interests and age groups. From enrichment classes covering various topics to seasonal and specialty camps, there are opportunities for learning, growth, and recreation. Additionally, the division facilitates numerous sports leagues for youth and adults, promoting active lifestyles and community spirit.

Exciting Developments

A significant milestone for the division is the ongoing construction of the Recreation and Aquatic Center, scheduled to be completed in Summer 2024. This state-of-the-art facility, spanning 49,360 square feet, will feature indoor and outdoor pools, a regulation gymnasium, classrooms, a community room, a



fitness center, an indoor track, and more. Upon its opening in 2024, aquatics programming such as swim lessons, recreation and lap swim, swim camps, and water aerobics will be reintroduced, further enhancing our recreational offerings.

Commitment to Consistent Programming

The Administration & Recreation Services Division remains steadfast in its commitment to providing consistent and robust programming that meets the diverse needs and interests of the San Bruno community. Through strategic planning, collaboration, and innovation, the division will continue to enrich the lives of our residents and foster a thriving community spirit.

Community Services

Library Services

FY24 Accomplishments

- Obtained \$109,665 in grant and gift funds to support various programs and initiatives; more than double year-over-year
- Received \$11,965 in Measure K funds to support annual summer reading program
- Over 485 attendees joined Dia de los Muertos, Lunar New Year, and Juneteenth events using \$11,373 in City Art Funds
- Received \$10,980 California State Library grant to provide library programming services to Big Lift Inspiring Summers program at Belle Air School; Resulted in 7 programs with 334 attendees and 765 books provided to participant
- Received \$3,251 from Friends of the Library for additional 3D printer for Homework Center students
- Received 1,000 eclipse glasses from NASA to give away to the public in advance of April 2024 solar eclipse
- Received \$4,497 grant from Pacific Library Partnership to purchase two reading assistive devices for check out to residents with low vision
- San Bruno history resources preserved through \$3,000 California State Library grant provide high-quality preservation materials
- Historical Posy Parade film was preserved through digitization from VHS tapes with \$675 grant from California State Library
- Introduced "First Friday" of the month adult programming series through \$1,800 in seed funding from Friends of the Library with 158 attendees through five events
- Received \$19,200 from California Library Association to provide children's books and promote library services at Food Bank distribution at Belle Air School
- Held 7 Baby Sign Language session serving 334 participants with \$780 seed funding from Friends of the Library
- Held 60 Summer Reading programs with 2,829 attendees
- Through Library Teen Ambassadors program 10 San Bruno teens served 207 hours of summer volunteer time, which improved their leadership, communication and community-engagement skills
- Held winter reading challenge with 319 participants completing Bingo cards based on reading accomplishments
- Nearly tripled attendance at after-school homework center to 2,148 through February
- Served 445 children through weekly Homework Center STEM activities
- Provided 3D printing service to public with 47 print jobs conducted
- United Against Hate Week programming with 3 authors and 2,241 children, in collaboration among the
- Six session of Read-to-a-Dog program were held serving 102 children through February
- Conducted Student Success Initiative by providing 252 San Bruno high school students with library cards
- Conducted SBPSD library card outreach initiative with 337 library cards issued
- In celebration of Black History Month, sponsored a storytelling event highlighting the Black American/African Diaspora with 17 participants
- Produced Winter Windows Wonderland downtown holiday decorating contest with 19 participating businesses
- Held five Movies-in-the-Park in September with 355 participants
- Conducted Community Art Gallery program, including three art installations of works by local artists



Community Services

Library Services

FY25 Goals and Objectives

- Provide quality early literacy programming to support lifelong learning for children through weekly storytimes and monthly family programming
- Obtain at least \$25,000 in grant funding to bolster public programming
- Expand online library services by adding streaming service offering music component
- Plan, promote and execute activities to celebrate United Against Hate Week
- Complete San Bruno Resident Library Card Design contest, announce winners in Children, Teen, and Adult categories, promote new library card designs as part of Fall 2024 library card campaign
- Support the Culture and Arts Commission by delivering the annual Movies in the Park, Community Art Gallery, Winter Windows Wonderland Contest



PERFORMANCE AND WORKLOAD MEASURES	FY22 Actual	FY23 Actual	FY24 Est. Actual	FY25 Goal
Number of Homework Center attendees	700	1,700	1,700	3,300
Number of books checked out annually	211,000	230,000	245,000	300,000
Number of participants in the Summer Reading Program	1,500	2,000	3,500	3,000
Annual number of special programs	220	250	250	385
Number of storytime attendees	2,100	3,000	3,000	3,500
Number of reference questions answered	7,500	12,000	12,000	22,000
Number of internet sessions provided (wired & wireless)	85,000	90,000	97,000	115,000

Community Services

Parks

FY24 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.
- Provided support staff for Community Services Department Events: Jinx Joyride, Holiday Tree Lighting, and Egg Hunt
- Coordinated the Crestmoor Multi-Use Fields Master Plan Project with assistance of landscape architect Callender Associates
- Provided support staff for Community Services Department Events: Truck-or-Treat, Holiday Tree Lighting, and Egg Hunt
- 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 150 requests on San Bruno Responds/Accela for issues related to trees, parks, and medians
- Received a Community Grant from the San Bruno Community Foundation for the San Mateo Ave Beautification Project including pots, banners, medians and LED sign.
- Completed the second year of grid pruning contract
- Received Council approval and award of contract for the Centennial Park improvement project
- Worked with contractor to determine Posy Park fountain issues and developed plan to resolve issues and improvements to Posy Park improvement

FY25 Goals and Objectives

- Continue to support Centennial Plaza Improvement Project
- Support Efforts of the San Mateo Avenue Planter Volunteers by providing material and technical support.
- Work with on call landscape architect to develop scope and estimated budget for Posey Park improvements.
- Continue working 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.
- Continue to coordinate the Crestmoor Multi-Use Fields Master Plan Project with assistance of landscape architect
- Implement formal training program for Parks division and tree program
- Develop Park Amenity Replacement Plan for items such as benches, water fountains, fences, gates, and other park amenities
- 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
- Complete the third year of grid pruning contract
- Complete improvements to Posy Park including water feature, landscaping, and amenities

PERFORMANCE AND WORKLOAD MEASURES	FY22 Actual	FY23 Actual	FY24 Est. Actual	FY25 Goal
Acres of maintained landscaped areas (parks, city buildings, and school sites)	77	68	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	665	665	600	600
Number of new trees planted	83	100	50	75

Community Services

Senior Services

FY24 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
- 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
- Revise Senior Volunteer Program to: articulate roles, responsibilities, and Volunteer Job Descriptions.
- Conduct Surveys and Focus Groups: Gather feedback from seniors about their interests, preferences, and needs regarding program offerings. Use surveys, focus groups, or suggestion boxes to collect input from a diverse range of participants.
- Collaborate with Community Partners: Forge partnerships with local organizations, businesses, and educational institutions to expand program offerings and resources and also provide access to specialized expertise, additional funding, and unique programming opportunities.
- Integrate Intergenerational Activities: Facilitate intergenerational interactions by organizing joint activities with youth or other age groups in the community implementing mentorship programs, collaborative art projects, or intergenerational storytelling sessions.
- 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
- Regularly Evaluate and Adjust: Continuously assess the effectiveness of program offerings through participant feedback, attendance rates, and outcome measures. Collective data will be used to make data-driven decisions about program improvements, adjustments, or discontinuations as needed.

FY25 Goals and Objectives

- Collaborate with the Nutrition Site Council to research the purchase of a smaller vehicle for the transportation program
- Identify gaps in Active Adult and Senior programs and services that can be provided through partnerships
- Revise Senior Meal Service format that provides a balance between catered and in-house prepared meals

PERFORMANCE AND WORKLOAD MEASURES	FY22 Actual	FY23 Actual	FY24 Est. Actual	FY25 Goal
Annual visitors	45,437	65,000	65,000	65,000
Annual number of meals served	26,532	29,000	24,000	24,000
Number of referrals and information offered	285	300	350	350
Number of senior special events offered	10	12	12	12
Number of senior trips offered	0	0	6	6

Community Services

Recreation Services

FY24 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 skill sets 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.
- Expanded the downtown holiday event with professional entertainment and an enhanced presentation stage.
- Provided ongoing support of RAC construction during second 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

FY25 Goals and Objectives

- Create media campaign for department showcasing staff and projects.
- Create sports user agreements with 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
- 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 process to review, provide feedback (from staff and patrons) and adjust operations and administrative functions during first year of RAC operation.
- 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

PERFORMANCE AND WORKLOAD MEASURES	FY22 Actual	FY23 Actual	FY24 Est. Actual	FY25 Goal
Number of participants in afterschool sports programs - Elementary	100	210	200	89
Number of participants in afterschool sports programs - Middle School	158	335	300	233
Number of special events offered	17	32	10	10
Number of participants in summer camp	705	735	750	750

Community Services

Library, Parks Maintenance

Historical - All Funds, All Programs

PROGRAM	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Estimated Actual	FY25 City Council Adopted
Library						
Revenue						
Charges for services	17,101	772	6,756	8,444	8,300	8,025
Other	58,769	48,103	26,588	32,341	-	1,000
Intergovernmental	42,525	13,675	22,550	5,000	4,497	7,500
Total Revenue	118,395	62,550	55,894	45,785	12,797	16,525
Expenditure						
Salaries and benefits	1,265,580	1,094,462	1,149,356	1,268,057	1,362,095	1,446,462
Operating	376,872	303,137	389,599	427,542	410,214	423,459
Transfers Out	694,198	698,141	482,737	502,068	-	601,825
Total Expenditure	2,336,650	2,095,740	2,021,692	2,197,666	1,772,309	2,471,746
Net Revenue/ (Expenditure)	(2,218,255)	(2,033,190)	(1,965,799)	(2,151,881)	(1,759,512)	(2,455,221)
Parks Maintenance						
Revenue						
Licenses and permits	3,465	8,005	3,045	3,640	3,500	3,500
Other	34,279	34,828	3,709	106,233	-	-
Total Revenue	37,744	42,833	6,754	109,873	3,500	3,500
Expenditure						
Salaries and Benefits	1,527,643	1,257,521	1,413,423	1,529,494	1,748,411	1,975,241
Operating	487,517	542,092	415,329	652,806	817,634	775,426
Transfers Out	750,345	746,162	561,915	631,947	772,828	690,824
Total Expenditure	2,765,504	2,545,775	2,390,667	2,814,247	3,338,873	3,441,490
Net Revenue/ (Expenditure)	(2,727,760)	(2,502,942)	(2,383,913)	(2,704,374)	(3,335,373)	(3,437,990)

Community Services

Recreation

Historical - All Funds, All Programs

PROGRAM	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Estimated Actual	FY25 City Council Adopted
Recreation						
Revenue						
Charges for services	746,488	203,502	220,508	194,746	95,864	2,161,200
Other	-	40,768	50,585	110,000	-	38,500
Use of money and property	127,995	35,111	140,051	110,943	75,000	583,225
Total Revenue	874,482	279,382	411,144	415,689	170,864	2,782,925
Expenditure						
Salaries and benefits	1,249,887	569,219	655,483	764,147	1,470,351	2,742,397
Operating	328,813	252,666	405,677	272,627	463,964	1,021,503
Transfers Out	536,765	520,825	441,398	454,002	593,395	695,232
Total Expenditure	2,115,465	1,342,710	1,502,558	1,490,776	2,527,710	4,459,132
Net Revenue/ (Expenditure)	(1,240,982)	(1,063,328)	(1,091,414)	(1,075,087)	(2,356,846)	(1,676,207)



Community Services

Senior Center, Senior Bus

Historical - All Funds, All Programs

PROGRAM	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Estimated Actual	FY25 City Council Adopted
Senior Center						
Revenue						
Charges for services	30,870	1,678	30,507	58,507	45,000	45,000
Other	91,000	18,203	36,006	79,955	76,000	76,000
Use of money and property	24,000	-	-	-	24,000	24,000
Transfers In	3,595	2,231	-	166,618	-	-
Total Revenue	149,464	22,112	66,513	305,079	145,000	145,000
Expenditure						
Salaries and benefits	331,053	286,855	338,436	296,775	448,721	671,170
Operating	121,820	88,623	117,868	144,011	164,800	137,577
Transfers Out	650,957	571,950	769,551	630,905	713,320	1,025,422
Total Expenditure	1,103,830	947,428	1,225,855	1,071,691	1,326,841	1,834,169
Net Revenue/ (Expenditure)	(954,366)	(925,315)	(1,159,342)	(766,612)	(1,181,841)	(1,689,169)
Senior Bus						
Revenue						
Other	2,850	-	3,113	2,635	3,500	5,000
Intergovernmental	31,175	6,516	6,687	8,925	25,000	25,000
Total Revenue	34,025	6,516	9,800	11,560	28,500	30,000
Expenditure						
Salaries and benefits	27,580	-	19,208	17,257	17,919	36,485
Transfers Out	5,020	-	-	-	-	60,000
Total Expenditure	32,600	-	19,208	17,257	17,919	96,485
Net Revenue/ (Expenditure)	1,425	6,516	(9,408)	(5,696)	10,581	(66,485)

Community Services

Senior Nutrition, City Art Program

Historical - All Funds, All Programs

PROGRAM	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Estimated Actual	FY25 City Council Adopted
Senior Nutrition						
Revenue						
Other	70,155	60,026	64,025	66,669	68,500	68,500
Intergovernmental	112,744	264,421	184,921	105,864	145,000	364,000
Transfers In	42,004	113,102	(6,687)	39,852	-	60,000
Total Revenue	224,903	437,549	242,259	212,385	213,500	492,500
Expenditure						
Salaries and benefits	111,787	110,979	123,472	230,012	50,758	89,568
Operating	140,895	78,282	189,826	258,680	255,300	155,300
Transfers Out	42,004		(6,687)	39,852	-	1,500
Total Expenditure	294,686	189,261	306,611	528,543	306,058	246,368
Net Revenue/ (Expenditure)	(69,783)	248,288	(64,352)	(316,158)	(92,558)	246,132
City Art Program Fees						
Revenue						
Licenses and permits	39,898	54,367	133,631	181,854	120,000	129,600
Expenditure						
Operating	17,787	2,998	65,513	15,621	9,772	-
Transfers Out	-	-	-	50,000	-	-
Total Expenditure	17,787	2,998	65,513	65,621	9,772	-
Net Revenue/ (Expenditure)	22,111	51,369	68,118	116,234	110,228	129,600

FIRE

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.

Fire

FY25 Budget

PROGRAM	FULL-TIME EQUIVALENT PERSONNEL	REVENUES & TRANSFERS IN	EXPENDITURES & TRANSFERS OUT	NET REVENUE/ (EXPENDITURE)
Fire	39.00	494,534	13,242,766	(12,748,232)
Grand Total	39.00	494,534	13,242,766	(12,748,232)

Historical Budget

All Programs, All Funds

PROGRAM	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Estimated Actual	FY25 City Council Adopted
Revenue						
Charges for services	147,526	780,918	887,580	1,135,617	314,610	427,235
Other	62,160	69,999	86,220	61,549	58,351	67,299
Transfers In	-	-	42,270	-	-	-
Licenses and Permits	95,855	79,229	162,173	-	-	-
Intergovernmental	75,661	141,558	-	53,634	95,455	-
Total Revenue	381,203	1,071,704	1,178,243	1,250,800	468,415	494,534
Expenditure						
Salaries and benefits	8,049,404	8,717,919	9,755,090	10,094,704	10,352,563	10,718,919
Operating	410,919	679,691	570,053	702,663	832,214	690,831
Transfers Out	1,764,562	1,953,180	1,542,631	1,628,076	1,983,147	1,833,016
Long-Term Assets					-	-
Total Expenditure	10,224,885	11,350,791	11,867,774	12,425,442	13,167,924	13,242,766
Net Revenue/ (Expenditure)	(9,843,682)	(10,279,086)	(10,689,531)	(11,174,642)	(12,699,509)	(12,748,232)

Fire

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.



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.



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.

Fire

FY24 Accomplishments

Personnel

- Promotions of 1 Battalion Chief and 1 Fire Captain
- Assigned 1 Fire Captain to the training division
- Hired 3 entry-level firefighter.
- Continue to provide educational and training opportunities to all Fire Department employees to address succession planning and career development needs. SOC/CRA Recommendation 11
- Provide mandated and specialized training to firefighters through shared services with the Central San Mateo County Training Division. SOC/CRA Recommendation 4
- Complete TIMS Training for all SBFDF Staff. SOC/CRA Stakeholder Interviews
- Complete Water Rescue Training for all SBFDF Staff.
- Continue developing Comprehensive Policy & Procedure Development (Lexipol) in cooperation with Labor & Human Resources. SOC/CRA Recommendation 12
- Partnered with San Bruno Firefighters Association to complete voluntary NFPA 1582 Wellness screenings completed
- Continue to examine and implement safety initiatives to minimize and prevent work-related injuries.
- Implement and evaluate department and county-wide policies and procedures to address firefighter wellness.
- Continued enforcement of county-wide exposure reduction policies and procedures related to personnel protective equipment (PPE) to reduce Firefighter exposure to carcinogens.
- Move cardio and exercise workout equipment from the apparatus bay at Station 51. SOC/CRA Recommendation 17

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.
- Provided training opportunity for three shift mechanics in advanced electrical diagnostics.

Grants

- Awarded AFG Grant for mobile radios.
- Jackie Speier Wildfire Mitigation Grant in collaboration with the City of Belmont.
- SAFER Grant Application to increase Truck Staffing to align with Standards of Cover Study.

Wildfire Mitigation

- Continue to develop a comprehensive Wildland Risk Assessment to provide sound direction for wildfire mitigation for San Bruno.
- Developed a scope of work for wildfire mitigation plan for Crestmoor Canyon
- Supported approximately 48 days of CCC work for defensible space in Crestmoor Canyon with 20-25 members per day
- Collaborated with community services to clear approximately 1.2 miles of fire roads
- Continue work on Citywide Wildfire Mitigation Project & Public Education Programs Covering Fire Safety and Emergency Preparedness.
- Additional development of Story Map on Fire Department website to inform citizens of Crestmoor Canyon

PERFORMANCE AND WORKLOAD MEASURES	FY22 Actual	FY23 Actual	FY24 Est. Actual	FY25 Goal
Emergency calls for service	5,330	5,927	5,800	6,000
Medical Responses	3,258	3,126	3,200	4,200
Structure and other fire related responses	150	121	120	125
Participants completing CERT training	0	100	100	100
Employees and residents trained in CPR/AED	75	50	50	100

Fire

FY24 Accomplishments

Technology / Innovation Updates

- Collaborated with the Community Services department to support the Santa Tracker application
- Collaborated with the San Bruno Police Department for UAS program.
- Additional development for target hazards in electronic platform.
- Continue to enhance the use of social media to inform, educate and communicate with members of the public about fire safety and emergency preparedness.
- Evaluated technological improvements related to operational and administrative procedures.
- Backup internet for: Battalion Chief Vehicle (Starlink), EOC operations (Starlink), and Fire Station alerting (Starlink)
-
- 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
- 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.

Community Preparedness

- Collaborate with the Community Services department to conduct a youth Fire Camp.
- Held disaster Council Meeting
- Participated in Countywide Disaster Preparation Day
- Hold an open house during fire prevention month to showcase the department's programs and provide safety and emergency preparedness information.
- Continue public safety and community outreach education programs, including Bike Helmet, career education, car seat, smoke detector, fire safety and emergency preparedness.
- Conducted in person CERT triage training
- Continued Automated External Defibrillators (AED) safety program management for all city facilities
- 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
- Provide semi-annual CPR/AED training to city employees and offer quarterly training classes to the community.

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.
- Continued a proactive and cooperative approach to code enforcement to assure building and fire code compliance in all commercial and residential occupancies.
- Completed community outreach and education prior to July 4th holiday to minimize fireworks-related incidents and injuries.
- Conducted sound the alarm smoke detector program in cooperation with the American Red Cross.
- Conducted annual poster contests and fire prevention assemblies.

Fire

FY25 Goals and Objectives

- Conduct Fire Camp in cooperation with community services.
- 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 Mobile Command Vehicle.
- 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 new SBFD Staff.
- Complete Water Rescue Training for all new 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.
- Updating target hazard list to accurately match risk response level.



POLICE

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.

Police

FY25 Budget

PROGRAMS	FULL-TIME EQUIVALENT PERSONNEL	REVENUES & TRANSFERS IN	EXPENDITURES & TRANSFERS OUT	NET REVENUE/ (EXPENDITURE)
Police	70	4,808,659	24,197,353	(19,388,694)
SLSF/COPS Grant		153,000	100,000	53,000
Grand Total	70	4,961,659	24,297,353	(19,335,694)



Police

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.

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.

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

Overview

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.

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.



Police

FY24 Accomplishments

- Added a personal financial health training component to the Employee Wellness Program
- Deployed paid parking program downtown
- Deployed enhanced citywide parking enforcement program
- Continued with and expand Chat with the Chief events
- Completed the Radio Encryption and Infrastructure Project Proposal
- Reinstated all frozen police department dispatch position
- Continued cost recovery agreements to fund positions
- Full Senate Bill 2 implementation for POST decertification laws
- Identified SMS messaging system to integrate with CAD/RMS
- Enhanced Code Enforcement procedures
- Expanded neighborhood watch groups
- Established a robust threat assessment protocol
- Sent a Sergeant through SLI
- Sent a LT through Management School
- Deployed measures to combat the opioid epidemic
- Reduced the negative impact of BART on our community
- Conducted UDETER
- Conducted RIDOF
- Identified a new Juvenile Diversion Partner
- Issued a Military Equipment Annual Report
- Secured grant funding to combat organized retail theft
- Added red dot functions to all duty pistols for all sworn personnel
- Continued to enhance health, wellness, and wellbeing of staff
- Increased training efforts to ensure compliance following COVID restrictions
- Completed career development counseling with all staff
- Secured badly needed patrol vehicles

FY25 Goals and Objectives

- Deploy an additional motor/traffic officer to improve traffic safety in the City
- Continue with and expand Chat with the Chief events
- Launch the Radio Encryption and Infrastructure Project
- Overhire to prepare for pending retirements
- Deploy new automated SMS messaging program with SPIDR
- Expand digital evidence handling capabilities
- Secure a new Management Analyst
- Digitize all personnel files
- Conduct UDETER
- Conduct RIDOF
- Deploy the new Juvenile Diversion Program
- Issue a Military Equipment Annual Report
- Issue an Annual Report
- Pursue agency accreditation with CPCA
- Deploy RIPA dashboard on our website
- Continue to enhance health, wellness, and wellbeing of staff
- Reconcile county protocols and Lexipol policies
- Explore shared services possibilities
- Develop and deploy a Special Response Unit
- Appoint mental health clinician and launch the CWCRT program



Police

FY24 Accomplishments



PERFORMANCE AND WORKLOAD MEASURES	FY22 Actual	FY23 Actual	FY24 Est. Actual	FY25 Goal
Number of new Crisis Intervention Trained Officers	4	8	8	4
Number of DUI Enforcement Programs	8	8	8	8
Number of Massage Business Compliance Checks	6	10	10	10
Number of Burglary Suppression Programs	2	2	2	2
Number of Pedestrian Safety / Enforcement Programs	4	6	6	6
Number of Vehicle Burglary Suppression Programs (combined with general burglary suppression above)	8	6	6	6
Number of Criminal Street Gang Enforcement Programs	20	20	20	20
Number of Programs Combatting the Sale of Alcoholic Beverages to Minors (removed measure)	4	4	0	0
Number of Programs Combatting the Sale and Use of Tobacco and Vape Products By Minors (new measure)	4	4	0	0
Number of Saturated Parking Enforcement Programs	10	10	10	15
Number of PSAs and other posted videos/messages in Spanish	50	50	50	50

Police

Historical Budget

All Programs, All Funds

PROGRAM	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Estimated Actual	FY25 City Council Adopted
Police						
Revenue						
Charges for services	145,025	176,492	111,859	112,449	120,434	776,133
Fines and forfeitures	719,186	751,216	624,537	640,491	883,300	1,612,732
Intergovernmental	494,108	240,745	359,182	618,795	1,395,795	284,733
Use of money and property	89,497	75,870	76,776	78,550	101,252	101,252
Other	870,580	711,531	1,908,144	2,286,797	2,511,503	1,933,809
Transfers In	100,000	400,000	209,774	205,500	101,170	100,000
Total Revenue	2,418,397	2,355,854	3,290,271	3,942,582	5,113,454	4,808,659
Expenditure						
Salaries and benefits	12,466,324	11,956,110	12,661,327	14,889,917	16,547,558	16,606,057
Operating	1,036,783	924,715	1,251,167	1,531,642	2,732,157	3,065,360
Transfers Out	3,476,990	3,662,137	2,539,216	2,798,901	3,387,438	3,780,891
Long-term Assets	98,875	97,654	100,296	161,239	164,572	165,045
Other						580,000
Total Expenditure	17,078,972	16,640,616	16,552,006	19,381,698	22,831,725	24,197,353
Net Revenue/ (Expenditure)	(14,660,576)	(14,284,762)	(13,261,734)	(15,439,116)	(17,718,271)	(19,388,694)
Supl. Law Enf. Serv.						
Revenue						
Intergovernmental	155,948	156,727	161,285	165,271	170,765	150,000
Use of money and property	3,943	1,349	1,054	1,639	3,000	3,000
Total Revenue	159,891	158,076	162,339	166,910	173,765	153,000
Expenditure						
Transfers Out	100,000	133,336	200,000	200,000	100,000	100,000
Net Revenue/ (Expenditure)	59,891	24,740	(37,661)	(33,090)	73,765	53,000

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PUBLIC WORKS

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.

Public Works

FY25 Budget

PROGRAM	FULL-TIME EQUIVALENT (PERSONNEL)	REVENUES & TRANSFERS IN	EXPENDITURES & TRANSFERS OUT	NET REVENUE/ (EXPENDITURE)
Administration & Engineering	10.26	201,000	1,713,816	(1,512,816)
Solid Waste	0.71	258,490	314,601	(56,111)
Streets Operations	10.40	5,608,381	5,191,299	417,082
Streets Capital	-	9,547,138	26,584,158	(17,037,020)
Stormwater Operations	6.16	1,675,000	2,075,336	(400,336)
Stormwater Capital	-	4,551,883	5,012,207	(460,323)
Central Garage	3.11	1,849,983	1,732,801	117,182
Buildings & Facilities	9.11	2,641,533	2,661,529	(19,996)
Parks & Facilities Capital	-	3,722,646	7,522,101	(3,799,455)
Technology Capital	-	5,975,350	8,156,744	(2,181,394)
Water Operations	18.78	18,599,104	12,250,414	6,348,690
Water Capital	-	6,314,500	48,743,780	(42,429,280)
Wastewater Operations	15.46	22,090,579	11,184,848	10,905,731
Wastewater Capital	-	-	40,633,855	(40,633,855)
Grand Total	74.00	83,035,587	173,777,490	(90,741,903)



Public Works

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 and 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.

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).



Buildings and 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.

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.

Public Works

Overview

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).



Public Works

Administration and Engineering

FY24 Accomplishments

Complete Design/Study for the following:

- Crestmoor Canyon Storm Repair
- Crestwood Pump Station and Force Main Replacement
- Cunningham Drive Tank Replacement
- Huntington Avenue Bicycle and Pedestrian Improvements (Phase I)
- San Bruno Bicycle Route Installation
- Street Reconstruction Project (2021-22 through 2024-25)
- Street Rehabilitation Project (2022-23)

Completed Construction for the following:

- Ave 3-1 Sewer and Water Main Improvements
- Downtown Parking Program - Meter Installation
- Downtown Receptacle and Newspaper Racks and Enclosures
- Oak Avenue and Crystal Springs Road Intersection Improvements
- Recreation and Aquatics Center
- San Bruno Avenue/Cherry Avenue Intersection Modification Project
- San Bruno Bicycle Route Installation Citywide
- Slurry Seal Project (2022-23)
- Spyglass Drive Storm Drain Improvements Storm Drain Trash Capture Installation
- Street Rehabilitation Project (2022-23)
- Transit Corridors Pedestrian Connection Project Phase 4

FY25 Goals and Objectives

Complete Design/Study for the following:

- Accessible Pedestrian Curb Ramps at various locations
- Earl Ave / Glenview Ave Sewer Main Assessment
- Huntington Avenue Bicycle and Pedestrian Improvements (Phase II)
- Oakmont Drive PRV Replacement
- Regulated Output Streetlight Replacement Project
- Sidewalk Repair at Various Locations (2024-25)
- Sneath/Lake Pump Station Rehabilitation
- Street Rehabilitation Project (2024-25)
- Street Slurry Seal (2023-24)
- Water Master Plan and Water and Sewer Rate Study
- Whitman/Princeton Pump Station Generator Replacement
- Winter Storm Hazard Mitigation Efforts
- Accessible Pedestrian Curb Ramps at various locations
- Crestmoor Canyon Storm Repair
- Huntington Avenue Bicycle and Pedestrian Improvements (Phase I)
- Sidewalk Repair at Various Locations
- Street Reconstruction Project (2021-22 through 2024-25)
- Street Rehabilitation Project (2024-25)
- Street Slurry Seal (2023-24)
- Winter Storm Hazard Mitigation Efforts

PERFORMANCE AND WORKLOAD MEASURES	FY22 Actual	FY23 Actual	FY24 Est. Actual	FY25 Goal
Number of CIP construction projects completed	5	17	12	8
Number of encroachment permits processed	300	390	266	330

Public Works

Solid Waste

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.

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.

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.

FY24 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 Annual Waste Diversion Report to CalRecycle
- Adopted the Mandatory Organic Waste Disposable Reduction Ordinance (SB 1383)
- Executed new 10 year Franchise Agreement with Recology San Bruno

FY25 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 Annual Waste Diversion Report to CalRecycle
- Support annual Operation Clean Sweep Program, if held



PERFORMANCE AND WORKLOAD MEASURES	FY22 Actual	FY23 Actual	FY24 Est. Actual	FY25 Goal
Average amount of waste diversion per capita per year	4.5	4.5	4.5	4.5

Public Works

Streets Maintenance

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.

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 several programs as outlined in the following levels of service:

Discretionary Customer Service Activities

Maintain aesthetics of City's rights-of-way 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 rights-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's rights-of-way. Maintain and facilitate disposal of Public Works Corporation Yard generated hazardous waste.



Public Works

Streets Maintenance

FY24 Accomplishments

- Completed replacement of damaged streetlight poles due to auto accidents, knock downs, and older poles.
- Coordinated with contractor to maintain 17 intersections (traffic control devices), rapid flashing devices, and multiple radar signs
- 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.
- Completed replacement and maintenance of the City's regulatory, warning, school, and parking signs and poles, including graffiti removal
- Coordinated with contractor to repair affected Regulated Output (RO) wired 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 Avenue 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

FY25 Goals and Objectives

- Coordinate with the design team for the design and replacement of aging regulated output (RO) high voltage street light circuit
- Receive and implement the new Asphalt Hot Mix truck to improve pothole and asphalt repairs
- Develop a digitized Pothole Repair Reporting Process.



PERFORMANCE AND WORKLOAD MEASURES	FY22 Actual	FY23 Actual	FY24 Est. Actual	FY25 Goal
Average Citywide Pavement Condition Rating (0-100)	62	62	63	63
Number of pothole repairs completed	1,694	1,897	N/A	2,000
Amount of asphalt used for non-Capital road repair (square feet)	0	684	N/A	750
Amount of red curb painting (lineal feet)	363	2,639	N/A	2,000
Amount of thermoplastic street markings installed (square feet)	2,686	630	N/A	2,000
Number of street light poles replaced	36	39	N/A	40

Public Works

Central Garage

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.

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.

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.

FY24 Accomplishments

- Completed Citywide Fleet and Utilization Study to further improve fleet operations and budgeting
- 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

FY25 Goals and Objectives

- Implement Fleet Study priority recommendations
- Increase shop output by streamlining processes and workflow
- 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

PERFORMANCE AND WORKLOAD MEASURES	FY22 Actual	FY23 Actual	FY24 Est. Actual	FY25 Goal
Number of vehicles maintained	146	153	161	166
Number of work orders generated	539	528	581	600
Number of vehicles identified for replacement	8	12	10	12

Public Works

Buildings and Facilities

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

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.

FY24 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
- Certified new Facilities Technician for backflow inspections
- Replaced carpet at multiple Police Department offices
- Reconfigured several office spaces in City Hall to fit increased staff
- Installed Access control system for City Hall
- Implemented new roof and generator maintenance programs

FY25 Goals and Objectives

- Replace City Hall roof
- 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

PERFORMANCE AND WORKLOAD MEASURES	FY22 Actual	FY23 Actual	FY24 Est. Actual	FY25 Goal
Number of work orders completed annually	2,225	2,400	2,755	2,700
Square feet of public facilities maintained by custodial staff	119,906	119,906	169,406	169,406
Number of public facilities maintained by two-person utility crew	17	17	17	17

Public Works

Stormwater

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

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.

FY24 Accomplishments

- Coordinated and monitored on-going San Francisco Bay Regional Water Quality Control Board (WQCB) Stormwater initiatives and Municipal Regional Stormwater Permit (MRP) compliance measures.
- Completed annual inspection, maintenance and repairs of trash capture units.
- Completed the required MRP annual report.
- 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 Downtown sidewalk pressure washing program .
- Provided ongoing monitoring, and coordination of San Bruno Underpass flooding.
- Maintained year-round self-serve sand bagging station at City Hall.
- Responded to the the 2023 Winter Storm events to protect life an property including repairs at slide areas, emergency repairs, installation of erosion control measures, and canyon debris clean-up.
- Picked up trash and debris at 693 locations
- Completed emergency storm drain line repairs at various locations.

FY25 Goals and Objectives

- Manage and complete spot repairs of priority stormwater collection system locations
- Coordinate and monitor on-going WQCB Stormwater initiatives
- Complete annual trash capture device inspections and cleaning program in order to meet requirements of the MRP
- Complete annual Stormwater Report for WQCB as required by the MRP
- Continue culvert and storm water main inspection and condition assessment

PERFORMANCE AND WORKLOAD MEASURES	FY22 Actual	FY23 Actual	FY24 Est. Actual	FY25 Goal
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	533	N/A	700

Public Works

Water

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

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.

Response to Urgent Community Needs

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).

Public Works

Water

FY24 Accomplishments

- Completed installation of advanced water meters at commercial properties to ensure reliable billing and identify broken or leaking pipes
- Completed annual Cross-Connection Survey in conjunction with San Mateo County Environmental Services
- Completed Water Shortage Demand Assessment
- 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 Water Rate Study and Approved New Rate Schedule
- Updated state-mandated Drinking Water Emergency Response Plan
- Continued 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

FY25 Goals and Objectives

- Update state-mandated Drinking Water Emergency Response 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.

PERFORMANCE AND WORKLOAD MEASURES	FY22 Actual	FY23 Actual	FY24 Est. Actual	FY25 Goal
Number of main break repairs/broken valve replacements performed	105	128	92	110
Water savings achieved through efficiency programs (percent of total sales)	17%	8%	10%	5%

Public Works

Wastewater

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.

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.



Public Works

Wastewater

FY24 Accomplishments

- Completed at least 36 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



FY25 Goals and Objectives

- Complete audit of the Sewer System Management Plan (SSMP)
- Complete Sanitary Sewer Management Plan (SSMP) 5-year update
- Complete Sewer Master Plan 10-year 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

PERFORMANCE AND WORKLOAD MEASURES	FY22 Actual	FY23 Actual	FY24 Est. Actual	FY25 Goal
Number of Sanitary Sewer Overflows (SSOs)	1	3	0	0
Number of lateral spot repairs	5	0	0	0
Number of mainline spot repairs	50	45	36	50

Public Works

Administration & Engineering and Solid Waste

Historical - All Funds, All Programs

PROGRAM NAME	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Estimated Actual	FY25 City Council Adopted
Administration & Engineering						
Revenue						
Licenses and permits	213,671	532,004	292,306	155,149	120,322	121,000
Charges for services	40,659	33,034	93,290	151,462	50,000	80,000
Other	157,753	142,985	193,474	126,907	47,250	40,000
Total Revenue	412,082	708,023	579,069	433,518	217,572	241,000
Expenditure						
Salaries and benefits	803,896	700,373	878,665	842,458	1,158,619	939,693
Operating	157,760	303,976	227,470	543,750	395,779	212,200
Transfers Out	1,118,951	1,156,000	375,563	359,064	385,604	561,923
Long-term assets	-	360	-	-	-	-
Total Expenditure	2,080,607	2,160,708	1,481,698	1,745,272	1,940,003	1,713,816
Net Revenue/ (Expenditure)	(1,668,525)	(1,452,685)	(902,628)	(1,311,753)	(1,722,431)	(1,472,816)
Solid Waste						
Revenue						
Charges for services	86,147	86,607	90,455	93,145	120,000	126,000
Intergovernmental	11,390	11,474	11,435	75,310	-	116,990
Other	16,305	2,480	23,545	16,610	20,724	67,802
Total Revenue	113,842	100,561	125,434	185,065	140,724	310,792
Expenditure						
Salaries and benefits	51,314	41,622	64,762	6,613	73,660	127,922
Operating	26,983	-	21,460	34,962	79,334	166,275
Transfers Out	3,467	2,376	15,864	17,592	61,238	64,516
Total Expenditure	81,763	43,998	102,085	59,167	214,231	358,713
Net Revenue/ (Expenditure)	32,078	56,563	23,349	125,899	(73,507)	(47,921)

Public Works

Streets

Historical - All Funds, All Programs

PROGRAM NAME	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Estimated Actual	FY25 City Council Adopted
Streets Operations						
Revenue						
Taxes	3,338,155	3,315,904	3,861,089	3,933,654	4,066,209	4,218,779
Other	155,371	126,770	121,015	135,508	151,708	149,602
Transfers In	1,032,796	1,923,937	2,780,076	1,134,460	885,915	1,240,000
Total Revenue	4,526,322	5,366,611	6,762,181	5,203,622	5,103,832	5,608,381
Expenditure						
Salaries and benefits	686,928	544,513	580,258	821,038	959,194	1,631,094
Operating	685,579	489,036	635,013	520,887	609,500	796,365
Transfers Out	2,845,157	3,142,268	5,258,008	6,552,865	3,055,004	2,763,840
Total Expenditure	4,217,665	4,175,817	6,473,280	7,894,790	4,623,698	5,191,299
Net Revenue/ (Expenditure)	308,657	1,190,794	288,901	(2,691,168)	480,134	417,082
Streets Capital						
Revenue						
Intergovernmental	1,131,953	689,796	44,714	695,341	412,410	1,617,626
Other	122,927	1,611	91,007	47,806	80	9,240,986
Transfers In	1,725,114	5,011,006	3,752,707	11,273,503	8,427,893	5,715,729
Total Revenue	2,979,994	5,702,413	3,888,429	12,016,650	8,840,383	16,574,341
Expenditure						
Salaries and benefits	188,116	87,465	174,457	287,305	343,698	-
Operating	98,160	46,006	584,559	1,613,262	777,015	-
Capital Investment	1,155,869	527,404	1,519,607	1,068,813	4,257,527	26,149,700
Transfers Out	2,082,923	-	803,268	587,366	548,006	-
Total Expenditure	3,525,068	660,875	3,081,891	3,556,746	5,926,246	26,149,700
Net Revenue/ (Expenditure)	(545,074)	5,041,538	806,538	8,459,904	2,914,137	(9,575,359)

Public Works

Stormwater

Historical - All Funds, All Programs

PROGRAM	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Estimated Actual	FY25 City Council Adopted
Stormwater Operations						
Revenue						
Charges for services	650,556	654,716	629,881	632,655	1,560,834	1,675,000
Use of money and property	19,084	5,302	4,299	705	-	-
Other	-	-	-	-	-	19,532
Transfers In	-	-	1,000,000	110,000	-	-
Total Revenue	669,640	660,018	1,634,180	743,360	1,560,834	1,694,532
Expenditure						
Salaries and benefits	589,181	450,455	601,690	781,917	693,271	1,017,431
Operating	254,590	94,576	406,761	568,215	443,650	531,516
Transfers Out	94,552	64,688	317,475	316,392	489,066	472,993
Total Expenditure	938,323	609,719	1,325,926	1,666,524	1,625,987	2,021,940
Net Revenue/ (Expenditure)	(268,683)	50,299	308,254	(923,164)	(65,153)	(327,408)
Stormwater Capital						
Revenue						
Other	-	891	424,445	303,073	1,060,547	3,291,460
Transfers In	1,319,703	450,000	-	-	1,641,713	1,063,765
Total Revenue	1,319,703	450,891	424,445	303,073	2,702,260	4,355,224
Expenditure						
Salaries and benefits	65,489	6,253	10,581	23,341	22,513	-
Capital Investment	1,218,227	59,201	536,870	1,337,873	387,597	4,886,074
Transfers Out	50,000	-	24,154	28,245	532,768	-
Total Expenditure	1,333,716	65,454	571,604	1,389,459	942,878	4,886,074
Net Revenue/ (Expenditure)	(14,013)	385,437	(147,160)	(1,086,386)	1,759,383	(530,850)

Public Works

Central Garage & Facilities Maintenance

Historical - All Funds, All Programs

PROGRAM NAME	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Estimated Actual	FY25 City Council Adopted
Central Garage						
Revenue						
Charges for services	810,000	575,175	882,154	713,120	888,545	1,849,983
Other	-	175	25,000	-	-	9,025
Total Revenue	810,000	575,175	882,154	713,120	888,545	1,859,008
Expenditure						
Salaries and benefits	230,672	245,716	314,939	405,988	421,423	575,977
Operating	316,506	214,401	348,853	479,363	399,838	952,975
Transfers Out	15,918	15,400	20,868	25,297	25,922	156,209
Total Expenditure	563,095	475,517	684,660	910,647	847,183	1,685,161
Net Revenue/ (Expenditure)	246,905	99,658	197,494	(197,527)	41,362	173,847
Buildings & Facilities						
Revenue						
Charges for services	1,514,000	1,724,000	1,805,664	1,551,199	2,143,889	2,641,533
Other	275	124,628	159,500	-	-	103,336
Total Revenue	1,514,275	1,848,628	1,965,164	1,551,199	2,143,889	2,744,869
Expenditure						
Salaries and benefits	835,178	626,837	832,889	1,050,907	1,134,768	1,473,577
Operating	369,590	261,522	785,408	584,691	630,110	773,286
Transfers Out	27,005	18,368	127,025	110,569	126,797	373,644
Total Expenditure	1,231,774	906,727	1,745,323	1,746,167	1,891,675	2,620,507
Net Revenue/ (Expenditure)	282,501	941,901	219,841	(194,968)	252,214	124,362

Public Works

Parks & Facilities Capital and Technology Capital

Historical - All Funds, All Programs

PROGRAM NAME	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Estimated Actual	FY25 City Council Adopted
Parks & Facilities Capital						
Revenue						
Intergovernmental	-	-	-	-	-	602,310
Other	3,276,957	1,993,984	10,197,885	22,918,053	10,190,171	8,848,958
Transfers In	1,348,200	1,166,000	665,336	12,009,917	4,892,973	1,488,000
Total Revenue	4,625,157	3,159,984	10,863,221	34,927,969	15,083,144	10,939,268
Expenditure						
Salaries and benefits	1,523	26,291	53,843	15,770	3,692	-
Transfers Out	2,206,443		144,410	541,618	443,748	-
Capital Investment	3,744,748	1,555,732	13,626,539	23,505,172	15,126,076	14,978,207
Total Expenditure	5,952,714	1,582,023	13,824,792	24,062,560	15,573,515	14,978,207
Net Revenue/ (Expenditure)	(1,327,556)	1,577,961	(2,961,571)	10,865,409	(490,371)	(4,038,939)
Technology Capital						
Revenue						
Transfers In	105,000	287,000	670,000	1,672,414	990,000	5,995,303
Expenditure						
Salaries and benefits	-	-	-	45,181	20,912	-
Capital Investment	8,023	-	142,217	433,012	358,213	8,135,517
Transfers Out	30,095	-	547,564	1,258,320	54	-
Total Expenditure	38,118	-	689,781	1,736,513	379,178	8,135,517
Net Revenue/ (Expenditure)	66,882	287,000	(19,781)	(64,099)	610,822	(2,140,214)

Public Works

Water

Historical - All Funds, All Programs

PROGRAM NAME	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Estimated Actual	FY25 City Council Adopted
Water Operations						
Revenue						
Charges for services	16,934,891	17,777,901	16,749,750	16,964,115	15,006,511	17,786,000
Use of money and property	678,147	253,538	304,485	576,328	800,000	813,104
Other	1,844	25,000	24,537	457,100	125,378	1,260,181
Total Revenue	17,614,881	18,056,439	17,078,771	17,997,543	15,931,889	19,859,285
Expenditure						
Salaries and benefits	2,558,084	1,710,227	1,961,701	2,667,189	2,852,643	3,714,073
Operating	1,982,366	1,449,991	2,561,103	3,182,696	3,116,110	4,840,833
Transfers Out	5,032,559	3,643,262	5,108,706	6,971,929	7,299,469	4,373,855
Debt Services	431,430	234,000	415,933	405,472	404,241	390,430
Total Expenditure	10,004,440	7,037,480	10,047,443	13,227,285	13,672,463	13,319,192
Net Revenue/ (Expenditure)	7,610,442	11,018,959	7,031,329	4,770,258	2,259,426	6,540,093
Water Capital						
Revenue						
Other	-	-	-	-	125,378	8,876,582
Transfers In	-	-	-	457,100	-	-
Total Revenue	-	-	-	457,100	125,378	8,876,582
Expenditure						
Salaries and benefits	92,733	80,199	62,275	57,954	55,971	-
Operating	847,486	341,208	243,137	702,261	704,088	-
Capital Investment	4,546,284	2,642,397	711,647	5,813,639	1,137,053	48,846,780
Transfers Out	-	-	-	-	-	218,650
Total Expenditure	5,486,503	3,063,803	1,017,059	6,573,854	1,897,111	48,585,977
Net Revenue/ (Expenditure)	(5,486,503)	(3,063,803)	(1,017,059)	(6,573,854)	(1,897,111)	(39,709,395)

Public Works

Water Equipment Reserve and Debt Service

Historical - All Funds, All Programs

PROGRAM NAME	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Estimated Actual	FY25 City Council Adopted
Water Equipment Reserve						
Revenue						
Other	-	-	-	-	-	307,829
Expenditure						
Long-term assets	54	-	-	-	308,081	410,829
Net Revenue/ (Expenditure)	(54)	-	-	-	(308,081)	(103,000)
Water Debt Service						
Revenue						
Operating	4,885	3,175	4,637	4,602	4,175	4,175
Other	426,545	230,825	411,295	400,870	400,066	386,255
Total Revenue	431,430	234,000	415,933	405,472	404,241	390,430

Public Works

Wastewater

Historical - All Funds, All Programs

PROGRAM NAME	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Estimated Actual	FY25 City Council Adopted
Wastewater Operations						
Revenue						
Charges for services	18,148,055	18,455,837	19,374,803	19,271,665	17,971,353	21,210,000
Use of money and property	716,424	239,568	299,722	577,076	790,000	880,579
Other	82,900	40,000	3,333	2,670,757	(4,515)	860,265
Total Revenue	18,947,379	18,735,406	19,677,859	22,519,497	18,756,837	22,950,844
Expenditure						
Salaries and benefits	2,268,965	1,472,460	1,703,769	2,662,460	2,508,109	2,872,411
Operating	1,232,437	519,909	906,287	1,119,270	1,098,500	2,299,765
Transfers Out	5,303,651	4,564,681	5,884,397	6,769,491	8,589,182	6,457,162
Debt Services	1,247,827	606,306	1,143,486	1,080,645	1,059,031	1,003,294
Total Expenditure	10,052,879	7,163,357	9,637,940	11,631,866	13,254,822	12,632,632
Net Revenue/ (Expenditure)	8,894,500	11,572,048	10,039,919	10,887,631	5,502,015	10,318,212
Wastewater Capital						
Revenue						
Other	-	-	-	-	-	2,642,239
Expenditure						
Salaries and benefits	86,759	61,293	50,073	30,847	44,133	-
Capital Investment	8,471,540	2,422,358	1,056,224	2,117,951	6,123,749	39,938,968
Transfers Out	174,810	-	1,343,512	646,625	-	156,700
Total Expenditure	8,733,109	2,483,652	2,449,808	2,795,423	6,167,882	40,095,668
Net Revenue/ (Expenditure)	(8,733,109)	(2,483,652)	(2,449,808)	(2,795,423)	(6,167,882)	(37,453,429)

Public Works

Wastewater Equipment Reserve and Debt Service

Historical - All Funds, All Programs

PROGRAM NAME	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Estimated Actual	FY25 City Council Adopted
Wastewater Equipment Reserve						
Revenue						
Other	-	-	-	-	-	825,000
Expenditure						
Long-term assets	-	-	-	-	68,546	895,000
Net Revenue/ (Expenditure)	-	-	-	-	(68,546)	(70,000)
Wastewater Debt Service						
Revenue						
Operating	7,585	4,940	7,970	7,795	7,575	7,575
Other	1,240,242	601,366	1,135,517	1,072,850	1,051,456	995,719
Total Revenue	1,247,827	606,306	1,143,486	1,080,645	1,059,031	1,003,294

NON-DEPARTMENTAL

Non-departmental records all revenue and expenditures not directly attributed to any single department or program, the most significant of which are unrestricted revenues such as property taxes. Expenditures include the City's minimum payment toward the unfunded actuarial liability (UAL or unfunded pension liability).

Non-Departmental

Historical - All Funds, All Programs

PROGRAM NAME	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Estimated Actual	FY25 City Council Adopted
Non-Departmental						
Revenue						
Taxes	32,920,254	38,663,462	51,243,563	51,741,228	52,192,740	55,652,324
Charges for services	2,785,367	2,787,929	3,269,673	35,095,711	3,994,000	75,000
Intergovernmental	-	851,227	3,010,435	2,203,215	-	-
Use of money and property	1,072,609	789,829	858,072	2,065,216	3,308,509	5,137,200
Other	3,574,092	7,497,190	4,442,381	27,016,317	3,121,855	5,026,292
Transfers In	9,268,779	9,218,014	5,524,135	6,908,571	3,026,136	3,954,575
Total Revenue	49,621,101	59,807,652	68,348,260	125,030,260	65,643,240	69,845,392
Expenditure						
Salaries and benefits	6,565,924	7,323,703	8,438,110	9,381,905	8,790,879	8,962,900
Operating	467,538	463,643	493,685	1,945,006	575,264	2,546,999
Long-term assets		400,675	25,163			
Other	354,709	175,818	266,328	289,095	215,783	173,638
Capital Investment	218,420	(3,278)				
Debt Service	1,358,246	403,460	1,357,151	1,446,246	1,146,790	1,191,580
Transfers Out	2,087,727	(4,162,011)	6,171,377	22,657,931	(2,754,032)	16,902,258
Total Expenditure	11,052,563	4,602,011	16,751,814	35,720,183	7,974,684	29,777,375
Net Revenue/ (Expenditure)	38,568,537	55,205,641	51,596,446	89,310,077	57,668,556	40,068,017

CITY OF SAN BRUNO, CALIFORNIA

CITY COUNCIL ADOPTED

CAPITAL IMPROVEMENT PROGRAM BUDGET

FISCAL YEAR 2024-25



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FACILITIES CAPITAL



Facilities Capital Improvement Program Project Summary

PROJECT NAME	FY25 ADOPTED BUDGET	TOTAL APPROVED FUNDING			FUTURE YEARS, UNFUNDED
		ACTUALS AS OF 6/30/23	FY24 BUDGET	TOTAL BUDGET & ACTUALS	
City Hall Roof and HVAC Replacement	-	-	500,000	500,000	-
City Offices & Facility Maintenance Program	-	84,543	640,457	725,000	-
Fire Station 51 Reconditioning Program	-	21,459	94,788	116,247	-
Fire Station 52 Replacement Phase 1	-	245,123	421,607	666,730	-
Recreation & Aquatic Center (RAC)	-	39,057,735	23,362,265	62,420,000	-
Senior Center Facilities Maintenance Program	250,000	-	75,000	325,000	175,000
City Fleet EV Infrastructure Development and Implementation Project	190,000	-	-	190,000	250,000
Grand Total	\$440,000	\$39,408,860	\$25,094,117	\$64,942,977	\$425,000

Facilities Capital

City Hall Roof and HVAC Replacement

San Bruno City Hall has undergone multiple updates to its building systems over the years. Both the roof and HVAC systems are now nearing the end of their life cycle, prompting a Capital Improvement Project (CIP) to upgrade these systems to modern standards, focusing on energy cost reduction and building efficiency.

Phase One involves addressing the roofing system, which was previously installed over an older tar and gravel roof and is now beyond its 15- to 20-year lifespan. The city is experiencing systemic failures leading to severe leaks. This phase will see a complete roof replacement, including the removal of old roofing layers to ease future maintenance.

Phase Two targets the outdated HVAC and Building Management systems, which are showing signs of age through increased maintenance costs and downtimes. A notable issue is the failure of the condenser coil affecting multiple areas, placing extra strain on the surrounding HVAC units. This phase plans to install a modern heat pump HVAC system with multizone Building Management software and hardware, enhancing efficiency and comfort while reducing energy costs.



TIMELINE	
Initial funding year	2022-23
Target Completion	2026-27

Project No. 51033

SOURCE OF FUNDS	FY25 PROPOSED	TOTAL APPROVED FUNDING			FUTURE YEARS, UNFUNDED
		ACTUALS AS OF 6/30/23	FY24 BUDGET	TOTAL BUDGET & ACTUALS	
General Fund	\$0				
Special Revenue Funds	0	\$0	\$500,000	\$500,000	\$0
Enterprise Funds	0				
Outside Funding	0				
Total	\$0	\$0	\$500,000	\$500,000	\$0

Facilities Capital

City Offices & Facility Maintenance Program

Constructed in 1952 and remodeled in the early 2000s, City Hall is now at a critical juncture in its lifecycle, necessitating extensive maintenance that was previously postponed. Changes in staffing levels, public services, and organizational structures further underscore the need for updates. This program is designed to upgrade City Hall to meet current standards for ADA compliance, ergonomics, security, and efficiency, benefiting both the workforce and the public. The focus areas include exterior and interior painting, flooring updates, reconfiguration of spaces, enhancement of security measures, and carpet repairs to restore the building's overall condition.



For FY26-27, the plan specifically targets the restoration of exterior and interior paint, along with repairs to flooring and carpets, as key steps in this comprehensive maintenance and upgrade effort.

TIMELINE	
Initial funding year	2022-23
Target Completion	2026-27

TOTAL NON-GENERAL FUND SOURCES, ALL YEARS	
General Government Facilities Impact	\$705,000
Fee Fund	

Project No. 51032

SOURCE OF FUNDS	FY25 APPROVED	TOTAL APPROVED FUNDING			FUTURE YEARS, UNFUNDED
		ACTUALS AS OF 6/30/23	FY24 BUDGET	TOTAL BUDGET & ACTUALS	
General Fund	\$0				
Special Revenue Funds	0	\$84,543	\$640,457	\$725,000	\$0
Enterprise Funds	0				
Outside Funding	0				
Total	\$0	\$84,543	\$640,457	\$725,000	\$0

Facilities Capital

Fire Station 51 Reconditioning Program

The San Bruno Fire Department is supported by two fire stations, both constructed in the mid-1950s. These facilities are pivotal to the city's public safety, housing on-duty firefighters, their trucks, and other essential firefighting equipment.

Station 51 has experienced deferred maintenance over the years, adversely affecting the living conditions for the firefighters based there. The City intends to allocate capital improvement funds to equip the Facilities Department with the necessary resources to upgrade Station 51 to acceptable living standards. The planned maintenance program for Station 51 encompasses a series of comprehensive improvements. This includes addressing dry rot and termite damage, repainting both the interior and exterior after making necessary repairs, updating the window treatments for better insulation, installing energy-efficient lighting and motion-detecting switches, upgrading to water-saving bathroom fixtures, conducting flooring repairs for safety and durability, and replacing the kitchen stove with a newer, more efficient model.

These targeted improvements aim to significantly enhance the living conditions at Station 51, bringing the facility in line with modern standards for efficiency and sustainability, thereby ensuring a conducive environment for our firefighters.



TIMELINE	
Initial funding year	2022-23
Target Completion	2026-27

TOTAL NON-GENERAL FUND SOURCES, ALL YEARS	
Public Safety Facilities Impact Fee Fund	\$116,247

Project No. 51028

SOURCE OF FUNDS	FY25 APPROVED	TOTAL APPROVED FUNDING			FUTURE YEARS, UNFUNDED
		ACTUALS AS OF 6/30/23	FY24 BUDGET	TOTAL BUDGET & ACTUALS	
General Fund	\$0	\$21,459	\$94,788	\$116,247	\$0
Special Revenue Funds	0				
Enterprise Funds	0				
Outside Funding	0				
Total	\$0	\$21,459	\$94,788	\$116,247	\$0

Facilities Capital

Fire Station 52 Replacement Phase 1

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.

Constructed in the mid-1950s, Fire Station 52 serves the western half of San Bruno, providing essential emergency services. The station is home to on-duty firefighters, housing their trucks and other critical firefighting equipment. However, it currently faces challenges due to its poor condition and lack of modern amenities necessary for efficient fire service delivery.

The replacement of Fire Station 52 aims to address these challenges by providing updated facilities for Fire Department staff and operations. This will ensure the proper storage and security of apparatus and equipment. Additionally, the new station is envisioned to include community-oriented features, such as a neighborhood meeting room and activity space.



TIMELINE	
Initial funding year	2018-19
Target Completion	On-going

TOTAL NON-GENERAL FUND SOURCES, ALL YEARS	
Public Safety Facilities Impact Fee Fund	\$395,664

Project No. 51011

SOURCE OF FUNDS	FY25 APPROVED	TOTAL APPROVED FUNDING			FUTURE YEARS, UNFUNDED
		ACTUALS AS OF 6/30/23	FY24 BUDGET	TOTAL BUDGET & ACTUALS	
General Fund	\$0				
Special Revenue Funds	0	\$245,123	\$421,607	\$666,730	\$0
Enterprise Funds	0				
Outside Funding	0				
Total	\$0	\$245,123	\$421,607	\$666,730	\$0

Facilities Capital

Recreation & Aquatic Center (RAC)

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. The Foundation engaged the community by gathering insights on how best to utilize these funds for the city's benefit. Reflecting the community's voice, the City Council approved the construction of a RAC.

This initiative has paved the way for a comprehensive enhancement of the city's recreational offerings, providing the community with expanded services, facilities, and opportunities for engagement. A notable upgrade includes transitioning the swimming pool to operate year-round, thus extending its accessibility and increasing programming opportunities. The 49,360 square foot two-story facility is designed to be a cornerstone of community life, featuring diverse amenities such as a community lounge, a welcoming lobby, a modern gymnasium, indoor and outdoor pools, a walking track, exercise rooms, a fitness area, community event spaces, classrooms for educational initiatives, and meeting rooms.

Additional enhancements resulting from the project include the reconfiguration of parking, the realignment and widening of City Park Way to improve access, and the ecological restoration of City Park creek to enhance its flow capacity during wet months.



TIMELINE	
Initial funding year	2017-18
Target Completion	2023-24

TOTAL NON-GENERAL FUND SOURCES, ALL YEARS	
San Bruno Community Foundation	\$51,500,000
Community Benefit Fund	6,330,000
Water, Sewer, Crestmoor Project Fund	2,540,000
City Art Fund	50,000
PG&E Settlement	1,000,000
Measure A	375,000
Gas Tax	375,000

Project No. 51009

SOURCE OF FUNDS	FY25 APPROVED	TOTAL APPROVED FUNDING			FUTURE YEARS, UNFUNDED
		ACTUALS AS OF 6/30/23	FY24 BUDGET	TOTAL BUDGET & ACTUALS	
General Fund	\$0				
Special Revenue Funds	0	\$39,057,735	\$23,362,265	\$62,420,000	\$0
Enterprise Funds	0				
Outside Funding	0				
Total	\$0	\$39,057,735	\$23,362,265	\$62,420,000	\$0

Facilities Capital

Senior Center Facilities Maintenance Program

The San Bruno Senior Center was originally constructed in 1987. The Center is used heavily daily 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 substantial wear and tear and needs restoration to be restored to good standing. Key Improvements will be made to the restrooms, flooring, door hardware, interior/exterior paint, and other facility needs.



TIMELINE	
Initial funding year	2022-23
Target Completion	2026-27

TOTAL NON-GENERAL FUND SOURCES, ALL YEARS	
Senior Bequest Fund	\$325,000

Project No. 51030

SOURCE OF FUNDS	FY25 APPROVED	TOTAL APPROVED FUNDING			FUTURE YEARS, UNFUNDED
		ACTUALS AS OF 6/30/23	FY24 BUDGET	TOTAL BUDGET & ACTUALS	
General Fund	\$0				
Special Revenue Funds	250,000	\$0	\$75,000	\$325,000	\$175,000
Enterprise Funds	0				
Outside Funding	0				
Total	\$250,000	\$0	\$75,000	\$325,000	\$175,000

Facilities Capital

City Fleet EV Infrastructure Development and Implementation Project

With the passing of “Advanced Clean Fleet or ACF” executive order N-79-20, the State of California has set clear timelines for state and local agencies to transition from fossil fuel to zero-emission transportation. Beginning in 2024, 50% of medium- and heavy-duty truck (8,500lbs GVWR) purchases must be zero-emission vehicles (ZEV) and beginning in 2027, 100% of purchases must be ZEV. By allocating funding and adopting this CIP, the City can take advantage of available funding opportunities to incentivize early adoption, which will help the City negate the high cost of planning and implementation of charging infrastructure at a later date.

This project aims to accomplish the following two goals: Research and establish a dedicated masterplan specific to each vehicle hub; and begin installation and construction of up to six, Level 2 chargers, in key areas determined by the masterplan.



TIMELINE	
Initial funding year	2024-25
Target Completion	2025-26

TOTAL NON-GENERAL FUND SOURCES, ALL YEARS	
General Government Facilities Impact Fee Fund	\$190,000

Project No. NEW

SOURCE OF FUNDS	FY25 APPROVED	TOTAL APPROVED FUNDING			FUTURE YEARS, UNFUNDED
		ACTUALS AS OF 6/30/23	FY24 BUDGET	TOTAL BUDGET & ACTUALS	
General Fund	\$0				
Special Revenue Funds	190,000	\$0	\$0	\$190,000	\$250,000
Enterprise Funds	0				
Outside Funding	0				
Total	\$190,000	\$0	\$0	\$190,000	\$250,000

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PARKS CAPITAL



Parks Capital Improvement Program Project Summary

PROJECT NAME	FY25 ADOPTED BUDGET	TOTAL APPROVED FUNDING			FUTURE YEARS, UNFUNDED
		ACTUALS AS OF 6/30/23	FY24 BUDGET	TOTAL BUDGET & ACTUALS	
Parks	\$685,000	\$1,515,621	\$5,807,935	\$8,008,556	\$2,700,000
Centennial Plaza Renovation Project	85,000	101,497	906,268	1,092,765	-
City Hall and Library Irrigation and Landscape	50,000	-	-	50,000	1,000,000
Citywide Wildfire Mitigation & Open Space Management Program	150,000	259,403	428,172	837,575	450,000
Crestmoor Canyon Wildfire Mitigation Program	-	429,484	1,595,516	2,025,000	1,250,000
Florida Avenue Park	400,000	549,486	2,045,936	2,995,422	-
Park Pathways	-	175,750	257,044	432,794	-
Posy Park Planning Phase 1	-	-	575,000	575,000	-
Fields	383,000	-	-	383,000	12,925,000
Athletic Field Scoreboard Replacement	58,000	-	-	58,000	-
Citywide Baseball Field Lighting & Fencing Upgrades	175,000	-	-	175,000	925,000
Crestmoor Fields	150,000	-	-	150,000	12,000,000
Downtown Beautification Project	350,000	-	-	350,000	100,000
Grand Total	\$1,418,000	\$1,515,621	\$5,807,935	\$8,741,556	\$15,725,000

Parks Capital

Centennial Plaza Renovation Project

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 2023, the project moved forward with finalizing the construction drawings and bidding. Award of contract is tentatively scheduled for before the end of the 2023-24 fiscal year, with a tentative completion date. With the award of construction, a request for additional budget is needed for bid alternatives as well as a Project Manager.



TIMELINE	
Initial funding year	2020-21
Target Completion	2024-25

TOTAL NON-GENERAL FUND SOURCES, ALL YEARS	
Park-in-Lieu	\$150,000
Community Facilities Impact Fee Fund	357,765
San Bruno Community Foundation	500,000
Community Benefit Fund	576,259

Project No. 60028

SOURCE OF FUNDS	FY25 Approved	TOTAL APPROVED FUNDING			FUTURE YEARS, UNFUNDED
		ACTUALS AS OF 6/30/23	FY24 BUDGET	TOTAL BUDGET & ACTUALS	
General Fund	\$0				
Special Revenue Funds	85,000	\$101,497	\$1,482,527	\$1,669,024	\$0
Enterprise Funds	0				
Outside Funding	0				
Total	\$85,000	\$101,497	\$1,482,527	\$1,669,024	\$0

Parks Capital

City Hall and Library Irrigation and Landscape

San Bruno City Hall, a pivotal hub for city operations, shares its campus with the adjacent San Bruno Library. The irrigation system across this campus is outdated, lacking the efficiency to support a vibrant landscape adequately. Many areas of the campus, including a large expanse of turf, rely on this system for maintenance, which not only consumes substantial water but also falls short in enhancing the site's visual appeal. Additionally, except for a few trees, the existing plant life is largely overgrown, detracting from the campus's overall aesthetics.



A proposal for an updated irrigation and landscaping plan aims to revitalize the campus. This initiative is expected to not only improve its appearance but also reduce water usage significantly. Moreover, the redesign could offer new outdoor areas for community gatherings, enriching the public space. The project's initial phase, focused on conceptual design, has been allocated funding for the fiscal year 2024-25.

TIMELINE	
Initial funding year	2024-25
Target Completion	2027-28

TOTAL NON-GENERAL FUND SOURCES, ALL YEARS	
Community Benefit Fund	\$50,000

Project No. NEW

SOURCE OF FUNDS	FY25 PROPOSED	TOTAL APPROVED FUNDING			FUTURE YEARS, UNFUNDED
		ACTUALS AS OF 6/30/23	FY24 BUDGET	TOTAL BUDGET & ACTUALS	
General Fund	\$0				
Special Revenue Funds	50,000	\$0	\$0	\$50,000	\$1,000,000
Enterprise Funds	0				
Outside Funding	0				
Total	\$50,000	\$0	\$0	\$50,000	\$1,000,000

Parks Capital

Citywide Wildfire Mitigation & Open Space Management Program

The City's proximity to lands classified as high fire severity zones, along with adjacent open spaces and undeveloped areas close to residential communities, significantly increases wildfire risk. Past wildfires in the Bay Area, including the 1991 Oakland Hills fire and the 2020 CZU Lightning Complex fire, have highlighted this risk, with over 197,482 acres burned and 5,385 structures destroyed, emphasizing the potential threat to our area.

To protect the community, the City has initiated comprehensive wildfire mitigation efforts. These include public education campaigns, thorough inspections, streamlined permitting for mitigation measures, and increased staffing to support these activities. A key component is the wildfire mitigation project, aimed at reducing combustible materials to lessen wildfire impact on properties and residents.

Annual mitigation projects on City-owned lands are central to these efforts, selected through detailed risk assessments using tools like the No-Harm study to ensure efficient use of resources. In 2021-22 and 2022-23, mitigation focused on high-risk areas such as Piedmont, Buckeye Park, and near the Sneath area of Sweeney Ridge Trail, guided by the No-Harm tool for prioritizing actions. This strategic approach demonstrates the City's dedication to managing wildfire risks proactively, safeguarding the community and its assets.



TIMELINE	
Initial funding year	2019-20
Target Completion	On-going

TOTAL NON-GENERAL FUND SOURCES, ALL YEARS	
FEMA Mitigation Grant	\$196,675
Community Benefit Fund	150,000

Project No. 51023

SOURCE OF FUNDS	FY25 APPROVED	TOTAL APPROVED FUNDING			FUTURE YEARS, UNFUNDED
		ACTUALS AS OF 6/30/23	FY24 BUDGET	TOTAL BUDGET & ACTUALS	
General Fund	\$0				
Special Revenue Funds	150,000	\$259,403	\$428,172	\$837,575	\$450,000
Enterprise Funds	0				
Outside Funding	0				
Total	\$150,000	\$259,403	\$428,172	\$837,575	\$450,000

Parks Capital

Crestmoor Canyon Wildfire Mitigation Program

Crestmoor Canyon, covering 76.6 acres of city-owned land, is located between the Crestmoor and Rollingwood residential areas, and is home to approximately 500 residences. This critical green space, adjacent to a school and city facilities, is also near Sweeney Ridge, a 1,200-acre park managed by the National Parks Service.



Following the 2010 PG&E gas pipeline explosion in the Crestmoor neighborhood, the city has taken steps to address wildfire risks for Crestmoor Canyon. Utilizing \$3 million from PG&E, efforts to enhance wildfire resilience in the canyon have included creating defensible spaces and maintaining fire roads.

In 2019, recognizing the need for a broader strategy, the City Council allocated \$125,000 from the Emergency Disaster Reserve Fund to start a Wildfire Mitigation Plan. This plan goes beyond regular maintenance, focusing on substantial mitigation efforts to protect the community from wildfires, involving collaboration with a consulting firm to meet environmental standards and ensure community safety.

A Project Manager is being appointed to lead these efforts, focusing on detailed management and oversight of safety enhancements in the canyon. The city is also focused on identifying sustainable funding sources for ongoing vegetation management and fire prevention, underlining the importance of long-term planning and investment in community and environmental protection.

TIMELINE	
Initial funding year	2019-20
Target Completion	On-going

TOTAL NON-GENERAL FUND SOURCES, ALL YEARS	
Emergency Disaster Reserve Fund	\$125,000
PG&E Settlement	1,750,000

Project No. 51019

SOURCE OF FUNDS	FY25 APPROVED	TOTAL APPROVED FUNDING			FUTURE YEARS, UNFUNDED
		ACTUALS AS OF 6/30/23	FY24 BUDGET	TOTAL BUDGET & ACTUALS	
General Fund	\$0				
Special Revenue Funds	0	\$429,484	\$1,595,516	\$2,025,000	\$1,250,000
Enterprise Funds	0				
Outside Funding	0				
Total	\$0	\$429,484	\$1,595,516	\$2,025,000	\$1,250,000

Parks Capital

Florida Park

The property at 324 Florida Ave was purchased by the City in 2014 with the goal of transforming the space into a neighborhood park, enhancing local recreational spaces. The City Council approved a master plan in October 2016 after a comprehensive planning process, with demolition and remediation concluding by May 2017. The park's design, finalized in Fall 2017, faced revisions due to community concerns about tree preservation, illustrating the city's responsiveness to public input.

On March 28, 2023, City Council approved funding of this project through the Citywide Development Impact Fees – Community Facilities Impact Fee Fund. In November 2023, the project resumed. The design firm will be finalizing the construction drawings and will provide a revision to the 2019 cost estimates by the end of March 2024. Also pending are the bid documents based on updated estimates, bidding, and award of contract. A potential request for additional budget is also anticipated to occur at the end of fiscal year for project management and possible contingency for the project.



TIMELINE	
Initial funding year	2021-22
Target Completion	2024-25

TOTAL NON-GENERAL FUND SOURCES, ALL YEARS	
Community Facilities Impact Fee Fund	\$2,400,000
San Bruno Community Foundation	200,000

Project No. 51001

SOURCE OF FUNDS	FY25 APPROVED	TOTAL APPROVED FUNDING			FUTURE YEARS, UNFUNDED
		ACTUALS AS OF 6/30/23	FY24 BUDGET	TOTAL BUDGET & ACTUALS	
General Fund	\$0				
Special Revenue Funds	400,000	\$549,486	\$2,045,936	\$2,995,422	\$0
Enterprise Funds	0				
Outside Funding	0				
Total	\$400,000	\$549,486	\$2,045,936	\$2,995,422	\$0

Parks Capital

Park Pathways

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 from the California Department of Parks and Recreation in fiscal year 2021-22 in the amount of \$205,635. The state grant requirement is a 20% matching of 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 required that funds be expended by December 31, 2023. City staff filed a request, that was approved, to extend the deadline to expend funds by 2028. Work on this project is expected to be completed at the end of fiscal year 2025-26.

TIMELINE	
Initial funding year	2021-22
Target Completion	2025-26

TOTAL NON-GENERAL FUND SOURCES, ALL YEARS	
Prop 68	\$205,635

Project No. 60007

SOURCE OF FUNDS	FY25 APPROVED	TOTAL APPROVED FUNDING			FUTURE YEARS, UNFUNDED
		ACTUALS AS OF 6/30/23	FY24 BUDGET	TOTAL BUDGET & ACTUALS	
General Fund	\$0				
Special Revenue Funds	0	\$175,750	\$257,044	\$432,794	\$0
Enterprise Funds	0				
Outside Funding	0				
Total	\$0	\$175,750	\$257,044	\$432,794	\$0

Parks Capital

Posy Park Planning Phase I

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 from The County of San Mateo in May 2022 with a deadline to expend the funds by December 31, 2024. Design work for this project will begin in early 2024 and the project is expected to be completed in FY2025-26. 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.

TIMELINE	
Initial funding year	2021-22
Target Completion	2025-26

TOTAL NON-GENERAL FUND SOURCES, ALL YEARS	
County Measure K Grant	\$200,000

Project No. 51024

SOURCE OF FUNDS	FY25 APPROVED	TOTAL APPROVED FUNDING			FUTURE YEARS, UNFUNDED
		ACTUALS AS OF 6/30/23	FY24 BUDGET	TOTAL BUDGET & ACTUALS	
General Fund	\$0				
Special Revenue Funds	0	\$0	\$575,000	\$575,000	\$0
Enterprise Funds	0				
Outside Funding	0				
Total	\$0	\$0	\$575,000	\$575,000	\$0

Parks Capital

Athletic Field Scoreboard Replacement

The scoreboards located at Diamonds 2 and 3, Lions Field, and Commodore Park have had functional issues over the last several years. The issues range from complete inactivity and disruptions during games to console control problems. These scoreboards have been in place for many years and repair parts are no longer available. Replacing the scoreboards with new updated versions will add to the game experience and provide a level of functionality that is expected from our field users.

The entire project is currently unfunded, and funding will be requested for FY 25. There is a letter of commitment for \$20,000 from Baseball and Girls Softball Groups.



TIMELINE	
Initial funding year	2024-25
Target Completion	TBD

TOTAL NON-GENERAL FUND SOURCES, ALL YEARS	
Community Facilities Impact Fee Fund	\$38,000
Facility User Contributions	20,000

Project No. NEW

SOURCE OF FUNDS	FY25 APPROVED	TOTAL APPROVED FUNDING			FUTURE YEARS, UNFUNDED
		ACTUALS AS OF 6/30/23	FY24 BUDGET	TOTAL BUDGET & ACTUALS	
General Fund	\$0				
Special Revenue Funds	38,000	\$0	\$0	\$58,000	\$0
Enterprise Funds	0				
Outside Funding	20,000				
Total	\$58,000	\$0	\$0	\$58,000	\$0

Parks Capital

Citywide Baseball Field Lighting & Fencing Upgrades

Lara Field, Diamond 2, Diamond 3, and Lion's Field currently rely on metal halide lighting, a technology that's becoming obsolete and expensive due to the industry shift towards more efficient LED lighting. The outdated system not only struggles to meet the required light levels for recreational play but also poses challenges in maintenance and energy consumption.

The transition to LED lighting across these fields represents a significant upgrade, promising to enhance light consistency, halve energy use, and drastically reduce maintenance efforts and costs. LED lights offer a longer lifespan—up to five times that of current systems—and come with warranties for repairs, ensuring reliable, vendor-supported maintenance.

The upgrade will occur in phases, with initial funding directed to Phase 1, targeting improvements at Diamond 3 (D3). This phase includes fencing updates and the installation of a new light pole to achieve optimal lighting conditions. Subsequent funding requests will be made to Congressman Kevin Mullin for Phase 2, focusing on Diamond 2 and Lara Field. Lara Field, suitable for players aged 14 and older, will see both lighting enhancements and fencing renovations. Phase 3 will expand the upgrades to Lion's Field, adding new artificial turf to the list of enhancements alongside the lighting improvements.



TIMELINE	
Initial funding year	2024-25
Target Completion	2026-27

TOTAL NON-GENERAL FUND SOURCES, ALL YEARS	
Community Benefit Fund	\$175,000

Project No. 51025

SOURCE OF FUNDS	FY25 APPROVED	TOTAL APPROVED FUNDING			FUTURE YEARS, UNFUNDED
		ACTUALS AS OF 6/30/23	FY24 BUDGET	TOTAL BUDGET & ACTUALS	
General Fund	\$0				
Special Revenue Funds	175,000	\$0	\$0	\$175,000	\$925,000
Enterprise Funds	0				
Outside Funding	0				
Total	\$175,000	\$0	\$0	\$175,000	\$925,000

Parks Capital

Crestmoor Fields

SummerHill is working with the City on a development proposal for 155 single-family residential units with 6.91 acres to be dedicated to the City as a public park with sports fields and supporting infrastructure including parking, and 12.3 acres of publicly accessible natural open space that would be maintained by the future homeowner’s association. In total, the project would provide 19.21 acres for public use and open space.

The Crestmoor Fields Draft Master Plan was presented to the San Bruno City Council on October 10, 2023. The next step is to design the project to 95% and obtain bid documents and estimates.



TIMELINE	
Initial funding year	2024-25
Target Completion	2026-27

TOTAL NON-GENERAL FUND SOURCES, ALL YEARS	
Community Facilities Impact Fee Fund	\$150,000

Project No. NEW

SOURCE OF FUNDS	FY25 APPROVED	TOTAL APPROVED FUNDING			FUTURE YEARS, UNFUNDED
		ACTUALS AS OF 6/30/23	FY24 BUDGET	TOTAL BUDGET & ACTUALS	
General Fund	\$0				
Special Revenue Funds	150,000	\$0	\$0	\$150,000	\$12,000,000
Enterprise Funds	0				
Outside Funding	0				
Total	\$150,000	\$0	\$0	\$150,000	\$12,000,000

Parks Capital

Downtown Beautification Project

The Downtown Beautification Project aims to enhance downtown aesthetics across five pivotal areas. These include revitalizing planters, exploring the feasibility of planting trees along Jenevein Avenue, rejuvenating median landscapes, installing street pole banners, and enhancing the South San Mateo Avenue marquee.

From September 2023 to January 2024, City Staff meticulously examined the feasibility and projected costs of a downtown beautification endeavor. Their findings were promptly presented to the San Bruno Community Foundation in February 2024 to secure funding. The commendable efforts bore fruit on March 6, 2024, as the City received a \$350,000 Grant from the Foundation to bolster the beautification initiative. Award of contracts are tentatively scheduled for July 2024, with a tentative completion date of December 2024.



TIMELINE	
Initial funding year	2023-24
Target Completion	2024-25

TOTAL NON-GENERAL FUND SOURCES, ALL YEARS	
San Bruno Community Foundation	\$350,000

Project No. NEW

SOURCE OF FUNDS	FY25 APPROVED	TOTAL APPROVED FUNDING			FUTURE YEARS, UNFUNDED
		ACTUALS AS OF 6/30/23	FY24 BUDGET	TOTAL BUDGET & ACTUALS	
General Fund	\$0				
Special Revenue Funds	0	\$0	\$0	\$350,000	\$100,000
Enterprise Funds	0				
Outside Funding	350,000				
Total	\$350,000	\$0	\$0	\$350,000	\$100,000

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TECHNOLOGY CAPITAL



Technology Capital Improvement Program Project Summary

PROJECT NAME	FY25 ADOPTED BUDGET	TOTAL APPROVED FUNDING			FUTURE YEARS, UNFUNDED
		ACTUALS AS OF 6/30/23	FY24 BUDGET	TOTAL BUDGET & ACTUALS	
Business Continuity - IT Disaster Recovery Plan	\$-	\$168,633	\$81,367	\$250,000	\$104,756
Channel 1 Upgrade	-	181,922	68,078	250,000	-
City Facility CCTV Upgrades	61,950	176	164,824	226,950	169,810
Computerized Maintenance Management System	313,400	-	-	313,400	319,500
EOC Equipment Upgrade	-	103,007	46,993	150,000	66,396
ERP Upgrade	-	70,040	1,929,960	2,000,000	3,754,004
Online Permit System Upgrade	-	13,945	206,055	220,000	383,606
Police Station - Radio System	5,600,000	401,410	46,590	6,048,000	-
Senior Center Council Meeting Improvements	-	-	25,000	25,000	50,000
Strategic Software Needs Assessment and Upgrade	-	17,438	77,263	94,700	134,500
Grand Total	\$5,975,350	\$956,570	\$2,646,130	\$9,578,050	\$4,982,572

Technology Capital

Business Continuity - IT Disaster Recovery Plan

The City's network servers and storage are housed within local City facilities, and despite significant upgrades to network infrastructure, connectivity, security, and backup processes, there remains a critical need for enhanced disaster recovery measures. To address this, the project aims to establish a redundant, off-site location to ensure City operations can continue seamlessly in the event of an emergency or if the current server facilities at City Hall become compromised.

At present, the network's server infrastructure relies on replication between on-site machines, a system that functions effectively as long as the server room remains intact. However, in the event that the server room is damaged or destroyed, the City would face a complete loss of network services due to the absence of a backup system. To mitigate this risk, the project will introduce an off-site backup solution, engaging a third-party vendor for the implementation of this critical infrastructure enhancement.



TIMELINE	
Initial funding year	2021-22
Target Completion	2026-27

TOTAL NON-GENERAL FUND SOURCES, ALL YEARS	
American Rescue Plan Act of 2021	\$198,369

Project No. 81023

SOURCE OF FUNDS	FY25 APPROVED	TOTAL APPROVED FUNDING			FUTURE YEARS, UNFUNDED
		ACTUALS AS OF 6/30/23	FY24 BUDGET	TOTAL BUDGET & ACTUALS	
General Fund	\$0				
Special Revenue Funds	0	\$168,633	\$81,367	\$250,000	\$104,756
Enterprise Funds	0				
Outside Funding	0				
Total	\$0	\$168,633	\$81,367	\$250,000	\$104,756

Technology Capital

Channel 1 Upgrade

Channel 1, San Bruno's dedicated Public, Educational, and Governmental TV channel, experienced a significant increase in viewership during the COVID-19 pandemic, with usage rising by over 400%. This surge was driven by the channel's crucial role in disseminating pandemic-related government updates and public health information to the San Bruno community. In response to this increased demand and to ensure the continued delivery of high-quality broadcasting, Channel 1 underwent significant upgrades funded by the CIP. These enhancements included a transition to an all-HD format, along with upgrades to cameras, microphones, internet connectivity, and other essential telecast equipment.

Despite these improvements, the CIP has earmarked funds for the next fiscal year to support ongoing upgrades and the replacement of any equipment that may fail. This forward-looking approach ensures that Channel 1 will continue to serve as a vital resource for the San Bruno community, offering access to educational content, government proceedings, and essential public information.



TIMELINE	
Initial funding year	2021-22
Target Completion	2024-25

TOTAL NON-GENERAL FUND SOURCES, ALL YEARS	
American Rescue Plan Act	\$181,922

Project No. 41005

SOURCE OF FUNDS	FY25 APPROVED	TOTAL APPROVED FUNDING			FUTURE YEARS, UNFUNDED
		ACTUALS AS OF 6/30/23	FY24 BUDGET	TOTAL BUDGET & ACTUALS	
General Fund	\$0				
Special Revenue Funds	0	\$181,922	\$68,078	\$250,000	\$0
Enterprise Funds	0				
Outside Funding	0				
Total	\$0	\$181,922	\$68,078	\$250,000	\$0

Technology Capital

City Facility CCTV Upgrades

Presently, the City's CCTV coverage is limited to two locations: the Police Department and City Hall. The Police Department's camera system, over seven years old, produces footage of poor quality, rendering it nearly unusable. City Hall's CCTV system, while functional, only supports traditional on-site viewing and data extraction.

This project proposes a comprehensive upgrade to the CCTV systems at these two sites and plans to extend modern CCTV solutions to an additional 12 City sites. This expansion will include Fire Stations 51 and 52, the Police Headquarters, City Hall, the San Bruno Library, the Senior Center, the Public Works and Parks Corporation Yards, City Net and Head End facilities, and both radio sites. The upgraded and new CCTV installations will feature remote access capabilities, allowing authorized personnel to access footage from anywhere, enhancing security and operational oversight across critical City infrastructure.



TIMELINE	
Initial funding year	2023-24
Target Completion	2026-27

TOTAL NON-GENERAL FUND SOURCES, ALL YEARS	
General Government Facilities Impact Fee Fund	\$165,000
Water Fund	61,950

Project No. 81026

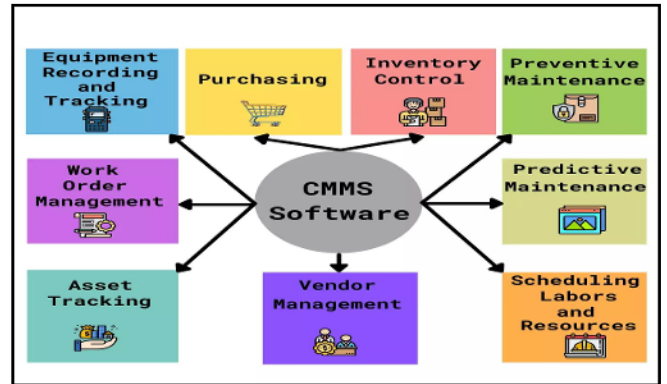
SOURCE OF FUNDS	FY25 APPROVED	TOTAL APPROVED FUNDING			FUTURE YEARS, UNFUNDED
		ACTUALS AS OF 6/30/23	FY24 BUDGET	TOTAL BUDGET & ACTUALS	
General Fund	\$0				
Special Revenue Funds	0	\$176	\$164,824	\$226,950	\$169,810
Enterprise Funds	61,950				
Outside Funding	0				
Total	\$61,950	\$176	\$164,824	\$226,950	\$169,810

Technology Capital

Computerized Maintenance Management System

The computerized maintenance management system (CMMS) serves as a centralized platform for managing asset data and maintenance activities across the City. This system significantly enhances maintenance operations by optimizing asset utilization and availability. It provides a comprehensive overview of asset conditions, facilitating efficient scheduling, work order creation, and seamless communication across all levels of the organization, from management and field staff to administrators.

By streamlining these processes, the CMMS ensures that maintenance tasks are performed more efficiently and effectively, improving the overall management and lifespan of the City's assets and infrastructure.



TIMELINE	
Initial funding year	2024-25
Target Completion	2026-27

TOTAL NON-GENERAL FUND SOURCES, ALL YEARS	
Water & Wastewater Funds	\$313,400

Project No. NEW

SOURCE OF FUNDS	FY25 APPROVED	TOTAL APPROVED FUNDING			FUTURE YEARS, UNFUNDED
		ACTUALS AS OF 6/30/23	FY24 BUDGET	TOTAL BUDGET & ACTUALS	
General Fund	\$0				
Special Revenue Funds	0	\$0	\$0	\$313,400	\$319,500
Enterprise Funds	313,400				
Outside Funding	0				
Total	\$313,400	\$0	\$0	\$313,400	\$319,500

Technology Capital

EOC Equipment Upgrade

The City of San Bruno's Emergency Operations Center (EOC), situated at City Hall, serves as the critical command center for all City departments during local emergencies or disasters. Currently, the EOC requires significant updates in communication and technology to enhance situational awareness, streamline communication with internal and external staff, facilitate regional coordination, and enable swift, informed decision-making. Moreover, improvements are essential for better engagement with the public during crises.

This upgrade project is comprehensive, aiming to replace outdated technology and introduce new, advanced equipment. A key feature of the update will be the inclusion of mobile capabilities, ensuring the EOC can remain operational and relocate if necessary, especially in scenarios where City Hall is compromised.



TIMELINE	
Initial funding year	2021-22
Target Completion	2026-27

TOTAL NON-GENERAL FUND SOURCES, ALL YEARS	
American Rescue Plan Act of 2021	\$123,379

Project No. 81022

SOURCE OF FUNDS	FY25 APPROVED	TOTAL APPROVED FUNDING			FUTURE YEARS, UNFUNDED
		ACTUALS AS OF 6/30/23	FY24 BUDGET	TOTAL BUDGET & ACTUALS	
General Fund	\$0				
Special Revenue Funds	0	\$103,007	\$46,993	\$150,000	\$66,396
Enterprise Funds	0				
Outside Funding	0				
Total	\$0	\$103,007	\$46,993	\$150,000	\$66,396

Technology Capital

ERP Upgrade

The City of San Bruno currently operates its financial and human resources management using Tyler Technologies' Eden software suite, encompassing the General Ledger, Budget, Payroll, Human Resources Information System, and Accounts Payable/Receivable. With the Eden ERP software suite approaching its expected end of life on March 1, 2027, the City has proactively planned for its future needs.

In February 2023, the City Council took decisive action by authorizing the transition from Eden to the more advanced Munis ERP software, also provided by Tyler Technologies. This upgrade is a strategic move to ensure continued efficiency and reliability in managing the City's core administrative functions. To support this significant upgrade, the City Council approved an initial investment of \$700,000 for the project. Recognizing the comprehensive nature of the software transition, an additional \$800,000 was allocated for fiscal year 2023-24. This funding accounts for the purchase price from Tyler Technologies and covers internal costs, as well as expenses for business process review and implementation services necessary for a smooth transition to Munis ERP.



TIMELINE	
Initial funding year	2021-22
Target Completion	2026-27

TOTAL NON-GENERAL FUND SOURCES, ALL YEARS	
American Rescue Plan Act of 2021	\$242,135

Project No. 81024

SOURCE OF FUNDS	FY25 APPROVED	TOTAL APPROVED FUNDING			FUTURE YEARS, UNFUNDED
		ACTUALS AS OF 6/30/23	FY24 BUDGET	TOTAL BUDGET & ACTUALS	
General Fund	\$0				
Special Revenue Funds	0	\$70,040	\$1,929,960	\$2,000,000	\$3,754,004
Enterprise Funds	0				
Outside Funding	0				
Total	\$0	\$70,040	\$1,929,960	\$2,000,000	\$3,754,004

Technology Capital

Online Permit System Upgrade

The City's Community and Economic Development and Public Works Departments have reviewed a cloud-based permitting solution, My Government Online (MGO), as a potential upgrade and online expansion for our current TrakIT system. MGO offers a modern approach to managing permits, enhancing both efficiency and accessibility through its online platform.

This alternative was considered due to its pricing model, which aligns with our permit volume, making it a cost-effective solution. After analyzing permit issuance data from previous years, the staff projects that the annual cost of adopting MGO would not exceed \$50,000. This expense is anticipated to be covered by funds carried forward in the Capital Improvement Plan (CIP), ensuring a financially responsible transition to a more advanced, cloud-based permitting system.



TIMELINE	
Initial funding year	2019-20
Target Completion	2026-27

TOTAL NON-GENERAL FUND SOURCES, ALL YEARS	
Permit Revenue Technology Fee	\$220,000

Project No. 81021

SOURCE OF FUNDS	FY25 APPROVED	TOTAL APPROVED FUNDING			FUTURE YEARS, UNFUNDED
		ACTUALS AS OF 6/30/23	FY24 BUDGET	TOTAL BUDGET & ACTUALS	
General Fund	\$0				
Special Revenue Funds	0	\$13,945	\$206,055	\$220,000	\$383,606
Enterprise Funds	0				
Outside Funding	0				
Total	\$0	\$13,945	\$206,055	\$220,000	\$383,606

Technology Capital

Police Station - Radio System

This project is focused on modernizing the police department's land mobile radio (LMR) infrastructure, including all associated electronic hardware, portable, and mobile radios. The upgrade will ensure the equipment is capable of encryption, aligning with the California Department of Justice's security protocols for safely transmitting protected CJIS/PII data—a critical component of law enforcement operations. In addition to upgrading the technology, this initiative will enhance the physical radio site locations and bring the department's communications technology up to current public safety industry standards. The entire project is scheduled for the fiscal year 2024-25, with plans for both commencement and completion within this period.



TIMELINE	
Initial funding year	2015-16
Target Completion	2024-25

TOTAL NON-GENERAL FUND SOURCES, ALL YEARS	
Equipment Reserve Fund	\$448,000

Project No. 51015

SOURCE OF FUNDS	FY25 APPROVED	TOTAL APPROVED FUNDING			FUTURE YEARS, UNFUNDED
		ACTUALS AS OF 6/30/23	FY24 BUDGET	TOTAL BUDGET & ACTUALS	
General Fund	\$5,600,000				
Special Revenue Funds	0	\$401,410	\$46,590	\$6,048,000	\$0
Enterprise Funds	0				
Outside Funding	0				
Total	\$5,600,000	\$401,410	\$46,590	\$6,048,000	\$0

Technology Capital

Senior Center Council Meeting Improvements

This project aims to further modernize and renovate the Senior Center, enhancing its stability and upgrading the technology infrastructure to accommodate City Council Meetings and other community-based committee (CBC) meetings more effectively. The focus of the funding will be on essential enhancements to support these functions. This includes the installation of AV cables routed beneath the center for improved connectivity, the addition of fixed-mount speakers for better sound distribution, and the introduction of mobile walls that can be used as flexible backdrops. Additionally, the project will provide spare mobile devices, such as iPads and laptops, to facilitate the hosting of meetings. These updates are designed to make the Senior Center a more adaptable and technologically equipped venue for city governance and community engagement.



TIMELINE	
Initial funding year	2023-24
Target Completion	2026-27

TOTAL NON-GENERAL FUND SOURCES, ALL YEARS	
General Government Facilities Impact Fee Fund	\$25,000

Project No. 81025

SOURCE OF FUNDS	FY25 APPROVED	TOTAL APPROVED FUNDING			FUTURE YEARS, UNFUNDED
		ACTUALS AS OF 6/30/23	FY24 BUDGET	TOTAL BUDGET & ACTUALS	
General Fund	\$0				
Special Revenue Funds	0	\$0	\$25,000	\$25,000	\$50,000
Enterprise Funds	0				
Outside Funding	0				
Total	\$0	\$0	\$25,000	\$25,000	\$50,000

Technology Capital

Strategic Software Needs Assessment and Upgrade

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.



TIMELINE	
Initial funding year	2019-20
Target Completion	2026-27

Project No. 81012

SOURCE OF FUNDS	FY25 APPROVED	TOTAL APPROVED FUNDING			FUTURE YEARS, UNFUNDED
		ACTUALS AS OF 6/30/23	FY24 BUDGET	TOTAL BUDGET & ACTUALS	
General Fund	\$0				
Special Revenue Funds	0	\$17,437	\$77,263	\$94,700	\$134,500
Enterprise Funds	0				
Outside Funding	0				
Total	\$0	\$17,437	\$77,263	\$94,700	\$134,500

STREETS CAPITAL



Streets Capital Improvement Program Project Summary

PROJECT NAME	FY25 ADOPTED BUDGET	TOTAL APPROVED FUNDING			FUTURE YEARS, UNFUNDED
		ACTUALS AS OF 6/30/23	FY24 BUDGET	TOTAL BUDGET & ACTUALS	
Accessible Pedestrian Ramps at Various Locations	\$50,000	\$325,073	\$484,215	\$859,288	\$300,000
BART Right-Of-Way Transfer	-	68,586	53,294	121,880	-
Bicycle and Pedestrian Improvements Program	-	762,696	4,799,304	5,562,000	1,615,000
Bayhill Drive and El Camino Real	-	-	285,000	285,000	1,615,000
Huntington Ave Improvements	-	731,458	3,685,542	4,417,000	-
Near Mills Park Development	-	-	100,000	100,000	-
San Bruno Bicycle Route Installation	-	31,238	728,762	760,000	-
Crystal Springs Road Utility Undergrounding Project Phase I	-	21,698	978,302	1,000,000	4,800,000
Downtown Parking Program	-	16,387	314,613	331,000	-
Elm and Linden Avenue Bicycle Boulevards	-	-	100,000	100,000	400,000
Pavement Management Program	5,340,729	672,799	14,707,191	20,720,719	-
FY22 Street Reconstruction Project	-	456,357	2,798,972	3,255,329	-
FY23 Street Rehabilitation Project	-	216,443	7,673,557	7,890,000	-
FY24 Street Reconstruction Project	-	-	1,088,061	1,088,061	-
FY24 Slurry Seal	-	-	836,600	836,600	-
FY24 Street Rehabilitation Project	-	-	2,310,000	2,310,000	-
FY25 Street Rehabilitation Project	5,340,729	-	-	5,340,729	-

Streets Capital Improvement Program Project Summary

PROJECT NAME	FY25 ADOPTED BUDGET	TOTAL APPROVED FUNDING			FUTURE YEARS, UNFUNDED
		ACTUALS AS OF 6/30/23	FY24 BUDGET	TOTAL BUDGET & ACTUALS	
Pedestrian Safety and Traffic-Calming Program	75,000	199,909	350,091	625,000	450,000
TSPC Studies	75,000	199,909	350,091	625,000	450,000
Regulated Output Streetlight Replacement Project	-	76,791	423,209	500,000	-
Safe Routes to School High Priority Improvements	-	-	100,000	100,000	650,000
San Bruno Avenue Transit Corridors Plan	-	-	150,000	150,000	5,600,000
Scott Street Grade Separation	-	167,257	302,743	470,000	450,000
Sidewalk Repair Program	350,000	52,650	1,197,350	1,600,000	1,400,000
FY23 Sidewalk Repair Project	-	52,650	847,350	900,000	-
FY24 Sidewalk Repair Project	-	-	350,000	350,000	-
FY25 Sidewalk Repair Project	350,000	-	-	350,000	1,400,000
Signage Replacement Project	-	-	150,000	150,000	-
Traeger Traffic Signal Installation	-	-	250,000	250,000	2,050,000
Traffic Signal Improvements	-	850,590	114,410	965,000	-
Grand Total	\$5,815,729	\$3,214,435	\$24,474,723	\$33,504,887	\$17,715,000

Streets Capital

Accessible Pedestrian Ramps at Various Locations

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.



TIMELINE	
Initial funding year	2008-09
Target Completion	On-going

TOTAL NON-GENERAL FUND SOURCES, ALL YEARS	
Gas Tax (HUTA)	\$267,500
Measure A	517,500
Streets Capital RDA	74,288

Project No. 82702

SOURCE OF FUNDS	FY25 APPROVED	TOTAL APPROVED FUNDING			FUTURE YEARS, UNFUNDED
		ACTUALS AS OF 6/30/23	FY24 BUDGET	TOTAL BUDGET & ACTUALS	
General Fund	\$0				
Special Revenue Funds	50,000	\$325,073	\$484,215	\$859,288	\$300,000
Enterprise Funds	0				
Outside Funding	0				
Total	\$50,000	\$325,073	\$484,215	\$859,288	\$300,000

Streets Capital

BART Right-Of-Way Transfer

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.



TIMELINE	
Initial funding year	2011-12
Target Completion	2024-25

TOTAL NON-GENERAL FUND SOURCES, ALL YEARS	
Developer Contributions - Southline	\$46,880

Project No. 82710

SOURCE OF FUNDS	FY25 APPROVED	TOTAL APPROVED FUNDING			FUTURE YEARS, UNFUNDED
		ACTUALS AS OF 6/30/23	FY24 BUDGET	TOTAL BUDGET & ACTUALS	
General Fund	\$0				
Special Revenue Funds	0	\$68,586	\$53,294	\$121,880	\$0
Enterprise Funds	0				
Outside Funding	0				
Total	\$0	\$68,586	\$53,294	\$121,880	\$0

Streets Capital

Bicycle and Pedestrian Improvements at Bayhill Drive & El Camino Real

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.



TIMELINE	
Initial funding year	2023-24
Target Completion	2026-27

TOTAL NON-GENERAL FUND SOURCES, ALL YEARS	
Bayhill Specific Plan Area Development Impact Fee	\$71,250
Measure A	213,750

Project No. 60044

SOURCE OF FUNDS	FY25 APPROVED	TOTAL APPROVED FUNDING			FUTURE YEARS, UNFUNDED
		ACTUALS AS OF 6/30/23	FY24 BUDGET	TOTAL BUDGET & ACTUALS	
General Fund	\$0				
Special Revenue Funds	0	\$0	\$285,000	\$285,000	\$1,615,000
Enterprise Funds	0				
Outside Funding	0				
Total	\$0	\$0	\$285,000	\$285,000	\$1,615,000

Streets Capital

Bicycle and Pedestrian Improvement Program - Huntington Ave Improvements

This project will implement a component of the San Bruno Walk 'N Bike Plan, a plan adopted on July 28th, 2016 as the first city-wide plan devoted exclusively to non-motorized transportation. The added component improves 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, a pedestrian signal at Euclid Ave, traffic signal modifications and to install streetscape improvements such as lighting and sidewalks. Funding for this project is primarily from a federal transportation grant and a San Mateo County Transportation Authority Grant with a matching requirement coming from the City General Fund Capital Reserve.



TIMELINE	
Initial funding year	2018-19
Target Completion	2024-25

TOTAL NON-GENERAL FUND SOURCES, ALL YEARS	
Measure A	\$570,000
MTC OBAG 2 Grant	914,000
SMC Transportation Authority Grant	1,400,000
Southline Settlement Funds	1,500,000

Project No. 60010

SOURCE OF FUNDS	FY25 APPROVED	TOTAL APPROVED FUNDING			FUTURE YEARS, UNFUNDED
		ACTUALS AS OF 6/30/23	FY24 BUDGET	TOTAL BUDGET & ACTUALS	
General Fund	\$0				
Special Revenue Funds	0	\$731,458	\$3,685,542	\$4,417,000	\$0
Enterprise Funds	0				
Outside Funding	0				
Total	\$0	\$731,458	\$3,685,542	\$4,417,000	\$0

Streets Capital

Bicycle and Pedestrian Improvement Program - Near Mills Park Development

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.



TIMELINE	
Initial funding year	2021-22
Target Completion	2024-25

TOTAL NON-GENERAL FUND SOURCES, ALL YEARS	
Developer Contribution - Mills Park	\$100,000

Project No. 60029

SOURCE OF FUNDS	FY25 APPROVED	TOTAL APPROVED FUNDING			FUTURE YEARS, UNFUNDED
		ACTUALS AS OF 6/30/23	FY24 BUDGET	TOTAL BUDGET & ACTUALS	
General Fund	\$0				
Special Revenue Funds	0	\$0	\$100,000	\$100,000	\$0
Enterprise Funds	0				
Outside Funding	0				
Total	\$0	\$0	\$100,000	\$100,000	\$0

Streets Capital

Bicycle and Pedestrian Improvement Program - Bicycle Route Installation

This 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.



TIMELINE	
Initial funding year	2021-22
Target Completion	On-going

TOTAL NON-GENERAL FUND SOURCES, ALL YEARS	
Measure A	\$513,240
State Transportation Fund for Clean Air (TFCA)	246,760

Project No. 60034

SOURCE OF FUNDS	FY25 APPROVED	TOTAL APPROVED FUNDING			FUTURE YEARS, UNFUNDED
		ACTUALS AS OF 6/30/23	FY24 BUDGET	TOTAL BUDGET & ACTUALS	
General Fund	\$0				
Special Revenue Funds	0	\$31,238	\$728,762	\$760,000	\$0
Enterprise Funds	0				
Outside Funding	0				
Total	\$0	\$31,238	\$728,762	\$760,000	\$0

Streets Capital

Crystal Springs Road Utility Undergrounding Project Phase I

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.

TIMELINE	
Initial funding year	2020-21
Target Completion	2026-27

TOTAL NON-GENERAL FUND SOURCES, ALL YEARS	
Rule 20A Allocations	\$900,000
Gas Tax (HUTA)	100,000

Project No. 60021

SOURCE OF FUNDS	FY25 PROPOSED	TOTAL APPROVED FUNDING			FUTURE YEARS, UNFUNDED
		ACTUALS AS OF 6/30/23	FY24 BUDGET	TOTAL BUDGET & ACTUALS	
General Fund	\$0				
Special Revenue Funds	0	\$21,698	\$978,302	\$1,000,000	\$4,800,000
Enterprise Funds	0				
Outside Funding	0				
Total	\$0	\$21,698	\$978,302	\$1,000,000	\$4,800,000

Streets Capital

Downtown Parking Program

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 transfer 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 includes the installation of vehicle mounted license plate reader systems onto the City's patrol vehicles which are the parking enforcement service company's 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 as well as enhanced signage.



TIMELINE	
Initial funding year	2020-21
Target Completion	2024-25

TOTAL NON-GENERAL FUND SOURCES, ALL YEARS	
Centrum Settlement	\$331,000

Project No. 60022

SOURCE OF FUNDS	FY25 APPROVED	TOTAL APPROVED FUNDING			FUTURE YEARS, UNFUNDED
		ACTUALS AS OF 6/30/23	FY24 BUDGET	TOTAL BUDGET & ACTUALS	
General Fund	\$0				
Special Revenue Funds	0	\$16,387	\$314,613	\$331,000	\$0
Enterprise Funds	0				
Outside Funding	0				
Total	\$0	\$16,387	\$314,613	\$331,000	\$0

Streets Capital

Elm and Linden Avenue Bicycle Boulevards

In line with the City of San Bruno's Walk 'n Bike Plan, the proposal to transform Elm and Linden Avenues into key one-way north-south bicycle routes represents a move towards enhancing the city's bikeability and promoting alternative modes of transportation. This project acknowledges the growing need for safe and accessible bicycle routes in urban settings.

The transition from two-way streets to one-way streets to accommodate this change is significant, requiring a comprehensive traffic circulation study and extensive resident outreach. These steps are crucial to ensure that the project aligns with the overall traffic flow, safety, and community needs while minimizing potential disruptions. Engaging residents early in the design process helps to gather valuable feedback, address concerns, and foster community support for the initiative.

The construction phase of this project will focus on creating a safe and inviting environment for cyclists. This includes the installation of speed humps to calm traffic and reduce vehicle speeds, making the streets safer for cyclists and pedestrians alike. Pavement resurfacing and repair work will ensure a smooth and durable riding surface.

Signage will play a vital role in guiding cyclists and informing motorists of the new road layout. Additionally, the installation of double pavement edge line markings and pavement legends will clearly delineate the bicycle lanes, providing visual cues to all road users.



TIMELINE	
Initial funding year	2023-24
Target Completion	2026-27

TOTAL NON-GENERAL FUND SOURCES, ALL YEARS	
Measure A	\$100,000

Project No. 60042

SOURCE OF FUNDS	FY25 APPROVED	TOTAL APPROVED FUNDING			FUTURE YEARS, UNFUNDED
		ACTUALS AS OF 6/30/23	FY24 BUDGET	TOTAL BUDGET & ACTUALS	
General Fund	\$0				
Special Revenue Funds	0	\$0	\$100,000	\$100,000	\$400,000
Enterprise Funds	0				
Outside Funding	0				
Total	\$0	\$0	\$100,000	\$100,000	\$400,000

Streets Capital

Pavement Management Program - Street Reconstruction

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 in fiscal year 2022-23.

The 2023-24 Street Reconstruction Project includes the rehabilitation and reconstruction of failed streets.



TIMELINE	
Initial funding year	2019-20
Target Completion	On-going

TOTAL NON-GENERAL FUND SOURCES, ALL YEARS	
Gas Tax (SB1) RMRA	\$4,343,390

Project No. 60018, 60037

SOURCE OF FUNDS	FY25 APPROVED	TOTAL APPROVED FUNDING			FUTURE YEARS, UNFUNDED
		ACTUALS AS OF 6/30/23	FY24 BUDGET	TOTAL BUDGET & ACTUALS	
General Fund	\$0				
Special Revenue Funds	0	\$456,357	\$3,887,033	\$4,343,390	\$0
Enterprise Funds	0				
Outside Funding	0				
Total	\$0	\$456,357	\$3,887,033	\$4,343,390	\$0

Streets Capital

Pavement Management Program - Street Rehabilitation

The Street Rehabilitation Project is designed to assess and improve the condition of streets that are beyond the scope of preventative maintenance, as determined by the Pavement Management Program. This initiative involves a thorough evaluation of the pavement's current state, followed by comprehensive rehabilitation efforts. Key to this process is the removal of old or damaged asphalt concrete and its subsequent replacement. This step is crucial for eliminating existing surface defects that can compromise the integrity and safety of the road



TIMELINE	
Initial funding year	2017=18
Target Completion	On-going

TOTAL NON-GENERAL FUND SOURCES, ALL YEARS	
Measure A	\$650,000
Measure W	1,400,000

Project No. 60032, 60039, NEW

SOURCE OF FUNDS	FY25 APPROVED	TOTAL APPROVED FUNDING			FUTURE YEARS, UNFUNDED
		ACTUALS AS OF 6/30/23	FY24 BUDGET	TOTAL BUDGET & ACTUALS	
General Fund	\$4,590,729				
Special Revenue Funds	750,000	\$216,443	\$9,983,557	\$15,540,729	\$0
Enterprise Funds	0				
Outside Funding	0				
Total	\$5,340,729	\$216,443	\$9,983,557	\$15,540,729	\$0

Streets Capital

Pavement Management Program - 2023-24 Slurry Seal

The 2023-24 Slurry Seal Project is focused on the preventative maintenance of streets across the city, as pinpointed by the Pavement Management Program. This program employs a strategic approach to preserving the integrity of the city's streets through the application of slurry seal treatments. Slurry seal, a mixture of water, asphalt emulsion, aggregate (small stones), and additives, is spread over the surface of the road to create a protective layer. This process is crucial for extending the lifespan of roadway surfaces by mitigating the aging process and safeguarding the pavement against the detrimental impacts of water penetration and the wear and tear from vehicle traffic. By implementing such preventative measures, the city aims to maintain the quality and safety of its streets, ensuring they remain in good condition for longer periods, thus reducing the need for more costly and extensive repairs in the future.



TIMELINE	
Initial funding year	2023-24
Target Completion	2024-25

TOTAL NON-GENERAL FUND SOURCES, ALL YEARS	
Measure A	\$375,000
Measure W	461,600

Project No. 60038

SOURCE OF FUNDS	FY25 APPROVED	TOTAL APPROVED FUNDING			FUTURE YEARS, UNFUNDED
		ACTUALS AS OF 6/30/23	FY24 BUDGET	TOTAL BUDGET & ACTUALS	
General Fund	\$0				
Special Revenue Funds	0	\$0	\$836,600	\$836,600	\$0
Enterprise Funds	0				
Outside Funding	0				
Total	\$0	\$0	\$836,600	\$836,600	\$0

Streets Capital

Pedestrian Safety and Traffic-Calming Program - TSPC Studies

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 issues identified, consultants that are funded through this project are also procured to assist with collecting data for use in the evaluation.



TIMELINE	
Initial funding year	2007-08
Target Completion	On-going

TOTAL NON-GENERAL FUND SOURCES, ALL YEARS	
Gas Tax (HUTA)	\$275,000
Measure A	350,000

Project No. 60020

SOURCE OF FUNDS	FY25 APPROVED	TOTAL APPROVED FUNDING			FUTURE YEARS, UNFUNDED
		ACTUALS AS OF 6/30/23	FY24 BUDGET	TOTAL BUDGET & ACTUALS	
General Fund	\$0				
Special Revenue Funds	75,000	\$199,909	\$350,091	\$625,000	\$450,000
Enterprise Funds	0				
Outside Funding	0				
Total	\$75,000	\$199,909	\$350,091	\$625,000	\$450,000

Streets Capital

Regulated Output Streetlight Replacement Project

Since December 14, 2021, San Bruno has been addressing challenges with streetlight outages in several neighborhoods, due to the limitations of an outdated Regulated Output (RO) circuit system. This system relies on a transformer to deliver higher voltage across all streetlights within the circuit. Currently, 294 streetlights across eight RO circuits are impacted by the deteriorating condition of this antiquated system. With no available manufacturers for the necessary transformer components, transitioning to a more reliable and efficient parallel circuit system has become a priority for the safety and well-being of our residents and the overall functionality of the city's streetlight infrastructure.



The Regulated Output Streetlight Replacement Project – Design Phase is a comprehensive initiative aimed at modernizing San Bruno’s streetlight system. The scope of work includes designing the replacement of the RO circuit with a parallel circuit system, assessing and replacing any defective streetlight poles within the RO circuit, and coordinating with Pacific Gas and Electric Company (PG&E) to construct new power sources suited to the updated system. Additionally, the project will involve developing specifications for the construction bidding process and providing ongoing support throughout the bidding and construction phases.

TIMELINE	
Initial funding year	2021-22
Target Completion	TBD

Project No. 60035

SOURCE OF FUNDS	FY25 APPROVED	TOTAL APPROVED FUNDING			FUTURE YEARS, UNFUNDED
		ACTUALS AS OF 6/30/23	FY24 BUDGET	TOTAL BUDGET & ACTUALS	
General Fund	\$0				
Special Revenue Funds	0	\$76,791	\$423,209	\$500,000	\$0
Enterprise Funds	0				
Outside Funding	0				
Total	\$0	\$76,791	\$423,209	\$500,000	\$0

Streets Capital

Safe Routes to School High Priority Improvements

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 benefiting 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.

TIMELINE	
Initial funding year	2023-24
Target Completion	2026-27

TOTAL NON-GENERAL FUND SOURCES, ALL YEARS	
Measure A	\$100,000

Project No. 60045

SOURCE OF FUNDS	FY25 APPROVED	TOTAL APPROVED FUNDING			FUTURE YEARS, UNFUNDED
		ACTUALS AS OF 6/30/23	FY24 BUDGET	TOTAL BUDGET & ACTUALS	
General Fund	\$0				
Special Revenue Funds	0	\$0	\$100,000	\$100,000	\$650,000
Enterprise Funds	0				
Outside Funding	0				
Total	\$0	\$0	\$100,000	\$100,000	\$650,000

Streets Capital

San Bruno Avenue Transit Corridors Plan

The City of San Bruno is taking significant steps to enhance the pedestrian experience along San Bruno Avenue, stretching from 7th Avenue to El Camino Real, as a key component of the Transit Corridors Plan. This initiative aims to transform the streetscape into a more pedestrian-friendly environment through a variety of improvements. These enhancements include the resurfacing of pavements, widening of sidewalks to accommodate both pedestrians and potential outdoor activities, the addition of landscaping to beautify the area and create a pleasant walking experience, and the installation of pedestrian-scale lighting to ensure safety and comfort during evening hours.

A critical aspect of this project is the reevaluation of the road layout to include bike lanes, which underscores the city's commitment to promoting alternative and sustainable modes of transportation. This will involve a significant change in the traffic pattern: reducing the current four lanes of travel to two through lanes with a center left-turn lane. This redesign not only aims to accommodate cyclists but also to slow down traffic, making the area safer for pedestrians and enhancing the overall street environment.

Funding allocated for the Fiscal Year 2023-24 will be dedicated to the preliminary phases of this project, including the preparation of conceptual designs, conducting necessary studies to assess the feasibility and impact of these changes, and engaging in community outreach to gather input and build support for the project.



TIMELINE	
Initial funding year	2023-24
Target Completion	2026-27

TOTAL NON-GENERAL FUND SOURCES, ALL YEARS	
Measure A	\$150,000

Project No. 60041

SOURCE OF FUNDS	FY25 APPROVED	TOTAL APPROVED FUNDING			FUTURE YEARS, UNFUNDED
		ACTUALS AS OF 6/30/23	FY24 BUDGET	TOTAL BUDGET & ACTUALS	
General Fund	\$0				
Special Revenue Funds	0	\$0	\$150,000	\$150,000	\$5,600,000
Enterprise Funds	0				
Outside Funding	0				
Total	\$0	\$0	\$150,000	\$150,000	\$5,600,000

Streets Capital

Scott Street Grade Separation

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 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. As part of the PSR, the City contributed local funding for the preparation of a traffic study, which was completed in April of 2021. The City closed Scott Street to vehicular traffic, raised the railroad tracks, and installed a pedestrian/bicycle undercrossing at Scott Street.



TIMELINE	
Initial funding year	2018-19
Target Completion	TBD

TOTAL NON-GENERAL FUND SOURCES, ALL YEARS	
Measure A	\$470,000

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 No. 82103

SOURCE OF FUNDS	FY25 APPROVED	TOTAL APPROVED FUNDING			FUTURE YEARS, UNFUNDED
		ACTUALS AS OF 6/30/23	FY24 BUDGET	TOTAL BUDGET & ACTUALS	
General Fund	\$0				
Special Revenue Funds	0	\$167,257	\$302,743	\$470,000	\$450,000
Enterprise Funds	0				
Outside Funding	0				
Total	\$0	\$167,257	\$302,743	\$470,000	\$450,000

Streets Capital

Sidewalk Repair Program - FY2022-23 Sidewalk Repair Project

The Sidewalk Repair Program is designed to enhance the safety and accessibility of public sidewalks throughout the city. Following a comprehensive survey conducted in fiscal year 2015-16, defects were identified and categorized based on whether they were the responsibility of the city or private property owners. This distinction is crucial, especially for damages not caused by street trees, as these are deemed the responsibility of the property owners next to the sidewalks.



Each year, sidewalks slated for city-led repairs are chosen based on the findings from the initial FY 2015-16 survey, alongside reports from residents. The focus of the program is on repairing uplifts resulting from the growth and expansion of the city's street trees, prioritizing those areas with the most significant damage first. The determination of project locations and the allocation of budget funds are made annually, ensuring that the most critical repairs are addressed promptly within the limits of the available budget.

TIMELINE	
Initial funding year	2023-24
Target Completion	On-going

Priority is given to sidewalks where the offset was greater than three-quarters of an inch at the time of the initial survey. Additionally, the program is responsive to the community, incorporating locations highlighted through resident participation and concerns into the project scope. Looking forward, the city acknowledges the need for an updated survey to capture any new issues, ensuring that the Sidewalk Repair Program remains adaptive and responsive to the evolving needs of the city's infrastructure and its residents.

TOTAL NON-GENERAL FUND SOURCES, ALL YEARS	
Gas Tax (HUTA)	\$475,000
Measure A	225,000
Private Contribution	200,000

Project No. 60036

SOURCE OF FUNDS	FY25 APPROVED	TOTAL APPROVED FUNDING			FUTURE YEARS, UNFUNDED
		ACTUALS AS OF 6/30/23	FY24 BUDGET	TOTAL BUDGET & ACTUALS	
General Fund	\$0				
Special Revenue Funds	0	\$52,650	\$847,350	\$900,000	\$0
Enterprise Funds	0				
Outside Funding	0				
Total	\$0	\$52,650	\$847,350	\$900,000	\$0

Streets Capital

Sidewalk Repair Program - FY2023-24 Sidewalk Repair Project

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.



TIMELINE	
Initial funding year	2023-24
Target Completion	On-going

TOTAL NON-GENERAL FUND SOURCES, ALL YEARS	
Measure A	\$250,000
Private Contribution	100,000

Project No. 60040

SOURCE OF FUNDS	FY25 APPROVED	TOTAL APPROVED FUNDING			FUTURE YEARS, UNFUNDED
		ACTUALS AS OF 6/30/23	FY24 BUDGET	TOTAL BUDGET & ACTUALS	
General Fund	\$0				
Special Revenue Funds	0	\$0	\$350,000	\$350,000	\$0
Enterprise Funds	0				
Outside Funding	0				
Total	\$0	\$0	\$350,000	\$350,000	\$0

Streets Capital

Sidewalk Repair Program - FY2024-25 Sidewalk Repair Project

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. The selection of project locations and the allocation of budget funds are decided annually, and could also include inputs from residents.



TIMELINE	
Initial funding year	2024-25
Target Completion	On-going

TOTAL NON-GENERAL FUND SOURCES, ALL YEARS	
Gas Tax (HUTA)	\$250,000
Private Contribution	100,000

Project No. NEW

SOURCE OF FUNDS	FY25 APPROVED	TOTAL APPROVED FUNDING			FUTURE YEARS, UNFUNDED
		ACTUALS AS OF 6/30/23	FY24 BUDGET	TOTAL BUDGET & ACTUALS	
General Fund	\$0				
Special Revenue Funds	250,000	\$0	\$0	\$350,000	\$1,400,000
Enterprise Funds	0				
Outside Funding	100,000				
Total	\$350,000	\$0	\$0	\$350,000	\$1,400,000

Streets Capital

Signage Replacement Project

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.



TIMELINE	
Initial funding year	2023-24
Target Completion	2026-27

TOTAL NON-GENERAL FUND SOURCES, ALL YEARS	
Measure A	\$150,000

Project No. 60046

SOURCE OF FUNDS	FY25 APPROVED	TOTAL APPROVED FUNDING			FUTURE YEARS, UNFUNDED
		ACTUALS AS OF 6/30/23	FY24 BUDGET	TOTAL BUDGET & ACTUALS	
General Fund	\$0				
Special Revenue Funds	0	\$0	\$150,000	\$150,000	\$0
Enterprise Funds	0				
Outside Funding	0				
Total	\$0	\$0	\$150,000	\$150,000	\$0

Streets Capital

Traeger Traffic Signal Installation

As part of the Bayhill Specific Plan, a study of the intersection of Traeger Ave and San Bruno Ave was found not exceeding the level of service D threshold. This project aims to signalize the intersection which would result in improved operations and meet the level of service 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 underway and the design and installation of the signal will later be initiated.



TIMELINE	
Initial funding year	2023-24
Target Completion	2026-27

TOTAL NON-GENERAL FUND SOURCES, ALL YEARS	
Bayhill Specific Plan Area Development Impact Fee	\$202,500
Measure A	47,500

Project No. 60043

SOURCE OF FUNDS	FY25 APPROVED	TOTAL APPROVED FUNDING			FUTURE YEARS, UNFUNDED
		ACTUALS AS OF 6/30/23	FY24 BUDGET	TOTAL BUDGET & ACTUALS	
General Fund	\$0				
Special Revenue Funds	0	\$0	\$250,000	\$250,000	\$2,050,000
Enterprise Funds	0				
Outside Funding	0				
Total	\$0	\$0	\$250,000	\$250,000	\$2,050,000

Streets Capital

Traffic Signal Improvements

The City operates 17 signalized intersections, with the electronic hardware at these locations designed to last 20 years. However, the majority of these systems are now between 30 to 40 years old, significantly exceeding their expected lifespan. While replacements were made for these signalized locations in the fiscal year 2017-18, there remain 4 signals situated within Caltrans right-of-way that also require updating.

Currently installed traffic signal equipment is being phased out and is not supported. The City is initiating a comprehensive assessment across all 17 signalized intersections. This evaluation will determine which specific pieces of equipment are in urgent need of upgrades to ensure the continued safety and efficiency of the City's traffic management system.



TIMELINE	
Initial funding year	2020-21
Target Completion	2024-25

TOTAL NON-GENERAL FUND SOURCES, ALL YEARS	
Gas Tax (HUTA)	\$332,500
Measure A	632,500

Project No. 60001

SOURCE OF FUNDS	FY25 APPROVED	TOTAL APPROVED FUNDING			FUTURE YEARS, UNFUNDED
		ACTUALS AS OF 6/30/23	FY24 BUDGET	TOTAL BUDGET & ACTUALS	
General Fund	\$0				
Special Revenue Funds	0	\$850,590	\$114,410	\$965,000	\$0
Enterprise Funds	0				
Outside Funding	0				
Total	\$0	\$850,590	\$114,410	\$965,000	\$0

A close-up photograph of stormwater flowing through a concrete gutter and grate. The water is turbulent and white with foam as it moves down the gutter. The grate is made of metal bars. The background is a blurred concrete surface.

STORMWATER CAPITAL

Stormwater Capital Improvement Program Project Summary

PROJECT NAME	FY25 ADOPTED BUDGET	TOTAL APPROVED FUNDING			FUTURE YEARS, UNFUNDED
		ACTUALS AS OF 6/30/23	FY24 BUDGET	TOTAL BUDGET & ACTUALS	
Crestmoor Canyon Storm Repair	\$-	\$-	\$200,000	\$200,000	\$-
Pipeline Replacement	-	19,912	430,088	450,000	-
Portola Watershed Storm Drain Trunk Line Repair	-	-	400,000	400,000	-
Regional Stormwater Capture Project	2,550,000	725,383	387,950	3,663,333	-
Storm Condition Assessment	-	-	250,000	250,000	-
Winter Storm Hazard Mitigation Efforts	-	-	991,000	991,000	-
Grand Total	\$2,550,000	\$745,295	\$2,659,038	\$5,954,333	\$-

Stormwater Capital

Crestmoor Canyon Storm Repair

During recent storms, about five to eight 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 drainpipe and manhole downslope. In order to reduce the risk to the storm drainpipe and manhole, a cable anchoring the pipe to the wall with a collar will be installed. This preventive measure aims to protect the storm drainpipe and manhole from further landslide threats.



TIMELINE	
Initial funding year	2023-24
Target Completion	On-going

TOTAL NON-GENERAL FUND SOURCES, ALL YEARS	
Stormwater Fund	\$200,000

Project No. 21016

SOURCE OF FUNDS	FY25 APPROVED	TOTAL APPROVED FUNDING			FUTURE YEARS, UNFUNDED
		ACTUALS AS OF 6/30/23	FY24 BUDGET	TOTAL BUDGET & ACTUALS	
General Fund	\$0				
Special Revenue Funds	0	\$0	\$200,000	\$200,000	\$0
Enterprise Funds	0				
Outside Funding	0				
Total	\$0	\$0	\$200,000	\$200,000	\$0

Stormwater Capital

Pipeline Replacement

During construction of the SFPUC's pipeline near the County Park at Crystal Springs Road, SFPUC's contractor discovered a broken stormwater pipeline that was leaking. The broken pipeline 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 Springs Road, the stormwater pipeline will need to be replaced from the drain inlet to El Zanjon Creek. The hillside will also be restored. The cost for the design and construction of the new stormwater pipeline and erosion mitigation efforts is estimated to be approximately \$450,000, including a contingency cost.



TIMELINE	
Initial funding year	2020-21
Target Completion	On-going

TOTAL NON-GENERAL FUND SOURCES, ALL YEARS	
Utilities Facilities Impact Fee Fund	\$439,080

Project No. 21010

SOURCE OF FUNDS	FY25 APPROVED	TOTAL APPROVED FUNDING			FUTURE YEARS, UNFUNDED
		ACTUALS AS OF 6/30/23	FY24 BUDGET	TOTAL BUDGET & ACTUALS	
General Fund	\$0				
Special Revenue Funds	0	\$19,912	\$430,088	\$450,000	\$0
Enterprise Funds	0				
Outside Funding	0				
Total	\$0	\$19,912	\$430,088	\$450,000	\$0

Stormwater Capital

Portola Watershed Storm Drain Trunk Line Repair

During the December 2022 winter storm, the Portola watershed storm drain trunk line, positioned within the Caltrans right-of-way between Sneath Lane and State Route 35, experienced a failure that led to the formation of a substantial sinkhole. Although emergency repairs to the sinkhole and affected sections of the storm drainpipe have been carried out, there remains about 200 linear feet of corroded corrugated metal pipe that necessitates either replacement or rehabilitation to ensure the integrity of the stormwater management system.



TIMELINE	
Initial funding year	2023-24
Target Completion	On-going

TOTAL NON-GENERAL FUND SOURCES, ALL YEARS	
Utilities Facilities Impact Fee Fund	\$400,000

Project No. 21017

SOURCE OF FUNDS	FY25 APPROVED	TOTAL APPROVED FUNDING			FUTURE YEARS, UNFUNDED
		ACTUALS AS OF 6/30/23	FY24 BUDGET	TOTAL BUDGET & ACTUALS	
General Fund	\$0				
Special Revenue Funds	0	\$0	\$400,000	\$400,000	\$0
Enterprise Funds	0				
Outside Funding	0				
Total	\$0	\$0	\$400,000	\$400,000	\$0

Stormwater Capital

Regional Stormwater Capture Project at I-280 and I-380

This is a regional stormwater capture project within San Bruno which is 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.



TIMELINE	
Initial funding year	2019-20
Target Completion	On-going

TOTAL NON-GENERAL FUND SOURCES, ALL YEARS	
EPA WQIF	\$200,000
CNRA Fund	913,333
Federal/State Grant Fund	2,400,000

Project No. 21013

SOURCE OF FUNDS	FY25 APPROVED	TOTAL APPROVED FUNDING			FUTURE YEARS, UNFUNDED
		ACTUALS AS OF 6/30/23	FY24 BUDGET	TOTAL BUDGET & ACTUALS	
General Fund	\$150,000				
Special Revenue Funds	0	\$725,383	\$387,950	\$3,663,333	\$0
Enterprise Funds	0				
Outside Funding	2,400,000				
Total	\$2,550,000	\$725,383	\$387,950	\$3,663,333	\$0

Stormwater Capital

Storm Condition Assessment

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.



TIMELINE	
Initial funding year	2023-24
Target Completion	On-going

TOTAL NON-GENERAL FUND SOURCES, ALL YEARS	
Utilities Facilities Impact Fee Fund	\$250,000

Project No. 21014

SOURCE OF FUNDS	FY25 APPROVED	TOTAL APPROVED FUNDING			FUTURE YEARS, UNFUNDED
		ACTUALS AS OF 6/30/23	FY24 BUDGET	TOTAL BUDGET & ACTUALS	
General Fund	\$0				
Special Revenue Funds	0	\$0	\$250,000	\$250,000	\$0
Enterprise Funds	0				
Outside Funding	0				
Total	\$0	\$0	\$250,000	\$250,000	\$0

Stormwater Capital

Winter Storm Hazard Mitigation Efforts

The result of the December 2022 through January 2023 winter storms presented a landslide behind 1440 Claremont Drive, on a relatively steep, graded grassy slope which is about 50 to 60 feet high. This slope 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 away from the slide site.



TIMELINE	
Initial funding year	2023-24
Target Completion	On-going

TOTAL NON-GENERAL FUND SOURCES, ALL YEARS	
Utilities Facilities Impact Fee Fund	\$200,000
Emergency Disaster Reserve Fund	721,000

Project No. 21015

SOURCE OF FUNDS	FY25 APPROVED	TOTAL APPROVED FUNDING			FUTURE YEARS, UNFUNDED
		ACTUALS AS OF 6/30/23	FY24 BUDGET	TOTAL BUDGET & ACTUALS	
General Fund	\$0				
Special Revenue Funds	0	\$0	\$991,000	\$991,000	\$0
Enterprise Funds	0				
Outside Funding	0				
Total	\$0	\$0	\$991,000	\$991,000	\$0

WASTEWATER CAPITAL



Wastewater Capital Improvement Program Project Summary

PROJECT NAME	FY25 ADOPTED BUDGET	TOTAL APPROVED FUNDING			FUTURE YEARS, UNFUNDED
		ACTUALS AS OF 6/30/23	FY24 BUDGET	TOTAL BUDGET & ACTUALS	
Crestwood Pump Station Improvement and Replacement	\$-	\$308,268	\$7,241,732	\$7,550,000	\$-
Main Improvement and Replacement	-	1,013,014	20,056,986	21,070,000	20,700,000
Avenues No. 2-1	-	379,187	8,295,813	8,675,000	-
Avenues No. 2-2	-	349,872	6,795,128	7,145,000	-
Avenues No. 2-3	-	6,999	993,001	1,000,000	5,000,000
Avenues No. 3-2	-	11,060	988,940	1,000,000	
Avenues No. 3-3	-	90	(90)	-	4,600,000
Avenues No. 3-4	-	-	-	-	4,600,000
Avenues No. 4-1	-	-	-	-	2,000,000
Avenues No. 4-2	-	-	-	-	4,500,000
Crestwood Drive	-	252,500	1,647,500	1,900,000	-
Earl Ave / Glenview Ave	-	13,307	436,693	450,000	
Shelter Creek Lane	-	-	900,000	900,000	
Sewer Master Plan	-	-	400,000	400,000	
Water Quality Control Plant Upgrades	3,500,000	7,769,641	11,906,855	23,176,496	14,000,000
Grand Total	\$3,500,000	\$9,090,923	\$39,605,573	\$52,196,496	\$34,700,000

Wastewater Capital

Crestwood Pump Station Improvement and Replacement

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 pipelines.



TIMELINE	
Initial funding year	2009-10
Target Completion	2024-25

TOTAL NON-GENERAL FUND SOURCES, ALL YEARS	
Wastewater Fund	\$7,550,000

Project No. 31004

SOURCE OF FUNDS	FY25 APPROVED	TOTAL APPROVED FUNDING			FUTURE YEARS, UNFUNDED
		ACTUALS AS OF 6/30/23	FY24 BUDGET	TOTAL BUDGET & ACTUALS	
General Fund	\$0				
Special Revenue Funds	0	\$308,268	\$7,241,732	\$7,550,000	\$0
Enterprise Funds	0				
Outside Funding	0				
Total	\$0	\$308,268	\$7,241,732	\$7,550,000	\$0

Wastewater Capital

Wastewater Main Improvement & Replacement Program

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.

TIMELINE	
Initial funding year	2005-06
Target Completion	On-going

TOTAL NON-GENERAL FUND SOURCES, ALL YEARS	
Wastewater Fund	\$27,130,000

Project No. 31006, 31009, 31010, 31011, 31013, 31014, 31015, 31016 & New

SOURCE OF FUNDS	FY25 APPROVED	TOTAL APPROVED FUNDING			FUTURE YEARS, UNFUNDED
		ACTUALS AS OF 6/30/23	FY24 BUDGET	TOTAL BUDGET & ACTUALS	
General Fund	\$0				
Special Revenue Funds	0	\$1,013,014	\$20,056,986	\$21,070,000	\$20,700,000
Enterprise Funds	0				
Outside Funding	0				
Total	\$0	\$1,013,014	\$20,056,986	\$21,070,000	\$20,700,000

Wastewater Capital

Sewer Master Plan

In 2014, the City released its Sewer Master Plan (Plan), with a target of updating the Plan every 10 years. In Fiscal Year 2024-25 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.



TIMELINE	
Initial funding year	2023-24
Target Completion	2025-26

TOTAL NON-GENERAL FUND SOURCES, ALL YEARS	
Wastewater Fund	\$400,000

Project No. 84344

SOURCE OF FUNDS	FY25 APPROVED	TOTAL APPROVED FUNDING			FUTURE YEARS, UNFUNDED
		ACTUALS AS OF 6/30/23	FY24 BUDGET	TOTAL BUDGET & ACTUALS	
General Fund	\$0				
Special Revenue Funds	0	\$0	\$400,000	\$400,000	\$0
Enterprise Funds	0				
Outside Funding	0				
Total	\$0	\$0	\$400,000	\$400,000	\$0

Wastewater Capital

Water Quality Control Plan Upgrades

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.

TIMELINE	
Initial funding year	2011-12
Target Completion	On-going

TOTAL NON-GENERAL FUND SOURCES, ALL YEARS	
Wastewater Fund	\$23,176,496

Project No. 85708

SOURCE OF FUNDS	FY25 APPROVED	TOTAL APPROVED FUNDING			FUTURE YEARS, UNFUNDED
		ACTUALS AS OF 6/30/23	FY24 BUDGET	TOTAL BUDGET & ACTUALS	
General Fund	\$0				
Special Revenue Funds	0	\$7,769,641	\$11,906,855	\$23,176,496	\$14,000,000
Enterprise Funds	3,500,000				
Outside Funding	0				
Total	\$3,500,000	\$7,769,641	\$11,906,855	\$23,176,496	\$14,000,000

WATER CAPITAL



Water Capital Improvement Program Project Summary

PROJECT NAME	FY25 ADOPTED BUDGET	TOTAL APPROVED FUNDING			FUTURE YEARS, UNFUNDED
		ACTUALS AS OF 6/30/23	FY24 BUDGET	TOTAL BUDGET & ACTUALS	
Pressure Regulator Station Improvement & Replacement Program	\$450,000	\$49,731	\$1,204,360	\$1,704,091	\$1,800,000
Cunningham Drive	450,000	-	-	450,000	200,000
Glenview Drive	-	4,833	(742)	4,091	800,000
Oakmont Drive	-	31,824	568,176	600,000	-
Piedmont Avenue	-	-	100,000	100,000	800,000
Rollingwood Drive	-	13,074	536,926	550,000	-
Water Main Improvement and Replacement Program	159,128	-	2,370,872	2,530,000	13,360,000
Avenues No. 2-1	149,732	-	1,180,268	1,330,000	-
Avenues No. 2-3	-	-	200,000	200,000	760,000
Avenues No. 3-2	-	9,396	990,604	1,000,000	6,000,000
Avenues No. 3-3	-	-	-	-	6,600,000
Water Pump Station Improvement and Replacement Program	-	1,032,012	9,961,046	10,993,058	-
Lake Drive Pump Station	-	384,547	4,140,453	4,525,000	-
Princeton Pump Station Generator	-	33,644	651,356	685,000	-
Sneath Lane Pump Station	-	487,990	4,410,068	4,898,058	-
Whitman Pump Station Generator	-	125,831	759,169	885,000	-

Water Capital Improvement Program Project Summary

PROJECT NAME	FY25 ADOPTED BUDGET	TOTAL APPROVED FUNDING			FUTURE YEARS, UNFUNDED
		ACTUALS AS OF 6/30/23	FY24 BUDGET	TOTAL BUDGET & ACTUALS	
Water Quality Well System Upgrades & Sweeney Ridge Tank Chlorine Generator Installation	\$-	\$89	\$599,911	\$600,000	\$-
Water Tank Improvement and Replacement Program	21,750,000	1,029,702	4,951,044	27,730,746	35,500,000
Commodore Tank Installation	-	15,057	2,234,943	2,250,000	18,000,000
Cunningham Drive Tank Replacement	21,750,000	395,739	1,041,197	23,186,936	-
Princeton Tank Replacement	-	537	1,199,463	1,200,000	7,500,000
Sweeney Ridge Tank Replacement	-	618,369	475,441	1,093,810	10,000,000
Well Rehabilitation Program	3,000,000	1,673,914	4,951,278	9,625,192	6,400,000
Acappella Well Project Commodore Park Well Replacement)	3,000,000	825,652	4,522,364	8,348,016	4,000,000
City Park Well (18)	-	191,479	84,393	275,872	800,000
Corporation Yard Well (17)	-	156,411	997	157,407	800,000
Forest Lane Well (16)	-	346,550	143,524	490,074	800,000
Lions Field Well (20)	-	153,823	200,000	353,823	-
Grand Total	\$25,200,000	\$3,944,576	\$24,038,511	\$53,183,087	\$57,060,000

Water Capital

Pressure Regulator Station Improvement & Replacement Program

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 fiscal year 2016-17.



TIMELINE	
Initial funding year	2016-17
Target Completion	On-going

TOTAL NON-GENERAL FUND SOURCES, ALL YEARS	
Water Fund	\$1,704,091

Project No. 11016,11017,11018,11019,11020

SOURCE OF FUNDS	FY25 APPROVED	TOTAL APPROVED FUNDING			FUTURE YEARS, UNFUNDED
		ACTUALS AS OF 6/30/23	FY24 BUDGET	TOTAL BUDGET & ACTUALS	
General Fund	\$0				
Special Revenue Funds	0	\$49,731	\$1,204,360	\$1,704,091	\$1,800,000
Enterprise Funds	450,000				
Outside Funding	0				
Total	\$450,000	\$49,731	\$1,204,360	\$1,704,091	\$1,800,000

Water Capital

Water Main Improvement and Replacement Program

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”.



TIMELINE	
Initial funding year	2005-06
Target Completion	On-going

TOTAL NON-GENERAL FUND SOURCES, ALL YEARS	
Water Fund	\$8,480,000

Project No. 11008,11010,11011,11026

SOURCE OF FUNDS	FY25 APPROVED	TOTAL APPROVED FUNDING			FUTURE YEARS, UNFUNDED
		ACTUALS AS OF 6/30/23	FY24 BUDGET	TOTAL BUDGET & ACTUALS	
General Fund	\$0				
Special Revenue Funds	0	\$159,128	\$2,370,872	\$2,530,000	\$13,360,000
Enterprise Funds	0				
Outside Funding	0				
Total	\$0	\$159,128	\$2,370,872	\$2,530,000	\$13,360,000

Water Capital

Water Pump Station Improvement & Replacement Program

The City maintains eight pump stations, which are crucial for distributing water across thirteen different pressure zones. This program is designed to finance the comprehensive overhaul of the water pumping infrastructure, including the replacement of critical components like pumps and motors, installation of backup generators, and enhancements to security measures. Additionally, it covers the costs associated with the demolition of outdated pump stations and the construction of new facilities to ensure reliable water delivery.



TIMELINE	
Initial funding year	2009-10
Target Completion	On-going

TOTAL NON-GENERAL FUND SOURCES, ALL YEARS	
Water Fund	\$10,993,058

Project No. 11003,11004,11012,11021

SOURCE OF FUNDS	FY25 APPROVED	TOTAL APPROVED FUNDING			FUTURE YEARS, UNFUNDED
		ACTUALS AS OF 6/30/23	FY24 BUDGET	TOTAL BUDGET & ACTUALS	
General Fund	\$0				
Special Revenue Funds	0	\$1,032,012	\$9,961,046	\$10,993,058	\$0
Enterprise Funds	0				
Outside Funding	0				
Total	\$0	\$1,032,012	\$9,961,046	\$10,993,058	\$0

Water Capital

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

Water Quality Well 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.

TIMELINE	
Initial funding year	2022-23
Target Completion	On-going

TOTAL NON-GENERAL FUND SOURCES, ALL YEARS	
Water Fund	\$600,000

Project No. 11025

SOURCE OF FUNDS	FY25 APPROVED	TOTAL APPROVED FUNDING			FUTURE YEARS, UNFUNDED
		ACTUALS AS OF 6/30/23	FY24 BUDGET	TOTAL BUDGET & ACTUALS	
General Fund	\$0				
Special Revenue Funds	0	\$89	\$599,911	\$600,000	\$0
Enterprise Funds	0				
Outside Funding	0				
Total	\$0	\$89	\$599,911	\$600,000	\$0

Water Capital

Water Tank Improvement and Replacement Program

In 2014, the City released its Sewer Master Plan (Plan), with a target of updating the Plan every 10 years. In fiscal year 2024-25 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.



TIMELINE	
Initial funding year	2004-05
Target Completion	On-going

TOTAL NON-GENERAL FUND SOURCES, ALL YEARS	
Water Fund	\$21,730,746
SFPUC	6,000,000

Project No. 11022,11023,11024, 85100

SOURCE OF FUNDS	FY25 APPROVED	TOTAL APPROVED FUNDING			FUTURE YEARS, UNFUNDED
		ACTUALS AS OF 6/30/23	FY24 BUDGET	TOTAL BUDGET & ACTUALS	
General Fund	\$0				
Special Revenue Funds	0				
Enterprise Funds	15,750,000	\$1,029,702	\$4,951,044	\$27,730,746	\$35,500,000
Outside Funding	6,000,000				
Total	\$21,750,000	\$1,029,702	\$4,951,044	\$27,730,746	\$35,500,000

Water Capital

Well Rehabilitation Program

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.



TIMELINE	
Initial funding year	2009-10
Target Completion	On-going

TOTAL NON-GENERAL FUND SOURCES, ALL YEARS	
Water Fund	\$1,277,176

Project No. 11013,11014,11015, 84707

SOURCE OF FUNDS	FY25 APPROVED	TOTAL APPROVED FUNDING			FUTURE YEARS, UNFUNDED
		ACTUALS AS OF 6/30/23	FY24 BUDGET	TOTAL BUDGET & ACTUALS	
General Fund	\$0				
Special Revenue Funds	0	\$848,263	\$428,913	\$1,277,176	\$2,400,000
Enterprise Funds	0				
Outside Funding	0				
Total	\$0	\$848,263	\$428,913	\$1,277,176	\$2,400,000

Water Capital

Acappella Well Project (Commodore Park Well Replacement)

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 fiscal year 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 fiscal year 2016-17 which resolved ingress and egress issues.



TIMELINE	
Initial funding year	2009-10
Target Completion	2025-26

TOTAL NON-GENERAL FUND SOURCES, ALL YEARS	
Water Fund	\$8,348,016

Project No. 84709

SOURCE OF FUNDS	FY25 APPROVED	TOTAL APPROVED FUNDING			FUTURE YEARS, UNFUNDED
		ACTUALS AS OF 6/30/23	FY24 BUDGET	TOTAL BUDGET & ACTUALS	
General Fund	\$0				
Special Revenue Funds	0	\$825,652	\$4,522,364	\$8,348,016	\$4,000,000
Enterprise Funds	3,000,000				
Outside Funding	0				
Total	\$3,000,000	\$825,652	\$4,522,364	\$8,348,016	\$4,000,000

UNFUNDED CAPITAL

Unfunded Capital

Unfunded Priorities FY2025-29 Summary

This section of the capital budget identifies needs for capital repair or replacement that currently do not have a designated long-term funding source. Given the limited resources available to fund these types of improvements, a determination of the most essential areas will be necessary to ensure that the most critical infrastructure needs are addressed.

CAPITAL	TOTAL PROJECT COST
City Facilities Rehabilitation	\$390,570,000
Stormwater Infrastructure Improvements	376,900,000
Other Improvements	315,605,000
Total	\$1,084,075,000

City Facilities Rehabilitation

This project provides information for City facilities that currently serve the public as venues for a variety of activities and programs and serve as the administrative offices for essential City functions. The City does not have a long-term funding mechanism for the rehabilitation of these facilities. As these facilities age, it is essential that the City plan for their rehabilitation and eventual replacement. The projected needs/renovations to ensure the continuing functionality of the existing facilities are outlined below and are included in the five-year Capital Improvement Program.

PROJECT TITLE	PROJECT DESCRIPTION	PROJECT COST
City Hall Civic Center	<p>The City Hall Civic Center was constructed in 1954 and houses the administrative offices for the City Manager, City Attorney, Finance, Human Resources, Technology, Community Development, and Public Works. The 22,700 sq.ft. facility also hosts a wide range of public meetings including citizen advisory committees and commissions.</p> <p>In the last few years a number of improvements have been completed at City Hall including fire alarm replacment, security alarm upgrades, camera system installation, door access system integration, window treatment replacement, building out additional office space to accommodate the City's growing workforce, and currently in the planning stages of roof and HVAC replacement.</p>	\$91,000,000

Unfunded Capital

City Facilities Rehabilitation (continued)

PROJECT TITLE	PROJECT DESCRIPTION	PROJECT COST
Parks Corporation Yard	<p>The Parks Corporation Yard, a 14,491 sq.ft. facility constructed in 1954, serves as the main office for the Parks Division offices along with a equipment space, vehicle storage, employee dressing area, restroom, employee break room, and workshop space. The facility experiences regular, heavy use by the Parks Division staff and has not been updated or significantly improved for many years.</p> <p>The project includes an ADA-compliant shower and restroom, painting the exterior of the building, and replacing the wood wall of the parking bay. Conditions at the Parks Corporation Yard will be evaluated at the end of this project to determine if any further maintenance improvements are recommended. Construction costs will to be determined at a later time.</p> <p>The project also addresses stormwater regulations for a car washing bay and trash enclosure areas. The estimate includes approx. \$2M in upgrades; however, the project will need to commence with a feasibility study that will further refine the scope and could result in a revised cost.</p>	14,680,000
Fire Station No. 51	<p>Fire Station 51 was constructed in and 1958 serves as the Fire Department's main administrative office. The 8,911 sq.ft. facility provides housing for on-duty firefighters, trucks, and other fire equipment. In the last few years a number of improvements have been completed at Fire Station 51 including flooring replacement, entire interior repainted, new gym constructed, and re engineered repair bay ceiling to allow apparatus cab opening.</p>	22,300,000

Unfunded Capital

City Facilities Rehabilitation (continued)

PROJECT TITLE	PROJECT DESCRIPTION	PROJECT COST
Fire Station No. 52	<p>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-1950s, 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.</p> <p>In the last few years a number of improvements have been completed at Fire Station 52 including repainted exterior, repainted interior, replaced flooring, remodeled and expanded kitchen, and leveled uneven driveway.</p>	67,340,000
Library	<p>The San Bruno Public Library, constructed in 1954, is a 16,766 sq.ft. three-level building consisting of a main floor with children's area, a basement area, and mezzanine. The library was last significantly remodeled in 1990 and many improvements and repairs to the facility have been deferred until recently with the intent that a new library would be built.</p> <p>In the last few years a number of improvements have been completed at the Library including HVAC replacement with the incorporation of an efficient heat pump, full roof replacement with a 20-year roof, full carpet replacement, interior repaint, and door access system integration.</p>	100,100,000

Unfunded Capital

City Facilities Rehabilitation (continued)

PROJECT TITLE	PROJECT DESCRIPTION	PROJECT COST
Police Plaza	<p>Police Plaza, a 23,000 sq.ft. facility, constructed in 2000, is the administrative office for Police Department staff, dispatch center, temporary holding facility, storage for police vehicles, and equipment. As the building approaches 25 years of age, due to the heavy use of the facility a number of needs are anticipated in the next five years.</p> <p>In the last few years a number of improvements have been completed at Police Plaza including roof resurfacing, HVAC replacement, Building Management system replacement for a more efficient and smart system to reduce energy consumption, new employee gym, Investigations office upgrades (e.g., new floor plan, carpet, and other misc. changes), carpeting replacement, reconstruction and waterproofing of men's lockerroom shower pans, replacement of generator automatic transfer switch, and door access system integration.</p>	54,920,000
Public Works Corporation Yard	<p>The Public Works Corporation Yard is roughly 1.4 acres and located on the northwest corner of Huntington Avenue and San Felipe Avenue and houses the City's Water, Streets and Stormwater, Wastewater and Fleet Maintenance departments.</p> <p>Improvements to the Public Works Corporation Yard include more efficient parking for staff and visitors, better circulation and flow through the site, increased site security, relocation of offsite storage, equipment materials and supplies onto the existing site.</p>	12,930,000
Senior Center	<p>The Senior Center, a 12,700 sq.ft. facility constructed in 1987, serves as a recreational facility providing educational and entertainment activities for the City's senior population and is used for City Council meetings and other public meetings. The Senior Center is also used as the cooking facility for the daily senior lunch program.</p> <p>In the last few years a number of improvements have been completed at the Senior Center include restoring the entire hydronic heating/cooling system, replacing the HVAC Chiller coil, replacing all water fountains with modern bottle-fill units, and replacing all TVs and speakers in the community room.</p>	27,300,000
Total		\$ 390,570,000

Unfunded Capital

Stormwater Infrastructure Improvements

This project replaces segments of stormwater pipes, catch basins, collection boxes, detention basins, culverts, and other stormwater assets needing rehabilitation. Smaller spot repairs that are complex enough to require the expertise of civil engineering in the repair are also in this project. Rehabilitation projects are identified by incidents of flooding, maintenance history, video inspection, and flow adequacy identified in the Stormwater Master Plan.

The Stormwater Master Plan identified Priority 1 and Priority 2 Storm Drain Collection System projects. The Master Plan also identified planned San Mateo County Flood Control District (SMCFCD) Pump Station and Tide Gate Improvement projects to be funded by the County.

The City receives approximately \$600,000 annually from Stormwater National Pollutant Discharge Elimination System (NPDES) drainage fees applied against all parcels and collected with the property tax. The revenues are only enough to cover Stormwater's day-to-day operations. To accomplish the City's long-term goals as described in the Stormwater Master Plan, the City will need to develop a sustainable funding mechanism to complete Stormwater infrastructure improvement projects.

PROJECT TITLE	PROJECT DESCRIPTION	PROJECT COST
Priority 1 Collection System Projects	Belle Air Box: North Side of Pine Street; Pipeline Improvement: 7th and Angus Avenues adjacent to pump station; Pipeline Improvement: San Bruno Avenue East; Compliance with Municipal Regional Permit-Long Term Trash Control Operation and Maintenance.	\$312,990,000
Priority 2 Collection System Projects	Pipeline Improvement: North of Jenevein Avenue and El Camino Real; Pipeline Improvement: Jenevein Avenue between Hazel and Cypress Avenues; Pipeline Improvement: El Camino Real at 380 undercrossing; Pipeline Improvement: Whitman Way between Madison Avenue and Eastburn Court; Pipeline Improvement: Huntington Avenue at Cupid Row.	
Regional Stormwater Capture Project at I-280 and I-380	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 approx. 900 acres.	39,000,000

Unfunded Capital

Stormwater Infrastructure Improvements (continued)

PROJECT TITLE	PROJECT DESCRIPTION	PROJECT COST
Green Infrastructure	The San Francisco Bay Regional Water Quality Control Board's Municipal Regional Permit (MRP) regulates pollutants in stormwater runoff from municipal storm drain systems throughout San Mateo County. The MRP requires jurisdictions to develop a Green Infrastructure Plan that demonstrates how each permittee will gradually shift from traditional "gray" storm drain infrastructure - which channels polluted runoff directly into receiving waters without treatment - to a more resilient and sustainable storm drain system comprised of "green" infrastructure, which captures, stores and treats stormwater using specially designed landscape systems. The City's Green Infrastructure Plan was completed in 2018-19 and submitted to the Water Board in September 2019.	15,080,000
Crystal Springs Road Box Culvert Relocation	This project realigns the box culvert in Crystal Springs Road between Elm Ave. and El Camino Real into the street right-of-way.	9,830,000
Total		\$ 376,900,000

Other Improvements

Other Improvements include miscellaneous capital projects that do not have a designated funding source at this time.

PROJECT TITLE	PROJECT DESCRIPTION	PROJECT COST
ADA Transition Plan	The City has continued to comply with all ADA regulations with improvement projects like the Sidewalk Repair Program and installation of accessible curb as part of the Pavement Management Program as well as facility improvement projects such as the Senior Center bathroom upgrades. The purpose of the ADA Self Evaluation and Transition Plan is to allow the City to conduct a comprehensive analysis of all City facilities. The Plan acts as a guidance document for the City to continue to meet federal ADA standards. Facilities include, but are not limited to, public buildings, parks, parking lots, sidewalks, and intersections. A realistic and feasible Transition Plan will address any City facilities that are out of compliance to bring them up to current ADA standards.	\$9,360,000

Unfunded Capital

Other Improvements (continued)

PROJECT TITLE	PROJECT DESCRIPTION	PROJECT COST
Application & Infrastructure Upgrades to Existing Base Platforms	The City's information technology infrastructure is aging and requires multiple upgrades, including network security for \$125,000, data storage enhancements for \$80,000, geographic information system upgrades for \$150,000, public portal upgrades for \$200,000, telephonic communication upgrades for \$250,000 and various application utilities for \$50,000.	855,000
Cable Fiber to the Home (FTTH)	The current cable infrastructure is a 25 year old 750 MHz system that supports 260 digital channels. The current system is operating at maximum capacity and has limited ability to provide additional services to San Bruno Cable customers, such as faster Internet speeds and additional programming. The project scope includes replacement of all outside wiring, removal of field electronics, and the installation of fiber optic cable related equipment inside each customer's home to provide advanced technology services. These include telephone, TV, Wi-Fi services, and high speed internet service up to Gigabit speeds.	18,600,000
Citywide Basic Software Update	The City's software applications support a wide range of services for employees, residents, schools, and businesses, including water sewer distribution, billing, Parks and Recreation, public safety, and building inspection. Citywide applications fall into five categories: Police/Fire, Finance, Community Development, Public Works, and GIS for mapping. The applications for Finance, Community Development, and Public Works, in use for over ten years, are nearing the end of their useful life as vendors phase out support. The Information Technology Division will oversee a multi-year project to replace these systems. In Year One, a municipal software consultant will document departmental requirements. In Year Two, IT staff will prepare budget requests, RFPs, and start vendor negotiations. Years Three and Four will focus on implementation and full production of the new systems. Estimated costs include Cloud-Based ERP at \$2M and Works Management Platform at \$1M.	3,000,000

Unfunded Capital

Other Improvements (continued)

PROJECT TITLE	PROJECT DESCRIPTION	PROJECT COST
Citywide Paving	<p>The Pavement Management Program (PMP) to repairs and applies preventative maintenance treatment to local, collector, and arterial streets. The PMP provides an ongoing condition assessment of City streets and recommends the streets to be selected for rehabilitation to cost effectively maximize pavement longevity. Street condition is measured in terms of pavement condition index (PCI), a numerical index between 0 and 100 in which 0 represents a failed street and 100 represents a newly repaved street. The City maintains approximately 89 miles of streets and the City has a target average PCI score of 84. The estimated project cost to increase the PCI to 80 in 5 years is approximately \$60,000,000.</p>	60,000,000
Downtown Parking Garage	<p>This project will construct a 450-stall parking garage in Downtown. The current parking deficiency is primarily caused by an increase in the area population, and future planned development in the area may exacerbate the issues by generating new demand for office and retail uses. There are several potential sites for constructing a parking garage, but none have been identified at this time because of the timing and funding has not been determined.</p>	28,080,000
Pedestrian Bridge	<p>This project provides for the design and construction of a pedestrian bridge over El Camino Real connecting The Crossing development with the Shops at Tanforan. To properly connect the bridge on the eastern side with the Shops at Tanforan, it may be necessary to have another retail anchor or structure on the shopping center's site adjacent to El Camino Real. The bridge would be subject to review and approval of Caltrans. Although grant funds may be available to help finance this project, it cannot be identified until the timing for this project is more certain. The second level pedestrian bridge crossing facilitates safe pedestrian access to the shopping center and to San Bruno BART Station on Huntington Avenue.</p>	1,290,000

Unfunded Capital

Other Improvements (continued)

PROJECT TITLE	PROJECT DESCRIPTION	PROJECT COST
San Mateo Avenue Streetscape Plan	<p>The goal of this Streetscape Plan is to re-enforce San Mateo Avenue as a vital commercial street that serves the needs and priorities of the community. The San Mateo Avenue Streetscape Plan will develop complete design standards for all the street features and re-imagine the use of public spaces, such as Posy Park, to create more of a destination. The outcome of the Streetscape Plan will be an enhanced street with safer and green sidewalks; well-marked and decorative crosswalks; widened sidewalks at some locations; improved signage and way finding including to public parking lots; integrated and attractive modern street furniture; and roadways that accommodate multiple modes of transportation such as bicycles, pedestrians and automobiles. The Streetscape Plan will also provide design recommendations to improve pedestrian safety and comfort, increase the amount of usable public space in the neighborhood, and support environmentally-sustainable storm water management. A design was completed in 2019 to project cost.</p>	29,800,000
Scott Street Grade Separation	<p>This project includes multi-faceted improvements to separate the Caltrain ROW from vehicle and pedestrian ROW. At South Linden Avenue and Scott Street, a grade separation project would result in the train tracks being separated from the roadway and/or pedestrian/bicycle crossing.</p> <p>Several design alternatives were developed that appeared to be viable options for achieving grade separation at both South Linden Avenue and Scott Street while at a minimum maintaining pedestrian and bicycle crossings.</p>	159,120,000
Street Light Replacement - RO Streetlight System	<p>This project will convert approximately 400 regulated output (RO) circuit streetlights to a standard parallel circuit system. Approximately 24 RO circuit street lights in the Mills Park Neighborhood were converted to parallel circuit in FY2017-18.</p>	6,500,000
Total		\$ 316,605,000

APPENDIX

Appendix

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).

Appendix

Glossary of Terms

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.

Appendix

Glossary of Terms

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.

Appendix

Glossary of Terms

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.)

Appendix

Glossary of Terms

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

Appendix

Glossary of Terms

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 XIII B of the state Constitution, was drafted to be a companion measure to Proposition 13, Article XIII A of the Constitution. Article XIII B 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.

Appendix

Glossary of Terms

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.

Appendix

Glossary of Terms

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.

Appendix

Glossary of Terms

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 further 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.

Appendix

Glossary of Terms

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.

Appendix

Glossary of Terms

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.

Appendix

Glossary of Terms

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.

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CITY OF SAN BRUNO
FINANCIAL POLICIES
ADOPTED JUNE 25, 2024

Investment Policy

Resolution No. 2024-54

June 25, 2024



I. Purpose

The Council has adopted this Investment Policy ("Policy") in order to establish the investment scope, objectives, delegation of authority, standards of prudence, reporting requirements, internal controls, eligible investments and transactions, diversification requirements, risk tolerance, and safekeeping and custodial procedures for the investment of the unexpended funds of the City. All such investments shall be made in accordance with the Policy and in compliance with the California Government Code.

II. Scope

The provisions of this Policy shall apply to all financial assets of the City and the Successor Agency to the Redevelopment Agency of the City of San Bruno, as accounted for in the City's annual comprehensive financial report, with the exception of bond proceeds, which shall be governed by the provisions of the related bond indentures or resolutions, and monies received through the Irrevocable Trust Agreement with PG&E.

All cash shall be pooled for investment purposes. The investment income derived from the pooled investment account shall be allocated to the contributing funds based upon the proportion of the respective average balances relative to the total pooled balance in the investment portfolio.

III. Objectives

City and Successor Agency funds shall be invested in accordance with all applicable City policies and codes, California statutes, and Federal regulations, and in a manner designed to accomplish the following objectives, which are listed in priority order:

- A. Safety of principal: Investments will be made in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, the City will diversify its investments by investing funds among a variety of securities with independent returns.
- B. Liquidity standard: The investment portfolio will remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.
- C. Return on investment: The investment portfolio shall be structured to attain a market-average rate of return through economic cycles, taking into account the investment risk constraints for safety and liquidity needs.

IV. Delegation of Authority

Authority to manage the City's investment program is derived from California Government Code, Sections 41006 and 53600 et seq. The City Council is responsible for the management of the City's funds, including the administration of the Investment Policy. Responsibility for the cash management of the City's funds is hereby delegated to the Chief Financial Officer. Staff members in the Finance Department may be assigned to perform the day-to-day treasury activities related to the investment of City funds. No person may engage in an investment transaction except as expressly provided under the terms of this Policy.

The City may utilize the services of an investment adviser registered under the Investment Advisers Act of 1940, so long as it can be demonstrated that these services produce a net financial advantage or necessary protection of the City's financial resources. The adviser shall follow this Policy and such other written instructions as provided. The use of professional investment advisers is subject to City review and overriding discretion, which will be exercised as needed. External investment advisers may be granted discretion to purchase and sell investment securities in accordance with the Investment Policy.

Investment Policy

Resolution No. 2024-54

V. Prudent Investor Standard

The standard of prudence to be used for managing the City's investments shall be California Government Code Section 53600.3, the prudent investor standard, which states that, "When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency. Within the limitations of this section and considering individual investments as part of an overall strategy, investments may be acquired as authorized by law."

The City recognizes that market prices of securities will vary depending on economic and interest rate conditions at any point in time. It is further recognized that in a well-diversified investment portfolio, occasional measured losses may occur due to economic, bond market, or individual security credit events. These occasional declines in value must be considered within the context of the overall investment program objectives and the resultant long-term rate of return.

The Chief Financial Officer and other individuals assigned to manage the investment portfolio, acting within the intent and scope of this Policy and other written procedures, and exercising due diligence, shall be relieved of personal responsibility and liability for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely manner and appropriate action is taken to control adverse developments.

VI. Internal Controls

The Chief Financial Officer has established a system of internal controls to ensure compliance with the investment policies and procedures of the City, the Successor Agency, and the California Government Code. Such controls are designed to prevent losses of public funds arising from fraud, employee error, and misrepresentation by third parties, or imprudent actions by employees of the City. Investment decisions are made by the Chief Financial Officer or his/her designee and executed by staff of the Finance Department. All wire transfers initiated by Finance Department staff members must be approved and transmitted by the Chief Financial Officer or his/her designee. Proper documentation obtained from confirmation and cash disbursement wire transfers is required for each investment transaction. Timely bank reconciliation is conducted to ensure proper handling of all transactions.

The investment portfolio and all related transactions are reviewed and balanced to appropriate general ledger accounts by Finance Department staff on a monthly basis. An independent analysis by an external auditor shall be conducted annually to review and perform procedure testing on the City's cash and investments. The Chief Financial Officer shall review and ensure compliance with investment processes and procedures.

VII. Ethics and Conflict of Interests

In accordance with California Government Code Sections 1090 et seq. and 87100 et seq., officers and employees of the City will refrain from any activity that could conflict with the proper execution of the investment program or which could impair their ability to make impartial investment decisions, and all investment personnel shall subordinate their personal investment transactions to those of the City. In addition, City Council members, the City Manager, and Chief Financial Officer shall comply with the reporting requirements of California Government Code Section 87203 and regulations of the Fair Political Practices Commission and file a Statement of Economic Interest annually.

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VIII. Authorized Investments

All investments and deposits of the City shall be made in accordance with California Government Code Sections 16429.1, 53600-53609, and 53630-53686. Within the investments permitted by the Code, the City seeks to further restrict eligible investments to the guidelines listed below. In the event a discrepancy is found between the Policy and the Code, the more restrictive parameters will take precedence. Percentage holding limits and minimum credit quality listed in this section apply at the time the security is purchased.

Investments Type	Aggregate Maximum % of Portfolio	Per Issuer Maximum % of Portfolio	Maximum Maturity	Credit Quality
A. US Treasury Bills, Bonds, Notes			5 years	TSY
B. Federal Agency or US Government Sponsored Enterprise obligations	75%, with no more than 20% of securities held being callable	40%	5 years	TSY
C. Medium-term notes	20%	5%	5 years	A
D. Negotiable certificates of deposit	15%	5%	5 years	Short-term: A-1 Long-term: A
E. Non-negotiable certificates of deposit	15%	5%	3 years	FDIC insured; collateralized above FDIC limit
F. Prime commercial paper	25%	5%	270 days	A or A-1; depending on type of commercial entity, see policy
G. Eligible banker's acceptances	15%	5%	180 days	A-1
H. Repurchase agreements	10%	5%	30 days	
I. Local Agency Investment Fund (LAIF)	State limit	N/A	N/A	N/A
J. San Mateo County Pool	20%	N/A	N/A	N/A
K. California Joint Powers Authority (JPA) pooled investment programs	20%	N/A		
L. Money Market Funds	40%	15%	N/A	AAA
M. Obligations of the State of California or any local agency within the State, and registered treasury notes or bonds of the other 49 states	20%	5%	5 years	Short-term: A-1 Long-term: A

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Any investment currently held at the time the policy is adopted that does not meet the new policy guidelines can be held until maturity and shall be exempt from the current policy. At the time of the investment's maturity or liquidation, such funds shall be reinvested only as provided in the current policy.

An appropriate risk level shall be maintained by primarily purchasing securities that are of high quality, liquid, and marketable. The portfolio shall be diversified by security type and institution to avoid incurring unreasonable and avoidable risks regarding specific security types or individual issuers. The authorized investments are described below.

- A. United States Treasury notes, bonds, bills, or certificates of indebtedness, or those for which the full faith and credit of the United States are pledged for the payment of principal and interest. There is no limitation on the percentage of the portfolio that can be invested in this category. The maximum maturity shall not exceed five years.
- B. Federal agency or United States government-sponsored enterprise ("GSE") obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises. The aggregate investment in federal agency securities/GSEs shall not exceed 75 percent of the City's total portfolio, and the securities of any one federal agency/GSE shall not exceed 40 percent of the City's total portfolio. The maximum percent of agency callable securities in the portfolio shall be 20 percent. The maximum maturity shall not exceed five years.
- C. Medium-term notes issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States and rated in a rating category of "A" or the equivalent or better by a Nationally Recognized Statistical Rating Organization (NRSRO). The aggregate investment in medium-term notes shall not exceed 20 percent of the City's total portfolio, and no more than 5 percent of the City's total portfolio shall be invested in the medium-term notes of any one issuer. The maximum maturity shall not exceed five years.
- D. Negotiable certificates of deposit or deposit notes issued by a nationally- or state-chartered bank, a savings association, or a federal association (as defined by Section 5102 of the Financial Code), or a state or federal credit union. Eligible negotiable certificates of deposit in amounts up to the FDIC insured limit do not require any credit ratings. Amounts above the FDIC insured limit must be issued by institutions that have long-term obligations rated in a rating category of "A" or its equivalent or better by at least one NRSRO, or have short-term obligations rated "A-1" or its equivalent or higher by an NRSRO. No more than 5 percent of the City's total portfolio shall be invested in the negotiable certificates of deposit of any one issuer, and the aggregate investment in negotiable certificates of deposit shall not exceed 15 percent of the City's total portfolio. The maximum maturity shall not exceed five years.
- E. Non-negotiable certificates of deposit with a maturity not exceeding three years from the date of trade settlement in state- or nationally-chartered banks or savings banks that are insured by the FDIC, subject to the limitations of California Government Code Section 53638. Amounts in excess of FDIC insurance coverage shall be secured in accordance with California Government Code Section 53652. No more than 5 percent of the City's total portfolio shall be invested in the deposits of any one bank. The aggregate investment in non-negotiable certificates of deposit shall not exceed 15 percent of the City's total portfolio. The maximum maturity shall not exceed three years.
- F. Prime commercial paper with a maturity not exceeding 270 days from the date of trade settlement with the highest ranking or of the highest letter and number rating as provided for by an NRSRO. The entity that issues the commercial paper shall meet all of the following conditions.

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in either sub-paragraph A or sub-paragraph B below:

- i. The entity shall (1) be organized and operating in the United States as a general corporation; (2) have total assets in excess of \$500,000,000; and (3) have debt other than commercial paper, if any, that is rated in a rating category of "A" or the equivalent or better by an NRSRO.
- ii. The entity shall (1) be organized within the United States as a special purpose corporation, trust, or limited liability company; (2) have program-wide credit enhancements, including, but not limited to, overcollateralization, letters of credit or surety bond; and (3) have commercial paper that is rated at least "A-1" or the equivalent by an NRSRO.

The City may purchase no more than 10 percent of the outstanding commercial paper of any one issuer, and the aggregate investment in commercial paper shall not exceed 25 percent of the City's total portfolio. No more than 5 percent of the City's total portfolio shall be invested in the commercial paper of any one issuer.

- G. Eligible banker's acceptances with a maturity not exceeding 180 days from the date of trade settlement, rated at least "A-1" or the equivalent or better by an NRSRO, drawn on or accepted by a commercial bank whose deposits are insured by the FDIC, and whose senior long-term debt is rated in a rating category of "A" or the equivalent or better by an NRSRO at the time of purchase. No more than 5 percent of the City's total portfolio shall be invested in banker's acceptances of any one issuer, and the aggregate investment in banker's acceptances shall not exceed 15 percent of the City's total portfolio.
- H. Repurchase agreements with a final termination date not exceeding 30 days collateralized by obligations of the U.S. Treasury, federal agencies and/or government-sponsored enterprises (described in sections A and B above). For the purpose of this section, the term collateral shall mean purchased securities under the terms of the City's approved master repurchase agreement. The purchased securities shall have a minimum market value including accrued interest of 102 percent of the dollar value of the funds borrowed. All collateral must be delivered to the City's custodian bank by book entry, physical delivery, or by a third-party custodial agreement. The market value of the collateral securities shall be marked-to-the-market at least quarterly, and the value of the underlying collateral must be brought back up to 102 percent no later than the next business day. Market value must be calculated each time there is a substitution of collateral. No more than 5 percent of the City's total portfolio shall be invested in repurchase agreements with any one counterparty, and the aggregate investment in repurchase agreements shall not exceed 10 percent of the City's total portfolio.

The City or its custodian shall have a perfected first security interest under the Uniform Commercial Code in all securities subject to the repurchase agreement.

The City may enter into repurchase agreements only with primary dealers of the Federal Reserve Bank of New York. Approved repurchase agreement counterparties shall have a short-term credit rating of at least "A-1" or the equivalent or better and a long-term credit rating in the rating category of "A" or the equivalent or better by a NRSRO. Repurchase agreement counterparties shall execute a City-approved master repurchase agreement with the City. The Chief Financial Officer shall maintain a copy of the City's approved master repurchase agreement along with a list of broker/dealers who have executed this agreement.

Reverse repurchase agreements will not be permitted.

- I. The City may invest in the Local Agency Investment Fund (LAIF) established by the State Treasurer (per Government Code Section 16429.1) for the benefit of local agencies up to the maximum amount permitted by LAIF.

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- J. The City may invest in the San Mateo County Investment Pool established by the San Mateo County Treasurer for the benefit of local agencies (as established in California Code Section 53684). No more than 20 percent of the market value of the City's total portfolio may be invested in this category.
- K. The City may invest in other pooled investment programs which are California Joint Powers Authorities established to provide California public agencies with professional investment services (California Code Section 53601 (p)). No more than 20 percent of the market value of the City's total portfolio may be invested in this category.
- L. Shares of beneficial interest issued by a diversified management company that are money market funds registered with the Securities and Exchange Commission under the Investment Company Act of 1940 (15 U.S.C. Sec. 80a-1 et seq.). Provided that the money market funds are "no-load" (no commission or fee shall be charged on purchases or sales of shares); (2) have a constant daily net asset value per share of \$1.00; (3) have a rating of "AAA" or the equivalent by at least two NRSROs or have retained an investment adviser registered or exempt from registration with the Securities and Exchange Commission with not less than five years' experience managing money market mutual funds with assets under management in excess of five hundred million dollars (\$500,000,000). No more than 10 percent of the City's total portfolio shall be invested in any one issuer and the aggregate investment in money market funds shall not exceed 20 percent of the City's total portfolio.
- M. Obligations of the State of California or any local agency within the State, including bonds payable solely out of revenues from a revenue-producing property owned, controlled, or operated by the State or any local agency or by a department, board, agency, or authority of the State or any local agency.

Registered treasury notes or bonds of any of the other 49 states in addition to California, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by a state or by a department, board, agency, or authority of any of the other 49 states, in addition to California.

Securities in this section must have a short-term rating of "A-1" or the equivalent or better by an NRSRO or a long-term rating in the category of "A" or the equivalent or better by an NRSRO. No more than 5 percent of the City's total portfolio shall be invested in any one municipal issuer, and the aggregate investment in municipal bonds shall not exceed 20 percent of the City's total portfolio. The maximum maturity shall not exceed five years.

IX. Prohibited Investment Vehicles and Practices

State law notwithstanding, any investments not specifically described herein are prohibited, including, but not limited to, futures and options. In accordance with Government Code Section 53601.6, investment in inverse floaters, range notes, or mortgage derived interest-only strips is prohibited. Investment in any security that could result in a zero-interest accrual if held to maturity is prohibited. Trading securities for the sole purpose of speculating on the future direction of interest rates is prohibited. Purchasing or selling securities on-margin is prohibited. The use of reverse repurchase agreements, securities lending, or any other form of borrowing or leverage is prohibited. The purchase of foreign currency denominated securities is prohibited. Local governments that are not Qualified Institutional Buyers (QIB) as defined by the Securities and Exchange Commission are prohibited from purchasing Private Placement Securities. The SEC defines a QIB as having at least \$100,000,000 in securities owned and invested.

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X. Selection of Broker/Dealers

The Chief Financial Officer shall maintain a list of broker/dealers approved for investment purposes, and it shall be the policy of the City to conduct transactions only with those authorized firms. To be eligible, a firm must be licensed by the State of California as a broker/dealer as defined in Section 25004 of the California Corporations Code, and:

- A. Be recognized as a Primary Dealer by the Federal Reserve Bank of New York, or
- B. Report voluntarily to the Federal Reserve Bank of New York, or
- C. Qualify under Securities and Exchange Commission (SEC) Rule 15c3-1 (Uniform Net Capital Rule).

Each authorized broker/dealer shall be required to submit and annually update a City-approved broker/dealer information request form. The Chief Financial Officer shall maintain a list of the broker/dealers that have been approved by the City, along with each firm's most recent broker/dealer information request form.

If the City has not engaged the support services of an outside investment advisor while in the process of executing a particular transaction, the authorized broker/dealer(s) shall provide certification of having received and reviewed this Policy. For transactions initiated through an investment advisor, the investment advisor may use their own list of approved broker/dealers and financial institutions, which it will maintain and review periodically.

The City may purchase commercial paper from direct issuers even though they are not on the approved broker/dealer list as long as they meet the criteria outlined in Item F of the Authorized Investments section of this Policy.

XI. Competitive Transactions

Each investment transaction shall be competitively transacted with authorized broker/dealers. At least three broker/dealers shall be contacted for each transaction, and their bid and offering prices shall be recorded.

If the City is offered a security for which there is no other readily available competitive offering, then the Chief Financial Officer will document quotations for comparable or alternative securities. When purchasing original issue instrumentality securities, no competitive offerings will be required as all dealers in the selling group offer those securities at the same original issue price.

XII. Selection of Banks

The Chief Financial Officer shall maintain a list of banks approved to provide depository and other banking services for the City. To be eligible for authorization, a bank shall qualify as a depository of public funds in the State of California as defined in California Government Code Section 53630.5, shall be a member of the FDIC, and shall secure all deposits exceeding FDIC insurance coverage in accordance with California Government Code Section 53652.

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XIII. Safekeeping and Custody

The Chief Financial Officer shall select a bank to provide safekeeping and custodial services for the City, in accordance with the provisions of Section 53608 of the California Government Code. A City-approved safekeeping agreement shall be executed with the custodian bank prior to utilizing that bank's safekeeping services. The custodian bank will be selected on the basis of its ability to provide satisfactory safekeeping services and the competitive pricing of those services.

The purchase and sale of securities and repurchase agreement transactions shall be settled on a delivery-versus-payment basis. All securities shall be perfected in the name of the City. Sufficient evidence to title shall be consistent with modern investment, banking, and commercial practices.

All investment securities will be delivered by either book entry or physical delivery and will be held by the City's custodian bank, its correspondent bank, or its Depository Trust Company (OTC) participant account.

XIV. Maximum Maturity

To the extent possible, investments shall be matched with anticipated cash flow requirements and known future liabilities.

The City will not invest in securities maturing more than five (5) years from the date of trade settlement, unless the City Council has by resolution granted authority to make such an investment, either specifically or as a part of an investment program approved by the City Council no less than three months prior to the investment.

XV. Risk Management and Diversification

Credit risk is the risk that a security or a portfolio will lose some or all its value due to a real or perceived change in the ability of the issuer to repay its debt. The City will mitigate credit risk by adopting the following strategies:

- A. The diversification requirements included in the "Authorized Investments" section of this policy are designed to mitigate credit risk in the portfolio.
- B. No more than 15 percent of the total portfolio may be deposited with or invested in securities issued by any single issuer unless otherwise specified in this policy.
- C. The City may elect to sell a security prior to its maturity and record a capital gain or loss in order to manage the quality, liquidity, or yield of the portfolio in response to market conditions or the City's risk preferences.
- D. If the credit ratings of any security owned by the City are downgraded to a level below the quality required by the Investment Policy, it will be the City's policy to review the credit situation and make a determination as to whether to sell or retain such securities in the portfolio.
 - i. If a security is downgraded, the Chief Financial Officer will use discretion in determining whether to sell or hold the security based on its current maturity, the economic outlook for the issuer, and other relevant factors.
 - ii. If a decision is made to retain a downgraded security in the portfolio, its presence in the portfolio will be monitored and reported monthly to the City Council.

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XVI. Mitigating Market Risk in the Portfolio

Market risk is the risk that the portfolio value will fluctuate due to changes in the general level of interest rates. The City recognizes that over time, longer-term portfolios have the potential to achieve higher returns. On the other hand, longer-term portfolios have higher volatility of return. The City will mitigate market risk by providing adequate liquidity for short-term cash needs, and by making longer-term investments only with funds that are not needed for current cash flow purposes.

The City further recognizes that certain types of securities, including variable rate securities, securities with principal paydowns prior to maturity, and securities with embedded options, will affect the market risk profile of the portfolio differently in different interest rate environments. Therefore, the City adopts the following strategies to control and mitigate its exposure to market risk:

- A. The City will maintain a minimum of six months of budgeted operating expenditures in short-term investments to provide sufficient liquidity for expected disbursements.
- B. The maximum stated final maturity of individual securities in the portfolio will be five (5) years, except as otherwise stated in this policy.
- C. The duration of the portfolio will generally be approximately equal to the duration (typically, plus or minus 20 percent) of a market benchmark, an index selected by the City based on the City's investment objectives, constraints, and risk tolerances.

XVII. Portfolio Performance

The investment portfolio shall be designed to attain a market rate of return throughout budgetary and economic cycles, taking into account prevailing market conditions, risk constraints for eligible securities, and cash flow requirements. An appropriate benchmark or benchmarks will be established against which portfolio performance shall be compared on a regular basis. When comparing the performance of the City's portfolio, its rate of return will be computed net of all fees and expenses.

XVIII. Monthly Reporting

Monthly, the Chief Financial Officer shall submit to the City Council a report on the investment earnings and performance results of the City's investment portfolio. The report shall include the following information:

- A. Investment type, issuer, date of purchase and maturity, par value, and dollar amount invested in all securities, investments, and monies held by the City;
- B. A description of the funds, investments, and programs;
- C. A market value as of the date of the report (or the most recent valuation as to assets not valued monthly) and the source of the valuation;
- D. A statement of compliance with this Policy or an explanation for non-compliance;
- E. A statement of the City's ability to meet expenditure requirements for six months, and an explanation of why money will not be available if that is the case; and
- F. A statement of transactions made during the month.

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XIX. Investment Policy Adoption

The Investment Policy shall be adopted by resolution of the City Council. The Policy shall be reviewed annually by the Chief Financial Officer, and any modifications made as a result must be approved by the City Council.

History

Action	Date	Notes
Policy adoption by resolution	December 8, 2020	Resolution No. 2020-97
Policy adoption by resolution	September 12, 2023	Resolution No. 2023-103
Policy adoption by resolution	June 25, 2024	Resolution No. 2024-54

Fund Balance Policy

Resolution No. 2024-54
June 25, 2024



I. Purpose

The Fund Balance Policy (“Policy”) of the City of San Bruno shall establish the foundation for designation of monies to reserve funds that support the City Council’s commitment to ensuring financial stability and sustainability of operations during times of fiscal constraint and emergency situations. The establishment of designated reserve funds is an important step towards developing and maintaining a long-term financial plan that provides reasonable funding resources for the City’s current and future needs.

II. Objectives

The Policy is intended to meet the following objectives:

- A. **Governmental Accounting Standards Board (GASB) Implementation** - The Policy implements GASB Statement Number 54 (GASB 54) which is applicable to the City effective July 1, 2010. The purpose of GASB 54 is to provide greater clarity and transparency in financial reporting, making it easier for stakeholders to understand how restricted funds are being managed and ensuring that they are used for their designated purposes. This helps in promoting accountability and responsible financial management within the government.
- B. **Ensure financial stability** - The establishment of a Policy ensures that financial resources are available to allow for the continuation of services in the event of significant economic downturn or catastrophic events. It provides assurances to residents and bondholders of City debt that the City is well prepared to deal with times of potential uncertainty. One of the many takeaways that have come from the tragic September 9, 2010 gas pipeline explosion in the Crestmoor Neighborhood is the potential financial exposure the City could face in a disaster situation. Funds set aside for City costs associated with the response and recovery to catastrophic events provide some assurances that the City is prepared when the unexpected may occur.
- C. **Ensure that one-time revenues are used for one-time expenditures** – The City receives one-time revenues for a variety of reasons, including the sale of City property and agreements with developers to provide community benefit funding outside of established fees. Best practice is for one-time or non-recurring revenues to be utilized for one-time or non-recurring expenditures to ensure that ongoing financial commitments are not made that cannot be sustained over time. A typical use of one-time revenues is funding for capital improvement projects.
- D. **Establish funding for unfunded liabilities** - The creation of reserve funds provides an opportunity for the City to evaluate its needs and the resources available to fund future and current liabilities. Examples of unfunded liabilities include unfunded pension and accrued leave liabilities.

III. Delegation of Authority

Management responsibility for compliance with the Policy belongs to the City Manager or their designee, who shall report to the City Council annually on this Policy. The City Manager or their designee, is responsible for ensuring that the Policy is implemented in the City’s general ledger, audited financial reports, and budgets.

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IV. Fund Balance Classifications

Effective July 1, 2010, GASB 54 requires that government financial statements categorize fund balance into one of five designations: non-spendable, restricted, committed, assigned, and unassigned.

- A. The Non-Spendable Fund Balance category comprises resources that are temporarily unavailable for to be expended during the current period. This category includes funds loaned to another entity or funds extended as loans to other City funds, whether through formal agreements or year-end journal entries designed to address negative fund balances in other funds. The accounting treatment for informal loans necessitates recording them as either "interfund receivable " or "interfund payable" amounts. Specifically:
 - a. "Interfund payables=" Amounts: Indicate a liability on the financial statements of the receiving fund.
 - b. "Interfund receivables" Amounts: Indicate an asset on the financial statements of the fund providing the funds."Interfund receivables/ payables " amounts shall be reported to City Council as part of the mid-year financial update or upon the issuance of the Annual Comprehensive Financial Report (ACFR), in which the interfund amounts are termed as "due to/from other funds" for the short-term amounts and "advances to/from other funds" for the amounts that will be repaid over multiple years for better clarity.
- B. Restricted fund balances report amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions or by enabling legislation.
- C. Committed fund balances are amounts constrained to specific purposes by the City Council either by ordinance, resolution, or minute order. Reported as committed, amounts cannot be used for any other purpose unless the City Council takes the same highest-level action to remove or change the constraint. The City's General Fund Reserves are adopted through this policy by Resolution and are reported as a Committed fund balance in the financial statements.
- D. Assigned fund balances are amounts the City intends to use for a specific purpose with intent expressed by the City Council, the City Manager, or a body to which the City Council delegates the authority.
- E. Unassigned fund balances report the amounts that are available in the General Fund for any purpose authorized by City Council. Other funds may not have unassigned fund balances.

The order in which the City spends fund balances when there is more than one classification is available for a particular purpose shall be: restricted, assigned, committed, and unassigned.

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V. General Fund

The General Fund is the primary operating fund of the City, accounting for all activities except those legally or administratively required to be accounted for in other funds. The General Fund includes activities such as public safety, parks and recreation services (except the Recreation and Aquatics Center), public works and streets maintenance, legal and administrative services. The General Fund also accounts for reserves, Measure G funds, American Rescue Plan Act funds, and developer contributions not for a specific purpose.

VI. General Fund Reserves

The City shall establish reserve funds in accordance with the objectives listed above as outlined below. The funding levels outlined in this policy are goals and it is the City's intent to maintain its reserves at the prescribed levels; compliance with this policy will be evaluated annually upon final closing of the City's financial books for the fiscal year.

- A. **Contingency Reserve** – The Contingency Reserve shall be established with a goal of maintaining a target fund balance of 10% of the budgeted General Fund expenditures and is intended to be used for non-fiscal emergencies and disasters. The Contingency Reserve can only be utilized through resolution of the City Council. While intended for non-financial emergencies or disasters, the Contingency Reserve can be utilized for other purposes at Council discretion.
- B. **Budget Stabilization Reserve** – The Budget Stabilization Reserve is established to shield the General Fund from adverse economic fluctuations, ensuring minimal immediate impacts on service levels. This reserve aims to maintain a target balance of at least 20% of budgeted expenditures at the start of each fiscal year.
 - a. Use - Utilization of the Budget Stabilization Reserve will occur in response to budgeted revenue shortfalls stemming from economic volatility or unforeseen financial events. Reports on its use will be presented to the City Council through the mid-year financial report and/or during the budget adoption process for the ensuing fiscal year.
 - b. Replenishment - Should the Budget Stabilization Reserve be employed, causing it to dip below the 20% target, a strategic plan will be devised to restore the balance to the desired level. Depending on the situation, this restoration plan may span multiple fiscal years, aligning with the fund's role in a broader multi-year forecasting strategy. This strategy aims to fortify fiscal sustainability and uphold consistent service levels.
- C. **One-Time Revenue Reserve** – The One-Time Revenue Reserve shall be established to set aside one-time revenues until the point at which point they can be appropriated by City Council for one-time uses. One-time revenues that have a legal restriction for their use or are otherwise dedicated for a particular purpose will be held in a separate special revenue fund. One-time revenues will be approved by Council, either through the budget adoption process or by a separate resolution, for inclusion into the One-Time Revenue Reserve. As a part of the annual budget process, this reserve will be reviewed along with existing unfunded capital projects for consideration of an appropriation from this reserve in the forthcoming budget. In general, the purpose of this reserve is for it to be used for projects and initiatives throughout the City that have no other identifiable funding source.

Fund Balance Policy

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VII. Use of Unassigned Fund Balance

When recurring revenues exceed expenditures in a given year, the net increase in fund balance posts to unassigned fund balance unless City Council directs that all or a portion of unassigned fund balance be used in the following manner(s):

- A. Replenish or increase an existing reserve
- B. Make additional discretionary payments against unfunded liabilities, including:
 - i. Pension
 - ii. Accrued Leave Liabilities

VIII. Special Revenue Funds

Special Revenue Funds are established to collect money that must be used for a specific project or purpose. This type of fund provides an extra level of accountability and transparency to taxpayers that demonstrates that their tax dollars will go toward an intended purpose. Special Revenue Fund balances are designated as "Restricted" fund balance.

- A. In Lieu Fees – This is a legacy fund used to account for housing, underground utilities, and park in-lieu fees, the fund will close when the fund balance is fully exhausted.
- B. Area Agency on Aging - Accounts for grant funding of senior services.
- C. Federal/State Grants - Accounts for activities for the City's grants not otherwise accounted for in a separate fund.
- D. Gas Tax - Accounts for funds received and expended for street maintenance purposes as defined in sections 2103, 2105, 2106, 2107.5 of the Streets and Highway Code.
- E. Police Asset Seizure – Accounts for state augmentation funds to be used for safety programs.
- F. Police – Accounts for Police revenues to be used on special law enforcement programs.
- G. SB322 Recycling/Litter Clean-up – Accounts for SB322 funds to be used on recycling and litter clean-up programs.
- H. Restricted Revenues – Accounts for donations, bequests, and fees collected for specific purposes.
- I. Streets – Accounts for funds dedicated to street improvement and mitigation.
- J. City of San Bruno as Successor Housing Agency – Accounts for housing assets and functions previously performed by the former Redevelopment Agency.
- K. Measure A Transportation Tax – Accounts for funds received to be used for local transportation purposes. The revenues consist primarily of revenues received from Measure A sales tax passed to the City by San Mateo County.
- L. Disaster Recovery – Accounts for funds from Pacific Gas and Electric Company (PG&E) Trust to rebuild the Crestmoor/ Glenview neighborhood.
- M. Measure W Transportation Tax – Accounts for funds received to be used for local transportation purposes. The revenues consist primarily of revenues received from Measure W sales tax passed to the City by San Mateo County
- N. Community Facilities Impact Fee - Accounts for funds received to be used for parkland acquisition and library, park, and recreation improvements,
- O. Public Safety Facilities Impact Fee - Accounts for funds to be utilized for police and fire capital facilities and equipment.
- P. General Government Facilities Impact Fee – Accounts for funds to be expended only for community facilities and equipment necessary to maintain general government functions.

Fund Balance Policy

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- Q. Utilities Facilities Impact Fee - Accounts for funds to be expended for water, sewer, storm drainage, and telecommunications infrastructure and equipment.
- R. Transportation Facility Impact Fee - Accounts for funds utilized by the City for transportation infrastructure.
- S. Bayhill Area Development Impact Fee - Accounts for funds to be expended by the city to fund improvements to public infrastructure necessary to accommodate growth consistent with the Bayhill Specific Plan.
- T. Affordable Housing Fund - Accounts for affordable housing commercial linkage impact fees for commercial development projects and affordable housing in-lieu fees or other funds collected under the Affordable Housing Program Ordinance.
- U. Community Benefit - Accounts for funds collected from property owners under negotiated agreements.
- V. Community Development - Accounts for activities of the Community Development Department including the City's planning and building permit operations.
- W. Recreation & Aquatics – Accounts for the activities of City recreation programs.

IX. Capital Program Funds

Capital Program Funds report major capital acquisition and construction separately from the City's ongoing operating activities. Capital Program Fund balances are designated "Restricted" fund balance.

- A. Parks and Facilities Capital Improvement Fund Accounts for funds expended on the improvement and development of the City's facilities, infrastructure, major equipment and technological upgrades used to deliver services to the community. Funding comes from the General Fund, grants, and other sources.
- B. Street Improvement Capital Project Fund – The Street Improvement Capital Project Fund accounts for funds expended for transportation infrastructure such as street rehabilitation, streetlights, traffic signals and street medians.

X. Debt Service Funds

Debt Service Funds set aside resources to meet current and future long-term debt service requirements including principal and interest.

- A. Debt Service Fund: General – Accounts for funds related to the 2011 and 2012 fire apparatus lease purchase and 2013 Pension Obligation Bond.

XI. Enterprise Funds

Enterprise funds account for City operations financed and operated in a manner similar to a private business enterprise. The intent of the City is that the cost of providing goods and services be financed primarily through user charges.

- A. Water Fund - To account for water services provided to the citizens of San Bruno. All activities necessary to provide such services are accounted for in this fund, including, but not limited to, administration, operations, maintenance, capital improvement, and billing and collections.

Fund Balance Policy

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- B. Stormwater Fund - To account for storm drain system maintenance, street sweeping and other related activities to the citizens of San Bruno. Funding comes from customers connected to the City's sewer system due to extensive infiltration and intrusion to the City's sewer system and street sweeping charges.
- C. Wastewater Fund - To account for sanitary sewer services provided to the citizens of San Bruno. All activities necessary to provide such services are accounted for in this fund, including, but not limited to, treatment and capital improvement.
- D. CityNet Fund - To account for operating and capital improvement costs to provide a full suite of video, data and voice services to residential and business customers.
- E. Parking Fund – To account for costs to install and manage paid parking and contracted services for enhanced enforcement.

XII. Internal Service Funds

Internal Service Funds are used to finance and account for special activities and services performed by a designated department for other departments in the City on a cost reimbursement basis. The concept of major funds does not extend to internal service funds because they do not do business with outside parties. For the Statement of Activities, the net revenues or expenses of each internal service fund is eliminated by netting them against the operations of the other City departments, which generated them. The remaining balance sheet items are consolidated with these same funds in the Statement of Net Position.

- A. Central Garage – To account for the cost of vehicle acquisition and disposal, preventative maintenance and repair, and support services for the City's fleet.
- B. Self-Insurance – To account for the City's coverage for Workers' Compensation and General Liability insurance.
- C. Technology Development – To account for the cost of maintaining the City's IT infrastructure, network and data security, business applications and management, and providing a centralized service desk.
- D. Facilities Management – To account for the cost of custodial services, facility management and preventative maintenance, and repair services for the City's facilities.

XIII. Fiduciary Funds

Fiduciary funds are used to report assets held for fiduciary activities, which may be carried out by primary governments or their component units. Fiduciary funds may be (1) held for legally established trust funds or similar arrangements, or (2) held outside of a trust exclusively for the benefit of individuals or organizations and used for activities that meet the criteria to be treated as fiduciary activities. Restricted for: Individuals, organizations, and other governments, Net position held in trust.

- A. Redevelopment Agency Obligation Retirement Trust Fund To account for the assets, liabilities, and activities of the former Redevelopment Agency of the City in a trustee capacity to pay for enforceable obligations of the former Redevelopment Agency. In

Fund Balance Policy

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accordance with Assembly Bill (AB) X1 26 and AB 1484, the San Bruno Redevelopment Agency was dissolved February 1, 2012.

XIV. Policy Review

Annual Review - This reserve policy shall be reviewed by the City Council at a public meeting annually to ensure its consistency with the overall objectives, review target funding levels, appropriation and/or transfers between reserves. Amendments and modifications to the policy shall be approved by the City Council prior to implementation.

Mid-year Review – City staff shall report due to/from and unassigned balances for City Council review.

History

Action	Date	Notes
Adopted by resolution	January 22, 2013	Resolution No. 2013-11
Adopted by resolution	October 24, 2023	Resolution No. 2023-109
Adopted by resolution	June 25, 2024	Resolution No. 2024-54

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Award of Contract Policy

Resolution No. 2024-54

June 25, 2024



I. Purpose

The City of San Bruno Award of Contract Policy establishes efficient procedures for the acquisition of supplies, services, equipment, and technology at the lowest possible cost commensurate with quality needed, to exercise positive financial control over purchases, to clearly define authority for the purchasing function and to assure the quality of purchases. Approval of City budget appropriations by the City Council authorizes expenditure of City funds in accordance with that appropriation and the established level of city services.^{1 2}

II. Delegation of Authority

The City Manager is designated as the City's purchasing officer³, responsible for developing and implementing administrative regulations aligned with this policy's purpose. The City Manager may delegate their authority at their sole discretion.

III. Award of Contract

The purchasing officer has the authority to issue purchase orders and award contracts including contract amendments for goods or services in accordance with Table 1. City Council approval is necessary for: (1) all contracts that do not conform to the City's standard form of agreement, and (2) public projects over \$250,000.

IV. Signing Authority

The purchasing officer's signing authority adjusts each July 1 based on the annual change in the Construction Cost Index (CCI), as reported by Engineering News Record (ENR⁴), during the twelve-month period prior to the previous December. The Fiscal Year 2024 (FY24) base year signing authority and CCI is \$92,000 and 15525.00, respectively, with the next update for FY26 effective July 1, 2025. Adjustments round up to the next increment of \$1,000 and, if the CCI experiences a negative change in any year, the signing authority valuations will remain unchanged. Finance will issue a memo each June to document the purchasing officer's revised signing authority for the upcoming fiscal year.

The purchasing officer is authorized to execute multi-year agreements, provided the contract does not exceed five full fiscal years and terminates on or before June 30th in the final year of the contract. Additionally, the purchasing officer is allowed to sign contract amendments above their signing authority within 10% of the original amount for contingency purposes, provided that the new contract amount does not exceed \$200,000.

¹ San Bruno Municipal Code (SBMC) [Section 2.12.060.i](#)

² SBMC [Section 2.44.010](#)

³ SBMC [Section 2.44.020](#)

⁴ https://www.enr.com/economics/historical_indices/SanFrancisco

Award of Contract Policy

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V. Standard Form Agreements

The purchasing officer may only execute standard form agreements approved by City Council unless City Council authorizes an exception to the standard form agreement in advance, except that the purchasing officer may modify the standard form agreements' insurance requirements after considering recommendations of the City's insurance provider upon consideration of the risks associated with the goods procured or services rendered. The City Manager may revise the standard form agreement from time to time as deemed necessary or useful by the City Manager, with the concurrence of the City Attorney.

VI. Exceptions

The following are exempt from award of contract, signing authority, and standard form agreement requirements:

1. Cooperative purchasing agreements⁵, Emergency procedures purchases⁶, and Sole/single source purchases⁷, in accordance with San Bruno Municipal Code Chapter 2.44.
2. Utility bill payments, payments to other governmental agencies, personnel and benefit expenditures (e.g., medical premiums, retirement payments, workers' compensation insurance premiums, staff backfill, etc.), routine non-service-related purchases such as furniture, fixtures, equipment, and vehicles where only a purchase order is required.
3. Discrete professional or contract services under \$15,000 are exempt from the standard form agreement requirements provided sufficient available budgetary funds, and the department receives a purchase order.

⁵ SBMC [Section 2.44.110](#)

⁶ SBMC [Section 2.44.120.a](#)

⁷ SBMC [Section 2.44.120.b](#)

Award of Contract Policy

Resolution No. 2024-54

VII. Table 1: Award Authority and Bid Requirements Summary

Category	Standard Form Agreement	Amount	Bid requirement	Approving Authority
Budgeted and pass-through expenditures	Unmodified ⁸	\$30,000 or less	Informal Bid	Chief Financial Officer
		\$30,001 to \$100,000	Informal Bid	City Manager
		\$100,001 to budgeted authority or pass-through reimbursement agreement	RFP/RFQ	
	Modified	\$100,000 or less	Informal Bid	City Council
		Greater than \$100,000	RFP/RFQ	
Public Projects^{9 10}	Unmodified	\$200,000 or less	Informal Bid	City Manager
		\$200,001 to \$250,000	Formal Bid	
	N/A	Greater than \$250,000	Formal Bid	City Council

VIII. Policy Adoption

History

Action	Date	Notes
Policy adoption by Resolution	February 13, 2024	Resolution No. 2024-14
Policy adoption by Resolution	June 25, 2024	Resolution No. 2024-54

⁸ City Manager may modify the “amount” and “approving authority” administratively at their discretion.

⁹ SBMC [Section 2.44.070](#)

¹⁰ Public Project limits for informal bids are set by Public Contract Code (PCC) Section 22000, et seq. under the California Uniform Public Construction Cost Accounting Act (UPCCAA)

Debt Management Policy

Resolution No. 2024-54

June 25, 2024



I. Purpose

The purpose of the Debt Management Policy is to organize and formalize debt issuance and management related policies and procedures for the City of San Bruno and the San Bruno Public Financing Authority. The debt policies and procedures are subject to and limited by applicable provisions of Federal and state law and to prudent debt management principles.

II. Scope

This Debt Policy intends to comply with Government Code Section 8855(i), adopted on October 10, 2017, and readopted on June 25, 2024, will apply to all future debt considerations and issuances for which the City Council acts as the legislative body for the City and the Public Financing Authority.

III. Objectives

- 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
- Ensure that the City's debt is consistent with the City's planning goals and objectives and capital improvement program or budget.

IV. Delegation of Authority

This Policy governs issuance and management of all future debt issued by the City and the Public Financing Authority. This Policy will be reviewed and updated periodically as necessary with changes approved by the City Council. The City Council is responsible for overall policy direction of this Policy, as well as the authorization of each debt financing. The City Manager's designee will be responsible for implementation of the Policy, as well as its day-to-day administration.

The City recognizes this Policy provides guidance and structure for the decisions and management of the City's debt. However, changes in capital markets, city programs, and other unforeseen circumstances may arise that are not addressed in this Policy. In these cases, management flexibility is appropriate and modifications or exceptions may be necessary to achieve the City's goals.

Debt Management Policy

Resolution No. 2024-54

V. Debt Issuance

1. Purpose of Debt Issuance

The City's debt management program will consider debt issuance when public policy, generational equity, and economic efficiency provide a benefit to the City.

The City will utilize debt obligations and will give due consideration to all available funding sources, including available cash reserves, available current revenues, potential future revenue sources, potential grants, and all other financing sources legally available to be used for such purposes. Expenditure of bond proceeds are expected to fund major, non-recurring expenses, including financing of costs related to capital project planning and design, environmental, land acquisition, real property, and equipment acquisition; the construction or renovation of buildings, permanent structures, and infrastructure; financing costs related to the debt issuance, capitalized interest, necessary or financially prudent debt service reserves, or other costs as permitted by law. Refunding or refinancing existing debt obligations are acceptable uses of bond proceeds.

2. Types of Debt

The City will evaluate the use of appropriate financial alternatives available as permitted. These alternatives will be considered in order to secure the most cost advantageous financing alternative available while limiting the City's risk exposure. Types of debt may include, but are not limited to:

- Lease revenue bonds
- Certificates of Participation
- Revenue bonds
- Land-secured financing, i.e., special tax and assessment bonds
- General Obligation bonds
- Refunding/refinancing existing debt
- Lease purchase transactions
- Short term notes

The City will also consider the advantages of negotiated or competitive bond sale and recognizes that a standard, all-purpose approach to debt financing does not serve the best interest of the City. The City will consider the unique combination of factors such as the type of debt needed, funding stream, and market conditions to structure each debt issuance.

3. Debt Structuring Practices

The maximum term of any debt issuance will not exceed the useful life of the assets funded from the financing. Capitalized interest and deferral of principal may be considered but not required during construction of a debt-funded project. Fixed rate debt is preferred, but the City may consider the appropriateness of variable rate debt when considering financial market conditions and risk factors.

4. Financing Options

In general, debt may be issued to fund new projects or to refinance existing debt.

- New Debt
New debt issuances are used to generate funding for capital projects. These funds will be used for necessary land acquisitions, capital construction, equipment related financing costs, and other necessary expenses.

Debt Management Policy

Resolution No. 2024-54

- **Refinancing Existing Debt**

Periodic reviews of the City's outstanding debt will be undertaken by the Finance Department to determine refunding opportunities.

Refunding bonds are issued to retire all or a portion of an outstanding bond issue, typically to secure lower interest rates and to reduce overall debt service costs. Alternatively, some refunding is undertaken for reasons other than to achieve cost savings, such as to restructure debt service payments, to change the type of debt instruments being used, or to eliminate undesirable covenants.

A present value savings analysis will be prepared to identify the economic effects of any refunding being considered by the City. The savings from any particular refunding should generally be at least 3% of the refunded principal amount, net of all transaction expenses. This 3% savings target may be waived by the City upon a finding that such a refunding is in the City's best overall financial interest and shall not be applicable for refunding transactions that are not solely undertaken to achieve cost savings.

5. Integration with City Capital Improvement Plan and Budgets

The City is committed to long-term financial planning, maintaining appropriate reserves levels, and employing prudent practices in governance, management, and budget administration. The City maintains a multi-year Capital Improvement Program to establish and monitor priorities for projects. The City strives to integrate its debt issuances with the goals of the CIP by timing the issuance of debt to ensure that projects are available when needed in furtherance of the City's public purposes and in a timely manner to avoid having to make unplanned expenditures for capital improvements or equipment from its General Fund budget.

6. Policy Goals

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 City will comply with applicable state and federal law as it pertains to the maximum term of debt and the procedures for levying and imposing any related taxes, assessments, rates, and charges.

When refinancing debt, it shall be the policy goal of the City to realize, whenever possible, and subject to any overriding non-financial policy considerations, (i) minimum net present value debt service savings equal to or greater than 3.0% of the refunded principal amount, and (ii) present value debt service savings equal to or greater than 100% of any escrow fund negative arbitrage.

7. Consultants

The City will, when appropriate and given the specific requirements of the financing, secure the services of independent financial advisors, underwriters, disclosure counsel, bond counsel, appraisal services, and other service providers.

8. Investment of Bond Proceeds

Bond proceeds will be invested according to the City-adopted Investment Policy or the Bond Fiscal Agreement, if applicable.

Debt Management Policy

Resolution No. 2024-54

9. Ongoing Administration and Internal Controls

When issuing debt, in addition to complying with the terms of this Debt Policy, the City will comply with any other applicable policies regarding initial bond disclosure, continuing disclosure, post-issuance compliance, and investment of bond proceeds.

The City will accurately account for all debt-related activity. These records will be designed to ensure that the City maintains compliance with all debt covenants, as well as state and Federal laws. The City will maintain a system of reporting interest earnings that relates to and complies with Internal Revenue Code requirements relating to rebate, yield limits and arbitrage.

10. Compliance

- Initial Disclosure

In accordance with Senate Bill 1029, the City will submit a report of final sale to the California Debt and Investment Advisory Commission, not later than 21 days following the sale of the debt. A copy of the final Official Statement shall accompany the report of final sale. In the event that the Official Statement has not yet been finalized, the City will provide documentation to satisfy the requirements of SB1029, as necessary.

- Ongoing Disclosure

The City will maintain compliance with the regulations set forth in Government Code Section 8855(i), Rule 15(c) 2-12 - Securities and Exchange Commission Rule 15(c) 2-12, Continuing Disclosure ("Rule 15(c) 2-12") and SB 029.

Section 8855(i), Rule 15(c) 2-12. The City will file an annual report and annual financial information with the Municipal Securities Rulemaking Board's Electronic Municipal Market Access System (EMMA). The reports will be made timely and in accordance with Rule 15(c)-12 as amended.

SB 1029. The City will submit an annual report for any issue of debt whose final sale occurred on or after January 21, 2017. The annual report will cover the reporting period July through June 30 and will be submitted no later than seven months following the end of the reporting period.

11. Adoption by Legislative Body

In accordance with SB1029, the City and the San Bruno Public Finance Authority will adopt this policy. In implementing this policy from time to time, interpretations and variations may be made at the discretion of the City Manager in the best interests of the City.

VI. Policy Adoption

History

Action	Date	Notes
Policy adoption by resolution	October 10, 2017	Resolution No. 2017-93
Policy adoption by resolution	June 25, 2024	Resolution No. 2024-54

ENABLING ACTIONS

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City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: June 25, 2024

TO: Honorable Mayor and Members of the City Council

FROM: Alex D. McIntyre, City Manager

PREPARED BY: Nick Pegueros, Chief Financial Officer
Esther Garibay, Financial Services Manager
Brian Liu, Management Analyst
Yu-Chiao Chao, Accountant
John Mercado, Accountant

SUBJECT: Hold a Public Hearing on the Fiscal Year 2024-25 Capital Improvement Program Budget; and Consider Approving: (i) a Resolution Adopting the Fiscal Year 2024-25 Budget, (ii) a Resolution Establishing the Fiscal Year 2024-25 Appropriations Limit of \$55,305,709, (iii) a Resolution Adopting the City of San Bruno's Financial Policies for Investments, Fund Balances, Award of Contracts, and Debt Management; and (iv) a Resolution Amending the Fiscal Year Amended Adopted 2023-24 Budget.

BACKGROUND:

The City Manager's Recommended Fiscal Year 2024-25 Budget was released on May 17, 2024, following eleven public meetings at which City Council received updates and provided direction on essential elements of the budget document. The Recommended Budget was balanced, maintained and expanded services, and included investments in the City's future. City Council formally received and discussed the Recommended Budget at their June 11 meeting and directed staff to return with the final budget and enabling resolutions on June 25, City Council adoption. The City's fiscal year begins on July 1.

EXECUTIVE SUMMARY

The purpose of this agenda item is to receive City Council approvals of resolutions necessary to enact the programs, services, and capital infrastructure improvements captured in the FY25 Budget. The recommended actions fulfill regulatory requirements and operational policies and procedures.

The report is organized into five sections, all directly related to adoption of the FY25 Budget:

- Section 1 – Capital Improvement Program Public Hearing. Government Code 66002 provides that the City's Capital Improvement Program (CIP) shall be adopted by resolution at a noticed public hearing. Members of the public had the opportunity to participate in the budget process at three public meetings: the City Council retreat on February 2, 2024, the Council's CIP study session on March 25, 2024, and presentation

of the City Manager's Recommended FY25 budget at the Council's meeting on June 11, 2024.

- Section 2 – FY25 Budget Adoption (Attachment 1). The enabling FY25 Budget Adoption resolution authorizes revenue across all funds \$210.11 million and expenditures across all funds totaling \$292.37 million. The recommended resolution incorporates several changes focused on improving the Budget Book's usability and corrections to special revenue and enterprise funds appropriations as discussed in Section 2.
- Section 3 – FY25 Gann Initiatives Appropriations Limit Adoption (Attachment 2). The enabling FY25 Appropriations Limit resolution fulfills requirements under the Gann Initiatives to calculate the City's ability to collect and subsequently appropriate general taxes. The City is below the Appropriations Limit for Fiscal Year 2024-25 by 19.33 percent.
- Section 4 – Financial Policies (Attachment 3). This section outlines recommended changes to the City Council adopted financial policies which were all adopted independently. The recommendation includes combining all policies into a single document that is reviewed annually and promotes transparency in the City's fiscal management practices.
- Section 5 – FY24 Budget Amendments (Attachment 4). Section 5 summarizes multiple recommended year-end budget amendments to the FY24 budget. The amendments largely move monies between funds to establish implement the City Council adopted Fund Balance policy and to closeout the American Rescue Plan Act (ARPA) Fund. The recommended amendment includes funding for the \$630,000 budget for repairs related the 2022-23 winter storm emergency.

DISCUSSION:

Section 1 – Capital Improvement Program Public Hearing

Table 1 summarizes new and carryover appropriations by Fund for the Capital Improvement Program Budget. Project details are available in the Fiscal Year 2023-24 Budget Book (Exhibit A to Attachment 1).

Table 1 – FY25 Recommended Capital Improvement Program Appropriations

Fund	Resources: Revenue, Transfers In & Use of Assigned Fund Balance	Requirements: Expenditures & Transfers Out	Net Increase/ (Decrease) to Ending Fund Balance as of 6/30/25
003 One-Time Revenue	\$ -	\$ 5,600,000	\$ (5,600,000)
005 Measure G District Sales Tax	-	4,590,729	(4,590,729)
101 Gas Tax	-	375,000	(375,000)
102 Measure A Transportation Tax	-	150,000	(150,000)
104 Measure W Transportation Tax	-	600,000	(600,000)
133 Restricted Revenues	-	250,000	(250,000)
160 Community Facility Impact Fee	-	535,000	(535,000)
162 General Government Impact Fee	-	190,000	(190,000)
166 Community Benefit Fund	-	663,000	(663,000)
201 Parks And Facilities Capital	6,626,995	14,978,207	(8,351,212)
203 Streets Capital	9,547,038	26,149,700	(16,602,662)
207 Technology Capital	5,975,350	8,135,517	(2,160,167)
611 Water Fund	6,185,333	48,585,977	(42,400,644)
621 Stormwater Fund	3,008,119	4,886,074	(1,877,955)
631 Wastewater Fund	-	40,095,668	(40,095,668)
Total CIP Appropriations	\$ 31,342,835	\$ 155,784,872	\$ (124,442,037)

Section 2 – FY25 Budget Adoption (Attachment 1)

The City Council received the City Manager’s Recommended Fiscal Year 2024-25 (FY25) Budget at their meeting on June 11, 2024, and directed no changes. The Draft City Council Adopted FY25 Budget Summary (FY25 Budget Summary), Exhibit A to Attachment 1, formally adopts the FY25 budget appropriations by fund and authorizes the expenditure of those funds in FY25. As presented on June 11, the overall expenditure appropriations totaled \$288.77 million. The budget has been updated to incorporate the following adjustments increasing the overall expenditure appropriations to \$292.37, as summarized in Table 2:

1. Corrections for clerical errors
2. Capital Improvement Program Appropriations for FY25
3. Updates to Improve Budget Transparency

Table 2 – Appropriations Reconciliation: Recommended to Amended FY25 Budget

Reconciling Item	Resources: Revenue, Transfers In & Use of Assigned Fund Balance	Requirements: Expenditures & Transfers Out	Net Increase/ (Decrease) to Ending Fund Balance as of 6/30/25
Recommended FY25 Budget, June 11, 2024	\$187,487,341	\$288,771,032	\$(101,283,691)
1. Corrections for Clerical Errors			
New Community Development Fund reconciliation	(735,000)	57,100	(792,100)
Add Water operations vehicle	-	103,000	(103,000)
Add Wastewater operations vehicle	-	70,000	(70,000)
Add Wastewater Debt Service accounts	-	1,003,294	(1,003,294)
Add Water Debt Service accounts	-	390,430	(390,430)
Reduce Overbudgeting of Non-General Fund unfunded pension liability payment	-	(1,203,078)	1,203,078
Reduce Overbudgeting of Non-General Fund leave buyouts	-	(92,964)	92,964
Subtotal	(735,000)	327,783	(1,062,783)
2. Capital Improvement Program (CIP) Appropriations			
Funding in FY25 for the CIP Winter Storm Project as it was included in the FY24 Year-End Budget Amendment	-	(630,000)	630,000
3. Updates to Improve Budget Transparency			
Update to Estimated CIP Carryovers	16,335,260	(3,118,556)	19,453,816
Include Estimated Purchase Order/ Encumbrance Carryovers and Use of Assigned Fund Balance	7,021,584	7,021,584	-
Subtotal	23,356,844	3,903,028	19,453,816
Adopted FY25 Budget Summary, June 25, 2024	\$210,109,185	\$292,371,843	\$(82,262,658)

These adjustments collectively represent several necessary or best-practice administrative procedures, ensuring that there is transparency and that the various stakeholders retain their respective roles and responsibilities. Except for the final item in the list, each of these adjustments or corrections may be done at any time throughout the year, with the typical cadence being in parallel with either the budget adoption or mid-year amendments, given the increased budgetary activity and focus during those periods. The final item, the closeout of ARPA grant reporting, streamlines grant closure and reporting requirements to eliminate future audit and staff expenditures.

Material changes to the Recommended FY24 Budget that are now included in the Adopted FY25 Budget Summary are:

1. *Net Change of (\$1.06) million to correct clerical errors*

Community Development Fund - The FY25 budget development cycle included assumptions about creating two new Special Revenue Funds, one for the Recreation and Aquatics Center and the other for Community Development. The Community Development Fund now includes a beginning fund balance, including Community Development fees historically accounted for in the Restricted Revenue Fund, to prevent commingling with the General Fund. Making these updates before budget adoption improves clarity for year-end procedures, reduces future audit and reporting efforts, and does not change overall appropriations.

Water and Wastewater Enterprises - An omission related to the transition of budget systems and presentation styles resulted in several items being erroneously excluded from the FY25 recommended budget for debt services and capital outlay in the water and wastewater operating funds. The capital outlay omissions included a vehicle in Water and another in Wastewater. City staff also identified double counting of the unfunded pension liability allocation and leave buy-outs in the Water and Wastewater Funds that partially offset the omission. Additionally, the new fund roll-up omitted the water and wastewater debt service accounts. The corrections do not materially impact the Water or Wastewater Enterprises, but bringing these corrections as early as identified comports with best practices in governmental finance.

Presentation of Community Services Staffing - City staff's presentation of full-time equivalent personnel (FTE) in Community Services was understated by 1.00 FTE; 35.00 rather than 36.00 FTEs. The oversight increases the overall City-wide headcount from 280.00 to 281.00. Like a previously identified error with Community Services staffing, Finance, and Community Services collaborated to track the headcount shifts resulting from the elimination of ARPA funded FTEs and creation of the new RAC Special Revenue Fund. The oversight does not impact budgeted expenditures as it was included in the gross salaries for Community Services but was disconnected from the presentation of FTE.

2. *Net change of (\$0.63) million for Winter Storm Hazard Mitigation Project in Crestmoor Canyon Moved from FY25 to FY24 as part of the Year-end FY24 Budget Amendment.*

On June 25, 2024, the City Council will consider approving the Winter Storm Hazard Mitigation Project in Crestmoor Canyon. As noted in the staff report, sufficient funds are

included in the Recommended FY25 Budget, however City staff recommends advancing the budget appropriation to FY24 for accounting and budgeting consistency.

3. *Net change of \$19.45 million from Updates to Improve Budget Transparency \$7.02 million Inclusion of Purchase Order (Encumbrance) Carryover Estimates*

Updated Capital Improvement Program Carryovers - The Recommended FY25 Budget included estimated CIP carryovers as of March 31, 2023. The Adopted FY25 Budget Summary has been updated to include estimated carryovers based on 11 months of expenditures, providing a more accurate budget for the early months of the new fiscal year. Past practice deferred updates to the capital project carryovers until January or February, leaving the available project budget in limbo until the City Council approved carryover true-ups. The recommended resolution includes authorization for City staff to make administrative budget amendments to reflect actual capital project carryovers before the mid-year budget amendment. The new process reduces administrative burdens and provides more accurate budgets for project managers by advancing adjustments earlier than the mid-year process.

Inclusion of Purchase Order (Encumbrance) Carryover Estimates - Consistent with past practices, the Recommended FY25 Budget did not include estimated purchase order encumbrance carryovers. Encumbrance carryovers occur when the City has contractually committed to goods or services spanning multiple fiscal years and were procured with approved budget appropriations in a prior fiscal year. Excluding encumbrances from the adopted budget understates the City's financial commitments. However, the City has historically amended the budget at mid-year to increase the expenditure budget commensurate with outstanding purchase orders after the year-end closing process.

City staff recommends adopting the budget with an estimate of the purchase order carryover. The net revenue/(expenditure) impact is net zero because the encumbrance assigned fund balance is a resource that offsets the budgetary impact. The Adopted FY25 Budget Summary reflects the estimated encumbrance carryover and provides a complete picture of the City's budgeted FY25 expenditures. The recommended resolution includes authorization for City staff to make administrative budget amendments to reflect actual purchase order encumbrance carryovers before the mid-year budget amendment. This new process not only reduces administrative burdens but also significantly enhances the accuracy of budgets for budget managers by advancing adjustments earlier than the mid-year process, instilling confidence in financial planning.

Section 3 – FY25 Gann Initiatives Appropriations Limit Adoption (Attachment 2)

The Gann Initiatives, Proposition 4 and 111, established the Gann or Appropriations Limit (Limit) to regulate tax revenue management for all public agencies in California. As approved by California voters, the Limit caps the tax-generated revenue that a public agency can receive and appropriate each year. The Limit is determined based on each agency's 1978-79 base year appropriation of tax proceeds and is adjusted annually to account for cost-of-living and population growth.

The Gann Initiatives Appropriations Limit Report, Exhibit A to Attachment 2, details the City's FY25 Limit calculation as adjusted by indexes provided by the California State Department of

Finance. For San Bruno, the FY25 appropriation limit is \$55,305,709, which reflects adjustments for cost-of-living (3.62%) and population growth (-0.50%).

To determine compliance with the Limit, the City compares revenues subject to the Limit with estimated proceeds from taxes adjusted for certain exemptions. Revenues subject to the Limit are proceeds from property, sales, cannabis, transient occupancy, and business taxes. Exemptions from the Limit include certain expenditures, such as those for debt service, capital outlay, and federal mandates. For FY25, the City's Limit is \$55.3 million, and the FY25 General Fund appropriations subject to the Limit total \$44.6 million. Therefore, the City's FY25 budget is 19.33% below the FY2024-25 Limit. If proceeds from taxes subject to the Limit exceed the Limit, the City must determine whether to seek voter approval to override the Limit or refund taxes collected more than the Limit.

Section 4 – Financial Policies (Attachments 3 & 4)

As part of the annual budget process, City staff reviews various City Council adopted financial policies to ensure that the policies remain up to date and reflect best practices. The recommended action amends previously adopted policies as follows:

1. *Investment Policy*

City Council adopted Resolution 2023-103, which established the current Investment Policy. Following Finance's annual review, the following policy amendment is recommended:

- a. Increase the "Aggregate Maximum % of Portfolio" for Money Market Funds from 20% to 40%, and the "Per Issuer Maximum % of Portfolio" from 10% to 15%, to enable the City to fully capitalize on the current high interest rates and yields.

2. *Fund Balance Policy*

City Council adopted Resolution 2023-109 establishing the current Fund Balance Policy. As part of finance's annual review, the following policy amendments are recommended:

- a. Section IV.A – Clarify the presentation of interfund balances for better financial information disclosure.
- b. Section V – Update General Fund description to recognize that the Recreation and Aquatics Center and Community Development will no longer be part of the General Fund. Further, staff recommends removing the ARPA fund given that the City's intent is to fully expend the remaining ARPA monies by June 30, 2024.
- c. Section VII – Clarify the possible uses of unassigned fund balance.
- d. Section VIII – Update special revenue fund descriptions, add newly created funds and remove funds to be closed out.
- e. Section XIII – Remove Recology San Bruno Custodial Fund. The fund will be closed out at the end of fiscal year 2024 reflecting the complete transition of solid waste billing services from the City to Recology San Bruno.

3. *Award of Contract Policy*

City Council adopted Resolution 2024-14, establishing the current Award of Contract Policy. As part of Finance's annual review, the following policy amendments are recommended:

- a. Section III – Update the policy to clarify that this includes any contract amendments.
- b. Section IV – Allow a 10% contingency for Contract amendments that exceed the City Manager's signing authority.

- c. Section VI - Exempt discrete professional or contract services under \$15,000 from the standard form agreement requirements provided sufficient available budgetary funds, and the department receives a purchase order. This operational efficiency seeks to reduce the administrative burden for services with minimal risk to the City. Examples include graphics designer to prepare the budget-in-brief and data entry, conversion, or collection necessary to complete a project promptly. City staff will administratively assess each request to ensure that the request is within an acceptable level of risk.

4. *Debt Management Policy*

City Council adopted Resolution 2017-93, establishing the current Debt Management Policy. As part of Finance's annual review, there are no material recommended edits.

Section 5 – FY24 Budget Amendments (Attachment 4)

City Council adopted Resolution No. 2023-84 establishing the Fiscal Year 2023-24 (FY24) budget on June 27, 2023, with an operating budget of \$131.98 million and new capital appropriations of \$26.4 million, totaling \$158.38 million. On February 27, 2024, the Council adopted Resolution No. 2024-18 to amend the FY24 budget with a net effect of \$2.66 million.

To reconcile various transactions before the fiscal year end close, staff requests Council approval of the following budget amendments:

1. \$2.1 million Transfer of Technology Fee and General Plan Maintenance Fee Fund (Fund 133) Balances to the Community Development Fund (Fund 141)
2. (\$0.122 million) – Reconcile deficit in the In-Lieu Fund for Park In-Lieu Fees
3. \$1.2 million American Rescue Plan Act (ARPA) Fund Closure
4. \$0.75 million Interfund Transfers to Consolidate In-Lieu Fee Funds
5. (\$0.63 million) Allocation to the Winter Storm Hazard Mitigation Project
6. \$22.2 million transfer from the General Fund to the Budget Stabilization Reserve, the Contingency Reserve, and the One-Time Revenue Reserve
7. (\$0.29 million) Allocation to Non-General Fund Deficits

City staff is transmitting budget amendment requests for fund transfers identified after the mid-year budget amendment. Table 3 provides a summary of requests by Fund.

Table 3 – Recommended FY24 Budget Amendments by Fund

Fund		Revenue	Expense	Net Revenue / (Expenditure)
001	General Fund	3,082,778	24,502,99	(21,420,212)
002	Budget Stabilization Reserve	1,200,000	-	1,200,000
003	One-Time Revenue	11,000,000	-	11,000,000
004	Contingency Reserve	10,000,00	-	10,000,000
006	ARPA Fund	1,904,195	3,082,778	(1,178,583)
131	In-Lieu Fees	197,055	-	197,055
133	Restricted Revenues	-	2,086,760	(2,086,760)
136	Emergency Disaster Reserve	-	630,000	(630,000)
140	Developer In-Lieu Undergrounding	-	75,000	(75,000)
141	Community Development	2,086,760	-	2,086,760
161	Public Safety Impact Fee	125,000	-	125,000
190	Disaster Recovery Fund	-	13,260	(13,260)
201	Parks And Facilities Capital	68,078	-	68,078
207	Technology Capital	1,836,117	1,836,117	-
302	Lease Debt Service	15,000	-	15,000
621	Stormwater Fund	630,000	630,000	-
641	CityNet Services Fund	-	68,078	(68,078)
701	Central Garage	100,000	-	100,000
702	Facility Maintenance Fund	50,000	-	50,000
Total Budget Amendment		32,294,983	32,924,983	(630,000)

\$2.1 million Transfer of Technology Fee and General Plan Maintenance Fee Fund (Fund 133) Balances to the Community Development Fund (Fund 141)

City staff has reviewed policies previously adopted by the City Council and recommended changes to the Fund Balance Policy at the June 25, 2024, Council meeting. The Adopted FY25 Budget Summary includes the creation of the Community Development Special Revenue Fund to record the activities of the Community Development Department, including the City’s planning and building permit operations. The recommended action is to transfer the balance (est. \$2.1 million) of the technology fee and general plan maintenance fee, currently recorded in the Restricted Revenue Fund as discrete projects, at the end of FY24.

(\$0.122 million) – Reconcile deficit in the In-Lieu Fund for Park In-Lieu Fees

The Park In-Lieu Fund (Fund 131) held a negative cash position of \$122k as of June 25, 2024. This amount arose in FY20, when the City received \$3M and made a transfer, assuming the funds were available for appropriation. However, the \$3M deposit was refunded in FY22 because the developer withdrew from the project. The recommendation is to backfill the negative cash using the General Fund (Fund 001).

\$1.2 million American Rescue Plan Act (ARPA) Fund Closure

The funding obligation deadline is December 31, 2024. As the deadline is approaching, staff recommends transferring the remaining balance of ARPA Fund to support General Fund operation. The Fund has an estimated balance of \$1.2 M as of the end of FY24. City staff

recommends closing the ARPA fund in FY24 as an operational efficiency measure. Each year the ARPA Fund is active, the City must file quarterly reports to the Department of Treasury and conduct an annual audit. Advancing the closure of ARPA to FY24 allows the City to complete its final US Department of Treasury and annual audit reports effective June 30, 2024, rather than carry the reporting requirements into future fiscal years. The close-out requires multiple inter-fund transfers to comply with the Department of Treasury's revenue replacement reporting requirements. The effect of the transfers, however, is zero.

\$0.75 million Interfund Transfers to Consolidate In-Lieu Fee Funds

Developer In-lieu Undergrounding Fund (Fund 140) has a balance of \$75k as of June 25, 2024. There has been no activity in this fund since FY17 and staff recommends transferring the balance to In-Lieu Fee Fund (Fund 131) to consolidate all the in-lieu fees into a single fund.

(\$0.63 million) Allocation to the Winter Storm Hazard Mitigation Project in Crestmoor Canyon

During the 2022-23 winter storm emergency, severe stormwater runoffs triggered several landslides in the City. The Winter Storm Hazard Mitigation Project in Crestmoor Canyon was included in the FY 2023-24 Capital Improvement Program (CIP) budget to design and construct improvements at three locations. Additional funding of \$630k is recommended to transfer from the Emergency Disaster Reserve (Fund 136) to the project. The current project budget is \$361k; the total will be \$991k after the recommended amendment.

\$22.2 million transfer from the General Fund (001) to the Budget Stabilization Reserve (002), the Contingency Reserve (004), and the One-Time Revenue Reserve (003).

The recommended budget amendment rebalances the General Funds to comply with the Fund Balance Policy and sequester funds as a contingency for an adverse ruling in pending litigation over the City's tax-sharing agreement with Walmart.com. The first transfer will fully fund Contingency and Budget Stabilization Reserves, transfer additional funds to the Contingency Reserve for sequestered funds and transfer unassigned fund balances to the One-Time Revenue Reserve. The funds remain in the General Fund and will be used in FY25 as summarized in the Adopted FY25 Budget Summary.

(\$0.29 million) Allocation to Non-General Fund Deficits

A total of \$0.29 million transfer is recommended to resolve the fund balance deficit of the special revenue fund, internal service fund, and debt service fund. Of the total transfer, \$0.277 million is from the General Fund and the balance closeout the Disaster Recovery Fund which has a fund balance of \$13,000.

FISCAL IMPACT:

The Draft City Council Adopted Budget is balanced with total expenditure appropriations of \$292.37 million across all Funds. Modifications to the budget are anticipated at mid-year to reflect new information.

ENVIRONMENTAL IMPACT:

The action is not a project subject to CEQA. City Council's action is not considered a "Project" per CEQA Guidelines and therefore no further environmental analysis is required.

RECOMMENDATION:

Conduct a Public Hearing on the Fiscal Year 2024-25 Capital Improvement Program Budget; and Approve Enabling Resolutions Adopting the Fiscal Year 2024-25 Budget, Appropriations Limit, Financial Policies, and Amending the Fiscal Year 2023-24 Amended Adopted Budget.

ALTERNATIVES:

City Council is required to adopt a balanced budget by July 1, 2024 in order to continue operations.

ATTACHMENTS:

1. Resolution Adopting the FY25 Operating and Capital Improvement Program Budget
2. Resolution Approving the City's Fiscal Year 2024-25 Appropriation Limit (Gann Limit) of \$55,305,709
3. Resolution Adopting the City of San Bruno's Financial Policies: Investments, Fund Balances, Award of Contracts, and Debt Management
4. Track Changes: City of San Bruno's Financial Policies: Investments, Fund Balances, Award of Contracts, and Debt Management
5. Resolution Amending the Fiscal Year 2023-24 Budget

RESOLUTION NO. 2024 - ____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN BRUNO
ADOPTING THE FISCAL YEAR 2024-25 BUDGET**

WHEREAS, the City Council is the legislative body for the City of San Bruno and the San Bruno Public Financing Authority, and serves as the Board of Directors of the Successor Agency to the San Bruno Redevelopment Agency; and

WHEREAS, the City prepares and adopts a balanced annual 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, Municipal Code Section 2.12.060 requires the City Manager to prepare and transmit a recommended budget annually;

WHEREAS, the City Council adopted Fiscal Year 2024-25 Priority Initiatives and Budget Principle at their meeting on February 13, 2024; and

WHEREAS, the Revenue Measure Oversight Committee met on February 15, 2024 to receive the City Manager's recommended uses of Measure G Sales Tax funds for Fiscal Year 2024-25 and the Committee voted unanimously to recommend City Council adoption of the City Manager's recommendation to appropriate \$4.59 million to the Fiscal Year 2024-25 Pavement Management Program capital project; and

WHEREAS, the City Council held a study session on March 12, 2024 to receive the Revenue Measure Oversight Committee's recommendation and the City Manager's draft Capital Improvement Program Budget;

WHEREAS, the City Council did not direct changes to the draft Capital Improvement Program Budget appropriations by the conclusion of their March 12, 2024 meeting;

WHEREAS, the City Council adopted the July 1, 2024 User Fee Schedule at their April 23, 2024 meeting to ensure cost recovery for many city services in alignment with the Cost Recovery Policy; and

WHEREAS, the City Manager transmitted the City Manager's Recommended Fiscal Year 2024-25 Operating and Capital Improvement Program Budget (Recommended FY25 Budget) to the City Council and community on May 17, 2024; and

WHEREAS, the Recommended FY25 Budget fully funded City Council's top five priority initiatives and adhered to the City Council adopted budget principles; and

WHEREAS, the Recommended FY25 Budget fully complies with the City Council adopted Fund Balance Policy by funding the Budget Stabilization Reserve and Contingency Reserve at the policy's targets resulting in thirty percent (30%) of the General Fund's FY25 Budgeted expenditures; and

WHEREAS, the Recommended FY25 Budget fully funds City's Fiscal Year 2024-25 unfunded pension liability payment and Pension Obligation Bonds debt service payment; and

WHEREAS, the San Bruno Planning Commission reviewed new capital improvement projects contained in the Recommended FY25 Budget on May 21, 2024 for compliance with the General Plan of the City and adopted a resolution confirming project compliance; and

WHEREAS, the City Manager presented the Recommended FY25 Budget to the community at a budget workshop on June 4, 2024;

WHEREAS, the City Council further amended the User Fee Schedule on June 11, 2024 to incorporate new fees and several updates effective July 1, 2024; and

WHEREAS, the City Manager presented the Recommended FY25 Budget to the City Council at their June 11, 2024 meeting and City Council directed that City staff return on June 25, 2024 with a Draft City Council Adopted FY25 Budget Summary (FY25 Budget Summary); and

WHEREAS, the FY25 Budget Summary updates the Recommended FY25 budget to reflect resources and requirements for several Funds to include updated capital project carryover estimates and use of assigned fund balance for anticipated purchase order encumbrances;

WHEREAS, the FY25 Budget Summary further incorporates City staff's recommendation to close-out the American Rescue Plan Act (ARPA) Fund effective June 30, 2024, as an efficiency measure to eliminate the need for quarterly reporting to the Department of Treasury and annual audit requirements beginning in FY25;

WHEREAS, City staff has reviewed the ARPA close-out journal entries with the City's independent auditor and the auditor did not express any concerns with staff's recommendation provided City Council approves the action to close APRA Fund effective June 30, 2024;

WHEREAS, the FY25 Budget Summary further incorporates updated beginning fund balances to record the estimated Fiscal Year 2023-24 year-end closing entries authorized by the year-end budget amendment; and

WHEREAS, the published City Council Adopted FY25 Budget will incorporate updates to chart, graphs and narratives to reflect final City Council action; and

WHEREAS, the published City Council Adopted FY25 Budget will further incorporate clerical error to number of authorized full-time equivalent personnel in the Community Services Department resulting from the transition of staff from the General Fund to the new Recreation and Aquatics Center (RAC) Special Revenue Fund to the budgeted staff of 36.00 as opposed to 35.00; and

WHEREAS, the correction to the Community Services Department will increase the City-wide total authorized full-time equivalent personnel from 280.00 to 281.00; however the appropriations remain unchanged since the budget incorporated the appropriate headcount for the department in various Funds;

WHEREAS, the City Council, being fully advised and informed and having fully reviewed the Draft City Council Adopted FY25 Budget Summary, finds and determines that the FY25 Budget should be adopted and prepared in final form.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of San Bruno hereby:

1. Adopts the Fiscal Year 2024-25 Budget as summarized in Exhibit A; and
2. Authorizes closure of the American Rescue Plan Act Fund effective June 30, 2024; and
3. Affirms the fiscal necessity of taxes collected pursuant to and in compliance with Municipal Code Chapter 3.28 "Sales and Use Tax"; and
4. Authorizes an administrative budget amendment and requisite journal entries necessary to reconcile the Adopted Budget to the June 30, 2024 audited financial statement for the estimated beginning unassigned fund balances, estimated reserve balances, estimated project and encumbrance carryover resources and requirements; and
5. Directs City staff to compile and publish the final City Council Adopted Fiscal Year 2024-25 Budget.

—oOo—

I hereby certify that foregoing **Resolution No. 2024 - ____** was introduced and adopted by the San Bruno City Council at a regular meeting on June 25, 2024, by the following vote:

AYES:

NOES:

ABSENT:

Lupita Huerta, City Clerk

City Council Adopted Fiscal Year 2024-25 Budget
by Fund

Fund	Estimated Unassigned Beginning Fund Balance, 7/1/24	Resources Transfers In, Assigned Fund Balance	Requirements Expenditure & Transfers Out	Net Revenue/ (Expenditure)	Estimated Unassigned Ending Fund Balance, 6/30/25
General Funds					
1 General Fund	\$ 71,422	\$ 68,006,597	\$ 67,998,036	\$ 8,561	\$ 79,983
2 Budget Stabilization Reserve	13,611,210	41,322	41,322	-	13,611,210
3 One-Time Revenue	9,564,538	-	8,461,527	(8,461,527)	1,103,011
4 Contingency Reserve	10,892,435	5,000,000	-	5,000,000	15,892,435
5 Measure G District Sales Tax	1,183,110	3,800,000	4,590,729	(790,729)	392,381
Total General Funds	35,322,714	76,847,919	81,091,614	(4,243,695)	31,079,020
Special Revenue Funds					
30 Community Development	2,086,760	4,923,000	5,555,517	(632,517)	1,454,242
50 Recreation & Aquatics	-	4,459,132	4,459,132	0	0
101 Gas Tax	13,157	2,253,089	1,618,000	635,089	648,246
102 Measure A Transportation Tax	(15,539)	1,387,090	150,000	1,237,090	1,221,551
103 Street Special Revenue	4,378	100	-	100	4,478
104 Measure W Transportation Tax	1,127,328	629,502	600,000	29,502	1,156,830
111 Police Asset Forfeiture	593,926	138,000	272,545	(134,545)	459,381
113 Police Special Revenue	466,018	458,000	100,000	53,000	239,018
121 Federal/State Grants	287,988	561,211	561,211	-	287,988
122 Solid Waste/Recycl.	389,246	310,792	358,713	(47,921)	341,325
131 In-Lieu Fees	3,862,606	58,349	150,699	(92,350)	3,770,256
132 Agency On Aging	(162,267)	497,381	351,749	145,632	(16,635)
133 Restricted Revenues	2,343,678	287,870	288,371	(501)	2,343,177
136 Emergency Disaster Reserve	913,765	-	913,765	(913,765)	-
138 Affordable Housing Impact Fee	10,028,040	-	-	-	10,028,040
160 Community Facility Impact Fee	4,826,617	170,000	535,000	(365,000)	4,461,617
161 Public Safety Impact Fee	8,012	5,000	-	5,000	13,012
162 General Government Impact Fee	352,618	24,000	190,000	(166,000)	186,618
163 Transportation Facility Impact Fee	5,786,523	140,000	-	140,000	5,926,523
164 Utility Facility Impact Fee	180,663	40,000	-	40,000	220,663
165 Bayhill Area Devel. Impact Fee	4,173,037	110,000	-	110,000	4,283,037
166 Community Benefit Fund	9,802,341	500,000	663,000	(163,000)	9,639,341
Total Special Revenue Funds	46,788,895	16,647,516	16,767,701	(120,185)	46,668,709
General Capital Funds					
201 Parks And Facilities Capital	4,520,346	10,939,268	14,978,208	(4,038,940)	481,407
203 Streets Capital	10,867,912	16,574,241	26,149,700	(9,575,459)	1,292,453
207 Technology Capital	2,127,847	5,995,303	8,135,517	(2,140,214)	(12,367)
Total General Capital Funds	17,516,106	33,508,812	49,263,425	(15,754,613)	1,761,493
Enterprise Funds					
611 Water Fund	36,359,153	29,043,696	62,315,998	(33,272,302)	3,086,851
621 Stormwater Fund	624,311	6,049,757	6,908,014	(858,257)	(233,946)
631 Wastewater Fund	45,001,839	26,418,083	53,623,300	(27,205,217)	17,796,622
641 Citynet Services Fund	(165,825)	8,957,275	8,052,376	904,899	739,074
651 Parking Fund	996,125	1,023,538	1,532,349	(508,811)	487,314
Total Enterprise Funds	82,815,602	71,492,349	132,432,036	(60,939,688)	21,875,914
Internal & Debt Service Funds					
701 Central Garage	11,000	1,859,008	1,685,161	173,847	184,847
702 Facility Maintenance Fund	(10,515)	2,744,869	2,620,507	124,362	113,847
703 General Equipment Revolving	1,757,693	973,449	1,430,078	(456,629)	1,301,064
707 Technology Development	510,289	2,083,464	1,913,074	170,390	680,678
711 Self Insurance	740,181	2,584,518	3,800,968	(1,216,450)	(476,269)
302 Lease Debt Service	840	1,367,283	1,367,283	1	840
Total Internal & Debt Service Funds	3,009,488	11,612,591	12,817,071	(1,204,480)	1,805,008
Total All Funds	\$ 185,452,805	\$ 210,109,187	\$ 292,371,847	\$ (82,262,661)	\$ 103,190,144

EXHIBIT A – ADOPTED FY25 BUDGET SUMMARY

RESOLUTION NO. 2024- __

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN BRUNO ADOPTING THE CITY'S FISCAL YEAR 2024-25 APPROPRIATIONS LIMIT (GANN LIMIT) OF \$55,305,709

WHEREAS, the City Council acts as the legislative body for the City of San Bruno and the San Bruno Public Financing Authority, and serves as the Board of Directors of the Successor Agency to the San Bruno Redevelopment Agency; and

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 California Department of Finance issued their annual transmittal to Fiscal Officers on April 30, 2024, detailing estimated changes in Price Factor and Population Information as of January 1, 2024 which are necessary to calculate the Appropriations Limit; and

WHEREAS, the Price Factor and Population Information memorandum estimates that the statewide change in cost of living using per capita personal income will increase 3.62% for Fiscal Year 2024-25; and

WHEREAS, the Price Factor and Population Information memorandum estimates that San Mateo County's population decreased by 0.50 percent and San Bruno's population decreased 0.94 percent from January 1, 2023 to January 1, 2024; and

WHEREAS, City staff have calculated the Appropriations Limit using the statewide change in per capita income of 3.62 percent and the County of San Mateo's population decrease of 0.50 percent, for a blended adjustment factor of the City Council adopted Fiscal Year 2023-24 Appropriations Limit of 3.12 percent; and

WHEREAS, the City Council, being fully advised and informed and having fully reviewed the Appropriations Limit Report, finds and determines that Appropriations Limit should be adopted and prepared in final form;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of San Bruno hereby:

1. Selects the change in statewide per capita personal income and the change in population for San Mateo County as provided in the April 30, 2024 letter from the California Department of Finance to Fiscal Officers; and
2. Adopts the Appropriations Limit for Fiscal Year 2024-25 of \$55,305,709 and the report detailing the Appropriation Limit calculation detailed in Exhibit A; and
3. Reserves the right to recalculate this Appropriations Limit utilizing Non-Residential Assessed Valuation.

---oOo---

I hereby certify that foregoing **Resolution No. 2024 - _____**
was introduced and adopted by the San Bruno City Council at a regular meeting
on June 25, 2024, by the following vote:

AYES:

NOES:

ABSENT:

Lupita Huerta, City Clerk

Exhibit A

City of San Bruno
FY2024-25 Gann Appropriation Limit
Date Prepared: 5/23/24

FY2023-24 Appropriation Limit		\$ 53,641,794
Calculation of FY2024-25 Adjustment Factor		
Annual Change Factors		
Cost of Living Adjustment Factors for FY2024-25		
California Per Capita Personal Income (CPCPI)	3.62%	
Population Adjustment Factors for FY2024-25		
San Mateo County Population Change	-0.50%	
Adjustment Factor for FY2024-25		
(1 +0.0362) x (1 - 0.0050)		1.03101900
FY2024-25 Appropriation Limit		55,305,709
Proceeds of Taxes		55,378,009
Exclusions:		
Qualified Capital Projects and Debt		(10,765,218)
FY2024-25 Appropriations Subject to Limit		44,612,791
Over (Under) Appropriations Limit		\$ (10,692,918)
Percent Over (Under)	-19.33%	

RESOLUTION NO. 2024 - ____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN BRUNO
ADOPTING THE CITY OF SAN BRUNO'S FINANCIAL POLICIES FOR INVESTMENTS,
FUND BALANCES, AWARD OF CONTRACTS, AND DEBT MANAGEMENT**

WHEREAS, the City Council is the legislative body for the City of San Bruno and the San Bruno Public Financing Authority, and serves as the Board of Directors of the Successor Agency to the San Bruno Redevelopment Agency; and

WHEREAS, best practices encourage regular review of financial policies to ensure their efficacy, relevance to current operations, and compliance with rules, regulations, and laws; and

WHEREAS, assembling City Council adopted financial policies into a single document improves transparency in the City's financial management;

WHEREAS, City staff has conducted its annual review of the City Council adopted Investment Policy as approved by Resolution No. 2023-103 to ensure compliance with legal requirements, best practices, and operational needs of the City and does not recommend any amendments; and

WHEREAS, the recommended amendments to the Investment Policy increase the maximum percentage of the City portfolio that may be invested in Money Market Funds from twenty percent (20%) to forty percent (40%), and maximum per account/issuer from ten percent (10%) to fifteen percent (15%), to enable the City to fully capitalize on the current high interest rates and yields;

WHEREAS, the recommended Investment Policy amendments are consistent with State law and, for added safety and liquidity, retain a more restrictive list of eligible investments and maximum caps in eligible investments than State law; and

WHEREAS, City staff has conducted an annual review of the City Council adopted City Council Fund Balance Policy as approved by Resolution No. 2023-109 to ensure compliance with best practices and operational needs of the City; and

WHEREAS, the recommended Fund Balance Policy amendments, effective June 30, 2024, reflect the creation, deletion, and modification to the City's Fund structure, revisions to clarify the definition of interfund balances, and updates to the year-end closing procedure for net revenue; and

WHEREAS, City staff has conducted its annual review of the City Council adopted Award of Contract Policy as approved by Resolution No. 2024-14 to ensure compliance with best practices and operational needs of the City; and

WHEREAS, the recommended Award of Contract Policy amendments enhance operational efficiency and leverage limited staff resources by clarifying the City Manager's authority to approve a ten percent (10%) change order above the authorized award of contract, and excluding the requirement for a standard form agreement for professional and contract services less than \$15,000; and

WHEREAS, City staff and bond counsel have reviewed the City Council adopted Debt Management Policy as approved by Resolution No. 2017-33 to ensure compliance with legal requirements, best practices, and operational needs of the City and have not identified any material amendments required at this time; and

WHEREAS, the Debt Management Policy intends to comply with Government Code Section 8855(i) and will apply to all future debt considerations and issuances; and

WHEREAS, Assembling the City Council adopted financial policies into a single document improves transparency in the City's financial management; and

WHEREAS, the City Council, being fully advised and informed and having fully reviewed the recommended changes to City Council adopted financial policies, finds and determines that the City of San Bruno's Financial Policies for Investments, Fund Balances, Award of Contracts, and Debt Management should be adopted and prepared in final form;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of San Bruno hereby adopts the City of San Bruno's Financial Policies for Investments, Fund Balances, Award of Contracts, and Debt Management, attached as Exhibit A.

---oOo---

I hereby certify that foregoing **Resolution No. 2024 - ____**
was introduced and adopted by the San Bruno City Council at a regular meeting on
June 25, 2024, by the following vote:

AYES:

NOES:

ABSENT:

Lupita Huerta, City Clerk

RESOLUTION NO. 2024 - ____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN BRUNO AMENDING THE FISCAL YEAR 2023-24 AMENDED ADOPTED BUDGET

WHEREAS, the City Council is the legislative body for the City of San Bruno and the San Bruno Public Financing Authority, and serves as the Board of Directors of the Successor Agency to the San Bruno Redevelopment Agency; and

WHEREAS, the City prepares and adopts its budgets with the intent of funding priorities, capital improvements, and general governmental business through a planned program of services adopted in the annual budget and recorded in the City's financial system; and

WHEREAS, the City Council approved Resolution No. 2023-84 adopting the Fiscal Year 2023-24 (FY24) Operating and Capital Budget on June 27, 2023; and

WHEREAS, the City Council may amend the adopted budget as necessary to account for changing conditions, account reconciliation, changes in budgeting practices, and new budget requests; and

WHEREAS, the City Council approved Resolution No. 2024-18 on February 27, 2024 amending the City Council Adopted Fiscal Year 2023-24 Budget to include capital project and purchase order carryover appropriations from Fiscal Year 2022-23, audit adjustments for the Fiscal Year Ended June 30, 2023, and budget modifications; and

WHEREAS, the City Council, being fully advised and informed and having fully reviewed the recommended budget amendment, finds and determines that the budget amendment should be adopted and that the requisite journal entries be posted to the City's financial accounting and budgeting system;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of San Bruno hereby amends the Fiscal Year 2023-24 amended adopted budget, as summarized in Exhibit A, and authorizes City staff to post administrative budget amendments to reconcile year-end fund balances to comply with the City Council adopted Fund Balance Policy.

---oOo---

I hereby certify that foregoing **Resolution No. 2024 - _____**
was introduced and adopted by the San Bruno City Council at a regular meeting
on June 25, 2024, by the following vote:

AYES:

NOES:

ABSENT:

Lupita Huerta, City Clerk

Exhibit A

Fiscal Year 2023-24 Year-End Budget Amendment				
	Fund	Revenue	Expense	Net Revenue / (Expenditure)
00 1	General Fund	\$3,082,778	\$ 24,502,990	\$ (21,420,212)
00 2	Contingency Reserve	1,200,000		1,200,000
00 3	One-Time Revenue	11,000,000		11,000,000
00 4	Contingency Reserve	10,000,000		10,000,000
00 6	ARPA Fund	1,904,195	3,082,778	(1,178,583)
13 1	In-Lieu Fees	197,055		197,055
13 3	Restricted Revenues		2,086,760	(2,086,760)
13 6	Emergency Disaster Reserve		630,000	(630,000)
14 0	Developer In-Lieu Undergrounding		75,000	(75,000)
14 1	Community Development	2,086,760		2,086,760
16 1	Public Safety Impact Fee	125,000		125,000
19 0	Disaster Recovery Fund		13,260	(13,260)
20 1	Parks And Facilities Capital	68,078		68,078
20 7	Technology Capital	1,836,117	1,836,117	-
30 2	Lease Debt Service	15,000		15,000
62 1	Stormwater Fund	630,000	630,000	-
64 1	CityNet Services Fund		68,078	(68,078)
70 1	Central Garage	100,000		100,000
70 2	Facility Maintenance Fund	50,000		50,000
Total Budget Amendment		\$32,294,983	\$32,924,983	\$(630,000)