



CITY OF SAN BRUNO

ADOPTED FISCAL YEAR 2016-17
OPERATING AND CAPITAL BUDGET

Photo: Posy Park Mosaic Mural

Prepared by the Finance Department



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City Manager's Message
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June 1, 2016

Honorable Mayor and Members of the City Council:

On behalf of the City staff, I am pleased to present the Proposed Fiscal Year 2016-17 Operating and Capital Improvement Program Budget for your review. As another year of accomplishments in service to the San Bruno community draws to a close, we look forward to the challenges and the opportunities that the year ahead will present. The Budget projects a stable revenue platform for the continued delivery of all regular City programs and services to the community. In addition the Budget affords the City Council the opportunity to consider some modest enhancements to expand or improve some services in priority areas.

As depicted in the photo on the Budget cover of the beautiful Centennial mosaic tile mural that was recently installed at Posy Park, the future is literally in our hands. The local and regional economy continues to be healthy, the City's strategic planning in key areas of the City's service continues to provide a sound foundation for delivery and expansion of necessary services, the City has taken important steps to assure the replacement and rehabilitation of community infrastructure and the City is continuing to implement necessary technology improvements; all of which contribute to assuring stability in the City's service delivery. With these initiatives continuing in place, the City is well positioned to assure progress toward a bright and productive future for San Bruno.

Consistent with the City Council's policy direction, the Budget as presented, has been developed to provide a balanced and responsible approach to meeting the City's regular on-going operating and capital needs in a cost effective manner. Across all departments, operations and funds, the Proposed Budget adheres to the City Council's direction for delivery of a financial plan that is balanced with expenditures contained at levels that can reasonably be supported by on-going revenues and that are required to support the delivery of necessary programs and services. Neither reserve funds nor one-time revenues have been used to balance the Budget as proposed.

As a result of the continuing strength and growth of the regional economy, the City currently enjoys a relatively stable revenue base overall to support operations despite some significant declines and changes in some revenue categories as described below in this letter. Operating costs for regular on-going operations are continuing to be closely managed and contained at the lowest possible levels. In total, proposed General Fund Operating Budget revenues are \$41,934,319 and proposed expenditures for all departments are \$41,527,301 leaving a modest surplus of \$407,018 that is available to support some limited improvements and expansion of City operations and services at the City Council's discretion. A complete list and description of proposed improvements to City staffing, equipment and programs is included in the section of the Budget immediately following this letter. These proposed Service Enhancements are recommended to address important community needs and allow progress on new initiatives related to on-going City priorities.

Budget Document Changes

In order to improve ease of use and understanding of the information contained in the Budget, several important changes have been incorporated in this document compared to prior years. First, and most significantly, the five year 2016-2021 Capital Improvement Program and the Fiscal Year 2016-17 Capital Improvement Program Budget is contained together in one document with the 2016-17 Operating Budget. In several recent years the Capital Improvement Program Budget has been presented separately, and later than the Operating Budget. This Budget includes both so that they can be reviewed together as a unit.

Within the Capital Improvement Program and Budget, the text describing the project description and summarizing the work status of each project has been reduced and refined to offer a more concise overview of the project information. In addition, the financial information for each project is laid out and summarized with a fresh new appearance.

The Operating Budget has similarly undergone a small facelift to freshen its appearance, streamline and eliminate redundancy in the content and improve the usability of the information it contains. In summary, those changes include:

- Added section at the front of the Budget titled "City and Community Information" to provide an overview of the community and its history;
- Streamlined the format for the Goals and Accomplishments sections within each departmental presentation;
- Added Performance Measures for each operating department and division;
- Collapsed previously separate and redundant line items into single categories for Operating Supplies (Building and Grounds Supplies, Supplies, and Street Repairs and Supplies) and Training/Meeting/Conferences (Staff Training, Meeting/Conferences);

- Combined previously separate Water Supply and Water Distribution Divisions into one in the Water Enterprise and integrated the Local Origination Division into the Cable Operations Budget; and
- Moved Building and Facilities, Information Technology and Central Garage operations to the Internal Service Funds section of the Budget to align with other financial reporting including the Comprehensive Annual Financial Report (CAFR) and the Quarterly Reports to the City Council.

Work Program Priorities

Building on the good work completed in prior years and taking advantage of the continuing robust economy, the coming year's work program through all departments will focus on a shared vision for the community's current and future vitality. Specific work program accomplishments and goals for each operating department reflect the following big picture objectives:

- Implement the vision of the Transit Corridor Plan to revitalize the community's downtown and redevelop key parcels;
- Continue to grow City fiscal stability;
- Promote efficiency in City service delivery;
- Strengthen community connections and engagement;
- Protect and improve community aesthetics and safety;
- Assure rehabilitation and replacement of critical community infrastructure;
- Continue proactive planning for the future.

The following represent just some of the departmental operating work program goals and objectives that address these City priorities:

Provide effective coordination with downtown, Transit Corridor, Tanforan Mall and Bayhill Office park property owners to facilitate property redevelopment and improvement planning to effectively accommodate new business and housing development.

Develop strategies and policy proposals and work with property owners and developers to encourage the development of new affordable housing in the community.

Develop a downtown streetscape plan to enhance the character and identity of the downtown and a comprehensive downtown parking management plan to support development envisioned in the Transit Corridor Plan.

Develop comprehensive social media policy and leverage social media opportunities to enhance transparency, improve communication and assure a well-informed citizenry.

Expand the City's use of technology to maximize options for residents to receive Information and do business with the City remotely through the updated City website.

Continue use of collaborative interdepartmental team approach to addressing code enforcement issues and improvement of neighborhood aesthetics and safety.

Work with the San Bruno Community Foundation to complete strategic planning through the Community Facilities Vision Plan and implementation of projects to which the Foundation is contributing funding including the 324 Florida Park, the Community Day in the Park event and pedestrian improvements at key locations in the downtown and near schools.

Reinitiate the Police Bicycle Patrol program on a seasonal/part time basis focused in the downtown, Tanforan Mall and community parks.

Develop and implement a comprehensive community tree management policy and program to assure proper maintenance, management and enhancement of the urban forest.

Continue and expand the Adopt-a-Park, Neighborhood Watch and other community volunteer programs to encourage resident participation and engagement.

Complete high priority utility system capital improvement project to assure timely rehabilitation and replacement of critical system infrastructure.

Complete Fiber to the Home rebuild of the Cable plant at Shelter Creek Condominiums and evaluate the opportunity to expand high speed fiber optics technology City-wide to assure a state-of-the-art reliable system infrastructure, expand subscriber penetration.

Complete a Development Impact Fee study as the basis for new development fees to assure infrastructure improvements needed to support new development and community needs.

Complete planning and development of two new community parks at 324 Florida and at the site of the former Earl/Glenview Park in the Crestmoor 2 neighborhood.

Continue comprehensive emergency preparedness training for staff and delivery of regular Community Emergency Response Team (CERT) training for residents to enhance the community's capability to respond and recovery from disaster.

Complete transition to a stand-alone San Bruno Fire Department.

Promote employee development by providing mentoring and internship opportunities across all departments.

Complete review and presentation of water and wastewater system rate requirements to support operations and capital improvements and develop multi-year rate program proposals.

Develop a data driven targeted traffic enforcement plan to effectively focus traffic enforcement efforts.

GENERAL FUND

The General Fund is critical as it supports most of the services citizens commonly associate with local government (public safety, recreation, parks, and infrastructure maintenance services). The General Fund is primarily comprised of tax-generated revenues including property taxes, hotel/motel tax or Transient Occupancy Tax (TOT), business license tax and sales tax. These revenues collectively comprise nearly 70% of total General Fund revenues.

In developing the revenue and expenditure amounts for the General Fund Operating Budget, staff carefully analyzed the historic trends, the current year experience and economic data from a variety of sources. Overall total proposed revenues in the General Fund are \$41,934,319 including transfers from other funds which is 3% more than the prior year's anticipated actual receipts and \$1,370,214 or 3% over the 2015-16 Amended Budget. This increase in revenues is primarily attributable to increases in several of the City's revenues, including property tax, TOT, and development related revenues.

The following table summarizes 2016-17 financial information compared to the prior year:

General Fund	2015-16 Adopted Budget	2015-16 Amended Budget	2015-16 Estimated Actual	2016-17 Recommended Budget	Change from 2015-16 Amended Budget
Revenue	\$ 40,553,105	\$ 40,564,105	\$ 40,703,237	\$ 41,934,319	\$ 1,370,214
Expenditure	\$ 40,069,190	\$ 41,379,716	\$ 40,467,476	\$ 41,527,301	\$ 147,585
Difference	\$ 483,915	\$ (815,611)	\$ 235,761	\$ 407,018	

Revenues

In 2016-17, **sales tax** revenue is anticipated to decrease over the prior year by 8%, to \$7,448,000. This expected decrease is based on analysis of sales tax revenues in individual business categories with adjustments for known anomalies such as

businesses that leave the City or misallocation by the State. One such change occurred in 2015-16 with the relocation of a couple of successful businesses from Bayhill Business Park to locations outside of the City to meet their needs for additional space. Economic indicators are continuing to show an increase in housing values and a high level of sales activity in San Bruno and across the region. As a result, **property tax** revenue is continuing to show a strong increase. Property taxes for 2016-17 are projected at \$8,978,000, an increase of 6% from the 2015-16 year-end estimate. Included in this projection is the additional property tax that the City receives as a result of the dissolution of the San Bruno Redevelopment Agency. These "Redevelopment Boomerang" funds are expected to total \$1,200,000 in 2016-17. While these funds come to the City as unrestricted property tax, they do not replace the amounts that were previously available to fund economic development and other projects through the San Bruno Redevelopment Agency.

Transient Occupancy Tax (TOT) revenues continue to show a strong recovery from the recent great recession with 2016-17 revenues projected at \$3,558,000. This increase can be attributed to increased business travel to San Bruno related to both major corporate offices located within the City and the City's close proximity to the San Francisco Airport. Once built and operating at full capacity, the new Crossing/San Bruno hotel is expected to generate just over an additional \$1 million annually in new TOT revenues.

Business license tax is not one of the largest General Fund revenue categories at \$2,480,000, however the City has seen a significant increase in this revenue in recent years as a result of an increased number of sizeable businesses locating in San Bruno. For 2016-17 business license tax is projected to remain fairly flat when compared to the prior year as a result of corrections identified in 2015-16 to the tax amount due from one of the community's large businesses. The City also benefits from the collection of an airport parking tax that contributes to the business tax revenue.

Overall revenues generated by the City's operating departments are anticipated to increase in 2016-17 by 10% from the 2015-16 Amended Budget. Most significant in this budget category is the projected increase in **Planning and Building** revenues as a result of ongoing and planned development and building permit activity in the upcoming year. The conservative 2016-17 Budget projection of \$1,533,000 for Planning and Building revenues represents an increase of \$243,250 when compared to the 2015-16 Amended Budget.

Expenditures

Consistent with prior year practice and the City Council budget policy, the Proposed Budget reflects efforts across all departments and operating programs to control and contain costs. This approach allowed the City to maintain nearly all regular services through the several years of the recessionary economy but has not allowed expansion of most services sufficient to meet new and growing community needs and priorities. Going forward, the City will need to continue efforts to evaluate needs and restore

previous reductions as required to keep pace with community growth and expectations as part of the annual budget development and review process.

Total proposed expenditures for 2016-17 are \$41,527,301 which is an increase of only \$147,585 when compared to the 2015-16 Amended Budget. The 2015-16 Amended Budget includes the approval of one-time supplemental enhancement costs of \$544,000 as well as \$188,000 in carryover appropriations for on-going projects. Subtracting the one-time enhancements and carryovers leaves a total of \$40,647,715 for the 2015-16 Amended Budget. Proposed expenditures for 2016-17 are still only 2% or \$879,587 higher than this amount with these subtractions. A 2% expenditure increase over the prior year is less than the Bay Area Consumer Price Index (CPI).

The primary reason for the increase in expenditures is the scheduled increase in personnel salary and benefits costs negotiated in 2013. Contract changes to employee compensation add a total of \$657,557 in General Fund salary and health benefit costs for 2016-17. Not included in the Proposed Budget is any allowance for salary and benefit changes that may result from negotiations with the City's five employee bargaining units whose contracts expire in mid-2016-17, on December 31, 2016. Formal negotiations will begin in a few months and any resulting agreed changes to salary and benefits costs will be incorporated as an amendment to the Budget once determined.

As reported previously, the City continues to experience the significant impact of increasing costs for retirement benefits through the California Public Employees' Retirement System (CalPERS). For 2016-17 CalPERS costs will increase by \$627,000 over the prior year. Retirement premium costs are anticipated to continue increasing for several more years as CalPERS continues implementation of changes that require member agencies to more quickly pay off unfunded liabilities, eliminate risk to the investment portfolio, and assure that CalPERS is using the most accurate actuarial assumptions.

ENTERPRISE FUNDS

The City's four Enterprise operations provide business-type services that are entirely rate or fee supported and do not receive any funding from the City's General Fund. To recognize the cost of the administrative and other services provided through the General Fund operating departments, each Enterprise Fund budget shows an administrative expenditure allocation to the General Fund which covers these costs.

Over the past several years the same cost containment and reduction strategies implemented in the General Fund have been applied to the Enterprise Fund operations. Many of these strategies remain fully in place and are continuing to have a beneficial impact to maintain the cost of service delivery at the lowest possible amounts. This approach is intended to relieve pressure for further customer rate increases that would

otherwise result to cover regular operating cost increases for supplies, contract services and the like.

During the first half of 2016-17, the City is scheduled to complete a comprehensive review of the operating and capital needs in the Water and Wastewater Enterprises to establish a new multi-year utility rate schedule. This analysis was last done in 2011-12 and the last scheduled rate increase under the current five year rate program takes effect July 1, 2016. The rate analysis will include careful evaluation of all operational costs and the planned schedule and costs for delivery of capital improvement projects that are necessary to replace and rehabilitate the City's aging water and wastewater system infrastructure.

The following table provides a historical summary of revenues and expenditures for several of the City's Enterprise Funds along with the amounts proposed for 2016-17.

Fund	2015-16 Amended Budget	2015-16 Estimated Actual	2016-17 Proposed Budget	Change from 2015-16 Amended
Water				
Revenue	\$ 13,732,268	\$ 12,670,511	\$ 13,508,873	\$ (223,395)
Expenditure	\$ 9,499,232	\$ 9,431,717	\$ 9,409,674	\$ (89,558)
Difference	\$ 4,233,036	\$ 3,238,794	\$ 4,099,199	
Wastewater				
Revenue	\$ 15,820,430	\$ 15,132,880	\$ 16,285,136	\$ 464,706
Expenditure	\$ 9,006,362	\$ 8,545,983	\$ 8,797,181	\$ (209,181)
Difference	\$ 6,814,068	\$ 6,586,897	\$ 7,487,955	
Stormwater				
Revenue	\$ 653,500	\$ 665,072	\$ 679,000	\$ 25,500
Expenditure	\$ 716,000	\$ 420,688	\$ 669,498	\$ (46,502)
Difference	\$ (62,500)	\$ 244,384	\$ 9,502	
Cable				
Revenue	\$ 10,584,058	\$ 9,813,052	\$ 11,088,419	\$ 504,361
Expenditure	\$ 10,516,928	\$ 10,175,813	\$ 10,652,868	\$ 135,940
Difference	\$ 67,130	\$ (362,761)	\$ 435,551	

Water Enterprise

The Water Enterprise provides 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 five production wells and eight storage tanks in six locations throughout the City. The City's average annual water production capacity is 1.9 million gallons per day.

Much of the City's utility infrastructure throughout the City is 50-100 years old. To assure continuing reliable service delivery, the City is pursuing a systematic and comprehensive approach to address the urgent need for replacement of the system infrastructure over the next twenty (20) years. The projects planned for significant work during the next five years are discussed in detail in the five year Capital Improvement Program and Budget.

In order to assure adequate funding for both the Water Enterprise's planned operating and capital work programs, the City completed a comprehensive ten (10) year analysis of costs and revenue requirements associated with the system's operating and capital needs in 2012. The resulting five (5) year user rate program adopted effective September, 2012 established a 9.8% rate increase for each of the years 2012-2016. As described in the previous section of this letter, work is underway to complete an updated analysis of system rate requirements for the upcoming multi-year period.

In the last two years, due to the ongoing water conservation efforts resulting from the continuing severe drought conditions throughout the State, overall water consumption has decreased in the community. In fact, San Bruno has been one of the most successful communities in the State to tackle and address the drought crisis with water conservation of 21% over the 2013 levels. As a corollary to that water conservation success however, the City has not experienced significant growth in water system revenues. Water revenues are anticipated to continue to remain relatively flat in 2016-17.

On the expenditure side, total Water Enterprise costs are anticipated to decrease slightly compared to the prior year with total operating expenditures of \$9,409,674. Once operating costs are covered, the remaining revenue amount of \$4,099,199 is invested in the City's Capital Improvement Program to fund the replacement and rehabilitation of the system's water main lines, wells, and pump stations to ensure the reliability of the City's water delivery system into the long-term future.

Several high priority water system capital projects are planned for significant work and delivery during the coming year. These include water main line replacement on San Mateo Ave. and in the Avenues east of El Camino; design and rehabilitation of the Lake Drive and Sneath Lane pump stations; rehabilitation of the Lions Field Well and final design for the Cunningham Tank replacement. A full presentation on these projects and the planned five year capital work program for the Water Enterprise can be found in the Capital Improvement Program Budget.

Wastewater Enterprise

The Wastewater Enterprise operates and maintains the wastewater collection system throughout the City and provides for the shared cost of operating the South San Francisco/San Bruno Wastewater Treatment Plant located in South San Francisco.

The primary issue affecting operations in the Wastewater Enterprise continues to be the City's compliance with new operating and capital improvement requirements resulting from a Regional Water Quality Control Board (RWQCB) compliance order and the settlement of a lawsuit brought by the San Francisco Baykeepers organization in 2010. These actions came as a result of violations in 2008 of the stringent requirements of the federal Clean Water Act prohibiting any release of untreated wastewater that could make its way to the Bay or another waterway. Both are directed at achieving significant and sustainable reduction in Sanitary Sewer Overflows (SSO's)

Beginning in 2009 the City has re-tooled most of 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 agreements with the Regional Board and the Baykeepers. These revised operational practices include a regular video inspection program that allows staff to identify deficiencies in the sewer lines needing repair – often before they actually fail, a spot repair program that provides timely repair to short line segments that are not scheduled for a more comprehensive pipeline replacement in the near future, and a robust line cleaning program that addresses known areas of root intrusion and other potential blockage to prevent system upsets. The improved maintenance and operation practices along with the City's substantial investment in equipment has proved to be highly successful and effective, making important contributions to the City's ability to meet clean water standards. The City has successfully decreased the number of SSO's from a high of fifty-four (54) in calendar year 2008 to zero (0) as of May for the 2016 calendar year.

Wastewater system revenues are anticipated to increase by approximately \$464,706 in 2016-17 over the prior year budgeted amount. Total system revenues for 2016-17 are projected to be \$16,285,136 and operating costs are budgeted at \$8,797,181. Net revenues above expenditures of \$7,487,955 contribute to the cost of planned capital projects that are necessary to maintain reliable system operations and assure rehabilitation and replacement of the system infrastructure over 20 years. During the coming year the Wastewater Capital Improvement Program will focus on a number of critical projects including main line replacement on Trenton, San Mateo Ave., First Ave. and Crystal Springs and reconstruction of the Spyglass pump station.

Concurrent with the comprehensive ten (10) year analysis of costs and revenue requirements described for the water system, the wastewater system operations, maintenance and capital costs were also evaluated to support proactive operations to meet the requirements outlined by the compliance and settlement agreements. The five (5) year wastewater rate includes increases of 10.3% annually for each of the five years. The last scheduled rate increase will take effect on July 1, 2016. In conjunction with the Water Enterprise rate analysis, the City is completing review for establishment of a new multi-year rate program for the Wastewater Enterprise.

Cable Enterprise

The City of San Bruno provides a broad range of broadband video, data and voice services to residential and business customers over a state-of-the-art cable network consisting of over one hundred (100) miles of fiber optics and coaxial cable throughout the entire San Bruno community. In addition, the Cable Enterprise operates San Bruno Cable Channel 1 which covers all local City meetings, events, local programming, and public service announcements.

Originally established in the 1970's, San Bruno Cable remains one of fewer than a dozen municipally owned and operated incumbent cable television providers in the nation. Although no other cable television provider has ever operated inside San Bruno and in direct competition with San Bruno Cable, the Enterprise is subject to the same competitive pressures and the environment of rapidly changing technology that is dramatically shaping and affecting the way companies like San Bruno Cable do business. Over the last several years, residents of San Bruno have had the opportunity to obtain technology services through several wireless providers in addition to San Bruno Cable. As a result, basic Cable subscriber counts and revenues have seen substantial decline in recent years.

At the same time, San Bruno Cable is experiencing growth in key areas of its technology business that is signaling a new direction of opportunity for the Enterprise. With a continuing core focus on high quality, responsive customer service, highly competitive pricing, and an aggressive marketing campaign, the Enterprise is continuing to gain new commercial customers. San Bruno Cable now serves 189 commercial internet and telephone customers and is continuing to receive inquiries and requests for service. Additionally, residential internet service has been a strong growth area for the enterprise in recent years.

Over the past several years, as the Enterprise experienced the results of increasing competition and technology innovation, the City Council wrestled with understanding and evaluating effects of these issues on the long term vitality and viability of the Enterprise. Consulting with industry experts demonstrated that the basic cable system infrastructure is adequate to incorporate new technologies and that the business plan and model that the Enterprise has pursued is both strategically correct and is well delivered. Maintaining the system infrastructure at the necessary level to stay current with advances in technology and customer expectation was identified both as a strength of the system and critical for its future success. The necessary investment to stay current and even ahead of the technology curve has been high. Over the years that the City has continued investment in the Cable system plant infrastructure, the Enterprise has developed a financial deficit as subscriber revenues, its only source of funding, have not increased sufficiently to cover capital costs.

In order to address the deficit, the City Council held several meetings over the last year to discuss alternative strategies. As a result of this review, the City Council approved a

proactive approach to reduce system costs over a seven year period by gradually eliminating the amounts previously paid to the General Fund each year since the initial operations of the system over 40 years ago. Beginning in 2016-17, the Operating Budget will reflect an annual reduction of \$200,000-\$250,000 in transfers to the General Fund. For 2016-17 this reduction has been made to franchise fee revenues and the Equity Earnings transfer.

Although it has been past practice for the Cable Enterprise to pay a 5% franchise fee to the General Fund on all revenues; federal and state law only require payment of a franchise fee on video revenues. Franchise fee payments will continue at about \$300,000 annually, representing the statutory 5% franchise fee on the amount collected for video services only. In subsequent years, beginning in 2017-18, the equity earnings transfer to the General Fund will gradually be decreased to zero over four to six years.

As an additional strategy to resolve the Cable Enterprise Fund deficit, the City Council recently approved a rate increase of approximately 5% on most Cable services effective July 1, 2016. This is the first system rate increase in four years. In total, the rate increase is expected to generate about \$500,000 in new system revenue in 2016-17. With this revenue and the \$250,000 reduction in franchise fee payments, the Cable enterprise Operating Budget projects a \$435,551 surplus at year end for 2016-17. For 2016-17, budgeted operating expenditures are anticipated to increase by only \$135,940 above the 2015-16 amount.

As described below, the cable system requires significant capital expenditures to maintain the system and fund the implementation of new technologies and equipment to assure the highest level of customer services consistent with the industry. For 2016-17 the Budget projects total operating and capital expenditures to exceed revenues by just over \$1 million. This amount is attributable to the cost of the new initiative to begin necessary rebuild of the system with state of the art fiber optics as discussed further below.

As part of the City Council's overall review and evaluation of the Cable system financial and operational status, the Council also recently approved the community's first Fiber to the Home (FTTH) project at a cost of \$1.17 million to be completed during the first half of 2016-17. This project will bring the state of the art FTTH technology to the Shelter Creek Condominium complex. Once the project is completed, the City will evaluate its success in attracting new system customers who value the higher speed and system bandwidth that FTTH offers. With this information, the City plans to be in a position to evaluate and estimate its ability to cover costs for deployment of a Citywide FTTH program and to grow the system subscriber base to a level that will produce on-going revenues sufficient to cover operating and capital costs going forward.

INTERNAL SERVICE AND SPECIAL REVENUE FUNDS

The City maintains five internal service funds that support the operations of City departments. These five units include the Central Garage (part of the Public Services Department), Buildings and Facilities (part of the Community Services Department), Technology, Self-Insurance, and Equipment Reserve. The Internal Service operations provide direct services to other City departments and enterprises and are funded through an expenditure allocation that is charged to each user department and enterprise fund. In total, internal service allocations amount to \$4,126,873 across all operations for 2016-17. The largest single category of internal service costs is for Self-Insurance at \$2,021,971.

The Special Revenue Funds cover costs associated with operations and services of the City that are supported by dedicated revenues that must be accounted separate from the General Fund. Examples include the Solid Waste Fund and the Crestmoor Recovery Fund.

In the months following the devastating September 9, 2010 PG&E gas transmission pipeline explosion and fire in the Crestmoor 2 neighborhood, the City worked with PG&E to establish a Trust Fund to cover the City's costs associated with, and arising from, the incident and its impacts. The Trust Fund was originally established on March 24, 2011 with a maximum amount available to cover costs associated with community rebuilding and recovery of \$50 million. As costs are incurred, they are reviewed for approval by an independent Trustee and reimbursed to the City. As of May, 2016, City expenses paid and/or pending payment through the Trust total \$36,064,709. As the rebuild nears completion and the workload associated with the explosion has decreased, the personnel allocation to this fund has been reduced to two (2) positions, one (1) full-time Police Officer and one (1) full-time Community Service Officer (CSO). The large majority of the remaining approximately \$14 million in the Trust Fund will be spent to complete the final physical neighborhood reconstruction and improvements.

The final phase of the infrastructure replacement throughout the Crestmoor 2 neighborhood will begin in late summer, 2016. This project consists of replacement of all sidewalks, curb, gutter, streetlights and resurfacing all streets in the neighborhood. The only other remaining project for completion in the neighborhood is reconstruction of the Earl/Glenview neighborhood park that was completely destroyed in the explosion and fire. Conceptual design planning for the park has recently been completed through a series of community meetings. Following park design to be completed during the next several months, the City will begin construction of the new park in early 2017. The Trust Fund expires in November, 2017 at which time all available funds are expected to be spent.

2016-21 FIVE YEAR CAPITAL IMPROVEMENT PROGRAM

The Capital Improvement Program (CIP) is designed to identify and develop projects using a long-term vision, but it does not fully include all of the community's facilities and

infrastructure needs. While the comprehensive CIP program is not limited to funded projects, the CIP generally includes a more limited presentation on proposed projects for which funding is not available or identified. Many of the unfunded projects address community needs for rehabilitation and/or replacement of critical facilities such as the Library, Swimming Pool, Recreation Center and Fire Stations. These projects remain shown in the CIP so that they are included in the City's long term strategic planning and so that they remain on the "radar screen" as priorities for future funding initiatives.

The five (5) year work program identifies \$142 million in necessary capital investment to assure rehabilitation, replacement and improvement of City facilities and infrastructure. Nearly \$88 million of that amount is to fund critical system improvements to the City's water and wastewater systems. Each project included in the five year CIP contains a brief description, schedule and planned funding program.

While funding appropriations occur on an annual basis, the CIP includes planning for the anticipated work program and funding requirements over a five (5) year period. Changes to existing projects, as well as the addition of new projects, may occur during the five (5) year planning period as new needs are identified that require attention and allocation of resources. The work program is updated every year as part of the capital improvement development and review process.

The City is currently working with the San Bruno Community Foundation to complete a comprehensive community facilities planning process that is intended to develop a community vision for needed community facilities. Once the Vision Plan is in place, the City anticipates working together with the Foundation to plan for development of one or more facilities identified as the highest priorities for the community. Going forward, the community may wish to consider a bond measure or other voter approved funding mechanism to provide funds for needed community facilities.

New projects appearing in the Proposed Five Year Capital Improvement Program for the first time in FY 2016-17 include the following:

- Pressure Regulator Station Replacement at Arbor Court
- Lions Field Well Rehabilitation
- City Park Well Rehabilitation
- Forest Lane Well Rehabilitation
- Trash Capture Device Design and Installation
- Crestmoor Canyon Detention Basin Improvement
- Citywide Fiber to the Home
- Multiple Dwelling Unit (MDU) Build-out Fiber to the Home
- Streetlight Pole Replacement
- Financial Software Replacement

Existing projects that were previously shown in the Five Year Program and have been expanded include the following:

Florida Avenue Park - project has been expanded to include park design and construction, and wood carving restoration and preservation. The project includes \$200,000 funding from the San Bruno Community Foundation toward the total cost of the park planning and development.

Pavement Management Program - includes funding for public and City parking lot rehabilitation and repaving of park pathways. The project also includes allocation over three years of the \$3 million in Crestmoor Trust Fund reimbursements for City staff time that the City Council has directed to be used to expand the annual street rehabilitation work effort.

Police Station Facility Security Improvements - expanded to include security system upgrades.

Pedestrian Safety Improvements - combined with the Traffic Calming Program. The project includes \$170,000 funding from the San Bruno Community Foundation for pedestrian improvements in the downtown and in areas near schools.

City Facilities Security Improvements - expanded to include reconfiguration of the Human Resources and Information Technology work area to more effectively accommodate staff offices.

Earl/Glenview Park - included in the Crestmoor Neighborhood Reconstruction project.

A total of six (6) projects from the previously adopted Capital Improvement Program were completed prior to June 30, 2016:

- Regulators on SFPUC Service Connections
- SCADA Radio Transmitter Installation
- Commodore Play Structure and Surface Replacement
- City Website Upgrade
- South Westside Basin Groundwater Management Study
- Grand Boulevard Initiative Study

Three (3) projects outside the original scope of the Crestmoor 2 neighborhood infrastructure replacement that were proposed for completion if adequate funding was available through the Crestmoor Trust Fund have been moved to the Unfunded Priorities section of the CIP Budget. Recent analysis of the remaining neighborhood reconstruction costs indicates that the remaining \$14 million in the Trust will not be sufficient to complete these previously proposed projects:

- Crestmoor Canyon Fire Safety Improvements and Trail
- Crestmoor Canyon Slope Stability Repairs
- Fire Station No. 52 Replacement

The Five Year Capital Improvement Program identifies fifty-two (52) funded projects/programs with a total cost of \$142,297,077.

Water	\$ 34,653,705
Wastewater	\$ 52,947,363
Stormwater	\$ 4,807,369
Cable Television	\$ 12,770,000
Parks and Facilities	\$ 14,819,537
Streets	\$ 21,166,459
Technology	\$ 629,715
Operating Programs	\$ 502,929

The Capital Improvement Program also includes \$196,260,000 in capital projects that do not have a designated funding source. These projects are located in the Unfunded Priorities section of the budget document.

CONCLUSION AND ACKNOWLEDGEMENTS

The coming year continues the recent years' trend toward full economic recovery and improvement in the City's overall fiscal condition. While the City remains confronted with significant challenges as well as increasing citizen needs for services there are a number of very of important opportunities on the horizon and the City is poised to take some important steps forward this year to further position the City for the future.

One of the most exciting opportunities on the horizon for the City is the increasing level of interest of developer and property owner interest to invest in bringing new business and residential projects to San Bruno. The City has established its vision for future revitalization and redevelopment of the community's commercial areas through the Transit Corridor Plan and significant steps forward toward that vision are already in place with the development of the Plaza project and the upcoming planning for redevelopment of the former First National Bank building across from the Caltrain station. Completion of the Development Impact Fee study and establishment of new development fees will not only assure that development pays its own way, but that the necessary public improvements in the downtown and commercial corridors are completed timely to support the new development and the community.

The City's investment in technology upgrades in recent years to support and improve the efficiency of the City's service delivery provides a strong base for future efficiencies

including expanding the ways that citizens can obtain information and interact with the City. The exciting project to bring state-of-the-art fiber to the home technology to the community offers the opportunity not only to grow the City's cable system customer base, but to further position the City of San Bruno as a true leader in technology throughout the region and the state.

Building on the successful completion of critical water and wastewater system infrastructure replacement projects including the Olympic Wastewater Pump Station, the Glenview Water Tank and the Downtown Kains to Angus Wastewater Main Line during the past year, the City's aggressive work program to assure the long-term service and reliability of the utility systems will continue with the planned investment of nearly \$88 million over the coming five year period. At the same time the City's capital investments are contributing to improvement of the community quality of life and sustainability with completion of the Advanced Water Meter project and the installation of new LED streetlight fixtures throughout the community.

The City's continuing investment in training and development of its staff will continue to pay dividends for the community by assuring the availability of highly skilled and adaptable employees prepared to serve even as the City continues to experience the challenges related to transition of a tenured work force. And, through collaboration and team work by staff in all departments, the City will continue to address the community interests for an even better, more attractive San Bruno.

Presentation of the annual Budget affords staff an opportunity both to reflect back on where we as an organization have been over the past year and also to focus forward as we develop a shared vision for the coming year's work program to meet the City Council and community priorities. In doing so, I am very proud of the strong record of accomplishments that our organization has achieved over the past year – long lists of those accomplishments are shown in each departmental section of the Budget. Each and every one of our dedicated and capable staff has contributed to moving San Bruno forward with their passion for service to the San Bruno community.

We in San Bruno are especially fortunate to have a strong and capable team of Department Heads whose insightful leadership is critical not only to interpreting community needs and assuring delivery of departmental programs and services but also to developing the roadmap to the future that this Budget represents. I am extremely appreciative for their collaborative teamwork in shaping the recommendations contained in this Budget and for their tireless work to make sure that all of the necessary information from each department was provided and that it affords a comprehensive and compelling story of the organization's progress and direction.

The Finance team led by Finance Director Angela Kraetsch, and including Financial Services Manager Helen Yu-Scott, Accounting Manager Darlene Wong, and Accountant Charlyn He coordinated with each department and sifted through volumes of financial and other information to produce the Budget with collaboration by Assistant to the City Manager Jennifer Dianos and Public Services Management Analyst Robert Wood. Each

of them worked long hours in support of our Departments to produce information and illustrations for a Budget document that is not only accurate, but is also easy to understand and use. Together they also developed recommendations to improve the appearance and content of the Budget document to make it even more inviting.

Lastly, I also want to recognize and express my continuing appreciation for the leadership and the thoughtful guidance that the City Council provides to establish policy and outline objectives for the City's work program and resource allocation. Your intuitive understanding and strong representation of the needs and interests of the San Bruno community are the key to our organization's success. I look forward to what the future holds for San Bruno as we step into 2016-17 and beyond.

A handwritten signature in cursive script that reads "Connie Jackson". The signature is written in dark ink and is positioned above the printed name and title.

Connie Jackson
City Manager

City and Community Information
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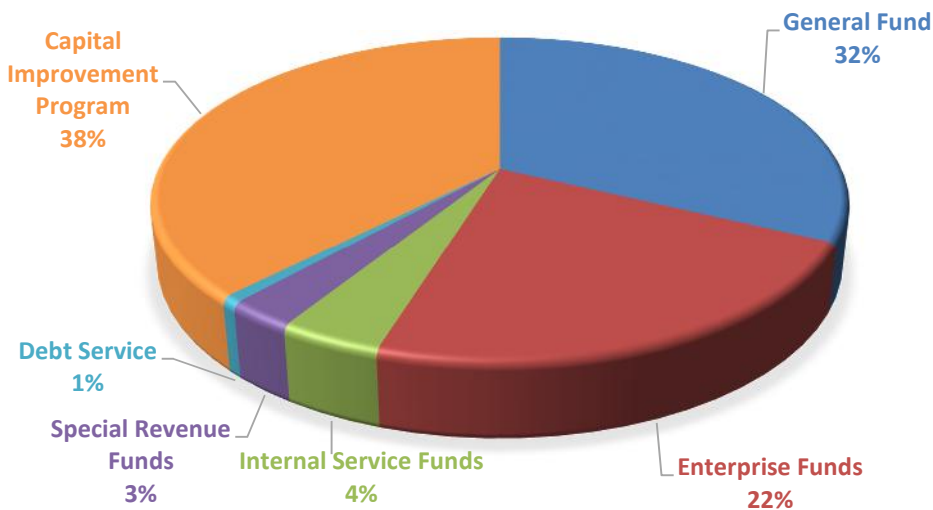
CITY OF SAN BRUNO

OPERATING AND CAPITAL BUDGET OVERVIEW

For the Fiscal Year Ending 2016-17

The City's Budget is a flexible spending plan that is the legal authority for departments to commit financial resources to provide services within the City of San Bruno. The Operating and Capital Budget for Fiscal Year 2016-17 equals \$146 million. The City budget includes \$47 million in the General Fund and \$99 million in Other Funds (i.e., Capital Improvement Program, Water, Wastewater, Cable, Grant Funds, Street Maintenance, etc). The City's General Fund Budget is approximately 32% of the total Operating Budget in FY 2016-17. The City's General Fund Budget provides the majority of services commonly associated with government (i.e., public safety, recreation, community development, general government, and public works).

TOTAL EXPENDITURES \$146 MILLION



I. Users Guide to the Budget

Every year, the Finance Department coordinates the preparation of two key items:

1. Operating Budget
2. Capital Improvement Program

The Operating Budget and Capital Improvement Program are combined into one document.

Operating Budget

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

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

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

Capital Improvement Program

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

The Capital Improvement Program section contains summary information in the following categories: Financial Summaries; Water Capital; Wastewater Capital; Stormwater Capital; Cable Capital; Parks and Facilities Capital; Streets Capital; Technology Capital; Operating Programs and Plans; and Unfunded Priorities.

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

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

II. Budget Development Process

On January 20, 2016, the Finance Director distributed the Fiscal Year 2016-17 Budget Manual to City Departments. An example of these guidelines, which were presented to aid in the development of departmental budgets, are as follows:

- Maintain budgets at current levels.
- Increases that are necessary to maintain current operational levels must be justified.

- Reserve funds are funded in the budget in accordance with City Council direction.
- Continue to look for opportunities for reprioritization of existing resources to better meet service delivery

Budget Calendar

Fiscal Year 2016-17 Operating and Capital Budget Calendar	
January 20, 2016	Budget Manual distributed to Departments
January 25-29, 2016	Budget Kick-off Meetings with Departments
February 16, 2016	Goals and Objectives, Accomplishments, and Performance Measures due
February 22, 2016	Budget requests due
March 14-25, 2016	Meet and review Budget requests
April 4, 2016	Final Budget due from Departments
May 27, 2016	Proposed Operating and CIP Budget distributed to the City Council
June 8 & 14, 2016	City Council Budget Study Sessions
June 28, 2016	City Council Adoption of Budget

Budget Change Procedures

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

III. Constitutional Spending Limits

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

Article XIII (B) limitation for FY 2016-17 is \$39,358,742. The Gann spending limitation is calculated by taking the prior year's limitation \$37,016,046 and adjusting it by the growth factor in the California Per Capita Personal Income and the change in the population within the City of San Bruno. The estimated tax-based revenues for FY 2016-17 have been calculated to be \$27,089,610, which is \$12,269,132 less than the appropriation limit. Therefore, the City of San Bruno is in compliance with Article XIII of the California Constitution for FY 2016-17.

IV. Key Budget Assumptions

Several budget assumptions were included in the Budget for Fiscal Year 2016-17. These assumptions will be carefully monitored throughout the fiscal year while evaluating budgetary performance. Some of the key budget assumptions include:

- A. Property Tax revenues will increase by approximately 9%.
- B. Sales Tax revenues are estimated to decrease by 8%.
- C. Transient Occupancy Tax is estimated to increase by 12%.
- D. Overall Department revenues are estimated to increase by 10%.

V. General Fund

Budget Summary:

		Fiscal Year 2016-17
July 1, Projected Available Fund Balance		<u>\$1,727,835</u>
Sources of Funds:		
Estimated Revenue	\$40,970,900	
Transfers In	<u>963,000</u>	
		\$41,933,900
Uses of Funds:		
Appropriations	(41,098,564)	
Transfers Out	<u>(1,217,517)</u>	
		<u>(42,316,081)</u>
Use of Reserves for One-Time Enhancements		<u>(382,181)</u>
June 30, Available Fund Balance		<u>\$1,345,654</u>

Revenue Growth

General Fund estimated revenues are \$41.9 million for Fiscal Year 2016-17. This represents an increase of approximately \$1.4 million when compared to the Fiscal Year 2015-16 Amended Budget.

The table below represents the projected economic growth by revenue category:

	<u>FY 2016-17</u>
Economic Growth:	
Taxes:	
Property Tax	\$ 712,000
Sales & Use Tax	(665,031)
Transient Occupancy Tax	388,903
Vehicle License Fees	383,000
Regulatory Cardroom Fees	42,717
Business Taxes	(93,000)
Franchise Fees	18,867
Use of Money & Property	80,199
Transfers in & Other Revenues	40,777
Department Revenues	<u>461,363</u>
Total Increases to Revenue	<u>\$ 1,369,795</u>

One-Time Revenue Sources

The City is projecting \$700,000 in one-time revenues. These funds are anticipated to go into the General Fund Reserve in order to comply with the City's Reserve Policy of a balance equal to 25% of General Fund Appropriations.

Expenditure Containment

Expenditure containment and efficient service delivery has been and continues to be a high priority. The budget was built using a limited-growth concept. In total, Fiscal Year 2016-17 General Fund budget expenditures, with approved Supplemental Enhancements, increased by \$925,313 (2%) from the amended budget for the previous fiscal year. The primary reason for the increase is the scheduled increase in personal costs as well as significant increases for PERS, and medical insurance expenditures.

The table below reflects the changes in budgeted appropriations when compared to the prior year amended budget:

	<u>FY 2016-17</u>
Salary & Benefits	\$ 1,926,271
Services & Supplies	118,082
Other Charges	(1,149,358)
Capital	(9,695)
Debt Service & Transfers Out	<u>40,013</u>
Total Increases (Decreases) to Expenditures	<u>\$ 925,313</u>

History of San Bruno



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



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

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

PRESENT DAY

At the beginning of 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 owner and tenant occupied residential housing, senior housing, a major hotel, and commercial space.

In 2003 the Tanforan shopping center began a major redevelopment of the interior mall to expand and modernize the mall amenities. Reopened in October 2005, the new Shops at Tanforan transformed the mall into a vibrant gathering place for the community and shoppers to enjoy a unique selection of retail stores, restaurants, and entertainment opportunities.

San Bruno continues to focus its attention on the victims of the Glenview Fire caused by the 2010 PG&E pipeline explosion. The City is committed to continue to monitor and oversee the recovery effort to help residents rebuild their homes and to ensure safe and reliable public infrastructures damaged in the fire.

FUTURE

With the recent passage of the Downtown and Transit Corridors Economic Enhancement Initiative (Measure N), San Bruno is poised to begin implementing the Transit Corridors Plan (TCP) which will result in economic enhancements in the downtown area. Community and economic development is the key to San Bruno's future and one purpose of the budget document is to outline the resources necessary to maintain the services provided to the community.

CITY GEOGRAPHY

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



CITY AUTHORITY

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

ELECTED OFFICIALS

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

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

Mayor	Jim Ruane	November 2017
Vice Mayor	Marty Medina	November 2019
Member	Irene O'Connell	November 2019
Member	Rico Medina	November 2017
Member	Ken Ibarra	November 2017
*City Clerk	Carol Bonner	November 2017
*City Treasurer	John Marty	November 2017

*With the passage of Measures U and R, effective November 2017 the City Clerk and the City Treasurer will become appointed positions.

ADMINISTRATION & MANAGEMENT

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

CITY SERVICES

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



COMMISSIONS, BOARDS, AND COMMITTEES

Planning Commission

Rick Biasotti, Chair
Perry Petersen, Vice Chair
Kevin Chase
Mary Lou Johnson
Sujendra Mishra
Joseph Sammut
Vacant
City Council Liaison: Marty Medina

Parks and Recreation Commission

Mike Palmer, Chair
Laura Davis, Vice Chair
Kris Gonzales
Lorry Greenberg
Alexander Melendrez
Dave Nigel
Greg Pierce
Mary Lucy Zammattia
Brittany Chin, Youth Representative
City Council Liaison: Rico E. Medina

Culture & Arts Commission

Tami Parker, Chair
Pamela Madden, Vice Chair
Pamela Gamble
Jeanne George
Bardi Rosman Koodrin
Carolyn Livengood
Melody Tobin
City Council Liaison: Irene O'Connell

Personnel Board

Ed Fuentes, Chair
Vacant, Vice Chair
Ed Comerford
Joe Roberts
City Council Liaison: Irene O'Connell

Senior Citizens Advisory Committee

Bill Goff, Chair
Barbara Luzaich, Vice Chair
Karen Hornung, Treasurer
Dorothy Carmichael
Ellen Donnelly
Elisa Geraldi
Flori Green
Ken Kreisel
City Council Liaison: Rico E. Medina

Bicycle & Pedestrian Advisory Committee

Randy Brase, Chair
Dave Nigel, Vice Chair
Matthew Jones
Henry Mar
Cecile Riborozo
Gus Sinks
Jeffrey Tong
City Council Liaison: Ken Ibarra

Citizens Crime Prevention Committee

Robert Riechel, Chair
Peter Carey, Vice Chair
Ann Dellinger
Roberto Donlucas
Marie Kayal
Brandon Lau
Mary Shanahan Mahon
City Council Liaison: Mayor Jim Ruane

Community Preparedness Committee

Vacant, Chair
Mond Mugiya, Vice Chair
Dena Gunning
Ron LaPedis
George Peponis
City Council Liaison: Mayor Jim Ruane

Traffic Safety and Parking Committee

Jessica Barnes-Lopez, Chair
Mark Howard, Vice Chair
Tom Hamilton
Tim Ross
Eric Wood
City Council Liaison: Ken Ibarra

Mission Statement

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

Core Values

Integrity

Protecting, guarding and shepherding public resources and interests

Teamwork

Exemplary service to the community

Competent, well-trained employees

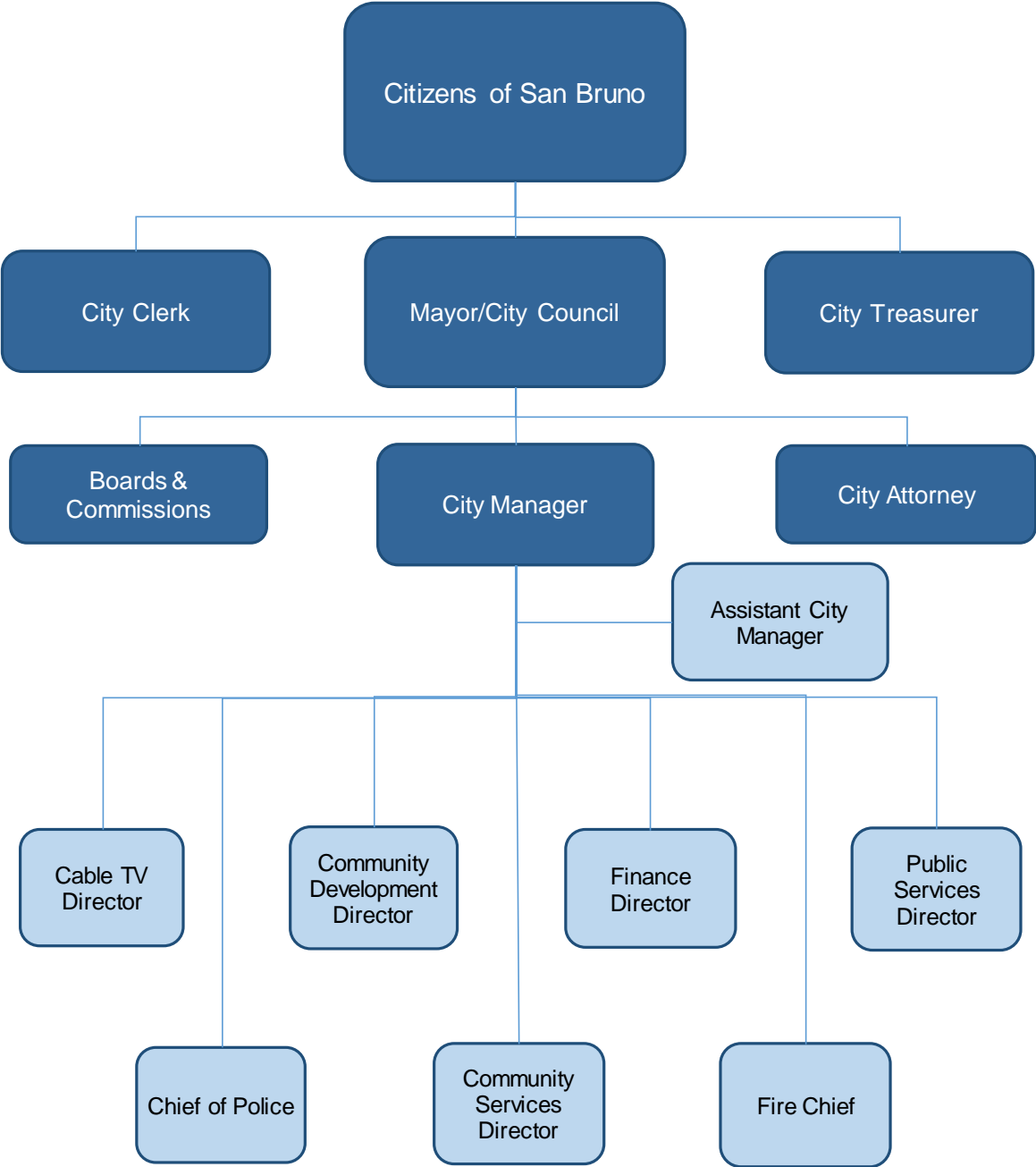
Friendliness

Commitment to the community

Vision Statement

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

CITY OF SAN BRUNO



FISCAL POLICIES

RESERVE POLICIES

- **General Fund Reserve** – The General Reserve Fund shall be established with a goal of maintaining a target fund balance of 25% of the budgeted General Fund expenditures. The General Fund Reserve Fund balance shall not fall below 15% of General Fund operating expenditures except in a declaration of emergency.
- **Emergency Disaster Reserve** – An Emergency Disaster Reserve shall be established with a goal of maintaining a target fund balance of \$3 million. This fund is intended to be utilized in the event of a declaration of emergency that requires the expenditure of funds outside of the adopted budget.
- **Capital Improvement Reserve** – A Capital Improvement Reserve Fund shall be established with a goal of obtaining an initial fund balance of \$5 million. While this fund has an initial goal of \$5 million, funds shall continue to be added to this fund until it has reached a fund balance of \$8 million.
- **Central Garage Reserve** – The Central Garage Reserve shall be funded at a target amount of 25% of budgeted department expenditures, not to drop below 15% except in a declaration of emergency.
- **Building and Facilities Reserve** – The Buildings and Facilities Reserve shall be funded at a target amount of 25% of budgeted department expenditures, not to drop below 15% except in a declaration of emergency.
- **Technology Reserve** – The Technology Reserve shall be funded at a target amount of 25% of budgeted department expenditures, not to drop below 15% except in a declaration of emergency.

REVENUE POLICIES

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

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

CAPITAL ASSET POLICY

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

ACCOUNTING POLICIES

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

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

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

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

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

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

BUDGETARY POLICY

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

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

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

INVESTMENT POLICY

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

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

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

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Financial Summary
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Citywide Summary of Funds

Summary of Funds

Fiscal Year 2016-17

Fund Title	Projected Fund Balance as of July 1, 2016	Operating Revenue	Capital Revenue	Transfers In	Total Resources
General Fund:	\$ 1,727,835	\$ 40,970,900	\$ -	\$ 963,000	\$ 41,933,900
Reserves:					
General Fund Reserve	10,961,554	6,000	-	700,000	706,000
General Fund One-Time Revenues	278,654	700,000	-	-	700,000
Capital Improvement Reserve	8,999,660	-	-	-	-
Emergency Disaster Reserve	3,059,683	12,400	-	-	12,400
Enterprise Funds*:					
Water	9,559,714	13,508,873	-	-	13,508,873
Wastewater	12,717,851	16,285,136	1,115,752	-	17,400,888
Stormwater	1,761,665	679,000	-	1,000,000	1,679,000
Cable Television	(9,381,248)	11,088,419	1,428,409	-	12,516,828
Internal Services Funds:					
Central Garage	607,902	210,500	-	-	210,500
Buildings & Facilities Maint.	611,745	758,500	-	-	758,500
Equipment Reserve	6,884,677	480,600	-	-	480,600
Technology Support	218,554	690,815	-	-	690,815
Self-Insurance	(795,619)	2,021,971	-	-	2,021,971
Special Revenue Funds:					
Measure A	1,361,832	931,000	-	-	931,000
Crestmoor (Glenview) Recovery	882,181	1,582,994	10,302,621	-	11,885,615
In-Lieu	3,533,441	15,000	-	-	15,000
Area Agency on Aging	32,560	214,465	-	-	214,465
Federal/State Grants	-	87,482	-	-	87,482
Gas Tax	45,398	1,152,005	-	-	1,152,005
Library Special Revenue	165,031	800	-	-	800
Police Asset Forfeiture	123,952	5,200	-	-	5,200
Citizens Option for Public Safety	41,990	100,000	-	-	100,000
Solid Waste	268,963	83,919	-	-	83,919
Restricted Donations	1,181,922	420,000	-	-	420,000
Street Special Revenue	314,024	1,000	-	-	1,000
City as Successor Housing Agency	501,129	150,000	-	-	150,000
Capital Project Funds:					
Parks & Facilities Capital	2,247,238	-	200,000	830,000	1,030,000
Streets Capital	1,596,093	-	4,050,272	2,580,000	6,630,272
Technology Capital	239,131	-	-	45,000	45,000
Debt Service Fund	16	-	-	1,217,517	1,217,517
GRAND TOTAL	\$ 59,747,529	\$ 92,156,979	\$ 17,097,054	\$ 7,335,517	\$ 116,589,550

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

Fund Title	Operating Budget	Capital Improvement Program (Include Carryover)	Transfers Out	Total Appropriations	Projected Fund Balance as of June 30, 2017
General Fund:	\$ 41,098,564	\$ -	\$ 1,217,517	\$ 42,316,081	\$ 1,345,654
Reserves:					
General Fund Reserve	-	-	-	-	11,667,554
General Fund One-Time Revenues	-	-	700,000	700,000	278,654
Capital Improvement Reserve	-	-	3,505,000	3,505,000	5,494,660
Emergency Disaster Reserve	-	-	-	-	3,072,083
Enterprise Funds*:					
Water	10,148,284	10,871,634	-	21,019,918	2,048,669
Wastewater	10,437,043	18,535,381	-	28,972,424	1,146,315
Stormwater	961,998	1,462,986	45,000	2,469,984	970,681
Cable Television	10,926,868	1,231,409	30,000	12,188,277	(9,052,697)
Internal Services Funds:					
Central Garage	613,186	-	-	613,186	205,216
Buildings & Facilities Maint.	1,176,400	-	-	1,176,400	193,845
Equipment Reserve	1,896,876	-	-	1,896,876	5,468,401
Technology Support	676,895	-	-	676,895	232,474
Self-Insurance	2,021,971	-	-	2,021,971	(795,619)
Special Revenue Funds:					
Measure A	-	-	472,500	472,500	1,820,332
Crestmoor (Glenview) Recovery	1,582,994	11,184,802	-	12,767,796	-
In-Lieu	39,500	-	-	39,500	3,508,941
Agency on Aging	140,465	-	74,000	214,465	32,560
Federal/State Grants	87,482	-	-	87,482	-
Gas Tax	1,500	-	1,102,500	1,104,000	93,403
Library Special Revenue	-	-	39,000	39,000	126,831
Police Asset Forfeiture	15,000	-	-	15,000	114,152
Citizens Option for Public Safety	-	-	100,000	100,000	41,990
Solid Waste	75,998	-	-	75,998	276,884
Restricted Donations	346,300	-	50,000	396,300	1,205,622
Street Special Revenue	-	-	-	-	315,024
City as Successor Housing Agency	-	-	-	-	651,129
Capital Project Funds:					
Parks & Facilities Capital	-	3,052,039	-	3,052,039	225,199
Streets Capital	-	8,171,904	-	8,171,904	54,461
Technology Capital	-	277,212	-	277,212	6,919
Debt Service Fund	1,217,517	-	-	1,217,517	16
GRAND TOTAL	\$ 83,464,841	\$ 54,787,367	\$ 7,335,517	\$ 145,587,725	\$ 30,749,354

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Personnel Summaries
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City Personnel Summaries 2016-17 Budget

Department	2012-13 Budget	2013-14 Budget	2014-15 Budget	2015-16 Budget	2016-17 Budget
General Fund					
City Council	5.00	5.00	5.00	5.00	5.00
City Clerk	1.75	1.75	1.75	1.75	1.75
City Treasurer	1.00	1.00	1.00	1.00	1.00
Legal Services	1.25	1.25	1.25	1.25	1.25
City Manager	3.00	3.00	3.00	3.00	3.00
Human Resources	2.25	2.25	2.25	2.25	2.25
Finance					
Administration	4.50	5.00	5.00	5.00	5.50
Revenue Services	6.00	5.00	5.00	5.00	4.50
Police	60.00	61.50	62.50	64.00	64.00
Fire	32.75	32.75	33.30	34.55	35.00
Public Services					
Admin. & Engineering	6.75	6.70	6.70	6.70	6.70
Streets Maintenance	5.05	5.10	5.70	5.80	5.80
Community Development					
Planning	4.50	4.50	4.50	5.75	5.75
Building	6.50	6.50	7.50	8.25	8.25
Community Services					
Recreation	4.00	4.00	4.75	4.90	4.90
Parks Maintenance	13.80	13.80	14.30	13.05	13.05
Senior Services	3.35	3.35	3.45	3.65	3.65
Library Services	7.65	7.65	7.55	7.85	7.85
Subtotal	169.10	170.10	174.50	179.25	179.20
Special Revenues					
Solid Waste	0.35	0.35	0.35	0.45	0.45
Emergency Disaster	1.25	4.25	3.70	3.70	2.00
Subtotal	1.60	4.60	4.05	4.15	2.45
Internal Services					
Central Garage	2.85	2.35	2.35	2.35	2.35
Buildings and Facilities	5.70	5.70	6.45	7.05	7.05
Information Technology	3.00	3.00	3.00	3.00	3.00
Self-Insurance	1.00	1.00	1.00	1.00	1.00
Subtotal	12.55	12.05	12.80	13.40	13.40
Enterprise Funds					
Water Enterprise	17.30	16.95	17.45	17.45	17.95
Stormwater Enterprise	3.65	3.75	4.15	3.95	3.95
Wastewater Enterprise	15.55	15.80	16.30	16.30	16.80
Cable Enterprise	20.00	20.00	20.00	20.00	20.00
Subtotal	56.50	56.50	57.90	57.70	58.70
Total Positions (all funds)	239.75	243.25	249.25	254.50	253.75

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Departmental Personnel 2016-17 Budget

Elected Offices	General Fund
Classification	Elected Offices
City Council (part-time)	5.00
City Clerk	1.00
Deputy City Clerk (appointed)	0.75
City Treasurer (part-time)	1.00
Total	7.75

Management Services	General Fund
Classification	City Manager
City Manager	1.00
Assistant City Manager	1.00
Assistant to City Manager	1.00
Total	3.00

City Attorney's Office	General Fund	Self Insurance Fund		
Classification	City Attorney's Office	Workers Compensation	Liability	Total
City Attorney	0.75	-	0.25	1.00
Legal Secretary	0.50	0.25	0.25	1.00
Total	1.25	0.25	0.50	2.00

Human Resources	General Fund	Self Insurance Fund	
Classification	Human Resources	Workers Compensation	Total
Human Resources Manager	0.75	0.25	1.00
Management Analyst I/II	1.50	-	1.50
Total	2.25	0.25	2.50

Finance	General Fund		
Classification	Administration	Revenue Services	Total
Finance Director	1.00	-	1.00
Accounting Manager	1.00	-	1.00
Financial Services Manager	0.50	0.50	1.00
Accountant	1.00	-	1.00
Revenue Operations Supervisor	-	1.00	1.00
Accounting & Customer Services Representative III	1.50	0.50	2.00
Accounting & Customer Services Representative I/II	0.50	2.50	3.00
Total	5.50	4.50	10.00

Technology Support	Internal Services Fund
Classification	Technology Support
Information Tech. Manager	1.00
Systems Administrator	1.00
Computer Support Tech.	1.00
Total	3.00

Police	General Fund	Special Revenue Fund	
Classification	Police	Crestmoor (Glenview) Recovery	Total
Chief of Police	1.00	-	1.00
Police Commander	1.00	-	1.00
Police Lieutenant	2.00	-	2.00
Police Sergeant	8.00	-	8.00
Police Officer	36.00	1.00	37.00
Records/Dispatch Supervisor	1.00	-	1.00
Public Safety Dispatcher I/II	6.00	-	6.00
Police Clerk I/II	5.00	-	5.00
Community Services Officer II	3.00	1.00	4.00
Management Analyst I/II	1.00	-	1.00
Total	64.00	2.00	66.00

Fire	General Fund
Classification	Fire
Fire Chief	1.00
Battalion Chief	4.00
Fire Captain	9.00
Firefighter	20.00
Secretary	1.00
Total	35.00

Community Development	General Fund		Total
	Planning	Building Inspection & Code Enforcement	
Classification			
Community Development Director	0.50	0.50	1.00
Building Official	-	1.00	1.00
Long-Range Planning Manager	1.00	-	1.00
Building Inspector	-	2.00	2.00
Senior Planner	1.00	-	1.00
Associate Planner	2.00	-	2.00
Senior Code Enforcement Officer	-	1.00	1.00
Code Enforcement Officer	-	2.00	2.00
Community Development Technician I/II	0.75	1.25	2.00
Executive Assistant	0.50	0.50	1.00
Total	5.75	8.25	14.00

Community Services	General Fund				Internal Services Fund	Total
	Recreation Services	Park Maint.	Senior Services	Library	Buildings & Facilities	
Classification						
Community Services Director	0.25	0.25	0.10	0.15	0.25	1.00
Community Services Superintendent	0.65	-	0.35	1.00	-	2.00
Library Services Manager	-	-	-	1.00	-	1.00
Recreation Services Supervisor	1.00	-	1.00	-	-	2.00
Recreation Services Coordinator	2.00	-	1.00	-	-	3.00
Nutrition Program Manager	-	-	1.00	-	-	1.00
Field Supervisor	-	1.00	-	-	1.00	2.00
Maintenance Technician	-	1.50	-	-	1.50	3.00
Lead Maintenance Worker	-	2.00	-	-	-	2.00
Maintenance Worker	-	8.00	-	-	-	8.00
Custodian	-	-	-	-	4.00	4.00
Librarian	-	-	-	3.00	-	3.00
Library Services Coordinator	-	-	-	2.00	-	2.00
Library Assistant	-	-	-	0.50	-	0.50
Accounting & Customer Services Representative I/II	0.40	0.20	0.10	0.10	0.20	1.00
Executive Assistant	0.60	0.10	0.10	0.10	0.10	1.00
Total	4.90	13.05	3.65	7.85	7.05	36.50

Cable	Enterprise Fund
Classification	Cable
CATV Director	1.00
CATV System Engineer	1.00
CATV Business Manager	1.00
Programmer & Technology Mgr	1.00
CATV Field Supervisor	1.00
CATV Technician III	4.00
CATV Technician I/II	5.00
Warehouse Clerk	1.00
Accounting & Customer Services Lead	1.00
Accounting & Customer Services Representatives III	1.00
Accounting & Customer Services Representatives I/II	3.00
Total	20.00

Public Services	General Fund		Enterprise Funds			Internal Services Fund	Special Revenue Fund	Total
	Admin. & Engineering	Streets	Water	Stormwater	Wastewater	Central Garage	Solid Waste	
Public Services Director	0.15	0.05	0.35	0.05	0.35	0.05	-	1.00
Deputy Director of Engineering	1.00	-	-	-	-	-	-	1.00
Deputy Director of Utilities	-	0.20	0.35	0.05	0.35	0.05	-	1.00
Maintenance Services Manager	-	0.60	1.00	0.40	1.00	-	-	3.00
Principal Civil Engineer	1.00	-	-	-	-	-	-	1.00
Associate Civil Engineer	2.00	-	1.00	-	2.00	-	-	5.00
Water System Conservation Manager	-	-	1.00	-	-	-	-	1.00
Water Quality Technician	-	-	1.00	-	-	-	-	1.00
Management Analyst I/II	0.40	0.05	0.40	-	0.50	0.25	0.40	2.00
Engineering Technician	1.00	-	1.00	-	1.00	-	-	3.00
Pump Mechanic I/II	-	-	1.00	-	2.00	-	-	3.00
Lead Maintenance Worker	-	-	2.00	1.00	1.00	-	-	4.00
Maintenance Worker I/II	-	4.60	8.00	2.40	8.00	-	-	23.00
Lead Mechanic	-	-	-	-	-	1.00	-	1.00
Mechanic I/II	-	-	-	-	-	1.00	-	1.00
Executive Assistance	1.15	0.05	0.35	0.05	0.35	-	0.05	2.00
Secretary	-	0.25	0.50	-	0.25	-	-	1.00
Total	6.70	5.80	17.95	3.95	16.80	2.35	0.45	54.00

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General Fund
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General Fund

General Fund and Reserve Funds Summaries

Elected Offices

General Administration

Police

Fire

Public Services

Community Development

Community Services

Non-Departmental

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General Fund

Four Year Summary

	2013-14 Actual	2014-15 Actual	2015-16 Amended Budget	2015- 16 Actual	2016-17 Budget
Beginning Fund Balance, July 1	\$ 1,635,031	\$ 1,651,670	\$ 861,601	\$ 1,688,264	\$ 1,345,654
Revenues					
Taxes	25,753,863	27,080,407	27,773,411	27,464,563	28,542,000
Departmental Revenues	4,567,792	5,108,275	4,843,537	5,428,467	5,304,900
Franchises	1,784,477	1,945,687	1,891,133	1,960,996	1,910,000
Use of Money & Property	1,634,714	1,668,965	1,455,801	1,648,402	1,536,000
Other Revenue	3,191,825	3,199,961	3,647,223	3,638,865	3,678,000
Transfer In from Other Funds	1,143,358	1,023,095	953,000	980,934	963,000
Total Revenues	38,076,029	40,026,390	40,564,105	41,122,227	41,933,900
Use of Reserves*	-	-	826,663	-	382,181
Total Sources	38,076,029	40,026,390	41,390,768	41,122,227	42,316,081
Expenditures					
General Administration	3,525,636	3,567,187	4,458,810	3,859,540	4,479,005
Public Safety	22,097,700	24,248,059	25,450,559	25,479,775	26,119,191
Public Services	2,663,404	3,010,789	3,337,537	3,146,539	3,304,508
Community Development	2,302,979	2,780,462	3,106,939	3,033,440	3,293,454
Community Services	6,749,700	7,311,804	7,849,602	7,807,399	7,640,162
Non-Departmental	332,326	427,069	416,186	421,239	641,248
Internal Allocations	(3,880,932)	(4,245,240)	(4,456,077)	(4,456,080)	(4,379,004)
Transfer to Other Funds	4,268,577	2,889,665	1,227,212	1,790,804	1,217,517
Total Expenditures	38,059,390	39,989,795	41,390,768	41,082,656	42,316,081
Surplus (Deficit)	16,639	36,595	-	39,571	-
Ending Fund Balance, June 30	\$ 1,651,670	\$ 1,688,264	\$ 861,601	\$ 1,727,835	\$ 1,345,654

* Use of Reserves approved to fund one-time supplemental enhancements.

General Fund

Four Year Revenue Summary

	2013-14 Actual	2014-15 Actual	2015-16 Amended Budget	2015-16 Actual	2016-17 Budget	Change in Budget
Taxes						
Property Taxes	\$ 7,343,195	\$ 7,965,007	\$ 8,266,000	\$ 8,470,751	\$ 8,978,000	9%
Sales Taxes	7,678,695	7,631,293	8,113,031	7,470,289	7,448,000	-8%
Hotel/Motel Taxes	2,790,395	3,162,479	3,169,097	3,316,369	3,558,000	12%
Vehicle License Fees	3,503,097	3,764,990	3,915,000	4,016,571	4,298,000	10%
Regulatory Cardroom Fee	1,652,904	1,694,580	1,737,283	1,735,696	1,780,000	2%
Business Taxes	2,785,577	2,862,059	2,573,000	2,454,887	2,480,000	-4%
Subtotal	25,753,863	27,080,407	27,773,411	27,464,563	28,542,000	3%
Franchises						
PG&E/AT&T	485,462	581,381	530,000	584,979	616,000	16%
San Bruno Garbage	865,810	937,187	931,880	949,891	980,000	5%
Cable Television In-Lieu	433,205	427,118	429,253	426,126	314,000	-27%
Subtotal	1,784,477	1,945,687	1,891,133	1,960,996	1,910,000	1%
Use of Money & Property						
Interest Earnings	251,793	271,692	165,000	350,093	275,000	67%
Rentals	404,280	404,157	405,801	422,918	426,000	5%
Cable Equity Earnings	866,411	854,236	800,000	800,000	775,000	-3%
Other	112,230	138,880	85,000	75,391	60,000	-29%
Subtotal	1,634,714	1,668,965	1,455,801	1,648,402	1,536,000	6%
Transfers in & Other Revenues						
Transfers from Other Funds	1,143,358	1,023,095	953,000	980,934	963,000	1%
Other	3,191,825	3,199,961	3,647,223	3,638,865	3,678,000	1%
Subtotal	4,335,183	4,223,056	4,600,223	4,619,799	4,641,000	1%
Departmental Revenues						
Police	1,298,839	1,301,807	1,223,991	1,423,275	1,434,700	17%
Fire	416,115	430,795	335,796	556,664	226,000	-33%
Public Works Engineering	104,982	86,752	91,500	157,219	156,000	70%
Public Works Streets	123,296	68,753	116,200	105,005	93,700	-19%
Planning	76,242	212,756	110,000	136,014	140,000	27%
Building	839,222	1,193,877	1,179,750	1,214,621	1,393,000	18%
Recreation Services	1,513,328	1,608,292	1,613,300	1,657,286	1,704,000	6%
Parks Maintenance	21,094	38,750	6,000	6,840	6,000	0%
Senior Services	111,549	113,891	122,000	123,035	112,000	-8%
Library Services	63,125	52,602	45,000	48,508	39,500	-12%
Subtotal	4,567,792	5,108,275	4,843,537	5,428,467	5,304,900	10%
Total	\$ 38,076,029	\$ 40,026,390	\$ 40,564,105	\$ 41,122,227	\$ 41,933,900	3%

General Fund

Four Year Expenditure Summary

	2013-14 Actual	2014-15 Actual	2015-16 Amended Budget	2015-16 Actual	2016-17 Budget	Change in Budget
General Government						
City Council	\$ 139,556	\$ 155,007	\$ 178,024	\$ 154,133	\$ 199,338	12%
City Clerk	265,109	271,099	292,782	282,063	283,501	-3%
City Treasurer	73,722	72,379	78,815	73,807	75,861	-4%
City Attorney	377,251	386,079	452,547	443,974	450,287	0%
City Manager	486,972	690,499	953,776	823,769	969,049	2%
Human Resources	478,081	254,310	457,854	294,318	472,285	3%
Finance						
Administration	877,976	937,141	1,131,932	965,676	1,050,293	-7%
Revenue Services	826,969	800,673	913,080	821,800	978,391	7%
Subtotal	3,525,636	3,567,187	4,458,810	3,859,540	4,479,005	0%
Police	13,540,333	14,612,156	15,705,587	15,361,511	16,026,663	2%
Fire	8,557,367	9,635,903	9,744,972	10,118,264	10,092,528	4%
Public Services						
Admin. & Engineering	1,347,457	1,567,508	1,628,676	1,519,792	1,556,103	-4%
Streets Maintenance	1,315,947	1,443,281	1,708,861	1,626,747	1,748,405	2%
Subtotal	2,663,404	3,010,789	3,337,537	3,146,539	3,304,508	-1%
Community Development						
Planning	967,072	1,136,763	1,470,209	1,219,446	1,426,958	-3%
Building Inspection	1,335,907	1,643,699	1,636,730	1,813,994	1,866,496	14%
Subtotal	2,302,979	2,780,462	3,106,939	3,033,440	3,293,454	6%
Community Services						
Recreation Services	1,717,259	1,870,925	2,032,353	2,141,432	1,986,738	-2%
Parks Maintenance	2,286,363	2,552,464	2,596,134	2,555,495	2,524,886	-3%
Senior Services	894,904	927,758	1,103,011	1,095,212	1,017,776	-8%
Library	1,851,174	1,960,657	2,118,104	2,015,260	2,110,762	0%
Subtotal	6,749,700	7,311,804	7,849,602	7,807,399	7,640,162	-3%
Non-Departmental						
Cost Allocation	332,326	427,069	416,186	421,239	641,248	54%
	(3,880,932)	(4,245,240)	(4,456,077)	(4,456,080)	(4,379,004)	-2%
Subtotal	(3,548,606)	(3,818,171)	(4,039,891)	(4,034,841)	(3,737,756)	-7%
Transfers Out to Other Funds	3,040,551	1,683,176	-	18,675	-	0%
Transfer Out to Debt Service	1,228,026	1,206,489	1,227,212	1,772,129	1,217,517	-1%
Subtotal	4,268,577	2,889,665	1,227,212	1,790,804	1,217,517	-1%
Total	\$ 38,059,390	\$ 39,989,795	\$ 41,390,768	\$ 41,082,656	\$ 42,316,081	2%

General Fund Reserves

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

Four Year Summary

	2013-14 Actual	2014-15 Actual	2015-16 Amended Budget	2015-16 Actual	2016-17 Budget
Beginning Fund Balance, July 1	\$ 8,000,000	\$ 9,282,744	\$ 9,993,720	\$9,993,720	\$10,961,554
Revenues	552,809	7,070	-	22,620	6,000
Non-Operating Revenue (Expenditure)					
Transfer in from General Fund	586,650	-	-	-	-
Transfer in from One-Time Revenue	181,859	703,906	-	899,859	700,000
Transfer in from Capital Projects	-	-	45,355	45,355	-
Subtotal	768,509	703,906	45,355	945,214	700,000
Change in Fund Balance	1,321,318	710,976	45,355	967,834	706,000
Ending Fund Balance, June 30	\$9,282,744	\$9,993,720	\$10,039,075	\$10,961,554	\$11,667,554

General Fund One Time Revenues

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

Four Year Summary

	2013-14 Actual	2014-15 Actual	2015-16 Amended Budget	2015-16 Actual	2016-17 Budget
Beginning Fund Balance, July 1	\$ -	\$ 3,586	\$ 220,248	\$ 220,248	\$ 278,654
Revenues					
One-time building permit revenues	-	-	300,000	-	-
Excess ERAF	806,011	879,424	600,000	823,649	700,000
Sale of 105 Cabrillo	573,302	-	-	-	-
Other one time recoveries	200,297	548,725	-	462,534	-
Total Revenues	1,579,610	1,428,149	900,000	1,286,183	700,000
Expenditures					
Crossing Hotel parcel	30,642	26,025	-	20,490	-
Misc. repairs for sale of 105 Cabrillo	38,573	32,238	-	-	-
Total Expenditures	69,215	58,263	-	20,490	-
Non-Operating Revenue (Expenditure)					
Transfer to Capital Projects	(859,975)	-	-	-	-
Capital Improvement Reserve	(464,975)	(429,317)	-	(1,207,287)	(700,000)
General Fund Reserve	(181,859)	(723,907)	-	-	-
Subtotal	(1,506,809)	(1,153,224)	-	(1,207,287)	(700,000)
Change in Fund Balance	3,586	216,662	900,000	58,406	-
Ending Fund Balance, June 30	\$ 3,586	\$ 220,248	\$ 1,120,248	\$ 278,654	\$ 278,654

Capital Improvement Reserve

The Capital Improvement/One-Time Initiative Reserve Fund was established on January 22, 2013 in accordance with City Council adoption of a reserve policy. The funds in this account can be used for projects and initiatives throughout the City that have no other identifiable funding source.

Four Year Summary

	2013-14 Actual	2014-15 Actual	2015-16 Amended Budget	2015-16 Actual	2016-17 Budget
Beginning Fund Balance, July 1	\$ 5,061,760	\$ 7,650,675	\$ 7,193,542	\$ 7,193,542	\$ 8,999,660
Non-Operating Revenue (Expenditure)					
Transfer in from General Fund	2,123,940	1,683,175	-	-	-
Transfer in from One-Time Revenue	464,975	429,317	-	512	-
Transfer in from Disaster Recovery	-	-	-	3,840,655	-
Transfer out to Capital Projects	-	(2,569,625)	(2,016,375)	(2,035,049)	(3,505,000)
Subtotal	2,588,915	(457,133)	(2,016,375)	1,806,118	(3,505,000)
Change in Fund Balance	2,588,915	(457,133)	(2,016,375)	1,806,118	(3,505,000)
Ending Fund Balance, June 30	\$ 7,650,675	\$ 7,193,542	\$ 5,177,167	\$ 8,999,660	\$ 5,494,660

Emergency Reserves

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

Four Year Summary

	2013-14 Actual	2014-15 Actual	2015-16 Amended Budget	2015-16 Actual	2016-17 Budget
Beginning Fund Balance, July 1	\$ 3,031,509	\$ 3,038,825	\$ 3,046,728	\$ 3,046,728	\$ 3,059,683
Revenues	7,316	7,903	7,800	12,955	12,400
Change in Fund Balance	7,316	7,903	7,800	12,955	12,400
Ending Fund Balance, June 30	\$ 3,038,825	\$ 3,046,728	\$ 3,054,528	\$ 3,059,683	\$ 3,072,083

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Elected Offices
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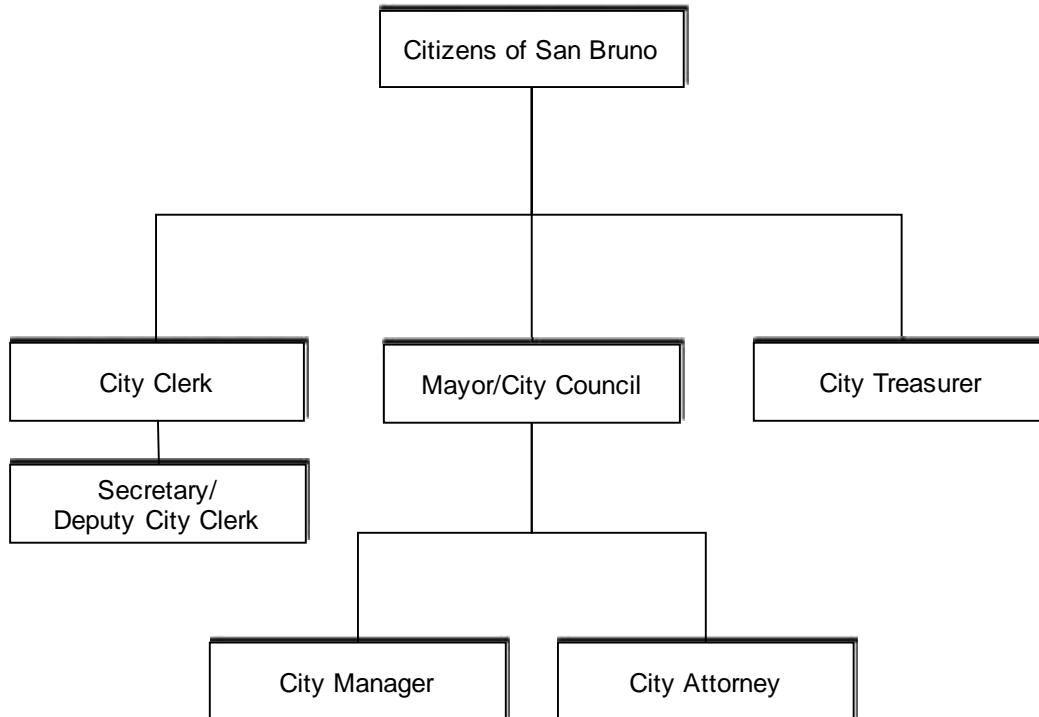
Elected Offices

City Council

City Clerk

City Treasurer

Elected Offices



Elected Offices

The City of San Bruno's mission is to provide exemplary services for the community to enhance and protect the quality of life. Elected offices are comprised of the City Council, City Clerk, and City Treasurer whose primary roles are to develop policies, maintain public records, and actively monitor and invest funds in order to ensure delivery of high quality public services.

Overview

The citizens of San Bruno elect members of the City Council, the City Clerk, and the City Treasurer. The Mayor is directly elected for a two-year term. Other Council members are elected for four-year staggered terms with elections held in November of odd numbered years. The City Clerk and City Treasurer are each elected for a four-year term. With the passage of Measures U and R in November 2015, the City Clerk and City Treasurer will become appointed positions effective November 2017.

The primary services provided by each of the elected offices are as follows:

City Council

The City Council is the governing body of the City of San Bruno. The Mayor and four City Council members are elected at large by residents of San Bruno to develop policies for City operations and to ensure the delivery of necessary services to promote and enhance the physical, social, and economic vitality of the community.

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.

- **City Council Activities**

Represent the residents of San Bruno by setting the City's policies and developing new laws and regulations for the betterment of the City. The City Council appoints the City Manager to oversee all City employees and direct work programs set by the City Council. The City Council also appoints the City Attorney to provide legal advice.

The City Council works directly with the City Manager to develop and oversee the citywide goals and objectives.

City Clerk

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

- **Clerk to the City Council**
Generate agendas and meeting minutes for regular and special meetings of the City Council, maintain historical records of resolutions and ordinances, and serve as the official elections officer for local elections.
- **Statutory Duties Required by State Law**
Ensure the City's adherence to the Political Reform Act requirements, certify documents using the Official City seal, administer oaths and ensure proper retention presentation and management of the City's official records.
- **Non-Statutory Responsibilities**
Process claims against the City, issue permits, and provide information and documents to the public.

City Treasurer

The City Treasurer ensures the safety, investment and management of cash necessary to meet approved City expenditures. Constant monitoring of cash receipts and cash needs allows the City Treasurer the opportunity to anticipate cash flow requirements and seek for optimum return on invested funds. On a monthly basis, the Treasurer provides an investment report to the City Council.

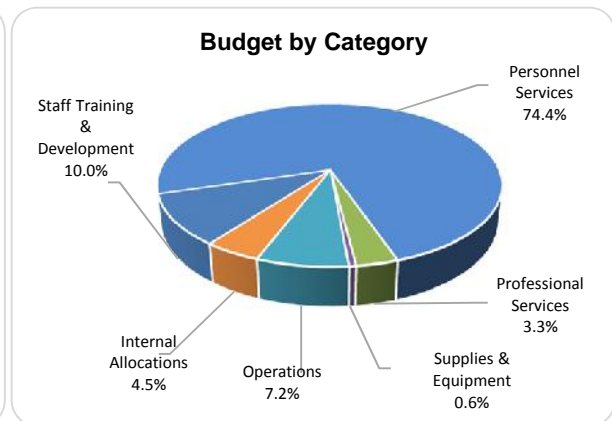
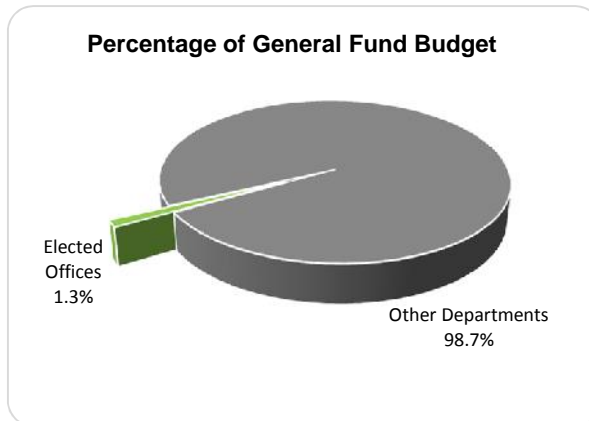
- **Management of Funds**
Provide cash management for timely payment of approved City expenditures.
- **Investment of Funds and Reporting**
Invest all City funds not required for regular operations in accordance with the City Council approved Investment Policy. Monitor interest earnings on invested funds and supply monthly reporting to the City Council.
- **Custody and Deposit of Funds**
Secure investment placement of City funds to assure safety and liquidity.
- **Reconciliation**
Review reconciliation of fund balances to the bank and investment statements monthly.

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Elected Offices Budget Summary

Budgeted Expenditures	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
	Actual	Actual	Budget	Budget
Personnel Services	\$ 322,086	\$ 341,975	\$ 356,180	\$ 415,678
Staff Training & Development	49,260	48,741	55,575	56,075
Professional Services	21,015	17,385	21,740	18,500
Supplies & Equipment	1,404	1,967	2,275	3,075
Operations	22,198	26,752	40,273	40,273
Intergovernmental	37,508	33,432	45,000	-
Internal Allocations	24,916	28,233	28,578	25,099
Total:	\$ 478,387	\$ 498,485	\$ 549,621	\$ 558,700

Funding Summary	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
	Actual	Actual	Budget	Budget
General Fund	\$ 277,303	\$ 278,525	\$ 318,737	\$ 332,179
General Administration Recovery from Other Funds:				
Water Fund	92,153	100,803	105,810	103,810
Wastewater Fund	54,316	59,415	62,366	61,188
Stormwater Fund	4,935	5,398	5,667	5,559
Cable Fund	49,240	53,862	56,537	55,469
Solid Waste	439	481	505	495
Total:	\$ 478,387	\$ 498,485	\$ 549,621	\$ 558,700



Performance and Workload Measures	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
	Actual	Actual	Estimated	Target

City Council

Number of City Council Meetings Held	54	44	46	45
Number of Ordinances Approved	11	9	6	8
Number of Resolutions Approved	136	117	114	122

City Clerk

Number of Meeting Minutes Transcribed	54	44	46	45
Number of Bid Openings Conducted	13	15	16	15
Number of Notarial Acts	58	54	55	55
Statement of Economic Interests (Form 700) Filed	91	92	93	95

Performance and Workload Measures (Continued)	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Estimated	FY 2016-17 Target
City Treasurer				
Number of Investment Reports presented to the City Council	12	12	12	12

Goals and Accomplishments - City Council

2015-16 Accomplishments

- ◆ Reviewed all proposed ordinances, resolutions and major contracts
- ◆ Represented the City of San Bruno on several County and Regional Agency Boards and Committees, including Affordable Housing Task Force, Association of Bay Area Governments (ABAG), Bay Area Water Supply and Conservation (BAWSCA), City/County Association of Governments (CCAG), the Peninsula Clean Energy Advisory Committee, Airport Roundtable, CGAG Bike and Pedestrian Committee, and San Mateo County Advanced Life Support Joint Powers Authority
- ◆ Worked with San Mateo County and other local jurisdictions to develop and initiate the Peninsula Clean Energy Authority and Community Choice Aggregation Program
- ◆ Completed approval of a hotel land purchase agreement and project entitlements
- ◆ Conducted comprehensive review and approved multi-year strategy to resolve Cable Enterprise deficit situation
- ◆ Approved initial deployment of San Bruno Cable Fiber to the Home (FTTH) project at the Shelter Creek condominium complex
- ◆ Completed review and entitlement of significant new development projects at 1250 Grundy Lane in the Bayhill Office Park (SF Police Credit Union) and at 841 San Bruno Ave (new medical office building)
- ◆ Dedicated a Centennial Mural at Posy Park, a large four panel ceramic tile work of public art depicting the past, present, and future of San Bruno
- ◆ Reorganized the City Council with the election of a new Council Member in November, 2015
- ◆ Assured timely demolition of the former San Bruno Cinema project site at the southern gateway to the downtown
- ◆ Continued aggressive water and wastewater infrastructure rehabilitation/replacement program with completion of new College water pump station, new Olympic wastewater pump station and force main, and new Glenview water tank
- ◆ Improved the community's ability to achieve resource and cost savings and service improvements with the installation of LED street light fixtures and advanced electronic water meters throughout the City
- ◆ Provided public education information and placed measures on the November, 2015 that make the positions of City Clerk and City Treasurer appointive effective December, 2017
- ◆ Continued priority for effective, proactive, public information, outreach, and engagement with the launch of the redesigned City website and expanded City use of social media
- ◆ Completed transfer of community restitution funds to the San Bruno Community Foundation to continue the Foundation's program to provide long term benefit to the San Bruno community
- ◆ Initiated the demolition and cleaning of the City property at 324 Florida and began planning for future park development
- ◆ Initiated strategic public facilities planning process to develop a Community Facilities Vision Plan for delivery of community facilities identified as priorities through the San Bruno Community Foundation's listening campaign
- ◆ Delivered the third Community Day in the Park event, coordinated in 2016 with the San Bruno Lions Club Posy Parade
- ◆ Continued proactive policy leadership through the Mayor's Council on Pipeline Safety and the City's contract expert team to advocate pipeline safety improvements
- ◆ Enhanced volunteer participation in community clean-up initiatives with the addition of a Coastal Clean-up event and a monthly cleaning of San Mateo Ave

2015-16 Accomplishments (Continued)

- ◆ Held the 19th annual Operation Clean Sweep event with record participation of 210 volunteers
- ◆ Presented annual Beautification Awards to 10 residents for improving the appearance of their properties

2016-17 Goals and Objectives

- ◆ Develop and maintain policies to provide quality public services
- ◆ Represent the City of San Bruno by participating in numerous local and regional assignments
- ◆ Advocate for improvements to pipeline maintenance and operation, legislative and regulatory reform and public awareness related to pipeline safety

Goals and Accomplishments - City Clerk

2015-16 Accomplishments

- ◆ Managed the November 2015 General Election
- ◆ Coordinated, prepared, and distributed City Council agenda materials and minutes for 46 meetings
- ◆ Coordinated and prepared 26 legal noticing documents as required by law
- ◆ Researched multiple documents for other departments
- ◆ Distributed fireworks applications and provided safety oversight
- ◆ Assisted with the Beautification Awards
- ◆ Prepared 41 Proclamations
- ◆ Assisted with 19 Public Records Requests
- ◆ Coordinated the filling of 9 vacancies for Commissions, Boards, and Committees
- ◆ Received and processed 55 claims

2016-17 Goals and Objectives

- ◆ Coordinate the filling of vacancies for all Commissions, Boards, and Committees
- ◆ Procure Document Imaging system to scan Ordinances and Resolutions
- ◆ Update Municipal Code books
- ◆ Conduct fireworks application process
- ◆ Update and maintain the City Clerk's webpage with pertinent information
- ◆ Create a historical reference log to tie adopted Resolutions to the correct Ordinances

Goals and Accomplishments - City Treasurer

2015-16 Accomplishments

- ◆ Reviewed 4 employee loan applications as part of the City's Investment Advisory Committee
- ◆ Maintained all investments for the City in compliance with the City's Investment Policy
- ◆ Combined multiple bank accounts into the City's main checking account in order to reduce fees and increase staff efficiency
- ◆ Worked with the San Bruno Community Foundation to transfer restitution funds from the City to the Foundation

2016-17 Goals and Objectives

- ◆ Assist the Finance Department with a Request for Proposal (RFP) for banking services
- ◆ Invest funds in compliance with the City's Investment Policy

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City Council

Personnel Services	2016-17 Budget	Description
5102 PART-TIME SALARIES	\$29,160	Salary for Mayor and City Council.
5200 EMPLOYEE BENEFITS	\$80,460	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays.
Total Personnel Services	\$109,620	

Staff Training & Development	2016-17 Budget	Description
6405 TRAINING/MEETINGS/CONFERENCES	\$5,000	County, regional and state meetings and conferences attended by the City Council.
6701 DUES & MEMBERSHIPS	\$46,500	Association of Bay Area Governments (ABAG) (\$9,400); League of California Cities (\$14,500); HEART of San Mateo County (\$17,000); Peninsula Division (League of Cities) (\$100); SMC Airport Roundtable (\$1,500); Sister Cities International (\$500); and US Conference of Mayors (\$3,500).
Total Staff Training & Development	\$51,500	

Supplies & Equipment	2016-17 Budget	Description
6001 OFFICE SUPPLIES	\$1,000	Supplies and materials related to operation of the City Council.
Total Supplies & Equipment	\$1,000	

Operations	2016-17 Budget	Description
6112 POSTAGE	\$50	Postage cost for City Council correspondence.
6141 PRINTING, COPYING & BINDING	\$21,000	City FOCUS newsletter, three issues per year.
6409 SPECIAL PROJECTS	\$8,500	Departmental and employee recognition (\$3,000); Narita Sister City activities (\$3,000); and Volunteer recognition (\$2,500).
6450 COMMUNICATIONS	\$2,528	Costs associated with a telephone line (\$728); and data plan for five tablets (\$1,800).
6502 COMMUNITY PROMOTION	\$5,000	Financial support for community based organization activities.
Total Operations	\$37,078	

Internal Allocations	2016-17 Budget	Description
7901 INTERNAL SERVICE ALLOCATION	\$140	Internal service allocation for copier charges.
Total Internal Allocations	\$140	
Grand Total	\$199,338	

City Clerk

Personnel Services	2016-17 Budget	Description
5101 REGULAR SALARIES	\$155,960	Base salary and incentives for all department personnel as subject to benefits per applicable MOUs.
5200 EMPLOYEE BENEFITS	\$95,531	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays.
Total Personnel Services	\$251,491	

Staff Training & Development	2016-17 Budget	Description
6405 TRAINING/MEETINGS/CONFERENCES	\$1,500	League of California Cities Clerk Conference.
6701 DUES & MEMBERSHIPS	\$400	Membership in the California City Clerk's Association.
6702 PUBS & SUBSCRIPTIONS	\$2,500	California Elections Code updates and ordinance publication and updates.
Total Staff Training & Development	\$4,400	

Supplies & Equipment	2016-17 Budget	Description
6001 OFFICE SUPPLIES	\$2,000	Supplies and materials related to City Clerk operations.
Total Supplies & Equipment	\$2,000	

Operations	2016-17 Budget	Description
6112 POSTAGE	\$250	Postage costs for City Clerk correspondence.
6450 COMMUNICATIONS	\$807	Costs associated with 3 office telephones and fax line.
6501 PUBLIC NOTICES	\$2,000	Legal advertising for public notice.
Total Operations	\$3,057	

Internal Allocations	2016-17 Budget	Description
7901 INTERNAL SERVICE ALLOCATION	\$22,553	Internal service allocations for: Self insurance cost (\$2,831); Building and facilities maintenance (\$6,886); Information technology support (\$9,836); and Copier charges (\$3,000).
Total Internal Allocations	\$22,553	
Grand Total	\$283,501	

City Treasurer

Personnel Services	2016-17 Budget	Description
5102 PART-TIME SALARIES	\$42,858	Salary for City Treasurer.
5200 EMPLOYEE BENEFITS	\$11,709	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays.
Total Personnel Services	\$54,567	

Staff Training & Development	2016-17 Budget	Description
6701 DUES & MEMBERSHIPS	\$175	California Municipal Treasurer's Association.
Total Staff Training & Development	\$175	

Professional Services	2016-17 Budget	Description
6419 OTHER SERVICES	\$18,500	Safekeeping charges for investments (\$3,500); Bank fees and charges (9,260); and Armored car services (\$5,740).
Total Professional Services	\$18,500	

Supplies & Equipment	2016-17 Budget	Description
6001 OFFICE SUPPLIES	\$75	Supplies and materials related to City Treasurer operation.
Total Supplies & Equipment	\$75	

Operations	2016-17 Budget	Description
6450 COMMUNICATIONS	\$138	Cost associated with an office telephone.
Total Operations	\$138	

Internal Allocations	2016-17 Budget	Description
7901 INTERNAL SERVICE ALLOCATION	\$2,406	Internal service allocation for information technology support.
Total Internal Allocations	\$2,406	
Grand Total	\$75,861	

General Administration
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General Administration

City Manager's Office

City Attorney's Office

Human Resources Department

Finance Department

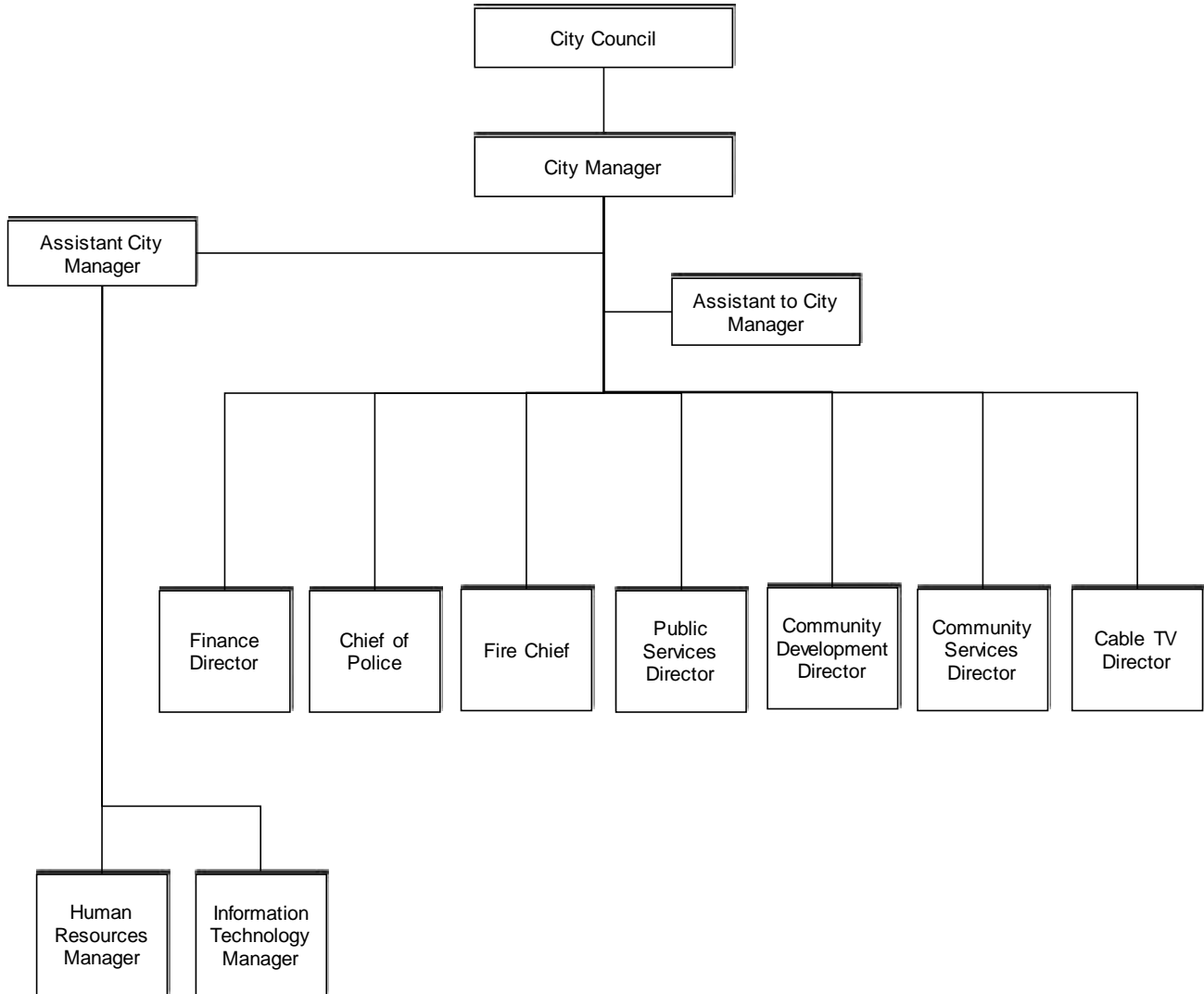
Information Technology (see Internal Service Funds page G-25)

Crestmoor (Glenview) Recovery (see Special Revenue Funds page H-7)

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City Manager's Office

City Manager



City Manager's Office

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

Overview

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

The primary services provided include:

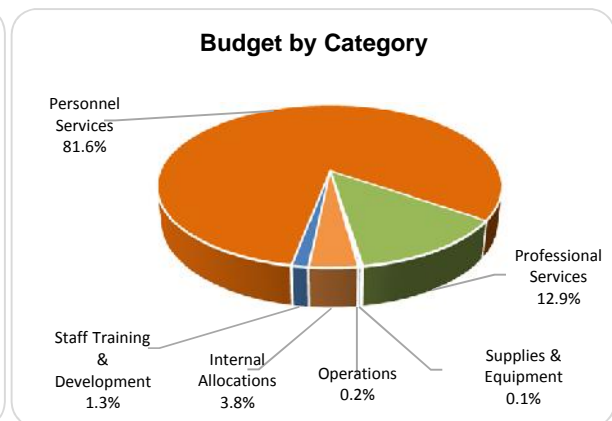
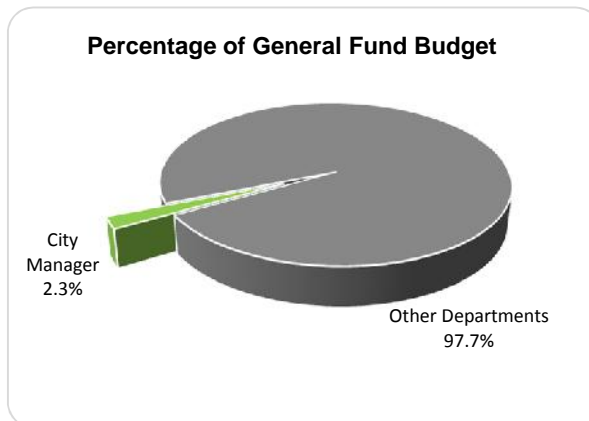
- **City Council Policy Development and Strategic Planning**
Work with the City Council and staff to facilitate identification and work program planning to address community goals and priorities.
- **Management and Oversight of Organization**
Oversee and ensure delivery of all City services and operations 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 budget policies and 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.

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City Manager Budget Summary

Budgeted Expenditures	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
	Actual	Actual	Budget	Budget
Personnel Services	\$ 436,467	\$ 623,808	\$ 767,393	\$ 790,891
Staff Training & Development	5,192	4,026	12,850	12,850
Professional Services	-	11,971	113,000	125,000
Supplies & Equipment	325	116	1,250	1,250
Operations	1,845	1,963	2,188	2,188
Internal Allocations	43,144	48,615	46,043	36,870
Total:	\$ 486,972	\$ 690,499	\$ 942,724	\$ 969,049

Funding Summary	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
	Actual	Actual	Budget	Budget
General Fund	\$ 305,256	\$ 491,725	\$ 734,078	\$ 764,345
General Administration Recovery from Other Funds:				
Water Fund	83,277	91,094	95,619	93,812
Wastewater Fund	49,085	53,693	56,359	55,294
Stormwater Fund	4,460	4,878	5,121	5,024
Cable Fund	44,497	48,674	51,092	50,126
Solid Waste	397	434	456	447
Total:	\$ 486,972	\$ 690,499	\$ 942,724	\$ 969,049



Performance and Workload Measures	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
	Actual	Actual	Estimated	Target
Number of City Council Agendas Prepared	54	44	46	45
Number of Staff Reports Reviewed	170	141	142	149
Number of Press Releases Issued	10	13	5	3

Goals and Accomplishments

2015-16 Accomplishments

- ◆ Worked with the San Bruno Community Foundation on the Foundation's proposed projects, including a Community Facilities Vision Plan, Community Day in the Park, Pedestrian Improvements and the Park Planning at 324 Florida
- ◆ Conducted emergency preparedness training and hazard mitigation planning
- ◆ Provided staff assistance and support to the City of Pacifica during their emergency response to the winter's El Nino storms

2016-17 Accomplishments (Continued)

- ◆ Provided excessive staff and technical expert review to support the submission of an appeal of the FEMA San Francisco Bay Coastal Study flood maps
- ◆ Conducted initial community planning to guide design development for the Glenview/Earl Park and the 324 Florida Park
- ◆ Negotiated and executed the Purchase & Sale and Easement Agreement for the hotel site at The Crossing
- ◆ Developed and disseminated public education information on important City activities, initiatives and policy including the Crossing hotel and ballot Measures R and U regarding appointing City Clerk and City Treasurer positions
- ◆ Completed the Crestmoor neighborhood Phase III Utility Replacement project and initiated the final Phase IV Street Improvements project
- ◆ Continued outreach and education on City-wide water conservation efforts resulting in the community's water use reduction exceeding the Governor's mandated reductions
- ◆ Participated on the C/CAG Water Policy Committee, San Mateo County's Emergency Services Council Administrative Oversight Committee and the League of California Cities Public Safety Policy Committee
- ◆ Reviewed and developed response to numerous Public Record Act (PRA) requests
- ◆ Worked with Web Committee to renovate the City's website to better serve the community with public information and establish an online portal to report service related issues
- ◆ Worked with staff to develop the comprehensive annual work program and resource recommendations to further implementation of City Council policy through annual Operating and Capital Improvement Program budgets
- ◆ Worked with staff to troubleshoot and resolve streetlight outage in the Crestmoor neighborhood
- ◆ Developed recommended strategies to resolve the Cable Enterprise deficit and initiated San Bruno Municipal Cable's Fiber to the Home (FTTH) Project
- ◆ Implemented social media policy and established City's presence on Nextdoor site to increase public outreach and communication on high-interest topics
- ◆ Worked with CalTrain to finalize Grade Separation Project at San Bruno and Huntington Avenues and negotiate resolution of outstanding issues
- ◆ Continued aggressive capital infrastructure rehabilitation and replacement programs with completion of several larger projects and installation of new LED streetlight fixtures and advanced automatic read water meters throughout the community
- ◆ Managed the City's contract team of legal, financial and media relations experts in the City's continuing efforts to assure meaningful reform and improvement to gas utility operations and regulation in the wake of the devastating 2010 PGE gas pipeline explosion

2016-17 Goals and Objectives

- ◆ Work with the San Bruno Community Foundation to complete the Community Facilities Vision Plan; Community Day in the Park; Pedestrian Improvements; and Development of 324 Florida Park Planning
- ◆ Continue comprehensive City-wide emergency preparedness training and plans for City services and regional programs
- ◆ Work with the Community Development Department on implementation of the Transit Corridors Plan (TCP)
- ◆ Complete construction of the Glenview/Earl Park in the Crestmoor neighborhood and the 324 Florida Park
- ◆ Complete a Development Impact Fee Study and a Cost of Services Fee Study to guide private developer's participation in covering costs of providing City infrastructure, services and programs
- ◆ Complete infrastructure replacement and rebuilding of the Crestmoor neighborhood

City Manager's Office

Personnel Services	2016-17 Budget	Description
5101 REGULAR SALARIES	\$539,685	Base salary and incentives for all department personnel as subject to benefits per applicable MOUs.
5152 TRANSPORTATION ALLOWANCE	\$7,200	Monthly auto allowance (\$300 per month) in accordance with MOU.
5200 EMPLOYEE BENEFITS	\$244,006	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays.
Total Personnel Services	\$790,891	

Staff Training & Development	2016-17 Budget	Description
6405 TRAINING/MEETINGS/CONFERENCES	\$7,500	Executive management leadership development and team building for Department Head team (\$5,000); League of California Cities (\$1,000); San Mateo County City Managers Organization and Progress Seminar (\$1,000); and Local meetings (\$500).
6406 PROFESSIONAL DEVELOPMENT	\$2,500	Two managers and one mid-manager in accordance with employment agreement and MOU, as applicable.
6701 DUES & MEMBERSHIPS	\$2,350	California City Management Foundation (\$400); International City/County Management Association (\$1,700); and San Mateo County City Manager's Association (\$250).
6702 PUBS & SUBSCRIPTIONS	\$500	San Mateo Times (\$200); and Miscellaneous publications and reference materials (\$300).
Total Staff Training & Development	\$12,850	

Professional Services		2016-17 Budget	
6401	PROFESSIONAL SERVICES	\$125,000	City's contribution for Community Facilities Vision Plan
Total Professional Services		\$125,000	

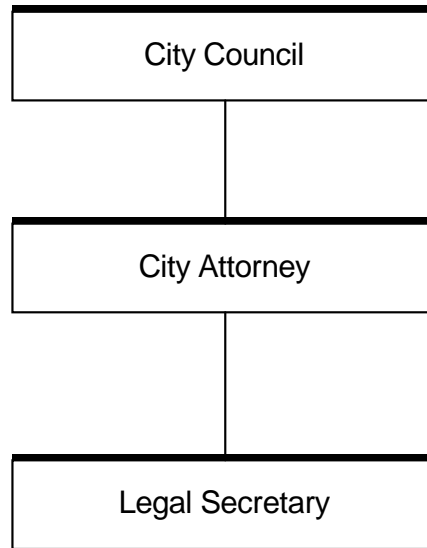
Supplies & Equipment		2016-17 Budget	Description
6001	OFFICE SUPPLIES	\$1,000	Supplies for daily operations.
6102	OPERATING SUPPLIES	\$250	Replacement of calculators, printers, and other office equipment.
Total Supplies & Equipment		\$1,250	

Operations		2016-17 Budget	Description
6112	POSTAGE	\$200	Postage costs associated with City Manager correspondence.
6450	COMMUNICATIONS	\$1,988	Costs associated with three office telephones, one fax machine, and two cell phones.
Total Operations		\$2,188	

Internal Allocations		2016-17 Budget	Description
7901	INTERNAL SERVICE ALLOCATION	\$36,870	Internal service allocations for: Self insurance cost (\$10,919); Building and facilities maintenance (\$12,575); Information technology support (\$13,339); and Copier charges (\$37).
Total Internal Allocations		\$36,870	
Grand Total		\$969,049	

City Attorney's Office

City Attorney



City Attorney's Office Legal Services

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

Overview

Legal Services, consisting of a City Attorney and a Legal Secretary, is responsible for the administration of all City-related legal matters. The primary services provided are:

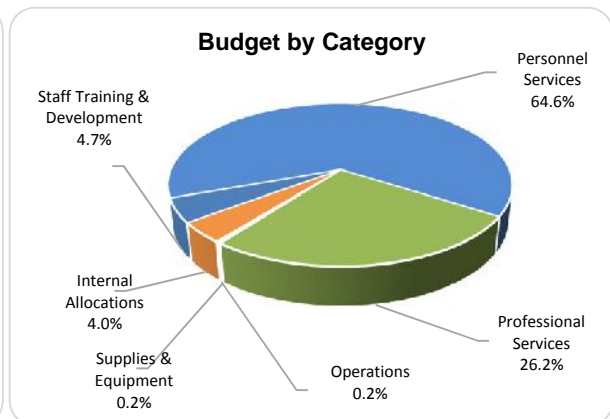
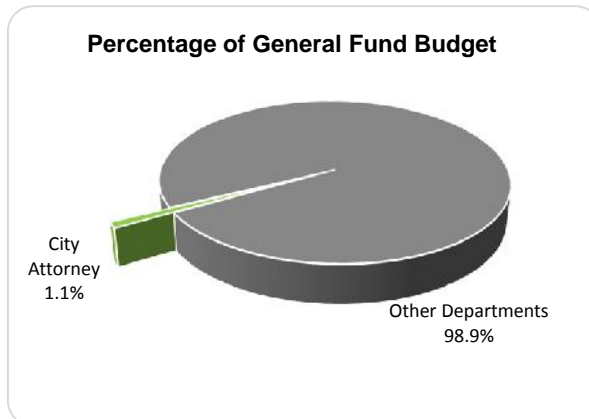
- **Legal Consultation and Support**
 - Represent and advise the City Council, Successor Agency to the former San Bruno Redevelopment Agency, Planning Commission, and other Boards and Commissions on legal matters.
 - Provide legal advice to City Council, City Manager, and Departments on City matters.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

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City Attorney Budget Summary

Budgeted Expenditures	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
	Actual	Actual	Budget	Budget
Personnel Services	\$ 239,867	\$ 311,885	\$ 289,980	\$ 290,907
Staff Training & Development	18,516	19,628	21,325	21,325
Professional Services	97,085	30,352	118,000	118,000
Supplies & Equipment	520	466	900	900
Operations	747	809	952	952
Internal Allocations	20,515	22,938	21,390	18,203
Total:	\$ 377,251	\$ 386,079	\$ 452,547	\$ 450,287

Funding Summary	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
	Actual	Actual	Budget	Budget
General Fund	\$ 178,214	\$ 168,359	\$ 224,014	\$ 226,072
General Administration Recovery from Other Funds:				
Water Fund	91,215	99,777	104,732	102,753
Wastewater Fund	53,763	58,810	61,731	60,565
Stormwater Fund	4,885	5,343	5,609	5,503
Cable Fund	48,739	53,314	55,961	54,904
Solid Waste	435	476	499	490
Total:	\$ 377,251	\$ 386,079	\$ 452,547	\$ 450,287



Performance and Workload Measures	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
	Actual	Actual	Estimated	Target
Number of Claims Received	54	56	25	56
Number of Public Records Act Requests and Subpoenas	63	64	45	64
Number of Contracts Reviewed	66	78	43	78

Goals and Accomplishments

2015-16 Accomplishments

- ◆ Completed legal documents related to Specific Plan Amendment, Environmental Impact Report, Purchase and Sale Agreement, and Easement Agreement for hotel development
- ◆ Prepared staff reports, ordinances and successful ballot measures for appointed City Clerk and Treasurer positions
- ◆ Prepared agreement for installation of fiber at Shelter Creek
- ◆ Concluded agreement for installation of mural at Posy Park

2015-16 Accomplishments (Continued)

- ◆ Prepared revised massage establishment ordinance, resulting in revocation of permits for two non-complying establishments
- ◆ Obtained court orders to confiscate potentially dangerous firearms in three cases; worked with District Attorney's office to prohibit access to weapons by parolee
- ◆ Obtained stipulated judgment from new owner of property in longstanding code enforcement case
- ◆ Prepared staff reports and ordinances for newly-established Peninsula Clean Energy and revised sewer lateral policy
- ◆ Monitored and analyzed business tax implications of City's internet-based businesses
- ◆ Assisted all departments in personnel-related matters
- ◆ Obtained dismissal of civil rights case involving police department
- ◆ Worked with San Bruno Community Foundation and completed revised Articles of Incorporation and Bylaws, review of all contracts and requests for proposals for architectural consulting, auditing and investment services; assisted with development and review of program policies and documents for scholarship program
- ◆ Worked with state legislators to develop laws ensuring transparency and accountability at California Public Utility Commission; worked with CPUC staff to revise internal procedures for responding to public record act requests

2016-17 Goals and Objectives

- ◆ Assist Finance Department to develop and implement revised purchasing and bid policies
- ◆ Manage legal issues arising from Glenview Fire incident, including providing ongoing assistance to San Bruno Community Foundation and participating in statewide efforts to reform the CPUC
- ◆ Support all City departments and operations to minimize risk and avoid liability
- ◆ Resolve difficult and longstanding code enforcement matters

City Attorney's Office

Personnel Services	2016-17 Budget	Description
5101 REGULAR SALARIES	\$197,609	Base salary and incentives for all department personnel as subject to benefits per applicable MOUs.
5152 TRANSPORTATION ALLOWANCE	\$3,600	Monthly auto allowance (\$300 per month) in accordance with MOU.
5200 EMPLOYEE BENEFITS	\$89,698	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays.
Total Personnel Services	\$290,907	

Staff Training & Development	2016-17 Budget	Description
6405 TRAINING/MEETINGS/CONFERENCES	\$4,250	Required continuing professional education (\$250); League of California Cities seminars (\$2,000); and City Attorney annual seminars (\$2,000).
6701 DUES & MEMBERSHIPS	\$1,775	State Bar of California (\$600); San Mateo County Bar Association (\$375); and Bay Area City Attorneys and Municipal Lawyers meetings (\$800).
6702 PUBS & SUBSCRIPTIONS	\$15,000	California Codes (\$4,650); Westlaw (\$5,410); Continuing Education of the Bar (CEB) reference materials (\$2,975); The Recorder (\$395); Verdict Search (\$450); International Municipal Law Association (IMLA) (\$745); and CA Municipal Law Handbook (\$375).
6703 TRAVEL/VEHICLE USE	\$300	Reimbursement for business related travel expense.
Total Staff Training & Development	\$21,325	

Professional Services		2016-17 Budget	Description
6402	LEGAL EXPENSES	\$118,000	Retain outside counsel and legal fees.
Total Professional Services		\$118,000	

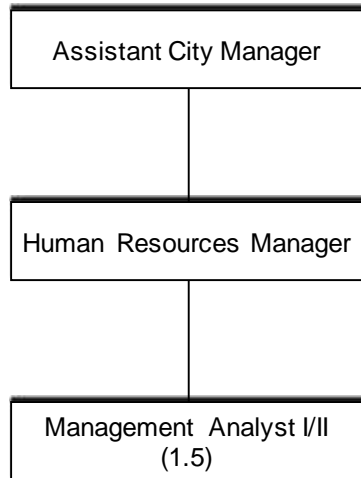
Supplies & Equipment		2016-17 Budget	Description
6001	OFFICE SUPPLIES	\$900	Supplies and materials related to the City Attorney's operation.
Total Supplies & Equipment		\$900	

Operations		2016-17 Budget	Description
6112	POSTAGE	\$400	Postage cost for City Attorney correspondence.
6450	COMMUNICATIONS	\$552	Costs associated with two office telephones and one fax machine.
Total Operations		\$952	

Internal Allocations		2016-17 Budget	Description
7901	INTERNAL SERVICE ALLOCATION	\$18,203	Internal service allocations for: Self insurance cost (\$5,257); Building and facilities maintenance (\$6,886); Information technology support (\$5,910); and Copier charges (\$150).
Total Internal Allocations		\$18,203	
Grand Total		\$450,287	

Human Resources Department

Human Resources



Human Resources Department

The Human Resources Department assists the organization in managing its most important resource – its people.

Overview

The Human Resources Department manages the City's recruitment and selection, classification, compensation, and benefits programs; provides training and other professional development programs; manages workers' compensation claims and programs; facilitates the Safety Committee; provides risk management support to all departments; negotiates and implements collective bargaining agreements with six employee organizations; and ensures the maintenance of excellent relationships with its employees and labor organizations. The department also provides support and consultation regarding employment liability issues.

- **Recruitment, Selection, and Retention**

Assist departments to recruit and select highly qualified and motivated employees to provide quality services to the citizens of San Bruno. This is accomplished by conducting thorough and professional recruitment and outreach efforts, conducting appropriate and valid written examinations, assisting with development and administration of oral panels and assessment centers, and compiling and maintaining eligible lists for positions. Additionally, Human Resources coordinates the selection process including reference checks, credit checks, background checks and pre-employment medical examinations, prepares offer letters, and orients new employees.

- **Employee Development and Training**

Ensure that employees are well trained and have the appropriate skill sets and abilities to perform their duties and to advance within the organization. To achieve this, Human Resources coordinates and provides 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.

- **Compliance with State and Federal Laws and Documentation**

Advise City departments on matters relating to compliance with federal and state laws and regulations designed to protect employees and members of the public. Human Resources administers the Department of Transportation (DOT) random drug testing program, and Department of Motor Vehicles pull notice program, coordinates OSHA required training, and completes annual postings and reports. The department also advises employees and managers on a variety of laws including leaves, disability, equal employment, wages, hours, working conditions, and employee rights.

- **Benefits Administration**

Provide employees with accurate and timely information to assist their personal management of City benefits. Manage various employee benefit programs to ensure cost effectiveness and service efficiency.

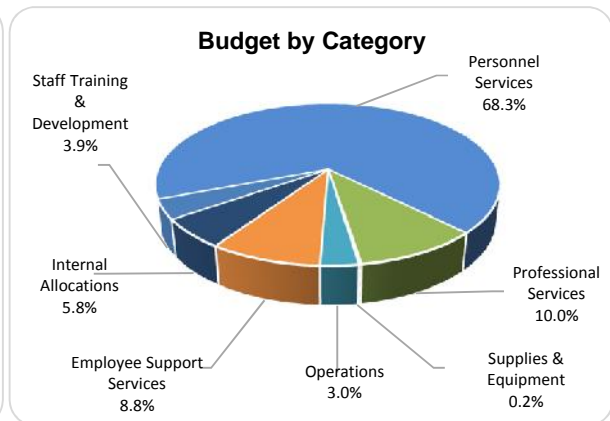
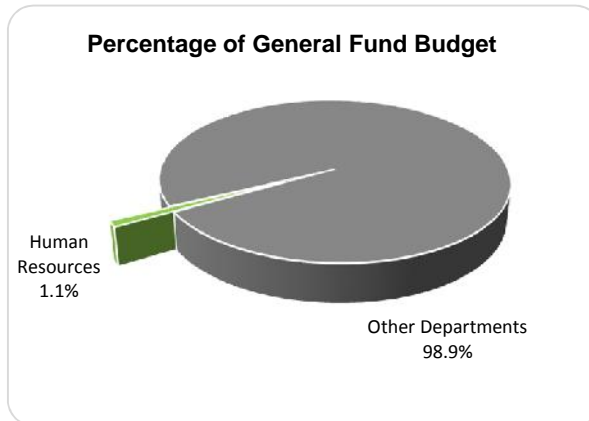
- **Risk Management and Workers' Compensation**
Coordinate the Workers' Compensation program to ensure timely delivery of medical treatment and benefits to injured workers while minimizing the City's exposure. Human Resources administers a comprehensive and evolving safety program to ensure the safety of employees and citizens and implements policies and procedures to assure a proactive risk management and risk avoidance program for all City operations.

- **Labor Relations**
Represent the City in negotiations, ensure fair and even implementation of negotiated agreements, and maintain a positive and productive work environment for employees.

Human Resources Budget Summary

Budgeted Expenditures	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
	Actual	Actual	Budget	Budget
Personnel Services	\$ 346,682	\$ 127,402	\$ 330,793	\$ 322,597
Staff Training & Development	10,119	8,402	19,140	18,490
Employee Support Services	28,459	40,355	45,650	41,650
Professional Services	56,419	33,862	17,000	47,000
Supplies & Equipment	773	1,871	800	950
Operations	7,610	9,321	12,065	14,065
Internal Allocations	28,019	33,099	32,406	27,533
Total:	\$ 478,081	\$ 254,310	\$ 457,854	\$ 472,285

Funding Summary	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
	Actual	Actual	Budget	Budget
General Fund	\$ 292,528	\$ 51,339	\$ 244,803	\$ 263,259
General Administration Recovery from Other Funds:				
Water Fund	85,036	93,018	97,637	95,793
Wastewater Fund	50,121	54,826	57,549	56,462
Stormwater Fund	4,554	4,981	5,229	5,130
Cable Fund	45,437	49,702	52,170	51,185
Solid Waste	406	444	466	457
Total:	\$ 478,081	\$ 254,310	\$ 457,854	\$ 472,285



Performance and Workload Measures	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
	Actual	Actual	Estimated	Target
Number of Applications Processed	3,272	2,402	2,397	2,690
Number of Recruitments Completed	30	21	27	25
Number of New Full-Time Employees Onboarded	19	24	18	25
Number of Employee Service Recognitions	36	30	35	30

Goals and Accomplishments

2015-16 Accomplishments

- ◆ Launched internal employee website to centralize HR topics in easy to access format
- ◆ Implemented new orientation website to streamline process and allow new employees to prepare for new job
- ◆ Completed 27 full-time recruitments

2015-16 Accomplishments (Continued)

- ◆ Onboarded 18 new employees
- ◆ Reviewed pre-employment medical screening criteria for all job classifications with City's occupational clinic
- ◆ Launched first annual Health and Benefits Fair in conjunction with second successful Open Enrollment period
- ◆ Streamlined Tuition Reimbursement process
- ◆ Administered training to all City departments regarding recruitment and selection process
- ◆ Offered citywide ergonomic consultations
- ◆ Worked with Personnel Board to adopt new job descriptions and extend eligibility lists

2016-17 Goals and Objectives

- ◆ Administer the Employee Recognition Program
- ◆ Complete negotiations towards new labor agreements with four bargaining units with expiring MOUs
- ◆ Oversee the City Liaison program which provides support and resources to Glenview residents and those impacted by the fire
- ◆ Promote internal employee development by providing mentoring and internship opportunities across various Departments
- ◆ Provide support to the City Manager and Departments with the City's recruitment and selection process, training needs, and resolution of employee concerns
- ◆ Monitor and evaluate employee benefits programs to maximize quality of care, cost effectiveness, and responsiveness in delivery of services
- ◆ Analyze occupational health clinic options to evaluate efficiency and delivery of services to employees
- ◆ Evaluate potential improvements to the Human Resources Information Systems (HRIS)

Human Resources

Personnel Services	2016-17 Budget	Description
5101 REGULAR SALARIES	\$205,065	Base salary and incentives for all department personnel as subject to benefits per applicable MOUs.
5200 EMPLOYEE BENEFITS	\$117,532	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays.
Total Personnel Services	\$322,597	

Staff Training & Development	2016-17 Budget	Description
6405 TRAINING/MEETINGS/CONFERENCES	\$15,800	City-wide employee training for technical, customer service, leadership and professional development (\$13,000); and California Public Employee Labor Relations Association (CALPELRA) conference and Liebert Cassidy Whitmore (LCW) Annual Conference (\$2,800).
6406 PROFESSIONAL DEVELOPMENT	\$1,500	Reimbursement for three mid-managers, in accordance with MOU.
6701 DUES & MEMBERSHIPS	\$890	Human Resources International Public Management Association memberships (\$390); California Public Employers Labor Relations Association - one membership (\$350); and Municipal Management Association of Northern California - two memberships (\$150).
6703 TRAVEL/VEHICLE USE	\$300	Reimbursement for business related travel expenses.
Total Staff Training & Development	\$18,490	

Employee Support Service		2016-17 Budget	Description
6404	EMP. ASSISTANCE	\$8,150	Employee Assistance Program.
6407	EXAM SERVICES	\$11,500	Written exams for recruitments and proctor services (Personnel Board Members).
6408	MEDICAL EXAMS	\$11,000	Pre-employment medical exams; DMV commercial driver's license physicals.
6413	SPECIALIZED SERVICES	\$11,000	Pre-employment background checks, investigations, polygraphs tests, and psychological exams for public safety positions.
Total Employee Support Service		\$41,650	

Professional Services		2016-17 Budget	Description
6401	PROFESSIONAL SERVICES	\$47,000	Training and legal assistance (\$6,000); Alcohol and drug testing services (\$4,500); Bilingual testing services (\$4,000); Online application processing (\$2,500); and Lead Negotiation Services for four bargaining units with MOUs expiring in December 2016 (\$30,000).
Total Professional Services		\$47,000	

Supplies & Equipment		2016-17 Budget	Description
6001	OFFICE SUPPLIES	\$950	Supplies for daily operations, excluding recruitment expenses (\$800); California Public Employee Relations (CPER) and International Public Management Association (IPMA) Publications (\$150).
Total Supplies & Equipment		\$950	

Operations	2016-17 Budget	Description
6112 POSTAGE	\$200	Postage costs associated with Human Resources Department correspondence.
6141 PRINTING, COPYING & BINDING	\$300	Recruitment flyers, job applications and ID card stock.
6409 SPECIAL PROJECTS	\$6,000	City-wide employee recognition and awards.
6450 COMMUNICATIONS	\$1,335	Costs associated with five office telephones, three data lines, one fax machine, and one cell phone.
6501 PUBLIC NOTICES	\$6,230	Position recruitment advertising in newspapers, trade journals and public sector association employment publications and membership mailing lists.
Total Operations	\$14,065	

Internal Allocations	2016-17 Budget	Description
7901 INTERNAL SERVICE ALLOCATION	\$27,533	Internal service allocations for: Self insurance cost (\$7,279); Building and facilities maintenance (\$9,132); Information technology support (\$10,722); and Copier charges (\$400).
Total Internal Allocations	\$27,533	
Grand Total	\$472,285	

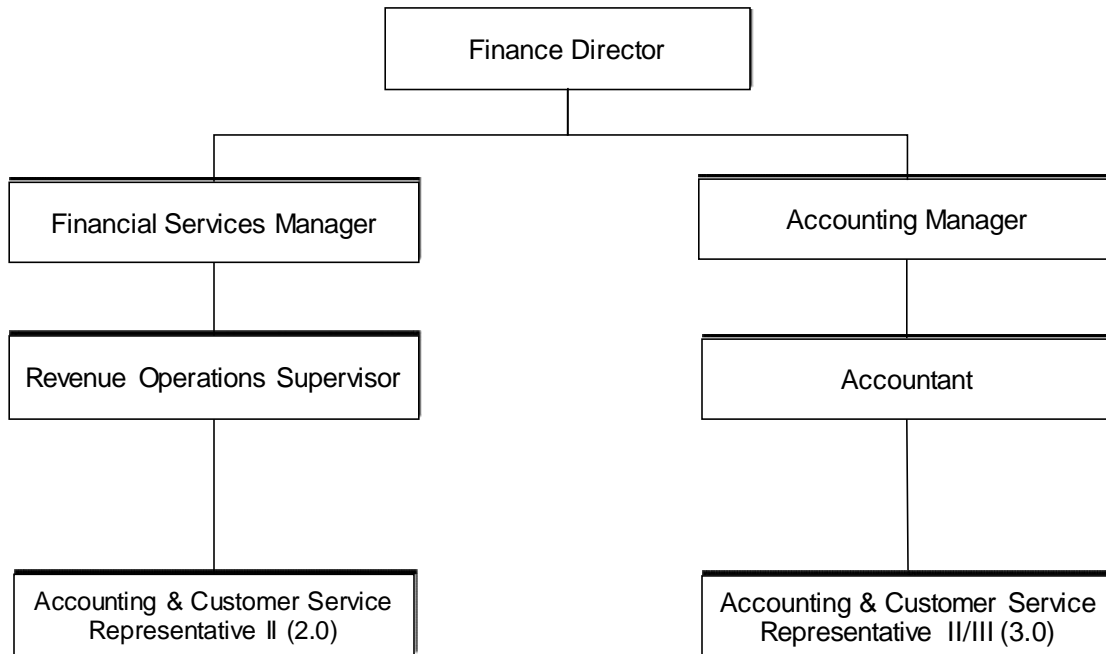
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Finance Department

Administration

Revenue Services

Finance



Finance Department Administration and Revenue Services

The Department maintains the fiscal integrity and financial soundness of the City through adequate management and control of all City financial transactions.

Overview

The Finance Department is responsible for the overall Financial and Accounting operations of the City, including the Successor Agency to the San Bruno Redevelopment Agency. The department ensures that the fiscal activities of the City are performed, recorded, and presented in compliance with professional and ethical standards.

The primary services provided include:

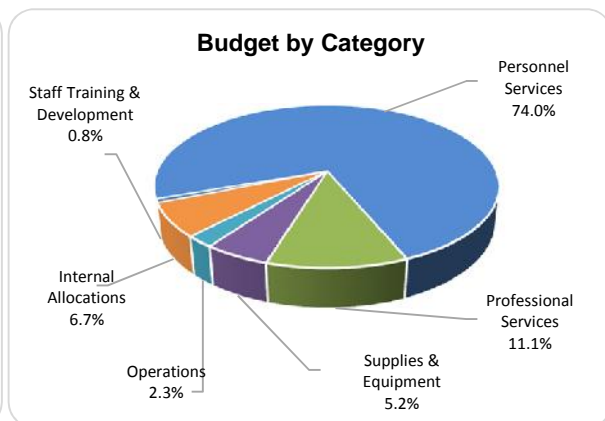
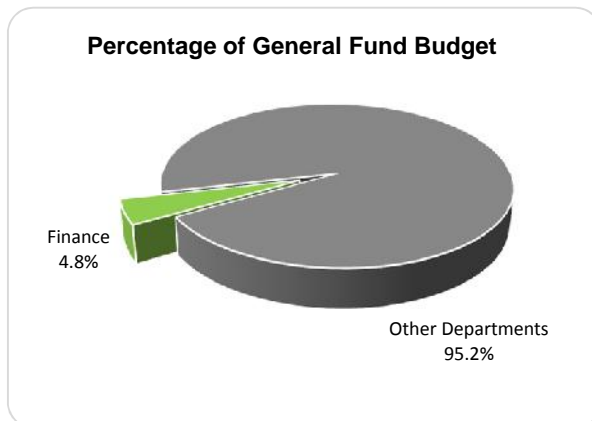
- **Financial Reporting and Accounting**
Provide departments with regular financial reports accounting for cash, revenues, and expenditures on a monthly basis, and provide quarterly budget status reports to the City Council. Complete the City's Comprehensive Annual Financial Report and prepare special reports for State and Federal Agencies, Grant Administrators, and bondholders as required.
- **Budgeting, Purchasing & General Administration**
Maintain financial oversight of the organization by preparing and monitoring the City Council approved Operating and Capital Budget, issuing purchase order contracts, administering competitive bids, and implementing internal controls.
- **Revenue Services Customer Service**
Generate and manage utility bills for over 12,000 accounts, serving both residential and commercial locations.
- **Accounts (Employee & Vendor) Payable**
Provide weekly payment for services and supplies rendered by vendors and bi-weekly payroll for City employees.
- **Accounts Receivable**
Collect the City's business taxes on over 2,800 open tax accounts. In addition to business taxes, the Department is responsible for invoicing and collecting miscellaneous receivables such as transient occupancy taxes, reimbursements from developers, and rental agreements.

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Finance Administration & Revenue Services Budget Summary

Budgeted Expenditures	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
	Actual	Actual	Budget	Budget
Personnel Services	\$ 1,241,478	\$ 1,276,487	\$ 1,437,133	\$ 1,501,526
Staff Training & Development	3,021	4,825	7,435	15,445
Professional Services	209,805	182,195	329,380	225,118
Supplies & Equipment	66,137	72,913	71,912	105,473
Operations	37,471	38,451	46,085	46,085
Internal Allocations	147,033	162,943	153,067	135,037
Total:	\$ 1,704,945	\$ 1,737,814	\$ 2,045,012	\$ 2,028,684

Funding Summary	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
	Actual	Actual	Budget	Budget
General Fund	\$ 735,311	\$ 668,388	\$ 933,224	\$ 868,531
General Administration Recovery from Other Funds:				
Water Fund	464,205	512,502	532,840	556,985
Wastewater Fund	374,776	416,024	432,611	456,753
Stormwater Fund	8,048	8,804	9,241	9,066
Cable Fund	121,888	131,312	136,273	136,542
Solid Waste	717	784	823	807
Total:	\$ 1,704,945	\$ 1,737,814	\$ 2,045,012	\$ 2,028,684



Performance and Workload Measures	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
	Actual	Actual	Estimated	Target
Number of W-2's issued by January 31	415	418	424	430
Number of business licenses issued	2,815	2,791	2,800	2,825
Number of invoices processed	11,883	12,173	12,300	12,500
Number of utility bills generated	73,923	74,150	74,214	74,220

Goals and Accomplishments

2015-16 Accomplishments

- ◆ Completed the Fiscal Year 2014-15 Audit
- ◆ Assisted in the preparation of the City's 2014-15 Comprehensive Annual Financial Report (CAFR)
- ◆ Received the GFOA award for excellence in financial report for the 2013-14 CAFR
- ◆ Issued a Request for Proposal for Audit Services and selected Audit firm
- ◆ Completed the Recognized Obligation Payment Schedule (ROPS) for the San Bruno Successor Agency
- ◆ Prepared the Prop 218 notice for a Garbage rate increase

2015-16 Accomplishments (Continued)

- ◆ Completed the Public Safety-Maintenance of Effort (MOE) Report which requires Cities to report that Proposition 172 funds were spent on Public Safety services
- ◆ Completed the preparation of the Recommended Fiscal Year 2016-17 Operating and Capital Improvement Program Budget
- ◆ Secured lease financing for Fire apparatus
- ◆ Worked with Public Services on the installation and the billing implementation of the new utility meters
- ◆ Implemented a new pay-by-phone system for credit card payments
- ◆ Completed the California State Controller's compensation report
- ◆ Updated the City's Master Fee Schedule
- ◆ Updated the website with items that are routinely requested as part of a Public Records Request such as Outstanding Checks and Outstanding Deposits
- ◆ Provided input for the redesign of the Finance and City Clerk front counter
- ◆ Worked with Human Resources to complete the recruitment for a staff accountant
- ◆ Revised the Quarterly Budget Reports and placed it on the City's website
- ◆ Completed the General Liability and Worker's Compensation financial update and actuarial report
- ◆ Completed the Governmental Accounting Standards Board (GASB) statement 68 and Other Postemployment Benefits (OPEB) actuarial reports
- ◆ Processed 4 employee home loan applications
- ◆ Issued a Request for Proposal (RFP) for a Development Impact Fee Study

2016-17 Goals and Objectives

- ◆ Issue a Request for Proposal (RFP) for banking services
- ◆ Assist with the 2016-17 Water and Wastewater rate study
- ◆ Complete a Development Impact Fee study
- ◆ Update the City's Purchasing Policy
- ◆ Develop a Citywide Travel Policy
- ◆ Issue a RFP for a new Enterprise Resource Planning (ERP) financial system

Finance Department Administration

Personnel Services	2016-17 Budget	Description
5101 REGULAR SALARIES	\$555,733	Base salary and incentives for all department personnel as subject to benefits per applicable MOUs.
5105 OVERTIME	\$600	Overtime pay in accordance with the applicable MOU. Overtime pay is only subject to Medicare and FICA employer contributions, when applicable, not City cost of CalPERS retirement.
5152 TRANSPORTATION ALLOWANCE	\$3,600	Monthly auto allowance (\$300 per month) in accordance with MOU.
5200 EMPLOYEE BENEFITS	\$287,473	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays.
Total Personnel Services	\$847,406	

Staff Training & Development	2016-17 Budget	Description
6405 TRAINING/MEETINGS/CONFERENCES	\$2,500	Training in accounting, collections, and financial analysis for department employees (\$1,000); and League of California Cities Conference for two employees (\$1,500).
6406 PROFESSIONAL DEVELOPMENT	\$4,500	Department head and one mid-manager, in accordance with MOUs (\$1,500); and tuition reimbursement for employees per MOUs (\$3,000).
6701 DUES & MEMBERSHIPS	\$675	California Society of Municipal Finance Officers membership (\$220); and Governmental Finance Officer Association (\$455).
6702 PUBS & SUBSCRIPTIONS	\$200	Subscription for San Francisco Business Time for Business Tax leads.
Total Staff Training & Development	\$7,875	

Professional Services		2016-17 Budget	Description
6401	PROFESSIONAL SERVICES	\$68,798	Annual audit services (\$45,738); Biennial valuation report for GASB 43/45 (\$13,500); Comprehensive Annual Financial Report (CAFR) Stat Information (\$750); Government Finance Officers Association (GFOA) CAFR Application (\$510); Voluntary Employees Beneficiary Association (VEBA) Administration Fees (\$750); State Mandate Cost Reimbursement Claims (SB90) filing (\$2,500); and CalPERS GASB 68 valuation report fees (\$5,050).
Total Professional Services		\$68,798	

Supplies & Equipment		2016-17 Budget	Description
6001	OFFICE SUPPLIES	\$6,500	Supplies for daily operations.
6304	MAINTENANCE	\$40,073	Eden Annual Support Fees (\$39,278); and ACOM Check Printer Maintenance (\$795).
Total Supplies & Equipment		\$46,573	

Operations		2016-17 Budget	Description
6112	POSTAGE	\$6,400	Postage costs associated with Finance Department correspondence.
6141	PRINTING, COPYING & BINDING	\$250	Printing budget documents and public notices.
6450	COMMUNICATIONS	\$2,035	Costs associated with five office telephones, five data lines, and a fax machine.
6501	PUBLIC NOTICES	\$710	Public notice for Annual City Financial Report as required by the State Controller's Office and Master Fee Schedule updates.
Total Operations		\$9,395	

Internal Allocations	2016-17 Budget	Description
7901 INTERNAL SERVICE ALLOCATION	\$67,286	Internal service allocations for: Self insurance cost (\$11,323); Building and facilities maintenance (\$26,722); Information technology support (\$21,541); and Copier charges (\$7,700).
9079 TRANSFERS TO RESERVES	\$2,960	Allocation of reserve funding to provide for replacement of capital assets at the end of their useful lives.
Total Internal Allocations	\$70,246	
Grand Total	\$1,050,293	

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Finance Department Revenue Services

Personnel Services	2016-17 Budget	Description
5101 REGULAR SALARIES	\$388,928	Base salary and incentives for all department personnel as subject to benefits per applicable MOUs.
5102 PART-TIME SALARIES	\$27,900	Salary for non-benefited employees.
5105 OVERTIME	\$500	Overtime pay in accordance with the applicable MOU. Overtime pay is only subject to Medicare and FICA employer contributions, when applicable, not City cost of CalPERS retirement.
5200 EMPLOYEE BENEFITS	\$236,792	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays.
Total Personnel Services	\$654,120	

Staff Training & Development	2016-17 Budget	Description
6405 TRAINING/MEETINGS/CONFERENCES	\$2,750	Training in accounting, collections, and financial analysis for department employees (\$1,000); California Society of Municipal Financial Officers conference for one employee (\$1,000); and California Municipal revenue and tax Association annual conference (\$750).
6406 PROFESSIONAL DEVELOPMENT	\$4,500	Reimbursement for three mid-managers, in accordance with MOU (\$1,000); and tuition reimbursement for employees in accordance with MOU (\$3,000).
6701 DUES & MEMBERSHIPS	\$320	Membership with California Society of Municipal Finance Officers (\$220); and California Municipal Revenue and Tax Association (\$100).
Total Staff Training & Development	\$7,570	

Professional Services	2016-17 Budget	Description
6419 OTHER SERVICES	\$156,320	InfoSend online bill pay website monthly fees (\$16,000); InfoSend utility bill printing and mailing (\$14,000); Credit card fees for utility payments (\$125,000); and Credit check (\$1,320).
Total Professional Services	\$156,320	

Supplies & Equipment	2016-17 Budget	Description
6001 OFFICE SUPPLIES	\$4,500	Supplies for daily operations (\$1,500); and Customized paper and envelopes used for mailing delinquent utility bills to customers (\$3,000).
6304 MAINTENANCE	\$54,400	Annual license fees for utility billing, business license, and cashier software systems (\$24,000); Annual license fee for meter reading software (\$30,000); and check signing equipment (\$400).
Total Supplies & Equipment	\$58,900	

Operations	2016-17 Budget	Description
6112 POSTAGE	\$35,280	First class postage for approximately 72,000 mail pieces.
6450 COMMUNICATIONS	\$1,410	Charges for seven office phones, one fax line, and six data lines.
Total Operations	\$36,690	

Internal Allocations	2016-17 Budget	Description
7901 INTERNAL SERVICE ALLOCATION	\$28,937	Internal service allocations for: Self insurance cost (\$8,694); Information technology support (\$18,743); and Copier charges (\$1,500).
7902 INTERDEPARTMENTAL CHARGES	\$35,854	Allocation of services provided to this fund based on cost allocation plan conducted in 2005-06.
Total Internal Allocations	\$64,791	
Grand Total	\$978,391	

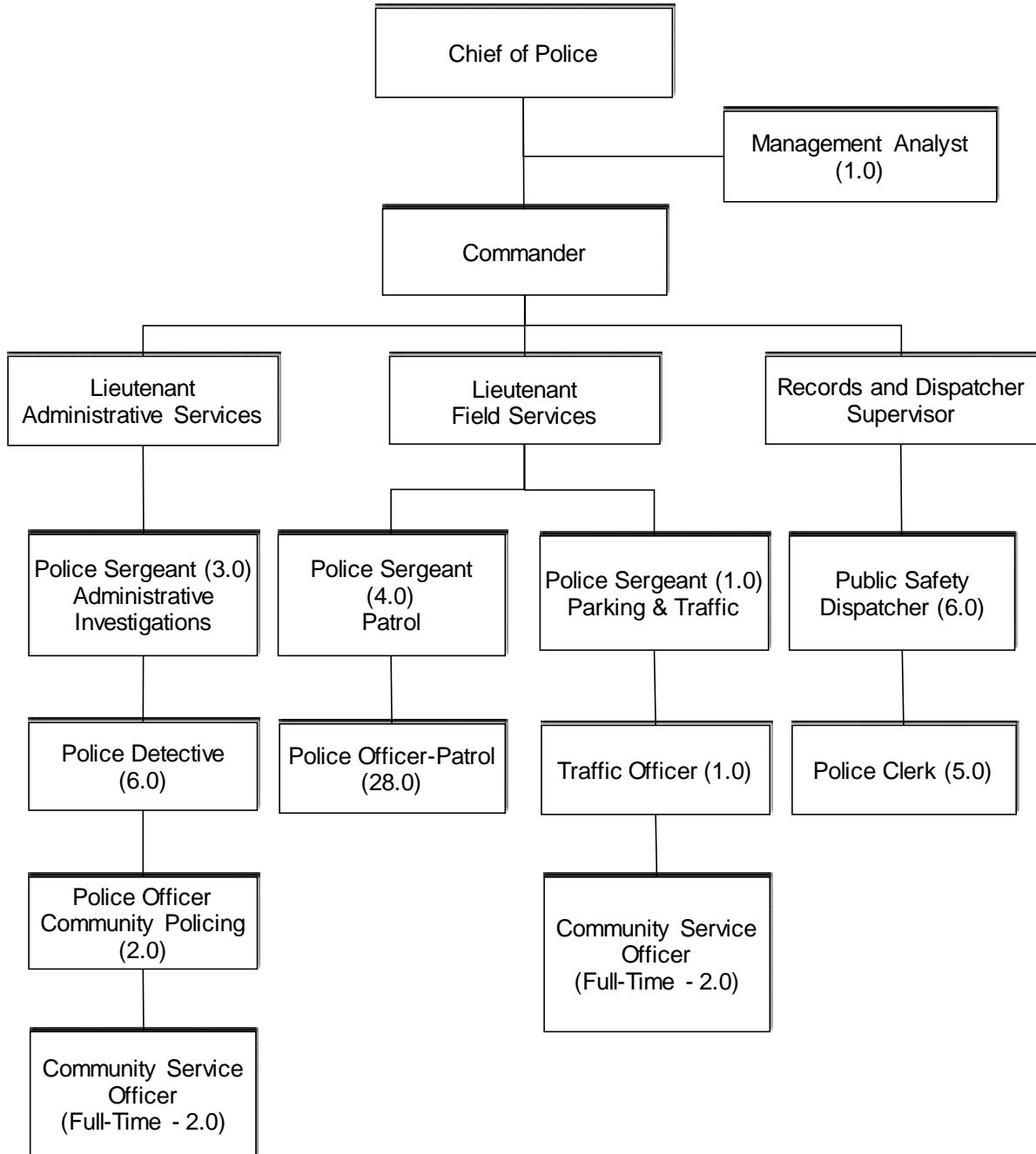
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Police Department

Police



Police Department

The San Bruno Police Department is committed to providing the highest level of police service to the community by preserving the community's peace while adhering to the highest level of ethical standards and professional conduct. The Department is dedicated to improving the quality of life for everyone who lives, works, and does business in San Bruno. The Department partners with the community to build trust and mutual respect, and to understand the community's concerns and identify and solve problems together.

Overview

The San Bruno Police Department is a full service law enforcement agency that provides police 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 the following programs:

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

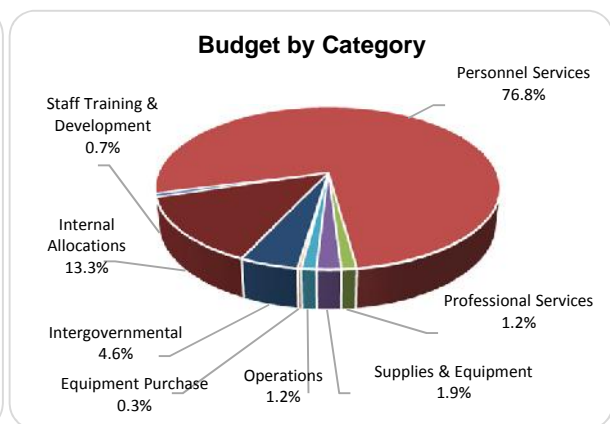
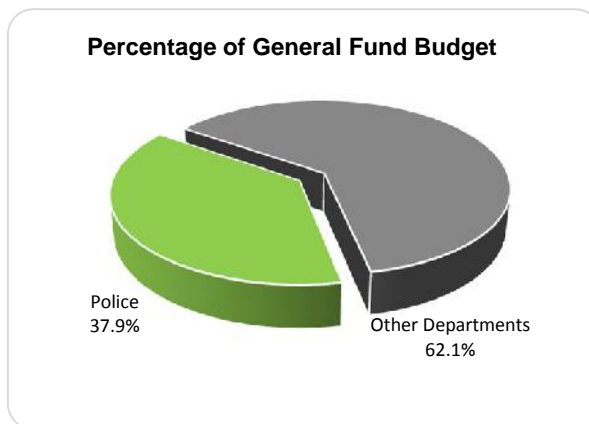
- **Contract Services**

Contracts with various public and private agencies allows 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 animal control services.

Police Department Budget Summary

Budgeted Expenditures	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
	Actual	Actual	Budget	Budget
Personnel Services	\$ 10,058,895	\$ 10,778,591	\$ 11,721,217	\$ 12,313,243
Staff Training & Development	83,632	80,196	111,107	114,164
Professional Services	178,556	157,163	170,400	189,450
Supplies & Equipment	220,250	204,819	266,230	306,730
Operations	153,240	163,398	156,721	185,341
Equipment Purchase	61,883	134,758	220,310	44,634
Intergovernmental	618,225	557,610	732,915	737,695
Internal Allocations	2,165,652	2,535,620	2,326,687	2,135,406
Total:	\$ 13,540,333	\$ 14,612,156	\$ 15,705,587	\$ 16,026,663

Funding Summary	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
	Actual	Actual	Budget	Budget
General Fund	\$ 12,241,494	\$ 13,310,348	\$ 14,481,596	\$ 14,622,963
Department Revenues	1,298,839	1,301,807	1,223,991	1,403,700
Total:	\$ 13,540,333	\$ 14,612,156	\$ 15,705,587	\$ 16,026,663



Performance and Workload Measures	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
	Actual	Actual	Estimated	Target
Number of Crisis Intervention Trained Officers	3	0	12	12
Number of DUI Enforcement Programs	3	5	24	36
Number of Massage Business Compliance Checks	1	0	14	10
Number of Burglary Suppression Programs	6	7	10	12
Number of Pedestrian Safety / Enforcement Programs	2	3	6	10

Goals and Accomplishments

2015-16 Accomplishments

- ◆ Updated the customer service survey to solicit more detailed information from respondents including their willingness to participate in Neighborhood Watch efforts
- ◆ Updated computer equipment in eleven patrol vehicles
- ◆ Participated in San Mateo County Saturation Traffic Enforcement Program (STEP) to enhance traffic safety

2015-16 Accomplishments (Continued)

- ◆ Implemented three handheld automated parking citation units resulting in a 35% increase in the number of issued citations and a 50% reduction in the number of parking related complaints
- ◆ Dedicated eight personnel over the course of ten separate weeks to the county's Gang Task Force
- ◆ All personnel have been brought into compliance with POST perishable skills and continued professional training requirements
- ◆ Twelve officers attended Crisis Intervention Training bringing the total number of crisis intervention trained personnel to twenty-three
- ◆ Four new Explorers entered the Explorer Academy
- ◆ Acquired and implemented an Automated License Plate Reader
- ◆ 25% decrease in robbery in 2015 from previous calendar year
- ◆ Worked with the Human Resources Department in the recruitment of seven police officers, one dispatcher, and one management analyst
- ◆ Finalized a Major Accident Investigation Team (MAIT) with Burlingame and Hillsborough Police Departments
- ◆ Conducted regular grant funded DUI enforcement and checkpoint details
- ◆ Conducted a DUI prevention program at Capuchino High School
- ◆ Conducted compliance checks and prostitution enforcement operations at all massage establishments
- ◆ Facilitated National Night Out and Police Day at the Mall with the assistance of the Citizens Crime Prevention Committee
- ◆ Secured \$47,000 in Office of Traffic Safety Grant Funding
- ◆ Participated in a countywide effort to combat human trafficking
- ◆ Increased community outreach and education via social media

2016-17 Goals and Objectives

- ◆ Develop a data driven targeted traffic plan to effectively focus enforcement efforts
- ◆ Work collaboratively with other bay area law enforcement agencies to combat human trafficking while providing resources to victims
- ◆ Increase firearms range training for department personnel from biannual to quarterly to adhere to existing standards
- ◆ Leverage social media avenues to enhance transparency and better communicate and educate the public
- ◆ Conduct "Ethical Use of Force Training" an emphasis on de-escalation tactics and techniques
- ◆ Reduce criminal street gang activity in San Bruno and San Mateo County by participating in a countywide task force
- ◆ Update the Field Training, Reserve, and Explorer Program Manuals to be submitted to POST for review and approval
- ◆ Reinitiate the bicycle patrol program on a seasonal/part time basis focused on the downtown area, the mall, and parks
- ◆ Work closely with schools through regular outreach via the School Resource Officer position
- ◆ Leverage technology and the strategic deployment of personnel to prevent and combat burglaries
- ◆ Update general orders and policies
- ◆ Work with San Bruno Community Foundation and Public Services to improve pedestrian safety

Police Department

Personnel Services	2016-17 Budget	Description
5101 REGULAR SALARIES	\$7,047,924	Base salary and incentives for all department personnel as subject to benefits per applicable MOUs.
5102 PART-TIME SALARIES	\$131,230	Salary for non-benefited employees.
5105 OVERTIME	\$640,000	Overtime pay in accordance with the applicable MOU. Overtime pay is only subject to Medicare and FICA employer contributions, when applicable, not City cost of CalPERS retirement.
5200 EMPLOYEE BENEFITS	\$5,134,089	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays.
Total Personnel Services		
	\$12,313,243	

Staff Training & Development	2016-17 Budget	Description
6405 TRAINING/MEETINGS/CONFERENCES	\$77,064	Staff training for range, use fees, and targets (\$22,000); POST required continued professional training courses (\$20,746); Canine training for two dogs and their handlers (\$8,000); SWAT training (\$6,276); Internal Affairs Update School (\$680); Firearms Instructor Update Course (\$950); Use of Force Liability for Supervisors (\$495); Police Supervisor Training (\$680); Traffic Enforcement and Investigation (\$2,285); Training in investigation (\$2,272); Crisis Intervention Training (\$1,200); Property / Evidence Training (\$1,500); POST Supervisory Leadership Institute (\$4,000); San Mateo County meetings and membership dues for County Commanders, Training Managers Association, Communication Managers Association, Chief and Sheriff Associations, County Investigators, and 100 Club; California Peace Officer Associations membership and seminars; Cal Chiefs and International Association of Chiefs of Police (\$3,275); Seminars including Juvenile Officer Association and Property Officer Association (\$330); Police Explorer dues (\$350);

Staff Training & Development (Cont.)

			Reserve Officer Association Dues, which includes legal defenses, for eight Reserve Officers (\$925); North County Investigators meetings (\$600); and Reserve Officer Appreciation Dinner (\$500).
6406	PROFESSIONAL DEVELOPMENT	\$32,500	Department head and 13 mid-management employees (\$7,500); and Tuition reimbursement in accordance with applicable MOUs for five employees (\$25,000).
6702	PUBS & SUBSCRIPTIONS	\$4,600	Law Enforcement Publications (\$565); Legal Sourcebook Site Licenses (\$1,050); Lexipol General Order Updates - reimbursable by ABAG (\$2,850); and Printed copies of penal and vehicles codes (\$135).

Total Staff Training & Development \$114,164

Professional Services		2016-17 Budget	Description
6401	PROFESSIONAL SERVICES	\$134,000	Parking citation processing and fines collection services (\$27,000); Technical support for Computer Aided Dispatch/Records Management system, In-Car video system, Mobile Computing Applications, CCTV system, Voice Print Recorder, Identification Card system, Live Scan Fingerprinting system, 9-1-1 Interfaces, radio system and all related components (\$43,000); background investigations for potential Police employees (\$10,000); and School Crossing Guard Services (\$54,000).
6402	LEGAL EXPENSES	\$3,000	Investigative services such as public information database, confidential informants and travel expenses related to out of town investigations.
6419	OTHER SERVICES	\$52,450	North Peninsula Family Alternatives - Juvenile Diversion (\$40,217); Community Overcoming Relationship Abuse (CORA) (\$6,752); Towing charges (\$1,281); Police canine veterinary expenses (\$3,000); and Contribution to maintain the Keller Center for sexual assault victims (\$1,200).
Total Professional Services		<u> \$189,450</u>	

Supplies & Equipment		2016-17 Budget	Description
6001	OFFICE SUPPLIES	\$35,000	Supplies, materials, and services related to the operation of the Police Department. This includes the preparation of reports, evidence supplies to process crime scenes, secure destruction of documents, and the preparation of detailed investigations that are forwarded to the District Attorney's office and other interested parties. Including, but not limited to paper, pens, erasers, paper clips, staples, crime forms, incident forms, abandoned vehicle forms, parking citation forms, moving citation forms, warning notice forms, photo forms, cameras, camera memory cards, flares, batteries, flashlights, laminating, ID cards, and access cards.
6101	GAS AND OIL	\$95,000	Fuel for Police Department fleet of 32 vehicles.
6102	OPERATING SUPPLIES	\$75,000	Safety equipment and uniforms for sworn peace officers, reserve officers and specified nonsworn personnel as specified by MOUs (\$17,000); OC Spray protective equipment replacement (\$3,500); SWAT uniforms and safety gear replacement (\$7,000); Rain Gear pursuant to MOU (\$32,000); Bicycle Patrol Program equipments and uniforms (\$13,000); Office chair replacement (\$2,000); and patrol car supplies (\$500).
6304	MAINTENANCE	\$101,730	Maintenance of management system (Hitech) server including property, evidence and system information software (\$13,346); RIMS System, Computer Aided Dispatch/Records Management system, mobile computing, 9-1-1 interface and related components (\$42,300); Evidence data storage - Unix server (\$3,958); Document imaging and scanning system (\$3,000); Live Scan fingerprinting system (\$5,000); Critical Reach (\$400); Card Reader Security Access system (\$2,000); Identification Card system (\$6,061); Voice print digital recording system for preservation of all radio, 9-1-1 and business telephones (\$2,400); In-Car video system (\$2,000); backup power source for police data center (\$2,545); online citizen reporting system - Coplogic (\$5,000); Cellebrite telephone forensic analysis equipment (\$3,000); LeadsOnline pawn shop and property database (\$2,500); annual GPS service for special investigations tracker device (\$1,500); San Bruno share of regional records exchange program (SNARE) (\$1,000); and Miscellaneous repairs to PC's, 16 laptop computers, printers, typewriters, fax machines and other related equipments (\$5,720).
Total Supplies & Equipment		\$306,730	

Operations	2016-17 Budget	Description
6112 POSTAGE	\$4,000	Postage costs for department correspondence.
6408 MEDICAL EXAMS	\$7,000	Forensic examinations for sexual assault victims.
6450 COMMUNICATIONS	\$67,382	Telephone and fax lines coverage for 26 cell phones, 41 telephones and radio line communication including 9-1-1 lines (\$48,883); Dedicated data line with the City of Burlingame to allow interagency backup support during high 9-1-1 calls (\$7,100); San Bruno shared of T1 data line one-time installation fee (\$899) and regular billings (\$1,500), reimbursable to the City of Burlingame, to support radio interoperability between the two agencies, and Radio Channel Support (\$9,000).
6531 UTILITIES	\$106,959	Gas, electrical and water costs for police facility.
Total Operations	\$185,341	

Equipment Purchase	2016-17 Budget	Description
6650 TOOLS & EQPT. -\$25K	\$44,634	Rolatapes (\$700); Laser alignment and bipod devices for the total station (\$400); PAS devices (\$4,800); Bosch car data retrieval system (\$4,000); 40mm less lethal launcher and ammunition (\$5,000); Laser cartridges (\$8,600); Handguns (\$4,534); and Ammunition (\$16,600).
Total Equipment Purchase	\$44,634	

Intergovernmental	2016-17 Budget	Description
6309 RADIO MAINTENANCE	\$72,000	Access/Maintenance fees for use of law enforcement database terminals, such as DOJ and DMV (\$41,000); 9-1-1 consoles, transmitters, receivers, repeaters and other base station equipment for the two-way radio communication (\$26,628); Portable two way radio battery replacement (\$2,000); and Miscellaneous repairs to portable and mobile radios and related equipment (\$2,372).
7041 COUNTY SVCE.CHARGES	\$660,915	Services provided by the County including Animal Control Services (\$382,019); Crime lab fees (\$24,000); Crime lab usage fees (\$60,000); Parking fines allocations (\$150,000); Department of Justice fingerprinting fees (\$5,000); Outside agency supplement for July 4th enforcement (\$12,000); and First Chance sober station (\$27,896).
7069 INTERGOVERNMENTAL-OTHER	\$4,780	Peninsula Conflict Resolution Center
Total Intergovernmental		
\$737,695		

Internal Allocations	2016-17 Budget	Description
7901 INTERNAL SERVICE ALLOCATION	\$563,830	Internal service allocations for: Self insurance cost (\$276,000); Building and facility maintenance (\$113,622); Information technology support (\$110,005); and Central garage services (\$64,203).
7902 INTERDEPARTMENTAL CHARGES	\$1,423,426	Allocation of services provided to this fund based on cost allocation plan conducted in 2005-06.
9079 TRANSFERS TO RESERVES	\$148,150	Allocation of reserve funding to provide for replacement of capital assets at the end of their useful lives.
Total Internal Allocations		
\$2,135,406		
Grand Total		
\$16,026,663		

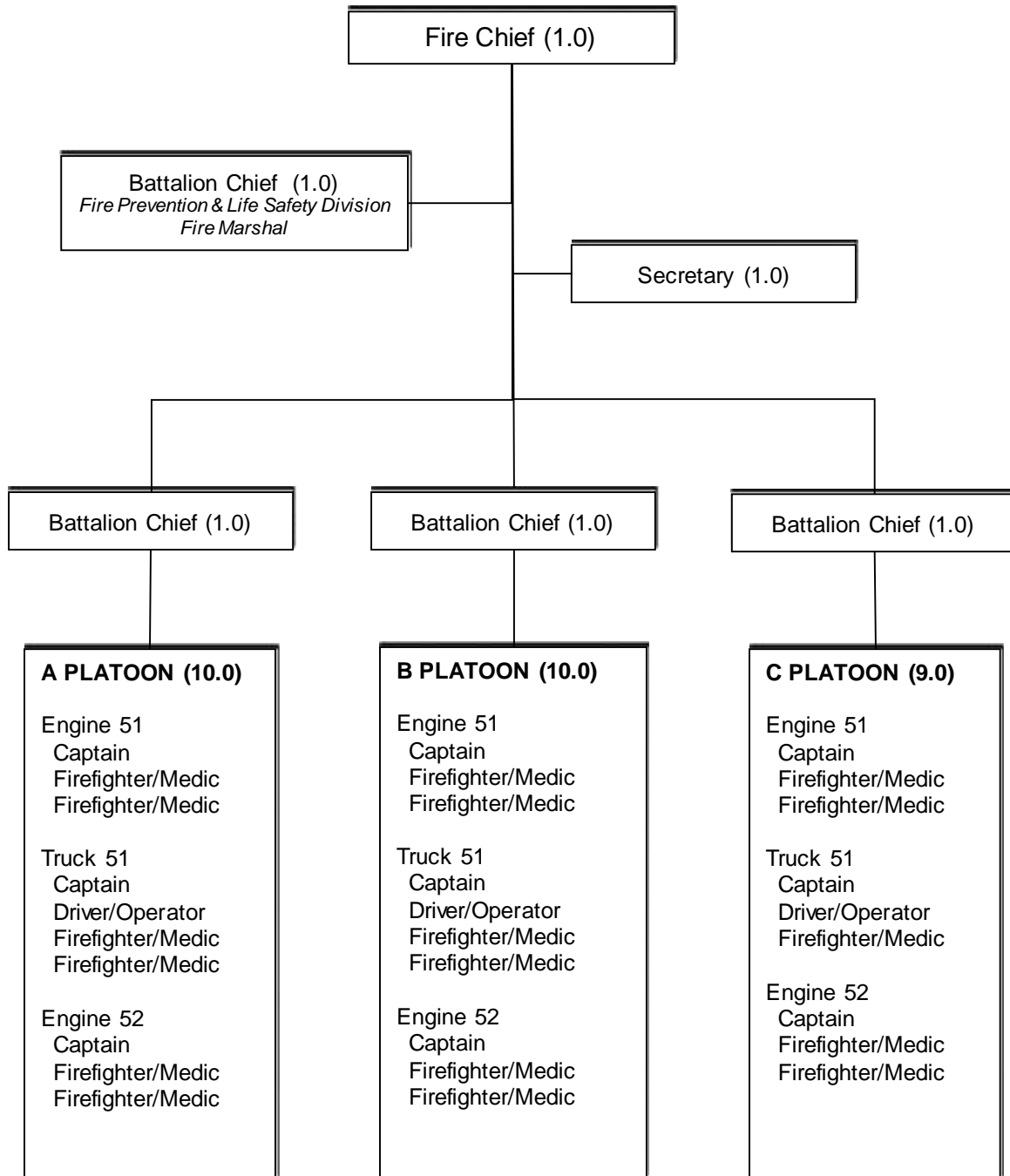
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Fire Department

Fire



Fire Department

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

Overview

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

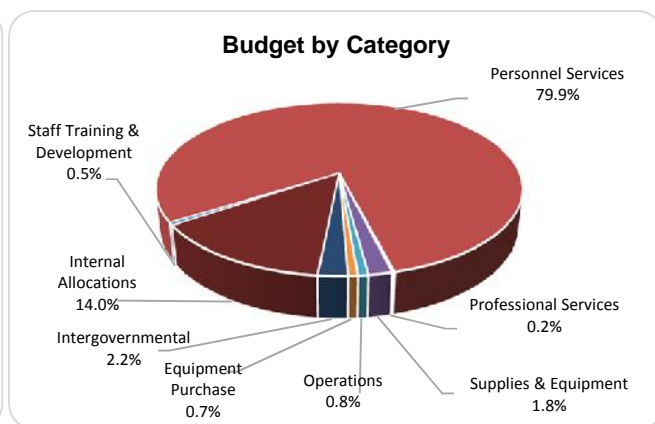
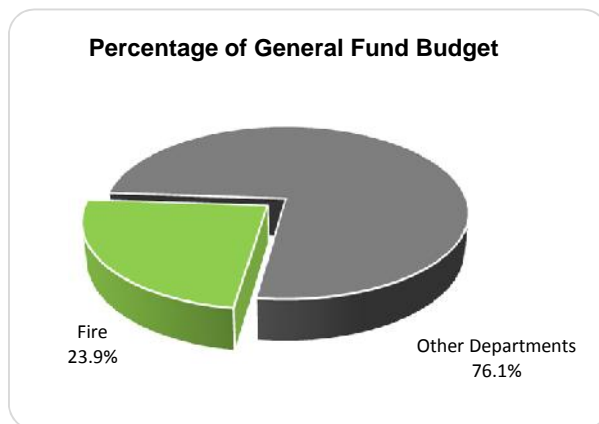
- **Administration**
Supports the day-to-day management of department personnel, apparatus and fire facilities. Also provides support, planning, and budget allocation for personnel, equipment, training, fire prevention, and community preparedness.
- **Operations**
Provides personnel, apparatus, and equipment 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)**
Partner 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 240 hours per firefighter annual training requirements.
- **Fire Prevention / Life Safety**
Provides enforcement of appropriate codes and ordinances, inspections, and fire cause and origin investigation. Provides public information and education programs including home and school fire safety, earthquake preparedness, CPR/AED training, car seat installation, and bike helmet safety.
- **Community Preparedness**
Coordinates the City's disaster preparedness program including upgrading resources in the EOC, participating in annual countywide emergency exercises, training staff in Web EOC and SMC Alert, and providing a Fire Department liaison to assist the Community Preparedness Committee. Provides certified personnel to coordinate Community Emergency Response Training (C.E.R.T.) twice annually to organizations and neighborhoods throughout the community.

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Fire Department Budget Summary

Budgeted Expenditures	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
	Actual	Actual	Budget	Budget
Personnel Services	\$ 6,551,388	\$ 6,979,244	\$ 7,231,784	\$ 8,065,374
Staff Training & Development	5,555	17,144	38,550	49,050
Professional Services	136,495	12,310	20,300	17,200
Supplies & Equipment	202,735	197,487	182,763	177,627
Operations	56,254	65,554	66,500	77,106
Equipment Purchase	114,606	73,722	108,650	73,000
Intergovernmental	284,982	738,547	643,939	220,724
Internal Allocations	1,205,352	1,551,896	1,452,486	1,412,447
Total:	\$ 8,557,367	\$ 9,635,903	\$ 9,744,972	\$ 10,092,528

Funding Summary	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
	Actual	Actual	Budget	Budget
General Fund	\$ 8,141,251	\$ 9,205,108	\$ 9,409,176	\$ 9,866,528
Department Revenues	416,115	430,795	335,796	226,000
Total:	\$ 8,557,367	\$ 9,635,903	\$ 9,744,972	\$ 10,092,528



Performance and Workload Measures	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
	Actual	Actual	Estimated	Target
Emergency calls for service	3,456	3,619	3,794	3,850
Medical responses	2,108	2,207	2,352	2,387
Structure and other fire related responses	70	69	73	65
Participants completing CERT training	28	32	40	40
Employees and residents trained in CPR/AED	80	100	150	200

Goals and Accomplishments

2015-16 Accomplishments

- ◆ Discontinued shared services relationships with Central County Fire Department and initiated reestablishment of stand alone San Bruno Fire Department
- ◆ Completed all 365 apartment and state mandated inspections
- ◆ Provided Community Cardio Pulmonary Resuscitation (CPR) and Automated External Defibrillator (AED) training to city staff and residents
- ◆ Completed community outreach and education prior to July 4th holiday
- ◆ Completed storm related training in anticipation of El Nino emergencies

2015-16 Accomplishments (Continued)

- ◆ Completed Emergency Operations Center (EOC) staff training on SMC Alert and Web EOC and participated in county-wide "Silver Dragon" emergency exercise
- ◆ Provided two Community Emergency Response Training (CERT) with 40 graduates completing the program
- ◆ Purchased emergency response equipment and apparatus including: extrication tool, automated cardio pulmonary resuscitation device, radios, Utility truck and Self Contained Breathing Apparatus (SCBA) bottles
- ◆ Purchased sump pumps kits and other storm related equipment to utilize during flood emergencies
- ◆ Responded to two out of county wildland fires, Rocky and Butte, as part of a Central San Mateo County Strike Team
- ◆ Adopted amendments recommended by the State Fire Marshals office in compliance with the updated State Fire Code
- ◆ Hired two new firefighters who completed the San Mateo County Fire Academy
- ◆ Updated/replaced IPAD's on all apparatus
- ◆ Purchased Automated External Defibrillators (AED) for all city facilities and patrol vehicles
- ◆ Reformatted and adopted new policies and procedures to reflect San Bruno as stand-alone department
- ◆ Prepared for the purchase and ordered a new Fire Engine and Fire Truck

2016-17 Goals and Objectives

- ◆ Provide educational and training opportunities to all Fire Department employees to address succession planning needs
- ◆ Assist Fire Prevention in completing all mandated fire inspections
- ◆ Continue public safety and education programs including Bike Helmet, car seat, fire and emergency preparedness
- ◆ Provide mandated and specialized training to firefighters in conjunction with the Central County Training Division
- ◆ Adopt and implement new policies and procedures in areas of administration, operations, training and fire prevention
- ◆ Provide two CERT training classes to the community
- ◆ Continue a thorough analysis of all apparatus, vehicle and equipment needs
- ◆ Provide semi-annual CPR/AED training to city employees and offer quarterly training classes to the community
- ◆ Continue a public education program related to wildland fire safety and effects of the drought
- ◆ Promote water conservation by reducing training exercises involving water and look at other areas of operations to save water
- ◆ Receive delivery, outfit and put into service a 2016 Fire Engine and Fire Truck
- ◆ Update current Fire Code by adopting amendments recommended by the State Fire Marshal
- ◆ Enhance use of social media to inform, educate and communicate with city staff and members of the community

Fire Department

Personnel Services	2016-17 Budget	Description
5101 REGULAR SALARIES	\$4,634,800	Base salary and incentives for all department personnel as subject to benefits per applicable MOUs.
5102 PART-TIME SALARIES	\$19,510	Salary for non-benefited employees.
5105 OVERTIME	\$675,000	Overtime pay in accordance with the applicable MOU. Overtime pay is only subject to Medicare and FICA employer contributions, when applicable, not City cost of CalPERS retirement.
5200 EMPLOYEE BENEFITS	\$2,736,064	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays.
Total Personnel Services	\$8,065,374	

Staff Training & Development	2016-17 Budget	Description
6405 TRAINING/MEETINGS/CONFERENCES	\$28,000	Mandatory training classes (\$1,000); State Emergency Medical Association (\$2,500); management training for succession planning (\$17,500); and Fire Academy and Driver Operator Classes for new firefighter (\$7,000).
6406 PROFESSIONAL DEVELOPMENT	\$17,500	One department head in accordance with MOU (\$1,000); Fire Academy and driver operator classes for two new Fire Recruits (\$14,000); and tuition reimbursement in accordance with applicable MOUs for one employee (\$2,500).
6701 DUES & MEMBERSHIPS	\$1,550	Fire service professional organizations such as: San Mateo County Fire Chief's Association (\$800); Northern Ca. Fire Mechanic's Association (\$100); San Mateo County Training Officer's Association (\$250); National Fire Protection Association (\$100); San Mateo County Fire Prevention Officer's Association (\$50); Ca. Assn. of Arson Investigators (\$150); International Assn. of Arson Investigators (\$50); and Northern Ca. Fire Prevention Officers (\$50).
6702 PUBS & SUBSCRIPTIONS	\$2,000	Trade journals such as Fire Engineering, Firehouse, Northern Ca. Fire Mechanic's Association (NFPA) News & OnScene (\$200); International Fire Code journals (\$1,000); San Mateo County Paramedic Protocol Updates (\$400); and San Mateo Times (\$200); and miscellaneous publications and reference materials (\$200).
Total Staff Training & Development	\$49,050	

Professional Services	2016-17 Budget	Description
6419 OTHER SERVICES	\$17,200	Department fitness testing program (\$9,600); ground ladder and aerial ladder testing to maintain mandated certifications (\$2,500); breathing air support unit for multi-alarm fires and hazmat incidents (\$1,500); and respiratory protection program fit testing for SCBA masks (\$3,600).
Total Professional Services		
	\$17,200	

Supplies & Equipment	2016-17 Budget	Description
6001 OFFICE SUPPLIES	\$2,200	Supplies needed for daily operations.
6101 GAS AND OIL	\$35,000	Allocation of fuel used by division's vehicles, gas and diesel.
6102 OPERATING SUPPLIES	\$101,314	Miscellaneous protective equipment (\$3,400); mandated cleaning of protection equipment (\$1,500); Fire prevention education supplies, community preparedness materials, and emergency preparedness supplies (\$3,000); supplies for semi-annual Community Emergency Response Team (CERT) Program (\$3,000); CPR/AED Training (\$2,550); Bike Helmet Program (\$4,000); turnout gear - 6 pairs (\$15,000); wildland gear - 10 pairs (\$4,000); safety gear, uniform and equipment for two new Fire Recruits (\$16,000); replacement for 5 fire helmets (\$1,864); janitorial supplies needed for daily operations at fire stations including cleaning materials, paper goods, mops, and brooms (\$3,000); supplies for hose repairs and accessories (\$5,000); supplies for oxygen used on medical calls (\$1,000); disposal of medical/biological waste (\$2,000); certification of fire extinguishers in stations (\$1,000); Fire stations living quarters' equipment and furnishing replacement, includes chairs and building supplies (\$9,500); parts for department apparatus (\$5,500); tires and batteries (\$8,000); parts and supplies for shop (\$4,000); and equipment for new firefighter (\$8,000).
6304 MAINTENANCE	\$39,113	Maintenance of two gas monitors (\$6,913); Defibrillator (\$2,200); Self Contain Breathing Apparatus (SCBA) testing (\$10,000); and maintenance costs for major apparatus repairs (\$20,000).
Total Supplies & Equipment		
	\$177,627	

Operations	2016-17 Budget	Description
6112 POSTAGE	\$500	Postage costs for department correspondence.
6450 COMMUNICATIONS	\$30,131	Phone lines for Station 51 and 52, Emergency Operations Center, 5 department cell phones, and station alerting systems; and iPads for Chief Officers & Apparatus.
6531 UTILITIES	\$41,085	Electric and gas utility charges for Station 51 and 52.
6601 RENTAL & LEASES	\$5,390	Lease payment and maintenance cost for copiers located at Station 51 and Station 52.
Total Operations	\$77,106	

Equipment Purchase	2016-17 Budget	Description
6650 TOOLS & EQPT. -\$25K	\$73,000	Portable radio replacement - 9 units (\$15,000); Engine/Truck equipment replacement (\$35,000); EMS equipment (airway bags, ALS airway equip) (\$6,000); replacement of beds, mattresses, and box springs (\$15,000); and refrigerator replacement (\$2,000).
Total Equipment Purchase	\$73,000	

Intergovernmental	2016-17 Budget	Description
6309 RADIO MAINTENANCE	\$8,200	Station and apparatus radio maintenance (\$7,000); and replacement of radio batteries (\$1,200).
7041 COUNTY SVCE.CHARGES	\$58,257	Hazardous materials (\$17,516); State mandated planning services (\$2,500); and San Bruno share of San Mateo County Sheriff's Office of Emergency Services (OES): County-wide Emergency Services (\$37,203); and County-wide IT system Fire View Dashboard program (\$1,038).
7069 INTERGOVERNMENTAL-OTHER	\$154,267	Shared joint training services and administration program agreement between Millbrae, San Bruno, San Mateo and Central County Fire Agencies (\$151,167); and San Mateo County Public Safety Communication Pager-Pass Through (\$3,100).
Total Intergovernmental	\$220,724	

Internal Allocations	2016-17 Budget	Description
7901 INTERNAL SERVICE ALLOCATION	\$420,994	Internal service allocations for: Self insurance cost (\$363,348); Building and facilities maintenance (\$5,988); and Information technology support (\$51,658).
7902 INTERDEPARTMENTAL CHARGES	\$823,043	Allocation of services provided to this fund based on cost allocation plan conducted in 2005-06.
9079 TRANSFERS TO RESERVES	\$168,410	Allocation of reserve funding to provide for replacement of capital assets at the end of their useful lives.
Total Internal Allocations	\$1,412,447	
Grand Total	\$10,092,528	

Public Services
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Public Services Department

Administration & Engineering

Streets Maintenance

Water (see Enterprise Funds page F-5)

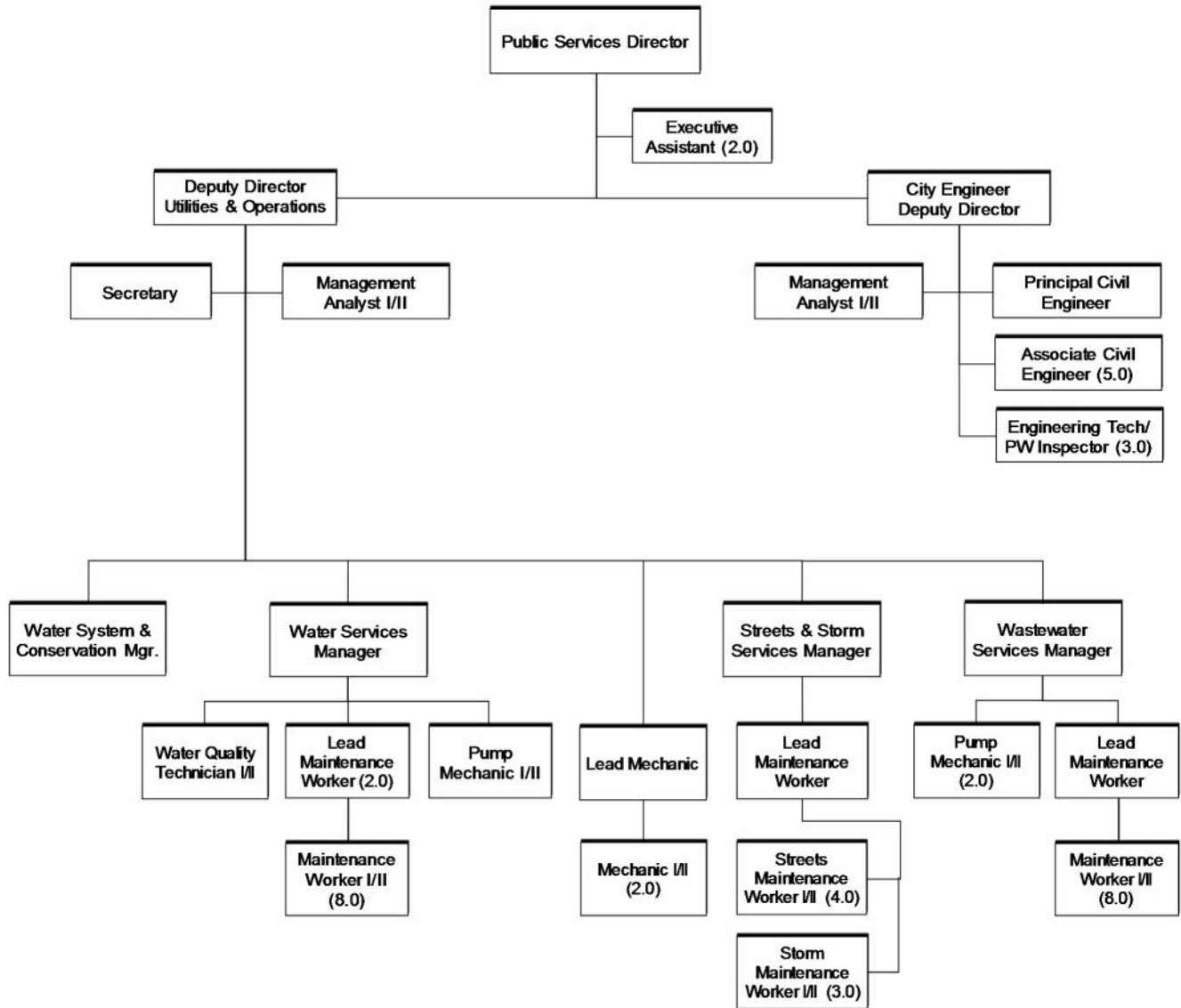
Wastewater (see Enterprise Funds page F-15)

Stormwater (see Enterprise Funds page F-25)

Central Garage (see Internal Service Funds page G-5)

Solid Waste (see Special Revenue Funds page H-23)

Public Services



Public Services Department

Committed to providing professional, competent, and cost-effective services to the community.

Overview

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

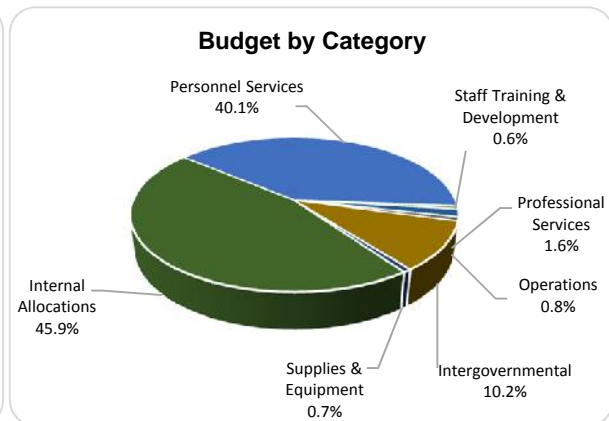
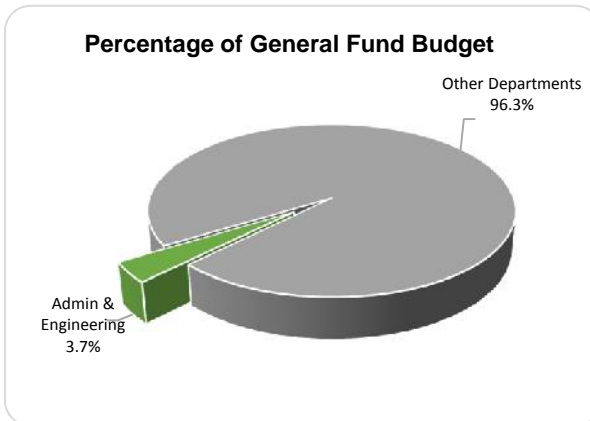
- **Administration & Engineering** - is responsible for providing leadership and oversight for all departments programs and serves as the professional engineering resource for the City. The Division coordinates the work activities of each division in the Public Services Department and provides high-level 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. Some of the work the division performs 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 Transportation Safety and Parking Committee (TSPC) to engage and respond to urgent community needs, and performing review and approval of development applications to ensure compliance with City Standards and Specifications as well as the regulatory requirements and Subdivision Map Act.
- **Streets Maintenance** - 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. Some of the work the division performs includes routine pavement maintenance, pothole repairs and full depth spot repairs to prevent large-scale pavement deterioration, providing timely removal of trash in public right-of-way, replacing thermoplastic traffic legends and maintaining curb painting and maintain 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 includes collaborating with the Engineering Division and the Traffic Safety and Parking Committee to install new pavement markings, striping and signage.
- **Water** – is responsible for ensuring the highest customer service by quickly responding to water main/service leaks and resolving water quality questions and concerns in a timely manner (see Enterprise Funds page F-5 for more detail).
- **Wastewater** – is responsible for inspection, maintenance and operation of 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 page F-15 for more detail).
- **Stormwater** – is responsible for providing assistance to residents with drainage and runoff issues, maintaining and repairing City owned storm drain infrastructure that includes mains, catch basins, grates and valley gutters and responding to illicit discharge into the storm drain system (see Enterprise Funds page F-25 for more detail).

- **Central Garage** – provides service 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 page G-5 for more detail).
- **Solid Waste** – is responsible for maintain the 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 page H-23 for more detail).

Administration & Engineering Budget Summary

Budgeted Expenditures	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
	Actual	Actual	Budget	Budget
Personnel Services	\$ 527,149	\$ 683,462	\$ 581,429	\$ 624,465
Staff Training & Development	7,644	6,086	9,025	9,575
Professional Services	140	581	116,092	25,000
Supplies & Equipment	5,131	6,007	10,000	10,800
Operations	12,432	12,084	12,556	13,000
Intergovernmental	139,610	141,782	158,616	158,616
Internal Allocations	655,351	717,506	740,958	714,647
Total:	\$ 1,347,457	\$ 1,567,508	\$ 1,628,676	\$ 1,556,103

Funding Summary	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
	Actual	Actual	Budget	Budget
General Fund	\$ 564,763	\$ 759,784	\$ 668,978	\$ 469,103
Department Revenues	104,982	86,752	91,500	156,000
Recovery from Other Funds:				
Stormwater Fund	13,554	14,419	17,364	18,624
Wastewater Fund	271,085	288,389	347,279	372,288
Water Fund	393,073	418,164	503,555	540,088
Total:	\$ 1,347,457	\$ 1,567,508	\$ 1,628,676	\$ 1,556,103



Performance and Workload Measures	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
	Actual	Actual	Estimated	Target
Number of CIP construction projects completed	10	6	11	13
Number of encroachment permits processed	179	180	196	185

Goals and Accomplishments

2015-16 Accomplishments

- ◆ Completed Design/Study for the following Projects:
 - Crestmoor Canyon Sewer Replacement
 - Trenton Sewer Replacement
 - Spyglass Pump Station and Force Main Replacement
 - Jenevein Avenue Sewer and Water Replacement

2015-16 Accomplishments (Continued)

- ◆ Completed Design/Study for the following Projects:
 - 2015 Street Rehabilitation
 - Masson Avenue Box Culvert Repair
 - City Park Stormwater Improvement
 - Lower San Bruno Avenue Medians
 - El Camino Real and Angus Avenue Intersection Improvements Project
 - 324 Florida Site Remediation Project
 - Speed Zone Survey
 - Technical Study for FEMA Coastal Study
 - Transit Corridor Pedestrian Connection Improvement Project - Phase III
 - Police Plaza Security Enhancement Project

- ◆ Completed Construction for the following:
 - Olympic Pump Station and Force Main Replacement Project
 - CCTV inspection of Sanitary Sewer Laterals in the Sharp Park Basin
 - Glenview Tank No. 3.
 - Regulating Stations on SFPUC Service Connections Project
 - College Water Pump Station No. 4
 - SCADA Radio Transmitter Installation Project
 - LED Streetlight Conversion Project
 - Emergency Replacement of Water Main for the Shelter Creek Condominiums
 - 2015 Street Rehabilitation Project
 - 2015 Sidewalk Repair Program
 - Transit Corridor Pedestrian Connection Improvement Project - Phase III

- ◆ Preparation of Water and Wastewater Rate Study
- ◆ Completed new development review, public information and outreach sections of annual Stormwater Report for San Francisco Bay Regional Water Quality Control Board as required by the Municipal Regional Stormwater Permit (MRP)

2016-17 Goals and Objectives

- ◆ Complete Design/Study for the following:
 - Avenues 1-1 and 1-2 Sewer and Water Replacement Project
 - The Tank Rehabilitation Project
 - Cunningham Tank 1 Replacement Project
 - Commodore Park Well Replacement Project
 - Pressure Regulator at Arbor Court Project
 - Senior Center Deck Replacement Project
 - San Mateo Avenue Sewer and Water Replacement Project
 - San Antonio Avenue Sewer and Water Replacement Project
 - Crestwood Drive Sewer and Water Replacement Project
 - Sneath Lane and Lake Drive Pump Stations
 - Crystal Springs Road Sewer and Water Replacement Project
 - City Park Restrooms Replacement Project

2016-17 Goals and Objectives (Continued)

- ◆ Complete Construction for the following:
 - 324 Florida Site Remediation Project
 - Pressure Regulator at Arbor Court Project
 - Crestmoor Canyon Sewer Replacement Project
 - Trenton Sewer Replacement Project
 - Spyglass Pump Station and Force Main Replacement Project
 - Jenevein Avenue Sewer and Water Replacement Project
 - Masson Avenue Box Culvert Repair Project
 - City Park Stormwater Improvement Project
 - Lower San Bruno Avenue Medians Project
 - El Camino Real and Angus Avenue Intersection Improvements Project
 - Police Plaza Security Enhancement Project
 - Crystal Springs Road Sewer and Water Replacement Project
 - San Mateo Avenue Sewer and Water Replacement Project

- ◆ Support the development of the Community Facilities Vision Plan
- ◆ Complete the Water and Wastewater Rate Study
- ◆ Coordinate regional efforts on the appeal of Federal Emergency Management Agency (FEMA) flood impacts in San Bruno
- ◆ Coordinate regional efforts on the emerging issue of sea level rise and the potential impact to residents, commerce, and infrastructure
- ◆ Begin electronic storage of Department's paper versions of engineering design drawings and underground infrastructure base maps
- ◆ Complete design and construction of the Pedestrian Crosswalk and Safety Improvements project

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Public Services Department Administration & Engineering

Personnel Services	2016-17 Budget	Description
5101 REGULAR SALARIES	\$730,877	Base salary and incentives for all department personnel as subject to benefits per applicable MOUs.
5105 OVERTIME	\$500	Overtime pay in accordance with the applicable MOUs. Overtime pay is only subject to Medicare and FICA employer contributions, when applicable, not City cost of CalPERS retirement.
5199 ALLOCATION TO PROJECTS	(\$475,293)	Engineering staff time to manage capital projects recovering direct salary and benefit charges.
5200 EMPLOYEE BENEFITS	\$368,381	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays.
Total Personnel Services	\$624,465	

Staff Training & Development	2016-17 Budget	Description
6405 TRAINING/MEETINGS/CONFERENCES	\$4,025	Professional development training for engineers, inspectors, and staff related to construction, project, and grant management (\$2,500); Mandatory safety training (\$375); League of Cities Public Works Annual Conference (\$600); Monthly City/County Engineer's meetings (\$400); and Traffic Safety and Parking Committee meeting (\$150).
6406 PROFESSIONAL DEVELOPMENT	\$3,500	Department head and five mid-managers, in accordance with MOUs.
6701 DUES & MEMBERSHIPS	\$2,000	American Society of Civil Engineers - 4 staff (\$1,000); Engineering license renewal - 4 staff (\$600); and Institute of Transportation Engineers - 1 staff (\$400).
6702 PUBS & SUBSCRIPTIONS	\$50	Caltrans specifications (\$25); Specialized engineering manuals (\$25).
Total Staff Training & Development	\$9,575	

Professional Services		2016-17 Budget	Description
6401	PROFESSIONAL SERVICES	\$25,000	Engineering services related to core drilling, geotechnical survey, and analysis as needed.
Total Professional Services		\$25,000	

Supplies & Equipment		2016-17 Budget	Description
6001	OFFICE SUPPLIES	\$6,400	Supplies for daily operations.
6101	GAS AND OIL	\$3,900	Fuel for four vehicles.
6102	OPERATING SUPPLIES	\$500	Safety equipment including hardhats, safety shoes and safety vests.
Total Supplies & Equipment		\$10,800	

Operations		2016-17 Budget	Description
6112	POSTAGE	\$3,000	Postage for Traffic Safety and Parking Committee meetings (\$1,000) and general Engineering correspondence (\$2,000).
6450	COMMUNICATIONS	\$10,000	Usage charges for Department's dedicated fax and data lines, office telephone, and various mobile devices.
Total Operations		\$13,000	

Intergovernmental		2016-17 Budget	Description
7069	INTERGOVERNMENTAL-OTHER	\$158,616	C/CAG assessment calculated annually based on City's share of San Mateo County's population and trip generation.
Total Intergovernmental		\$158,616	

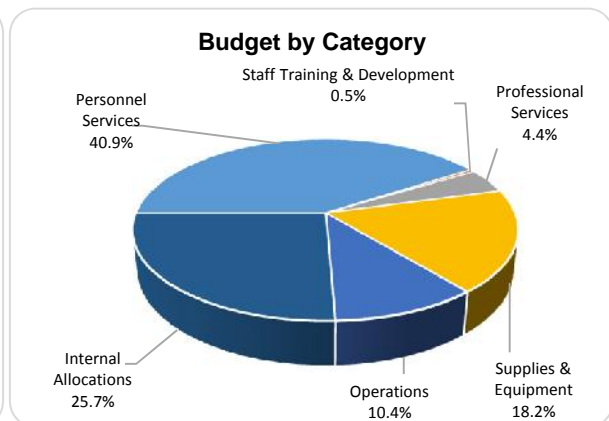
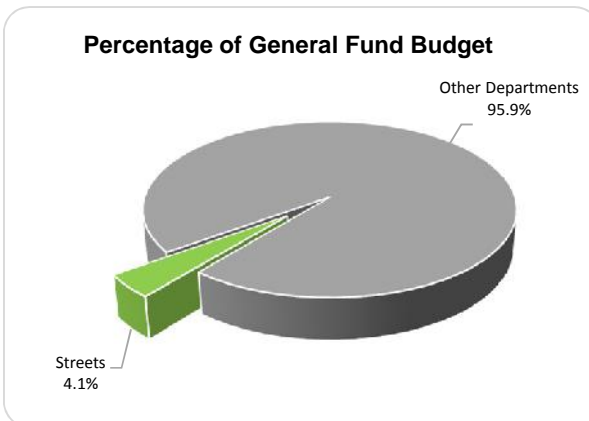
Internal Allocations	2016-17 Budget	Description
7901 INTERNAL SERVICE ALLOCATION	\$100,907	Internal service allocations for: Self insurance cost (\$15,771); Buildings and Facilities maintenance (\$22,829); Information technology support (\$59,051); Central garage support (\$3,156); and Copier charges (\$100).
7902 INTERDEPARTMENTAL CHARGES	\$605,440	Allocation of services provided to this fund based on cost allocation plan conducted in 2005-06.
9079 TRANSFERS TO RESERVES	\$8,300	Allocation of reserve funding to provide for replacement of capital assets at the end of their useful lives.
Total Internal Allocations	\$714,647	
Grand Total	\$1,556,103	

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Streets Maintenance Budget Summary

Budgeted Expenditures	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
	Actual	Actual	Budget	Budget
Personnel Services	\$ 563,696	\$ 650,245	\$ 677,344	\$ 715,270
Staff Training & Development	6,461	856	7,325	8,075
Professional Services	16,526	12,037	39,160	77,250
Supplies & Equipment	283,701	305,449	320,964	317,500
Operations	183,652	198,478	181,150	181,667
Internal Allocations	261,911	276,216	482,918	448,643
Total:	\$ 1,315,947	\$ 1,443,281	\$ 1,708,861	\$ 1,748,405

Funding Summary	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
	Actual	Actual	Budget	Budget
General Fund	\$ 444,206	\$ 635,414	\$ 842,661	\$ 904,705
Grant Revenues:				
C/CAG Vehicle Registration Fee	101,756	39,890	97,500	75,000
Caltrans Highway Grant	19,985	17,977	18,700	18,700
Gas Tax	750,000	750,000	750,000	750,000
Total:	\$ 1,315,947	\$ 1,443,281	\$ 1,708,861	\$ 1,748,405



Performance and Workload Measures	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
	Actual	Actual	Estimated	Target
Average Citywide Pavement Condition Rating (0-100)	64	64	64	64
Number of pothole repairs completed	1,000	1,509	1,092	1,000
Amount of asphalt used for non-Capital road repair (square feet)	4,792	14,697	12,210	15,000
Amount of thermoplastic street markings installed (square feet)	11,368	9,516	3,600	3,000
Number of street light poles replaced	6	14	29	30

Goals and Accomplishments

2015-16 Accomplishments

- ◆ Initiated contract for Traffic Signal Rehabilitation CIP project
- ◆ Completed community outreach and installed temporary lighting for Crestmoor street light outage

2015-16 Accomplishments (Continued)

- ◆ Completed conversion of streetlights to LED to provide better illumination, lower energy cost and longer life with less maintenance
- ◆ Installed temporary lighting system for the Crestmoor area consisting of rented light towers, solar powered lights, and resident supplied power to the street lights
- ◆ Completed 7 traffic work orders consisting of thermo installation, signage, and red curb
- ◆ Replaced 218 signs, straightened 116 poles, replaced 48 damaged poles, and removed graffiti from 90 signs
- ◆ Coordinated with contractor to repair 111 street light outages, excluding the Crestmoor street light outage
- ◆ Continual coordination with South San Francisco staff to maintain 17 traffic signal light locations with monthly inspections
- ◆ Completed removal of graffiti on sidewalks, street light poles, traffic controller boxes and miscellaneous items within City right-of-way
- ◆ Completed repairs and replacement of approximately 100 feet of guardrail at various locations were damaged due to vehicle accidents
- ◆ Assisted in the Community Day in the Park event, Operation Clean Sweep, annual Posy Parade, and 4th of July celebration
- ◆ Participated in the demonstrations at City Park for promoting Public Works Week
- ◆ Responded to and picked up trash and debris at 941 locations
- ◆ Provided construction management and inspection services for installation of LED Streetlight CIP Project
- ◆ Completed training in First Aid/CPR, Hazardous Materials (HAZMAT), heat exposure, Regional El Nino, Respiratory Fit, and Traffic Zone Safety

2016-17 Goals and Objectives

- ◆ Replace approximately 30 streetlight poles
- ◆ Complete initial Geographic Information Systems (GIS) collection and input of traffic infrastructure assets including traffic signs, critical pavement markings, and street light inventory
- ◆ Implement traffic signal rehabilitation and replacement program of 18 signalized intersections
- ◆ Assess 10-Year Plan for design and replacement of aging regulated output (RO) high voltage street light circuits
- ◆ Assess feasibility to install surveillance cameras at illegal dumping hot spot locations
- ◆ Complete a traffic sign condition assessment and audit
- ◆ Develop a street sign replacement program

Public Services Department Streets Maintenance

Personnel Services	2016-17 Budget	Description
5101 REGULAR SALARIES	\$421,637	Base salary and incentives for all department personnel as subject to benefits per applicable MOUs.
5102 PART-TIME SALARIES	\$20,000	Salary for non-benefited employees.
5105 OVERTIME	\$10,000	Overtime pay in accordance with the applicable MOUs. Overtime pay is only subject to Medicare and FICA employer contributions, when applicable, not City cost of CalPERS retirement.
5200 EMPLOYEE BENEFITS	\$263,633	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays.
Total Personnel Services	\$715,270	

Staff Training & Development	2016-17 Budget	Description
6405 TRAINING/MEETINGS/CONFERENCES	\$6,575	Mandatory safety trainings including Confined Space, Traffic Zone Safety, HAZMAT, and Equipment Operations (\$5,875); "Green Book Practices" Conference and training for staff - various locations and mediums (\$175); and League of Cities Conference (\$525).
6406 PROFESSIONAL DEVELOPMENT	\$250	One mid-management employee (50% in Streets and 50% in Stormwater), in accordance with MOU.
6701 DUES & MEMBERSHIPS	\$1,200	American Public Works Association, American Society of Civil Engineers, (ASCE), Underground Service Alert (USA), and California Street Light Association.
6702 PUBS & SUBSCRIPTIONS	\$50	Subscriptions to professional journals and publications.
Total Staff Training & Development	\$8,075	

Professional Services		2016-17 Budget	Description
6401	PROFESSIONAL SERVICES	\$30,000	Contract to complete an inventory and condition assessment of all City traffic Road Signs
6411	CONTRACTUAL SERVICES	\$28,000	Repair damaged sidewalks to prevent or respond to a trip and fall (\$12,000); and Purchase and install two surveillance cameras (\$16,000).
6419	OTHER SERVICES	\$19,250	Hazardous waste material and disposal, recycling hazardous waste materials, San Mateo County fees, uniform cleaning, alarm services, fork lift fuel, and asset management system annual support and license.
Total Professional Services		\$77,250	

Supplies & Equipment		2016-17 Budget	Description
6001	OFFICE SUPPLIES	\$500	Supplies for daily operations.
6101	GAS AND OIL	\$29,000	Fuel and lubrication for vehicles and equipment.
6102	OPERATING SUPPLIES	\$92,000	Uniforms and personal protective equipment (\$5,000); Small tools and hardware, propane and yard supplies (\$5,000); Asphalt and emulsion material, baserock, tools, saw blades (\$43,000); Pothole patch material, crack seal material, tools (\$25,000); Guard rail replacement materials, tools (\$8,000); and Concrete/cement, baserock, tools (\$6,000).
6203	STREET LIGHT & TRAFFIC SIGNALS	\$196,000	Streetlight maintenance/repair and parts/material (\$85,500); TSPC/ Eng work orders for paint/markers and install signs, paint, and markers (\$46,000); Traffic signal maintenance and repair (\$39,000); and Traffic signs and poles maintenance (\$25,500).
Total Supplies & Equipment		\$317,500	

Operations		2016-17 Budget	Description
6450	COMMUNICATIONS	\$2,800	Internal allocation of dedicated fax and data lines, office phone lines and eight mobile phones.
6531	UTILITIES	\$177,867	Allocation of garbage services, PG&E utilities provided to the Corporation Yard and all streetlights.
6601	RENTAL & LEASES	\$1,000	Special equipment rental.
Total Operations		\$181,667	

Internal Allocations	2016-17 Budget	Description
7901 INTERNAL SERVICE ALLOCATION	\$285,005	Internal service allocations for: Self insurance cost (\$262,857); Information technology support (\$9,939); and Central garage support (\$12,209).
7902 INTERDEPARTMENTAL CHARGES	\$131,358	Allocation of services provided to this fund based on cost allocation plan conducted in 2005-06.
9079 TRANSFERS TO RESERVES	\$32,280	Allocation of reserve funding to provide for replacement of capital assets at the end of their useful lives.
Total Internal Allocations	\$448,643	
Grand Total	\$1,748,405	

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Community Development
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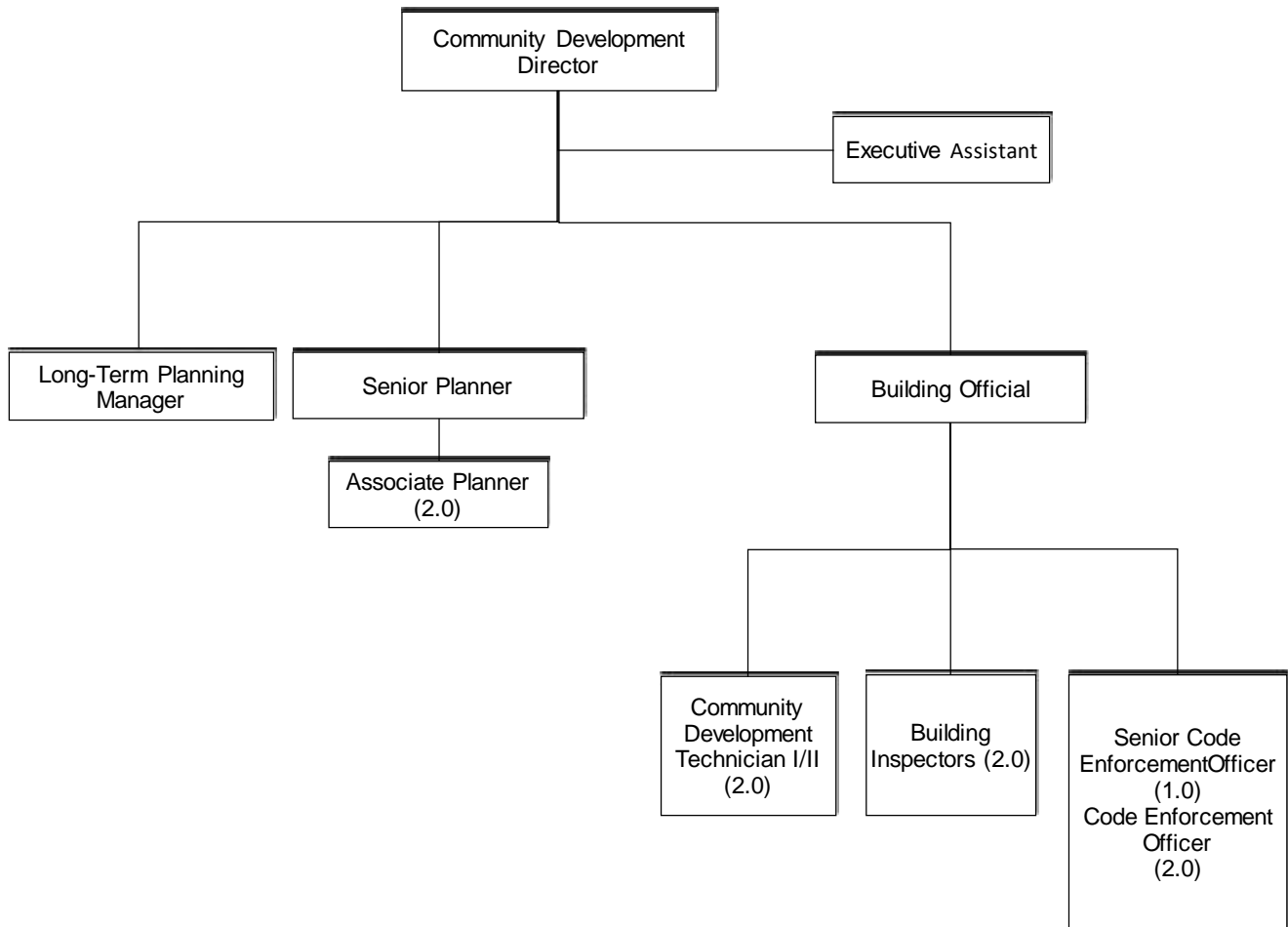
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Community Development Department

Planning Division

Building Inspection & Code Enforcement Division

Community Development



Community Development

The City of San Bruno Community Development Department provides efficient and proactive customer service to enhance the safety and quality of life for all citizens and acts as a catalyst for innovative economic development and land use policy development.

Overview

The Department is made up of two divisions that combined are responsible for current and long-range planning activities, environmental review, building plan checks and inspections, and code enforcement efforts.

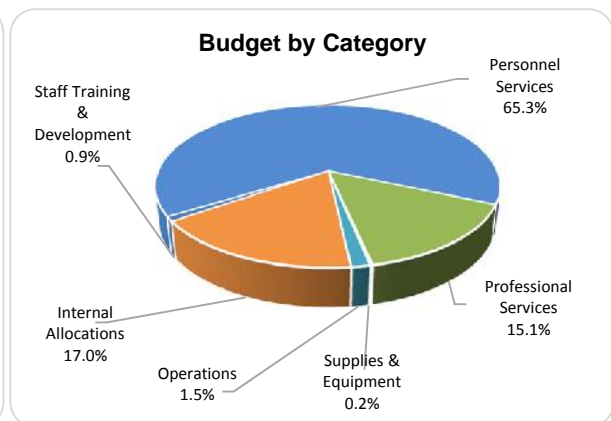
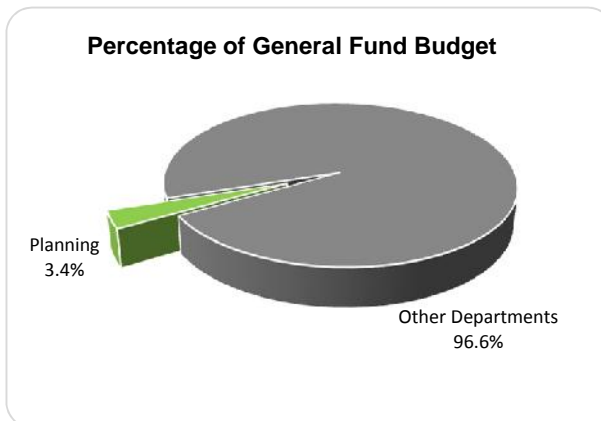
- **Planning Division** - Responsible for land development review, project management and application processing, including environmental review, plan check, and inspection; long range planning (General Plan, Transit Corridors Plan, Zoning Code Update, etc.); and planning to address regional housing needs. In addition, with the adoption of the General Plan and the Transit Corridors Plan, the Division has become increasingly involved in the implementation of economic development programs with the City Manager's Office. The Division's work routinely involves active public engagement by means of workshops, pop-up events which bring information directly to locations within the community, and web surveys. The Planning Division has assumed many of the duties of the former Redevelopment Agency (RDA), including housing and economic development functions. Additionally, the Planning Division provides staff support to the Successor Agency which was created to administer the dissolution and wind down of the former San Bruno Redevelopment Agency. Redevelopment agencies were dissolved by the State on February 1, 2012. All assets, properties, contracts, and records of the former San Bruno RDA were transferred to the Successor Agency for administration.
- **Building Inspection and Code Enforcement Division** - Responsible for reviewing building permit applications; issuing building and related permits; inspecting buildings and properties to ensure compliance with applicable building, mechanical, energy, disabled accessibility, plumbing, electrical and housing codes adopted by the City and State to ensure a safe and habitable building environment. In addition, staff responds to code violations and actively identifies and works with property owners, tenants, and affected parties to assure compliance with nuisance, building and housing, news rack, and vehicle code requirements to achieve a safe and attractive environment for the citizens of San Bruno. Effective code enforcement to eliminate nuisance and other code violations is a high priority for the community and continues to be an area of high activity.

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Planning Division Budget Summary

Budgeted Expenditures	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Budget	FY 2016-17 Budget
Personnel Services	\$ 637,056	\$ 748,019	\$ 929,971	\$ 932,296
Staff Training & Development	6,662	7,180	11,600	13,000
Professional Services	81,051	95,553	242,914	215,000
Supplies & Equipment	1,592	3,583	2,000	2,500
Operations	10,434	26,742	18,818	21,318
Internal Allocations	230,276	255,687	264,906	242,844
General Fund Sub-Total:	\$ 967,072	\$ 1,136,763	\$ 1,470,209	\$ 1,426,958
Special Revenue Fund Expenditures ^{1,2}	\$ 67,471	\$ 32,210	\$ 68,500	\$ 77,000
Total:	\$ 1,034,543	\$ 1,168,973	\$ 1,538,709	\$ 1,503,958

Funding Summary	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Budget	FY 2016-17 Budget
General Fund	\$ 890,829	\$ 924,007	\$ 1,360,209	\$ 1,286,958
Department Revenues	76,242	212,756	110,000	140,000
Special Revenue Fund Revenues:				
BMR Housing in-Lieu ¹	44,300	30,000	43,500	39,500
Document Imaging ²	3,171	-	-	12,000
General Plan Maintenance ²	20,000	2,210	25,000	25,500
Total:	\$ 1,034,543	\$ 1,168,973	\$ 1,538,709	\$ 1,503,958



Performance and Workload Measures	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Estimated	FY 2016-17 Target
Number of residential permits processed	10	21	36	40
Number of commercial permits processed	37	34	52	58
Number of sign permits processed	28	26	27	31
Number of home occupation permits processed	85	81	80	80
Number of public engagement activities	N/A	N/A	32	32
Number of economic development activities	N/A	N/A	33	36

Note 1: BMR Housing in-Lieu information can be found in Special Revenue Funds section page H-15

Note 2: Document Imaging and General Plan Maintenance information can be found in Special Revenue Funds section page H-31

Goals and Accomplishments

2015-16 Accomplishments

- ◆ Continued implementation of the Transit Corridors Plan (TCP) by the following:
 - Coordinated with Public Services to form an inter-departmental working group to address TCP implementation measures
 - Researched preparation of a Downtown Streetscape Plan and prepared draft Request for Proposals (RFP)
 - Researched preparation of a Parking Management Plan and prepared draft RFP
 - Completed draft Zoning Code Update document and reviewed key issues with City Council
- ◆ Coordinated with developer of The Plaza mixed use project at 406-418 San Mateo Avenue, an 83-unit residential/retail development, in pre-construction and construction planning prior to issuance of building permit
- ◆ Worked with new owner/developer of former bank property at 111 San Bruno Avenue and adjoining property owner to develop an overall conceptual plan for a mixed use project for these properties
- ◆ Worked with owner/developer of former Lee's Buffet building at 271 El Camino Real to complete demolition and clear site as well as develop a conceptual plan for residential development on the site
- ◆ Worked with new owner of former Paper Moon building at 448 San Mateo Avenue to obtain entitlements and complete remodel as a restaurant
- ◆ Worked with owner of Victory Honda to develop plans for redevelopment and expansion of the automobile dealership to a modern state of the art design
- ◆ Initiated planning effort with San Mateo Community College District on a proposed residential project at Skyline College to include multi-family teacher/staff housing and a single family subdivision during development of Environmental Impact Report (EIR) and conceptual site plans
- ◆ Processed permits for replacement homes on ten City-owned lots in the Crestmoor neighborhood and completed inspection of nine of ten homes
- ◆ Assisted with planning and visioning for the future Earl/Glenview Park
- ◆ Completed entitlements for 15,223 square foot medical office building at 841 San Bruno Avenue W; 67,586 square foot office development at 1250 Grundy Lane; 152-room Springhill Suites Hotel at The Crossing, and YouTube expansion at 1000 Cherry Avenue
- ◆ Coordinated with the San Bruno Chamber of Commerce to hold a City/Business Community Mixer at City Hall
- ◆ Completed update to the administrative draft Climate Action Plan
- ◆ Updated the Department's handouts and brochures to provide customers with current, accurate, and useful information
- ◆ Assisted with the City's comprehensive website update project
- ◆ Incorporated the Residential Design Guidelines as a standard component of the residential project design review and approval process
- ◆ Participated in a San Mateo Countywide Nexus Study to collectively study potential affordable housing impact fees and commercial linkage fees and presented a summary of the countywide nexus study to the City Council
- ◆ Developed the draft Walk 'n Bike Plan following extensive public participation, including workshops, over 1,300 responses to a survey, pop-up events, and bicycling and walking field events
- ◆ Completed draft Zoning Code Update document

2016-17 Goals and Objectives

- ◆ Adopt development impact fees to help finance and construct required public infrastructure improvements
- ◆ Develop a comprehensive parking management plan, including consideration of a potential parking garage to support downtown revitalization
- ◆ Evaluate expansion plans and potential intensification at the Bayhill Office Park and its future use as an economic development opportunity
- ◆ Evaluate redevelopment of parking lots and used car dealerships for mixed use development
- ◆ Evaluate the potential for allowing residential uses along the Sneath Lane corridor
- ◆ Coordinate with the new owners of The Shops at Tanforan to facilitate redevelopment and upgrades of the regional mall

2016-17 Goals and Objectives (Continued)

- ◆ Complete the entitlement process for the mixed use project at 111 San Bruno Avenue (former bank building), residential project at 271 El Camino Real (former Lee's Buffet restaurant), single family subdivision at Glenview Drive and San Bruno Avenue, residential multifamily and single family subdivision at Skyline College on College Drive, and redevelopment of the Honda dealership at 345 El Camino Real
- ◆ Complete the Climate Action Plan (CAP) process as outlined in the San Bruno General Plan
- ◆ Develop strategies to promote affordable housing development for City Council consideration (e.g., Development Impact fees and Commercial Linkage fees) to ensure that new development pays to offset its impacts and to meet the City's fair share of regional need
- ◆ Complete the City's Walk 'n Bike Plan project and begin to evaluate identified measures to implement the plan and funding opportunities
- ◆ Develop a downtown streetscape plan that enhances the character and identity of downtown
- ◆ Complete the Zoning Code Update project to provide clear development standards within the TCP area
- ◆ Provide necessary staff support for Successor Agency administration

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Community Development Department Planning Division

Personnel Services	2016-17 Budget	Description
5101 REGULAR SALARIES	\$603,503	Base salary and incentives for all department personnel as subject to benefits per applicable MOUs.
5102 PART-TIME SALARIES	\$3,500	Salary for non-benefited employees.
5152 TRANSPORTATION ALLOWANCE	\$3,600	Monthly auto allowance (\$300 per month) in accordance with MOU.
5200 EMPLOYEE BENEFITS	\$321,693	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays.
Total Personnel Services	\$932,296	

Staff Training & Development	2016-17 Budget	Description
6405 TRAINING/MEETINGS/CONFERENCES	\$6,700	Travel and attendance costs for staff members to attend budgeting, CEQA, Subdivision Map Act, Planning Law, and other courses to maintain professional certifications and current knowledge (\$1,800); cost for Senior Planner to get AICP certification (\$400); Accredited Planning Conference attendance for two staff members (\$3,000); and League of CA Cities Planning Commissioner Academy for one Planning Commissioner (\$1,500).
6406 PROFESSIONAL DEVELOPMENT	\$3,000	One department head and four mid-managers in accordance with MOU.
6701 DUES & MEMBERSHIPS	\$3,000	American Planning Association (APA) and American Institute of Certified Planner (AICP) dues for four staff members.
6702 PUBS & SUBSCRIPTIONS	\$300	Annual updated California Environmental Quality Act (CEQA) and Subdivision Map Act guidebooks.
Total Staff Training & Development	\$13,000	

Professional Services		2016-17 Budget	Description
6401	PROFESSIONAL SERVICES	\$215,000	Design Review Services (\$5,000); CEQA Consultation (\$5,000); Streetscape Plan (\$125,000); and Contract Assistant Planner (\$80,000).
Total Professional Services		\$215,000	

Supplies & Equipment		2016-17 Budget	Description
6001	OFFICE SUPPLIES	\$2,500	Supplies for daily operations.
Total Supplies & Equipment		\$2,500	

Operations		2016-17 Budget	Description
6112	POSTAGE	\$3,500	Allocation of postage required by department operations for outside correspondence including regular, certified, return receipt and express/overnight mail.
6141	PRINTING, COPYING & BINDING	\$5,000	Printing and Copying for Transit Corridor Plan, Zoning Code, Housing Element, Bicycle and Pedestrian Master Plan (Walk 'n Bike Plan).
6450	COMMUNICATIONS	\$1,718	Internal allocation charges for phones and phone service; monthly charges for modems and fax lines.
6501	PUBLIC NOTICES	\$7,500	Newspaper legal notices for Planning Commission hearings.
6601	RENTAL & LEASES	\$3,600	Copier lease
Total Operations		\$21,318	

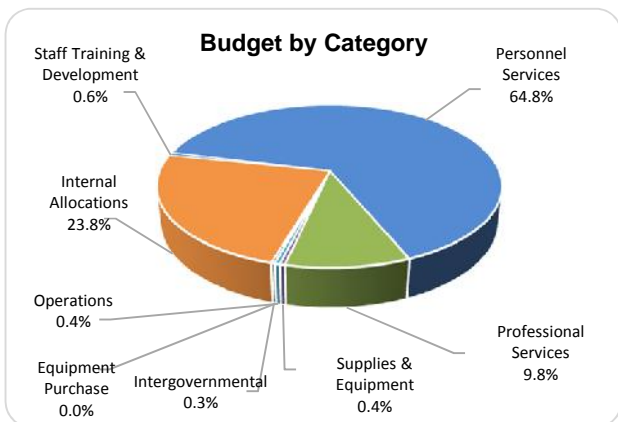
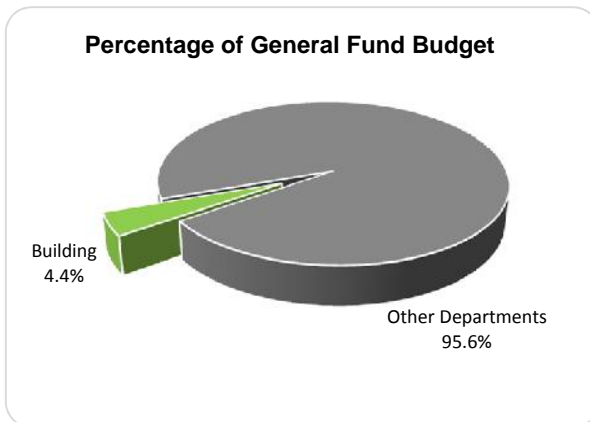
Internal Allocations	2016-17 Budget	Description
7901 INTERNAL SERVICE ALLOCATION	\$55,933	Internal service allocations for: Self insurance cost (\$9,705); Building and facilities maintenance (\$13,473); Information technology support (\$31,663); and Copier charges (\$1,092).
7902 INTERDEPARTMENTAL CHARGES	\$186,911	Allocation of services provided to this fund based on cost allocation plan conducted in 2005-06.
Total Internal Allocations	\$242,844	
Grand Total	\$1,426,958	

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Building Division Budget Summary

Budgeted Expenditures	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
	Actual	Actual	Budget	Budget
Personnel Services	\$ 844,004	\$ 1,129,337	\$ 1,103,552	\$ 1,209,530
Staff Training & Development	5,907	4,054	8,794	10,664
Professional Services	16,811	13,360	37,500	182,500
Supplies & Equipment	5,244	6,497	8,700	7,500
Operations	5,031	9,671	7,601	7,601
Equipment Purchase	196	330	-	500
Intergovernmental	4,550	4,550	4,550	4,780
Internal Allocations	454,164	475,901	466,033	443,421
Total:	\$ 1,335,907	\$ 1,643,699	\$ 1,636,730	\$ 1,866,496

Funding Summary	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
	Actual	Actual	Budget	Budget
General Fund	\$ 496,685	\$ 449,822	\$ 456,980	\$ 473,496
Department Revenues	839,222	1,193,877	1,179,750	1,393,000
Total:	\$ 1,335,907	\$ 1,643,699	\$ 1,636,730	\$ 1,866,496



Performance and Workload Measures	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
	Actual	Actual	Estimated	Target
Number of residential building permits issued	1,098	1,235	1,052	1,704
Number of commercial building permits issued	78	101	112	181
Number of building inspections performed	6,162	9,354	9,545	10,794
Number of code enforcement cases - Opened	231	345	171	228
Percent of inspections offered - same day	80%	85%	85%	90%
Number of code enforcement cases - Closed	179	346	173	233

Goals and Accomplishments

2015-16 Accomplishments

- ◆ Increased proactive code enforcement measures including performing daily area inspections and the establishment of a Neighborhood Preservation Task Force
- ◆ Improved graffiti removal process by engaging a new graffiti removal contractor
- ◆ Hired consultant interim Code Enforcement Officer (CEO) which provided opportunity to review and close a large number of code cases, and initiated recruitment for a permanent CEO
- ◆ Reviewed, selected and obtained City Council approval for acquisition of technology improvements including, but not limited to, field hand held automated devices to streamline data entry process for building inspections and code enforcement activities
- ◆ Launched GeoCortex on the Community Development website, providing a GIS map with access to zoning and other parcel information
- ◆ Deployed an automated voice mail building inspection request line to improve work flow within the Building Safety Division
- ◆ Provided plan review and inspections for demolition of the El Camino Cinema and adjoining buildings and coordinated preparation of construction documents for The Plaza building permit
- ◆ Completed plan reviews and inspections for rebuilding of nine replacement homes in the Crestmoor neighborhood scheduled for occupancy in Summer 2016
- ◆ Completed inspection approvals for Glenview Sewer Lateral Replacement program (total 193)
- ◆ Completed plan reviews, permitting and inspections for remaining 104,000 Sq. Ft. tenant improvement of YouTube expansion at 1000 Cherry Avenue
- ◆ Provided support for review and development of updated Development Impact Fee study
- ◆ Contributed to development of new City website
- ◆ Utilized document imaging fee to scan and archive building permits and plans for electronic searches by stakeholders and residents
- ◆ Participated in training for continuing education credits for building inspectors, counter technicians, and code enforcement officers
- ◆ Implemented streamline plan review and inspection approvals for residential Solar PV roof top installations and electric vehicle charging stations
- ◆ Prepared and implemented a multi-departmental construction plan review guide sheet for applicants of commercial projects
- ◆ Prepared and implemented a Demolition Permit checklist

2016-17 Goals and Objectives

- ◆ Prepare the 2016 triennial State building codes with local amendments for adoption by the City Council
- ◆ Implement technology improvements to improve customer service and reduce costs such as TRAKiT module upgrades; Integrated Voice Recognition (IVR); electronic plan submittals and reviews; and GIS upgrades to provide property information
- ◆ Formalize and implement an interdepartmental protocol for addressing illegal dumping city-wide
- ◆ Identify and develop areas of improved outreach education to promote sustainability methods and materials through Department sponsored workshops and participation at community events

Community Development Department Building Inspection and Code Enforcement Division

Personnel Services	2016-17 Budget	Description
5101 REGULAR SALARIES	\$780,312	Base salary and incentives for all department personnel as subject to benefits per applicable MOUs.
5105 OVERTIME	\$1,000	Overtime pay in accordance with the applicable MOU. Overtime pay is only subject to Medicare and FICA employer contributions, when applicable, not City cost of CalPERS retirement.
5200 EMPLOYEE BENEFITS	\$428,218	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays.
Total Personnel Services	\$1,209,530	

Staff Training & Development	2016-17 Budget	Description
6405 TRAINING/MEETINGS/CONFERENCES	\$5,100	International Code Council (ICC), California Building Officials (CALBO), and California Code Enforcement Officers (CACEO) training and conference.
6406 PROFESSIONAL DEVELOPMENT	\$1,500	Professional development for the Building Official and 2 Building Inspectors in accordance with MOU.
6701 DUES & MEMBERSHIPS	\$1,594	International Code Council (ICC) (\$125); American Assn. of Code Enforcement Officers (AACE) (\$150); California Assn. of Building Officials (CALBO) (\$215); International Assn. of Electrical Inspectors (IAEI) (\$204); International Assn. Plumbing & Mechanical Officials (IAPMO) (\$200); California Assn. Building Inspection Group (CALBIG) (\$150); Peninsula Building Inspection Group (PBIG) (\$50); and Renewal of ICC/ICBO/IAPMO certifications (\$500).
6702 PUBS & SUBSCRIPTIONS	\$2,470	Code interpretive manuals, mechanical, electrical, plumbing, and building 1 & 2.
Total Staff Training & Development	\$10,664	

Professional Services		2016-17 Budget	Description
6401	PROFESSIONAL SERVICES	\$182,500	Graffiti and nuisance abatement services (\$35,000); Graphic design services for preparation of brochures and hand-outs (\$2,500); Contract Building Inspector (\$78,000); Building Plans Examiner (\$37,000); and Front Counter Technician (\$30,000).
Total Professional Services		\$182,500	

Supplies & Equipment		2016-17 Budget	Description
6001	OFFICE SUPPLIES	\$3,000	Supplies for daily operations (e.g. copier paper, toner, binders, paper goods, writing implements, file folders and small office equipment such as staplers and easels).
6101	GAS AND OIL	\$3,500	Fuel and oil for five vehicles.
6102	OPERATING SUPPLIES	\$1,000	Shirts with department and City logo, gloves, coveralls, pants, safety boots, respirators, dust masks, and miscellaneous equipment.
Total Supplies & Equipment		\$7,500	

Operations		2016-17 Budget	Description
6112	POSTAGE	\$1,250	Allocation of postage required by department operations for outside correspondence including regular, certified, return receipt, and express/overnight mail.
6141	PRINTING, COPYING & BINDING	\$4,000	Printing costs for pamphlets, brochures, booklets, flyers and other printed media for public information, including the cost to update all printed media with new building codes (\$2,000); and building application forms (\$2,000).
6450	COMMUNICATIONS	\$2,351	Internal allocation charges for phones and phone service; Monthly charges for modems, fax lines and Wifi network cards.
Total Operations		\$7,601	

Equipment Purchase	2016-17 Budget	Description
6650 TOOLS & EQPT. -\$25K	\$500	Hand tools and related safety equipment to enable staff to safely remove illegal signage posted on street light poles.
Total Equipment Purchase	\$500	

Intergovernmental	2016-17 Budget	Description
7069 INTERGOVERNMENTAL-OTHER	\$4,780	Peninsula Conflict Resolution Center - facilitation of neighborhood and other disputes.
Total Intergovernmental	\$4,780	

Internal Allocations	2016-17 Budget	Description
7901 INTERNAL SERVICE ALLOCATION	\$68,928	Internal service allocations for: Self insurance cost (\$15,569); Building and facility maintenance (\$13,473); Information technology support (\$35,595); Central garage support (\$4,210); and Copier charges (\$81).
7902 INTERDEPARTMENTAL CHARGES	\$368,133	Allocation of services provided to this fund based on cost allocation plan conducted in 2005-06.
9079 TRANSFERS TO RESERVES	\$6,360	Allocation of reserve funding to provide for replacement of capital assets at the end of their useful lives.
Total Internal Allocations	\$443,421	
Grand Total	\$1,866,496	

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Community Services
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Community Services Department

Administration & Recreation Services

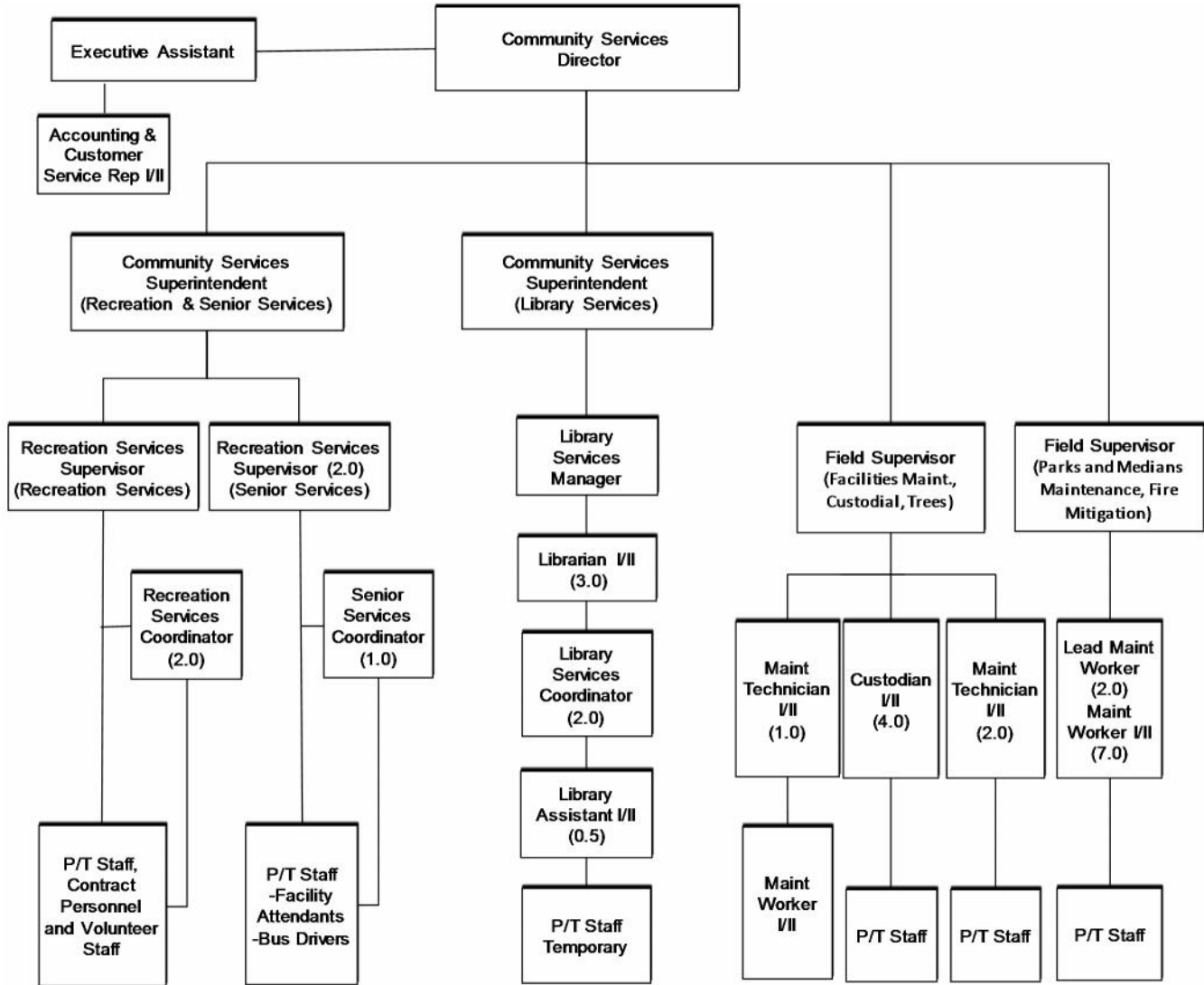
Parks Maintenance

Senior Services

Library Services

Building and Facilities (See Internal Service Funds Page G-15)

Community Services



Community Services Department

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

Overview

The Department is made up of five program divisions that are responsible for managing recreation activities, the City's parks, senior services, library, and building and facilities operations.

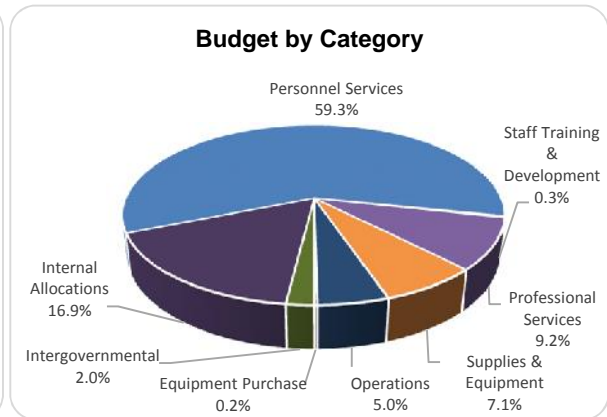
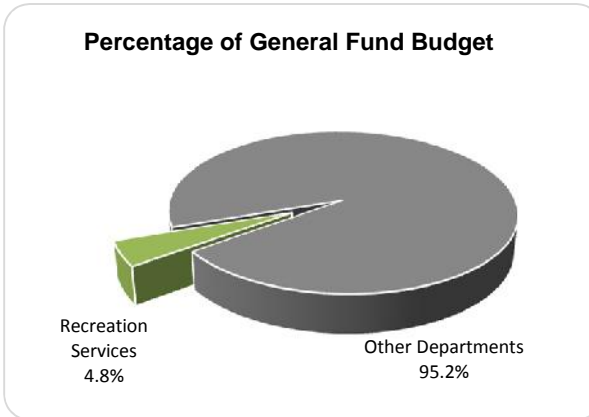
- **Administration & Recreation Services** - Responsible for planning and implementing activities to enrich and benefit the health and well-being of the lives of people of all ages in the community. This is accomplished by engaging all segments of the community in recreation-based programs. Through the Parks and Recreation Commission, the Recreation Services Division receives community input and recommendations regarding recreation programs and services. Recreation programs and activities include enrichment classes on a variety of topics, facility and picnic site rentals, and aquatic activities such as swim lessons, recreation and lap swim, swim camps, and water aerobics. A variety of programs for local youth are offered such as preschool, vacation camps, after school recreation programs, trips, and specialty sports camps. In addition to providing facilities for many local non-profit sports organizations, the Division conducts numerous sports leagues for youth and adults and operates an afterschool program at Parkside. Special events are delivered throughout the year for the enjoyment of families and residents of all ages. These include holiday celebrations, music concerts, and flea markets.
- **Parks Maintenance** - Responsible for the maintenance of all City parks and recreational areas, including 18 parks covering 71 acres, 12 baseball and softball fields, 8 soccer fields, 2 football fields and a dog park. The Division maintains approximately 10 acres of street medians, approximately 4,700 street trees and 128 acres of open space. The Parks Division is responsible for care and cultivation of the landscaping at all City facilities, downtown planters, and trees.
- **Senior Services** - Works with the San Bruno Senior Citizen's Advisory Board to plan and implement activities and services that enrich the lives of adults, age 50 and over. The Senior Services Division offers a broad array of programs designed to promote an active, healthy, and engaged community of active adults. Many of the classes and programs are supported by revenue from non-General Fund sources, including the San Bruno Senior Center's Operational Trust Fund, the non-profit Nutrition Site Council, and government grants.
- **San Bruno Public Library** - Offers San Bruno residents educational materials and other resources such as instruction, support, and access to computers to help them achieve their goals. Through membership in the Peninsula Library System, the San Bruno Public Library offers residents borrowing privileges throughout San Mateo County.

- **Buildings and Facilities** - Provides facility maintenance and management for 17 City facilities. This includes routine custodial services, maintains and repairs equipment, and manages contracts and vendor relationships necessary to ensure that the City's building maintenance needs are being properly met (See Internal Service Funds page G-15 for more detail).

Recreation Services Budget Summary

Budgeted Expenditures	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Budget	FY 2016-17 Budget
Personnel Services	\$ 936,212	\$ 1,055,338	\$ 1,122,624	\$ 1,177,938
Staff Training & Development	6,061	4,821	5,120	5,120
Professional Services	198,854	179,344	176,900	182,280
Supplies & Equipment	136,498	120,522	132,850	141,750
Operations	90,285	91,717	133,840	99,649
Equipment Purchase	13,888	-	9,655	4,100
Intergovernmental	-	39,900	39,900	39,900
Internal Allocations	335,460	379,284	411,464	336,001
Total:	\$ 1,717,259	\$ 1,870,925	\$ 2,032,353	\$ 1,986,738

Funding Summary	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Budget	FY 2016-17 Budget
General Fund	\$ 203,931	\$ 262,633	\$ 419,053	\$ 282,738
Department Revenues	1,513,328	1,608,292	1,613,300	1,704,000
Total:	\$ 1,717,259	\$ 1,870,925	\$ 2,032,353	\$ 1,986,738



Performance and Workload Measures	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Estimated	FY 2016-17 Target
Number of participants in afterschool programs	516	519	596	610
Number of special events offered	21	22	23	25
Number of participants in summer camp	1,479	1,721	1,870	2,020

Goals and Accomplishments

2015-16 Accomplishments

- ◆ Created and delivered a Mother-Son special event similar to the sold out Father-Daughter Dinner Dance with over 40 participants in attendance
- ◆ Offered new programming for the middle school sports program including badminton, tennis, track, and golf in conjunction with the North Peninsula Intermediate League's spring sports program
- ◆ Offered new programming for the adult sports program including soccer, flag football, and basketball leagues
- ◆ Delivered two successful Community Day in the Park events to the community of San Bruno
- ◆ Redesigned the Community Service Activity Guide to streamline class and activity offerings and make the Guide easier to navigate

2015-16 Accomplishments (Continued)

- ◆ Completed the research and vetting process for new, more user friendly, and less costly registration and reservation software
- ◆ Received the San Bruno Chamber of Commerce Community Services Award for recreation programming
- ◆ Delivered the eight week Summer Concerts in the Park and Movies in the Park programs

2016-17 Goals and Objectives

- ◆ Expand special event programs by offering an additional Father/Son event and Mother/Daughter event
- ◆ Increase Summer Day Camp enrollment through increase in marketing and advertising efforts
- ◆ Increase morning swim lesson enrollment by expanding outreach to the community and past participants
- ◆ Streamline the existing Youth Enhancement Scholarship Program to simplify the application, review, and approval process
- ◆ Support the City's ongoing collaborative work with the San Bruno Community Foundation by developing the Community Facilities Vision Plan and planning the new community facilities such as the library, recreation center, and swimming pool.
- ◆ Lead the community engagement and planning process in a master plan for the reconstruction of the Earl/Glenview Park and Florida Avenue Park and work in collaboration with the Public Services Department on construction and delivery of the new parks
- ◆ Coordinate and deliver the 4th Annual Community Day in the Park
- ◆ Implement a comprehensive tree management program including the process for replanting, removal and trimming of public and private trees, and maintenance of park and street trees

Community Services Department Recreation Services

Personnel Services	2016-17 Budget	Description
5101 REGULAR SALARIES	\$414,885	Base salary and incentives for all department personnel as subject to benefits per applicable MOUs.
5102 PART-TIME SALARIES	\$479,798	Salary for non-benefited employees.
5152 TRANSPORTATION ALLOWANCE	\$3,600	Monthly auto allowance (\$300 per month) in accordance with MOU.
5200 EMPLOYEE BENEFITS	\$279,655	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays.
Total Personnel Services	\$1,177,938	

Staff Training & Development	2016-17 Budget	Description
6405 TRAINING/MEETINGS/CONFERENCES	\$1,500	California Parks and Recreation annual conference.
6406 PROFESSIONAL DEVELOPMENT	\$2,000	Professional development reimbursement for department head and two mid-managers in accordance with MOU's.
6701 DUES & MEMBERSHIPS	\$1,120	California Parks and Recreation Society (\$730); National Parks and Recreation Association (\$390).
6702 PUBS & SUBSCRIPTIONS	\$500	Publications for reference for programs and services.
Total Staff Training & Development	\$5,120	

Professional Services		2016-17 Budget	Description
6411	CONTRACTUAL SERVICES	\$129,880	Contractual payments for enrichment instructors (\$92,500); Recreation registration software fees (\$35,000); Special events liability insurance (\$2,380).
6419	OTHER SERVICES	\$52,400	Adult sports official fees (\$20,000); Summer Camp bus fees (\$12,000); Teen dance DJ (\$1,200); Middle School sports official fees (\$7,000); Elementary School sports officials fees (\$2,100); Special events contract fee (\$10,100).
Total Professional Services		\$182,280	

Supplies & Equipment		2016-17 Budget	Description
6001	OFFICE SUPPLIES	\$7,000	Office supplies for daily operations.
6101	GAS AND OIL	\$800	Fuel to operate one vehicle.
6102	OPERATING SUPPLIES	\$105,350	After School Adventure supplies (\$11,000); Adult Sports supplies (\$10,000); Day Camp supplies (\$20,250); Middle School sports supplies (\$8,000); Elementary School sports supplies (\$7,000); Special events supplies (\$9,000); Aquatics program supplies (\$30,000); Special needs program supplies (\$1,000); Tree Lighting Ceremony decorations (\$5,000); CPR and lifeguard training mannequins (\$1,000); Backup battery for ADA pool lift (\$500); Carnival games for special events (\$600); Mother/daughter special event supplies (\$1,000); Father/son special event supplies (\$1,000).
6204	SUPPLIES	\$24,000	Supplies for Allen & Belle Air after-school program (ASES), which are supported by a school district grant.
6304	MAINTENANCE	\$4,600	Copy machine maintenance.
Total Supplies & Equipment		\$141,750	

Operations	2016-17 Budget	Description
6112 POSTAGE	\$3,000	Postage for daily mailing as well as direct mailing for program flyers and announcements.
6141 PRINTING, COPYING & BINDING	\$23,000	Mailing (\$7,500) and printing (\$15,500) for three Activity Guides.
6301 BUILDING AND GROUNDS MAINT	\$4,300	Alarm for Recreation Center, Swimming Pool, and Belle Air.
6409 SPECIAL PROJECTS	\$950	Supplies for Youth Activities Committee.
6450 COMMUNICATIONS	\$9,000	Costs associated with after-school program sites cell phones, staff cell phones, office phones, data lines, and one fax machine.
6531 UTILITIES	\$59,399	Electric and gas utilities for three recreational facilities.
Total Operations	\$99,649	

Equipment Purchase	2016-17 Budget	Description
6650 TOOLS & EQPT. -\$25K	\$4,100	Ergonomic office chairs for staff (\$600); Gym scoreboard (\$3,500).
Total Equipment Purchase	\$4,100	

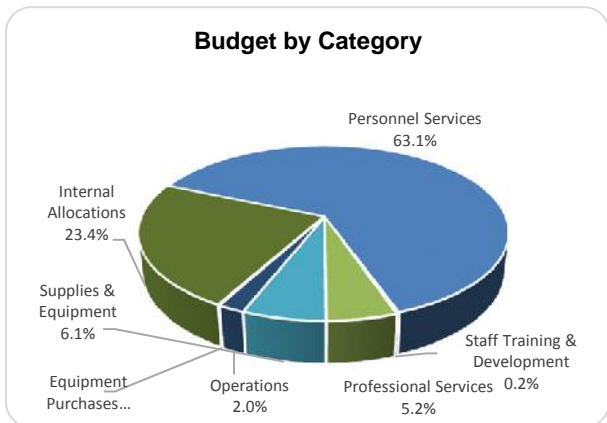
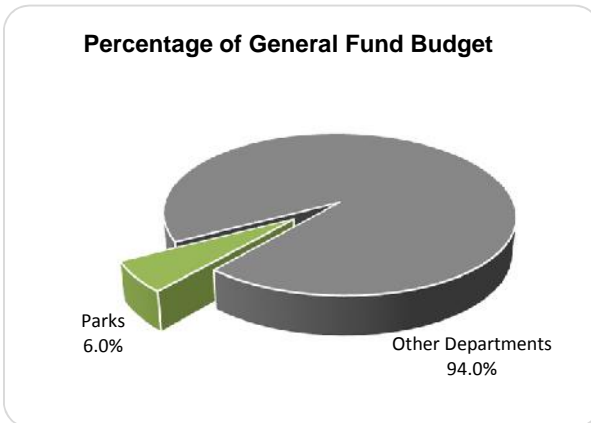
Intergovernmental	2016-17 Budget	Description
7069 INTERGOVERNMENTAL-OTHER	\$39,900	Payment to San Bruno Park School District for facility use to run After School Adventures Program.
Total Intergovernmental	\$39,900	

Internal Allocations	2016-17 Budget	Description
7901 INTERNAL SERVICE ALLOCATION	\$182,001	Internal service allocations for: Self-insurance cost (\$26,690); Building and facility maintenance (\$114,595); Information technology (\$38,611); Central garage support (\$2,105).
7902 INTERDEPARTMENTAL CHARGES	\$140,370	Allocation of services provided to this fund based on cost allocation plan conducted in 2005-06.
9079 TRANSFERS TO RESERVES	\$13,630	Allocation of reserve funding to provide for replacement of capital assets at the end of their useful lives.
Total Internal Allocations	\$336,001	
Grand Total	\$1,986,738	

Parks Maintenance Budget Summary

Budgeted Expenditures	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
	Actual	Actual	Budget	Budget
Personnel Services	\$ 1,352,981	\$ 1,554,180	\$ 1,547,860	\$ 1,594,188
Staff Training & Development	14,329	12,692	5,800	5,300
Professional Services	43,526	74,908	179,300	130,300
Supplies & Equipment	162,178	152,181	134,935	154,435
Operations	43,028	47,469	43,825	49,470
Equipment Purchase	1,322	3,729	1,400	1,400
Internal Allocations	669,000	707,304	683,014	589,793
Total:	\$ 2,286,363	\$ 2,552,464	\$ 2,596,134	\$ 2,524,886

Funding Summary	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
	Actual	Actual	Budget	Budget
General Fund	\$ 2,265,269	\$ 2,513,714	\$ 2,590,134	\$ 2,487,886
Department Revenues	21,094	38,750	6,000	37,000
Total:	\$ 2,286,363	\$ 2,552,464	\$ 2,596,134	\$ 2,524,886



Performance and Workload Measures	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
	Actual	Actual	Estimated	Target
Acres of parks maintained	96	96	96	101
Linear miles of medians maintained	7.35	7.35	7.35	7.35
Number of picnic rentals supported	934	954	965	980
Number of new trees planted	63	120	75	100

Goals and Accomplishments

2015-16 Accomplishments

- ◆ Reduced City-wide water usage in the irrigation of City facilities, parks, and medians, in accordance with the City's water shortage contingency plan, while preserving the City's investment in landscaping
- ◆ Implemented a comprehensive Fire Mitigation Program with bi-annual, annual, and cyclical maintenance (three-year schedule) of easement and City-owned open space areas
- ◆ Re-landscaped the Senior Center planting areas adjacent to the main driving entrance at the intersection of Crystal Springs Road and Cunningham Way
- ◆ Revitalized Forest Lane Park by trimming and clearing brush, overgrown vegetation, and declining and unwanted trees adjacent to the fence line bordering Interstate-380
- ◆ Commenced the planning process for the replacement of the City Park restrooms

2015-16 Accomplishments (Continued)

- ◆ Commenced park planning of two new parks, Earl/Glenview Park and Florida Avenue Park
- ◆ Prepared City Park for two Community Day in the Park events
- ◆ Completed installation of the Centennial Mosaic Mural and held Mural dedication event
- ◆ Installed a new security gate along the roadway to the Beckner Picnic Shelter
- ◆ Updated the review and approval process for public and private tree removals to ensure better customer service and protection of the urban forest

2016-17 Goals and Objectives

- ◆ Continue to grow and expand the Adopt-a-Park Program and implement a pre-approved list of projects and training opportunities for volunteers
- ◆ Streamline the sports field maintenance program to include chemical treatment, fertilization, and nutrient applications
- ◆ Expand the median planting and maintenance program to include a new median segment on San Bruno Avenue near I-280
- ◆ Assist with design development and construction of the new Earl/Glenview Park and Florida Avenue Park
- ◆ Install new drip irrigation and drought tolerant plant material in the parking lot at the San Bruno Cable TV office

Community Services Department Parks Maintenance

Personnel Services	2016-17 Budget	Description
5101 REGULAR SALARIES	\$945,374	Base salary and incentives for all department personnel as subject to benefits per applicable MOUs.
5102 PART-TIME SALARIES	\$51,284	Salary for non-benefited employees.
5105 OVERTIME	\$10,000	Overtime pay in accordance with the applicable MOU for call outs, seasonal standby, and civic events. Overtime pay is only subject to Medicare and FICA employer contributions, where applicable.
5200 EMPLOYEE BENEFITS	\$587,530	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays.
Total Personnel Services	\$1,594,188	

Staff Training & Development	2016-17 Budget	Description
6405 TRAINING/MEETINGS/CONFERENCES	\$3,700	Backflow Prevention Certification (\$200); Mandatory continuing education in pesticide and arborist regulation and applicator (\$2,600); National Playground Safety Institute (\$400); Meetings for landscaping and pesticide regulations, supervisory training, parks maintenance operations, and general staff meetings (\$500).
6406 PROFESSIONAL DEVELOPMENT	\$500	Professional development reimbursement for one mid-manager in accordance with MOU.
6701 DUES & MEMBERSHIPS	\$1,100	Pesticide Applicator Professional Association for five employees (\$500); International Society of Arboriculture for three employees (\$600).
Total Staff Training & Development	\$5,300	

Professional Services		2016-17 Budget	Description
6411	CONTRACTUAL SERVICES	\$35,300	Outside contractors needed for open space tree maintenance (\$25,000); Annual maintenance fee for tree inventory database (\$2,500); Maintenance for Posy Park water feature (\$7,800).
6419	OTHER SERVICES	\$95,000	Semi-annual and annual wildland and fire hazard mitigation of right of ways (\$45,000); Identification and mitigation of hazards associated with vegetation and wildland fires in City open space areas and easements on a revolving three-year cycle (\$50,000).
Total Professional Services		\$130,300	

Supplies & Equipment		2016-17 Budget	Description
6001	OFFICE SUPPLIES	\$800	Supplies for daily operations.
6101	GAS AND OIL	\$39,500	Fuel for division's vehicles.
6102	OPERATING SUPPLIES	\$114,135	Cleaning supplies to maintain five park restrooms, 18 park garbage receptacles, and bags for dog park (\$5,000); Laundry services, uniforms, and safety boot replacement (\$11,835); Pesticides, rodenticides, and pest control for parks, medians, and landscaped area (\$6,800); Plumbing, irrigation, and construction supplies for parks and landscaped area amenities and facilities repairs (\$19,000); Flowers, plants, and other landscape materials for sports field, sod, seed, fertilizer, and other supplies for park maintenance (\$38,500); Annual soil supply for fields (\$9,000); and Install engineered wood playground fiber to large playground areas located at parks throughout the City (\$24,000).
Total Supplies & Equipment		\$154,435	

Operations		2016-17 Budget	Description
6301	BUILDING AND GROUNDS MAINT	\$5,100	Repair and replacement parts for small power equipment not covered under Central Garage allocation including mowers, trimmers, and chainsaws.

Operations (Cont.)

6450	COMMUNICATIONS	\$4,287	Allocation for local and long distant charges for office phones, fax and data lines, and mobile phones/pagers.
6531	UTILITIES	\$37,863	Electric and gas service for parks facilities, including sports field lighting.
6601	RENTAL & LEASES	\$2,220	Porta potty rental at Pacific Heights Park and special equipment used occasionally.

Total Operations	\$49,470
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Equipment Purchase	2016-17 Budget	Description
6650 TOOLS & EQPT. -\$25K	\$1,400	Replacement tools such as string trimmers, chainsaws, edgers, and hand pruners.
Total Equipment Purchase	\$1,400	

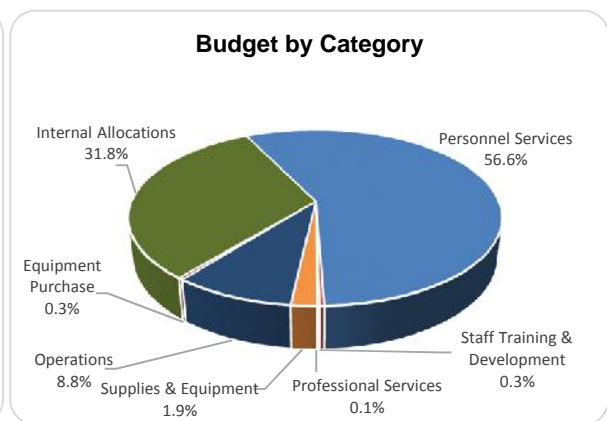
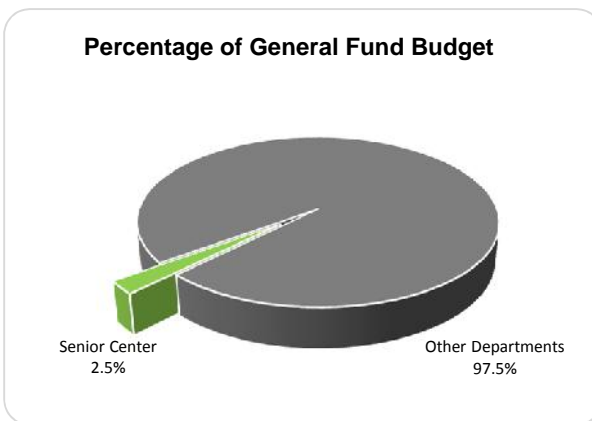
Internal Allocations	2016-17 Budget	Description
7901 INTERNAL SERVICE ALLOCATION	\$147,786	Internal service allocations for: Self-insurance cost (\$79,868); Building and facility maintenance (\$7,410); Information technology (\$19,460); and Central garage support (\$41,048).
7902 INTERDEPARTMENTAL CHARGES	\$352,297	Allocation of services provided to this fund based on cost allocation plan conducted in 2005-06.
9079 TRANSFERS TO RESERVES	\$89,710	Allocation of reserve funding to provide for replacement of capital assets at the end of their useful lives.
Total Internal Allocations	\$589,793	
Grand Total	\$2,524,886	

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Senior Services Budget Summary

Budgeted Expenditures	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Budget	FY 2016-17 Budget
Personnel Services	\$ 439,452	\$ 398,324	\$ 544,375	\$ 576,204
Staff Training & Development	2,361	4,642	3,360	3,510
Professional Services	-	8,359	-	1,500
Supplies & Equipment	16,120	15,525	16,385	19,365
Operations	75,051	81,303	75,917	89,851
Equipment Purchase	-	-	11,000	3,500
Internal Allocations	361,920	419,604	451,974	323,846
General Fund Sub-Total:	\$ 894,903	\$ 927,757	\$ 1,103,011	\$ 1,017,776
Special Revenue Fund Expenditures ¹	128,085	172,576	119,405	140,465
Total:	\$ 1,022,988	\$ 1,100,334	\$ 1,222,416	\$ 1,158,241

Funding Summary	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Budget	FY 2016-17 Budget
General Fund	\$ 721,601	\$ 767,981	\$ 917,011	\$ 831,776
Department Revenues	11,549	13,891	11,000	12,000
Area Agency on Aging Grant ¹	118,208	140,290	119,405	140,465
Donations ¹	71,630	78,172	64,000	74,000
Senior Advisory Board	-	-	11,000	-
Nutrition Site Council	100,000	100,000	100,000	100,000
Total:	\$ 1,022,988	\$ 1,100,334	\$ 1,222,416	\$ 1,158,241



Performance and Workload Measures	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Estimated	FY 2016-17 Target
Annual attendance	70,898	72,195	73,000	73,200
Annual number of meals served	22,337	24,767	23,500	24,500
Number of referrals and information offered	N/A	267	609	750
Number of senior special events offered	25	25	25	25
Number of senior trips offered	34	32	28	32

Goals and Accomplishments

2015-16 Accomplishments

- ◆ Developed and implemented a comprehensive volunteer program to recruit, train, and support volunteers in the delivery of a variety of services and programs at the Senior Center

Note 1: Area Agency on Aging information can be found in Special Revenue Funds section page H-16

2015-16 Accomplishments (Continued)

- ◆ Installed a new gate in the kitchen to secure Senior Nutrition Program kitchen equipment and supplies
- ◆ Standardized private facility rental policies and procedures for all facilities rented through the Community Services Department
- ◆ Worked in collaboration with the Senior Citizens Advisory Board to identify facility enhancements which could be funded through the Senior Citizen Advisory Board Trust Fund
- ◆ Expanded the Senior Center sports programs to include pickle ball, kickball, basketball, and wiffle ball

2016-17 Goals and Objectives

- ◆ Provide monthly educational seminars to participants on topics such as life skills, fall prevention, and stress management to continue outreach
- ◆ Hold quarterly volunteer training and recognition meetings
- ◆ Offer additional sports, athletic, and enrichment programming to add to the current programming for the senior population such as an introduction to hobbies like bee keeping, laughing yoga, and organizational skill based classes
- ◆ Provide information and referral seminars and volunteer training to Senior Center participants

Community Services Department Senior Services

Personnel Services	2016-17 Budget	Description
5101 REGULAR SALARIES	\$312,439	Base salary and incentives for all department personnel as subject to benefits per applicable MOUs.
5102 PART-TIME SALARIES	\$72,730	Salary for non-benefited employees.
5200 EMPLOYEE BENEFITS	\$191,035	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays.
Total Personnel Services	\$576,204	

Staff Training & Development	2016-17 Budget	Description
6405 TRAINING/MEETINGS/CONFERENCES	\$1,685	California Parks and Recreation Society State Conference (\$1,300); Mandated food safety course (\$150); National Council Therapeutic Recreation Certificate (\$80); California Board of Recreation and Park Certification (\$75); Bay Area Therapeutic Association (\$80).
6406 PROFESSIONAL DEVELOPMENT	\$1,000	Professional development reimbursement for two mid-managers in accordance with MOU.
6701 DUES & MEMBERSHIPS	\$825	American Society on Aging (\$525); California Parks and Recreation Society (\$150); Safe Food Handling certification (\$150).
Total Staff Training & Development	\$3,510	

Professional Services		2016-17 Budget	Description
6411	CONTRACTUAL SERVICES	\$1,500	Annual shredding & recycling service for documents (\$300); Bi-annual cleaning & maintenance for stove vent to comply with County of San Mateo Health Inspectors (\$1,200).
Total Professional Services		\$1,500	

Supplies & Equipment		2016-17 Budget	Description
6001	OFFICE SUPPLIES	\$3,500	Office supplies for daily operations.
6101	GAS AND OIL	\$5,500	Fuel for Senior Bus.
6102	OPERATING SUPPLIES	\$2,765	Society of European Stage Authors and Composers (SESAC) music license (\$685); Piano tuning (\$175); Helium tank (\$220); Supplies for bocce ball, ceramics, and other special events (\$1,185); Large coffee urns for daily nutrition program (\$500).
6304	MAINTENANCE	\$7,600	Maintenance for division copy machine and per page copy charge.
Total Supplies & Equipment		\$19,365	

Operations		2016-17 Budget	Description
6112	POSTAGE	\$900	Postage for mailing of calendar, advertisement, and correspondence.
6301	BUILDING AND GROUNDS MAINT	\$3,000	Alarm system for Senior Center.
6450	COMMUNICATIONS	\$2,500	Internet service, cell phones for supervisor and bus driver, senior center portable phone, fax machine, and senior bus GPS system.
6531	UTILITIES	\$83,451	Electric, gas, and garbage service for senior center.
Total Operations		\$89,851	

Equipment Purchase	2016-17 Budget	Description
6650 TOOLS & EQPT. -\$25K	\$3,500	Desk (\$1,500); Ergonomic chairs for front desk staff and volunteers (\$2,000).
Total Equipment Purchase	\$3,500	

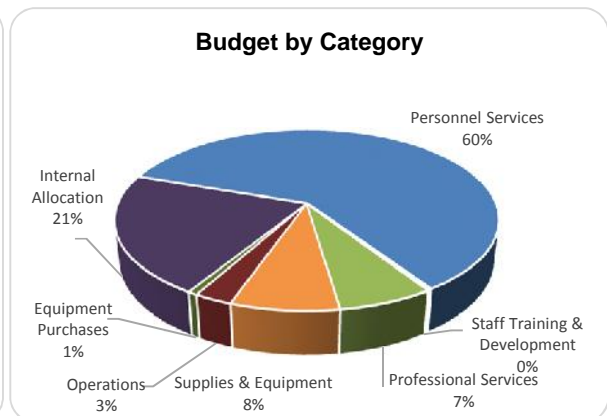
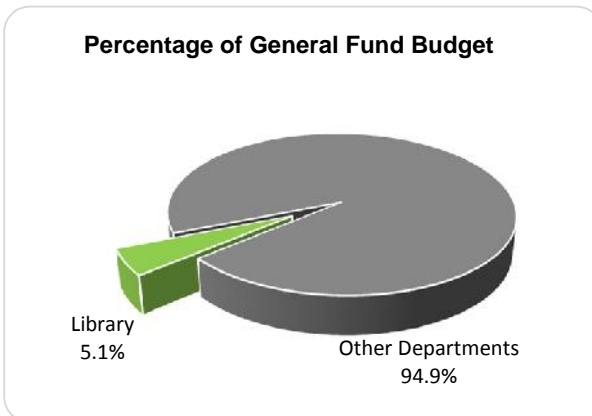
Internal Allocations	2016-17 Budget	Description
7901 INTERNAL SERVICE ALLOCATION	\$259,753	Internal service allocations for: Self-insurance cost (\$9,098); Building and facility maintenance (\$220,134); Information technology (\$27,353); and Central garage support (\$3,158).
7902 INTERDEPARTMENTAL CHARGES	\$62,323	Allocation of services provided to this fund based on cost allocation plan conducted in 2005-06.
9079 TRANSFERS TO RESERVES	\$1,780	Allocation of reserve funding to provide for replacement of capital assets at the end of their useful lives.
Total Internal Allocations	\$328,846	
Grand Total	\$1,017,776	

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Library Services Budget Summary

Budgeted Expenditures	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Budget	FY 2016-17 Budget
Personnel Services	\$ 1,073,934	\$ 1,120,676	\$ 1,225,307	\$ 1,274,159
Staff Training & Development	3,479	3,884	4,350	4,350
Professional Services	111,143	122,852	126,198	143,648
Supplies & Equipment	156,778	154,261	163,600	163,600
Operations	53,919	53,726	53,278	57,304
Equipment Purchase	4,549	4,463	21,293	14,664
Internal Allocations	447,372	500,796	524,078	453,037
Total:	\$ 1,851,174	\$ 1,960,657	\$ 2,118,104	\$ 2,110,762

Funding Summary	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Budget	FY 2016-17 Budget
General Fund	\$ 1,749,049	\$ 1,869,055	\$ 2,034,104	\$ 2,032,262
Department Revenues	63,125	52,602	45,000	39,500
State Library Revenues	39,000	39,000	39,000	39,000
Total:	\$ 1,851,174	\$ 1,960,657	\$ 2,118,104	\$ 2,110,762



Performance and Workload Measures	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Estimated	FY 2016-17 Target
Number of Homework Center attendees	2,781	3,145	3,438	3,500
Number of books checked out annually	197,481	223,467	218,128	220,797
Number of participants in the Summer Reading Program	1,049	1,361	1,941	1,700
Annual number of special programs	260	256	300	300
Number of storytime attendees	6,020	5,282	6,046	6,100
Number of reference questions answered	24,173	22,490	23,412	24,500
Number of internet sessions provided (wired & wireless)	46,956	60,999	69,612	71,000

Goals and Accomplishments

2015-16 Accomplishments

- ◆ Preserved historically significant materials by conducting a comprehensive inventory of historic materials
- ◆ Expanded language development opportunities through the introduction of a new English and a Second Language (ESL) Conversation Club
- ◆ Partnered with the Peninsula Library System (PLS) to double the number of eBooks and eAudiobooks purchased and made available to patrons monthly
- ◆ Increased participation in the San Bruno Library Summer Reading Program by 580 children to reach 1,941 signups

2015-16 Accomplishments (Continued)

- ◆ District schools, to increase the number of teacher database cards, and increase teacher awareness of library services
- ◆ Reviewed and updated the Library Services Division policies and procedures by evaluating and updating circulation software as well as implementing Peninsula Library System (PLS) wide best practices
- ◆ Increased the Library's hands-on programming to promote interaction among community members and to build useful skills for patrons of all ages
- ◆ Implemented Paws for Tales, a children's read-to-dogs educational program
- ◆ Checked out circulating laptops 260 times through March 2016
- ◆ Implemented monthly Lego build program
- ◆ Held three 3D printing workshops, each reaching maximum allowable attendance
- ◆ Held "Who Wants to be an Astronaut" science faire with Chabot Science Center; 175 attendees
- ◆ In partnership with Recreation Div. Summer Camp program, conducted nine storytimes to mini-campers, held programs for 7-10 year old campers including water conservation and science of flight programs
- ◆ Hosted a six-session healthy eating & nutrition workshop series sponsored by San Bruno Park School District Student Health Center
- ◆ Held three series (total of 15 sessions) of "Using sign language with your baby" workshops
- ◆ Homework Center volunteers logged 485 hours through March 2016

2016-17 Goals and Objectives

- ◆ Expand services to receive shipment of holds and other items from other PLS libraries on Saturdays
- ◆ Increase the number of Summer Reading finishers from 21% of participants to 28%. A slight decrease in the number of Summer Reading participants is expected due to staff concentrating on increasing the number of program finishers.
- ◆ Offer individual computer instruction by appointment for patrons needing in-depth instruction on a particular computer subject
- ◆ Install four additional Big Lift Little Free Libraries
- ◆ Support the development of the Community Facilities Vision Plan

Community Services Department Library Services

Personnel Services	2016-17 Budget	Description
5101 REGULAR SALARIES	\$673,428	Base salary and incentives for all department personnel as subject to benefits per applicable MOUs.
5102 PART-TIME SALARIES	\$171,953	Salary for non-benefited employees.
5200 EMPLOYEE BENEFITS	\$428,778	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays.
Total Personnel Services	\$1,274,159	

Staff Training & Development	2016-17 Budget	Description
6405 TRAINING/MEETINGS/CONFERENCES	\$2,100	Peninsula Library System meetings and workshops(\$360); California Library Association annual conference(\$1,740).
6406 PROFESSIONAL DEVELOPMENT	\$1,000	Professional development reimbursement for two mid-managers in accordance with MOU.
6701 DUES & MEMBERSHIPS	\$1,200	Membership in California Library Association(\$600); American Library Association (\$500); Innovative Users Group (\$100).
6703 TRAVEL/VEHICLE USE	\$50	Reimbursement for business-related travel expenses.
Total Staff Training & Development	\$4,350	

Professional Services	2016-17 Budget	Description
6419 OTHER SERVICES	\$143,648	Peninsula Library System (PLS) management, interlibrary item delivery costs & JPA fees (\$85,100); Hardware & system maintenance (\$17,554); Online homework help service (\$8,000); Safari computer & technical e-books (\$422); Gale database subscription for national journals, newspapers & academic press, and Tumblebooks children's e-books library (\$9,161); EBSCO database service for book covers licensing (\$739); Discover & Go museum pass program (\$450); Asian Art Museum passes (\$300) Maintenance of Bibliocommons catalog user interface and mobile library application for smartphones (\$4,537); Credit card fees (\$500); Online cataloging & metadata records utility (\$4,300); Wheelchair lifts and dumbwaiter inspections/service/licensing (\$1,350); Titlesource online materials ordering and reviews (\$750); Online newsletter software and delivery (\$600); Project Read literacy tutoring service (\$3,000); Online photo and timeline service (\$85); Online language instruction service (\$1,000); Digital microfilm data retrieval and cloud installation (\$5,800).
Total Professional Services	\$143,648	

Supplies & Equipment	2016-17 Budget	Description
6001 OFFICE SUPPLIES	\$18,000	General office supplies, including paper for public and staff, printer supplies, miscellaneous computer parts and cables; Specialty vendors for CD and DVD cases, security tags, self-check receipt paper, library cards, barcodes and other library operating supplies.
6108 BOOKS & MATERIALS	\$145,000	Print books, e-books, cds, dvds, and other audiovisual materials; magazines, periodicals, and newspaper subscriptions for library use and circulation.
6304 MAINTENANCE	\$600	Monthly copier usage charges.
Total Supplies & Equipment	\$163,600	

Operations	2016-17 Budget	Description
6112 POSTAGE	\$450	Postage required by department operations for outside correspondence including regular, certified, return receipt, and express/overnight mail.
6301 BUILDING AND GROUNDS MAINT	\$1,000	Security alarm system for building.
6409 SPECIAL PROJECTS	\$7,000	Supplies for Homework Center (\$300); Volunteer recognition for Homework Center and Summer Reading Club volunteers (\$100); Four children's programs during the school year (\$1,500); Summer reading club prizes (\$2,000); Four educational/lecture programs for adults (\$1,000); Six summer reading club programs (\$2,100).
6450 COMMUNICATIONS	\$3,057	Internal allocation charges for phones and phone service; cell phone charges; monthly charges for modems and fax lines; library-specific requests for programming of the automated response unit.
6531 UTILITIES	\$39,297	Electric and gas utility charges for Library facility.
6601 RENTAL & LEASES	\$6,500	Monthly lease payments for public and staff photocopier machines.
Total Operations	\$57,304	

Equipment Purchase	2016-17 Budget	Description
6650 TOOLS & EQPT. -\$25K	\$14,664	Replacement laptops for Library Homework Center (\$4,264); Domain controller for public computer security (\$400); Chairs for Children's Room (\$10,000).
Total Equipment Purchase	\$14,664	

Internal Allocations	2016-17 Budget	Description
7901 INTERNAL SERVICE ALLOCATION	\$194,170	Internal service allocations for: Self-insurance cost (\$18,197); Building and facility maintenance (\$120,883); Information technology (\$55,090).
7902 INTERDEPARTMENTAL CHARGES	\$249,847	Allocation of services provided to this fund based on cost allocation plan conducted in 2005-06.
9079 TRANSFERS TO RESERVES	\$9,020	Allocation of reserve funding to provide for replacement of capital assets at the end of their useful lives.
Total Internal Allocations	\$453,037	
Grand Total	\$2,110,762	

General Non Departmental

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General Non Departmental

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

Personnel Services	2016-17 Budget	Description
5200 EMPLOYEE BENEFITS	\$250,000	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays.
5214 RETIREE HEALTH INS.	\$93,000	Benefits to limited number of retired employees per MOUs.
Total Personnel Services	\$343,000	

Professional Services	2016-17 Budget	Description
6419 OTHER SERVICES	\$3,500	VEBA/FSA administration fees.
Total Professional Services	\$3,500	

Operations	2016-17 Budget	Description
6531 UTILITIES	\$200,000	General Fund facilities water (\$181,780) and sewer (\$18,220) charges.
6910 CONTINGENCIES/OTHER	\$35,000	Credit card fees for business tax and various city departments.
Total Operations	\$235,000	

Intergovernmental		Budget	
7041	COUNTY SVCE.CHARGES	\$1,700	Special assessment charges on City owned property - Mosquito abatement.
7069	INTERGOVERNMENTAL-OTHER	\$4,100	LAFCO - Local Agency Formation Commission.
Total Intergovernmental		\$5,800	

Internal Allocations	2016-17 Budget	Description	
7901	INTERNAL SERVICE ALLOCATION	\$53,948	Internal service allocations for information technology support to Emergency Operations Center (EOC) (\$33,168); reclassifying Computer Support Technician to System Administrator (\$11,480) and Custodian to Lead Custodian (\$9,300).
7902	INTERDEPARTMENTAL CHARGES	(\$4,379,004)	Allocation of services provided to this fund based on cost allocation plan conducted in 2005-06.
8999	NON-OPERATING TRANSFERS	\$1,217,517	Transfer to General Debt Service Fund to pay for 2011 fire apparatus lease (\$38,498) and pension obligation bond (\$1,179,019) principal and interest payments.
Total Internal Allocations		(\$3,107,539)	
Grand Total		(\$2,520,239)	

Enterprise Funds
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Enterprise Funds

Water

Wastewater

Stormwater

Cable

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Public Services Department Water Division

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

Programs

The Water Division of the Public Services 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 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:

- **Preventive System Maintenance, Rehabilitation and Replacement**
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).
- **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 goal of 8 percent during the current drought.
- **Responding to Urgent Community Need**
Ensure the highest customer service by quickly responding to water main/service leaks and daily routine turn on/off requests at the meter. Resolve water quality questions and concerns in a timely manner. The completion of the Advanced Water Meter project will allow residents and City staff the ability to monitor water uses to help understand usage patterns and billing the internet.
- **Routine 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 planning and engage the Engineering division to ensure a viable Capital Improvement Program.

- **Regulatory Compliance**

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

Water Enterprise

Four Year Summary

	2013-14 Actual	2014-15 Actual	2015-16 Amended Budget	2015-16 Actual	2016-17 Budget
Beginning Fund Balance, July 1	\$ 12,377,277	\$ 15,995,623	\$ 13,587,056	\$ 13,587,056	\$ 9,559,714
Revenues					
Operating Revenues	12,205,712	12,045,629	13,586,976	12,373,942	13,363,581
Capacity Charges	56,560	7,525	30,000	25,593	30,000
Grant and Other Revenues	91,842	219,459	80,000	288,504	80,000
Interest Income	136,622	98,985	35,292	72,687	35,292
Total Revenues	12,490,736	12,371,598	13,732,268	12,760,726	13,508,873
Total Operating Expenses	7,960,981	8,149,211	9,499,232	8,977,096	9,476,284
Operating Surplus (Deficit)	4,529,755	4,222,387	4,233,036	3,783,630	4,032,589
Non-Operating Revenues (Expenses)					
Capital Improvement Program	(4,945,317)	(6,898,492)	(15,427,547)	(7,464,043)	(10,871,634)
Equipment Purchases	(48,294)	(31,299)	(342,041)	(335,554)	(672,000)
Capital Reimbursements	2,687,042	31,404	-	-	-
Transfer In	1,465,773	326,183	-	-	-
Transfer Out	(70,613)	(58,750)	(11,375)	(11,375)	-
Non-Operating Surplus (Deficit)	(911,409)	(6,630,954)	(15,780,963)	(7,810,972)	(11,543,634)
Change in Fund Balance	3,618,346	(2,408,567)	(11,547,927)	(4,027,342)	(7,511,045)
Ending Fund Balance*, June 30	\$ 15,995,623	\$ 13,587,056	\$ 2,039,129	\$ 9,559,714	\$ 2,048,669

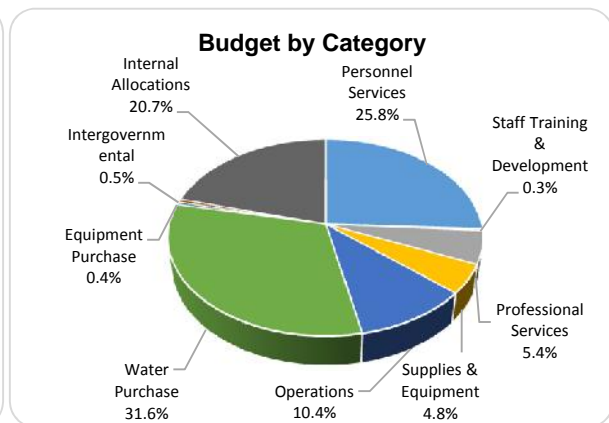
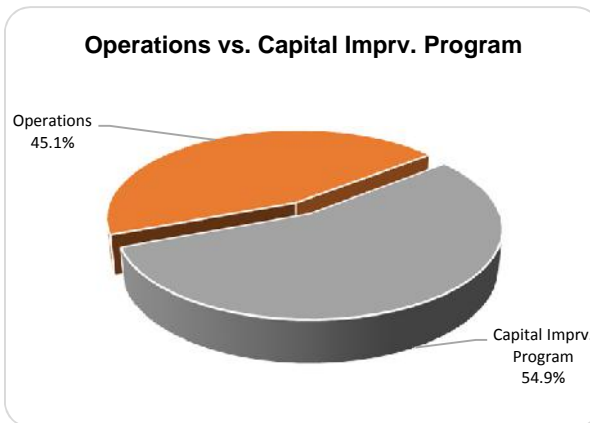
* The term fund balance as used for the enterprise funds is equivalent to unrestricted net position

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Water Enterprise Budget Summary

Budgeted Expenses	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Budget	FY 2016-17 Budget
Personnel Services	\$ 1,877,486	\$ 2,086,929	\$ 2,259,892	\$ 2,442,105
Staff Training & Development	26,537	26,796	26,450	26,550
Professional Services	465,100	543,047	754,484	513,500
Supplies & Equipment	443,080	448,744	406,300	458,300
Operations	868,398	924,711	912,334	988,229
Water Purchase	2,555,497	2,399,731	3,144,892	2,997,392
Equipment Purchase	15,175	17,062	25,300	39,800
Intergovernmental	36,317	29,446	36,733	47,533
Internal Allocations	1,673,391	1,672,745	1,932,847	1,962,875
Total:	\$ 7,960,981	\$ 8,149,211	\$ 9,499,232	\$ 9,476,284

Revenue Summary	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Budget	FY 2016-17 Budget
Water Service Revenues	\$ 12,205,712	\$ 11,968,127	\$ 13,586,976	\$ 13,363,581
Connection & Capacity Fees	137,020	85,027	110,000	110,000
Other Revenues	148,004	318,444	35,292	35,292
Total:	\$ 12,490,736	\$ 12,371,598	\$ 13,732,268	\$ 13,508,873



Performance and Workload Measures	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Estimated	FY 2016-17 Target
Number of main break repairs/broken valve replacements performed	N/A	107	133	100
Water savings achieved through efficiency programs (percent of total sales)	N/A	11%	21%	20%
Number of work orders completed annually	N/A	N/A	4,070	4,020

Goals and Accomplishments

2015-16 Accomplishments

- ♦ Reduced total system-wide water consumption by 21% in 2015 compared to 2013. The Water Board target for San Bruno was 8%
- ♦ Updated the 5-Year Urban Water Management Plan (UWMP)
- ♦ Prepared the annual water report to the State Water Resources Control Board (Water Board)

2015-16 Accomplishments (Continued)

- ◆ Completed installation of 10,511 fully automated water meters at residential properties
- ◆ Completed annual San Bruno Consumer Confidence Report newsletter of water usage and conservation programs
- ◆ Prepared a twice yearly seawater intrusion report to the State Water Board
- ◆ Completed potable water discharge section of annual Stormwater Report for San Francisco Bay Regional Water Quality Control Board as required by the Municipal Regional Stormwater Permit (MRP)
- ◆ Completed site improvements and follow-up inspections for Water Meter Installation Project
- ◆ Responded to 4,070 work orders
- ◆ Installed tank mixers at the Corporation Well 17 and residual control systems at San Bruno Tank 4 and College Tanks 9 & 10
- ◆ Completed water facility security enhancements: electronic lock installation at Sweeny Tank 7, College Tanks 9 & 10, and at Maple Pump Station 5
- ◆ Completed 3 Bay Area Water Supply & Conservation Agency (BAWSCA) landscape & Lawn-Be-Gone community conservation classes
- ◆ Administered training for Utility Billing staff for water meter billing/customer service software
- ◆ Completed training in Fire Extinguisher, First Aid/CPR, Hazardous Materials (HAZMAT), Heat exposure, Regional El Nino, Respiratory Fit, and Traffic Zone Safety

2016-17 Goals and Objectives

- ◆ Complete Water Rate Study
- ◆ Finalize Advanced Water Meter Project by completing the implementation of billing system and coordinating training with utility staff
- ◆ Continue to implement water conservation programs, including low-flow toilet and washing machine rebate programs, drought-tolerant landscaping grant program, and two-day per week landscape watering restrictions
- ◆ Develop a California Sustainable Groundwater Management Act (2014) compliance plan
- ◆ Develop and implement a long-term preventative maintenance program and schedule for City water facilities (tanks, wells, and pump stations)
- ◆ Improve security at water system facilities

Public Services Department Water Enterprise

Personnel Services	2016-17 Budget	Description
5101 REGULAR SALARIES	\$1,436,872	Base salary and incentives for all department personnel as subject to benefits per applicable MOUs.
5105 OVERTIME	\$138,000	Overtime pay in accordance with the applicable MOU. Overtime pay is only subject to Medicare and FICA employer contributions, when applicable, not City cost of CalPERS retirement.
5200 EMPLOYEE BENEFITS	\$850,233	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays.
6403 PERSONNEL SERVICES	\$17,000	Temporary staff for seasonal hydrant flushing, valve turning, customer service response, data entry, billing support, and documentation.
Total Personnel Services	\$2,442,105	

Staff Training & Development	2016-17 Budget	Description
6405 TRAINING/MEETINGS/CONFERENCES	\$17,150	Mandatory safety trainings including Confined Space, Traffic Zone Safety, HAZMAT, and Equipment Operations (\$14,150) ; and Water Systems and Conservation Manager and Water Services Manager to attend American Water Works Association (AWWA) Conference (\$3,000).
6406 PROFESSIONAL DEVELOPMENT	\$2,000	Reimbursement for two mid-managers and 1/2 of four mid-managers (50% in Water and 50% in Wastewater) for professional development in accordance with MOU.
6701 DUES & MEMBERSHIPS	\$6,900	Dues and memberships for: American Water Works Association (AWWA) (\$4,800); California Water Certifications (\$800); American Public Works Association (APWA) three memberships (\$600); Groundwater Resources Association of California one membership (\$300); Peninsula Water Works Association (PWWA) (\$200); and Underground Service Alert (\$200).

Staff Training & Development (Cont.)

6702	PUBS & SUBSCRIPTIONS	\$500	Subscription to the Journal of the Water Works Association, California-Nevada Source newsletter, and American Water Works Association technical manuals.
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Total Staff Training & Development	\$26,550
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Professional Services	2016-17 Budget	Description
6401 PROFESSIONAL SERVICES	\$22,000	Water quality analysis and regulatory compliance.
6402 LEGAL EXPENSES	\$5,000	Outside legal counsel assistance with conjunctive use program evaluation and water policy.
6411 CONTRACTUAL SERVICES	\$265,000	Contract repair of wells, pumps, motor controls, and filtration facilities to maintain daily operations (\$257,000); Quarterly inspections (\$5,000); and Fire hydrant painting program (\$3,000).
6419 OTHER SERVICES	\$221,500	Weekly bacteriological testing and special yearly well testing (Voc, Soc, Mtbe, Chrome 6) (\$72,000); Department of Public Health mandated sampling and special water quality testing (\$43,000); EPA and Department of Public Health annual cost (\$42,000); Annual SCADA license and support (\$20,000); Asset management system annual support and license (\$19,000); Testing of pipe repairs (\$13,000); Consumer Confidence Report printing (\$5,500); Cleaning and laundry services (\$4,000); and Security alarm monitoring (\$3,000).
Total Professional Services	\$513,500	

Supplies & Equipment	2016-17 Budget	Description
6001 OFFICE SUPPLIES	\$2,500	Office supplies.
6101 GAS AND OIL	\$35,000	Fuel and oil for vehicles.
6102 OPERATING SUPPLIES	\$145,300	Chemicals at four wells (\$94,000); Uniforms and safety equipment (\$22,000); Building, yard, and shop supplies (\$13,300); Field supplies (\$11,000); and water quality testing supplies (\$5,000).

Supplies & Equipment (Cont.)

6109	PARTS AND MATERIALS	\$275,000	Pipes, fittings, and replacement parts (\$245,000); Chemical feed pumps and chlorine analyzer (\$23,000); and Water tank sampling supplies (\$7,000).
6304	MAINTENANCE	\$500	Office equipment maintenance.
Total Supplies & Equipment		\$458,300	

	Operations	2016-17 Budget	Description
6112	POSTAGE	\$3,000	Allocation of postage required for outside correspondence including regular, certified, return receipt, and express/overnight mail.
6301	BUILDING AND GROUNDS MAINT	\$13,000	Maintenance contract for standby generators.
6309	RADIO MAINTENANCE	\$100	Maintenance of two-way radios.
6450	COMMUNICATIONS	\$19,898	Internal allocation of a shared fax line, office telephone, mobile phones, and radios (\$19,538); and Annual GPS unit data plan for one Water truck (\$360).
6502	COMMUNITY PROMOTION	\$125,000	High-efficiency clothes washer rebate (\$45,250); High-efficiency toilet rebate program (\$45,250); "Lawn Be Gone" water-efficient landscape conversion rebate program (\$15,500); "Earthcapades" school education program (\$10,000); Large Landscape Audit (\$5,000); and Low-flow aerators for bathroom and kitchen faucets (\$4,000).
6531	UTILITIES	\$643,699	Energy costs for four wells and eight pump stations.
6601	RENTAL & LEASES	\$183,532	Rentals and leases for well and water pump station locations (\$182,232); and Emergency and special equipment rental (\$1,300).
Total Operations		\$988,229	

Equipment Purchase	2016-17 Budget	Description
6650 TOOLS & EQPT. -\$25K	\$39,800	Water quality testing equipment (Hach testers)(\$8,500); Upgrade automatic flushing stations (\$8,000); Water quality sample stations (\$7,500); Leak detection equipment (\$6,000); 16-inch pneumatic cut-off saws (\$5,200); Small de-watering pumps (\$2,900); and Hydrant flushing equipment (\$1,700).
Total Equipment Purchase	\$39,800	

Water Purchase	2016-17 Budget	Description
7061 WATER PURCHASES-SF	\$2,997,392	Water purchases from San Francisco Public Utilities Commission (SFPUC) (\$2,854,392); and Water purchases from North Coast County Water District (NCCWD) (\$143,000).
Total Water Purchase	\$2,997,392	

Intergovernmental	2016-17 Budget	Description
7041 COUNTY SVCE.CHARGES	\$173	San Mateo County Mosquito Abatement Fee
7069 INTERGOVERNMENTAL-OTHER	\$47,360	Bay Area Water Supply and Conservation Agency (BAWSCA) agency membership (\$46,000); and Fees assessed by Local Agency Formation Commission (LAFCO) (\$1,360).
Total Intergovernmental	\$47,533	

Internal Allocations	2016-17 Budget	Description
7901 INTERNAL SERVICE ALLOCATION	\$443,534	Internal service allocations for: self insurance cost (\$369,819); Central garage support (\$25,260); Information technology support (\$34,482); and Building and facilities maintenance (\$13,973).
7902 INTERDEPARTMENTAL CHARGES	\$1,519,341	Public works administration allocation (\$540,088); General administration allocation (\$565,459); and Revenue services allocation (\$413,794).
Total Internal Allocations	\$1,962,875	
Grand Total	\$9,476,284	

Public Services Department Wastewater Division

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

Overview

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

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

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

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Wastewater Enterprise

Four Year Summary

	2013-14	2014-15	2015-16	2015-16	2016-17
	Actual	Actual	Amended Budget	Actual	Budget
Beginning Fund Balance, July 1	\$ 7,302,425	\$ 10,053,941	\$ 11,745,080	\$ 11,745,080	\$ 12,717,851
Revenues					
Operating Revenues	13,162,164	14,116,632	15,710,384	14,645,617	16,190,136
Capacity Charges	87,541	17,475	80,000	36,116	50,000
Other Revenues	37,784	22,840	10,000	38,889	10,000
Interest Income	79,677	70,983	20,046	75,141	35,000
Total Revenues	13,367,166	14,227,930	15,820,430	14,795,763	16,285,136
Operating Expenses					
Wastewater Operations	7,000,151	7,822,059	8,519,484	8,262,266	8,410,978
Interest Expense	506,921	503,317	486,878	475,134	452,813
Total Operating Expenses	7,507,072	8,325,376	9,006,362	8,737,400	8,863,791
Operating Surplus (Deficit)	5,860,094	5,902,554	6,814,068	6,058,363	7,421,345
Non-Operating Revenues (Expenses)					
Capital Improvement Program	(4,520,175)	(4,244,670)	(16,368,815)	(4,884,598)	(18,535,381)
Debt Service Principal Payment	(1,922,190)	(1,098,844)	(1,107,408)	(1,107,408)	(1,115,752)
Equipment Purchases	-	-	(282,984)	(245,640)	(457,500)
Capital Reimbursements	2,182,651	859,166	-	1,158,879	1,115,752
Transfer In	1,208,199	326,183	-	-	-
Transfer Out	(57,062)	(53,250)	(6,825)	(6,825)	-
Non-Operating Surplus (Deficit)	(3,108,577)	(4,211,415)	(17,766,032)	(5,085,592)	(18,992,881)
Change in Fund Balance	2,751,517	1,691,139	(10,951,964)	972,771	(11,571,536)
Ending Fund Balance*, June 30	\$ 10,053,942	\$ 11,745,080	\$ 793,116	\$ 12,717,851	\$ 1,146,315

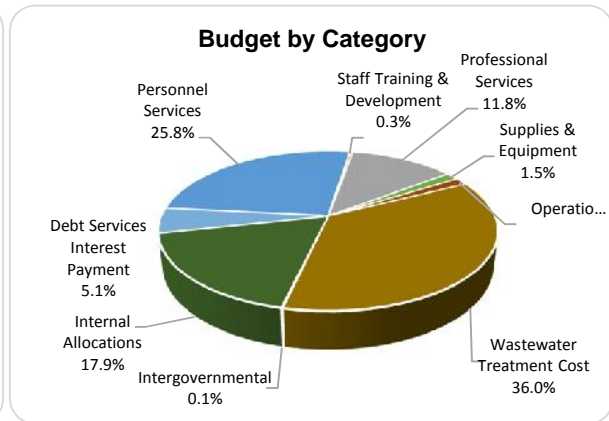
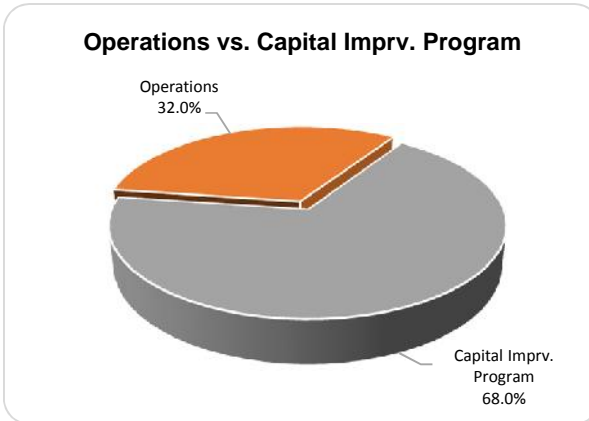
* The term fund balance as used for the enterprise funds is equivalent to unrestricted net position

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Wastewater Enterprise Budget Summary

Budgeted Expenses	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
	Actual	Actual	Budget	Budget
Personnel Services	\$ 1,634,317	\$ 1,640,768	\$ 2,127,183	\$ 2,286,613
Staff Training & Development	27,724	12,239	29,800	30,050
Professional Services	590,135	1,512,590	1,272,270	1,049,908
Supplies & Equipment	111,697	133,401	128,800	129,500
Operations	131,412	134,871	147,613	128,467
Equipment Purchase	15,956	28,684	10,000	-
Wastewater Treatment Cost	3,177,041	2,994,656	3,225,419	3,195,088
Intergovernmental	983	1,188	1,360	6,860
Internal Allocations	1,310,886	1,363,662	1,577,039	1,584,492
Debt Services Interest Payment	506,921	503,317	486,878	452,813
Total:	\$ 7,507,072	\$ 8,325,376	\$ 9,006,362	\$ 8,863,791

Revenue Summary	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
	Actual	Actual	Budget	Budget
Wastewater Service Revenues	\$ 13,162,164	\$ 14,116,632	\$ 15,710,384	\$ 16,190,136
Connection & Capacity Fees	87,541	17,475	80,000	50,000
Other Revenues	117,461	93,823	30,046	45,000
Total:	\$ 13,367,166	\$ 14,227,930	\$ 15,820,430	\$ 16,285,136



Performance and Workload Measures	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
	Actual	Actual	Estimated	Target
Number of Sanitary Sewer Overflows (SSOs) / Consent Decree Maximum*	13 24	10 16	10 11	6 8
Number of manholes repaired	16	19	13	18
Number of lateral spot repairs	55	50	56	5
Number of mainline spot repairs	18	63	79	60

*SSOs/Consent Decree Maximum reported on calendar year basis

Goals and Accomplishments

2015-16 Accomplishments

- ♦ Updated the Sanitary Sewer Management Plan (SSMP)
- ♦ Completed the Wastewater Division Organizational and Operational Review study
- ♦ Prepared the annual Sanitary Sewer Overflow Report to Baykeeper and the California Water Control Board
- ♦ Produced quarterly reports to State the Water Quality Control Board for the Sharp Park Private Sewer Lateral Replacement Grant Program

2015-16 Accomplishments (Continued)

- ◆ Completed waste discharge section of annual Stormwater Report for San Francisco Bay Regional Water Quality Control Board as required by the Municipal Regional Stormwater Permit (MRP)
- ◆ Developed or updated 17 Standard Operating Procedures
- ◆ Prepared and received approval for Point of Sale private sewer lateral inspection and replacement program
- ◆ Received a National U.S. Green Building Council Award for using environmentally friendly products in pump stations to reduce grease in the sewer system
- ◆ Purchased in-house Closed Circuit Television (CCTV) video inspection vehicle, equipment, and software and performed routine CCTV inspection of sewer mains to find defects and mitigate them to reduce sanitary sewer overflows
- ◆ Completed 34 Grade 5, or collapsed pipe, sewer main spot repairs
- ◆ Responded to 10 Sanitary Sewer Overflows (SSO)
- ◆ Completed 12 sewer main spot repairs
- ◆ Completed 35 Grade 5 (collapsed) manhole repairs
- ◆ Completed maintenance of 119 lower laterals
- ◆ Repaired 46 lower laterals
- ◆ Completed chemical root treatment for 93 sewer main segments
- ◆ Completed 425 work orders for high pressure cleaning of sewer mains
- ◆ Completed 71 work orders for mechanical rodding of sewer mains
- ◆ Inspected 25 food facilities as part of the Fats, Oils, and Grease (FOG) Program
- ◆ Completed 24 back round-baseline water quality sample inspections of the San Bruno Canal
- ◆ Received, inspected, and managed 150 point of sale private sewer lateral inspections
- ◆ Responded to 1,332 Underground Service Alert (USA) calls for sewer utility marking service
- ◆ Responded to 150 calls for service
- ◆ Completed training in closed circuit television video inspection software operations and video truck operations, Fire Extinguisher, First Aid/CPR, Hazardous Materials (HAZMAT), Heat exposure, Regional E1 Nino, Respiratory Fit, Sanitary Sewer Overflow (SSO) bypass and emergency response, SSO spill measurement identification, Vactor truck operations, waste discharge update, and Traffic Zone Safety

2016-17 Goals and Objectives

- ◆ Complete the Wastewater Rate Study
- ◆ Prepare the annual Baykeeper Sanitary Sewer Overflow report
- ◆ Produce quarterly reports to the Water Board for the Sharp Park Private Sewer Lateral Grant Program
- ◆ Manage the point-of-sale private sewer lateral inspection and replacement program
- ◆ Complete at least 20 Grade 4 sewer main spot repairs
- ◆ Complete video inspection of 129 Grade 3 sewer pipe locations
- ◆ Create systematic, re-occurring video sewer pipe inspection program

Public Services Department Wastewater Enterprise

Personnel Services	2016-17 Budget	Description
5101 REGULAR SALARIES	\$1,345,581	Base salary and incentives for all department personnel as subject to benefits per applicable MOUs.
5105 OVERTIME	\$143,000	Overtime pay in accordance with the applicable MOUs. Overtime pay is only subject to Medicare and FICA employer contributions, when applicable, not City cost of CalPERS retirement.
5200 EMPLOYEE BENEFITS	\$798,032	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays.
Total Personnel Services	\$2,286,613	

Staff Training & Development	2016-17 Budget	Description
6405 TRAINING/MEETINGS/CONFERENCES	\$23,150	Mandatory safety trainings (including Confined Space, Traffic Zone Safety, HAZMAT, and Equipment Operations) (\$19,650); Bay Area Clean Water Agency (BACWA) (\$500); and American Public Works Association (APWA) (\$3,000).
6406 PROFESSIONAL DEVELOPMENT	\$2,000	Reimbursement for four mid-managers in accordance with MOU.
6701 DUES & MEMBERSHIPS	\$4,400	California Water Environment Association (CWEA) dues (\$900); Bay Area Clean Water Agency (BACWA) dues (\$2,000); State Water Resources Control Board (\$1,300); and Underground Service Alert (\$200).
6702 PUBS & SUBSCRIPTIONS	\$500	Training books and publications used by staff to prepare for certifications (\$200); and American Public Works Association technical manuals (\$300).
Total Staff Training & Development	\$30,050	

Professional Services		2016-17 Budget	Description
6401	PROFESSIONAL SERVICES	\$55,000	Update best management practices, Standard Operating Procedures (SOP) development, collection and input of Wastewater asset inventory (\$20,000); State-mandated background sampling and Sanitary Sewer Overflow (SSO) sampling (\$20,000); and Fats, oils and grease outreach program (\$15,000).
6402	LEGAL EXPENSES	\$15,000	Outside legal counsel assistance.
6411	CONTRACTUAL SERVICES	\$900,000	Lateral sanitary sewer contract spot repair, including replacement of sewer mains, manholes, laterals, emergency response, and other related services (\$900,000);
6419	OTHER SERVICES	\$79,908	Root treatment for sewer mains (\$36,000); Asset management system annual license and support (\$18,008); Software subscription, satellite connectivity, phone/online tech support, PowerPack system hardware warranty for SmartCover units and Smartman hole cover notification (\$13,000); Uniform cleaning/replacement (\$6,500); After hours on call phone service (\$3,500); and Annual support and license for video inspection software (\$2,900).
Total Professional Services		\$1,049,908	

Supplies & Equipment		2016-17 Budget	Description
6001	OFFICE SUPPLIES	\$5,500	Office equipment and supplies for the Corporation Yard, Wastewater facilities, and staff.
6101	GAS AND OIL	\$24,000	Fuel and oil for vehicles assigned to Wastewater Division.
6102	OPERATING SUPPLIES	\$100,000	Field tools used for system maintenance (\$22,000); Pump station and corporation yard maintenance supplies (\$12,500); Replacement supplies for pumps, generators, hoses, and trucks (\$12,500); Sewer cleaning nozzles and tools (\$10,000); Uniforms (\$9,000); Safety supplies for field personnel (\$4,000); and Debris removal and backfill material for sewer repairs (\$30,000).
Total Supplies & Equipment		\$129,500	

Operations	2016-17 Budget	Description
6112 POSTAGE	\$300	Allocation of postage required by department operations for outside correspondence including regular, certified, return receipt, and express/overnight mail.
6450 COMMUNICATIONS	\$13,500	Internal allocation of a shared fax line, office telephone charges, mobile phones, pagers, and radios (\$12,060); and Annual data plans for four Wastewater vehicle GPS units (\$1,440).
6531 UTILITIES	\$35,899	Utilities for all pump stations and portion of the Corporation Yard.
6601 RENTAL & LEASES	\$78,768	Lease of City-owned property (\$67,768); Equipment rental for excavations (\$5,000); Emergency generator rental (\$5,000); and small truck rental (\$1,000).
Total Operations	\$128,467	

Wastewater Treatment Cost	2016-17 Budget	Description
7062 WASTE TREATMENT-SSF	\$3,195,088	Operation and maintenance costs for treatment of San Bruno's wastewater at the jointly owned South San Francisco/San Bruno Water Quality Control Plant.
Total Wastewater Treatment Cost	\$3,195,088	

Intergovernmental	2016-17 Budget	Description
7069 INTERGOVERNMENTAL-OTHER	\$6,860	Fees to the County of San Mateo and the California State Water Resources Control Board (\$6,860).
Total Intergovernmental	\$6,860	

Internal Allocations		2016-17 Budget	Description
7901	INTERNAL SERVICE ALLOCATION	\$527,462	Internal service allocations for: Self insurance cost (\$464,245); Building and facilities maintenance (\$13,973); Information technology support (\$28,194); and Central garage support (\$21,050).
7902	INTERDEPARTMENTAL CHARGES	\$1,057,030	Public works administration allocation (\$372,288); General administration allocation (\$333,421); and Revenue services allocation (\$351,321).
Total Internal Allocations		\$1,584,492	

Debt Service		2016-17 Budget	Description
9002	INTEREST	\$452,813	Annual Debt Service interest payment for 2013 Wastewater Revenue Refunding Bonds and State Water Resource Loan with South San Francisco.
Total Debt Service		\$452,813	
Grand Total		\$8,863,791	

Public Services Department Stormwater Division

The City of San Bruno Stormwater Division is committed to providing rapid, professional, and cost-effective street sweeping and stormwater collection system maintenance services to the community. Our interaction with the San Bruno community will be courteous, productive, and beneficial.

Overview

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

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

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Stormwater Enterprise

Four Year Summary

	2013-14 Actual	2014-15 Actual	2015-16 Amended Budget	2015-16 Actual	2016-17 Budget
Beginning Fund Balance, July 1	\$ 181,284	\$ 1,012,742	\$ 1,493,001	\$ 1,493,001	\$ 1,761,665
Revenues					
Operating Revenues	559,729	561,574	600,000	560,458	600,000
Reimbursements	54,654	118,727	52,500	91,737	75,000
Interest Income	26,564	4,890	1,000	11,240	4,000
Total Revenues	640,947	685,191	653,500	663,435	679,000
Expenses					
Stormwater Operations	612,223	690,918	716,000	467,108	919,498
Operating Surplus (Deficit)	28,724	(5,727)	(62,500)	196,327	(240,498)
Non-Operating Revenues (Expenses)					
Capital Improvement Program	(426,833)	(887,119)	(794,848)	(132,663)	(1,462,986)
Equipment Purchases	(215,231)	(22,743)	-	-	(42,500)
Capital Reimbursements	859,838	159,551	-	-	-
Transfer In	595,960	1,236,297	250,000	250,000	1,000,000
Transfer Out	(11,000)	-	(45,000)	(45,000)	(45,000)
Non-Operating Surplus (Deficit)	802,734	485,986	(589,848)	72,337	(550,486)
Change in Fund Balance	831,458	480,259	(652,348)	268,664	(790,984)
Ending Fund Balance*, June 30	\$ 1,012,742	\$ 1,493,001	\$ 840,653	\$ 1,761,665	\$ 970,681

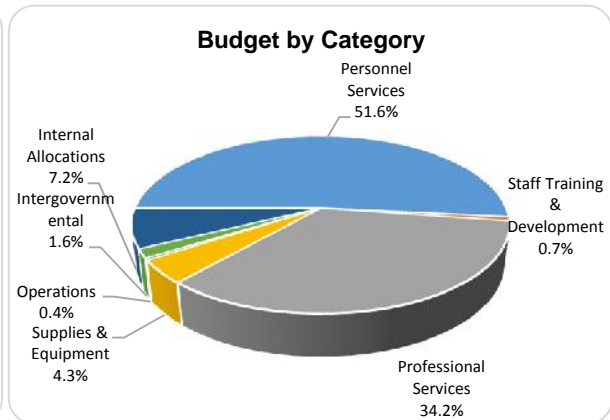
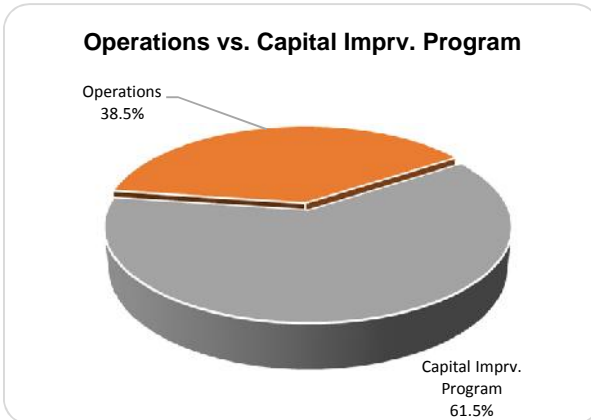
* The term fund balance as used for the enterprise funds is equivalent to unrestricted net position

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Stormwater Enterprise Budget Summary

Budgeted Expenses	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Budget	FY 2016-17 Budget
Personnel Services	\$ 372,083	\$ 466,346	\$ 463,644	\$ 474,483
Staff Training & Development	6,170	895	6,785	6,735
Professional Services	54,324	40,786	102,170	314,170
Supplies & Equipment	37,913	36,670	39,630	39,530
Operations	2,472	2,035	2,613	3,300
Intergovernmental	16,093	14,670	14,800	14,800
Internal Allocations	123,168	129,516	86,358	66,480
Total:	\$ 612,223	\$ 690,918	\$ 716,000	\$ 919,498

Funding Summary	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Budget	FY 2016-17 Budget
Stormwater Fund	\$ -	\$ 5,727	\$ 62,500	\$ 240,498
Stormwater Operating Revenues	559,729	561,574	600,000	600,000
Grant Reimbursement:				
C/CAG Vehicle Registration Fee	54,654	118,727	52,500	75,000
Other Revenues	26,564	4,890	1,000	4,000
Total:	\$ 640,947	\$ 690,918	\$ 716,000	\$ 919,498



Performance and Workload Measures	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Estimated	FY 2016-17 Target
Number of curb miles swept (Street Sweeping)	5,540	5,540	5,540	5,540
Number of catch basins cleaned and inspected annually	1,223	1,223	1,223	1,223
Illegal dumping pickup incident responses	N/A	N/A	941	950

Goals and Accomplishments

2015-16 Accomplishments

- ◆ Submitted annual Stormwater Report for San Francisco Bay Regional Water Quality Control Board as required by the Municipal Regional Stormwater Permit (MRP)
- ◆ Provided citywide coordination and ongoing updates during storm events
- ◆ Provided ongoing monitoring, and coordination for San Bruno Underpass flooding
- ◆ Participated in San Mateo Countywide Pollution Prevention Programs, Trash Committee, Municipal Maintenance Work Shops and Assessment training

2015-16 Accomplishments (Continued)

- ◆ Completed trash assessment for 26 locations
- ◆ Designed and built self-serve sand bagging station for City Hall parking lot
- ◆ Completed installation of storm water runoff prevention measures within the Engvall Canyon area
- ◆ Participated in San Mateo Countywide Cigarette Butt Pollution Project with the deployment of signs and receptacles
- ◆ Completed repairs and replacement of 5 broken storm drain inlet structures
- ◆ Removal and cleanup of storm drain tops, deployed additional street sweeper, and inspected 15 hillside during and after all rain events
- ◆ Removed and rebuilt Upper Engvall Canyon trash rack
- ◆ Completed video inspection of Spyglass storm drain lines during assessment of the drainage system
- ◆ Deployed barricades and road closure at the Caltrain underpass at San Bruno Avenue 3 times due to flooding/pump failures
- ◆ Provided video inspection and project support for Masson Avenue Culvert Replacement Project
- ◆ Completed data collection of storm lines, catch basin, inlets, and other stormwater assets
- ◆ Completed implementation of the centralized Stormwater management system
- ◆ Completed training in First Aid/CPR, Hazardous Materials (HAZMAT), Heat exposure, Regional El Nino, Respiratory Fit, and Traffic Zone Safety

2016-17 Goals and Objectives

- ◆ Coordinate and monitor on-going San Francisco Bay Regional Water Quality Control Board Stormwater initiatives
- ◆ Develop modifications to the long-term trash reduction plan to comply with new Municipal Regional Permit 2.0 requirements
- ◆ Complete annual Stormwater Report for San Francisco Bay Regional Water Quality Control Board as required by the Municipal Regional Stormwater Permit (MRP) in coordination with Community Services and Community Development Departments
- ◆ Install trash capture devices in high impact Stormwater collection areas to comply with Regional Water Quality Control Board long-term trash reduction goals
- ◆ Implement culvert inspection and condition assessment program

Public Services Department Stormwater Enterprise

Personnel Services	2016-17 Budget	Description
5101 REGULAR SALARIES	\$259,120	Base salary and incentives for all department personnel as subject to benefits per applicable MOUs.
5102 PART-TIME SALARIES	\$20,000	Salary for non-benefited employees.
5105 OVERTIME	\$20,000	Overtime pay in accordance with the applicable MOUs. Overtime pay is only subject to Medicare and FICA employer contributions, when applicable, not City cost of CalPERS retirement.
5200 EMPLOYEE BENEFITS	\$172,363	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays.
6403 PERSONNEL SERVICES	\$3,000	Temporary workers for sandbag construction.
Total Personnel Services	\$474,483	

Staff Training & Development	2016-17 Budget	Description
6405 TRAINING/MEETINGS/CONFERENCES	\$6,375	Mandatory safety trainings (including Confined Space, Traffic Zone Safety, HAZMAT, and Equipment Operations) (\$5,875); and Bimonthly workshop meetings associated with National Pollutant Discharge Elimination System (NPDES) compliance and San Mateo County Water Pollution Prevention Program (SMCWPPP) (\$500).
6406 PROFESSIONAL DEVELOPMENT	\$250	Professional development for one mid-manager (50% Stormwater, 50% Streets) in accordance with MOU.
6701 DUES & MEMBERSHIPS	\$60	California Water Environment Association (CWEA).
6702 PUBLS & SUBSCRIPTIONS	\$50	Publications of American Public Works Association Reporter, safety related brochure and display materials.
Total Staff Training & Development	\$6,735	

Professional Services		2016-17 Budget	Description
6401	PROFESSIONAL SERVICES	\$28,020	Condition assessment of stormwater culverts and storm mains (\$20,000); Geotechnical surveys to respond to rain events when necessary (\$7,000); and Engineering Data Services for uploading NPDES charges on San Mateo County tax roll (\$1,020).
6411	CONTRACTUAL SERVICES	\$272,400	Quarterly downtown San Mateo Avenue cleanup (\$17,400); Contract repair of storm drain grates and mains (\$5,000); and Stormwater contract spot repair, including replacement of conveyance pipe, culverts, catch basins, inlets, emergency response, and other related services (\$250,000).
6419	OTHER SERVICES	\$13,750	Uniform cleaning (\$2,000); Disposal of excavation material (\$2,500); and asset management annual support and license (\$9,250).
Total Professional Services		\$314,170	

Supplies & Equipment		2016-17 Budget	Description
6101	GAS AND OIL	\$18,000	Fuel and oil for vehicles and equipment assigned to Stormwater Division.
6102	OPERATING SUPPLIES	\$21,530	Uniforms and safety equipment, field supplies, and storm and flood supplies (\$12,400); Sand for sandbag construction (\$3,900); Replacement of asphalt, concrete, base, rock, and sand following repairs (\$3,700); and Building yard and shop supplies such as lockers, wet gear, camera, hand tools, pallets for sandbags, barricade tape (\$1,530).
Total Supplies & Equipment		\$39,530	

Operations		2016-17 Budget	Description
6112	POSTAGE	\$500	Annual valley gutter maintenance notice.
6450	COMMUNICATIONS	\$1,800	Internal allocation of dedicated fax and data lines, office telephone charges and mobile phones (\$391); and Annual data plans for GPS units for two Street Sweeper trucks (\$722).
6601	RENTAL & LEASES	\$1,000	Rentals and leases of equipment for County storm stations.
Total Operations		\$3,300	

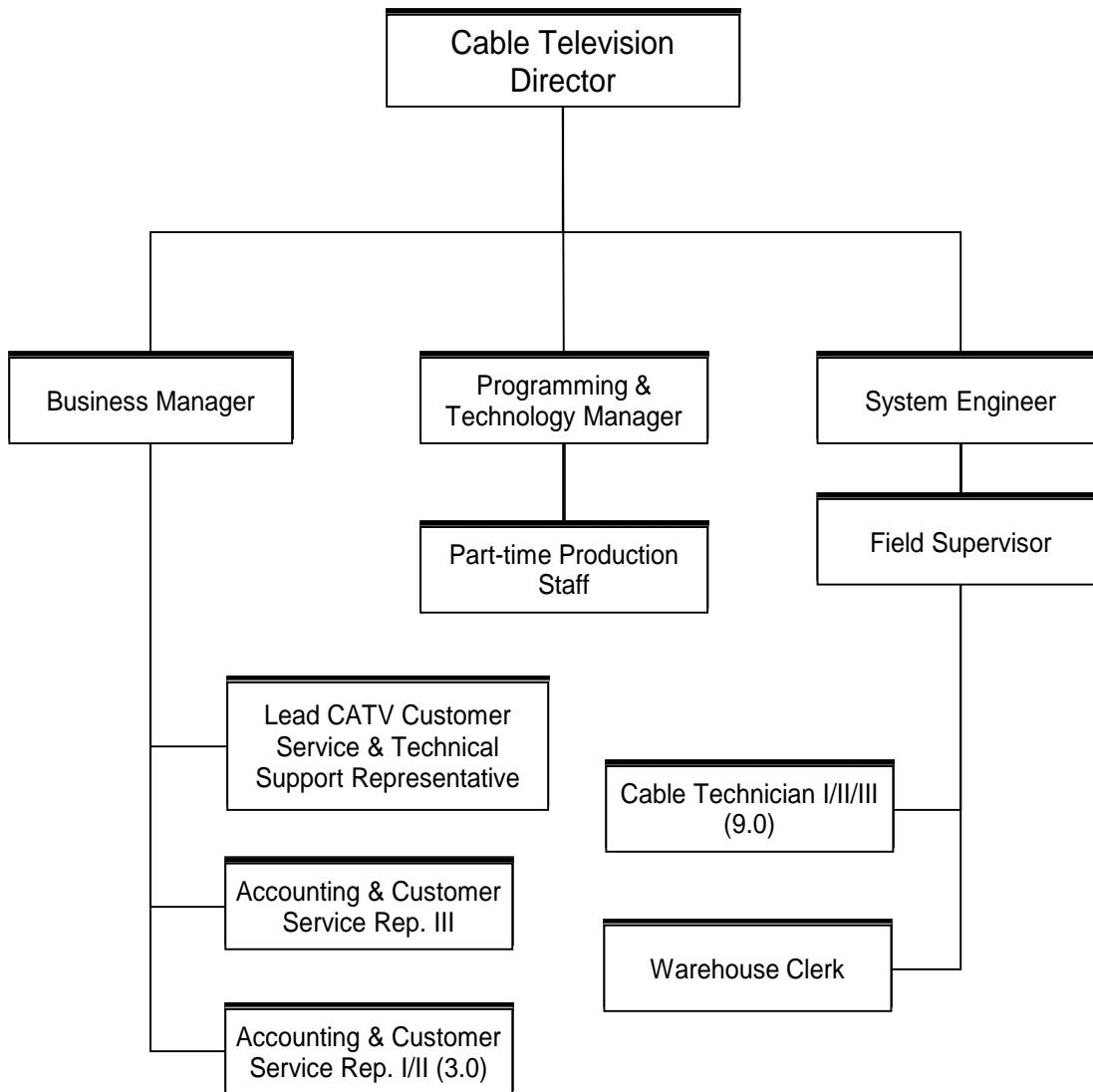
Intergovernmental	2016-17 Budget	Description
7041 COUNTY SVCE.CHARGES	\$200	County assessment service charge.
7069 INTERGOVERNMENTAL-OTHER	\$14,600	California State Water Resources Control Board permit fees.
Total Intergovernmental	\$14,800	

Internal Allocations	2016-17 Budget	Description
7901 INTERNAL SERVICE ALLOCATION	\$17,573	Internal service allocations for: Self insurance cost (\$6,066); Information technology support (\$982); and Central garage support (\$10,525).
7902 INTERDEPARTMENTAL CHARGES	\$48,907	Public works administration allocation (\$18,624); and General administration allocation (\$30,283).
Total Internal Allocations	\$66,480	
Grand Total	\$919,498	

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Cable Department

Cable Television



Cable Television Department

Deliver a full suite of value oriented broadband services including Digital Cable Television, High Definition Television, Video on Demand, Digital Video Recorders, Local Origination, High Speed Internet, and Digital Phone Services to residents and businesses in San Bruno over a state-of-the-art Hybrid Fiber/Coax All-Digital cable plant; provide excellent customer care and service; and enhance the overall value of the municipal enterprise.

Overview

The Cable Television Department is responsible for the operations of San Bruno Municipal Cable TV, the City's telecommunications enterprise and San Bruno Cable Channel 1, the City's governmental access channel. San Bruno Municipal Cable TV delivers a full suite of broadband video, data, and voice services to residential and business customers over a state-of-the-art all-digital cable network consisting of over 100 miles of fiber and coaxial cable plant. The Cable Department provides TV, Internet, and telephone to more than 7,700 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 Cable also provides and maintains the City's fiber optic communications network, and provides TV, Internet, and telephone services to the City, Schools, Businesses, and the Residents of San Bruno. The Department'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.

- **State of the Art Delivery System**

Maintain the all-digital cable system in compliance with Federal Communication Commission (FCC) regulations, and implement the latest advancements in cable technology to ensure the most efficient utilization of the cable infrastructure to obtain the maximum value from the City's investments. Optimize the cable infrastructure for delivery of broadband video, data and voice services. As part of this program, San Bruno Cable is replacing infrastructure in select areas with a Fiber Optic cable extension directly to the home where possible. The plan this fiscal year is to begin this effort at the Shelter Creek Complex and if certain growth metrics are met, evaluate the plan to build out other Fiber to The Home (FTTH) projects in the community.

- **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. Offer 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 100 Mbps down and 5 Mbps up and with 500 GB of data downloads per month.

- **Wi-Fi Internet Service**
Wi-Fi Internet service at the Shops at Tanforan, Senior Center, and other City facilities. Service to expand to other areas within the City based on feasibility and demand.
- **Voice Over Internet Protocol Phone Service (VoIP)**
Residential VoIP phone service comprising of unlimited local calling, unlimited domestic long distance, unlimited international calling to 20 countries that are included in the calling plan, and a standard set of calling features such as voicemail, caller ID, call waiting and call forwarding among others; and international calling to hundreds of other countries at very low per minute calling rates.
- **Commercial Voice and Data Services**
Commercial voice using multimedia terminal adapters or as a hosted IP PBX service with additional value added services available such as eFax (Internet based fax) and 1-800 Virtual Number service. Dedicated IP Ethernet, point-to-point Ethernet transport with asymmetrical speeds up to 100+ Mbps options are also available.
- **Over The Top TV Services**
Select Video Services available for viewing on mobile devices. This enhancement to the traditional method of viewing on Television sets adds convenience to the user and assists in retaining video subscriptions.
- **Local Origination Programming**
Televisе live City meetings, select school board meetings, and local events. The camera and editing equipment is also used to promote the Cable TV Department's programming, services and 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.

Cable Enterprise

Four Year Summary

	2013-14 Actual	2014-15 Actual	2015-16 Amended Budget	2015-16 Actual	2016-17 Budget
Beginning Fund Balance, July 1	\$ (4,178,964)	\$ (5,407,662)	\$ (7,966,604)	\$ (7,966,604)	\$ (9,381,248)
Revenues					
Basic Service (incl Local Orig.)	3,432,563	3,217,861	3,685,110	3,053,868	3,601,437
Internet Service Fees	2,670,837	2,784,457	3,366,355	3,029,756	3,807,872
Pay-Per-View Services	760,407	751,682	737,763	681,879	726,363
Digital Service	1,103,806	1,116,560	1,210,300	1,140,730	1,390,000
International Programming	117,948	111,841	114,090	109,128	114,090
Fees & Taxes	356,156	343,788	378,040	339,169	372,257
Voice Service	419,790	409,075	415,000	399,306	415,000
Fiber Leasing	17,352	86,219	109,000	108,252	136,000
TV Guide Magazine	2,937	2,653	2,500	2,512	2,500
Commercial Phone & Data	184,589	221,953	260,000	149,794	253,000
Other Receipts	263,091	242,256	305,900	239,506	269,900
Total Revenues	9,329,476	9,288,345	10,584,058	9,253,900	11,088,419
Expenses					
Operating Expenses	8,203,177	8,579,383	8,957,281	8,962,011	9,277,861
Local Origination Expenses	164,339	173,075	212,287	170,339	220,250
Pass Thru Fees	521,800	514,014	547,360	517,719	372,257
Equity Earnings Transfer	866,411	854,236	800,000	800,000	775,000
Interest Expense	15,128	-	-	512	7,500
Total Expenses	9,770,855	10,120,708	10,516,928	10,450,581	10,652,868
Operating Surplus (Deficit)	(441,379)	(832,363)	67,130	(1,196,681)	435,551
Non-Operating Revenues (Expenses)					
Capital Improvement Program	(260,757)	(1,639,463)	(1,767,895)	(98,776)	(1,231,409)
Debt Service Principal Payment	(430,267)	(36,945)	(181,000)	(13,677)	(197,000)
Equipment Purchases	(29,490)	(41,921)	(75,349)	(177,234)	(77,000)
Loan proceeds	-	-	-	-	1,428,409
Transfer In	-	-	-	78,549	-
Transfer Out	(66,805)	(8,250)	(6,825)	(6,825)	(30,000)
Non-Operating Surplus (Deficit)	(787,319)	(1,726,579)	(2,031,069)	(217,963)	(107,000)
Change in Fund Balance	(1,228,698)	(2,558,942)	(1,963,939)	(1,414,644)	328,551
Ending Fund Balance*, June 30	\$ (5,407,662)	\$ (7,966,604)	\$ (9,930,543)	\$ (9,381,248)	\$ (9,052,697)

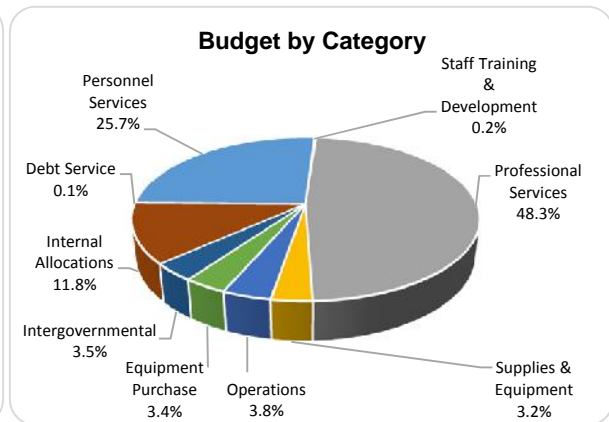
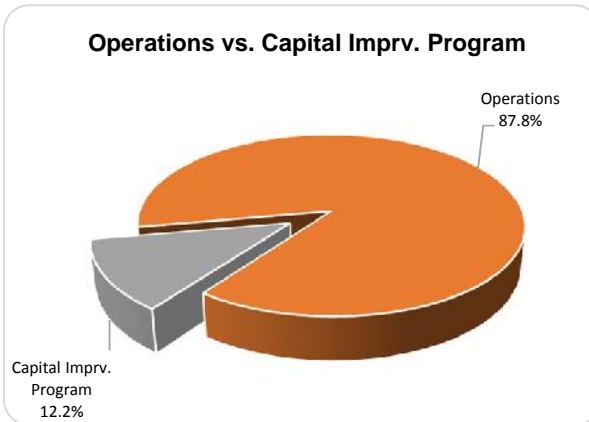
* The term fund balance as used for the enterprise funds is equivalent to unrestricted net position

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Cable Television Budget Summary

Budgeted Expenditures	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
	Actual	Actual	Budget	Budget
Personnel Services	\$ 2,281,743	\$ 2,252,187	\$ 2,684,502	\$ 2,738,100
Staff Training & Development	15,762	10,153	20,634	20,884
Professional Services	4,844,327	5,155,092	4,743,573	5,140,718
Supplies & Equipment	248,253	287,873	327,770	344,031
Operations	329,099	381,170	384,916	408,066
Equipment Purchase	90,211	68,963	468,675	360,350
Intergovernmental	523,111	515,584	550,150	375,047
Internal Allocations	1,423,221	1,449,686	1,336,708	1,258,172
Debt Service	15,128	-	-	7,500
Total:	\$ 9,770,855	\$ 10,120,708	\$ 10,516,928	\$ 10,652,868

Revenue Summary	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
	Actual	Actual	Budget	Budget
Basic Service	\$ 3,432,563	\$ 3,217,861	\$ 3,685,110	\$ 3,601,437
Internet Service Fees	2,670,837	2,784,457	3,366,355	3,807,872
Pay-Per-View Services	760,407	751,682	737,763	726,363
Digital Service	1,103,806	1,116,560	1,210,300	1,390,000
International Programing	117,948	111,841	114,090	114,090
Fees & Taxes	356,156	343,788	378,040	372,257
Voice Service	419,790	409,075	415,000	415,000
Fiber Leasing	17,352	86,219	109,000	136,000
TV Guide Magazine	2,937	2,653	2,500	2,500
Commercial Phone & Data	184,589	221,953	260,000	253,000
Other Receipts	263,091	242,256	305,900	269,900
Total:	\$ 9,329,476	\$ 9,288,345	\$ 10,584,058	\$ 11,088,419



Performance and Workload Measures	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
	Actual	Actual	Estimated	Target
Internet Service Subscribers	6,085	6,111	6,265	6,600
Service Calls	2,750	2,896	1,634	2,500
New Customer Installations	953	1,121	531	1,300
Total Homes Served	7,794	7,618	7,637	8,000
Government Meetings Live/Recorded	47	51	39	54

Goals and Accomplishments

2015-16 Accomplishments

- ◆ Launched over 300 hours of new video on demand content
- ◆ Added 7 new dedicated internet access commercial business accounts
- ◆ Added National Geographic Wild and Fox Sports 2 to expanded basic tier
- ◆ Planned and initiated installation of Fiber to the Home Project (FTTH) at the Shelter Creek Condominium Complex
- ◆ Hired and trained 10 paid interns for Local Origination Division
- ◆ Added 10 additional hours of weekly programming on Channel 1
- ◆ Produced public service announcements for Fire, Water, Wastewater, Community Development and Police Departments.
- ◆ Upgraded Channel 1 messaging equipment and video editing system
- ◆ Launched TV Everywhere for mobile devices
- ◆ Upgraded web site with more troubleshooting, promotion and marketing of system

2016-17 Goals and Objectives

- ◆ Complete first phase of the Fiber to the Home Rebuild and increase subscriber growth by 20% at Shelter Creek
- ◆ Replace electronic field taps with non-electronic units
- ◆ Upgrade speeds for all levels of Internet Service
- ◆ Offer a robust business phone solution for small to medium sized businesses
- ◆ Explore a home security product to deploy for Fiber to the Home customers
- ◆ Upgrade cameras for Government Meetings.
- ◆ Increase production of video segments for web site on topic of community interest and to promote City policy, programs, and other initiations.

Cable Television

Personnel Services	2016-17 Budget	Description
5101 REGULAR SALARIES	\$1,673,560	Base salary and incentives for all department personnel as subject to benefits per applicable MOUs.
5102 PART-TIME SALARIES	\$8,000	Salary for non-benefited employees.
5105 OVERTIME	\$70,000	Overtime pay in accordance with the applicable MOUs. Overtime pay is only subject to Medicare and FICA employer contributions, when applicable, not City cost of CalPERS retirement.
5200 EMPLOYEE BENEFITS	\$986,540	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays.
Total Personnel Services	\$2,738,100	

Staff Training & Development	2016-17 Budget	Description
6405 TRAINING/MEETINGS/CONFERENCES	\$9,350	National Cable Television Cooperative (NCTC)(\$1,250); National Cable Television Institute (NCTI) (\$2,000); National Cable Television Association Cable Show (\$1,250); Society of Cable Television Engineers (SCTE) (\$3,250); Great Lakes Data Billing System Conference (\$1,250); Meeting/Conference in Bay Area (LO)(\$350).
6406 PROFESSIONAL DEVELOPMENT	\$5,500	Professional development for one department head and four mid-managers in accordance with MOUs(\$3,000); and Tuition reimbursement (\$2,500).
6701 DUES & MEMBERSHIPS	\$5,834	Society of Cable Television Engineers (\$884); San Bruno Chamber of Commerce annual membership(\$175); California Cable Telecommunications Associations(\$4,400); SCAN-NATOIA annual membership (\$75); and Alliance for Community Media (\$300) (LO).

Note: Cable Operations (OP) and Local Origination (LO) has been combined in the 2016-17 Budget

Staff Training & Development (Cont.)

6702 PUBS & SUBSCRIPTIONS \$200 Subscriptions to Cable Fax, Cable World, Multichannel News.

Total Staff Training & Development \$20,884

Professional Services	2016-17 Budget	Description
6401 PROFESSIONAL SERVICES	\$65,000	Professional Service for negotiations of Retransmission Consent (\$8,000); Sales services (\$50,000); and Web design services (\$7,000).
6402 LEGAL EXPENSES	\$12,000	Legal reviews of Retransmission Agreement, contract renewals, and new service contracts.
6411 CONTRACTUAL SERVICES	\$4,230,148	Standard Pay Per View (\$34,500); Video on Demand (VOD) Pay Per View (\$60,345); National Cable Television Cooperative (NCTC) programming license fees (\$3,144,560); Direct affiliation programming license fees (\$895,598); TV Guide Magazine (\$2,400); Fees for TV Everywhere license (\$32,650); Off-air programming via fiber (\$14,400); and TV Everywhere programming license fees (\$45,695).
6412 INTERNET SERVICE FEES	\$721,255	Internet Service Provider Level 3 (\$60,500); Internet, phone and cable technical support services - Zcorum (\$379,510); Momentum Telecom fully hosted VOIP service (\$166,400); Internet Service provider Astound (\$105,870); American Registry for Internet Numbers (ARIN IP) address lease fee (\$3,375); and Communication Assistance for Law Enforcement Act(CALEA) compliance (\$5,600).
6419 OTHER SERVICES	\$112,315	Credit card and ACH fees (\$90,250); Bill production and printing (\$13,675); Security alarm service (\$3,495); Pay Per View processing fees TSQ (\$4,300); Document shredding service (\$450); and HBO guides for hotels/motels (\$145).
Total Professional Services	<u>\$5,140,718</u>	

Supplies & Equipment		2016-17 Budget	Description
6001	OFFICE SUPPLIES	\$9,000	Purchase of office supplies for the delivery of services to customers.
6101	GAS AND OIL	\$17,000	Allocation of fuel used by Cable vehicles.
6102	OPERATING SUPPLIES	\$47,000	Uniforms for cable employees (\$5,000) and production staff (\$250) (LO); Field supplies for installation of services (\$41,000); Videotapes, CDs, DVDs and cases (\$500) (LO); and Gaffer tape, batteries, video/audio adaptors (\$250) (LO).
6304	MAINTENANCE	\$271,031	Emergency alert system support (\$3,500); Arris Service Contracts for support of equipment for Video on Demand, Video Encoders, Video Compressors, E6000 Router Support and the Digital Access Controller (\$79,820); Wincable annual billing software license (\$25,925); Wincable billing system support (\$29,950); RGB equipment support (\$17,345); Arista copier maintenance (\$595); License fees for Cable Leakage Tests (\$1,200); Smartnet Support for replacement of Cisco Network Switches (\$51,600); Datalink monitoring services (\$53,596); Electronic maintenance and repairs of plant, converters, office equipment and headend equipment (OP) (\$6,000); Maintenance of audio and visual equipment (\$1,250) (LO); and Replacement parts for audio visual equipment (\$250) (LO).
Total Supplies & Equipment		\$344,031	

Operations		2016-17 Budget	Description
6112	POSTAGE	\$42,000	Allocation of postage required by department operations for outside correspondence including regular, certified, return receipt, and express/overnight mail (\$42,000).
6409	SPECIAL PROJECTS	\$22,550	Contingency for miscellaneous repair and maintenance work of plant, satellite dishes or headend emergencies (\$22,300); and Staff recognition (\$250).
6450	COMMUNICATIONS	\$16,568	Internal allocation of 7 dedicated fax and datalines, 17 mobile phones, and 5 wi-fi units.
6502	COMMUNITY PROMOTION	\$33,100	In-house marketing promotions with bill inserts, bill messaging, social media, print and video advertisements and direct mail printing (\$8,000); Contribution to local community organizations (\$5,000); Outside marketing/sales program designed to attract new commercial businesses (\$20,000); and Miscellaneous program development cost (\$100) (LO).

Operations (Cont.)

6531 UTILITIES	\$199,948	Water and garbage fees (\$9,293); Electric service for Cable headend, office, warehouse, and 25 field power supply units (\$190,655).
6541 LICENSING FEES	\$3,100	ASCAP/BMI music license fee (\$2,500); and Adobe Creative Cloud Software License fee (\$600)(LO).
6601 RENTAL & LEASES	\$90,800	Utility pole rental fees (\$20,300); Fiber lease (\$54,000); and Co-location site rental (\$16,500).

Total Operations	\$408,066
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Equipment Purchase	2016-17 Budget	Description
6650 TOOLS & EQPT. -\$25K	\$360,350	Replacement of back up batteries for field power supplies (\$5,000); 4 Node Replacements (\$16,000); Satellite Digital Receivers (\$20,000); Power Supply replacement (\$7,500); Tools for Technicians (\$9,000); Cable Tech Meter Replacements (\$3,600); Docsis 3 Internet Modem Replacement (\$48,000); EMTA's for Residential Phone Service (\$3,200); Remote Control Replacements (\$11,000); 25 Fiber Optic System Transmitter and Receiver systems (\$25,000); Headend Infrastructure Upgrades (\$10,000); HD Set Top Box Inventory (\$52,250); HD/DVR Set Top Box Inventory(\$80,400); Commercial data and voice service switches and digital telephone handsets (\$40,000); Fiber Light Tech meters (\$5,100); Optical Time Domain Reflectometer for Fiber Systems (\$4,000); Laptops for Testing Internet Connections and Access to Diagnostic Tools (\$3,000); 48 Volts DC System for Fiber Optic Power (\$5,000); Fiber Scope for Monitoring Connections (\$3,000); Microphones (3) for City Council/Planning Meetings(\$750) (LO); High Capacity Camera Batteries (\$300) (LO); Replacement of Video Camera (\$5,500) (LO); Audio system upgrades (\$2,750) (LO).

Total Equipment Purchase	\$360,350
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Intergovernmental	2016-17 Budget	Description
7041 COUNTY SVCE.CHARGES	\$70	Mosquito abatement property tax levy.
7063 CITY TAXES & FEES	\$372,257	In-Lieu Franchise Fee (\$314,000); Copyright Fees (\$13,257); and VOIP Taxes & Fees (\$45,000).
7069 INTERGOVERNMENTAL-OTHER	\$2,720	SAMCAT Annual Dues (\$1,000); and LAFCO share (\$1,720).
Total Intergovernmental		
	\$375,047	

Internal Allocations	2016-17 Budget	Description
7901 INTERNAL SERVICE ALLOCATION	\$133,146	Internal service allocations for: Self insurance cost (\$33,565) (OP) and (\$2,831)(LO); Building and facilities maintenance (\$24,326); Information technology support (\$51,374); and Central garage support (\$21,050).
7902 INTERDEPARTMENTAL CHARGES	\$350,026	General administration allocation (\$302,141); and Revenue Services Allocation for processing of daily transactions and deposits (\$47,885).
8926 CATV EQUITY EARN.TRANSF.	\$775,000	Equity earnings transfer.
Total Internal Allocations		
	\$1,258,172	

Debt Service	2016-17 Budget	Description
9002 INTEREST	\$7,500	Annual interest payment for loan agreement (Shelter Creek Fiber to Home project).
Total Debt Service		
	\$7,500	
Grand Total		
	\$10,652,868	

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Internal Service Funds
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Internal Service Funds

Central Garage

Building and Facilities

General Fund Equipment Reserve

Information Technology

Self-Insurance

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Public Services Department Central Garage Division

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

Overview

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

The primary services provided include:

- **Preventive Maintenance and Repair**

Provide service and safety inspection every 3,000 miles for 14 police patrol vehicles, service and safety inspections for 112 other vehicles every 5,000 miles or annually, additional safety inspections every 45 to 90 days for safety-sensitive equipment, and routine repair of various large equipment items. Provide timely and cost effective repairs that are performed in-house or by contract; contract repairs typically include transmission repair, front-end alignment, and body work/painting, as well as warranty or other cost-saving work.

- **Vehicle Acquisition and Disposal**

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

- **Support Services**

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

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Central Garage

Four Year Summary

	2013-14 Actual	2014-15 Actual	2015-16 Amended Budget	2015-16 Actual	2016-17 Budget
Beginning Fund Balance, July 1	\$ 468,808	\$ 544,793	\$ 552,445	\$ 552,445	\$ 607,902
Charge for Services	614,772	624,420	624,370	624,372	210,500
Expenses					
Operating Expenses	538,787	616,768	657,852	568,915	613,186
Change in Fund Balance	75,985	7,652	(33,482)	55,457	(402,686)
Ending Fund Balance, June 30	\$ 544,793	\$ 552,445	\$ 518,963	\$ 607,902	\$ 205,216

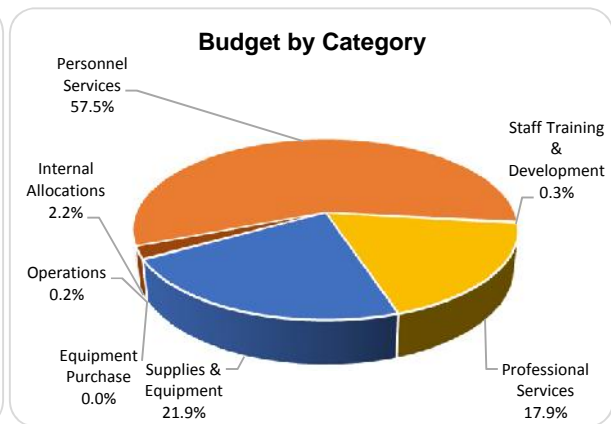
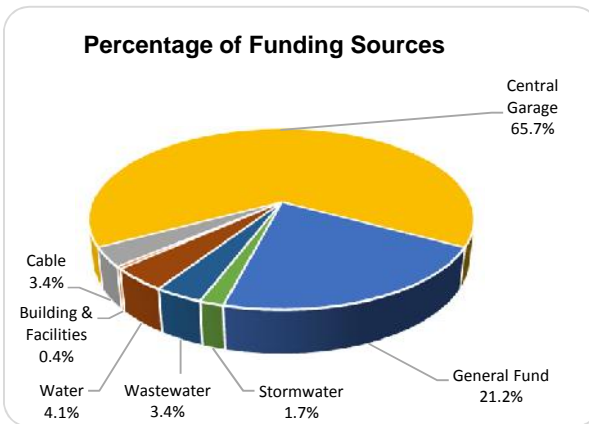
* The term fund balance as used for the internal service funds is equivalent to unrestricted net position

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Central Garage Budget Summary

Budgeted Expenses	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Budget	FY 2016-17 Budget
Personnel Services	\$ 279,140	\$ 333,478	\$ 344,156	\$ 352,541
Staff Training & Development	8,174	300	3,025	1,825
Professional Services	111,018	110,703	110,000	110,000
Supplies & Equipment	121,220	154,760	133,950	134,500
Operations	1,265	1,051	1,222	1,054
Equipment Purchase	3,090	-	52,500	-
Internal Allocations	14,880	16,476	12,999	13,266
Total:	\$ 538,787	\$ 616,768	\$ 657,852	\$ 613,186

Funding Summary	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Budget	FY 2016-17 Budget
Central Garage Fund	\$ -	\$ -	\$ 33,482	\$ 402,686
Recovery from Other Funds:				
Building & Facilities	7,368	7,704	7,488	2,526
Cable Fund	31,944	32,340	62,435	21,050
General Fund	389,316	395,376	385,860	130,089
Stormwater Fund	55,896	57,096	31,224	10,525
Wastewater Fund	54,684	55,380	62,435	21,050
Water Fund	75,564	76,524	74,928	25,260
Total:	\$ 614,772	\$ 624,420	\$ 657,852	\$ 613,186



Performance and Workload Measures	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Estimated	FY 2016-17 Target
Number of vehicles maintained	143	143	143	144
Number of vehicles identified for replacement	17	18	9	21

Goals and Accomplishments

2015-16 Accomplishments

- ◆ Coordinated purchase of the nine vehicles approved in the 2015-16 Equipment Budget
- ◆ Coordinated repair and retrofit of gasoline storage tank
- ◆ Completed inspections of hazardous materials at Corporation Yard
- ◆ Developed an in-house driving training manual for Senior Bus drivers

2016-17 Goals and Objectives

- ◆ Review opportunities to reduce the size of the fleet as a way of reducing ongoing operation costs and decreasing the environmental impact
- ◆ Assess the possibility of installing an electric vehicle charging station at City Hall or other City facilities
- ◆ Apply for available grant funding for charging stations
- ◆ Evaluate development of a fleet management/leasing program

Public Service Department Central Garage

Personnel Services	2016-17 Budget	Description
5101 REGULAR SALARIES	\$200,700	Base salary and incentives for all department personnel as subject to benefits per applicable MOUs.
5102 PART-TIME SALARIES	\$30,000	Salary for non-benefited employee.
5105 OVERTIME	\$5,000	Overtime pay in accordance with the applicable MOUs. Overtime pay is only subject to Medicare and FICA employer contributions, when applicable, not City cost of CalPERS retirement.
5200 EMPLOYEE BENEFITS	\$116,841	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays.
Total Personnel Services	\$352,541	

Staff Training & Development	2016-17 Budget	Description
6405 TRAINING/MEETINGS/CONFERENCES	\$1,575	Mandatory safety trainings including Confined Space, Traffic Zone Safety, HAZMAT, and Equipment Operations (\$1,275); and Local Fleet and State meetings including Bay Area Air Quality Management District and California Air Resources (\$300).
6701 DUES & MEMBERSHIPS	\$200	Maintenance Superintendents Association and Public Fleet Supervisors Association.
6702 PUBS & SUBSCRIPTIONS	\$50	Shop Key online repair manual subscription.
Total Staff Training & Development	\$1,825	

Professional Services		2016-17 Budget	Description
6411	CONTRACTUAL SERVICES	\$90,000	Contract repair of City vehicles and equipment including transmissions, inspections for boomtrucks, and body repair (\$73,000); Fuel system maintenance including controller dispenser and fuel tanks (\$15,000); and Smog test (\$2,000).
6419	OTHER SERVICES	\$20,000	Waste oil disposal (including oil picked up on the street), old tire disposal (including tires picked up on the street), car wash for City vehicles, laundry services, County Haz-Mat fee and miscellaneous expenses (\$14,300); and annual support for Fleet Computer Maintenance Management System (\$5,700).
Total Professional Services		\$110,000	

Supplies & Equipment		2016-17 Budget	Description
6001	OFFICE SUPPLIES	\$500	Supplies for daily operations.
6101	GAS AND OIL	\$4,500	Allocation of fuel used by division and pool vehicles.
6102	OPERATING SUPPLIES	\$129,500	Safety supplies including work boots, goggles, first aid supplies (\$1,000); Replacement of staff uniforms (\$1,000); Replacement parts including brakes, hoses, alternators and starters (\$55,000); Tires (\$35,000); Filters, fluids, minor preventative maintenance parts (\$12,500); Repair parts for large equipment (\$12,500); Emergency lighting and siren equipment (\$10,000); and Large tools and equipment for vehicle service and maintenance (\$2,500).
Total Supplies & Equipment		\$134,500	

Operations		2016-17 Budget	Description
6450	COMMUNICATIONS	\$454	Internal allocation of dedicated fax and data lines, three office telephone charges and two mobile phones.
6531	UTILITIES	\$600	Allocation of PG&E services to the Corporation Yard.
Total Operations		\$1,054	

Internal Allocations	2016-17 Budget	Description
7901 INTERNAL SERVICE ALLOCATION	\$13,266	Internal service allocations for: self insurance cost (\$5,459); and information technology support (\$7,807).
Total Internal Allocations	\$13,266	
Grand Total	\$613,186	

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Community Services Department Buildings and Facilities Division

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

Overview

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

- **Custodial Services**
Provide routine custodial services 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, and windows. The division coordinates work with user departments throughout the City and works in collaboration to prioritize projects and budgeted resources
- **Repair Services**
Provide repairs to City facilities which occur more routinely as facilities age. These repairs are often unanticipated and occur without warning. Examples include replacement of condensers in cooling systems, equipment part failures in generators, elevators and other electrical systems, and patching aging roofs.

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Buildings & Facilities

Four Year Summary

	2013-14 Actual	2014-15 Actual	2015-16 Amended Budget	2015-16 Actual	2016-17 Budget
Beginning Fund Balance, July 1	\$ 883,489	\$ 751,984	\$ 721,506	\$ 721,506	\$ 611,745
Charge for Services	866,992	1,023,060	1,154,698	1,154,700	758,500
Expenses					
Operating Expenses	978,497	1,053,538	1,169,698	1,264,461	1,176,400
Equipment Reserve Purchase	-	-	70,000	-	-
Transfer Out:					
Capital Improvement Program	20,000	-	-	-	-
Total Expenses	998,497	1,053,538	1,239,698	1,264,461	1,176,400
Change in Fund Balance	(131,505)	(30,478)	(85,000)	(109,761)	(417,900)
Ending Fund Balance, June 30	\$ 751,984	\$ 721,506	\$ 636,506	\$ 611,745	\$ 193,845

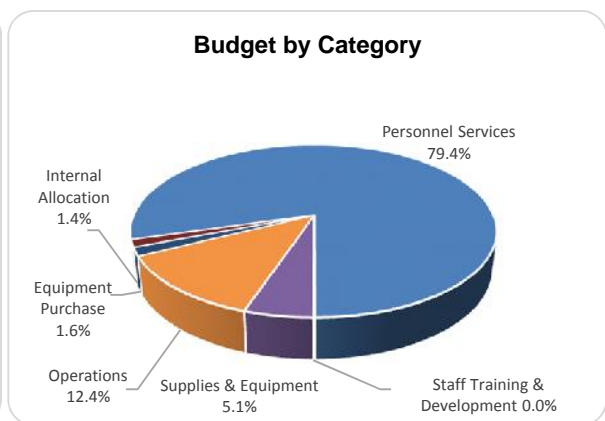
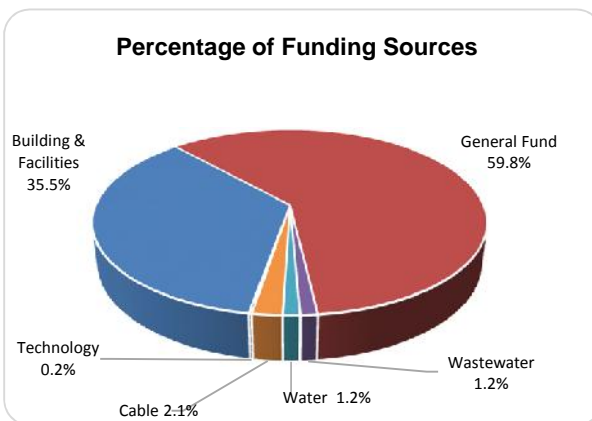
* The term fund balance as used for the internal service funds is equivalent to unrestricted net position

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Building & Facilities Budget Summary

Budgeted Expenditures	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Budget	FY 2016-17 Budget
Personnel Services	\$ 590,890	\$ 680,530	\$ 841,445	\$ 892,894
Staff Training & Development	420	27	-	500
Professional Services	91,992	118,054	97,200	52,100
Supplies & Equipment	87,542	78,361	61,050	57,900
Operations	169,050	136,419	137,544	139,358
Equipment Purchase	3,467	3,067	10,800	18,000
Internal Allocations	35,136	37,080	21,659	15,648
Total:	\$ 978,497	\$ 1,053,538	\$ 1,169,698	\$ 1,176,400

Funding Summary	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Budget	FY 2016-17 Budget
Building & Facilities Fund	\$ 111,525	\$ 30,471	\$ 14,998	\$ 417,900
Recovery from Other Funds				
General Fund	804,548	949,399	1,071,576	703,908
Water Fund	15,780	18,624	21,012	13,973
Wastewater Fund	15,780	18,624	21,012	13,973
Cable Fund	28,176	33,252	37,524	24,326
Technology Fund	2,688	3,168.00	3,576	2,320
Total:	\$ 978,497	\$ 1,053,538	\$ 1,169,698	\$ 1,176,400



Performance and Workload Measures	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Estimated	FY 2016-17 Target
Number of work orders completed	1,296	1,352	1,365	1,376
Square feet of public facilities maintained by custodial staff	119,906	119,906	119,906	119,906
Number of public facilities maintained by two-person utility crew	17	17	17	17

Goals and Accomplishments

2015-16 Accomplishments

- ◆ Reduced City-wide water usage in the irrigation of City facilities, parks, and medians, in accordance with the City's water shortage contingency plan
- ◆ Evaluated water conservation measures for City facilities and implemented solutions, including retrofitting or replacing existing toilet fixtures throughout City facilities
- ◆ Installed life-saving automated external defibrillators at City Hall, Veterans Memorial Recreation Center-1st floor, Swimming Pool, Parks and Public Services Corporation Yards, and Library
- ◆ Ensured emergency electricity to the Senior Center by installing a manual activation relay on the generator

2015-16 Accomplishments (Continued)

- ◆ Installed new rain gutters on the Cable Television building
- ◆ Completed the re-carpeting and installation of new work spaces at the Police Department
- ◆ Expanded the community outreach and notification process for public and private heritage tree removals
- ◆ Worked with each department throughout the year to identify and address facilities maintenance concerns. Examples included rain water intrusion in roofs, automatic door operation, heating and cooling system regulation and maintenance, and custodial services.
- ◆ In cooperation with each department, updated the list of custodial services provided on a daily, weekly, and monthly basis to ensure cleanliness, appearance, and to proactively address maintenance issues.

2016-17 Goals and Objectives

- ◆ Update the City-Wide Tree Inventory to provide a current status on the condition of the City's urban forest
- ◆ Conduct an operational needs assessment of existing City facilities and develop a phased strategy for addressing deficiencies.

Community Services Department Building & Facilities

Personnel Services	2016-17 Budget	Description
5101 REGULAR SALARIES	\$537,054	Base salary and incentives for all department personnel as subject to benefits per applicable MOUs.
5102 PART-TIME SALARIES	\$22,836	Salary for non-benefited employees.
5105 OVERTIME	\$6,000	Overtime pay in accordance with the applicable MOU. Overtime pay is only subject to Medicare and FICA employer contributions, where applicable.
5200 EMPLOYEE BENEFITS	\$327,004	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays.
Total Personnel Services		
	\$892,894	

Staff Training & Development	2016-17 Budget	Description
6406 PROFESSIONAL DEVELOPMENT	\$500	Personal and professional development for one mid-manager.
Total Staff Training & Development		
	\$500	

Professional Services	2016-17 Budget	Description
6411 CONTRACTUAL SERVICES	\$52,100	Emergency repairs to facilities, equipment, and fixtures.
Total Professional Services		
	\$52,100	

Supplies & Equipment	2016-17 Budget	Description
6001 OFFICE SUPPLIES	\$400	Supplies needed for operations and for the HVAC computer system.
6101 GAS AND OIL	\$2,000	Gas and oil for utility van and custodial trucks.

Supplies & Equipment (Cont.)

6102	OPERATING SUPPLIES	\$55,500	Janitorial supplies for city facilities including City Hall, Cable TV, Fire and Police stations, Library, Corporation Yard, Senior Center and three Recreation Centers (\$34,000); Maintenance and repair supplies for city facilities (\$20,000); Custodial safety shoes and uniforms (\$1,500).
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Total Supplies & Equipment	\$57,900
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Operations	2016-17 Budget	Description
6301 BUILDING AND GROUNDS MAINT	\$86,600	Orkin Pest Control service contract (\$8,300); Northern service contract for HVAC system (\$7,300); Siemens Industry contract for fire extinguishers and building automation (\$14,600); Allied Security Systems contract for alarm monitoring at City Hall and Police storage at Catalpa (\$4,900); Thyssenkrupp Elevator Corp. contract for elevator maintenance at Police Plaza and Library (\$4,700); Maintenance for electrical work and other needs beyond basic service contracts (\$7,100); Cummins Pacific LLC contract for generator maintenance (\$20,000); Carpet and floor cleaning (\$13,000); Annual window cleaning including calcium removal (\$4,400); Biennial pressure washing for exterior walls and sidewalks at Senior Center, Recreation Center, and Police Plaza (\$2,300).
6450 COMMUNICATIONS	\$1,323	Cell phones for custodial personnel.
6531 UTILITIES	\$51,435	Gas, electric, and garbage charges for City Hall and Library.
Total Operations	\$139,358	

Equipment Purchase	2016-17 Budget	Description
6650 TOOLS & EQPT. -\$25K	\$18,000	Replacement tools such as vacuums, polishers, and hand tools (\$3,000); Replacement condensers and air handlers for City Hall data room (\$15,000).
Total Equipment Purchase	\$18,000	

Internal Allocations	2016-17 Budget	Description
7901 INTERNAL SERVICE ALLOCATION	\$15,648	Internal service allocation for: Self-insurance cost (\$10,716); Information technology (\$2,406); and Central garage support (\$2,526).
Total Internal Allocations	\$15,648	

Grand Total	\$1,176,400	G-22
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General Fund Equipment Reserve

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

Four Year Summary

	2013-14 Actual	2014-15 Actual	2015-16 Amended Budget	2015-16 Actual	2016-17 Budget
Beginning Fund Balance, July 1	\$ 6,598,225	\$ 6,743,276	\$ 6,805,643	\$ 6,805,643	\$ 6,884,677
Charge for Services	437,387	446,845	453,587	474,366	480,600
Expenses					
Equipment Reserve Purchases	92,336	354,478	1,009,917	395,332	1,714,500
Lease Payment	-	-	-	-	182,376
Transfer Out:					
Capital Improvement Program	200,000	30,000	-	-	-
Total Expenses	292,336	384,478	1,009,917	395,332	1,896,876
Change in Fund Balance	145,051	62,367	(556,330)	79,034	(1,416,276)
Ending Fund Balance, June 30	\$ 6,743,276	\$ 6,805,643	\$ 6,249,313	\$ 6,884,677	\$ 5,468,401

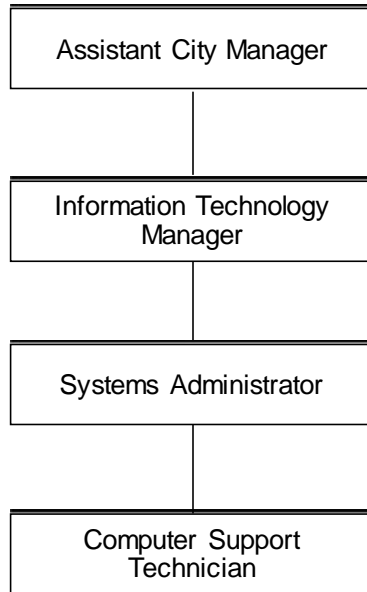
* The term fund balance as used for the internal service funds is equivalent to unrestricted net position

** Repayment of advance from RDA to equipment reserve is included in the fund balance noted above

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Information Technology

Information Technology



Information Technology

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

Overview

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

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

- **Centralized Phone Management**

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

- **Web Site Development & Administration**

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

Technology Support

Four Year Summary

	2013-14 Actual	2014-15 Actual	2015-16 Amended Budget	2015-16 Actual	2016-17 Budget
Beginning Fund Balance, July 1	\$ 310,304	\$ 191,390	\$ 156,080	\$ 156,080	\$ 218,554
Charge for Services	520,776	633,785	721,260	721,613	690,815
Expenses					
Operating Expenses	599,690	669,095	714,517	659,139	676,895
Transfer Out:					
Capital Improvement Program	40,000	-	-	-	-
Total Expenses	639,690	669,095	714,517	659,139	676,895
Change in Fund Balance	(118,914)	(35,310)	6,743	62,474	13,920
Ending Fund Balance, June 30	\$ 191,390	\$ 156,080	\$ 162,823	\$ 218,554	\$ 232,474

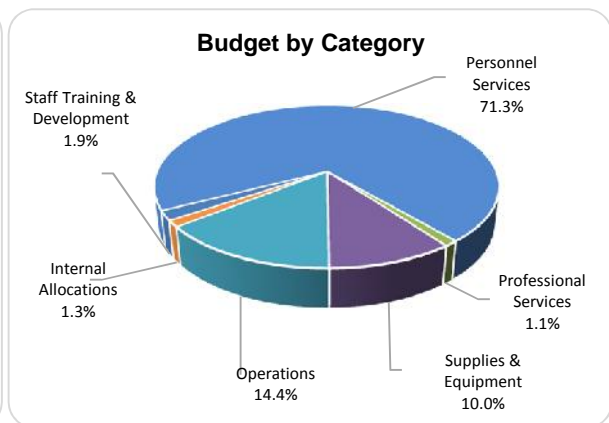
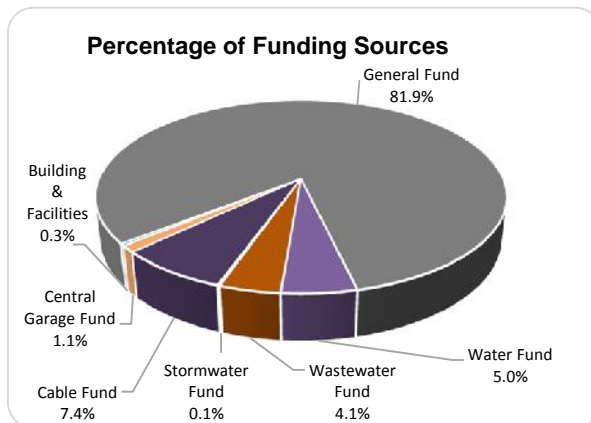
* The term fund balance as used for the internal service funds is equivalent to unrestricted net position

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Information Technology Budget Summary

Budgeted Expenditures	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Budget	FY 2016-17 Budget
Personnel Services	\$ 423,257	\$ 424,244	\$ 450,154	\$ 453,900
Staff Training & Development	9,790	10,923	8,905	12,065
Professional Services	4,551	8,025	7,000	7,000
Supplies & Equipment	42,776	48,100	65,820	63,963
Operations	56,372	93,522	92,716	91,621
Equipment Purchase	50,004	70,616	80,595	40,150
Internal Allocations	12,940	13,666	9,327	8,196
Total:	\$ 599,690	\$ 669,095	\$ 714,517	\$ 676,895

Funding Summary	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Budget	FY 2016-17 Budget
Technology Fund	\$ 78,914	\$ 42,707	\$ -	\$ -
Recovery from Other Funds:				
General Fund	422,928	517,104	602,208	565,570
Water Fund	16,560	20,616	35,160	34,482
Wastewater Fund	17,340	21,960	21,768	28,194
Stormwater Fund	804	1,020	984	982
Cable Fund	51,168	50,904	49,800	51,374
Central Garage Fund	6,360	7,848	7,656	7,807
Building & Facilities	5,616	6,936	3,684	2,406
Total:	\$ 599,690	\$ 669,095	\$ 721,260	\$ 690,815



Performance and Workload Measures	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Estimated	FY 2016-17 Target
Number of software applications supported	25	26	27	28
Number of network servers supported	45	49	55	54
Number of Desktop Computers replaced	25	50	8	19
Network Uptime (Percentage)	N/A	100%	100%	100%

Goals and Accomplishments

2015-16 Accomplishments

- ◆ Rebuilt the City's website to meet mandates regarding enhanced online public information and services portal to provide better customer service, accessibility requirements, ease of use and navigation, and add compatibility for mobile devices
- ◆ Replaced end-of-life document management system with web enabled system allowing to electronically store, track, manage, modify, archive, and view documents
- ◆ Implemented Sewer Division's sewer video system which included the purchase, installation, and configuration of a database and file servers for the new system and configured network and remote access for video truck and staff
- ◆ Implemented Computerized Maintenance Management System (CMMS) module for Public Services Storm Division and integrated with Geographic Information System (GIS)
- ◆ Implemented enhancements to the Geographic Information System (GIS) including adding GIS layers for the Cable Television Department for assets such as field equipment and fiber network layout
- ◆ Evaluated the staff report management and review process with existing software program resources and completed a City Council agenda and staff report fillable form template
- ◆ Rebuilt the Financial and Utility Billing/Cashiering server in order to receive continued support and maintenance from the Financial and Utility billing software application vendors
- ◆ Developed a Mobile Device Policy
- ◆ Implemented Emergency Operations Center (EOC) equipment upgrades including new wireless access system, modular furniture, wireless/Internet printer, four additional laptops and computer peripherals, and increased number of emergency cell phones

2016-17 Goals and Objectives

- ◆ Replace data backup system with new server hardware and upgrade software
- ◆ Assist with Community Development Department technology enhancements including upgrades of current permit tracking software, addition of features such as electronic permit issuance and payments, use of smart devices for field personnel, and integration with the City's Geographic Information System (GIS)
- ◆ Implement Computerized Maintenance Management System (CMMS) module for Public Services Streets and Traffic and integration with Geographic Information System (GIS)
- ◆ Develop financial software suite replacement/upgrade project plan for fiscal year 2017-18 implementation
- ◆ Provide Police Department with the technical support required to maintain software and hardware; facilitate technical projects and work in conjunction with the department in consultation, coordination, and management of projects
- ◆ Support City staff on all network applications & equipment, wireless devices, telephones, and other technology related services
- ◆ Coordinate City staff technology training needs
- ◆ Implement internal service request solution that provides City staff with the ability to place maintenance requests or report issues via the web
- ◆ Initiate training with all City staff to recognize and prevent the threat of a devastating computer software virus to the City network

Information Technology

Personnel Services	2016-17 Budget	Description
5101 REGULAR SALARIES	\$287,964	Base salary and incentives for all department personnel as subject to benefits per applicable MOUs.
5105 OVERTIME	\$2,900	After-hours work maintenance and upgrades.
5200 EMPLOYEE BENEFITS	\$159,736	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays.
6403 PERSONNEL SERVICES	\$3,300	LearnIT training vouchers for City staff.
Total Personnel Services	\$453,900	

Staff Training & Development	2016-17 Budget	Description
6405 TRAINING/MEETINGS/CONFERENCES	\$10,400	Vmware and Citrix training classes (\$3,400); computer-based training for IT staff (\$3,200); CRW/Sungard training and conference (\$1,950); and Annual Municipal Information Systems Association of California (MISAC) conference (\$1,850).
6406 PROFESSIONAL DEVELOPMENT	\$1,000	Professional development in accordance with MOU.
6701 DUES & MEMBERSHIPS	\$290	Municipal Information Systems Association of California (MISAC) memberships for IT staff.
6703 TRAVEL/VEHICLE USE	\$375	Reimbursement for business use of personal vehicles.
Total Staff Training & Development	\$12,065	

Professional Services		2016-17 Budget	Description
6401	PROFESSIONAL SERVICES	\$7,000	San Bruno Fire/County of San Mateo CADLink server and software twice yearly upgrades and quarterly State Fire Marshall Reports.
Total Professional Services		\$7,000	

Supplies & Equipment		2016-17 Budget	Description
6001	OFFICE SUPPLIES	\$1,000	Small computer and networking components.
6102	OPERATING SUPPLIES	\$17,500	Toner and other printer consumables for department printers and multifunction devices.
6304	MAINTENANCE	\$45,463	Storage system (two arrays) (\$6,488); Website support/maintenance (\$4,950); Website hosting (7,200); Server support/maintenance (\$1,205); Umbrella technical support (\$6,600); VMware vCenter and Disaster Recovery software (\$11,250); and Internet Firewall support/maintenance (2 firewalls) (\$7,770).
Total Supplies & Equipment		\$63,963	

Operations	2016-17 Budget	Description
6112 POSTAGE	\$300	Postage costs for IT correspondence.
6450 COMMUNICATIONS	\$5,000	Internal allocation of data lines, office telephone charges, mobile phones, and wireless internet devices.
6541 LICENSING FEES	\$62,670	File-Transfer software (\$1,760); Miscellaneous software for remote access, firewall monitoring, file conversion (\$700); Appsense Environment and Performance Manager software - Citrix tool (\$2,200); GeoCortex GIS software (\$3,700); Nitro PDF reader/writer (\$1,450); ESRI ArcMap GIS system (\$9,425); OnBase Document Management system (\$7,600); Zoli/FireRMS (\$2,960); CRW/TrakIT (\$14,175); Microsoft Exchange Online email subscription (\$12,950); and Citrix XenApp Server (\$5,750).
6601 RENTAL & LEASES	\$23,651	City Hall copiers (\$15,601); and lease payments for postage and mail inserting machine (\$8,050).
Total Operations	\$91,621	

Equipment Purchase	2016-17 Budget	Description
6650 TOOLS & EQPT. -\$25K	\$40,150	Desktop PC replacements - various departments (\$2,800); Monitor replacements (\$1,125); Projector replacement - public meetings (\$900); Laptop replacement - public meetings (\$1,100); Emergency Operations Center upgrades (LED Displays) (\$2,200); Operating system upgrade of three network servers (\$2,250); Laptop replacement - IT staff (\$1,450); PC replacements Police Department (\$10,500); Library PCs and peripherals (\$2,475); Printer replacements - Library and Station 51 (\$2,600); and VMware mandatory server software license upgrades (\$12,750).
Total Equipment Purchase	\$40,150	

Internal Allocations	2016-17 Budget	Description
7901 INTERNAL SERVICE ALLOCATION	\$8,196	Building and facilities maintenance (\$2,320); copier charges (\$12); and Internal service allocations for self insurance costs (\$5,864).
Total Internal Allocations	<u>\$8,196</u>	
Grand Total	<u><u>\$676,895</u></u>	

Self Insurance Funds

Workers' Compensation

General Liability

Unemployment Insurance

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Self Insurance

Workers' Compensation

Overview

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

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

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

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

General Liability

Overview

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

To reduce insurance premium costs, the City self-insures public liability losses up to \$100,000 and non-vehicle property losses up to \$5,000. Excess insurance coverage protects the City above these limits. The City is a member of the joint insurance pool administered by the Association of Bay Area Governments (ABAG), ABAG Plan Corporation, which provides both excess liability and property coverage. This pool is primarily comprised of Bay Area cities and provides liability coverage above \$100,000 to a maximum of \$10,000,000. Property coverage through ABAG Plan Corporation is on the replacement values basis.

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

The City Attorney oversees the general liability element of the Self Insurance Fund, along with the Finance Director and the City Manager. The City participates in an insurance pool through the ABAG Plan Corporation for general liability, property, and public official bond coverage.

Unemployment Insurance

Overview

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

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

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

Personnel Allocation

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

Classification	Workers Compensation	Liability	Total
City Attorney	-	0.25	0.25
Human Resources Manager	0.25	-	0.25
Legal Secretary	0.25	0.25	0.50
Total	0.50	0.50	1.00

Self Insurance

Four Year Summary

	2013-14 Actual	2014-15 Actual	2015-16 Amended Budget	2015-16 Actual	2016-17 Budget
Beginning Fund Balance, July 1	\$ (578,183)	\$ (894,067)	\$ (180,515)	\$ (180,515)	\$ (795,619)
Charge for Services	1,805,616	2,499,144	2,028,353	2,027,496	2,021,971
Expenses					
Workers Compensation Expenses	600,365	817,920	672,756	1,033,333	677,582
General Liability Expenses	1,194,990	1,257,055	1,274,397	1,269,558	1,303,189
Unemployment Expenses	25,745	33,617	41,200	5,709	41,200
Total Expenses	1,821,100	2,108,592	1,988,353	2,308,600	2,021,971
Operating Surplus (Deficit)	(15,484)	390,552	40,000	(281,104)	-
Non-Operating Revenues (Expenses)					
Unfunded Liabilities [^]	(300,400)	323,000	-	(334,000)	-
Change in Fund Balance	(315,884)	713,552	40,000	(615,104)	-
Ending Fund Balance, June 30	\$ (894,067)	\$ (180,515)	\$ (140,515)	\$ (795,619)	\$ (795,619)

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

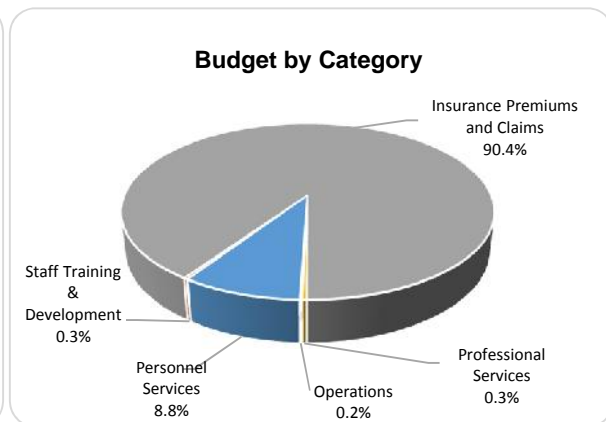
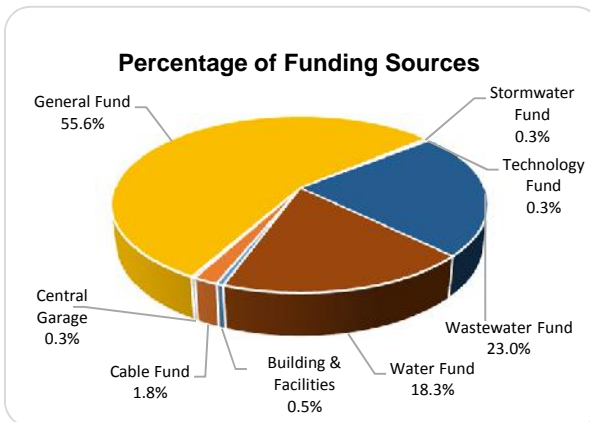
[^] Unfunded liabilities represent the City's future estimated worker's compensation and general liability's claim obligations within the City's self insurance retention limit. The value of claims costs are estimated by the City's actuary and determined by management. The City portion of that obligation is recorded as unfunded liabilities.

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Self Insurance Budget Summary

Budgeted Expenses	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Budget	FY 2016-17 Budget
Personnel Services	\$ 169,209	\$ 140,490	\$ 195,006	\$ 177,446
Staff Training & Development	-	3,318	5,825	5,825
Insurance Premiums and Claims	1,942,598	1,634,784	1,782,822	1,828,200
Professional Services	7,000	7,000	1,200	7,000
Operations	2,694	-	3,500	3,500
Total:	\$ 2,121,501	\$ 1,785,592	\$ 1,988,353	\$ 2,021,971

Funding Summary	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Budget	FY 2016-17 Budget
Self Insurance Fund	\$ 315,885	\$ -	\$ -	\$ -
Recovery from Other Funds:				
Building & Facilities	22,152	22,440	10,476	10,716
Cable Fund	83,520	84,564	35,604	36,396
Central Garage	8,520	8,628	5,340	5,459
General Fund	1,068,624	1,542,088	1,198,688	1,123,406
Stormwater Fund	27,276	27,612	5,928	6,066
Technology Fund	10,224	10,356	5,736	5,864
Wastewater Fund	301,212	465,828	454,032	464,245
Water Fund	284,088	337,364	361,692	369,819
Total:	\$ 2,121,501	\$ 2,498,880	\$ 2,077,496	\$ 2,021,971



Budgeted Expenses by Ins. Type	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Budget	FY 2016-17 Budget
Workers' Compensation	\$ 792,765	\$ 555,921	\$ 672,756	\$ 677,582
General Liabilities	1,302,991	1,196,054	1,274,397	1,303,189
Unemployment Insurance	25,745	33,617	41,200	41,200
Total:	\$ 2,121,501	\$ 1,785,592	\$ 1,988,353	\$ 2,021,971

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Self Insurance Workers' Compensation

Personnel Services	2016-17 Budget	Description
5101 REGULAR SALARIES	\$46,943	Base salary and incentives for all department personnel as subject to benefits per applicable MOUs.
5200 EMPLOYEE BENEFITS	\$26,414	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays.
Total Personnel Services	\$73,357	

Staff Training & Development	2016-17 Budget	Description
6405 TRAINING/MEETINGS/CONFERENCES	\$5,600	Mandatory training for Occupational Safety Health Administration (OSHA) compliance (\$5,000); and Public Agency Risk Management Association (PARMA) conference (\$600).
6701 DUES & MEMBERSHIPS	\$225	Public Agency Risk Management Association (PARMA).
Total Staff Training & Development	\$5,825	

Professional Services	2016-17 Budget	Description
6401 PROFESSIONAL SERVICES	\$1,900	Actuarial review of city self insurance program.
Total Professional Services	\$1,900	

Insurance Premium & Claims	2016-17 Budget	Description
6521 INSURANCE PREMIUMS	\$118,000	Excess workers compensation premium.
6525 CLAIMS	\$390,000	Worker's compensation claims paid.
6529 OTHER INSURANCE COSTS	\$85,000	Third-party claim adjustment services.
Total Insurance Premium & Claims	\$593,000	

Operations	2016-17 Budget	Description
6408 MEDICAL EXAMS	\$3,500	Medical examinations.
Total Operations	<u>\$3,500</u>	
Grand Total	<u><u>\$677,582</u></u>	

Self Insurance General Liability

Personnel Services	2016-17 Budget	Description
5101 REGULAR SALARIES	\$71,846	Base salary and incentives for all department personnel as subject to benefits per applicable MOUs.
5200 EMPLOYEE BENEFITS	\$32,243	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays.
Total Personnel Services	\$104,089	
Professional Services	2016-17 Budget	Description
6401 PROFESSIONAL SERVICES	\$3,900	Actuarial review of city self insurance program.
Total Professional Services	\$3,900	
Insurance Premium & Claims	2016-17 Budget	Description
6521 INSURANCE PREMIUMS	\$907,800	ABAG Plan Liability Coverage with Self-Insured Retention of \$100,000 Premium (\$856,850); Bond premium (\$850); and City property insurance premium (\$50,100).
6525 CLAIMS	\$287,400	Liability claims paid.
Total Insurance Premium & Claims	\$1,195,200	
Grand Total	\$1,303,189	

Self Insurance Unemployment Insurance

Professional Services	2016-17 Budget	Description
6401 PROFESSIONAL SERVICES	\$1,200	E-Group Unemployment Insurance Services administrative fees.
Total Professional Services	\$1,200	
Insurance Premium & Claims	2016-17 Budget	Description
6525 CLAIMS	\$40,000	Reimbursement to State of California for former employees claiming unemployment benefits.
Total Insurance Premium & Claims	\$40,000	
Grand Total	\$41,200	

Special Revenue Funds
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Special Revenue Funds

Measure A

Crestmoor (Glenview) Recovery

In-Lieu

Area Agency On Aging

Federal/State Grants

Gas Tax

Library Special Revenue

Police Asset Forfeiture

Citizen Option for Public Safety

Solid Waste

Restricted Donations

Street Special Revenue

Traffic Safety

City as Successor Housing Agency

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Measure A

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

Four Year Summary

	2013-14 Actual	2014-15 Actual	2015-16 Amended Budget	2015-16 Actual	2016-17 Budget
Beginning Fund Balance, July 1	\$ 1,859,508	\$ 1,835,947	\$ 2,449,733	\$ 2,449,733	\$ 1,361,832
Revenues					
1/2 cent sales tax allocation	869,111	924,709	952,520	907,607	925,000
Investment Income	17,557	13,003	5,000	8,393	6,000
Total Revenues	886,668	937,712	957,520	916,000	931,000
Non-Operating Revenue (Expenditure)					
Transfers Out:					
Streets Capital	(910,229)	(323,926)	(3,160,553)	(2,003,901)	(472,500)
Non-Operating Surplus (Deficit)	(910,229)	(323,926)	(3,160,553)	(2,003,901)	(472,500)
Change in Fund Balance	(23,561)	613,786	(2,203,033)	(1,087,901)	458,500
Ending Fund Balance, June 30	\$ 1,835,947	\$ 2,449,733	\$ 246,700	\$ 1,361,832	\$ 1,820,332

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Crestmoor (Glenview) Recovery

Overview

The Crestmoor (Glenview) Recovery Program was developed after the September 9, 2010 explosion and fire in the Crestmoor Neighborhood where 38 homes were destroyed and 8 lives were lost. Every City department has assisted in the rebuilding and recovery efforts of the neighborhood and the community. All costs associated with these activities are fully covered by the Trust Fund established by the City and PG&E. The services provided include:

- **Regular and Contract Staff**
Temporary, contract, and regular City staff work which includes the additional workload associated with the ongoing response, recovery and reconstruction, including workers' compensation related expenses.
- **Crestmoor Community Support and Outreach**
Costs related to the ongoing support to residents affected by the pipeline explosion and fire. The activities in this category include the Counseling Assistance Program along with Community Town Hall Meetings, workshops, and community remembrances and events.
- **Professional Services To Assist and Represent the City's Interests**
Professional services representing the City's interests in activities that include Federal and State proceedings and negotiations. This includes attendance by various City staff and elected officials at hearings, conferences, and other events.
- **Crestmoor Neighborhood Reconstruction and Maintenance**
Project management, construction contracts, and professional technical services for the Crestmoor Neighborhood Reconstruction Project, as well as additional Public Services required maintenance activity due to ongoing construction activity.
- **Waiver of Fees**
Waived planning and building permit fees for repairing and rebuilding resulting from the Glenview Fire.
- **Trust Fees**
Fees related to managing the Trust Fund established between the City and PG&E for reimbursement of the City's costs related to the response, recovery and reconstruction of the Crestmoor Neighborhood.

Personnel Allocation

The summary below presents an estimate of the amount of regular City staff time that is spent working on activities associated with the Crestmoor (Glenview) Recovery. Costs for this staff time will be submitted to the trust fund for reimbursement to ensure that taxpayer funds are not paying for this work effort.

Classification	Glenview Fund
Police Officer	1.00
Community Service Officer	1.00
Total	2.00

Crestmoor (Glenview) Recovery

The Crestmoor (Glenview) Recovery Program was developed after the devastating September 10, 2010 explosion and fire in the Crestmoor Neighborhood to track city costs associated with the response and recovery effort.

Four Year Summary

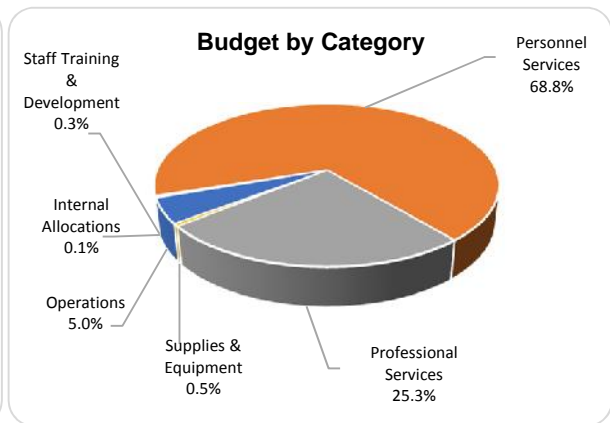
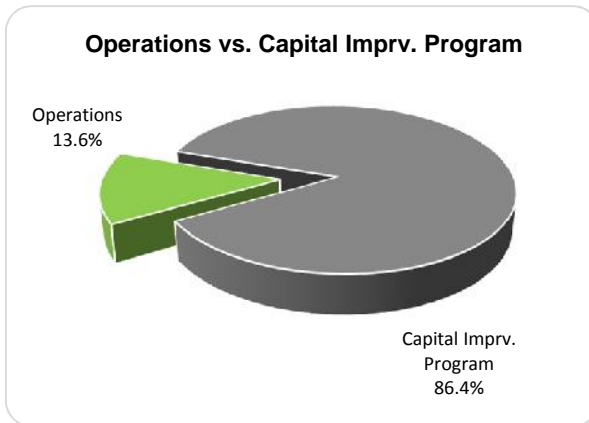
	2013-14 Actual	2014-15 Actual	2015-16 Amended Budget	2015-16 Actual	2016-17 Budget
Beginning Fund Balance, July 1	\$ 482,456	\$ -	\$ 1,584,903	\$ 1,584,903	\$ 882,181
Revenues					
Other Revenues	7,054,254	6,481,038	5,243,037	3,929,348	11,885,615
Expenditures					
Recovery Activities	3,468,149	3,121,499	4,692,011	1,391,462	1,582,994
Total Expenditures	3,468,149	3,121,499	4,692,011	1,391,462	1,582,994
Non-Operating Revenue (Expenditure)					
Capital Outlay	(4,068,561)	(1,774,636)	(13,733,275)	(3,240,608)	(11,184,802)
Change in Fund Balance	(482,456)	1,584,903	(13,182,249)	(702,722)	(882,181)
Ending Fund Balance, June 30	\$ -	\$ 1,584,903	\$ (11,597,346)	\$ 882,181	\$ -

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Crestmoor (Glenview) Budget Summary

Budgeted Expenditures	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
	Actual	Actual	Budget	Budget
Personnel Services	\$ 1,329,103	\$ 1,121,545	\$ 2,486,508	\$ 1,089,494
Staff Training & Development	14,664	6,066	5,000	5,000
Professional Services	2,025,674	1,967,598	2,030,503	400,000
Supplies & Equipment	12,869	7,516	9,500	8,000
Operations	85,839	18,775	159,000	79,000
Internal Allocations	-	-	1,500	1,500
Total:	\$ 3,468,149	\$ 3,121,499	\$ 4,692,011	\$ 1,582,994

Funding Summary	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
	Actual	Actual	Budget	Budget
Crestmoor Recovery Fund	\$ 3,468,149	\$ 3,121,499	\$ 4,692,011	\$ 1,582,994
Total:	\$ 3,468,149	\$ 3,121,499	\$ 4,692,011	\$ 1,582,994



Goals and Accomplishments

2015-16 Accomplishments

- ◆ Completed closeout of the Phase III Utility Replacement Project
- ◆ Completed installation of 211 upper sanitary sewer laterals
- ◆ Provided reimbursement to 76 owners for the replacement of their upper sewer laterals
- ◆ Prepared design package and bid documents for the Phase IV Street Improvements Project
- ◆ Commenced the Earl/Glenview Park replacement “visioning” and park planning process
- ◆ Performed plan review and inspection for ten replacement homes within the neighborhood
- ◆ Performed geotechnical analysis of feasibility of Fire Station #52 replacement
- ◆ Provided written responses to inquiries from Crestmoor residents regarding the reconstruction and restitution fund

2016-17 Goals and Objectives

- ◆ Complete final closeout of the Upper Sanitary Sewer Lateral Replacement Project (Phase V)
- ◆ Complete inspection of the construction and re-occupancy of homes on the 10 vacant lots in the neighborhood
- ◆ Complete the Earl/Glenview park planning process culminating in a Conceptual Park Plan
- ◆ Perform final design and bid documents for the Earl/Glenview Park
- ◆ Complete the Phase IV Street Improvements Project to replace streets, sidewalk, and streetlight system
- ◆ Provide updates on construction and project status via the City website, newsletters, and other venues

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Crestmoor (Glenview) Recovery

Personnel Services	2016-17 Budget	Description
5101 REGULAR SALARIES	\$185,543	Base salary and incentives for all city personnel who are providing support to the ongoing restoration, rebuilding and other activities associated with the explosion and fire incident, and subject to benefits per applicable MOUs. Amounts are reimbursed to the appropriate City funds when received from the trust fund.
5105 OVERTIME	\$25,000	Overtime pay in accordance with the applicable MOU for city personnel who are providing support to the ongoing restoration, rebuilding, and other activities associated with the explosion and fire incident. Overtime pay is only subject to Medicare and FICA employer contributions, when applicable, not City cost of CalPERS retirement.
5200 EMPLOYEE BENEFITS	\$128,951	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance for city personnel providing support to the ongoing restoration, rebuilding, and other activities associated with the explosion and fire incident.
6403 PERSONNEL SERVICES	\$750,000	Contract project management and inspection services for Crestmoor Infrastructure Rebuild.
Total Personnel Services	\$1,089,494	

Staff Training & Development	2016-17 Budget	Description
6405 TRAINING/MEETINGS/CONFERENCES	\$5,000	Travel costs associated with attendance at CPUC proceedings and other events associated with the pipeline explosion.
Total Staff Training & Development	\$5,000	

Professional Services		2015-16 Budget	Description
6401	PROFESSIONAL SERVICES	\$400,000	Costs associated with representing the City at CPUC proceedings and non-profit formation (\$250,000); Public Relations and Media Support (\$100,000); and develop informational materials to document and tell the City's story (\$50,000).
Total Professional Services		\$400,000	

Supplies & Equipment		2016-17 Budget	Description
6102	OPERATING SUPPLIES	\$8,000	Annual rental fee, maintenance and utilities for Crestmoor Neighborhood Rebuild Construction Trailer (\$6,000); and Informational flyers and other materials (\$2,000).
Total Supplies & Equipment		\$8,000	

Operations		2016-17 Budget	Description
6112	POSTAGE	\$1,000	First class postage for approximately 2,100 mail pieces.
6409	SPECIAL PROJECTS	\$10,000	Commemorative events and community meetings (\$5,000); and Weed abatement and gopher control (\$5,000).
6910	CONTINGENCIES/OTHER	\$68,000	Trustee Bond (\$48,000); and accounting services, tax filing costs, and legal advice for Trustee (\$20,000).
Total Operations		\$79,000	

Internal Allocations		2016-17 Budget	Description
7901	INTERNAL SERVICE ALLOCATION	\$1,500	Copier Charges.
Total Internal Allocations		\$1,500	
Grand Total		\$1,582,994	

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

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

Four Year Summary

	2013-14 Actual	2014-15 Actual	2015-16 Amended Budget	2015-16 Actual	2016-17 Budget
Beginning Fund Balance, July 1	\$ 3,637,615	\$ 4,150,282	\$ 3,544,969	\$ 3,544,969	\$ 3,533,441
Revenues					
Development Fee					
BMR Housing in-lieu	518,000	-	-	-	-
Park in-lieu	-	2,000	-	-	-
Interest Earnings	48,767	25,702	16,500	25,972	15,000
Total Revenues	566,767	27,702	16,500	25,972	15,000
Expenditures					
21 Elements	-	-	-	-	2,000
Affordable Housing Nexus Study	14,300	-	-	-	-
HIP Housing Program	30,000	30,000	30,000	30,000	30,000
North Peninsula Neighborhood Center	-	-	6,000	-	-
Shelter Network Homesharing Program	-	-	7,500	7,500	7,500
Total Expenditures	44,300	30,000	43,500	37,500	39,500
Non-Operating Revenue (Expense)					
Capital Outlay	(9,800)	(603,015)	-	-	-
Change In Fund Balance	512,667	(605,313)	(27,000)	(11,528)	(24,500)
Ending Fund Balance, June 30	\$ 4,150,282	\$ 3,544,969	\$ 3,517,969	\$ 3,533,441	\$ 3,508,941

Professional Services	2016-17 Budget	Description
6401 PROFESSIONAL SERVICES	\$39,500	HIP Housing Program (\$30,000); Shelter Network Family Homeless Center (\$7,500); and 21 Elements (\$2,000).
Total Professional Services	\$39,500	

Area Agency on Aging

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

Four Year Summary

	2013-14 Actual	2014-15 Actual	2015-16 Amended Budget	2015-16 Actual	2016-17 Budget
Beginning Fund Balance, July 1	\$ (3,216)	\$ (12,989)	\$ (45,250)	\$ (45,250)	\$ 32,560
Revenues					
Area Agency on Aging Grant					
Transportation	19,405	19,405	19,405	19,405	19,405
Congregate Nutrition Program	98,803	120,885	100,000	140,060	121,060
Senior Center Donation	71,526	78,147	64,000	83,333	74,000
Investment Income	104	25	-	6	-
Total Revenues	189,838	218,462	183,405	242,804	214,465
Expenditures					
Congregate Nutrition Program	108,680	153,171	100,000	145,589	121,060
Transportation Program	19,405	19,405	19,405	19,405	19,405
Total Expenditures	128,085	172,576	119,405	164,994	140,465
Non-Operating Revenues (Expenditures)					
Transfer Out	(71,526)	(78,147)	(64,000)	-	(74,000)
Change in Fund Balance	(9,773)	(32,261)	-	77,810	-
Ending Fund Balance, June 30	\$ (12,989)	\$ (45,250)	\$ (45,250)	\$ 32,560	\$ 32,560

Personnel Services	2016-17 Budget	Description
5102 PART-TIME SALARIES	\$19,405	Portion of Senior Center Transportation program salary paid for by Area Agency on Aging grant.
Total Personnel Services	\$19,405	

Supplies & Equipment	2016-17 Budget	Description
6102 OPERATING SUPPLIES	\$121,060	Costs for food and catering for congregate lunch program. Funded by Area Agency on Aging via Federal Older Americans Act.
Total Supplies & Equipment	\$121,060	

Internal Allocations	2016-17 Budget	Description
8999 NON-OPERATING TRANSFERS	\$74,000	Transfer donations to the General Fund to support Senior Services nutrition and transportation program.
Total Internal Allocations	\$74,000	
Grand Total	\$214,465	

Federal/State Grants

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

Four Year Summary

	2013-14 Actual	2014-15 Actual	2015-16 Amended Budget	2015-16 Actual	2016-17 Budget
Beginning Fund Balance, July 1	\$ (23,812)	\$ (22,491)	\$ (21,919)	\$ (21,919)	\$ -
Revenues					
Grant Revenue	-	98,711	90,000	87,789	87,482
Investment Income	1,321	23	-	183	-
Total Revenues	1,321	98,734	90,000	87,972	87,482
Expenditures					
Salaries and Benefits	-	-	-	-	21,866
Supplies	-	380	1,000	620	156
Contract/Other Services	-	31,460	83,500	77,763	65,460
Meetings/Conferences	-	7,332	5,500	6,344	-
Other Equipment	-	58,990	-	-	-
Total Expenditures	-	98,162	90,000	84,727	87,482
Non-Operating Revenues (Expenditures)					
Transfer In	-	-	21,919	18,674	-
Change in Fund Balance	1,321	572	21,919	21,919	-
Ending Fund Balance, June 30	\$ (22,491)	\$ (21,919)	\$ -	\$ -	\$ -

Gas Tax

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

Four Year Summary

	2013-14 Actual	2014-15 Actual	2015-16 Amended Budget	2015-16 Actual	2016-17 Budget
Beginning Fund Balance, July 1	\$ 830,195	\$ 769,153	\$ 676,022	\$ 676,022	\$ 45,398
Revenues					
Gas Tax	1,370,767	1,270,588	940,946	976,525	1,149,005
Investment Income	9,618	5,197	3,000	2,172	3,000
Total Revenues	1,380,385	1,275,785	943,946	978,697	1,152,005
Expenditures					
Annual Gas Tax Reporting fee	1,427	1,416	1,500	1,421	1,500
Non-Operating Revenue (Expense)					
Transfers Out:					
General Fund for Street Operations	(750,000)	(750,000)	(750,000)	(750,000)	(750,000)
Streets Capital	(690,000)	(617,500)	(857,900)	(857,900)	(352,500)
Non-Operating Surplus (Deficit)	(1,440,000)	(1,367,500)	(1,607,900)	(1,607,900)	(1,102,500)
Change in Fund Balance	(61,042)	(93,131)	(665,454)	(630,624)	48,005
Ending Fund Balance, June 30	\$ 769,153	\$ 676,022	\$ 10,568	\$ 45,398	\$ 93,403

Library Grant Library Special Revenue

These funds come from reimbursements made annually by the California State Library for resource sharing and Inter Library cooperation. Funds received support Library operations and facility improvements at the San Bruno Public Library.

Four Year Summary

	2013-14 Actual	2014-15 Actual	2015-16 Amended Budget	2015-16 Actual	2016-17 Budget
Beginning Fund Balance, July 1	\$ 272,638	\$ 240,317	\$ 202,761	\$ 202,761	\$ 165,031
Revenues					
Inter-Library Loan Program					
Interest Earnings	6,679	1,444	800	1,270	800
Total Revenues	6,679	1,444	800	1,270	800
Non-Operating Revenue (Expense)					
Transfer Out:					
General Fund Library Cost	(39,000)	(39,000)	(39,000)	(39,000)	(39,000)
Change in Fund Balance	(32,321)	(37,556)	(38,200)	(37,730)	(38,200)
Ending Fund Balance, June 30	\$ 240,317	\$ 202,761	\$ 164,561	\$ 165,031	\$ 126,831

Police Grant Police Asset Forfeiture

Police Asset Forfeiture is a program established to discourage crime. Revenue collected from asset seizures is designated for prevention programs, such as D.A.R.E.

Four Year Summary

	2013-14 Actual	2014-15 Actual	2015-16 Amended Budget	2015-16 Actual	2016-17 Budget
Beginning Fund Balance, July 1	\$ 63,689	\$ 53,076	\$ 58,314	\$ 58,314	\$ 123,952
Revenues					
Asset Forfeiture Allocation	-	36,142	-	64,960	5,000
Investment Income	416	389	200	678	200
Total Revenues	416	36,531	200	65,638	5,200
Expenditures					
Safety Equipment	11,029	31,293	-	-	15,000
Total Expenditures	11,029	31,293	-	-	15,000
Change in Fund Balance	(10,613)	5,238	200	65,638	(9,800)
Ending Fund Balance, June 30	\$ 53,076	\$ 58,314	\$ 58,514	\$ 123,952	\$ 114,152

Police Grant Citizens Option for Public Safety (COPS)

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

Four Year Summary

	2013-14 Actual	2014-15 Actual	2015-16 Amended Budget	2015-16 Actual	2016-17 Budget
Beginning Fund Balance, July 1	\$ 20,866	\$ 11,945	\$ 16,471	\$ 16,471	\$ 41,990
Revenues					
SLESF Fund	90,966	104,306	100,000	125,052	100,000
Investment Income	113	220	-	467	-
Total Revenues	91,079	104,526	100,000	125,519	100,000
Non-Operating Revenue (Expense)					
Transfer Out:	(100,000)	(100,000)	(100,000)	(100,000)	(100,000)
Change in Fund Balance	(8,921)	4,526	-	25,519	-
Ending Fund Balance, June 30	\$ 11,945	\$ 16,471	\$ 16,471	\$ 41,990	\$ 41,990

Public Services Department Solid Waste Division

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

Overview

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

The division performs the following services:

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

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Solid Waste Fund

Four Year Summary

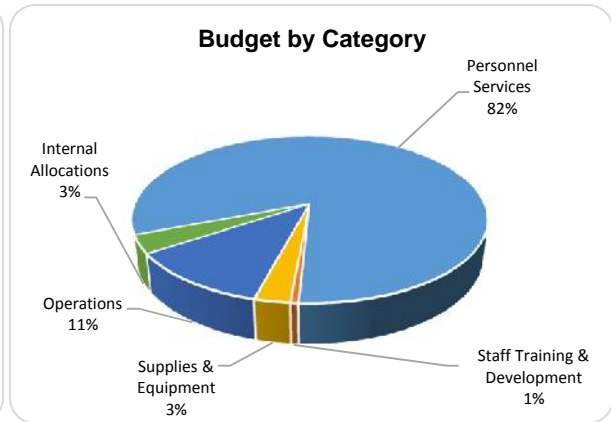
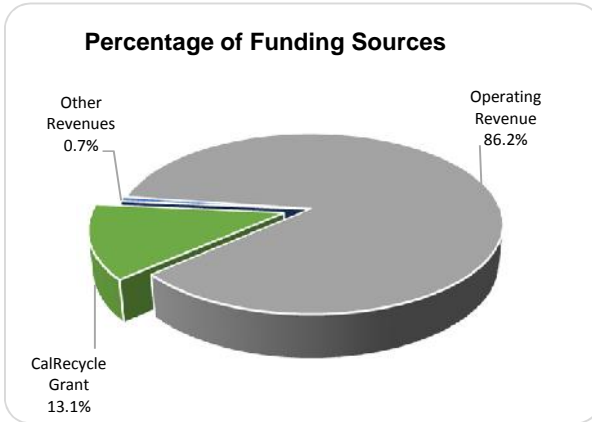
	2013-14 Actual	2014-15 Actual	2015-16 Amended Budget	2015-16 Actual	2016-17 Budget
Beginning Fund Balance, July 1	\$ 199,510	\$ 227,581	\$ 246,975	\$ 246,975	\$ 268,963
Revenues					
1% AB 939 Fee	67,994	74,027	71,026	75,809	72,319
State of California	11,477	-	11,000	11,628	11,000
Interest Earnings	2,732	1,701	600	1,932	600
Reimbursements	-	-	-	7,819	-
Total Revenues	82,203	75,728	82,626	97,188	83,919
Expenditures					
Solid Waste Operations	54,132	56,334	76,920	75,200	75,998
Change in Fund Balance	28,071	19,394	5,706	21,988	7,921
Ending Fund Balance, June 30	\$ 227,581	\$ 246,975	\$ 252,681	\$ 268,963	\$ 276,884

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Solid Waste Budget Summary

Budgeted Expenditures	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Budget	FY 2016-17 Budget
Personnel Services	\$ 39,021	\$ 42,897	\$ 59,514	\$ 62,051
Staff Training & Development	-	17	450	450
Professional Services	1,120	110	-	-
Supplies & Equipment	2,730	1,609	2,100	2,100
Operations	8,777	8,977	12,000	8,700
Internal Allocations	2,484	2,724	2,856	2,697
Total:	\$ 54,132	\$ 56,334	\$ 76,920	\$ 75,998

Funding Summary	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Budget	FY 2016-17 Budget
Operating Revenue	67,994	74,027	71,026	72,319
CalRecycle Grant	11,477	-	11,000	11,000
Other Revenues	2,732	1,701	600	600
Total:	\$ 82,203	\$ 75,728	\$ 82,626	\$ 83,919



Performance and Workload Measures	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Estimated	FY 2016-17 Target
Number of Operation Clean Sweep volunteers	135	125	140	150
Average amount of waste diversion per capita per year	3.7	3.4	3.2	3.1

Goals and Accomplishments

2015-16 Accomplishments

- ◆ Submitted annual Waste Diversion Report to California Integrated Waste Management Board (CalRecycle)
- ◆ Coordinated with Recology on waste diversion initiatives and state requirements
- ◆ Completed annual Operation Clean Sweep event where approximately 140 volunteers participated

2016-17 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
- ◆ Seek grant opportunities to replace waste receptacles along San Mateo Avenue and El Camino Real
- ◆ Develop strategies with Recology and CalRecycle to comply with California Assembly Bill (AB) 1826 commercial organics recycling requirements
- ◆ Submit the 2015 Annual Waste Diversion Report to CalRecycle
- ◆ Support annual Operation Clean Sweep Program
- ◆ Enhance the monitoring and enforcement of the Styrofoam and Single Use Bag Ordinance

Public Services Department Solid Waste Division

Personnel Services	2016-17 Budget	Description
5101 REGULAR SALARIES	\$39,175	Base salary and incentives for all department personnel as subject to benefits per applicable MOUs.
5200 EMPLOYEE BENEFITS	\$22,876	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays.
Total Personnel Services	\$62,051	

Staff Training & Development	2016-17 Budget	Description
6405 TRAINING/MEETINGS/CONFERENCES	\$350	Various training related to methods to increase waste diversion (\$150); and waste reduction, recycling and sustainability workshops (\$200).
6701 DUES & MEMBERSHIPS	\$100	Municipal Managers Association of Northern California.
Total Staff Training & Development	\$450	

Supplies & Equipment	2016-17 Budget	Description
6001 OFFICE SUPPLIES	\$100	Supplies for daily operations.
6102 OPERATING SUPPLIES	\$2,000	Supplies for litter clean up and landscape beautification related to Operation Clean Sweep.
Total Supplies & Equipment	\$2,100	

Operations	2016-17 Budget	Description
6112 POSTAGE	\$700	Utility insert to promote various recycling programs (\$350); and Utility insert for Operation Clean Sweep (\$350).

Operations (Cont.)

6502	COMMUNITY PROMOTION	\$8,000	Purchase and distribution of reusable bags to discourage plastic bag use per State Recycling Program requirement (\$4,000); promotional material for community outreach recycling and organics program (\$3,000); and promotional materials for annual Operation Clean Sweep (\$1,000).
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Total Operations	<u><u>\$8,700</u></u>
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Internal Allocations	2016-17 Budget	Description
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7902	INTERDEPARTMENTAL CHARGES	\$2,697	Allocation of services provided to this fund based on cost allocation plan conducted in 2005-06.
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Total Internal Allocations	<u><u>\$2,697</u></u>
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Grand Total	<u><u>\$75,998</u></u>
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Restricted Donations

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

Four Year Summary

	2013-14 Actual	2014-15 Actual	2015-16 Amended Budget	2015-16 Actual	2016-17 Budget
Beginning Fund Balance, July 1	\$ 1,062,305	\$ 1,135,926	\$ 932,356	\$ 932,356	\$ 1,181,922
Revenues					
City art program	29,102	44,367	30,000	38,085	32,000
Document imaging	17,308	22,733	20,000	22,338	20,000
Friends of the library	6,756	5,058	6,000	6,625	3,000
General plan maintenance	5,130	2,919	5,000	8,479	5,000
Investment income	12,729	6,689	1,920	8,539	5,000
Library donations & grants	9,500	1,922	2,000	100	-
Other revenues	94,248	77,243	-	218,325	-
San Bruno Community Foundation	-	-	-	55,000	305,000
Technology fee	50,381	64,430	50,000	60,035	50,000
Total Revenues	225,154	225,361	114,920	417,526	420,000
Expenditures					
City art program	32,673	54,045	9,863	33,162	2,800
Document imaging	3,171	-	-	9,436	12,000
General plan maintenance	20,000	2,210	25,000	-	25,500
Library donations & grants	15,275	14,604	13,000	6,849	-
Other activities	56,200	212,072	42,900	98,413	-
San Bruno Community Foundation	-	-	-	-	305,000
Technology fee program	3,474	-	-	-	1,000
Total Expenditures	130,793	282,931	90,763	147,860	346,300
Non-Operating Revenue (Expenditures)					
Transfers In:	10,000	10,000	-	-	-
Transfers Out:					
Capital Improvement	(30,740)	(156,000)	(9,100)	(20,100)	(50,000)
Total Non-Operating Revenue (Expenditures)	(20,740)	(146,000)	(9,100)	(20,100)	(50,000)
Change in Fund Balance	73,621	(203,570)	15,057	249,566	23,700
Ending Fund Balance, June 30	\$ 1,135,926	\$ 932,356	\$ 947,413	\$ 1,181,922	\$ 1,205,622

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Special Revenue

Restricted Donation Fund

Operations	2016-17 Budget	Description
6409 SPECIAL PROJECTS	\$30,000	Community Day in the Park supplies and services.
Total Operations	\$30,000	

Professional Services	2016-17 Budget	Description
6401 PROFESSIONAL SERVICES	\$313,500	Digital plans imaging (\$12,000); Workstation computer and monitor (\$1,000); Housing element implementation (\$25,000); Grand Boulevard Initiative (\$500); Community Facilities Vision Plan strategic planning effort and development (\$275,000).
6419 OTHER SERVICES	\$2,800	Swank Corporation Movies in the Park license (\$1,600); Motion Picture Licensing umbrella license (\$600); Shakespeare in the Park (\$600).
Total Professional Services	\$316,300	
Grand Total	\$346,300	

Street Fund Street Revenue

This fund is restricted for street improvements and mitigation.

Four Year Summary

	2013-14 Actual	2014-15 Actual	2015-16 Amended Budget	2015-16 Actual	2016-17 Budget
Beginning Fund Balance, July 1	\$ 308,267	\$ 309,602	\$ 311,731	\$ 311,731	\$ 314,024
Revenues					
Investment Income	1,335	2,129	1,000	2,293	1,000
Total Revenues	1,335	2,129	1,000	2,293	1,000
Change in Fund Balance	1,335	2,129	1,000	2,293	1,000
Ending Fund Balance, June 30	\$ 309,602	\$ 311,731	\$ 312,731	\$ 314,024	\$ 315,024

City as Successor Housing Agency

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

Four Year Summary

	2013-14 Actual	2014-15 Actual	2015-16 Amended Budget	2015-16 Actual	2016-17 Budget
Beginning Fund Balance, July 1	\$ 90,000	\$ 180,400	\$ 331,652	\$ 331,652	\$ 501,129
Non-Operating Revenue (Expense)					
Transfer In	90,400	151,252	-	169,477	150,000
Change in Fund Balance	90,400	151,252	-	169,477	150,000
Ending Fund Balance, June 30	\$ 180,400	\$ 331,652	\$ 331,652	\$ 501,129	\$ 651,129

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2016-21 Capital Improvement Program

Capital Improvement Program (Insert Divider)

2016-21 Capital Improvement Program

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2016-21 Capital Improvement Program

Financial Summaries

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2016-21 Capital Improvement Program

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2016-21 Capital Improvement Program

2016-17 Program Funding Summary

Fund	Estimated Carry-Over	New Request	Total Funding for 2016-17
Water Capital Program	\$ 7,538,547	\$ 3,129,552	\$ 10,668,099
Wastewater Capital Program	12,929,291	5,521,287	18,450,578
Stormwater Capital Program	662,005	750,000	1,412,005
Cable Capital Program	1,031,409	200,000	1,231,409
Parks and Facilities Capital Program	8,972,451	5,099,678	14,072,129
Street Capital Program	5,603,237	2,340,000	7,943,237
Technology Capital Program	222,789	45,000	267,789
Operating Program	488,694	10,000	498,694
Total	\$ 37,448,423	\$ 17,095,517	\$ 54,543,940

2016-21 Capital Improvement Program

2016-21 Five-Year Summary Funding Source

Project Category	2016-17		2016/17	2017/18	2018/19	2019/20	2020/21	Total 2016-21 Budget	Unfunded Priorities
	Estimated Carryover	New Request							
Water	\$ 7,538,547	\$ 3,129,552	\$ 10,668,099	\$ 7,925,034	\$ 6,835,000	\$ 2,050,000	\$ 7,050,000	\$ 34,528,133	\$ -
Wastewater	12,929,291	5,521,287	18,450,578	11,622,962	7,509,089	7,930,000	7,260,000	52,772,629	-
Stormwater	662,005	750,000	1,412,005	1,100,000	1,100,000	1,100,000	100,000	4,812,005	-
Cable Television	1,031,409	200,000	1,231,409	4,400,000	4,000,000	3,000,000	-	12,631,409	-
Parks and Facilities	8,972,451	5,099,678	14,072,129	1,875,500	-	-	-	15,947,629	-
Street Improvements	5,603,237	2,340,000	7,943,237	3,350,000	3,750,000	2,700,000	2,170,000	19,913,237	-
Technology	222,789	45,000	267,789	300,000	-	-	-	567,789	-
Operating Programs	488,694	10,000	498,694	5,000	-	-	-	503,694	-
Unfunded Priorities	-	-	-	-	-	-	-	-	196,260,000
Total	\$37,448,423	\$ 17,095,517	\$54,543,940	\$30,578,496	\$ 23,194,089	\$ 16,780,000	\$ 16,580,000	\$ 141,676,525	\$ 196,260,000

2016-21 Capital Improvement Program

2016-21 Five-Year Summary Funding Source

Funding Source	2016-17		2016/17	2017/18	2018/19	2019/20	2020/21	Total 2016-21 Budget	Unfunded Priorities
	Estimated Carryover	New Request							
ABAG	\$ 7,473	\$ -	\$ 7,473	\$ -	\$ -	\$ -	\$ -	\$ 7,473	\$ -
Cable TV Fund	53,590	30,000	83,590	-	-	-	-	83,590	-
City Art Fund	-	50,000	50,000	-	-	-	-	50,000	-
Crestmoor Trust Fund	7,465,124	3,719,678	11,184,802	1,550,500	-	-	-	12,735,302	-
Facilities Reserve	3,300	-	3,300	-	-	-	-	3,300	-
Gas Tax	548,866	352,500	901,366	750,000	750,000	750,000	610,000	3,761,366	-
General Fund Capital Reserve	3,537,601	3,255,000	6,792,601	3,325,000	2,600,000	1,550,000	300,000	14,567,601	-
Lifeline Grant (Prop 1B)	284,620	-	284,620	-	-	-	-	284,620	-
Loan Proceeds	1,031,409	200,000	1,231,409	-	-	-	-	1,231,409	-
Measure A	1,567,250	472,500	2,039,750	1,005,000	1,000,000	1,000,000	860,000	5,904,750	-
MTC TDA Article 3 Grant	50,000	(50,000)	-	-	-	-	-	-	-
Safe Routes to Transit	500,000	-	500,000	-	-	-	-	500,000	-
San Bruno Community Foundation	-	370,000	370,000	-	-	-	-	370,000	-
SMC Transportation Authority Grant	650,000	-	650,000	-	-	-	-	650,000	-
Stormwater Fund	98,896	45,000	143,896	-	-	-	-	143,896	-
To Be Determined	-	-	-	4,400,000	4,500,000	3,500,000	500,000	12,900,000	-
Technology Fee	100,448	-	100,448	-	-	-	-	100,448	-
TLC Grant	858,000	-	858,000	-	-	-	-	858,000	-
Unfunded	-	-	-	-	-	-	-	-	196,260,000
Wastewater Fund	13,086,257	5,521,287	18,607,544	11,622,962	7,509,089	7,930,000	7,260,000	52,929,595	-
Water Fund	7,605,590	3,129,552	10,735,142	7,925,034	6,835,000	2,050,000	7,050,000	34,595,176	-
Total	\$37,448,423	\$ 17,095,517	\$54,543,940	\$30,578,496	\$ 23,194,089	\$ 16,780,000	\$ 16,580,000	\$ 141,676,525	\$ 196,260,000

2016-21 Capital Improvement Program

2016-21 Five-Year Summary by Project

Water Capital Project Title	Total Project Cost	2016-17		2016/17	2017/18	2018/19	2019/20	2020/21	Total 2016-21 Budget
		Estimated Carryover	New Request						
Advanced Water Meter	\$ 6,016,610	\$ 345,424	\$ 916,610	1,262,034	\$ -	\$ -	\$ -	\$ -	\$ 1,262,034
Commodore Park Well Replacement	3,210,000	825,534	-	825,534	1,726,984	-	-	-	2,552,518
Main Improvement and Replacement Program	20,813,802	3,404,147	2,332,942	5,737,089	3,218,050	3,855,000	600,000	6,850,000	20,260,139
Pressure Reg. Station Improvement & Replacement	400,000	-	400,000	400,000	-	-	-	-	400,000
Pump Station Improvement & Replacement	1,400,000	400,000	250,000	650,000	250,000	250,000	250,000	-	1,400,000
Tank Improvement and Replacement Program	13,719,051	2,347,396	(1,000,000)	1,347,396	2,500,000	2,500,000	1,000,000	-	7,347,396
Well Rehabilitation	1,391,500	216,046	230,000	446,046	230,000	230,000	200,000	200,000	1,306,046
Total	\$ 46,950,963	\$ 7,538,547	\$ 3,129,552	\$ 10,668,099	\$ 7,925,034	\$ 6,835,000	\$ 2,050,000	\$ 7,050,000	\$ 34,528,133

Wastewater Capital Project Title	Total Project Cost	2016-17		2016/17	2017/18	2018/19	2019/20	2020/21	Total 2016-21 Budget
		Estimated Carryover	New Request						
Main Improvement and Replacement	\$ 36,109,053	\$ 9,240,704	\$ 3,350,000	\$ 12,590,704	\$ 3,767,500	\$ 6,210,000	\$ 6,430,000	\$ 5,760,000	\$ 34,758,204
Pump Station Improvement and Replacement	11,938,000	2,446,593	1,250,000	3,696,593	4,600,000	-	-	-	8,296,593
Water Quality Control Plant Upgrades	12,875,080	1,241,994	921,287	2,163,281	3,255,462	1,299,089	1,500,000	1,500,000	9,717,832
Total	\$ 60,922,133	\$ 12,929,291	\$ 5,521,287	\$ 18,450,578	\$ 11,622,962	\$ 7,509,089	\$ 7,930,000	\$ 7,260,000	\$ 52,772,629

2016-21 Capital Improvement Program

2016-21 Five-Year Summary by Project

Stormwater Capital Project Title	Total Project Cost	2016-17		2016/17	2017/18	2018/19	2019/20	2020/21	Total 2016-21 Budget
		Estimated Carryover	New Request						
City Park Stormwater Improvement	\$ 600,000	\$ 284,745	\$ 300,000	\$ 584,745	\$ -	\$ -	\$ -	\$ -	\$ 584,745
Crestmoor Canyon Detention Basin Improvement		-	300,000	300,000	1,000,000	1,000,000	1,000,000	-	3,300,000
Masson Avenue Box Culvert Repair	500,000	377,260	-	377,260	-	-	-	-	377,260
Trash Capture Installation	550,000	-	150,000	150,000	100,000	100,000	100,000	100,000	550,000
Total	\$ 1,650,000	\$ 662,005	\$ 750,000	\$ 1,412,005	\$ 1,100,000	\$ 1,100,000	\$ 1,100,000	\$ 100,000	\$ 4,812,005

Cable Capital Project Title	Total Project Cost	2016-17		2016/17	2017/18	2018/19	2019/20	2020/21	Total 2016-21 Budget
		Estimated Carryover	New Request						
Cable System Upgrades	\$ 200,000	\$ -	\$ 200,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000
City Wide Fiber to the Home	10,000,000	-	-	-	3,000,000	4,000,000	3,000,000	-	10,000,000
MDU Build-out Fiber to the Home	1,400,000	-	-	-	1,400,000	-	-	-	1,400,000
Shelter Creek Fiber to the Home	1,170,000	1,031,409	-	1,031,409	-	-	-	-	1,031,409
Total	\$ 12,770,000	\$ 1,031,409	\$ 200,000	\$ 1,231,409	\$ 4,400,000	\$ 4,000,000	\$ 3,000,000	\$ -	\$ 12,631,409

2016-21 Capital Improvement Program

2016-21 Five-Year Summary by Project

Parks & Facilities Capital Project Title	Total Project Cost	2016-17		2016/17	2017/18	2018/19	2019/20	2020/21	Total 2016-21 Budget
		Estimated Carryover	New Request						
Cable TV Facility Improvement	\$ 85,000	\$ 47,825	\$ 30,000	\$ 77,825	\$ -	\$ -	\$ -	\$ -	\$ 77,825
City Facilities Security Improvement	170,000	77,473	110,000	187,473	-	-	-	-	187,473
City Park Restrooms Replacement	750,000	735,722	-	735,722	-	-	-	-	735,722
City Tree Management Program	375,000	82,702	75,000	157,702	75,000	-	-	-	232,702
Civic Center Improvement	219,339	48,161	-	48,161	-	-	-	-	48,161
Corporation Yard Facility Improvement	247,418	24,870	-	24,870	-	-	-	-	24,870
Crestmoor Neighborhood Reconstruction	29,409,868	7,115,124	4,069,678	11,184,802	1,550,500	-	-	-	12,735,302
Fire Station Facilities Improvement	135,300	74,250	-	74,250	-	-	-	-	74,250
Fireman's Hall Roof Replacement	30,000	30,000	-	30,000	-	-	-	-	30,000
Florida Ave Park	1,390,000	424,752	675,000	1,099,752	250,000	-	-	-	1,349,752
Police Plaza Exterior Patching and Painting	30,000	3,300	10,000	13,300	-	-	-	-	13,300
Police Station Facility Security Improvement	250,000	116,057	130,000	246,057	-	-	-	-	246,057
Rec Center & Parks Corporation Yard Interior Painting	31,500	30,369	-	30,369	-	-	-	-	30,369
Senior Center Improvement	85,000	71,846	-	71,846	-	-	-	-	71,846
Water & Wastewater Facility Security Improvement	90,000	90,000	-	90,000	-	-	-	-	90,000
Total	\$ 33,298,425	\$ 8,972,451	\$ 5,099,678	\$ 14,072,129	\$ 1,875,500	\$ -	\$ -	\$ -	\$ 15,947,629

2016-21 Capital Improvement Program

2016-21 Five-Year Summary by Project

Streets Capital Project Title	Total Project Cost	2016-17		2016/17	2017/18	2018/19	2019/20	2020/21	Total 2016-21 Budget
		Estimated Carryover	New Request						
Accessible Pedestrian Ramps at Various Locations	\$ 525,000	\$ 299,778	\$ 20,000	\$ 319,778	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 399,778
Bicycle & Pedestrian Master Plan and Improvement	240,000	179,930	(140,000)	39,930	-	-	-	-	39,930
Caltrain Grade Separation	1,801,709	678,415	-	678,415	-	-	-	-	678,415
Downtown Parking Lot Improvement	100,000	100,000	-	100,000	-	-	-	-	100,000
Pavement Management Program	16,261,016	596,151	1,850,000	2,446,151	2,300,000	2,300,000	1,250,000	1,000,000	9,296,151
Pedestrian Safety and Traffic-Calming Program	2,171,230	311,322	270,000	581,322	100,000	100,000	100,000	100,000	981,322
Sidewalk Repair Program	2,691,252	453,560	-	453,560	150,000	150,000	150,000	150,000	1,053,560
Street Medians & Grand Boulevard Improvement	850,000	746,770	-	746,770	-	-	-	-	746,770
Streetlight Pole Replacement Program	1,850,000	-	250,000	250,000	400,000	400,000	400,000	400,000	1,850,000
Streetlight Replacement Program	2,747,764	223,965	-	223,965	-	500,000	500,000	500,000	1,723,965
Traffic Signal Rehabilitation Program	1,740,000	710,000	90,000	800,000	380,000	280,000	280,000	-	1,740,000
Transit Corridor Pedestrian Connection Improvement	1,713,169	1,303,346	-	1,303,346	-	-	-	-	1,303,346
Total	\$ 32,691,140	\$ 5,603,237	\$ 2,340,000	\$ 7,943,237	\$ 3,350,000	\$ 3,750,000	\$ 2,700,000	\$ 2,170,000	\$ 19,913,237

2016-21 Capital Improvement Program

2016-21 Five-Year Summary by Project

Technology Capital Project Title	Total Project Cost	2016-17		2016/17	2017/18	2018/19	2019/20	2020/21	Total 2016-21 Budget
		Estimated Carryover	New Request						
Agenda Preparation and Document Mgmt Solutions	\$ 43,000	\$ 33,515	\$ -	\$ 33,515	\$ -	\$ -	\$ -	\$ -	\$ 33,515
Computerized Maintenance Management System	348,567	39,501	45,000	84,501	-	-	-	-	84,501
Digital Permit and Mgmt System Improvement	94,000	92,761	-	92,761	-	-	-	-	92,761
Financial Software Replacement	300,000	-	-	-	300,000	-	-	-	300,000
Geographic Information System	179,200	38,434	-	38,434	-	-	-	-	38,434
Records Management System	580,000	18,578	-	18,578	-	-	-	-	18,578
Total	\$ 1,544,767	\$ 222,789	\$ 45,000	\$ 267,789	\$ 300,000	\$ -	\$ -	\$ -	\$ 567,789

Operating Program Project Title	Total Project Cost	2016-17		2016/17	2017/18	2018/19	2019/20	2020/21	Total 2016-21 Budget
		Estimated Carryover	New Request						
Operating Program	\$ 681,041	\$ 488,694	\$ 10,000	\$ 498,694	\$ 5,000	\$ -	\$ -	\$ -	\$ 503,694

Unfunded Priorities Project Title	Total Project Cost	2016-17		2016/17	2017/18	2018/19	2019/20	2020/21	Total 2016-21 Budget
		Estimated Carryover	New Request						
City Facilities Replacement	\$167,400,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Stormwater Infrastructure Improvement	16,810,000	-	-	-	-	-	-	-	-
Other Improvement	6,050,000	-	-	-	-	-	-	-	-
Total	\$190,260,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Grand Total	Total Project Cost	2016-17		2016/17	2017/18	2018/19	2019/20	2020/21	Total 2016-21 Budget
		Estimated Carryover	New Request						
Grand Total	\$ 380,768,469	\$ 37,448,423	\$ 17,095,517	\$ 54,543,940	\$ 30,578,496	\$ 23,194,089	\$ 16,780,000	\$ 16,580,000	\$ 141,676,525

2016-21 Capital Improvement Program

Water Capital
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2016-21 Capital Improvement Program

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Water Capital

2016-21 Five-Year Summary by Project and Funding Source

Project Title	Prior Appropriations	2016-17		2016/17	2017/18	2018/19	2019/20	2020/21	Total 2016-21 Budget
		Estimated Carryover	New Request						
Advanced Water Meter	\$ 5,100,000	\$ 345,424	\$ 916,610	\$ 1,262,034	\$ -	\$ -	\$ -	\$ -	\$ 1,262,034
Commodore Park Well Replacement	1,483,016	825,534	-	825,534	1,726,984	-	-	-	2,552,518
Main Improvement and Replacement Program	3,957,810	3,404,147	2,332,942	5,737,089	3,218,050	3,855,000	600,000	6,850,000	20,260,139
Pressure Reg. Station Improvement & Replacement	-	-	400,000	400,000	-	-	-	-	400,000
Pump Station Improvement & Replacement	400,000	400,000	250,000	650,000	250,000	250,000	250,000	-	1,400,000
Tank Improvement and Replacement Program	8,719,051	2,347,396	(1,000,000)	1,347,396	2,500,000	2,500,000	1,000,000	-	7,347,396
Well Rehabilitation	301,500	216,046	230,000	446,046	230,000	230,000	200,000	200,000	1,306,046
Total	\$ 19,961,377	\$ 7,538,547	\$ 3,129,552	\$ 10,668,099	\$ 7,925,034	\$ 6,835,000	\$ 2,050,000	\$ 7,050,000	\$ 34,528,133
Funding Sources									
Water Fund	\$ 19,961,377	\$ 7,538,547	\$ 3,129,552	\$ 10,668,099	\$ 7,925,034	\$ 6,835,000	\$ 2,050,000	\$ 7,050,000	\$ 34,528,133

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

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

Water Capital

Water Meters

Advanced Water Meter

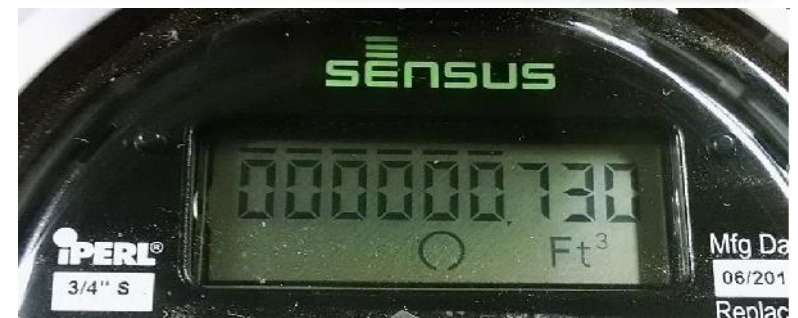
PROJECT #: 84132

Total Project Cost: \$6,016,610

DEPARTMENT: Public Services

PROJECT APPROPRIATIONS	Prior Appropriations	2016-17		2016/17	2017/18	2018/19	2019/20	2020/21	Total 2016-21 Budget
		Estimated Carryover	New Request						
Installation	\$ 5,100,000	\$ 345,424	\$ 916,610	\$ 1,262,034	\$ -	\$ -	\$ -	\$ -	\$ 1,262,034
FUNDING SOURCES									
Water Fund	\$ 5,100,000	\$ 345,424	\$ 916,610	\$ 1,262,034	\$ -	\$ -	\$ -	\$ -	\$ 1,262,034

Project Description: This project replaces aging and unreliable water meters with an upgraded system. The advanced water meter system allows for instant remote monitoring and tracking of water usage by customers and City staff through the internet. Water conservation efforts are significantly improved by providing more accurate water usage readings to customers. This project will provide a better understanding of usage patterns and billing, help to identify abnormalities, and the opportunity to address water leaks which could otherwise go unnoticed. Once completed, the advanced water meter system will provide the flexibility to switch to a monthly billing cycle in the future and eliminate the need for drive-by water meter reading. This project has two phases: Phase 1 replaced all residential meters in 2015-16 and Phase 2 will replace all commercial meters to begin in 2016-17.



Project Details

Initial Funding Year	2013/14
Target Completion Year	2016/17
Expended as of June 30, 2016	\$4,754,576

Water Capital

Well Replacement

Commodore Park Well Replacement

PROJECT #: 84709

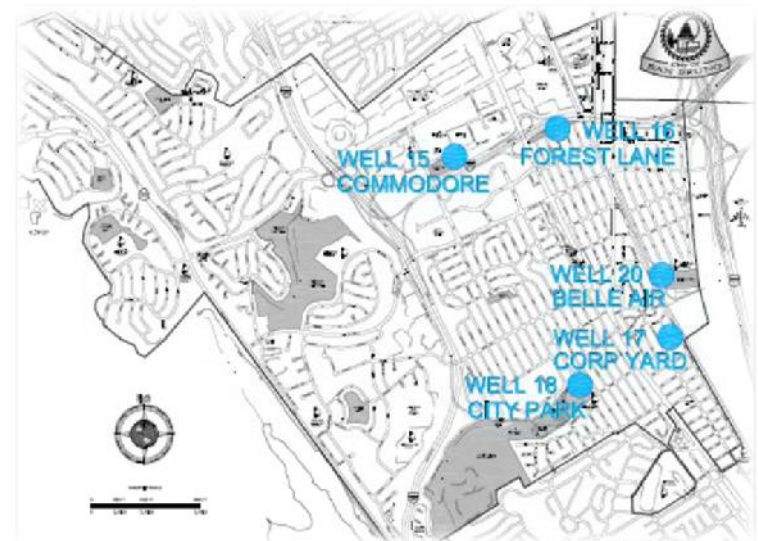
Total Project Cost: \$3,210,000

DEPARTMENT: Public Services

PROJECT APPROPRIATIONS	Prior Appropriations	2016-17		2016/17	2017/18	2018/19	2019/20	2020/21	Total 2016-21 Budget
		Estimated Carryover	New Request						
Design and Construction	\$ 1,483,016	\$ 825,534	\$ -	\$ 825,534	\$ 1,726,984	\$ -	\$ -	\$ -	\$ 2,552,518
FUNDING SOURCES									
Water Fund	\$ 1,483,016	\$ 825,534	\$ -	\$ 825,534	\$ 1,726,984	\$ -	\$ -	\$ -	\$ 2,552,518

Project Description: This project replaces the Commodore Park Well, which is 25 years old and 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 was selected 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, which is approximately 90% complete pending determination of ingress and egress issues. The second phase is anticipated to begin in fiscal year 2016-17 and includes design of the pumping facilities, chemical treatment, electrical systems, and building. Construction is scheduled to begin in fiscal year 2017-18.



Project Details

Initial Funding Year	2009/10
Target Completion Year	2017/18
Expended as of June 30, 2016	\$657,482

Water Capital

Service Connections

Pressure Regulator Station Improvement & Replacement

PROJECT #: 11005

Total Project Cost: \$ 400,000

DEPARTMENT: Public Services

PROJECT APPROPRIATIONS	Prior Appropriations	2016-17		2016/17	2017/18	2018/19	2019/20	2020/21	Total 2016-21 Budget
		Estimated Carryover	New Request						
Arbor Court Design and Installation	\$ -	\$ -	\$ 400,000	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ 400,000
FUNDING SOURCES									
Water Fund	\$ -	\$ -	\$ 400,000	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ 400,000

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

The work plan includes design and construction to replace the regulating station at Arbor Court which is antiquated and has reached its useful life. The design and construction will be completed during 2016-17.

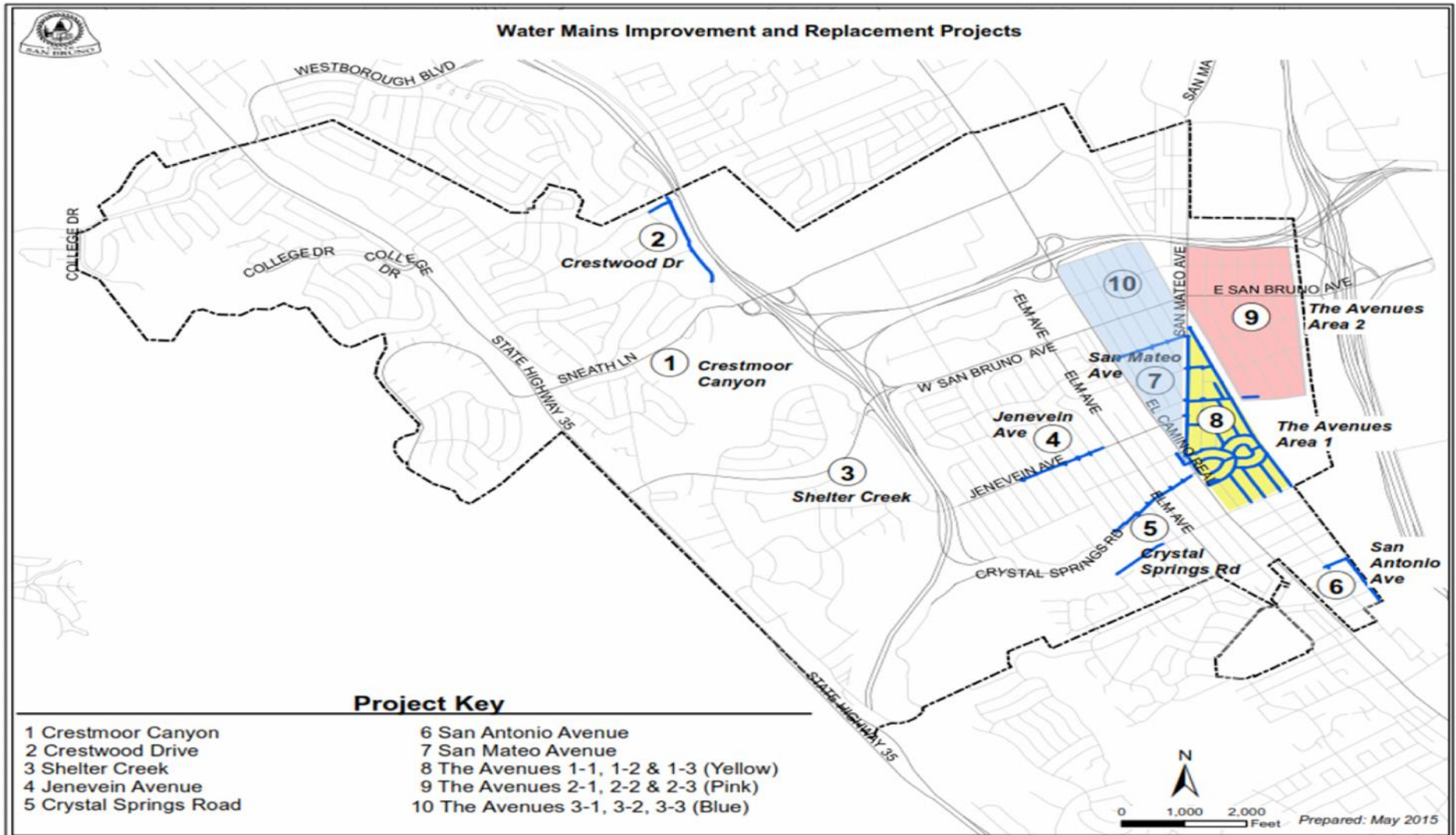
A condition assessment and rehabilitation program for pressure regulating stations will be developed during 2016-17.



Project Details

Initial Funding Year	2016/17
Target Completion Year	2016/17
Expended as of June 30, 2016	\$ -

Water Main Improvement and Replacement Program Map



Water Capital

Water Mains

Water Main Improvement and Replacement Program Summary

PROJECT #: 84150 | 84151 | 84152 | 11001 | 84154 | 84153 | 11002 | 11006 | 11007 | 11008 | 11009 | 11010 | 11011

Total Project Cost: \$20,813,802

DEPARTMENT: Public Services

PROJECT APPROPRIATIONS	Prior Appropriations	2016-17		2016/17	2017/18	2018/19	2019/20	2020/21	Total 2016-21 Budget
		Estimated Carryover	New Request						
Design and Construction	\$ 3,957,810	\$ 3,404,147	\$ 2,332,942	\$ 5,737,089	\$ 3,218,050	\$ 3,855,000	\$ 600,000	\$ 6,850,000	\$ 20,260,139
FUNDING SOURCES									
Water Fund	\$ 3,957,810	\$ 3,404,147	\$ 2,332,942	\$ 5,737,089	\$ 3,218,050	\$ 3,855,000	\$ 600,000	\$ 6,850,000	\$ 20,260,139

Project Description: Project Description: This program will replace the City’s water main lines over a 20-year period. The schedule to replace individual pipeline segments is guided by the Water Master Plan, which determines project priorities using water leak reports, maintenance history, fire flow adequacy analysis, age of pipe, condition, and capacity. The high priority projects over the next five years will include pipelines in the neighborhoods in and around downtown San Bruno and east of Huntington Avenue.

Project locations scheduled to be completed within the next five years include: replacement of water main along San Mateo Avenue and the eastern portion of the City south of I-380, also known as “the Avenues”. The 10-year Work Plan for water main replacement has been reevaluated and restructured based on the age and water leak history, to reflect the most critical infrastructure improvements needs.

See project detail on the following page.



Project Details

Initial Funding Year	2005/06
Target Completion Year	2025/2026
Expended as of June 30, 2016	\$553,663

Water Capital

Water Mains

Water Main Improvement and Replacement Program - Project Detail

PROJECT #: 84150 | 84151 | 84152 | 11001 | 84154 | 84153 | 11002 | 11006 | 11007 | 11008 | 11009 | 11010 | 11011

DEPARTMENT: Public Services

PROJECT APPROPRIATIONS	Project #	Prior Appropriations	2016-17		2016/17	2017/18	2018/19	2019/20	2020/21	Total 2016-21 Budget
			Estimated Carryover	New Request						
Jenevein Avenue	84150	\$ 890,000	\$ 775,778	\$ (824,558)	\$ (48,780)	\$ -	\$ -	\$ -	\$ -	\$ (48,780)
San Mateo Avenue	84151	1,070,000	945,313	357,500	1,302,813	-	-	-	-	1,302,813
Crystal Springs Avenue	84152	980,000	895,575	-	895,575	-	-	-	-	895,575
Crestwood Drive	11001	252,500	252,457	-	252,457	-	-	-	-	252,457
San Antonio Avenue	11006	-	-	-	-	1,072,500	-	-	-	1,072,500
Shelter Creek	84154	265,310	96,616	-	96,616	-	-	-	-	96,616
Avenues No. 1-1	84153	300,000	269,262	1,400,000	1,669,262	630,210	-	-	-	2,299,472
Avenues No. 1-2	11002	200,000	169,146	1,400,000	1,569,146	1,170,340	-	-	-	2,739,486
Avenues No. 1-3	11007	-	-	-	-	300,000	3,720,000	-	-	4,020,000
Avenues No. 2-1	11008	-	-	-	-	45,000	135,000	-	-	180,000
Avenues No. 3-1	11009	-	-	-	-	-	-	300,000	3,550,000	3,850,000
Avenues No. 3-2	11010	-	-	-	-	-	-	300,000	3,000,000	3,300,000
Avenues No. 3-3	11011	-	-	-	-	-	-	-	300,000	300,000
Total		\$ 3,957,810	\$3,404,147	\$2,332,942	\$5,737,089	\$3,218,050	\$3,855,000	\$ 600,000	\$6,850,000	\$20,260,139
FUNDING SOURCES										
Water Fund		\$ 3,957,810	\$3,404,147	\$2,332,942	\$5,737,089	\$3,218,050	\$3,855,000	\$ 600,000	\$6,850,000	\$20,260,139

Water Capital

Pump Stations

Water Pump Station Improvement and Replacement Summary

PROJECT #: 11004 | 11003 | 11012

Total Project Cost: \$1,400,000

DEPARTMENT: Public Services

PROJECT APPROPRIATIONS	Prior Appropriations	2016-17		2016/17	2017/18	2018/19	2019/20	2020/21	Total 2016-21 Budget
		Estimated Carryover	New Request						
Design and Construction	\$ 400,000	\$ 400,000	\$ 250,000	\$ 650,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ -	\$ 1,400,000
FUNDING SOURCES									
Water Fund	\$ 400,000	\$ 400,000	\$ 250,000	\$ 650,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ -	\$ 1,400,000

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

The work plan includes design and rehabilitation of Sneath Lane and Lake Drive Pump Stations. Design will include evaluation of the pump stations to determine the pumping capacity, feasibility to install a new building, installation of a new generator, and assessment of fire flows which will be completed in fiscal year 2016-17.

Additional funding has been programmed for the purchase and installation of backup generators at Whitman, Princeton, and Glenview Pump Stations as these locations do not have on-site generators. These will be purchased over a four year period beginning in fiscal year 2016-17.

See project detail on the following page.

Project Details

Initial Funding Year	2009/10
Target Completion Year	On-going
Expended as of June 30, 2016	\$0



Water Capital

Pump Stations

Water Pump Station Improvement and Replacement - Project Detail

PROJECT #: 11004 | 11003 | 11012

DEPARTMENT: Public Services

PROJECT APPROPRIATIONS	Project #	Prior Appropriations	2016-17		2016/17	2017/18	2018/19	2019/20	2020/21	Total 2016-21 Budget
			Estimated Carryover	New Request						
Sneath Lane Pump Station	11004	\$ 200,000	\$ 200,000	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000
Lake Drive Pump Station	11003	200,000	200,000	-	200,000	-	-	-	-	200,000
Pump Station Generators	11012	-	-	250,000	250,000	250,000	250,000	250,000	-	1,000,000
Total		\$ 400,000	\$ 400,000	\$ 250,000	\$ 650,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ -	\$1,400,000
FUNDING SOURCES										
Water Fund		\$ 400,000	\$ 400,000	\$ 250,000	\$ 650,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ -	\$1,400,000

Water Capital

Water Tanks

Water Tank Improvement and Replacement Program Summary

PROJECT #: 84131 | 85100 | 84142

Total Project Cost: \$ 13,719,051

DEPARTMENT: Public Services

PROJECT APPROPRIATIONS	Prior Appropriations	2016-17		2016/17	2017/18	2018/19	2019/20	2020/21	Total 2016-21 Budget
		Estimated Carryover	New Request						
Design and Construction	\$ 8,719,051	\$ 2,347,396	\$(1,000,000)	\$ 1,347,396	\$ 2,500,000	\$ 2,500,000	\$ 1,000,000	\$ -	\$ 7,347,396
FUNDING SOURCES									
Water Fund	\$ 8,719,051	\$ 2,347,396	\$(1,000,000)	\$ 1,347,396	\$ 2,500,000	\$ 2,500,000	\$ 1,000,000	\$ -	\$ 7,347,396

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

The current work effort is focused on completing the design of Cunningham Tank. Project work includes planning, design, and construction phases. Modification and improvement work planned for completion in the coming years includes rehabilitation of the Princeton, College, San Bruno, Lake Drive, Sweeney Ridge, and Pacific Heights Tanks.

The 2016-17 funding has been reduced by \$1.0 million and moved to fiscal year 2017-18 for the Cunningham Drive Tank Retrofit. Staff will be evaluating bond financing for this project as part of the Water Rate Study.

See project detail on the following page.

Project Details

Initial Funding Year	2004/05
Target Completion Year	On-going
Expended as of June 30, 2016	\$6,371,655



Water Capital

Water Tanks

Water Tank Improvement and Replacement Program - Project Detail

PROJECT #: 84131|85100|84142

DEPARTMENT: Public Services

PROJECT APPROPRIATIONS	Project #	Prior Appropriations	2016-17		2016/17	2017/18	2018/19	2019/20	2020/21	Total 2016-21 Budget
			Estimated Carryover	New Request						
Tank Modifications & Improvements	84131	\$ 1,706,615	\$ 909,681	\$ -	\$ 909,681	\$ -	\$ -	\$ -	\$ -	\$ 909,681
Cunningham Drive Tank Retrofit	85100	1,372,436	1,126,091	(1,000,000)	126,091	2,500,000	2,500,000	1,000,000	-	6,126,091
Glenview Tank Replacement	84142	5,640,000	311,624	-	311,624	-	-	-	-	311,624
Total		\$ 8,719,051	\$2,347,396	\$(1,000,000)	\$1,347,396	\$2,500,000	\$2,500,000	\$1,000,000	\$ -	\$ 7,347,396
FUNDING SOURCES										
Water Fund		\$ 8,719,051	\$2,347,396	\$(1,000,000)	\$1,347,396	\$2,500,000	\$2,500,000	\$1,000,000	\$ -	\$ 7,347,396

Water Capital

Water Wells

Well Rehabilitation Program Summary

PROJECT #: 84707 | 11013 | 11014 | 11015

Total Project Cost: \$1,391,500

DEPARTMENT: Public Services

PROJECT APPROPRIATIONS	Prior Appropriations	2016-17		2016/17	2017/18	2018/19	2019/20	2020/21	Total 2016-21 Budget
		Estimated Carryover	New Request						
Well Rehabilitation	\$ 301,500	\$ 216,046	\$ 230,000	\$ 446,046	\$ 230,000	\$ 230,000	\$ 200,000	\$ 200,000	\$ 1,306,046
FUNDING SOURCES									
Water Fund	\$ 301,500	\$ 216,046	\$ 230,000	\$ 446,046	\$ 230,000	\$ 230,000	\$ 200,000	\$ 200,000	\$ 1,306,046

Project Description: This program provides comprehensive preventative maintenance and repairs for all five of the City's wells. The three main tasks at each well include rehabilitating the underground well infrastructure every 10 years, inspection and evaluation of the pumps and motors every 5 years, and replacing the filtration media every 10 years. The rehabilitation schedule includes the Corporation Yard Well in 2015-16, Lions Field Well in 2016-17, City Park Well in 2017-18, and Forest Lane Well during 2018-19. After the 4 year rehabilitation schedule is completed, the wells will begin a 5 year filtration media replacement schedule, followed by a 5 year pump and motor inspection schedule. The Commodore Well is currently inactive awaiting construction of a replacement well and will eventually be included in the rotating rehabilitation schedule.

See project detail on the following page.



Project Details

Initial Funding Year	2009/10
Target Completion Year	On-going
Expended as of June 30, 2016	\$85,454

Water Capital

Water Wells

Well Rehabilitation Program - Project Detail

PROJECT #: 84707 | 11013 | 11014 | 11015

DEPARTMENT: Public Services

PROJECT APPROPRIATIONS	Project #	Prior Appropriations	2016-17		2016/17	2017/18	2018/19	2019/20	2020/21	Total 2016-21 Budget
			Estimated Carryover	New Request						
Corporation Yard Well (17)	84707	\$ 301,500	\$ 216,046	\$ -	\$ 216,046	\$ -	\$ -	\$ 200,000	\$ -	\$ 416,046
Lions Field Well (20)	11013	-	-	230,000	230,000	-	-	-	200,000	430,000
City Park Well (18)	11014	-	-	-	-	230,000	-	-	-	230,000
Forest Lane Well (16)	11015	-	-	-	-	-	230,000	-	-	230,000
Total		\$ 301,500	\$ 216,046	\$ 230,000	\$ 446,046	\$ 230,000	\$ 230,000	\$ 200,000	\$ 200,000	\$1,306,046
FUNDING SOURCES										
Water Fund		\$ 301,500	\$ 216,046	\$ 230,000	\$ 446,046	\$ 230,000	\$ 230,000	\$ 200,000	\$ 200,000	\$1,306,046

2016-21 Capital Improvement Program

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2016-21 Capital Improvement Program

Wastewater Capital

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2016-21 Capital Improvement Program

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Wastewater Capital

2016-21 Five-Year Summary by Project and Funding Source

PROJECT TITLE	Prior Appropriations	2016-17		2016/17	2017/18	2018/19	2019/20	2020/21	Total 2016-21 Budget
		Estimated Carryover	New Request						
Main Improvement and Replacement	\$ 10,591,553	\$ 9,240,704	\$ 3,350,000	\$ 12,590,704	\$ 3,767,500	\$ 6,210,000	\$ 6,430,000	\$ 5,760,000	\$ 34,758,204
Pump Station Improvement and Replacement	6,088,000	2,446,593	1,250,000	3,696,593	4,600,000	-	-	-	8,296,593
Water Quality Control Plant Upgrades	4,399,242	1,241,994	921,287	2,163,281	3,255,462	1,299,089	1,500,000	1,500,000	9,717,832
Total	\$ 21,078,795	\$ 12,929,291	\$ 5,521,287	\$ 18,450,578	\$ 11,622,962	\$ 7,509,089	\$ 7,930,000	\$ 7,260,000	\$ 52,772,629
FUNDING SOURCES									
Wastewater Fund	\$ 21,078,795	\$ 12,929,291	\$ 5,521,287	\$ 18,450,578	\$ 11,622,962	\$ 7,509,089	\$ 7,930,000	\$ 7,260,000	\$ 52,772,629

The Wastewater Enterprise Fund provides for the maintenance and implementation of capital improvements related to the safe and reliable collection and conveyance of wastewater from San Bruno residents and businesses to the Water Quality Control Plant; Jointly owned by the Cities of San Bruno and South San Francisco and operated by South San Francisco. The San Bruno wastewater system consists of 85 miles of sewer mains, 2 miles of force mains, and 6 pumping stations. All wastewater is conveyed to the City of South San Francisco's Shaw Road Pump Station, from where it is pumped to the Water Quality Control Plant for treatment. Implementation of the Wastewater Capital Improvement Program is designed to protect, preserve, and enhance wastewater facilities and to eliminate sanitary sewer overflows that impact public and environmental health. The overall goal is to improve and/or replace existing facilities to ensure wastewater system integrity and the continued safe transport and treatment of wastewater.

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

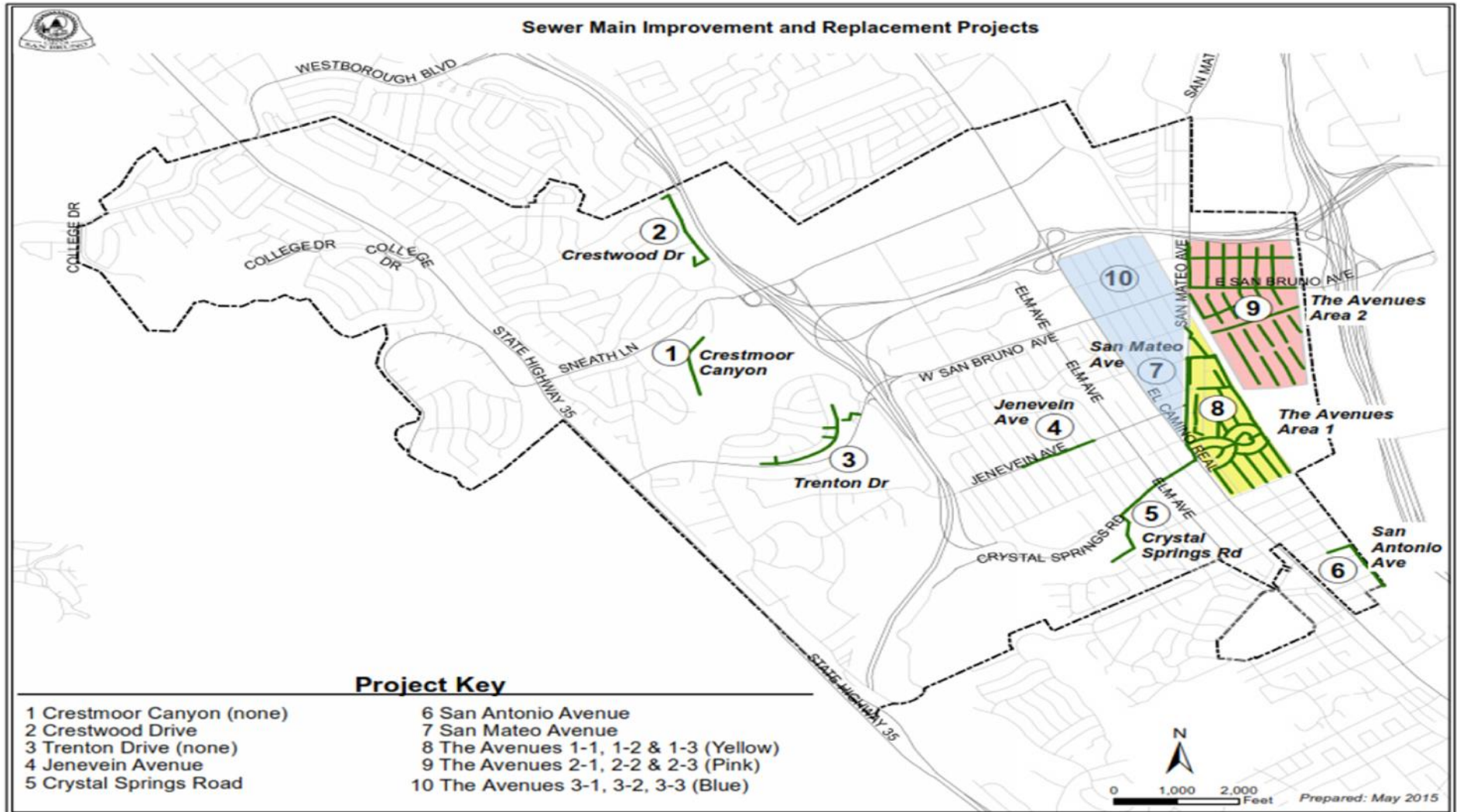
2016-21 Capital Improvement Program

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Wastewater Capital

Sewer Mains

Sewer Main Improvement & Replacement Map



Wastewater Capital

Sewer Mains

Sewer Main Improvement & Replacement Summary

PROJECT #: 85704 | 84322 | 84339 | 84340 | 84341 | 84342 | 31002 | 31006 | 31007 | 84343 | 31001 | 31008 | 31009 | 31010 | 31011 | 31012 | 31013 | 31014 **Total Project Cost:** \$36,109,053

DEPARTMENT: Public Services

PROJECT APPROPRIATIONS	Prior Appropriations	2016-17		2016/17	2017/18	2018/19	2019/20	2020/21	Total 2016-21 Budget
		Estimated Carryover	New Request						
Design and Construction	\$ 10,591,553	\$ 9,240,704	\$ 3,350,000	\$ 12,590,704	\$ 3,767,500	\$ 6,210,000	\$ 6,430,000	\$ 5,760,000	\$ 34,758,204
FUNDING SOURCES									
Wastewater Fund	\$ 10,591,553	\$ 9,240,704	\$ 3,350,000	\$ 12,590,704	\$ 3,767,500	\$ 6,210,000	\$ 6,430,000	\$ 5,760,000	\$ 34,758,204

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

Sewer main replacements are scheduled in the following areas during the next five years: Jenevin Avenue, San Mateo Avenue, Crystal Springs Road, Crestmoor Canyon, Crestwood Drive, San Antonio Avenue, and replacement of sewer mains in the eastern portion of the City south of I-380, also known as "the Avenues." The main focus of the replacement program is to complete the capacity projects identified in the Sewer Master Plan to meet the regulatory deadline established within the consent decree.

See project detail on the following page.



Project Details

Initial Funding Year	2005/06
Target Completion Year	On-going
Expended as of June 30, 2016	\$1,350,849

Wastewater Capital

Sewer Mains

Sewer Main Improvement & Replacement - Project Detail

PROJECT #: 85704 | 84322 | 84339 | 84340 | 84341 | 84342 | 31002 | 31006 | 31007 | 84343 | 31001 | 31008 | 31009 | 31010 | 31011 | 31012 | 31013 | 31014

DEPARTMENT: Public Services

PROJECT APPROPRIATIONS	Project #	Prior Appropriations	2016-17		2016/17	2017/18	2018/19	2019/20	2020/21	Total 2016-21 Budget
			Estimated Carryover	New Request						
Trenton Drive	85704	\$ 1,315,000	\$ 981,579	\$ 1,900,000	\$ 2,881,579	\$ -	\$ -	\$ -	\$ -	\$ 2,881,579
Pipeline Repair/Grade 5	84322	3,026,031	2,403,825	-	2,403,825	-	-	-	-	2,403,825
1st Avenue Sanitary Sewer Line	84339	1,028,022	1,018,398	-	1,018,398	-	-	-	-	1,018,398
Jenevein Avenue	84340	860,000	753,998	150,000	903,998	-	-	-	-	903,998
San Mateo Avenue	84341	1,600,000	1,477,948	-	1,477,948	-	-	-	-	1,477,948
Crystal Springs Avenue	84342	1,320,000	1,237,048	1,000,000	2,237,048	-	-	-	-	2,237,048
Crestmoor Canyon	31002	520,000	507,090	-	507,090	-	-	-	-	507,090
Crestwood Drive	31006	-	-	300,000	300,000	900,000	-	-	-	1,200,000
San Antonio Avenue	31007	-	-	-	-	900,000	-	-	-	900,000
Avenues No. 1-1	84343	722,500	691,903	-	691,903	1,367,500	-	-	-	2,059,403
Avenues No. 1-2	31001	200,000	168,915	-	168,915	-	3,270,000	-	-	3,438,915
Avenues No. 1-3	31008	-	-	-	-	300,000	-	2,630,000	-	2,930,000
Avenues No. 2-1	31009	-	-	-	-	300,000	2,210,000	-	-	2,510,000
Avenues No. 2-2	31010	-	-	-	-	-	370,000	3,200,000	-	3,570,000
Avenues No. 2-3	31011	-	-	-	-	-	360,000	-	3,300,000	3,660,000
Avenues No. 3-1	31012	-	-	-	-	-	-	300,000	2,160,000	2,460,000
Avenues No. 3-2	31013	-	-	-	-	-	-	300,000	-	300,000
Avenues No. 3-3	31014	-	-	-	-	-	-	-	300,000	300,000
Total		\$ 10,591,553	\$9,240,704	\$3,350,000	\$12,590,704	\$3,767,500	\$6,210,000	\$6,430,000	\$5,760,000	\$34,758,204
FUNDING SOURCES										
Wastewater Fund		\$ 10,591,553	\$9,240,704	\$3,350,000	\$12,590,704	\$3,767,500	\$6,210,000	\$6,430,000	\$5,760,000	\$34,758,204

Wastewater Capital

Pump Stations

Wastewater Pump Station Improvement & Replacement Summary

PROJECT #: 84336 | 85111 | 31003 | 31004 | 31005

Total Project Cost: \$11,938,000

DEPARTMENT: Public Services	Prior Appropriations	2016-17		2016/17	2017/18	2018/19	2019/20	2020/21	Total 2016-21 Budget
		Estimated Carryover	New Request						
PROJECT APPROPRIATIONS									
Design and Construction	\$ 6,088,000	\$ 2,446,593	\$ 1,250,000	\$ 3,696,593	\$ 4,600,000	\$ -	\$ -	\$ -	\$ 8,296,593
FUNDING SOURCES									
Wastewater Fund	\$ 6,088,000	\$ 2,446,593	\$ 1,250,000	\$ 3,696,593	\$ 4,600,000	\$ -	\$ -	\$ -	\$ 8,296,593

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

The design for Spyglass Pump Station was completed in fiscal year 2015-16 and construction is scheduled to begin in fiscal year 2016-17.

Future pump stations scheduled for improvement or replacement include Crestwood, Crestmoor, and Lomita Pump Stations. Design for the Crestwood and Crestmoor pump stations is scheduled in fiscal year 2016-17 and construction is scheduled to begin in fiscal year 2017-18.

See project detail on the following page.

Project Details

Initial Funding Year	2009/10
Target Completion Year	On-going
Expended as of June 30, 2016	\$3,641,407



Wastewater Capital

Pump Stations

Wastewater Pump Station Improvement & Replacement - Project Detail

PROJECT #: 84336 | 85111 | 31003 | 31004 | 31005

DEPARTMENT: Public Services

PROJECT APPROPRIATIONS	Project #	Prior Appropriations	2016-17		2016/17	2017/18	2018/19	2019/20	2020/21	Total 2016-21 Budget
			Estimated Carryover	New Request						
Olympic Pump Station	84336	\$ 3,497,000	\$ 232,252	\$ -	\$ 232,252	\$ -	\$ -	\$ -	\$ -	\$ 232,252
Spyglass Pump Station	85111	2,591,000	2,214,341	400,000	2,614,341	-	-	-	-	2,614,341
Crestmoor Pump Station	31003	-	-	300,000	300,000	2,300,000	-	-	-	2,600,000
Crestwood Pump Station	31004	-	-	250,000	250,000	750,000	-	-	-	1,000,000
Lomita Pump Station	31005	-	-	300,000	300,000	1,550,000	-	-	-	1,850,000
Total		\$ 6,088,000	\$2,446,593	\$1,250,000	\$3,696,593	\$4,600,000	\$ -	\$ -	\$ -	\$ 8,296,593
FUNDING SOURCES										
Wastewater Fund		\$ 6,088,000	\$2,446,593	\$1,250,000	\$3,696,593	\$4,600,000	\$ -	\$ -	\$ -	\$ 8,296,593

Wastewater Capital

Water Quality Control Plant

Water Quality Control Plant

PROJECT #: 85708

Total Project Cost: \$12,875,080

DEPARTMENT: Public Services

PROJECT APPROPRIATIONS	Prior Appropriations	2016-17		2016/17	2017/18	2018/19	2019/20	2020/21	Total 2016-21 Budget
		Estimated Carryover	New Request						
Water Quality Control Plant improvements	\$ 4,399,242	\$ 1,241,994	\$ 921,287	\$ 2,163,281	\$ 3,255,462	\$ 1,299,089	\$ 1,500,000	\$ 1,500,000	\$ 9,717,832
FUNDING SOURCES									
Wastewater Fund	\$ 4,399,242	\$ 1,241,994	\$ 921,287	\$ 2,163,281	\$ 3,255,462	\$ 1,299,089	\$ 1,500,000	\$ 1,500,000	\$ 9,717,832

Project Description: The City is responsible for the safe and effective collection and treatment of sanitary sewer discharge by City residents and businesses. For over 70 years, the City of San Bruno and the City of South San Francisco have jointly owned and operated the Water Quality Control Treatment Plant (WQCP) to treat the sanitary discharge of both cities. As the cities have grown and regulatory requirements 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 US Environmental Protection Agency and the State Water Resources Control Board, and to generate additional clean energy to offset power consumption costs.



Project Details

Initial Funding Year	2011/12
Target Completion Year	On-going
Expended as of June 30, 2016	\$3,157,248

2016-21 Capital Improvement Program

Stormwater Capital

(Insert Divider)

2016-21 Capital Improvement Program

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Stormwater Capital

2016-21 Five-Year Summary by Project and Funding Source

PROJECT TITLE	Prior Appropriations	2016-17		2016/17	2017/18	2018/19	2019/20	2020/21	Total 2016-21 Budget
		Estimated Carryover	New Request						
City Park Stormwater Improvement	\$ 300,000	\$ 284,745	\$ 300,000	\$ 584,745	\$ -	\$ -	\$ -	\$ -	\$ 584,745
Crestmoor Canyon Detention Basin Improvement	-	-	300,000	300,000	1,000,000	1,000,000	1,000,000	-	3,300,000
Masson Avenue Box Culvert Repair	500,000	377,260	-	377,260	-	-	-	-	377,260
Trash Capture Installation	-	-	150,000	150,000	100,000	100,000	100,000	100,000	550,000
Total	\$ 800,000	\$ 662,005	\$ 750,000	\$ 1,412,005	\$ 1,100,000	\$ 1,100,000	\$ 1,100,000	\$ 100,000	\$ 4,812,005
FUNDING SOURCES									
General Fund Capital Reserve	\$ 800,000	\$ 662,005	\$ 750,000	\$ 1,412,005	\$ 1,100,000	\$ 1,100,000	\$ 1,100,000	\$ 100,000	\$ 4,812,005

The Stormwater Enterprise Fund provides for the maintenance and implementation of capital improvements related to the safe and reliable collection and transport of stormwater runoff throughout San Bruno. The Stormwater Capital Improvement Program is designed to protect, preserve, and enhance stormwater facilities to ensure that homes and businesses face a minimal threat of flooding or extended periods of standing water during and after rain events. The goal is to improve and/or replace existing facilities in an effort to extend the useful life of these valuable public assets.

The only dedicated funding for stormwater operations and capital improvement is a stormwater assessment collected on the property tax bill. The total revenue from the assessment is approximately \$600,000 annually. This amount is barely sufficient to cover annual stormwater operation costs. Completion of necessary system capital improvements will require identification of additional funding in coming years.

Capital investments in the stormwater system are driven by several City Council approved policies and plans including: 1) Stormwater System Master Plan; and 2) Transit Corridors Plan.

2016-21 Capital Improvement Program

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Stormwater Capital

Stormwater Mains

City Park Stormwater Improvement

PROJECT #: 84206

Total Project Cost: \$ 600,000

DEPARTMENT: Public Services

PROJECT APPROPRIATIONS	Prior Appropriations	2016-17		2016/17	2017/18	2018/19	2019/20	2020/21	Total 2016-21 Budget
		Estimated Carryover	New Request						
Design and Construction	\$ 300,000	\$ 284,745	\$ 300,000	\$ 584,745	\$ -	\$ -	\$ -	\$ -	\$ 584,745
FUNDING SOURCES									
General Fund Capital Reserve	\$ 300,000	\$ 284,745	\$ 300,000	\$ 584,745	\$ -	\$ -	\$ -	\$ -	\$ 584,745

Project Description: During heavy storm events, the existing concrete channel along City Park way becomes inundated with stormwater, then reaches full capacity and overflows into the adjacent parking lot. This project includes the design and construction of an improved storm conveyance system to eliminate the concrete channel within City Park Way.

Although this project was identified in the Storm Drain Master Plan as a Priority 2 project, the City Council identified it as a higher priority in response to flooding that occurred at City Park during the December 2014 storm event. Design for the project was completed in fiscal year 2015-16. Construction of the improvements will be completed in fiscal year 2016-17 pending completion of a CEQA assessment.



Project Details

Initial Funding Year	2014/15
Target Completion Year	2016/17
Expended as of June 30, 2016	\$15,255

Stormwater Capital

Stormwater Mains

Crestmoor Canyon Detention Basin Improvement

PROJECT #: 21002

Total Project Cost: \$3,300,000

DEPARTMENT: Public Services

PROJECT APPROPRIATIONS	Prior Appropriations	2016-17		2016/17	2017/18	2018/19	2019/20	2020/21	Total 2016-21 Budget
		Estimated Carryover	New Request						
Design and Construction	\$ -	\$ -	\$ 300,000	\$ 300,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ -	\$ 3,300,000
FUNDING SOURCES									
General Fund Capital Reserve	\$ -	\$ -	\$ 300,000	\$ 300,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ -	\$ 3,300,000

Project Description: The Stormwater Master Plan completed in June 2014 identified numerous priority 1 and 2 recommended improvement projects totaling approximately \$20 million. Two different options were considered in developing alternatives to address flooding: upsizing of storm drainage pipes and detention in the watershed to reduce downstream peak flows.

One project which will benefit the City is the construction of a 64.5 acre-foot (18 million gallon) detention basin located in the Crestmoor Canyon area. The project is proposed to alleviate flooding impacts in the lower area of San Bruno by retaining the storm runoff upstream. The construction of the detention basin would also delete the need for significant pipeline projects totaling approximately \$5.3 million that would have numerous adverse construction impacts to the public.

The total cost of the detention basin is estimated to be \$3 million. The current work effort is focused on completing a feasibility analysis for construction of the detention basin in the Crestmoor Canyon area.



Project Details

Initial Funding Year	2016/17
Target Completion Year	2019/20
Expended as of June 30, 2016	\$ -

Stormwater Capital

Box Culverts

Masson Avenue Box Culvert Repair

PROJECT #: 21001

Total Project Cost: \$ 500,000

DEPARTMENT: Public Services

PROJECT APPROPRIATIONS	Prior Appropriations	2016-17		2016/17	2017/18	2018/19	2019/20	2020/21	Total 2016-21 Budget
		Estimated Carryover	New Request						
Design and Construction	\$ 500,000	\$ 377,260	\$ -	\$ 377,260	\$ -	\$ -	\$ -	\$ -	\$ 377,260
FUNDING SOURCES									
General Fund Capital Reserve	\$ 500,000	\$ 377,260	\$ -	\$ 377,260	\$ -	\$ -	\$ -	\$ -	\$ 377,260

Project Description: This project will repair and replace an existing underground, concrete box stormwater culvert located between San Bruno and Kains Avenues. During the heavy rain storms in December 2014, the section of box culvert at Masson Avenue reached its capacity and the interior pressure damaged the top of the culvert, which then caused the pavement and sidewalk to be lifted from the ground and impact adjacent residential driveways and sidewalk. The box culvert runs partly underneath multiple residential and commercial properties. Temporary repairs to the sidewalk and roadway were completed to allow access to the adjacent residences.

Project work for a permanent repair includes a condition assessment, design, and construction. This box culvert is important as it collects stormwater from west of State Route 35 and conveys the flow to the San Bruno Channel near Pine Street.

Project Details

Initial Funding Year	2014/15
Target Completion Year	2016/17
Expended as of June 30, 2016	\$122,740



Stormwater Capital

Trash Capture Devices

Trash Capture Device Design and Installation

PROJECT #: 21003

Total Project Cost: \$ 550,000

DEPARTMENT: Public Services

PROJECT APPROPRIATIONS	Prior Appropriations	2016-17		2016/17	2017/18	2018/19	2019/20	2020/21	Total 2016-21 Budget
		Estimated Carryover	New Request						
Design and Installation	\$ -	\$ -	\$ 150,000	\$ 150,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 550,000
FUNDING SOURCES									
General Fund Capital Reserve	\$ -	\$ -	\$ 150,000	\$ 150,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 550,000

Project Description: This project will install approximately 360 trash capture devices inside storm drain inlets. Trash capture devices catch and hold solids, including small trash, sediments, and cigarette butts and allow stormwater to continue flowing into San Francisco Bay.

The California Regional Water Quality Control Board and the San Mateo County Stormwater Municipal Regional Permit requires agencies to significantly reduce stormwater contaminants entering San Francisco Bay. The target trash reduction amounts and dates include a 60% reduction by 2016, a 70% reduction by 2017, and a 100% reduction, or no visual impact, by 2022. Installing trash capture devices in key areas will largely meet these reduction targets. Additional City efforts include enhanced street sweeping, on-land trash pickup, and enforcement of commercial and residential waste disposal codes.

Approximately 60 devices will be installed annually for six years through 2021-22. Initial work focus includes design and installation in areas primarily east of El Camino Real and in City business districts.



Project Details

Initial Funding Year	2016/17
Target Completion Year	2020/21
Expended as of June 30, 2016	\$ -

2016-21 Capital Improvement Program

Cable Capital
(Insert Divider)

2016-21 Capital Improvement Program

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Cable Capital

2016-21 Five-Year Summary by Project and Funding Source

PROJECT TITLE	Prior Appropriations	2016-17		2016/17	2017/18	2018/19	2019/20	2020/21	Total 2016-21 Budget
		Estimated Carryover	New Request						
Cable System Upgrades	\$ -	\$ -	\$ 200,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000
Citywide Fiber to the Home	-	-	-	-	3,000,000	4,000,000	3,000,000	-	10,000,000
MDU Build-out Fiber to the Home	-	-	-	-	1,400,000	-	-	-	1,400,000
Shelter Creek Fiber to the Home	1,170,000	1,031,409	-	1,031,409	-	-	-	-	1,031,409
Total	\$ 1,170,000	\$ 1,031,409	\$ 200,000	\$ 1,231,409	\$ 4,400,000	\$ 4,000,000	\$ 3,000,000	\$ -	\$12,631,409
FUNDING SOURCES									
Loan proceeds	\$ 1,170,000	\$ 1,031,409	\$ 200,000	\$ 1,231,409	\$ -	\$ -	\$ -	\$ -	\$ 1,231,409
To Be Determined	-	-	-	-	4,400,000	4,000,000	3,000,000	-	11,400,000
Total	\$ 1,170,000	\$ 1,031,409	\$ 200,000	\$ 1,231,409	\$ 4,400,000	\$ 4,000,000	\$ 3,000,000	\$ -	\$12,631,409

The Cable Television Capital Improvement Program provides funding for major system improvements and equipment purchases and replacement.

Capital investments in the Cable Television system ensure that San Bruno Cable is positioned to deliver the highest level of customer care and service and provide the broadest choice of telecommunication products and services. Enhancements to the Cable Television system guarantee optimal network stability and performance and allows San Bruno Cable to remain competitive in the constantly evolving Cable services industry.

2016-21 Capital Improvement Program

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Cable Capital

Infrastructure

Cable System Upgrades

PROJECT #: 41001

Total Project Cost: \$ 200,000

DEPARTMENT: Cable

PROJECT APPROPRIATIONS	Prior Appropriations	2016-17		2016/17	2017/18	2018/19	2019/20	2020/21	Total 2016-21 Budget
		Estimated Carryover	New Request						
System Upgrades	\$ -	\$ -	\$ 200,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000
FUNDING SOURCES									
Loan proceeds	\$ -	\$ -	\$ 200,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000

Project Description: San Bruno Cable is dedicated to delivering reliable technology services to residents and businesses in San Bruno. These services include capacity upgrades on the current plant, replacement of equipment as needed, and preventative measures to ensure plant up-times.

The current budget includes \$10.0 million for a citywide Fiber to the Home project (FTTH). However, if it is determined that a citywide FTTH project is not feasible then funding will need to be added to this project in fiscal year 2017-18 to upgrade and replace the current cable infrastructure.



Project Details

Initial Funding Year	2016/17
Target Completion Year	2016/17
Expended as of June 30, 2016	\$ -

Cable Capital

Infrastructure

Multiple Dwelling Unit (MDU) Build-out Fiber to the Home (FTTH)

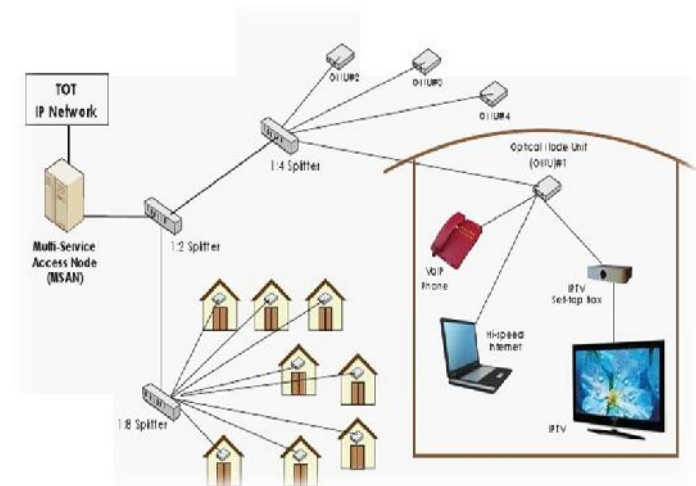
PROJECT #: 41003

Total Project Cost: \$1,400,000

DEPARTMENT: Cable

PROJECT APPROPRIATIONS	Prior Appropriations	2016-17		2016/17	2017/18	2018/19	2019/20	2020/21	Total 2016-21 Budget
		Estimated Carryover	New Request						
MDU Fiber to the Home	\$ -	\$ -	\$ -	\$ -	\$ 1,400,000	\$ -	\$ -	\$ -	\$ 1,400,000
FUNDING SOURCES									
To Be Determined	\$ -	\$ -	\$ -	\$ -	\$ 1,400,000	\$ -	\$ -	\$ -	\$ 1,400,000

Project Description: A Fiber to the Home (FTTH) project at Shelter Creek was initiated in fiscal year 2015-16 to bring the state-of-the-art fiber optic technology to the condominium complex. The Shelter Creek project will be used as a trial program to assess subscriber and revenue increase and to consider for future FTTH deployment throughout the community. Following Shelter Creek, the next phase of a citywide FTTH program would be embark on a Fiber to the Home state-of-the-art infrastructure replacement at several Multiple Dwelling Unit (MDU) complexes in San Bruno. 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 reliable cable services. These include telephone, TV, home security, TV everywhere services, Wi-Fi services and high speed internet service up to Gigabit speeds.



Project Details

Initial Funding Year	2017/18
Target Completion Year	2017/18
Expended as of June 30, 2016	\$ -

Cable Capital

Infrastructure

Shelter Creek Fiber to the Home (FTTH)

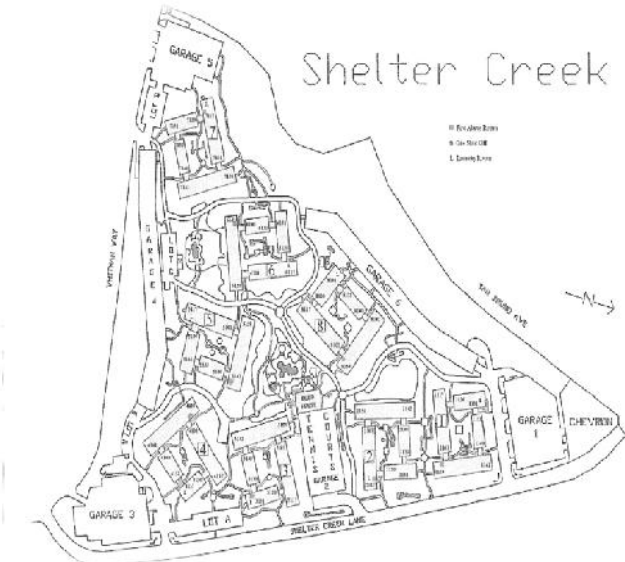
PROJECT #: 41000

Total Project Cost: \$1,170,000

DEPARTMENT: Cable

PROJECT APPROPRIATIONS	Prior Appropriations	2016-17		2016/17	2017/18	2018/19	2019/20	2020/21	Total 2016-21 Budget
		Estimated Carryover	New Request						
Installation	\$ 1,170,000	\$ 1,031,409	\$ -	\$ 1,031,409	\$ -	\$ -	\$ -	\$ -	\$ 1,031,409
FUNDING SOURCES									
Loan proceeds	\$ 1,170,000	\$ 1,031,409	\$ -	\$ 1,031,409	\$ -	\$ -	\$ -	\$ -	\$ 1,031,409

Project Description: San Bruno Municipal Cable TV completed design and initiated construction of a Fiber to the Home (FTTH) state-of-the-art infrastructure to replace 45 year old plant at the Shelter Creek Condominium Complex. The project will be used to evaluate subscriber and revenue growth to determine if further deployment of FTTH infrastructure throughout the community is feasible. The Shelter Creek FTTH 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 reliable cable services. These include telephone, TV, home security, TV everywhere services, Wi-Fi services and high speed internet service up to Gigabit speeds. This will serve as a pilot project as the City considers a citywide rebuild using this technology.



Project Details

Initial Funding Year	2015/16
Target Completion Year	2016/17
Expended as of June 30, 2016	\$ 138,591

2016-21 Capital Improvement Program

Parks & Facilities Capital
(Insert Divider)

2016-21 Capital Improvement Program

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Parks & Facilities

2016-21 Five-Year Summary by Funding

FUNDING SOURCES	Prior Appropriations	2016-17		2016/17	2017/18	2018/19	2019/20	2020/21	Total 2016-21 Budget
		Estimated Carryover	New Request						
ABAG Grant	\$ 20,000	\$ 7,473	\$ -	\$ 7,473	\$ -	\$ -	\$ -	\$ -	\$ 7,473
Cable TV Fund	55,000	47,825	30,000	77,825	-	-	-	-	77,825
City Art Fund	-	-	50,000	50,000	-	-	-	-	50,000
Crestmoor Trust Fund	23,789,690	7,115,124	4,069,678	11,184,802	1,550,500	-	-	-	12,735,302
Facilities Reserve	20,000	3,300	-	3,300	-	-	-	-	3,300
General Fund Capital Reserve	1,966,800	1,683,859	750,000	2,433,859	325,000	-	-	-	2,758,859
General Fund Reserve	164,339	-	-	-	-	-	-	-	-
San Bruno Community Foundation	-	-	200,000	200,000	-	-	-	-	200,000
Stormwater Fund	83,709	8,414	-	8,414	-	-	-	-	8,414
Wastewater Fund	85,000	49,022	-	49,022	-	-	-	-	49,022
Water Fund	168,709	57,434	-	57,434	-	-	-	-	57,434
Total	\$ 26,353,247	\$ 8,972,451	\$ 5,099,678	\$14,072,129	\$ 1,875,500	\$ -	\$ -	\$ -	\$15,947,629

This program provides for the improvement and development of the City's facilities, infrastructure, and major equipment used to deliver services to the community, much of which are several decades old. At this time, no dedicated or ongoing revenue resource exists to support the Parks and Facilities Capital Fund. Instead, funding for the Parks and Facilities Capital Fund comes from a variety of sources, including the General Fund, Park-In-Lieu Fund, grant funds, and transfers from other City funds.

Capital investment in the Parks & Facilities are currently driven by City Council approved policies and Parks & Recreation Facilities Master Plan. This plan identifies improvements for specific recreational facilities in San Bruno. A community-wide Facilities Master Plan would be desirable to anticipate future building capital needs and assist with long-term capital funding.

Parks & Facilities

2016-21 Five-Year Summary by Project

PROJECT TITLE	Prior Appropriations	2016-17		2016/17	2017/18	2018/19	2019/20	2020/21	Total 2016-21 Budget
		Estimated Carryover	New Request						
Cable TV Facility Improvement	\$ 55,000	\$ 47,825	\$ 30,000	\$ 77,825	\$ -	\$ -	\$ -	\$ -	\$ 77,825
City Facilities Security Improvement	90,000	77,473	110,000	187,473	-	-	-	-	187,473
City Park Restrooms Replacement	750,000	735,722	-	735,722	-	-	-	-	735,722
City Tree Management Program	225,000	82,702	75,000	157,702	75,000	-	-	-	232,702
Civic Center Improvement	219,339	48,161	-	48,161	-	-	-	-	48,161
Corporation Yard Facility Improvement	247,418	24,870	-	24,870	-	-	-	-	24,870
Crestmoor Neighborhood Reconstruction	23,789,690	7,115,124	4,069,678	11,184,802	1,550,500	-	-	-	12,735,302
Fire Station Facilities Improvement	135,300	74,250	-	74,250	-	-	-	-	74,250
Fireman's Hall Roof Replacement	30,000	30,000	-	30,000	-	-	-	-	30,000
Florida Ave Park	465,000	424,752	675,000	1,099,752	250,000	-	-	-	1,349,752
Police Plaza Exterior Patching and Painting	20,000	3,300	10,000	13,300	-	-	-	-	13,300
Police Station Facility Security Improvement	120,000	116,057	130,000	246,057	-	-	-	-	246,057
Rec Center & Parks Corporation Yard Interior Painting	31,500	30,369	-	30,369	-	-	-	-	30,369
Senior Center Improvement	85,000	71,846	-	71,846	-	-	-	-	71,846
Water & Wastewater Facility Security Improvement	90,000	90,000	-	90,000	-	-	-	-	90,000
Total	\$ 26,353,247	\$ 8,972,451	\$ 5,099,678	\$ 14,072,129	\$ 1,875,500	\$ -	\$ -	\$ -	\$ 15,947,629

Parks & Facilities

Facilities

Cable TV Facility Improvement

PROJECT #: 87100

Total Project Cost: \$ 85,000

DEPARTMENT: Community Services/Public Services

PROJECT APPROPRIATIONS	Prior Appropriations	2016-17		2016/17	2017/18	2018/19	2019/20	2020/21	Total 2016-21 Budget
		Estimated Carryover	New Request						
Cable TV Facility Improvements	\$ 55,000	\$ 47,825	\$ 30,000	\$ 77,825	\$ -	\$ -	\$ -	\$ -	\$ 77,825
FUNDING SOURCES									
Cable Fund	\$ 55,000	\$ 47,825	\$ 30,000	\$ 77,825	\$ -	\$ -	\$ -	\$ -	\$ 77,825

Project Description: This project was established to replace rain gutters, repaint the exterior of the building, update the landscaping, and install an automatic security gate. Improvements completed to date include new rain gutters and removal of the exterior awnings to give the building a more contemporary look. Painting of the exterior of the building is scheduled for Fall 2016 and will be performed in conjunction with the painting of the Police Station and Recreation Center. The building will be painted to match the color pallet of City Hall and Fire Station No. 51. Additionally, new landscaping will be planted to freshen up the parking lot planter areas and the new automatic security gate will be installed.



Project Details

Initial Funding Year	2013/14
Target Completion Year	2016/17
Expended as of June 30, 2016	\$7,175

Parks & Facilities

Facilities

City Facilities Security Improvement

PROJECT #: 87101|51005

Total Project Cost: \$ 170,000

DEPARTMENT: Community Services/Public Services

PROJECT APPROPRIATIONS	Project #	Prior Appropriations	2016-17		2016/17	2017/18	2018/19	2019/20	2020/21	Total 2016-21 Budget
			Estimated Carryover	New Request						
Design and Installation - Main Counter	87101	\$ 90,000	\$ 77,473	\$ 80,000	\$ 157,473	\$ -	\$ -	\$ -	\$ -	\$ 157,473
Reconfiguration - HR/IT	51005	-	-	30,000	30,000	-	-	-	-	30,000
Total		\$ 90,000	\$ 77,473	\$ 110,000	\$ 187,473	\$ -	\$ -	\$ -	\$ -	\$ 187,473
FUNDING SOURCES										
ABAG Risk Management Funds		\$ 20,000	\$ 7,473	\$ -	\$ 7,473	\$ -	\$ -	\$ -	\$ -	\$ 7,473
General Fund Capital Reserve		70,000	70,000	110,000	180,000	-	-	-	-	180,000
Total		\$ 90,000	\$ 77,473	\$ 110,000	\$ 187,473	\$ -	\$ -	\$ -	\$ -	\$ 187,473

Project Description: This project provides for the design and installation of security improvements at City facilities to enhance public and employee safety. Public counters at City Hall, the Recreation Center, and at the Cable Television building serve the dual purpose of providing areas for members of the public to obtain information as well as functioning as billing and payment collection points.

Design of improvements for the Finance/City Clerk counter has been completed and construction is planned for late 2016. Improvements include the use of security glass with speak-through and pass-through capabilities and additional security measures which could include the use of cameras at critical locations, and keyless entry systems.

In addition, this project will include a reconfiguration of the existing Human Resources (HR) and Information Technology (IT) work area to increase the space allocated to the IT Department. This remodel will allow for secure and sufficient work space for the IT staff and to provide additional storage for critical IT equipment and sensitive information.



Project Details

Initial Funding Year	2013/14
Target Completion Year	2016/17
Expended as of June 30, 2016	\$12,527

Parks & Facilities

Parks

City Park Restrooms Replacement

PROJECT #: 83311

Total Project Cost: \$ 750,000

DEPARTMENT: Community Services/Public Services

PROJECT APPROPRIATIONS	Prior Appropriations	2016-17		2016/17	2017/18	2018/19	2019/20	2020/21	Total 2016-21 Budget
		Estimated Carryover	New Request						
Restrooms Replacement	\$ 750,000	\$ 735,722	\$ -	\$ 735,722	\$ -	\$ -	\$ -	\$ -	\$ 735,722
FUNDING SOURCES									
General Fund Capital Reserve	\$ 750,000	\$ 735,722	\$ -	\$ 735,722	\$ -	\$ -	\$ -	\$ -	\$ 735,722

Project Description: This project replaces the San Bruno City Park restrooms which are undersized to meet the needs of City Park users and are difficult to enter and exit for people with disabilities. The lower restroom facility near Laura Field and the upper restroom facility near Diamond 3 and Rotary Pavilion will be demolished, new plumbing and electrical wiring installed, and new prefabricated restroom facilities constructed. All fixtures will be made of aluminum to reduce damage caused by vandalism and will be easier to maintain.

The project site and architectural design plans are in progress. Construction is anticipated to commence in Winter 2016 with completion in Spring 2017.



Project Details

Initial Funding Year	2014/15
Target Completion Year	2016/17
Expended as of June 30, 2016	\$14,278

Parks & Facilities

Parks

City Tree Management Program

PROJECT #: 87102

Total Project Cost: \$ 375,000

DEPARTMENT: Community Services

PROJECT APPROPRIATIONS	Prior Appropriations	2016-17		2016/17	2017/18	2018/19	2019/20	2020/21	Total 2016-21 Budget
		Estimated Carryover	New Request						
Tree Removal and Pruning	\$ 225,000	\$ 82,702	\$ 75,000	\$ 157,702	\$ 75,000	\$ -	\$ -	\$ -	\$ 232,702
FUNDING SOURCES									
General Fund Capital Reserve	\$ 225,000	\$ 82,702	\$ 75,000	\$ 157,702	\$ 75,000	\$ -	\$ -	\$ -	\$ 232,702

Project Description: In August 2010, the City completed an inventory of trees on City owned property (parks, medians, open space, facilities, and parking lots) to assess the health of the City's urban forest and to identify trees which present a risk of injury to people and damage to property. In 2010, of the 7,371 trees inventoried, 226 trees were determined to require removal or pruning. This number continues to grow each year as various tree species reach the end of their life span or are weakened by the multi-year drought.

In fiscal year 2016-17, the tree inventory will be updated to determine how many additional trees should be added to the inventory and work will continue to remove dead, dying, diseased, and structurally unsound trees. For each removed tree, at least one or two trees are replanted depending on the type of tree being replaced.



Project Details

Initial Funding Year	2013/14
Target Completion Year	2017/18
Expended as of June 30, 2016	\$142,298

Parks & Facilities

Facilities

Civic Center Improvement

PROJECT #: 83885 | 87110

Total Project Cost: \$ 219,339

DEPARTMENT: Community Services

PROJECT APPROPRIATIONS	Prior Appropriations	2016-17		2016/17	2017/18	2018/19	2019/20	2020/21	Total 2016-21 Budget
		Estimated Carryover	New Request						
Civic Center Improvement	\$ 219,339	\$ 48,161	\$ -	\$ 48,161	\$ -	\$ -	\$ -	\$ -	\$ 48,161
FUNDING SOURCES									
General Fund Reserve	\$ 164,339	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
General Fund Capital Reserve	55,000	48,161	-	48,161	-	-	-	-	48,161
Total	\$ 219,339	\$ 48,161	\$ -	\$ 48,161	\$ -	\$ -	\$ -	\$ -	\$ 48,161

Project Description: This project improved the exterior appearance of City Hall by cleaning and sealing the brick landscape walls at City Hall, the Library, and Fire Station No. 51 and removing calcium build-up on the exterior of the City Hall and Library windows.

The next phase of the City Hall Improvement Project will be to develop a concept plan and budget to convert the City Hall and Library landscaping along Linden Avenue into a drought tolerant demonstration garden. This project will also evaluate the feasibility of adding additional diagonal parking along Linden Avenue in front of the Library and northern side of City Hall to address the limited parking available for Library patrons.

Funding for installation of landscape improvements, if approved, will be included in future year budgets.

Project Details

Initial Funding Year	2004/05
Target Completion Year	2016/17
Expended as of June 30, 2016	\$171,178



Parks & Facilities

Facilities

Corporation Yard Facility Improvement

PROJECT #: 84134

Total Project Cost: \$ 247,418

DEPARTMENT: Public Services

PROJECT APPROPRIATIONS	Prior Appropriations	2016-17		2016/17	2017/18	2018/19	2019/20	2020/21	Total 2016-21 Budget
		Estimated Carryover	New Request						
Installation of Security System	\$ 247,418	\$ 24,870	\$ -	\$ 24,870	\$ -	\$ -	\$ -	\$ -	24,870
FUNDING SOURCES									
Stormwater Fund	\$ 83,709	\$ 8,414	\$ -	\$ 8,414	\$ -	\$ -	\$ -	\$ -	8,414
Wastewater Fund	40,000	4,022	-	4,022	-	-	-	-	4,022
Water Fund	123,709	12,434	-	12,434	-	-	-	-	12,434
Total	\$ 247,418	\$ 24,870	\$ -	\$ 24,870	\$ -	\$ -	\$ -	\$ -	24,870

Project Description: The existing Public Services Department Corporation Yard has significant deficiencies in ADA accessibility, gender-specific facilities, operational traffic flow, operational safety, and office space. This project involves the assessment, planning, design, and construction of necessary building and site improvements to address deficiencies and optimize operational efficiency.

A full assessment of facility needs and a comprehensive Corporation Yard Master Plan will be completed in fiscal year 2016-17. This plan will include cost estimates for the necessary improvements.



Project Details

Initial Funding Year	2006/07
Target Completion Year	2016/17
Expended as of June 30, 2016	\$222,548

Parks & Facilities

Crestmoor Reconstruction

Crestmoor Neighborhood Reconstruction

PROJECT #: 10002

Total Project Cost: \$29,409,868

DEPARTMENT: Community Services

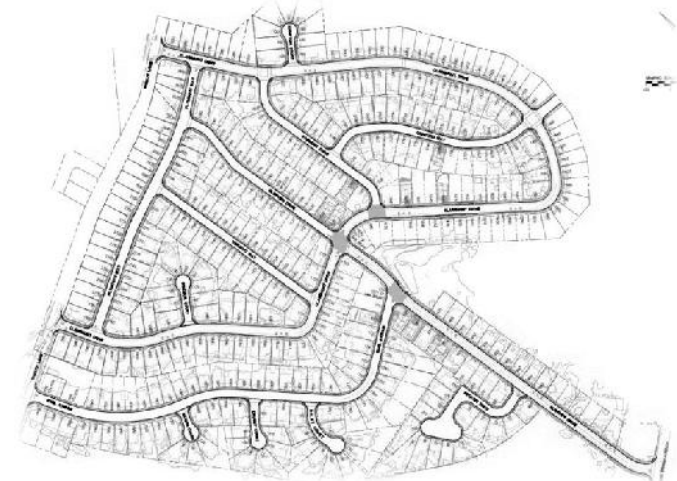
PROJECT APPROPRIATIONS	Prior Appropriations	2016-17		2016/17	2017/18	2018/19	2019/20	2020/21	Total 2016-21 Budget
		Estimated Carryover	New Request						
Design and Construction	\$ 23,789,690	\$ 7,115,124	\$ 2,819,678	\$ 9,934,802	\$ 1,050,500	\$ -	\$ -	\$ -	\$ 10,985,302
Earl/Glenview Park	-	-	1,250,000	1,250,000	500,000	-	-	-	1,750,000
Total	\$ 23,789,690	\$ 7,115,124	\$ 4,069,678	\$ 11,184,802	\$ 1,550,500	\$ -	\$ -	\$ -	\$ 12,735,302
FUNDING SOURCES									
Crestmoor Trust Fund	\$ 23,789,690	\$ 7,115,124	\$ 4,069,678	\$ 11,184,802	\$ 1,550,500	\$ -	\$ -	\$ -	\$ 12,735,302

Project Description: This project funds the replacement and reconstruction of infrastructure damaged or destroyed in the September 2010 PG&E gas main explosion and fire. Work includes repair/replacement of streets, curb and gutter, sidewalk, storm drainage facilities, sanitary sewer lines, water mains, water zone inter-ties, pressure reducing stations, streetscape landscaping and traffic calming measures, and replacement of the entire streetlight system.

Planning for the Earl/Glenview Park is underway with the completion of three neighborhood meetings to develop a master plan for the Park. The Park will incorporate both active and passive spaces and will include areas for play, socializing, solitude and walking pathways. Construction of the park is anticipated to be completed by Winter 2017.

Project Details

Initial Funding Year	2010/11
Target Completion Year	2017/18
Expended as of June 30, 2016	\$16,674,566



Parks & Facilities

Facilities

Fire Station Facilities Improvement

PROJECT #: 87105

Total Project Cost: \$ 135,300

DEPARTMENT: Community Services

PROJECT APPROPRIATIONS	Prior Appropriations	2016-17		2016/17	2017/18	2018/19	2019/20	2020/21	Total 2016-21 Budget
		Estimated Carryover	New Request						
Fire Station 51	\$ 135,300	\$ 74,250	\$ (74,250)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fire Station 52	-	-	74,250	74,250	-	-	-	-	74,250
Total	\$ 135,300	\$ 74,250	\$ -	\$ 74,250	\$ -	\$ -	\$ -	\$ -	\$ 74,250
FUNDING SOURCES									
General Fund Capital Reserve	\$ 135,300	\$ 74,250	\$ -	\$ 74,250	\$ -	\$ -	\$ -	\$ -	\$ 74,250

Project Description: Station 51 is located at 555 El Camino Real next to City Hall. Fire Station 52 is located at the intersection of Sneath Lane and Earl Avenue near Skyline Boulevard. In the past, fire station remodeling or roofing projects were listed as individual capital improvement projects. Going forward, improvements such as new flooring, new roofing, painting, and similar major maintenance or repair efforts will be listed under this master project.

Installation of the fire protection air conditioning system has been completed. The next phase of improvements at Fire Station 52 will be the addition of facilities to assure adequate capacity for a gender separation restroom, a new roof, and replacement of cabinets, countertops, flooring, and appliances in the kitchen.



Project Details

Initial Funding Year	2009/10
Target Completion Year	2016/17
Expended as of June 30, 2016	\$61,050

Parks & Facilities

Facilities

Fireman's Hall Roof Replacement

PROJECT #: 83312

Total Project Cost: \$ 30,000

DEPARTMENT: Community Services/Public Services

PROJECT APPROPRIATIONS	Prior Appropriations	2016-17		2016/17	2017/18	2018/19	2019/20	2020/21	Total 2016-21 Budget
		Estimated Carryover	New Request						
Construction	\$ 30,000	\$ 30,000	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	30,000
FUNDING SOURCES									
General Fund Capital Reserve	\$ 30,000	\$ 30,000	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	30,000

Project Description: The roof at Fireman's Hall has exceeded its useful life and routinely experiences leaks. The roof has been patched and spot repaired annually for many years. Continued patching is no longer cost effective nor a reliable maintenance option. Given the age of the roof and the deteriorated sheathing and flashing, a complete roof replacement is required to prevent future leaks and to prevent damage to the wood frame and interior. Completion of the project is scheduled to occur by Winter 2016.



Project Details

Initial Funding Year	2013/14
Target Completion Year	2016/17
Expended as of June 30, 2016	\$ -

Parks & Facilities

Parks

Florida Avenue Park

PROJECT #: 51001 | 51004

Total Project Cost: \$1,390,000

DEPARTMENT: Community Services/Public Services

PROJECT APPROPRIATIONS	Project #	Prior Appropriations	2016-17		2016/17	2017/18	2018/19	2019/20	2020/21	Total 2016-21 Budget
			Estimated Carryover	New Request						
Site Demolition and Clean Up	51001	\$ 465,000	\$ 424,752	\$ -	\$ 424,752	\$ -	\$ -	\$ -	\$ -	\$ 424,752
Park Planning, Design, and Construction	51001	-	-	625,000	625,000	150,000	-	-	-	775,000
Wood Carving Restoration/Preservation	51004	-	-	50,000	50,000	100,000	-	-	-	150,000
Total		\$ 465,000	\$ 424,752	\$ 675,000	\$1,099,752	\$ 250,000	\$ -	\$ -	\$ -	\$1,349,752
FUNDING SOURCES										
General Fund Capital Reserve		\$ 465,000	\$ 424,752	\$ 425,000	\$ 849,752	\$ 250,000	\$ -	\$ -	\$ -	\$ 1,099,752
City Art Fund		-	-	50,000	50,000	-	-	-	-	50,000
San Bruno Community Foundation		-	-	200,000	200,000	-	-	-	-	200,000
Total		\$ 465,000	\$ 424,752	\$ 675,000	\$1,099,752	\$ 250,000	\$ -	\$ -	\$ -	\$1,349,752

Project Description: The single family residence located at 324 Florida Avenue was purchased by the City in March 2015 for future use as a neighborhood park. The transformation of the property into a park will preserve historic architectural elements from the property including doors, ceramic tiles, and a wood carving displayed at the 1932 San Francisco World's Fair.

Demolition and remediation of the property has commenced and is anticipated to be completed by late 2016. The neighborhood engagement process is also underway to seek input on the nature and type of amenities users would like incorporated into the park. The park will include both active areas for play and passive areas for people to congregate and relax. Construction of the park is anticipated to commence in early 2017.



Project Details

Initial Funding Year	2015/16
Target Completion Year	2016/17
Expended as of June 30, 2016	\$40,248

Parks & Facilities

Facilities

Police Plaza Exterior Patching and Painting

PROJECT #: 87106

Total Project Cost: \$ 30,000

DEPARTMENT: Community Services/Public Services

PROJECT APPROPRIATIONS	Prior Appropriations	2016-17		2016/17	2017/18	2018/19	2019/20	2020/21	Total 2016-21 Budget
		Estimated Carryover	New Request						
Construction	\$ 20,000	\$ 3,300	\$ 10,000	\$ 13,300	\$ -	\$ -	\$ -	\$ -	13,300
FUNDING SOURCES									
General Fund Capital Reserve	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -	\$ -	10,000
Facilities Reserve	20,000	3,300	-	3,300	-	-	-	-	3,300
Total	\$ 20,000	\$ 3,300	\$ 10,000	\$ 13,300	\$ -	\$ -	\$ -	\$ -	13,300

Project Description: The concrete apron encircling the exterior frontage of the Police Plaza is experiencing moisture or water vapor migrating through the concrete which causes calcification on the surface of the concrete. This calcification on the surface of the concrete has caused discoloration to the front of the building. Filling, sealing, priming, and painting the surface will address the problem and prevent it from occurring in the future. Cracks will be filled and sealed and the exterior painted. In addition, safety hand rails around the ramp and the stairs to the entrance of the Police Station will be painted to prevent the metal railings from rusting to ensure the overall aesthetic of the facility.

Work to address water intrusion into the building has been completed and painting of the facility is scheduled for Fall 2016 in conjunction with the other painting projects in the CIP Budget.



Project Details

Initial Funding Year	2013/14
Target Completion Year	2016/17
Expended as of June 30, 2016	\$16,700

Parks & Facilities

Facilities

Police Station Facility Security Improvement

PROJECT #: 51002 | 51003

Total Project Cost: \$ 250,000

DEPARTMENT: Community Services/Public Services

PROJECT APPROPRIATIONS	Project #	Prior Appropriations	2016-17		2016/17	2017/18	2018/19	2019/20	2020/21	Total 2016-21 Budget
			Estimated Carryover	New Request						
Design and Installation - Gate and Fence	51002	\$ 120,000	\$ 116,057	\$ -	\$ 116,057	\$ -	\$ -	\$ -	\$ -	\$ 116,057
Upgrade - Security Systems	51003	-	-	130,000	130,000	-	-	-	-	130,000
TOTAL		\$ 120,000	\$ 116,057	\$ 130,000	\$ 246,057	\$ -	\$ -	\$ -	\$ -	\$ 246,057
FUNDING SOURCES										
General Fund Capital Reserve		\$ 120,000	\$ 116,057	\$ 130,000	\$ 246,057	\$ -	\$ -	\$ -	\$ -	\$ 246,057

Project Description: This project provides for the design and installation of security improvements at the joint San Bruno/BART police station facility, enhancing both user and employee safety.

Phase 1 will include the installation of a security gate and fence to separate and protect employee vehicles. Currently, employees park their personal vehicles in the ground floor parking area of the BART parking structure. This area is unsecured and easily accessible to the public on foot from Tanforan, Huntington Avenue, or the SamTrans bus terminal directly adjacent to the parking structure. Design for the gate was completed in fiscal year 2015-16 and construction is scheduled for fiscal year 2016-17.

Phase 2 will replace and upgrade outdated security cameras and access control systems, and install an electronically locked front lobby door.



Project Details

Initial Funding Year	2015/16
Target Completion Year	2016/17
Expended as of June 30, 2016	\$3,943

Parks & Facilities

Facilities

Recreation Center and Parks Corporation Yard Interior Painting

PROJECT #: 83314

Total Project Cost: \$ 31,500

DEPARTMENT: Community Services/Public Services

PROJECT APPROPRIATIONS	Prior Appropriations	2016-17		2016/17	2017/18	2018/19	2019/20	2020/21	Total 2016-21 Budget
		Estimated Carryover	New Request						
Construction	\$ 31,500	\$ 30,369	\$ -	\$ 30,369	\$ -	\$ -	\$ -	\$ -	\$ 30,369
FUNDING SOURCES									
General Fund Capital Reserve	\$ 31,500	\$ 30,369	\$ -	\$ 30,369	\$ -	\$ -	\$ -	\$ -	\$ 30,369

Project Description: The interior of the Recreation Center was last painted in 2000. The wear and tear on the building from daily use has caused unsightly scuffs, chipping, and peeling paint in many areas of the building including walls, doors, and door jams. The building is used daily by the community for meetings, classes, events, and parties. Additionally, the interior of the Parks Corporation Yard meeting/lunch room has not been painted in over 20 years and shows the wear of daily use. This project is scheduled to be completed in Fall 2016 in conjunction with the other painting projects at the San Bruno Municipal Cable TV building and the Police Facility.



Project Details

Initial Funding Year	2014/15
Target Completion Year	2016/17
Expended as of June 30, 2016	\$ 1,131

Parks & Facilities

Facilities

Senior Center Improvement

PROJECT #: 83315

Total Project Cost: \$ 85,000

DEPARTMENT: Community Services/Public Services

PROJECT APPROPRIATIONS	Prior Appropriations	2016-17		2016/17	2017/18	2018/19	2019/20	2020/21	Total 2016-21 Budget
		Estimated Carryover	New Request						
Design and Construction	\$ 85,000	\$ 71,846	\$ -	\$ 71,846	\$ -	\$ -	\$ -	\$ -	\$ 71,846
FUNDING SOURCES									
General Fund Capital Reserve	\$ 85,000	\$ 71,846	\$ -	\$ 71,846	\$ -	\$ -	\$ -	\$ -	\$ 71,846

Project Description: Built in 1987, the San Bruno Senior Center delivers a nutrition program, door-to-door transportation to the Center, classes, programs, workshops, seminars, and volunteer opportunities. Throughout the week, the Senior Center is visited by hundreds of patrons.

The replacement of the Center's restrooms automatic door opening mechanical system was completed as part of this project. The next scheduled improvement is the replacement of the Center's exterior wood deck. The deck is original to the Senior Center and is splintering and showing signs of dry rot and structural demise. Replacement of the deck with a composite material would result in a more durable and more maintenance-friendly deck. It would also have a longer life than a wood deck. Work is underway to evaluate structural improvements for the composite deck. Completion of the deck is scheduled for Spring 2017.



Project Details

Initial Funding Year	2014/15
Target Completion Year	2016/17
Expended as of June 30, 2016	\$13,154

Parks & Facilities

Facilities

Water & Wastewater Facility Security Improvement

PROJECT #: 83316

Total Project Cost: \$ 90,000

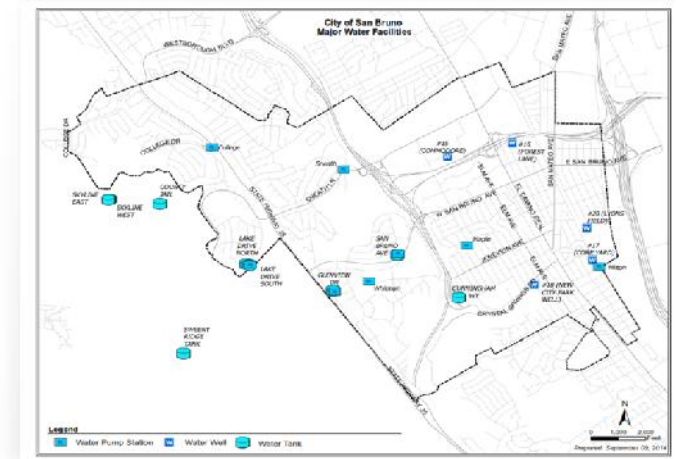
DEPARTMENT: Public Services

PROJECT APPROPRIATIONS	Prior Appropriations	2016-17		2016/17	2017/18	2018/19	2019/20	2020/21	Total 2016-21 Budget
		Estimated Carryover	New Request						
Installation	\$ 90,000	\$ 90,000	\$ -	\$ 90,000	\$ -	\$ -	\$ -	\$ -	\$ 90,000
FUNDING SOURCES									
Wastewater Fund	\$ 45,000	\$ 45,000	\$ -	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ 45,000
Water Fund	45,000	45,000	-	45,000	-	-	-	-	45,000
Total	\$ 90,000	\$ 90,000	\$ -	\$ 90,000	\$ -	\$ -	\$ -	\$ -	\$ 90,000

Project Description: This project provides for the design and installation of security improvements at City Water and Wastewater facilities in order to better protect City utility assets and enhance public and employee safety. This project will perform a full assessment of security needs at the City's five ground water wells, eight water tanks, and eight water and six wastewater pump stations. The assessment will assist in the development of a comprehensive plan and cost estimates. Potential security measures include CCTV cameras, security alarms, keyless entry systems, and security gates. The feasibility of performing incremental improvements to address the deficiencies while maintaining continuous operation of utility facilities will be considered.

Project Details

Initial Funding Year	2014/15
Target Completion Year	2016/17
Expended as of June 30, 2016	\$ -



2016-21 Capital Improvement Program

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2016-21 Capital Improvement Program

Streets Capital
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2016-21 Capital Improvement Program

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Streets Capital

2016-21 Five-Year Summary by Project

PROJECT TITLE	Prior Appropriations	2016-17		2016/17	2017/18	2018/19	2019/20	2020/21	Total 2016-21 Budget
		Estimated Carryover	New Request						
Accessible Pedestrian Ramps at Various Locations	\$ 425,000	\$ 299,778	\$ 20,000	\$ 319,778	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 399,778
Bicycle & Pedestrian Master Plan and Improvement	380,000	179,930	(140,000)	39,930	-	-	-	-	39,930
Caltrain Grade Separation	1,801,709	678,415	-	678,415	-	-	-	-	678,415
Downtown Parking Lot Improvement	100,000	100,000	-	100,000	-	-	-	-	100,000
Pavement Management Program	7,561,016	596,151	1,850,000	2,446,151	2,300,000	2,300,000	1,250,000	1,000,000	9,296,151
Pedestrian Safety and Traffic-Calming Program	1,501,230	311,322	270,000	581,322	100,000	100,000	100,000	100,000	981,322
Sidewalk Repair Program	2,091,252	453,560	-	453,560	150,000	150,000	150,000	150,000	1,053,560
Street Medians & Grand Boulevard Improvement	850,000	746,770	-	746,770	-	-	-	-	746,770
Streetlight Pole Replacement Program	-	-	250,000	250,000	400,000	400,000	400,000	400,000	1,850,000
Streetlight Replacement Program	1,247,764	223,965	-	223,965	-	500,000	500,000	500,000	1,723,965
Traffic Signal Rehabilitation Program	710,000	710,000	90,000	800,000	380,000	280,000	280,000	-	1,740,000
Transit Corridor Pedestrian Connection Improvement	1,713,169	1,303,346	-	1,303,346	-	-	-	-	1,303,346
Total	\$ 18,381,140	\$ 5,603,237	\$ 2,340,000	\$ 7,943,237	\$ 3,350,000	\$ 3,750,000	\$ 2,700,000	\$ 2,170,000	\$ 19,913,237

The Streets Capital Fund provides for the rehabilitation of San Bruno's streets, sidewalks, streetlights, traffic signals, and street medians. Capital investment in transportation infrastructure helps to create a safe and efficient environment for vehicles, bicycles, and pedestrians. With limited funding available for transportation system investment, prioritization of work is guided by the following documents and policies: 1) Pavement Management Program; 2) Transit Corridors Plan; 3) Sidewalk Repair Program; 4) Parking Restriction Policy; 5) Traffic Calming Program; and 6) Completed Street Policy.

Streets Capital

2016-21 Five-Year Summary by Funding Source

FUNDING SOURCES	Prior Appropriations	2016-17		2016/17	2017/18	2018/19	2019/20	2020/21	Total 2016-21 Budget
		Estimated Carryover	New Request						
ABAG Grant	\$ 37,037	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CIWMB Grant	25,030	-	-	-	-	-	-	-	-
Crestmoor Trust Fund	350,000	350,000	(350,000)	-	-	-	-	-	-
DOE Energy Efficiency Grant	21,974	-	-	-	-	-	-	-	-
Gas Tax	3,584,702	548,866	352,500	901,366	750,000	750,000	750,000	610,000	3,761,366
General Fund Capital Reserve	1,802,790	912,001	1,755,000	2,667,001	1,600,000	1,500,000	450,000	200,000	6,417,001
Homeowner Participation	137,141	-	-	-	-	-	-	-	-
Lifeline Grant (Prop 1B)	358,852	284,620	-	284,620	-	-	-	-	284,620
Measure A	6,604,943	1,449,750	462,500	1,912,250	1,000,000	1,000,000	1,000,000	860,000	5,772,250
MTC TDA Article 3 Grant	150,000	50,000	(50,000)	-	-	-	-	-	-
PG & E Rebates	83,000	-	-	-	-	-	-	-	-
Prop 1B Funding	1,304,416	-	-	-	-	-	-	-	-
Recognized Obligation Payments Schedule (ROPS)	338,209	-	-	-	-	-	-	-	-
Safe Routes to Transit	500,000	500,000	-	500,000	-	-	-	-	500,000
San Bruno Community Foundation	-	-	170,000	170,000	-	-	-	-	170,000
State Local Partnership Program	431,000	-	-	-	-	-	-	-	-
SMC Transportation Authority Grant	650,000	650,000	-	650,000	-	-	-	-	650,000
Streets Capital	889,500	-	-	-	-	-	-	-	-
TLC Grant	1,112,546	858,000	-	858,000	-	-	-	-	858,000
To Be Determined	-	-	-	-	-	500,000	500,000	500,000	1,500,000
Total	\$ 18,381,140	\$ 5,603,237	\$ 2,340,000	\$ 7,943,237	\$ 3,350,000	\$ 3,750,000	\$ 2,700,000	\$ 2,170,000	\$ 19,913,237

Streets Capital

Pedestrian Ramps

Accessible Pedestrian Ramps at Various Locations

PROJECT #: 82702

Total Project Cost: \$ 525,000

DEPARTMENT: Public Services

PROJECT APPROPRIATIONS	Prior Appropriations	2016-17		2016/17	2017/18	2018/19	2019/20	2020/21	Total 2016-21 Budget
		Estimated Carryover	New Request						
Design and Construction	\$ 425,000	\$ 299,778	\$ 20,000	\$ 319,778	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 399,778
FUNDING SOURCES									
Gas Tax	\$ 100,000	\$ 79,912	\$ 10,000	\$ 89,912	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 129,912
Measure A	250,000	219,866	10,000	229,866	10,000	10,000	10,000	10,000	269,866
Streets Capital	75,000	-	-	-	-	-	-	-	-
Total	\$ 425,000	\$ 299,778	\$ 20,000	\$ 319,778	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 399,778

Project Description: This program identifies and prioritizes areas requiring repair and installation of accessible curb ramp improvements, in compliance with the Americans with Disabilities Act (ADA). Work is conducted annually, guided by the General Plan's "Pedestrian Emphasis Zones", the Transit Corridors Plan, and recommendations from the Bicycle and Pedestrian Advisory Committee (BPAC).

The work plan includes coordination with BPAC and locations recommended in the Bike and Pedestrian Master Plan to identify areas requiring improvements. The development of the ADA Transition Plan is also included in the work plan which will be completed in fiscal year 2016-17.

Project Details

Initial Funding Year	2008/09
Target Completion Year	On-going
Expended as of June 30, 2016	\$125,222



Streets Capital

Bicycles & Pedestrians

Bicycle and Pedestrian Master Plan and Improvement Project

PROJECT #: 82105

Total Project Cost: \$ 240,000

DEPARTMENT: Public Services

PROJECT APPROPRIATIONS	Prior Appropriations	2016-17		2016/17	2017/18	2018/19	2019/20	2020/21	Total 2016-21 Budget
		Estimated Carryover	New Request						
Master Plan Preparation	\$ 380,000	\$ 179,930	\$ (140,000)	\$ 39,930	\$ -	\$ -	\$ -	\$ -	\$ 39,930
FUNDING SOURCES									
MTC TDA Article 3 Grant	\$ 150,000	\$ 50,000	\$ (50,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Measure A	230,000	129,930	(90,000)	39,930	-	-	-	-	39,930
Total	\$ 380,000	\$ 179,930	\$ (140,000)	\$ 39,930	\$ -	\$ -	\$ -	\$ -	\$ 39,930

Project Description: In coordination with the City's Bicycle and Pedestrian Advisory Committee, the City is working to establish a bicycle and pedestrian network to promote safety, connectivity, efficiency, and convenience for alternative transportation modes. Key plan components include assessment of current conditions, and identifying bike and pedestrian needs. The Bike and Pedestrian Master Plan will be completed in fiscal year 2016-17.

The 2016-17 funding has been reduced by \$140,000 to accurately reflect the cost.

Project Details

Initial Funding Year	2013/14
Target Completion Year	2016/17
Expended as of June 30, 2016	\$200,070



Streets Capital

Caltrain Grade Separation

Caltrain Grade Separation

PROJECT #: 82707

Total Project Cost: \$1,801,709

DEPARTMENT: Public Services

PROJECT APPROPRIATIONS	Prior Appropriations	2016-17		2016/17	2017/18	2018/19	2019/20	2020/21	Total 2016-21 Budget
		Estimated Carryover	New Request						
Design and Construction	\$ 1,801,709	\$ 678,415	\$ -	\$ 678,415	\$ -	\$ -	\$ -	\$ -	\$ 678,415
FUNDING SOURCES									
Street Capital	\$ 527,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Recognized Obligation Payments Schedule (ROPS)	338,209	-	-	-	-	-	-	-	-
General Fund Capital Reserve	800,000	628,036	-	628,036	-	-	-	-	628,036
Measure A	136,500	50,379	-	50,379	-	-	-	-	50,379
Total	\$ 1,801,709	\$ 678,415	\$ -	\$ 678,415	\$ -	\$ -	\$ -	\$ -	\$ 678,415

Project Description: This project constructed the grade separation at Angus, San Mateo, and San Bruno Avenues and relocated the Caltrain station from Sylvan Avenue to above San Bruno Avenue. This project is a centerpiece to downtown revitalization and includes architectural elements and enhancements to Posy Park. Caltrain is the lead agency that oversaw the grade separation construction project.

This project also funds design and construction of a decorative gateway arch to be installed above the San Bruno Avenue Caltrain station.



Project Details

Initial Funding Year	2009/10
Target Completion Year	2016/17
Expended as of June 30, 2016	\$1,123,294

Streets Capital

Parking Improvements

Downtown Parking Lot Improvement

PROJECT #: 82106

Total Project Cost: \$ 100,000

DEPARTMENT: Public Services

PROJECT APPROPRIATIONS	Prior Appropriations	2016-17		2016/17	2017/18	2018/19	2019/20	2020/21	Total 2016-21 Budget
		Estimated Carryover	New Request						
Design and Construction	\$ 100,000	\$ 100,000	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
FUNDING SOURCES									
Measure A	\$ 100,000	\$ 100,000	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000

Project Description: This project provides funding for the design and construction of garbage and recycling privacy screens for all eight public parking lots in downtown San Bruno. These screens will hide unsightly refuse receptacles and provide a nice aesthetic for the parking lots.



Project Details

Initial Funding Year	2014/15
Target Completion Year	Not determined
Expended as of June 30, 2016	\$ -

2016-21 Capital Improvement Program

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Streets Capital

Street Rehabilitation

Pavement Management Program Summary

PROJECT #: 82666 | 82667

Total Project Cost: \$ 16,261,016

DEPARTMENT: Public Services

PROJECT APPROPRIATIONS	Prior Appropriations	2016-17		2016/17	2017/18	2018/19	2019/20	2020/21	Total 2016-21 Budget
		Estimated Carryover	New Request						
Design and Construction	\$ 7,561,016	\$ 596,151	\$ 1,850,000	\$ 2,446,151	\$ 2,300,000	\$ 2,300,000	\$ 1,250,000	\$ 1,000,000	\$ 9,296,151
FUNDING SOURCES									
Various Funding	\$ 7,561,016	\$ 596,151	\$ 1,850,000	\$ 2,446,151	\$ 2,300,000	\$ 2,300,000	\$ 1,250,000	\$ 1,000,000	\$ 9,296,151

Project Description: This program involves the repair and preventative maintenance of City streets, public parking lots, park pathways, and City facility parking lots. The condition of City streets are identified through an on-going Pavement Management Program (PMP). The long-term goal is to achieve a pavement condition index (PCI) score equal to or greater than 70. The present average index score in the City is 64 (0-100; Poor-Excellent).

The City's PMP is designed to maximize pavement longevity with timely and cost effective rehabilitation while working within budget constraints. The annual Street Rehabilitation Project is designed and constructed to improve the City streets.

This program will also repave and rehabilitate two public parking lots and two City park pathways each year and facility parking lots over the next five years through 2020-21.

See project detail on the following page.



Project Details

Initial Funding Year	2004/05
Target Completion Year	On-going
Expended as of June 30, 2016	\$6,964,865

Streets Capital

Street Rehabilitation

Pavement Management Program - Project Detail

PROJECT #: 82666 | 82667 | 60005 | 60006 | 60007

DEPARTMENT: Public Services

PROJECT APPROPRIATIONS	Project #	Prior Appropriations	2016-17		2016/17	2017/18	2018/19	2019/20	2020/21	Total 2016-21 Budget
			Estimated Carryover	New Request						
Street Rehabilitation	82666 82667 60005	\$ 7,561,016	\$ 596,151	\$ 1,500,000	\$ 2,096,151	\$ 2,000,000	\$ 2,000,000	\$ 1,000,000	\$ 1,000,000	\$ 8,096,151
Public Parking Lot Rehabilitation	60006	-	-	250,000	250,000	250,000	250,000	250,000	-	1,000,000
Park Pathways & City Facility Parking Lot Rehabilitation	60007	-	-	100,000	100,000	50,000	50,000	-	-	200,000
Total		\$ 7,561,016	\$ 596,151	\$ 1,850,000	\$ 2,446,151	\$ 2,300,000	\$ 2,300,000	\$ 1,250,000	\$ 1,000,000	\$ 9,296,151
FUNDING SOURCES										
Measure A		\$ 3,847,700	\$ 407,745	\$ 350,000	\$ 757,745	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 3,157,745
Gas Tax		1,777,900	188,406	150,000	338,406	400,000	400,000	400,000	400,000	1,938,406
Prop 1B Funding		1,304,416	-	-	-	-	-	-	-	-
State Local Partnership Program Grant		431,000	-	-	-	-	-	-	-	-
Streets Capital		200,000	-	-	-	-	-	-	-	-
General Fund Capital Reserve		-	-	1,350,000	1,350,000	1,300,000	1,300,000	250,000	-	4,200,000
Total		\$ 7,561,016	\$ 596,151	\$ 1,850,000	\$ 2,446,151	\$ 2,300,000	\$ 2,300,000	\$ 1,250,000	\$ 1,000,000	\$ 9,296,151

Streets Capital

Neighborhood Traffic

Pedestrian Safety and Traffic-Calming Program Summary

PROJECT #: 82662|60003

Total Project Cost: \$2,171,230

DEPARTMENT: Public Services

PROJECT APPROPRIATIONS	Prior Appropriations	2016-17		2016/17	2017/18	2018/19	2019/20	2020/21	Total 2016-21 Budget
		Estimated Carryover	New Request						
Study, Design, and Construction	\$ 1,501,230	\$ 311,322	\$ 270,000	\$ 581,322	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 981,322
FUNDING SOURCES									
Various Funding	\$ 1,501,230	\$ 311,322	\$ 270,000	\$ 581,322	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 981,322

Project Description: This program evaluates the traffic and pedestrian safety concerns, possible alternatives, and implements improvement projects to improve safety and enhance the livability of neighborhoods. Program activities include traffic speed and volume studies, speed limit evaluations, education efforts, police enforcement, pedestrian warning systems installation in the downtown and in high volume pedestrian locations near schools, traffic sign installation, parking restrictions, parking studies, and minor traffic calming capital projects. Each request by a neighborhood, resident, or business is presented to the Traffic Safety and Parking Commission (TSPC) for consideration and approval by the City Council.

See project detail on the following page.



Project Details

Initial Funding Year	2007/08
Target Completion Year	On-going
Expended as of June 30, 2016	\$ 1,189,908

Streets Capital

Neighborhood Traffic

Pedestrian Safety and Traffic-Calming Program - Project Detail

PROJECT #: 82662|60003

Total Project Cost: \$2,171,230

DEPARTMENT: Public Services

PROJECT APPROPRIATIONS	Project #	Prior Appropriations	2016-17		2016/17	2017/18	2018/19	2019/20	2020/21	Total 2016-21 Budget
			Estimated Carryover	New Request						
Belle Air School Improvement	82662	\$ 157,252	\$ 144,450	\$ -	\$ 144,450	\$ -	\$ -	\$ -	\$ -	\$ 144,450
Pedestrian Warning Systems	60003	-	-	170,000	170,000	-	-	-	-	170,000
Studies and Construction	82662	1,343,978	166,872	100,000	266,872	100,000	100,000	100,000	100,000	666,872
Total		\$ 1,501,230	\$ 311,322	\$ 270,000	\$ 581,322	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 981,322
FUNDING SOURCES										
Gas Tax		\$ 576,989	\$ 71,641	\$ 50,000	\$ 121,641	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 321,641
Lifeline Grant (Prop 1B)		157,252	144,450	-	144,450	-	-	-	-	144,450
Measure A		766,989	95,231	50,000	145,231	50,000	50,000	50,000	50,000	345,231
San Bruno Community Foundation		-	-	170,000	170,000	-	-	-	-	170,000
Total		\$ 1,501,230	\$ 311,322	\$ 270,000	\$ 581,322	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 981,322

Streets Capital

Sidewalks

Sidewalk Repair Program

PROJECT #: 83908

Total Project Cost: \$2,691,252

DEPARTMENT: Public Services

PROJECT APPROPRIATIONS	Prior Appropriations	2016-17		2016/17	2017/18	2018/19	2019/20	2020/21	Total 2016-21 Budget
		Estimated Carryover	New Request						
Repairs	\$ 2,091,252	\$ 453,560	\$ -	\$ 453,560	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 1,053,560
FUNDING SOURCES									
Gas Tax	\$ 822,313	\$ 153,022	\$ -	\$ 153,022	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 353,022
Measure A	868,131	160,368	-	160,368	100,000	100,000	100,000	100,000	560,368
ABAG Grant	37,037	-	-	-	-	-	-	-	-
CIWMG Grant	25,030	-	-	-	-	-	-	-	-
Homeowner Participation	137,141	-	-	-	-	-	-	-	-
Lifeline Grant (Prop 1B)	201,600	140,170	-	140,170	-	-	-	-	140,170
Total	\$ 2,091,252	\$ 453,560	\$ -	\$ 453,560	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 1,053,560

Project Description: This program includes sidewalk improvement projects to provide a safe and accessible public sidewalk system by repairing and replacement of City owned sidewalks. The sidewalk survey was completed in fiscal year 2015-16 and included locations of sidewalk defects for both City and residents' responsibilities. To encourage participation, the City will notify residents of the Sidewalk Replacement Program and encourage the residents to participate in the Program. The encroachment permit fees will be waived for residents utilizing the City's contractor to perform repairs. The City will initiate a new Sidewalk Repair Program beginning fiscal year 2016-17.



Project Details

Initial Funding Year	2004/05
Target Completion Year	On-going
Expended as of June 30, 2016	\$1,637,692

Streets Capital

Street Medians

Street Medians & Grand Boulevard Improvement Project

PROJECT #: 82101

Total Project Cost: \$ 850,000

DEPARTMENT: Public Services

PROJECT APPROPRIATIONS	Prior Appropriations	2016-17		2016/17	2017/18	2018/19	2019/20	2020/21	Total 2016-21 Budget
		Estimated Carryover	New Request						
Design and Construction	\$ 850,000	\$ 746,770	\$ -	\$ 746,770	\$ -	\$ -	\$ -	\$ -	\$ 746,770
FUNDING SOURCES									
TLC Grant	\$ 735,000	\$ 735,000	\$ -	\$ 735,000	\$ -	\$ -	\$ -	\$ -	\$ 735,000
Gas Tax	57,500	5,885	-	5,885	-	-	-	-	5,885
Measure A	57,500	5,885	-	5,885	-	-	-	-	5,885
Total	\$ 850,000	\$ 746,770	\$ -	\$ 746,770	\$ -	\$ -	\$ -	\$ -	\$ 746,770

Project Description: This project includes developing pedestrian enhancement improvements along San Bruno Avenue between Interstate 280 and Elm Avenue. The goal of the project is to enhance the appearance and implement appealing pedestrian-friendly improvements to promote walkable connections and public transit between high density employment centers, retail stores, and residential areas. The improvements consists of installing new and/or replacing existing curb ramps, possible median refuge and radar speed display sign.

The project design will be completed in fiscal year 2015-16 and construction in fiscal year 2016-17.



Project Details

Initial Funding Year	2004/05
Target Completion Year	2016/17
Expended as of June 30, 2016	\$103,230

Streets Capital

Streetlights

Streetlight Pole Replacement Program

PROJECT #: 60004

Total Project Cost: \$1,850,000

DEPARTMENT: Public Services

PROJECT APPROPRIATIONS	Prior Appropriations	2016-17		2016/17	2017/18	2018/19	2019/20	2020/21	Total 2016-21 Budget
		Estimated Carryover	New Request						
Installation	\$ -	\$ -	\$ 250,000	\$ 250,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 1,850,000
FUNDING SOURCES									
Gas Tax	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 400,000
General Fund Capital Reserve	-	-	250,000	250,000	200,000	200,000	200,000	200,000	1,050,000
Measure A	-	-	-	-	100,000	100,000	100,000	100,000	400,000
Total	\$ -	\$ -	\$ 250,000	\$ 250,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 1,850,000

Project Description: There are approximately 2,100 streetlight poles owned and operated by the City of San Bruno. As streetlight poles and their foundation age, they corrode and become brittle. Many San Bruno poles are over 60-80 years old, made of concrete and steel, and have visible cracks, fractures, extensive corrosion, and other structural defects. A 2015 condition assessment identified 680 street light poles as structurally deficient and recommended for replacement. New poles and foundations will be made of more durable aluminum. The replacement schedule is based on condition priority and is reviewed annually.

After the most structurally deficient poles are replaced, annual pole replacements will be coordinated as part of the Streets operations and maintenance program.

Project Details

Initial Funding Year	2016/17
Target Completion Year	2024/25
Expended as of June 30, 2016	\$ -



Streets Capital

Streetlights

Streetlight Replacement Project

PROJECT #: 82706

Total Project Cost: \$2,747,764

DEPARTMENT: Public Services

PROJECT APPROPRIATIONS	Prior Appropriations	2016-17		2016/17	2017/18	2018/19	2019/20	2020/21	Total 2016-21 Budget
		Estimated Carryover	New Request						
Design and Installation	\$ 1,247,764	\$ 223,965	\$ -	\$ 223,965	\$ -	\$ 500,000	\$ 500,000	\$ 500,000	\$ 1,723,965
FUNDING SOURCES									
Gas Tax	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
DOE Energy Efficiency Grant	21,974	-	-	-	-	-	-	-	-
General Fund Capital Reserve	942,790	223,965	-	223,965	-	-	-	-	223,965
PG & E Rebates	83,000	-	-	-	-	-	-	-	-
To Be Determined	-	-	-	-	-	500,000	500,000	500,000	1,500,000
Total	\$ 1,247,764	\$ 223,965	\$ -	\$ 223,965	\$ -	\$ 500,000	\$ 500,000	\$ 500,000	\$1,723,965

Project Description: This project replaces the City's 2,000 street light fixtures with energy saving LED bulbs .

Phase 1 replaced approximately 1,600 streetlights with LED fixtures in 2016-17, which provide better illumination, lower energy costs, longer life, and less maintenance.

Phase 2 will evaluate the conversion of 400 RO circuit streetlights to a parallel circuit. RO circuits are outdated technology that is difficult to trouble shoot and repair when failure occurs. An RO circuit failure in the Crestmoor neighborhood in 2015-16 required extensive trouble shooting and took several months to repair. Approximately \$3.1 million is required for design and construction for the conversion.

Project Details

Initial Funding Year	2008/09
Target Completion Year	2024/25
Expended as of June 30, 2016	\$1,023,799



Streets Capital

Traffic Signals

Traffic Signal Rehabilitation Program Summary

PROJECT #: 10009 | 60001

Total Project Cost: \$1,740,000

DEPARTMENT: Public Services

PROJECT APPROPRIATIONS	Prior Appropriations	2016-17		2016/17	2017/18	2018/19	2019/20	2020/21	Total 2016-21 Budget
		Estimated Carryover	New Request						
Installation	\$ 710,000	\$ 710,000	\$ 90,000	\$ 800,000	\$ 380,000	\$ 280,000	\$ 280,000	\$ -	\$ 1,740,000
FUNDING SOURCES									
Various Funding	\$ 710,000	\$ 710,000	\$ 90,000	\$ 800,000	\$ 380,000	\$ 280,000	\$ 280,000	\$ -	\$ 1,740,000

Project Description: This program repairs and replaces deteriorating traffic signal controllers and related accessories with new technologies or features that improve signal operations including above-ground traffic detection systems and improving signal visibility.

This project also provides a traffic signal priority control system at designated State and City operated intersections that enables authorized emergency vehicles to activate signalized intersections for momentary right of way. This system allows emergency vehicles (fire, police, ambulance, etc.) to more safely cross intersections without traffic delay.

There are 18 signalized intersections operated by the City. The typical life span of the electronic hardware is 20 years, with the majority of locations currently between 30-40 years old. The project will be phased as part of the Traffic Signal Rehabilitation Program to be completed by fiscal year 2019-20.

See project detail on the following page.

Project Details

Initial Funding Year	2014/15
Target Completion Year	2019/20
Expended as of June 30, 2016	\$ -



Streets Capital

Traffic Signals

Traffic Signal Rehabilitation Program - Project Detail

PROJECT #: 10009 | 60001

DEPARTMENT: Public Services

PROJECT APPROPRIATIONS	Prior Appropriations	2016-17		2016/17	2017/18	2018/19	2019/20	2020/21	Total 2016-21 Budget
		Estimated Carryover	New Request						
Traffic Signal Installation	\$ 280,000	\$ 280,000	\$ 285,000	\$ 565,000	\$ 220,000	\$ 220,000	\$ 220,000	\$ -	\$ 1,225,000
Traffic Signal Priority Control System - City	80,000	80,000	80,000	160,000	60,000	60,000	60,000	-	340,000
Traffic Signal Priority Control System - State	350,000	350,000	(275,000)	75,000	100,000	-	-	-	175,000
Total	\$ 710,000	\$ 710,000	\$ 90,000	\$ 800,000	\$ 380,000	\$ 280,000	\$ 280,000	\$ -	\$ 1,740,000
FUNDING SOURCES									
Crestmoor Trust Fund	\$ 350,000	\$ 350,000	\$ (350,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
General Fund Capital Reserve	60,000	60,000	155,000	215,000	100,000	-	-	-	315,000
Gas Tax	50,000	50,000	142,500	192,500	140,000	140,000	140,000	-	612,500
Measure A	250,000	250,000	142,500	392,500	140,000	140,000	140,000	-	812,500
Total	\$ 710,000	\$ 710,000	\$ 90,000	\$ 800,000	\$ 380,000	\$ 280,000	\$ 280,000	\$ -	\$ 1,740,000

Streets Capital

Transit Corridor

Transit Corridor Pedestrian Connection Improvement

PROJECT #: 82709

Total Project Cost: \$ 1,713,169

DEPARTMENT: Public Services

PROJECT APPROPRIATIONS	Prior Appropriations	2016-17		2016/17	2017/18	2018/19	2019/20	2020/21	Total 2016-21 Budget
		Estimated Carryover	New Request						
Design and Construction	\$ 1,713,169	\$ 1,303,346	\$ -	\$ 1,303,346	\$ -	\$ -	\$ -	\$ -	\$ 1,303,346
FUNDING SOURCES									
Streets Capital	\$ 87,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TLC Grant #1	254,546	-	-	-	-	-	-	-	-
TLC Grant #2	123,000	123,000	-	123,000	-	-	-	-	123,000
Safe Routes To Transit	500,000	500,000	-	500,000	-	-	-	-	500,000
SMC Transportation Authority Grant #1	350,000	350,000	-	350,000	-	-	-	-	350,000
SMC Transportation Authority Grant #2	300,000	300,000	-	300,000	-	-	-	-	300,000
Measure A	98,123	30,346	-	30,346	-	-	-	-	30,346
Total	\$ 1,713,169	\$1,303,346	\$ -	\$1,303,346	\$ -	\$ -	\$ -	\$ -	\$1,303,346

Project Description: This program enhances the pedestrians corridor along Huntington, San Mateo, San Bruno Avenue, and El Camino Real, in accordance with the General Plan. Improvements include installing street trees, irrigation systems, bus benches, pedestrian way-finding signs, recycling/trash receptacles, curb ramps, landscape improvements, lighting, and possible public art improvements near the I-380 over-crossing of Huntington Avenue.

These projects are funded through grants and measure A funds. Improvements at El Camino Real and Angus Avenue are under design which include high-visibility crosswalks, curb bulb-outs, median refuge areas, and upgraded traffic signals to increase safety and accessibility. Construction of improvements at Huntington Ave is scheduled for completion in fiscal year 2016-17.

Project Details

Initial Funding Year	2010/11
Target Completion Year	2016/17
Expended as of June 30, 2016	\$409,823



2016-21 Capital Improvement Program

Technology Capital
(Insert Divider)

2016-21 Capital Improvement Program

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Technology Capital

2016-21 Five-Year Summary by Project and Funding Source

PROJECT TITLE	Prior Appropriations	2016-17		2016/17	2017/18	2018/19	2019/20	2020/21	Total 2016-21 Budget
		Estimated Carryover	New Request						
Agenda Preparation and Document Mgmt Solution	\$ 43,000	\$ 33,515	\$ -	\$ 33,515	\$ -	\$ -	\$ -	\$ -	\$ 33,515
Computerized Maintenance Management System	303,567	39,501	45,000	84,501	-	-	-	-	84,501
Digital Permit and Mgmt System Improvement	94,000	92,761	-	92,761	-	-	-	-	92,761
Financial Software Replacement	-	-	-	-	300,000	-	-	-	300,000
Geographic Information System	179,200	38,434	-	38,434	-	-	-	-	38,434
Records Management System	580,000	18,578	-	18,578	-	-	-	-	18,578
Total	\$ 1,199,767	\$ 222,789	\$ 45,000	\$ 267,789	\$ 300,000	\$ -	\$ -	\$ -	\$ 567,789
FUNDING SOURCES									
General Fund Capital Reserve	\$ 437,800	\$ 61,702	\$ -	\$ 61,702	\$ 300,000	\$ -	\$ -	\$ -	\$ 361,702
Technology Fee	129,840	100,448	-	100,448	-	-	-	-	100,448
Equipment Reserve	230,000	-	-	-	-	-	-	-	-
Gas Tax	37,500	-	-	-	-	-	-	-	-
Stormwater Fund	45,000	39,501	45,000	84,501	-	-	-	-	84,501
Water Fund	158,174	9,609	-	9,609	-	-	-	-	9,609
Wastewater Fund	134,573	5,765	-	5,765	-	-	-	-	5,765
Cable Fund	26,880	5,765	-	5,765	-	-	-	-	5,765
Total	\$ 1,199,767	\$ 222,789	\$ 45,000	\$ 267,789	\$ 300,000	\$ -	\$ -	\$ -	\$ 567,789

The Technology Capital Improvement Fund provides for major upgrades and improvements to the technology infrastructure supporting City operations. The Technology Capital Fund ensures a coordinated approach to defining and addressing the organization's current and future technology needs. All improvements in this Fund are intended to provide employees with access to efficient technological tools necessary to deliver excellent customer service to all customers. The departments benefiting from specific upgrades or the City's various operating funds generate the Technology Capital Fund's revenues.

2016-21 Capital Improvement Program

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Technology Capital

Management Systems

Agenda Preparation and Document Management Solution

PROJECT #: 81008

Total Project Cost: \$ 43,000

DEPARTMENT: Information Technology

PROJECT APPROPRIATIONS	Prior Appropriations	2016-17		2016/17	2017/18	2018/19	2019/20	2020/21	Total 2016-21 Budget
		Estimated Carryover	New Request						
Design and Implementation	\$ 43,000	\$ 33,515	\$ -	\$ 33,515	\$ -	\$ -	\$ -	\$ -	\$ 33,515
FUNDING SOURCES									
General Fund Capital Reserve	\$ 43,000	\$ 33,515	\$ -	\$ 33,515	\$ -	\$ -	\$ -	\$ -	\$ 33,515

Project Description: This project will automate the agenda preparation, review, and distribution of the City Council agenda packets. Implementation will streamline and simplify the agenda submittal, compilation, tracking, distribution, and workflow processes for all departments within the City. Solution will integrate with existing video streaming (via San Bruno CATV) processes and simplify the process of posting the agenda, with attachments, to the City's web site to provide citizens the ability to view all documents provided to the City Council.

The agenda management software will track, modify, and monitor the progress of individual items for a specific agenda date. After review by appropriate persons, the system will allow for easy assembly of the documents into a single cohesive agenda packet for publication. Integration with the City's e-mail system will allow for notification e-mails at specific milestones in the processing items. While the primary objective is to automate the agenda preparation and management process, the City may explore the system's ability to provide for paperless distribution of agenda packets, paperless meetings, and to support other commissions and committees. Status: Evaluated the staff report management and review process with existing software program resources; completed a City Council agenda and staff report fillable form template. As software applications evolve staff will re-evaluate software benefits and features against the City's needs and requirements.

Project Details

Initial Funding Year	2014/15
Target Completion Year	2016/17
Expended as of June 30, 2016	\$9,485

Technology Capital

Management Systems

Computerized Maintenance Management System

PROJECT #: 81006

Total Project Cost: \$ 348,567

DEPARTMENT: Information Technology/Public Services

PROJECT APPROPRIATIONS	Prior Appropriations	2016-17		2016/17	2017/18	2018/19	2019/20	2020/21	Total 2016-21 Budget
		Estimated Carryover	New Request						
Design and Installation	\$ 303,567	\$ 39,501	\$ 45,000	\$ 84,501	\$ -	\$ -	\$ -	\$ -	\$ 84,501
FUNDING SOURCES									
Water Fund	\$ 113,374	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Wastewater Fund	107,693	-	-	-	-	-	-	-	-
Gas Tax	37,500	-	-	-	-	-	-	-	-
Stormwater Fund	45,000	39,501	45,000	84,501	-	-	-	-	84,501
Total	\$ 303,567	\$ 39,501	\$ 45,000	\$ 84,501	\$ -	\$ -	\$ -	\$ -	\$ 84,501

Project Description: This project will centralize critical City infrastructure information and more efficiently manage preventative maintenance programs, work orders, and asset inventories. Implementation includes data conversion and training. Wastewater was the first division to fully implement the system in 2009, followed by the Water Division in 2013-14, the Stormwater Division in 2015-16, and the Streets Division is scheduled for 2016-17. In 2010, Geographic Information System (GIS) mapping software was integrated into the system to track the location information of the City's infrastructure.

Annual software licensing fees will be included in the respective funds' operating budget as an ongoing cost.

Project Details

Initial Funding Year	2013/14
Target Completion Year	2016/17
Expended as of June 30, 2016	\$264,066



Technology Capital

Management Systems

Digital Permit and Management System Improvement

PROJECT #: 81009

Total Project Cost: \$ 94,000

DEPARTMENT: Information Technology/Community Development

PROJECT APPROPRIATIONS	Prior Appropriations	2016-17		2016/17	2017/18	2018/19	2019/20	2020/21	Total 2016-21 Budget
		Estimated Carryover	New Request						
Design and Implementation	\$ 94,000	\$ 92,761	\$ -	\$ 92,761	\$ -	\$ -	\$ -	\$ -	\$ 92,761
FUNDING SOURCES									
Technology Fee	\$ 94,000	\$ 92,761	\$ -	\$ 92,761	\$ -	\$ -	\$ -	\$ -	\$ 92,761

Project Description: The Community Development Department is proposing upgrading technology to improve operational efficiency, and provide improved service and convenience to San Bruno residents and its broader customer base. The upgrades will bring the City's digital permitting systems in-line with current industry standards and expected by many department customers. The upgrades will be funded by a Technology Fee charged on issued building permits. The improvements include:

1. Upgrading the current permit tracking software to allow electronic permit issuance, code enforcement case management, field inspections, and integrate permit information with the City's GIS system
2. Upgrading Planning Division Project Management capabilities
3. Allow future upgrades for electronic plan review capabilities

Project Details

Initial Funding Year	2014/15
Target Completion Year	2016/17
Expended as of June 30, 2016	\$1,239



Technology Capital

Financial Software

Financial Software Replacement

PROJECT #: 81011

Total Project Cost: \$ 300,000

DEPARTMENT: Information Technology/Finance

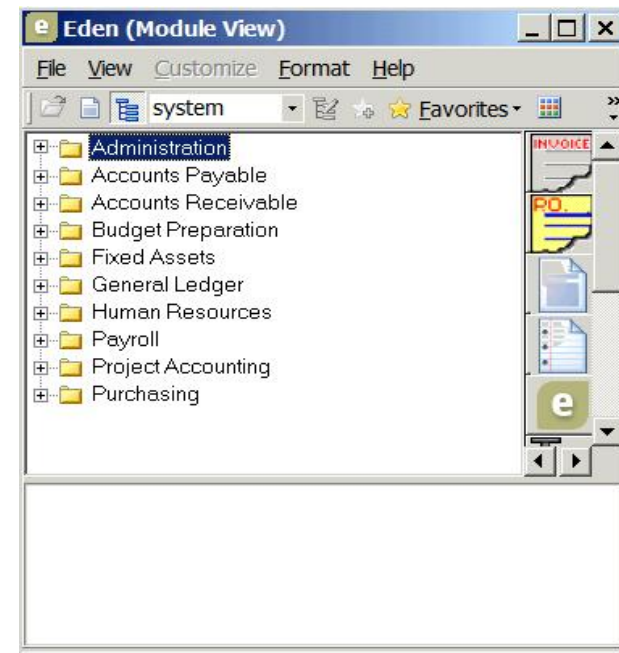
PROJECT APPROPRIATIONS	Prior Appropriations	2016-17		2016/17	2017/18	2018/19	2019/20	2020/21	Total 2016-21 Budget
		Estimated Carryover	New Request						
Implementation	\$ -	\$ -	\$ -	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ 300,000
FUNDING SOURCES									
General Fund Capital Reserve	\$ -	\$ -	\$ -	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ 300,000

Project Description: Since 2008 the City of San Bruno has utilized Tyler Technologies' Eden Financial System. The current version in use by the City is obsolete and will not be supported by Tyler Technologies in the near future. Significant upgrades would need to be purchased by the City in order for Tyler Technologies to support the software.

In recognition of the fact that the current Eden Financial System is not suitable for the City's needs, Finance will begin the planning process for a new Financial System selection in fiscal year 2016-17 and complete the implementation by the end of fiscal year 2017-18.

Project Details

Initial Funding Year	2017/18
Target Completion Year	2018/19
Expended as of June 30, 2016	\$ -



Technology Capital

Geographical Information

Geographic Information System

PROJECT #: 81004

Total Project Cost: \$ 179,200

DEPARTMENT: Information Technology

PROJECT APPROPRIATIONS	Prior Appropriations	2016-17		2016/17	2017/18	2018/19	2019/20	2020/21	Total 2016-21 Budget
		Estimated Carryover	New Request						
Design and Implementation	\$ 179,200	\$ 38,434	\$ -	\$ 38,434	\$ -	\$ -	\$ -	\$ -	\$ 38,434
FUNDING SOURCES									
General Fund Capital Reserve	\$ 44,800	\$ 9,609	\$ -	\$ 9,609	\$ -	\$ -	\$ -	\$ -	\$ 9,609
Technology Fee	35,840	7,687	-	7,687	-	-	-	-	7,687
Water Fund	44,800	9,609	-	9,609	-	-	-	-	9,609
Wastewater Fund	26,880	5,765	-	5,765	-	-	-	-	5,765
Cable Fund	26,880	5,765	-	5,765	-	-	-	-	5,765
Total	\$ 179,200	\$ 38,434	\$ -	\$ 38,434	\$ -	\$ -	\$ -	\$ -	\$ 38,434

Project Description: The City's Geographic Information System (GIS) maintains critical City infrastructure and assets in a centralized location and enables staff to manage, analyze and display all forms of geographically referenced information. The use of GIS allows staff to identify relationships and trends in the form of maps, reports, and charts.

Work plan includes refinements to the public web-based GIS portal allowing visitors to easily navigate the website to access GIS information including the existing hazard information including Flood zones, Fault lines, Seismic Activity and Liquefaction Potential, and Wildland Fire Severity Zones. Further enhancements include the addition of the cable television GIS layers to provide tracking of network fiber and field equipment locations, and allow editing of data by CATV field personnel, and completing the rectification of parcels in relation to our Aerial imagery (photos), add sewer video integration, link Engineering Division's historical files to GIS, and upgrade the GIS system and software to latest versions.

Project Details

Initial Funding Year	2013/14
Target Completion Year	2016/17
Expended as of June 30, 2016	\$140,766

Technology Capital

Management Systems

Records Management System

PROJECT #: 81005

Total Project Cost: \$ 580,000

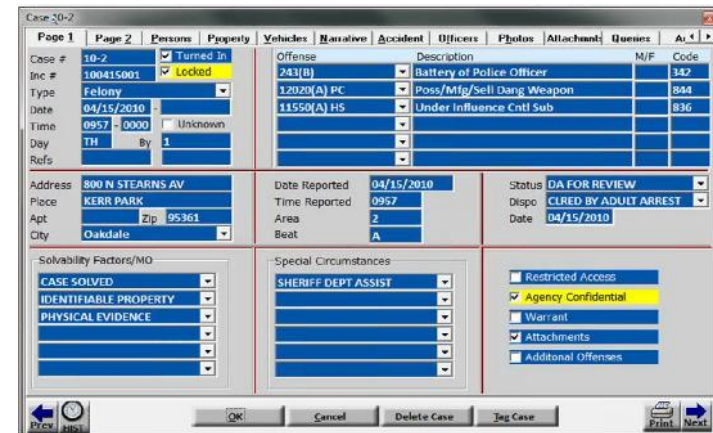
DEPARTMENT: Information Technology/Police Department

PROJECT APPROPRIATIONS	Prior Appropriations	2016-17		2016/17	2017/18	2018/19	2019/20	2020/21	Total 2016-21 Budget
		Estimated Carryover	New Request						
Design and Implementation	\$ 580,000	\$ 18,578	\$ -	\$ 18,578	\$ -	\$ -	\$ -	\$ -	\$ 18,578
FUNDING SOURCES									
Equipment Reserve	\$ 230,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
General Fund Capital Reserve	350,000	18,578	-	18,578	-	-	-	-	18,578
Total	\$ 580,000	\$ 18,578	\$ -	\$ 18,578	\$ -	\$ -	\$ -	\$ -	\$ 18,578

Project Description: Records Management System (RMS) database and Computer Automated Dispatch (CAD) are softwares which record, store, and transmit information related to calls for service at the Police Department. The system provides information to the officers in the field via computers in the patrol cars. The systems also provide statistical and historical information for reported incidents and crime in San Bruno.

The Police Department expects the RMS system will optimize efficiency, allow the department to reallocate resources and provide enhanced services in other areas. RMS will improve the public's ability to access information related to police activity in their neighborhood. Having the same CAD and RMS as others in the County will improve crime analysis capabilities and allow the department to explore partnership opportunities with other law enforcement communication centers.

The final phase of this project is to relocate the back-up server from the Burlingame Police Department to the San Bruno Police Department.



Project Details

Initial Funding Year	2013/14
Target Completion Year	2016/17
Expended as of June 30, 2016	\$561,422

2016-21 Capital Improvement Program

Operating Program and Plan
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2016-21 Capital Improvement Program

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Operating Programs and Plans

2016-21 Five-Year Summary by Project

PROJECT TITLE	Prior Appropriations	2016-17		2016/17	2017/18	2018/19	2019/20	2020/21	Total 2016-21 Budget
		Estimated Carryover	New Request						
BART Closeout	\$ 75,000	\$ 53,322	\$ -	\$ 53,322	\$ -	\$ -	\$ -	\$ -	\$ 53,322
Climate Action Plan	55,000	14,712	-	14,712	-	-	-	-	14,712
Hazard Mitigation Plan	150,000	150,000	-	150,000	-	-	-	-	150,000
I-380 Congestion Improvement	12,500	12,500	5,000	17,500	5,000	-	-	-	22,500
Miscellaneous Storm Drain Improvement Program	90,000	50,981	-	50,981	-	-	-	-	50,981
Scott Street Grade Separation	15,000	15,000	5,000	20,000	-	-	-	-	20,000
Sharp Park Neighborhood Private Sewer Lateral Video Inspection Project and Grant Program	178,541	102,179	-	102,179	-	-	-	-	102,179
Skyline Boulevard (SR 35) Widening	90,000	90,000	-	90,000	-	-	-	-	90,000
Total	\$ 666,041	\$ 488,694	\$ 10,000	\$ 498,694	\$ 5,000	\$ -	\$ -	\$ -	\$ 503,694

The Operating Programs and Plans section of the capital budget includes work efforts that span multiple fiscal years and have a total cost in excess of \$15,000. Many of the items included in this section of the budget provide the foundation for the rehabilitation and replacement of City infrastructure and have the ability to encourage economic growth.

Operating Programs and Plans

2016-21 Five-Year Summary Funding Source

FUNDING SOURCES	Prior Appropriations	2016-17		2016/17	2017/18	2018/19	2019/20	2020/21	Total 2016-21 Budget
		Estimated Carryover	New Request						
General Fund Capital Reserve	\$ 240,000	\$ 218,034	\$ -	\$ 218,034	\$ -	\$ -	\$ -	\$ -	\$ 218,034
DOE Grant	40,000	-	-	-	-	-	-	-	-
Measure A	117,500	117,500	10,000	127,500	5,000	-	-	-	132,500
Stormwater Fund	90,000	50,981	-	50,981	-	-	-	-	50,981
Wastewater Fund	178,541	102,179	-	102,179	-	-	-	-	102,179
Total	\$ 666,041	\$ 488,694	\$ 10,000	\$ 498,694	\$ 5,000	\$ -	\$ -	\$ -	\$ 503,694

Operating Programs and Plans

BART Closeout

Estimated balance: \$53,322

The construction of the San Bruno BART Station, which was completed in 2004, involved underground tunneling, road realignment and paving, and construction of the station and parking structure. The close out of this project, which includes accepting public infrastructure and delineating right-of ways, is particularly difficult due to the project's location and the involvement of several agencies including the City, BART, and the Joint Powers Board (JPB). The remaining issues include finalizing the Operations and Maintenance (O & M) agreement with BART and the realignment of Huntington Avenue.

Climate Action Plan

Estimated balance: \$14,712

The City is in the process of creating its first Climate Action Plan (CAP), which outlines specific actions the City could take to reduce greenhouse gas emissions. The creation of the CAP implements Policy ECR-31 in the City's General Plan and represents local collaboration to help achieve the goals of AB 32, the California Global Warming Solutions Act of 2006.

A Preliminary Public Review Draft of the CAP has been developed through a partnership with C/CAG and Local Governments for Sustainability (ICLEI). The CAP was developed using a computer model that quantifies reductions in emissions. The next steps of the process include updating the data and information in the current draft CAP; review a cost-benefit analysis of proposed greenhouse gas reduction measures in the draft CAP with the City Council; and based on direction from the City Council, finalize the CAP; prepare the required environmental review document for the final CAP; and then formally approve the environmental document and the CAP.

Hazard Mitigation Plan

Estimated balance: \$150,000

The purpose of this project is to identify policies and actions that can be implemented over the long-term to reduce risk and future losses resulting from a disaster. A hazard mitigation plan forms the foundation of a community's long-term strategy to reduce disaster losses and break the cycle of disaster damage, reconstruction, and repeated damage. The Association of Bay Area Governments (ABAG) completed the five-year, Multi-Jurisdictional Local Hazard Mitigation Plan for the San Francisco Bay Area in 2010. In 2012, San Bruno completed an Annex to the 2010 Local Hazard Mitigation Plan. The current mitigation plan expired December 2015. ABAG is requiring that Bay Area agencies update their individual Hazard Mitigation Plans. San Bruno staff is in the process of updating the individual Hazard Mitigation plan for this community. This work will be completed during FY16/17 with City Council adoption expected in August 2016.

Operating Programs and Plans

I-380 Congestion Improvement

Estimated balance: \$17,500

This project is for conducting a feasibility study to establish options for reducing traffic congestion along the I-380 corridor. The study will take into account right-of-way management, roadway layout, and connections to other freeways and local roads. This project was awarded \$500,000 in grant funding to conduct a feasibility study. The San Mateo County Transportation Authority (TA) will lead the design process with the cities' input and collaboration.

San Bruno and South San Francisco entered into Memorandum of Understanding (MOU) for the project. Although the City is not the lead agency overseeing the feasibility study, the City's work will consist of close coordination and input with TA, as well as community outreach and input opportunities. The grant funding for this project is for preliminary studies; additional funds will be needed for any future engineering design, right of way acquisition, and construction. The financial commitment from the Transportation Authority reflects the regional importance of improving the transportation projects. This project requires modest staff time costs for supporting the TA in the preliminary planning process and community outreach efforts.

Miscellaneous Storm Drain Improvement Program

Estimated balance: \$50,981

This project provides funding to mitigate areas of surface water ponding during storms along residential curb and gutter. Small scale improvements such as replacement of curb and gutters, minor re-grading and paving, installation of previous paving and trench drains, and landscape improvements are among the improvements funded through the program.

Scott Street Grade Separation

Estimated balance: \$20,000

To address the grade separation at Scott Street and South Linden Avenue, the San Mateo County Transportation Authority (TA) contracted with the engineering firm BKF to conduct a Grade Separation Footprint Study to examine six alternatives for separation and track configuration variations. Due to the close proximity, the Scott Street and South Linden Avenue at-grade rail crossings cannot be eliminated without affecting the others.

The Transportation Authority 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. The funds will be utilized for preliminary planning and alternatives for Scott Street while the South Linden study will be updated with current data and right-of-way revisions that can accommodate High Speed Rail. The Transportation Authority is the project coordinator with San Bruno providing project support.

Operating Programs and Plans

Sharp Park Neighborhood Private Sewer Lateral Video Inspection Project and Grant Program

Estimated balance: \$102,179

The San Bruno Private Sewer Lateral Grant Program is available for property owners within the Sharp Park Basin as part of the settlement with the Regional Water Quality Control Board. The program provides 50% matching grant funds up to \$150 to video inspect the lateral. If the private sewer lateral is determined to be in defective condition, the City will provide 50% matching grant funds, up to \$1,700, to repair or replace the private sewer lateral.

The settlement agreement requires repair and replacement of a minimum of 110 damaged sewer laterals in the Sharp Park Basin neighborhood. Due to low resident participation in the grant program, in September 2015 the City completed sewer lateral video inspections of the majority of the 305 homes in the neighborhood. Condition assessment results will be provided to the respective homeowners. After completion of the video condition assessment, staff will provide Council with recommendations to fulfill the settlement agreement requirements. The City requested and received authorization to extend the program through October 2017.

Skyline Boulevard (SR35) Widening

Estimated balance: \$90,000

State Route 35 (SR-35), Skyline Boulevard, is one of the City's main north-south corridors. It also serves as one of the major north-south arterials in the City moving regional traffic through San Mateo County. Between Sharp Park Road/Westborough Boulevard and Sneath Lane, SR-35 is a four-lane arterial. However, from Sneath Lane and before it joins Interstate 280, it reduces to only two lanes. This reduction of travel lanes creates traffic congestion during peak hours for residents and regional commuters.

In 2012, the San Mateo County Transportation Authority issued the Cycle One Call for Projects for the Measure A Highway Program. This funding cycle was a single call for projects for a combination of funds from both the 1988 and the 2004 Measure A Highway Program. This funding cycle provided an opportunity to fund the design and construction for widening the narrower section of SR-35 from two lanes to four lanes. Total project cost including construction is estimated at \$14.25M. The Transportation Authority placed this project on the preliminary list of projects to receive \$850,000 for preliminary design. The in-kind staff time during preliminary design is approximately \$90,000 over a period of 3 years, which is \$30,000 per year.

San Bruno and South San Francisco entered into Memorandum of Understanding (MOU) for the project. Although the City is not the lead agency overseeing the feasibility study, the City's work will consist of close coordination and input with TA, as well as community outreach and input opportunities.

2016-21 Capital Improvement Program

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2016-21 Capital Improvement Program

Unfunded Priorities

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2016-21 Capital Improvement Program

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Unfunded Priorities Capital Improvement Program

2016-21 Summary of Unfunded Priorities

PROJECT TITLE	Total Project Cost
City Facilities Replacement	\$ 173,400,000
Stormwater Infrastructure Improvements	16,810,000
Other Improvements	6,050,000
Total	\$ 196,260,000

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.

2016-21 Capital Improvement Program

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Unfunded Priorities Capital Improvement Program

City Facilities Replacement

Total Project Cost: \$173,400,000

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 replacement of these facilities. As these facilities age, it is essential that the City plan for their 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.

*** City Hall Civic Center Year of Construction: 1954 Size: 22,700 sq.ft. Estimated Replacement Cost: \$50.0 million**

The City Hall Civic Center houses the administrative offices for the City Manager, City Attorney, Finance, Human Resources, Technology, Community Development, and Public Services. The facility also hosts a wide range of public meetings including citizen advisory committees and commissions.

The interior of City Hall was remodeled in 2002-03, which included updating the kitchen, carpet, lighting, and furniture. Recent improvements include cleaning and repainting the exterior of City Hall in 2013.

*** Fire Station No. 51 Year of Construction: 1958 Size: 8,911 sq.ft. Estimated Replacement Cost: \$7.0 million**

Fire Station #51 serves as the Fire Department's main administrative office and provides housing for on-duty firefighters, trucks, and other fire equipment.

Improvements to Fire Station 51 include the installation of a new roof in 2005 and significant accessibility and privacy improvements including bathroom and dormitory renovations and electrical upgrades, which were completed in 2010. Recently, the building exterior, upstairs kitchen, and living areas were repainted, new cabinets, counters, and stove exhaust fan were installed in the kitchen, stairway treads repaired, and a wall separating turnout gear from the garage bay installed.

*** Fire Station No. 52 Year of Construction: 1978 Size: 3,551 sq.ft. Estimated Cost: \$6.0 million**

Fire Station no. 52 was constructed in the mid-1950's, serves as San Bruno's second fire station, and provides housing for on-duty firefighters, trucks, and other fire equipment.

The roof of Fire Station no. 52 is in need of replacement. Seismic evaluation of the facility has been completed to ensure that recommended seismic improvements are incorporated into the roofing project. Replacement of Fire Station no. 52 at its current location, as well as to incorporate a community function building or space into the final site design, is being considered in the current CIP program.

Unfunded Priorities Capital Improvement Program

*** Library** **Year of Construction: 1954** **Size: 16,766 sq.ft.** **Estimated Replacement Cost: \$45.0 million**

The San Bruno Public Library is a 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.

In the last two years a number of improvements have been completed at the Library including ADA improvements to the public bathroom, laptop seating on the mezzanine level and the installation of a wheelchair lift to provide access to the mezzanine level.

*** Parks Maintenance Yard** **Year of Construction: 1954** **Size: 14,491 sq.ft.** **Estimated Replacement Cost: \$3.0 million**

The Parks Maintenance Yard Facility serves as the main office for the Parks Division offices along with a lunch break room and workshop, and storage for parks equipment, supplies and materials, trucks, and other parks equipment.

The current work plan includes painting the exterior of the building and replacing the wood wall of the parking bay.

*** Police Plaza** **Year of Construction: 2000** **Size: 23,000 sq.ft.** **Estimated Replacement Cost: \$30.0 million**

Police Plaza is the administrative office for Police Department staff, dispatch center, temporary holding facility, storage for police vehicles, and equipment. As the building approaches ten years of age, due to the heavy use of the facility a number of needs are anticipated in the next five years including repair of the generator, exterior stucco repairs and painting, HVAC upgrades, flooring replacement, and roof repairs. The current work plan includes exterior patching and painting.

*** Public Services Corporation Yard** **Year of Construction: 1955** **Size: 52,000 sq.ft.** **Estimated Replacement Cost: \$5.5 million**

The Corporation Yard is the operations and maintenance facility for Public Services, which includes the divisions of Water, Wastewater, Stormwater, Streets, and Central Garage. The replacement of the Public Services Corporation Yard would require a new site or reconfiguration of the existing site to adequately store and repair vehicles and equipment, and provide sufficient office, meeting, and locker room space for maintenance personnel.

The current five-year Capital Improvement Program foresees preparation of a Master Plan to identify the current and future needs for the Corporation Yard. The Master Plan would evaluate the current facility's needs, future needs, alternative solutions, and a comprehensive plan with various steps/phases to be implemented in the future. Each phase would provide an additional amenity while preserving the benefits of the previous phases.

Unfunded Priorities Capital Improvement Program

*** Recreation Center** **Year of Construction: 1945** **Size: 40,549 sq.ft.** **Estimated Replacement Cost: \$7.5 million**

The Recreation Center serves as the main administrative offices for the Recreation division and includes a gymnasium and space for programs and classes, athletic events, and rentals to public and private businesses.

Projected repairs in the five-year work program include replacement of the boiler, exterior and interior painting, and refinishing of the facility's hardwood floors.

*** Senior Center** **Year of Construction: 1987** **Size: 12,700 sq.ft.** **Estimated Replacement Cost: \$15.0 million**

The Senior Center 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 to provide a daily senior lunch program.

Recent improvements to the Senior Center include a replacement of the multi-purpose floor in 2004, a new roof which was completed in 2008, and replacement of the restroom automatic door opening mechanical system in 2015. The current work plan includes replacing the exterior deck.

*** Swimming Pool** **Year of Construction: 1950** **Size: 2,550 sq.ft.** **Estimated Replacement Cost: \$4.4 million**

The swimming pool is used for public swim classes and recreation swim sessions during the months of June through September, with special events held throughout the year.

The swimming pool was resurfaced in 2011 with a new fiberglass coating and new tile that has a projected useful life of 15 years. In 2014, the plumbing was replaced to ensure the pool's structural integrity and water efficiency.

Unfunded Priorities Capital Improvement Program

Stormwater Infrastructure Improvement

Total Project Cost:

\$16,810,000

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.

Total Cost of Priority 1 Collection System projects is \$9,860,000.

Belle Air Box: North Side of Pine Street (\$5.00M); Pipeline Improvement: 7th and Angus Avenues adjacent to pump station (\$1.96M); Pipeline Improvement: San Bruno Avenue East (\$1.90M); Compliance with Municipal Regional Permit-Long Term Trash Control Operation and Maintenance (\$1.00M).

Total Cost of Priority 2 Projects Collection System projects is \$6,950,000.

Pipeline Improvement: North of Jenevein Avenue and El Camino Real (\$2.24M); Pipeline Improvement: Jenevein Avenue between Hazel and Cypress Avenues (\$1.41M); Pipeline Improvement: El Camino Real at 380 undercrossing (\$0.82M); Pipeline Improvement: Whitman Way between Madison Avenue and Eastburn Court (\$1.38M); Pipeline Improvement: Huntington Avenue at Cupid Row (\$1.10M).

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.

Unfunded Priorities Capital Improvement Program

Other Improvements

Total Project Cost: \$6,050,000

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

*** Crestmoor Canyon Fire Safety Improvements and Trails**

Estimated Cost: \$1.9 million

This project provides better protection and access in the case of fire. This project includes the clearing of major vegetation within a buffer zone at the top of the canyon to reduce potential fire fuel, performing underbrush and other “fuel” removal within the Canyon proper, and the construction of a fire road within the canyon to provide access for emergency vehicles. The benefit of constructing a fire road within the canyon includes the dual use of this road as a pedestrian trail system conforming to the City’s General Plan vision, as well as providing needed construction access to several areas in the canyon that require remedial geotechnical work as part of the Crestmoor Canyon Slope Stability Repairs. The strategy for implementing the fire safety improvements will integrate the other potential planned projects within the canyon including slope and erosion control repairs, a possible pedestrian trail connection, and a future stormwater detention basin.

*** Crestmoor Canyon Slope Stability Repairs**

Estimated Cost: \$3.4 million

Geotechnical review has identified nine areas within Crestmoor Canyon that have experienced or are continuing to have erosion and slope stability issues that could impact both public and private properties and utilities. This project will identify these areas to determine their severity, and ultimately design and construct remedial improvements, such as drainage improvements, slope repairs, retaining walls, or other structures and improvements.

*** Pedestrian Bridge**

Estimated Cost: \$750,000

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.

2016-21 Capital Improvement Program

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Equipment Purchase
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2016-17 Equipment Purchase Funding Summary

		<u>Equipment Replacement</u>	<u>Vehicle Replacement</u>	<u>Total</u>
Total Request by Fund:				
	General Fund Equipment Reserve	\$ 496,500	\$ 1,218,000	\$ 1,714,500
	Cable Fund	-	77,000	77,000
	Stormwater Fund	42,500	-	42,500
	Wastewater Fund	42,500	415,000	457,500
	Water Fund	175,000	497,000	672,000
	Total	\$ 756,500	\$ 2,207,000	\$ 2,963,500
Expenditures by Department:				
Cable	Service Truck	\$ -	\$ 37,000	\$ 37,000
	Service Van	-	40,000	40,000
Engineering	Inspector Vehicle	-	30,000	30,000
Fire	Fire Truck	-	700,000 ¹	700,000
	SCBA Harnesses (30)	150,000	-	150,000
	Thermal Imaging Cameras (2)	20,000	-	20,000
	Zetron Station Alerting System	60,000	-	60,000
Parks	Brush Chipper	30,000	-	30,000
	Heavy-duty Pickup Trucks (2)	-	74,000	74,000
	Stump Grinders (2)	50,000	-	50,000
	Tractor	58,000	-	58,000
Police	In Car Video Cameras / Mobile Audio Video Program	120,000	-	120,000
	Unmarked Vehicles (3)	-	114,000	114,000
	Marked Vehicles (2)	-	94,000	94,000
Pool Fleet	Pool Vehicles (3)	-	86,000	86,000
Streets	Dump Truck	-	65,000	65,000
	Heavy-duty Dump/Loader Truck	-	55,000	55,000
Recreation	RISO Duplicator	8,500	-	8,500
Stormwater	Storm/Wastewater Portable Pump	85,000	-	85,000
Wastewater	Heavy-duty Dump/Loader Truck	-	55,000	55,000
	Rodder Truck	-	360,000	360,000
Water	Diesel Portable Water Pump	175,000	-	175,000
	Heavy-duty Dump/Loader Truck	-	55,000	55,000
	Heavy-duty Pickup Truck	-	37,000	37,000
	Vactor Truck	-	405,000	405,000
	Total	\$ 756,500	\$ 2,207,000	\$ 2,963,500

Note 1: Total cost of the Fire Truck is \$1.26 mil., \$700,000 is funded by General Fund Equipment Reserve. The remaining purchase cost will be financed through capital lease.

2016-17 Vehicle Replacement List

The following list of proposed vehicle replacements is in priority order based on the current condition.

Department	Current Vehicle			Proposed Replacement Vehicle		Replacement Cost	Funding Source
Cable	1994	Chevrolet	C3500 truck	Ford	F-350 pickup truck	\$37,000	Equipment Reserve
Cable	2000	Chevrolet	Astro Van	Ford	Transit Van	\$40,000	Equipment Reserve
Community Services	2001	Ford	F-350 pickup truck	Ford	F-350 pickup truck	\$37,000	Equipment Reserve
Community Services	1998	Chevrolet	S10 pickup truck	Ford	F-350 pickup truck	\$37,000	Equipment Reserve
Engineering	1999	Ford	Explorer	Ford	Escape SVU	\$30,000	Equipment Reserve
Fire	2001	Emergency One	Aerial 100 ft Ladder	Emergency One	E-One HP 100 Ladder with Cyclone II Chassis	\$700,000	Equipment Reserve
Pool Vehicle	2001	Chevrolet	Impala sedan	Ford	Fusion hybrid sedan	\$28,000	Equipment Reserve
Pool Vehicle	1997	Chevrolet	Lumina sedan	Ford	Fusion hybrid sedan	\$28,000	Equipment Reserve
Pool Vehicle	1998	Chevrolet	Impala sedan	Ford	Escape SUV	\$30,000	Equipment Reserve
Streets	2001	International	4700 dump truck	Ford	F-650 dump truck	\$65,000	Equipment Reserve
Streets	2001	Ford	F-450 heavy truck	Ford	Chassis Cab truck	\$55,000	Equipment Reserve
Wastewater	2001	Ford	F-450 heavy truck	Ford	Chassis Cab truck	\$55,000	Wastewater Fund
Wastewater	1990	Champion	Rodder truck	Champion	Rodder truck	\$360,000	Wastewater Fund
Water	2007	Ford	F-550 heavy truck	Ford	Chassis Cab truck	\$55,000	Water Fund
Water	1999	Chevrolet	Dump bed truck	Ford	F-350 custom truck	\$37,000	Water Fund
Water	2007	International	Vactor truck	Int'l	Vactor truck	\$405,000	Water Fund
Police-unmarked	2006	Chevrolet	1500 pickup truck	Ford	Police Interceptor	\$47,000	Equipment Reserve
Police-unmarked	2004	Pontiac	Grand Prix	Ford	Escape SUV	\$37,000	Equipment Reserve
Police-unmarked	2007	Mercury	Grand Marquis	Ford	Taurus	\$30,000	Equipment Reserve
Police-Marked	2009	Ford	Crown Victoria	Ford	Police Interceptor	\$47,000	Equipment Reserve
Police-Marked	2009	Ford	Crown Victoria	Ford	Police Interceptor	\$47,000	Equipment Reserve
Total Vehicle Request						\$2,207,000	

Funding Summary	
Total Cable Fund	\$77,000
Total General Fund Equipment Reserve	\$1,218,000
Total Wastewater Fund	\$415,000
Total Water Fund	\$497,000
Total Funding Source	\$2,207,000

2016-17 Vehicle Replacement Acquisition Descriptions

Cable

Service Truck (641-6470-8013) \$37,000

Replacement of a 1994 Chevrolet C3500 service truck, with over 53,000 miles. As a result of high repetitive, daily usage and constant wear and tear damages, this vehicle has reached the end of its useful life. This vehicle is expected to have very little resell value within the State of California. Replacement cost of this vehicle with a Ford F-350 heavy-duty pickup truck estimated at \$37,000, including sales tax, preparation, and delivery.

Service Van (641-6470-8013) \$40,000

This is a replacement for a 2000 Chevrolet service van with over 65,000 miles that has reached the end of its useful life. Based on the vehicle age, condition, and current emission standards, it is anticipated there will be little resell value within the State of California. Replacement cost of this vehicle with a Ford Transit Van, estimated at \$40,000, including sales tax, preparation, and delivery.

Community Services

Parks Maintenance – Heavy-duty Pickup Trucks - 2 (703-1560-8013) \$74,000

Replacement of two heavy-duty maintenance pickup trucks, including a 1998 Chevrolet S10 pickup truck with over 53,000 miles and a 2001 Ford F-350 heavy-duty pickup truck with over 43,000 miles. Both trucks are used for daily maintenance for parks, sport fields, trees, street median landscape, and has reached the end of its useful life. It is anticipated there will be little resell value for these vehicle within the State of California. Replacement costs for these two vehicles with two similar Ford F-350 heavy-duty pickup trucks are estimated at \$37,000 each, for a combined total of \$74,000, including sales tax, preparation and delivery.

Public Services – Administration & Engineering

Inspector Vehicle (703-1560-8013) \$30,000

The Administration and Engineering Division is replacing a 1999 Ford Explorer with nearly 70,000 miles. This vehicle is used by Public Services Inspectors and Project Managers for project site inspections. As a result of daily usage and constant wear and tear, this vehicle has reached the end of its useful life. Based on the vehicle age, condition, and current emission standards, it is anticipated there will be little resell value within the State of California. Replacement cost of this vehicle with a Ford Escape with fuel-efficient EcoBoost technology, estimated at \$30,000, including sales tax, preparation, and delivery.

Fire

Fire Truck (703-1560-8013) \$700,000

On December 8, 2015 the City Council approved the replacement of a 2001 Fire Truck, which has reached the end of its useful life and requires excess maintenance time and expense. The cost of replacing this fire truck with a new truck is approximately \$1.26 million, which includes the costs to equip the fire truck with proper lighting response package, radios, and other equipment needed for emergency use. The down payment for the purchase will be \$700,000, funded by the Equipment Reserve Fund, and the remaining balance will be financed through a five-year capital lease funded by the Equipment Reserve Fund.

Pool Fleet

Pool Vehicle - 3 (703-1560-8013) \$86,000

Replacement of three motor pool vehicles, including a 1997 Chevrolet Lumina sedan with 41,000 miles, a 1998 Chevrolet Impala sedan with 39,000 miles, and a 2001 Chevrolet Impala sedan with 63,000 miles, all having reached the end of their useful lives. Pool vehicles are used by City staff to inspect projects during construction, perform field and infrastructure inspections, and general travel to City facilities, and to attend regional coordination meetings. Replacement costs for these vehicles with two energy-efficient Ford Fusion hybrid sedans, and one Ford Escape Sport Utility Vehicle (SUV) with an EcoBoost fuel economy engine, estimated at a combined total of \$86,000, including sales tax, preparation, and delivery.

Streets

Dump Truck (703-1560-8013) \$65,000

A 2001 International 4700 1-Ton dump truck with nearly 32,000 miles is scheduled for replacement in fiscal year 2016-17. This dump truck is used to haul heavy and large amounts of materials, debris, and equipment to and from job sites. As a result of high repetitive, daily usage and damages from constant wear tear, this vehicle has reached the end of its useful life. Based on the vehicle age, condition, and current emission standards, it is anticipated there will be little resell value within the State of California. Replacement cost of this vehicle with a Ford F-650 1-Ton dump truck, estimated at \$65,000, including sales tax, preparation, and delivery.

Heavy-duty Dump/Loader Truck (703-1560-8013) \$55,000

The Streets Division has a 2001 Ford F-450 medium-sized dump and loader truck with over 33,000 miles scheduled for replacement. This dump truck is used to haul materials, debris, and equipment to and from job sites. As a result of high repetitive, daily usage and damages from constant wear and tear, this vehicle has reached the end of its useful life. Based on the vehicle age, condition, and current emission standards, it is anticipated there will be little resell value within the State of California. Replacement cost of this vehicle with a Ford Chassis Cab loader truck, estimated at \$55,000, including sales tax, preparation, and delivery.

Wastewater

Heavy-duty Dump/Loader Truck (631-6370-8013) \$55,000

Replacement of a 2001 Ford F-450 medium-sized dump and loader truck with over 38,000 miles. This dump truck is used to haul materials, debris, and equipment to and from job sites. As a result of high repetitive, daily usage and damages from constant wear and tear, this vehicle has reached the end of its useful life. Based on the vehicle age, condition, and current emission standards, it is anticipated there will be little resell value within the State of California. Replacement cost of this vehicle with a Ford Chassis Cab loader truck, estimated at \$55,000, including sales tax, preparation, and delivery.

Rodder Truck (631-6370-8013) \$360,000

The equipment replacement schedule includes a 1990 OK Champion Rodder truck with nearly 22,000 miles. A rodder truck contains a semi-rigid cable (or rod) that is inserted into a sewer line to push or pull out a blockage in a pipe. As a result of high repetitive, daily usage and damages from constant wear and tear, this vehicle has reached the end of its useful life. A recent repair to keep it in limited use was nearly \$20,000; it had been out of service for part of the year. Based on the vehicle age, condition, and current emission standards, it is anticipated there will be little resell value within the State of California. Replacement cost of this vehicle with a similar OK Champion rodder truck, estimated at \$360,000, including sales tax, preparation, and delivery.

Water

Heavy-duty Dump/Loader Truck (611-6170-8013) \$55,000

The Water Division has a 2007 Ford F-550 medium-sized dump and loader truck with nearly 83,000 miles scheduled for replacement in fiscal year 2016-17t. This dump truck is used to haul materials, debris, and equipment to and from job sites. As a result of high repetitive, daily usage and damages from constant wear and tear, this vehicle has reached the end of its useful life. Based on the vehicle age, condition, and current emission standards, it is anticipated there will be little resell value within the State of California. Replacement cost of this vehicle with a Ford Chassis Cab loader truck, estimated at \$55,000, including sales tax, preparation, and delivery.

Heavy-duty Pickup Truck (611-6170-8013) \$37,000

A 1999 modified Ford medium-sized dump and loader truck with nearly 83,000 miles is scheduled for replacement in the fiscal year 2016-17. This dump truck is used to haul materials and equipment to and from job sites. As a result of high repetitive, daily usage and damages from constant wear and tear, this vehicle has reached the end of its useful life. Based on the vehicle age, condition, and current emission standards, it is anticipated there will be little resell value within the State of California. Replacement cost of this vehicle with a customized Ford F-350 pickup truck, estimated at \$37,000, including sales tax, preparation, and delivery.

Water (continued)

Vactor Truck (611-6170-8013) \$405,000

Replacement of a 2007 International 7400 vactor truck with nearly 13,000 miles that has reached the end of its useful life. Vactor trucks are used to collect and remove water from a main break, during hydrant flushing, tank maintenance, or other emergency repair. The Department maintains separate vactor trucks between Wastewater/Stormwater and Water divisions to minimize contamination to the drinking water system. A rental vactor truck was used for several months during 2015-16 while the City's vactor truck was out of service due to on-going maintenance issues. Based on the vehicle age, condition, and current emission standards, it is anticipated there will be little resell value within the State of California. Replacement cost of this vehicle with a similar International vactor truck, estimated at \$405,000, including sales tax, preparation, and delivery.

Police

Marked Police Vehicles - 2 (703-1560-8013) \$94,000

The Department, annually, replaces two of its fourteen marked vehicles based on the accumulated mileage of the vehicles – approximately 90,000 miles. Replacement of two marked Crown Victoria police vehicles with Ford Interceptor Sport Utility Vehicles, estimated at \$47,000 per vehicle for a combined \$94,000, including sales tax, preparation, and delivery.

Unmarked Community Service Officer Vehicle (703-1560-8013) \$47,000

The Police Department has a 2006 Chevrolet 1500 pickup truck with nearly 75,000 miles that is assigned to a Community Service Officers. As a result of daily usage and constant wear and tear, this vehicle has reached the end of its useful life. Replacement cost of this vehicle with a Ford Interceptor Sport Utility Vehicle, estimated at \$47,000, including sales tax, preparation, and delivery.

Unmarked Police Command Vehicles – 2 (703-1560-8013) \$67,000

Replacement of two unmarked police vehicles used by command staff, including a 2004 Pontiac Grand Prix with 80,000 miles and a 2007 Mercury Grand Marquis with 80,000. As a result of daily usage and constant wear and tear, this vehicle has reached the end of its useful life. Replacement of these two vehicles with one Ford Escape Sport Utility Vehicle (SUV) and one Ford Taurus, estimated at a combined total of \$67,000, including sales tax, preparation, and delivery.

Total Vehicle Replacement \$2,207,000

2016-17 Equipment Replacement Acquisition Descriptions

General Fund Equipment

Fire

SCBA Harnesses - 30 (703-1560-8014) \$150,000

Replacement of 30 self-contained breathing apparatus (SCBA) harnesses is the second phase of a two-part purchase to replace aging SCBA equipment. In the 2015-16 budget, Council approved \$45,000 to replace 60 SCBA bottles which were recently purchased and put into service. The SCBA harnesses are aging, obsolete, and in need of constant repair. This will complete the Department's purchase of SCBA equipment which are critical in protecting firefighters whenever they enter dangerous and toxic atmospheres.

Thermal Imaging Cameras - 2 (703-1560-8014) \$20,000

The department needs to replace two aging cameras that have exceeded their life span and become unreliable. The TIC cameras allow fire companies to detect heat in all fire operations. They are especially helpful in finding heat sources in extreme fire conditions and on investigations when fire might be hidden in areas within the wall, ceilings and attics.

Zetron Station Alerting System (703-1560-8014) \$60,000

The Zetron alerting system is the emergency dispatch system that alerts the stations whenever emergency calls are dispatched through county communications. The current alerting system is over 50 years old and needs replacing as part of a countywide replacement program approved by the County Fire Chiefs in 2013. Funding was initially approved in the 2014-15 fiscal year but the county contractor was behind schedule and it was not carried over to the 2015-16 budget year. The contractor is back on track and San Bruno's Stations No. 51 and No. 52 are on the list to receive their upgrades during the 2016-17 fiscal year.

Parks

Brush Chipper (703-1560-8014) \$30,000

Replacement of a 2003 Vermeer chipper, which is used by the tree maintenance crews to chip brush and small diameter trees. This chipper will be replaced by a similar Vermeer chipper.

Stump Grinder – 2 (703-1560-8014) \$50,000

Replacement of two Vermeer stump grinders, which are used by the tree maintenance crews to grind tree and brush stumps below grade. The two stump grinders will be replaced by similar Vermeer stump grinders, estimated at \$25,000 per unit for a combined \$50,000.

Tractor (703-1560-8014) \$58,000

Replacement of a 1994 John Deere Diesel tractor, which is used by all crews for park maintenance and turf management. The tractor also houses multiple attachments for aerating, flail mower, sweeper, and tilling. This tractor will be replaced by a similar John Deere tractor and associated attachments.

Police

In-Car Video Cameras / Mobile Audio Video Program (703-1560-8014) \$120,000

This project provides for the development of a Mobile Audio Video (MAV) program that includes the installation of mounted cameras in 14 marked patrol vehicles. Last year existing cameras were removed from patrol vehicles due to a lack of functionality and reliability. This program had been funded by a grant. However, funds were not allocated to maintain or sustain the program.

The MAV program serves as a valuable tool for law enforcement in the collection of important unbiased evidence. It has become commonplace in police vehicles throughout the county, region, and state. The collection of evidence, such as the performance of field sobriety tests during the course of a driving under the influence investigation, can dramatically reduce the amount of time spent in court and effectively support prosecution. In addition to the collection of evidence, a mounted camera will record vehicle pursuits and collisions to help determine liability and the adherence to statutes, policies and procedures. Finally, this system can assist in quickly resolving citizen improper conduct complaints against officers.

This project includes the installation of cameras, the purchase of a server for storage, and a maintenance contract.

Recreation

RISO Duplicator (703-1560-8011) \$8,500

Replacement of a 2002 Riso Duplicator, which provides the department with high speed, high capacity duplication for flyers, brochures and advertisement for the programs and services offered.

Enterprise Fund Equipment

Water

Water Portable Pump – 1 unit (611-6170-8014) \$175,000

Diesel-powered, portable water pumps are used to respond to large water main breaks, fire hydrant flushing, emptying tanks during maintenance, and emergency response support. The Department operates two large diesel pumps which will not meet 2017 California Air Resources Board (CARB) diesel emission regulations. The Department is proposing to replace one portable pump in 2016-17 and the other pump in 2017-18. The estimated replacement cost is \$175,000, including installation and testing.

Stormwater/Wastewater

Dirty Water Portable Pump – 1 unit (621-6270-8014 and 631-6370-8014) \$85,000

A dirty Water Portable Pump is used to respond to sanitary sewer overflows and flooding events. The Department needs a second large portable pump to operate at multiple emergency and flooding locations. This additional portable pump, shared between the Stormwater and Wastewater Divisions, will increase operational capabilities to provide a broader and efficient response to flooding conditions. The estimated cost is \$85,000, including installation and testing.

Total Equipment Replacement \$756,500

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Debt Service
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Debt Service Requirements

This section summarizes the debt services obligations of the City as of July 1, 2016 and the amounts due during the fiscal year for payment of principal and interest.

Summary of Debt Obligations

State Revolving Fund with City of South San Francisco	
Purpose:	Rehabilitation of the Sewer Water Quality Treatment Plant jointly owned with the City of South San Francisco
Maturity Date:	2026
Original Amount:	\$19,170,177
Outstanding Principal as of July 1, 2016:	\$7,741,648
Interest Rate:	Varies
Funding Source:	Wastewater Fund

2000 Certificates of Participation	
Purpose:	Construction of the San Bruno Police Facility at 1177 Huntington Avenue
Maturity Date:	2031
Original Amount:	\$9,600,000
Outstanding Principal as of July 1, 2016:	\$6,610,000
Interest Rate:	5% to 7%
Funding Source:	Redevelopment Property Tax Trust Fund

2013 Certificates of Participation	
Purpose:	Construction of improvements to the City's Wastewater System
Maturity Date:	2033
Original Amount:	\$6,955,000
Outstanding Principal as of July 1, 2016:	\$6,405,000
Interest Rate:	3% to 4.25%
Funding Source:	Wastewater Fund

2011 Fire Apparatus Lease Purchase Financing

Purpose:	Acquisition of Seagrave Fire Apparatus
Maturity Date:	2018
Original Amount:	\$546,306
Outstanding Principal as of July 1, 2016:	\$109,002
Interest Rate:	2.95%
Funding Source:	General Fund

2016 Fire Apparatus Lease Purchase Financing

Purpose:	Acquisition of E-One Pumper Fire Engine and Aerial Ladder Fire Truck
Maturity Date:	2022
Original Amount:	\$1,873,846
Outstanding Principal as of July 1, 2016:	\$784,846
Interest Rate:	1.32%
Funding Source:	Equipment Reserve Fund

2013 Pension Obligation Bonds

Purpose:	Refund outstanding side fund obligation of the City's Safety Plan to the California Public Employees' Retirement System
Maturity Date:	2027
Original Amount:	\$13,175,000
Outstanding Principal as of July 1, 2016:	\$10,465,000
Interest Rate:	4.05%
Funding Source:	General Fund

Cable Fiber to the Home Loan

Purpose:	Fund Fiber to the Home project at Shelter Creek Condominiums
Maturity Date:	2023
Original Amount:	\$1,170,000
Outstanding Principal as of July 1, 2016:	\$1,170,000
Interest Rate:	0.525%
Funding Source:	General Fund Reserve

Annual Debt Service Budget

	2015-16	2016-17
General Fund		
2011 Fire Apparatus Lease Purchase Financing		
Principal	34,271	35,282
Interest	4,227	3,216
	38,498	38,498
2013 Pension Obligation Bonds		
Principal	795,000	815,000
Interest	380,714	364,019
	1,175,714	1,179,019
Total General Fund	1,214,212	1,217,517
Successor Agency to the San Bruno Redevelopment Agency		
2000 Certificates of Participation		
Principal	285,000	300,000
Interest	359,868	345,618
	644,868	645,618
Wastewater Fund		
2013 Certificates of Participation		
Principal	260,000	265,000
Interest	277,388	268,775
	537,388	533,775
State Revolving Fund		
Principal	829,533	850,752
Interest	205,590	184,038
	1,035,123	1,034,789
Total Wastewater Fund	1,572,511	1,568,564
Cable Fund		
Fiber to the Home at Shelter Creek Condominiums Loan		
Principal	-	164,595
Interest	-	5,675
	-	170,270

Annual Debt Service Budget (Continued)

	2015-16	2016-17
Equipment Reserve Fund		
2016 E-One Pumper Fire Engine and Aerial Ladder Fire Truck		
Principal	-	180,000
Interest	-	2,376
Total Equipment Reserve Fund	-	182,376
Total Annual Debt Service Obligations	\$3,431,591	\$3,784,345

Appendix
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City Council Agenda Item
Staff Report

CITY OF SAN BRUNO

DATE: June 28, 2016

TO: Honorable Mayor and Members of the City Council

FROM: Connie Jackson, City Manager
Angela Kraetsch, Finance Director

SUBJECT: Hold Public Hearing and

- a. Adopt Resolution Approving the 2016-17 Operating and the 2016-21 Capital Improvement Program Budget; and
- b. Adopt Resolution Approving the City's Appropriations Limit (Gann Limit) for 2016-17

BACKGROUND:

The Proposed FY 2016-17 Operating and Capital Budget have been presented for City Council review and consideration. The Budget continues the prior years' proactive efforts to contain expenditures and use conservative revenue projections consistent with the City Council's budget preparation guidance.

The City's budget development approach across all operations and funds adheres to the City Council's ongoing policy for the delivery of a financial plan that is balanced with expenditures contained at the levels that can reasonably be supported by on-going revenues, and that supports a work program targeted to meet the specific needs and interests of the San Bruno community. The Budget was reviewed with the City Council at study sessions held on June 8 and 14, 2016.

DISCUSSION:

The Proposed Budget incorporates the estimated revenues and planned expenditures for all Funds. For the coming year, the continued modest economic recovery allows the City Council the opportunity to consider some limited new initiatives to help position the City for the future.

Total projected General Fund revenue for 2016-17 is \$41,934,000, an increase of \$1,370,000 or 3% over the 2015-16 Amended Budget. A majority of the projected 2016-17 General Fund revenue comes from taxes in six different categories. Sales tax, property tax, transient occupancy tax (TOT or hotel/motel tax), motor vehicle license fees, card room regulatory fees, and business taxes make up nearly 68% of the total revenue categories. Sales tax at \$7,448,000, or 18% of total revenues and property tax

at \$8,978,000, at 21%, represent the largest categories of revenues supporting the City's General Fund operations.

Proposed 2016-17 expenditures are approximately \$148,000 higher than the 2015-16 Amended Budget. The increase in expenditures results from the increased cost of providing services; including the increased salary, health benefit, and employee retirement contribution costs in accordance with the City's Memorandums of Understanding with its bargaining units.

For the coming year, the Budget projects a surplus of approximately \$407,000. To allow the City Council to consider some changes to improve the City's organization and operation, the General Fund Budget proposes limited supplemental expenditures presented as service level enhancements.

Detailed descriptions for all proposed enhancements can be found in the Proposed Fiscal Year 2016-17 Operating and Capital Budget document in the Service Enhancement Section. Following is a summary of the proposed General Fund enhancements:

Department	Proposed Service Level Enhancements	On-going Costs	One-Time Costs
City Clerk	Increase Secretary from .75 FTE to 1.00 FTE	\$27,000	
Finance	Reclassify Financial Services Supervisor to an Accountant	(15,000)	
Finance	Reclassify Lead Customer Service Representative to a Revenue Operations Supervisor	11,000	
Fire	Part-Time Fire Inspector	21,000	
Fire	Firefighter Overhire – See comments in next paragraph below.		\$140,000
Community Services	Building and Facilities Manager	160,591	
Information Technology	Reclassify a Computer Support Technician to an Information System Administrator	11,480	
Community Services	Reclassify a Custodian to a Lead Custodian	9,300	
City Manager	Community Facilities Vision Plan Contribution		125,000
Police	Part-Time Police Clerk		24,000
Fire	Equipment and Training for Firefighter		15,000
Public Services	Traffic Road Sign Inventory		30,000
Public Services	Two Surveillance Cameras		16,000

Community Development	Streetscape Plan		125,000
Community Development	Contract Assistant Planner		80,000
Community Development	Front Counter Technician		30,000
Community Development	Contract Building Inspector		78,000
Community Development	Building Plans Examiner		37,000
Community Services	Playground Fiber Ground Cover		24,000
Public Services	Stormwater Repairs		250,000
General Fund Total		\$225,371	\$974,000

Staff is recommending to remove the request for a new full-time Firefighter that was presented to the City Council in the proposed Operating and Capital Budget and discussed during the June 8, 2016 Budget Study Session. Instead, staff is requesting that the City Council approve a one-time cost for a Firefighter overhire position for the same dollar amount. Staff is anticipating several staffing vacancies in the Fire Department in fiscal year 2016-17 and is requesting the overhire position in order to stay on top of the hiring process. Once all vacancies have been filled in the Department, staff will evaluate whether additional staffing is required.

General Fund one-time initiative costs of \$974,000 will be funded from excess reserves. A complete listing and description of the requested Supplemental items is attached to this report.

WATER ENTERPRISE

Due to a decrease in overall water consumption related to ongoing water conservation efforts the recommended 2016-17 budget estimates that total water revenues will remain relatively flat at \$13,509,000. The proposed budget for all operational costs amounts to \$9,410,000, which includes estimated water purchases totaling \$2,997,000. The resulting operating surplus of \$4,099,000 is necessary to fund critical capital improvements. Below is a schedule of the proposed service level enhancements for the Water Fund.

Proposed Service Level Enhancements	Ongoing Costs	One Time Costs
.50 Engineering Technician	\$65,000	\$ -
Water Total	\$65,000	\$ -

WASTEWATER ENTERPRISE

Revenues for 2016-17 are projected to be \$16,285,000, an increase of approximately \$465,000 over the 2015-16 budget. The proposed total expenditure base budget for the Wastewater Enterprise is \$8,797,000. Slightly less than half of these costs are allocated for San Bruno's share of operating and maintaining the jointly owned Water Quality Control Facility with the City of South San Francisco. The remaining costs include expenditures planned for the preventative maintenance of other components of the sewer collection system. Additionally, the Wastewater Fund budgets for annual debt service payments to the City of South San Francisco and for the 2013 Wastewater Revenue Refunding Bonds, which totals \$1,569,000 in 2016-17. Below is a schedule of the proposed service level enhancements for the Wastewater Fund.

Proposed Service Level Enhancements	Ongoing Costs	One Time Costs
.50 Engineering Technician	\$65,000	\$ -
Portable Pump (shared w/Stormwater)		42,500
Wastewater Total	\$65,000	\$42,500

STORMWATER ENTERPRISE

The Stormwater Fund allows for services to manage surface water runoff throughout the community. These includes drainage channel and ditch maintenance, wet-weather slope protection on public lands, and drainage inlet cleaning on City streets. Total projected revenues in 2016-17 for the Stormwater Fund amount to \$679,000, primarily from charges collected on the property tax bill. The proposed expenditure budget in the Stormwater Enterprise is \$669,000. Below is a schedule of the proposed service level enhancements for the Stormwater Fund.

Proposed Service Level Enhancements	Ongoing Costs	One Time Costs
Portable Pump (shared w/Wastewater)		42,500
Stormwater Total	\$ -	\$42,500

CABLE TELEVISION ENTERPRISE

The Cable TV budget for 2016-17 projects revenues at \$11,088,000, an increase of \$504,000 over the 2015-16 budget. This revenue estimate includes the rate increases for Expanded Cable Service of 4.7% and Internet Service Level 1 of 13.5% approved by the City Council at the May 24, 2016 Council meeting. The majority of revenues are generated from basic, premium, and digital monthly television billing. Internet services represent an increasingly significant share of the revenue total at \$3,808,000, as the Enterprise has made significant upgrades in its equipment allowing for high-speed access up to 100Mbps for the majority of users. Voice and commercial services revenue is anticipated to amount to \$668,000.

The proposed expenditure budget is \$10,653,000, including \$220,000 for local origination programming.

CAPITAL IMPROVEMENT PROGRAM (CIP)

The Capital Improvement Program (CIP) Budget is a planning document covering a five-year period that includes project descriptions and funding requirements for projects planned for completion during the five-year time period. Each year, the City Council is requested to review and approve projects and related appropriations through the CIP. The CIP includes capital projects that are designed to protect, preserve, and enhance the City's infrastructure, extend the useful life of public facilities, and improve or enhance the delivery of City services. The program addresses the various long-term capital needs such as improving water and wastewater facilities, traffic and transportation circulation, and parks and facility improvements.

A Study Session was held on June 14, 2016 to review the proposed 2016-21 CIP. At that time, staff presented the recommended five-year CIP Budget document to the City Council.

The recommended CIP appropriations for 2016-17 are as follows:

Water	\$ 3,129,552
Wastewater	5,521,287
Stormwater	750,000
Cable	200,000
Parks and Facilities	5,099,678
Streets	2,340,000
Technology	45,000
Operating Programs	10,000
	<u>\$17,095,517</u>

In addition to the recommended new appropriations, the 2016-17 CIP Budget includes estimated carry-over appropriations for projects that were not completed at year-end or that are on schedule to commence. Total estimated carry-over appropriations amounts to approximately \$38 million.

The five-year CIP Budget identifies fifty-two (52) funded projects with a total projected cost of \$142 million. The City has embarked on an aggressive twenty year program to replace all of the aged and deteriorated infrastructure. The majority of the project costs (62%) are within the Water and Wastewater Funds. The CIP also includes \$196 million in capital projects that do not have a designated funding source.

Several new projects are proposed for inclusion in the 2016-21 CIP Budget, these include water and wastewater main line improvements and replacements, facility security enhancements, cable upgrades, and streetlight pole replacement.

In addition, the fiscal year 2016-17 CIP Budget includes the Operating Programs section which includes work efforts that span multiple fiscal years and have a total cost in excess of \$15,000. Many of the items included in this section of the budget provide the foundation for the rehabilitation and replacement of City infrastructure and the ability to encourage economic growth.

GANN LIMIT

Voter approved Proposition 4 and 111, known as the Gann Initiatives, places a limit on the amount of tax-generated revenue (proceeds of taxes) that a local agency can receive and appropriate each year. The limit is based on actual appropriations during 1978-79 and is adjusted each year by cost-of-living and population growth adjustments. Only revenues defined proceeds of taxes, which for San Bruno are property tax, sales tax, transient occupancy tax, and business tax are restricted by the limit.

As shown in Attachment A to the resolution, the carry forward 2016-17 Appropriation Limit is adjusted by the cost-of-living factor (5.37%) and the population factor (.90%) provided by the Department of Finance; establishing the 2016-17 Appropriation Limit at \$39,358,742. Reducing the revenues generated from tax proceeds by exempted expenditures, such as debt service, capital outlay, and federal mandates, total revenues subjected to Appropriation Limit is \$27,089,610.

FISCAL IMPACT:

The City Council reviewed the proposed revenues, expenditures, and transfers for the Operating and Capital Budget at public budget study sessions on June 8 and June 14, 2016. In adopting the 2016-17 Operating and Capital Budget, the proposed budget includes total revenues and transfers in of \$99,776,590 and appropriates total expenditures and transfers out (including estimated carryovers) of \$144,251,474 before recommended supplemental enhancements. Total expenditures will increase to \$145,674,890 with the inclusion of recommended on-going costs of \$364,416 and one-time costs of \$1,059,000.

ALTERNATIVES:

1. Amend the appropriation amounts contained in the proposed budget at the time of approval or at any time during the fiscal year.
2. Do not approve the proposed budget in order to continue operations into the new fiscal year beginning July 1st. The City Council must appropriate revenues and expenditures. If the City Council does not elect to approve the budget as presented or with any desired amendments, the City Council should adopt an appropriations resolution (attached) to assure continued municipal operations.

RECOMMENDATION:

Hold Public Hearing and

- a. Adopt Resolution Approving the 2016-17 Operating and the 2016-21 Capital Improvement Program Budget; and

- b. Adopt Resolution Approving the City's Appropriations Limit (Gann Limit) for 2016-17

ATTACHMENTS:

- 1. Resolution Approving the Proposed 2016-17 Operating and the 2016-21 Capital Improvement Program Budget
- 2. Proposed Supplemental Enhancement Descriptions
- 3. Resolution Approving the City's Appropriation Limit (Gann Limit) for 2016-17.
- 4. Alternative Resolution to Continue Appropriations.

DATE PREPARED:

June 16, 2016

REVIEWED BY:

____ ACM
____ CM

Proposed Service Level Enhancements Summary

Budget Change Request	New Ongoing Cost	One-Time Costs	New Revenue / Allocation	Net Impact on Fund
General Fund				
City Manager				
The City's estimated contribution towards the preparation of a Community Facilities Vision Plan to define City Council and community expectations and interests related to several of the City's capital facilities including the library, recreation center, swimming pool, athletic fields and playgrounds. The San Bruno Community Foundation provided \$300,000 for the strategic planning effort and Plan development and the City contracted with Anderson Brule Architects (ABA) to engage in a pre-planning initiative with city staff, subcommittees of the City Council and Foundation Board, staff, and other key stakeholders and is now prepared to move forward to complete the full Vision Plan.		\$ 125,000		\$ 125,000
City Manager Total	-	125,000	-	125,000
City Clerk				
Increase the Secretary position in the City Clerk's office from 0.75 FTE to 1.00 FTE in the General Fund: This is currently a 0.75 position budgeted in the General Fund and an additional 0.25 is funded through the Crestmoor Neighborhood Reconstruction Fund to assist with the increased workload related to the PG&E explosion. Now that the workload from the PG&E explosion has decreased, staff is proposing to fund the entire position from the General Fund. This reclassification is necessary due to the increasing demand of complex clerical work and to perform administrative support to the City Clerk's office.	27,000			27,000
City Clerk Total	27,000	-	-	27,000
Finance				
Reclassify the Financial Services Supervisor position to an Accountant position (decrease of \$15,000) and reclassify a Lead Customer Service Representative position to a Revenue Operations Supervisor (increase of \$11,000): The Revenue Operations Supervisor will supervise the operations and collection activities of the Revenue Services Division and the Accountant will provide much needed accounting support to the Administration Services Division.	(4,000)			(4,000)
Finance Total	(4,000)			(4,000)

Proposed Service Level Enhancements Summary

Budget Change Request	New Ongoing Cost	One-Time Costs	New Revenue / Allocation	Net Impact on Fund
General Fund (Cont.)				
Police				
Part-Time Police Clerk: to assist the Property Officer for sixteen (16) hours per week to transition existing property from the old system to the new. This effort would eventually eliminate the cost of retaining a portion of the existing system and prepare for a subsequent audit of the property / evidence room.		24,000		24,000
Police Total	-	24,000	-	24,000
Fire				
Part-Time Fire Inspector: Due to increased construction activity and predevelopment planning meetings the Fire Department is proposing to retain a part-time fire inspector. This position was authorized on a one-time basis in the fiscal year 2015-16 adopted budget. The additional capacity provided by this part-time position is critical to the Fire Department's role to support development project review, particularly for larger projects in process and planned.	21,000			21,000
Full-Time Firefighter: The department is proposing to add an additional firefighter position for a total of 30 (10 per shift). Currently staffing on the three shifts is 10-10-9. This means that every time an employee is off on the shift with 9, the department must fill the position with overtime. With vacations, sick leave, comp time and workers comp injuries, this is a regular occurrence. Historically the Department's actual overtime costs have been significantly higher than budget (\$412,000 higher in fiscal year 2013-14, \$371,000 higher in fiscal year 2014-15, and estimated to be over \$400,000 higher in fiscal year 2015-16). The projected overtime liability costs for a top step firefighter is approximately \$204,000. The total cost of a new firefighter at Step I with benefits is \$140,000. This would equate to a projected savings in actual overtime costs for the first year of \$64,000. However, it is not anticipated that there will be a budget savings.	140,000			140,000
Equipment for new Firefighter.		8,000		8,000
Fire Academy and Driver Operator Classes for new Firefighter.		7,000		7,000
Total cost for new Firefighter	140,000	15,000	-	155,000
Fire Total	161,000	15,000	-	176,000

Proposed Service Level Enhancements Summary

Budget Change Request	New Ongoing Cost	One-Time Costs	New Revenue / Allocation	Net Impact on Fund
General Fund (Cont.)				
Streets Maintenance				
Contract to complete an inventory and condition assessment of all City traffic road signs. The project will include visual inspection, labeling, recording the location, and compiling data into a GIS-ready format using federal traffic engineering data collection standards. The City does not possess the equipment or technical expertise to complete this project in-house. Possessing and maintaining a road sign inventory is part of federal traffic safety and best management practices.		30,000		30,000
Purchase and install two surveillance cameras to monitor illegal dumping at specific locations within the City.		16,000		16,000
Streets Maintenance Total	-	46,000	-	46,000
Planning				
Prepare a streetscape plan for the downtown area, as called for in the Transit Corridor Plan (TCP) implementation program. The Plan will provide design concepts for downtown's "public realm" of streetscapes and open spaces that will enhance the experience of visiting, living in, and working in downtown San Bruno. Improvements to the streetscape are essential for creating an environment of tree-lined, pedestrian-oriented walking streets and outdoor plazas with gathering spaces, outdoor cafes and seating areas, and unique design elements such as gateway signage. The planning effort will include community participation. Staff will explore potential grant funding to reduce City costs.		125,000		125,000
Contract Assistant Planner to support front counter services, review building permit applications for compliance with planning and zoning requirements, and prepare and present staff reports on minor applications, allowing senior staff to manage and complete complex private development and public projects like the redevelopment of the Lee's Buffet property and the First National Bank property; and the Zoning Code Update. Hiring a contract employee allows the Department to adjust the work schedule in accordance with the development activity. Staff is estimating approximately \$200,000 in developer deposits for larger projects will be received in 2016-17 which will be more than sufficient to cover this contract.		80,000		80,000
Planning Total		205,000		205,000

Proposed Service Level Enhancements Summary

Budget Change Request	New Ongoing Cost	One-Time Costs	New Revenue / Allocation	Net Impact on Fund
General Fund (Cont.)				
Building				
Contract for Front Counter Technician services for "as needed" to back fill existing Community Development department technician positions. The current staffing of two technicians at the customer service counter are experiencing a substantial increase in daily customer service interactions related to the development approval process as well as covering extended leave of absences ie. vacations, sick leave, etc..		30,000		30,000
Contract for one part-time Building Inspector to respond to the anticipated demand for building inspections related to the increase in development activity within the City. Several projects have been approved for construction by the City and are in plan check for issuance of Building Permits, with required building inspections to follow. These projects include a 10,200 +/- square foot Dialysis Center, The Plaza mixed-use development with 83 residential apartments with nearly 7,000 +/- square feet of ground floor commercial development and the 68,000 +/- square foot SF Police Credit Union Office building. This increase in development activity and need for supplemental building inspection services is expected to be for several years. Other development projects are being proposed within the City and expected to proceed through required Planning approval processes during this coming fiscal year and beyond. Processing for Building Permits with follow-up inspections would follow for these proposed projects.		78,000		78,000
Contract for plans examiner services at 8 hours per week to provide in-house review for complex building projects as well as expedited over-the-counter plan check services for routine projects. Providing this service in-house rather than remotely allows improved and more expedient communication among all parties involved in a particular plan review process.		37,000		37,000
Building total		145,000		145,000
Parks				
Complete installation of engineered wood playground fiber at large playground areas located in parks throughout the City. This material retains sturdy distribution and coverage in the playbox area to ensure appropriate fall protection with limited maintenance required.		24,000		24,000

Proposed Service Level Enhancements Summary

Budget Change Request	New Ongoing Cost	One-Time Costs	New Revenue / Allocation	Net Impact on Fund
General Fund (Cont.)				
Parks (cont.)				
The Parks and Facilities Services Manager will supervise line staff and projects, provide administrative oversight and coordination, assure timely delivery of parks and facilities capital improvement projects, and proactively address parks and facilities needs. With two new parks coming online this year (Florida and Earl & Glenview) and in anticipation of new and improved facilities delivered to the community following the visioning process with the Community Foundation, a Manager is needed to manage the projects and staff. This position will allow the two Parks Field Supervisors to supervise the day to day operations and staff as opposed to managing projects. This position is share 50% each between Parks Maintenance and Building & Facilities.	83,208			83,208
Parks Total	83,208	24,000	-	107,208
Internal Service Funds				
Technology				
Reclassify one Computer Support Technician position to an Information Systems Administrator: Along with assisting with more desktop support services, the reclassified position will be responsible for designing, optimizing, implementing, documenting, and administering various complex systems including servers, storage, operating systems, network equipment, and software applications.	14,000			14,000
Technology Total	14,000	-	-	14,000
General Fund Impact	11,480	-	-	11,480
Building and Facilities				
The Parks and Facilities Services Manager will supervise line staff and projects, provide administrative oversight and coordination, assure timely delivery of parks and facilities capital improvement projects, and proactively address parks and facilities needs. With two new parks coming online this year (Florida and Earl & Glenview) and in anticipation of new and improved facilities delivered to the community following the visioning process with the Community Foundation, a Manager is needed to manage the projects and staff. This position will allow the two Parks Field Supervisors to supervise the day to day operations and staff as opposed to managing projects. This position is share 50% each between Parks Maintenance and Building & Facilities.	83,208			83,208

Proposed Service Level Enhancements Summary

Budget Change Request	New Ongoing Cost	One-Time Costs	New Revenue / Allocation	Net Impact on Fund
Internal Service Funds (Cont.)				
Building and Facilities (cont.)				
Reclassify one full time Custodian to Lead Custodian: The unusual schedule of the Custodian classification makes it difficult for the Parks Field Supervisor to provide adequate supervision, guidance, and training to the Custodians. Over the past few months, staff has implemented a pilot project which temporarily elevated a Custodian to a Lead Custodian position. The implementation of the Lead Custodian has allowed for higher quality control of the Custodians' work product, closer supervision of Custodians, and more immediate support of the Custodians when they are in need of assistance or training.	10,000			10,000
Building and Facilities Total	93,208	-	-	93,208
General Fund Impact	86,683	-	-	86,683
Enterprise Funds				
Water				
Add 0.50 Engineering Technician to support Capital Improvement Projects and operations: Duties will include field and project inspections (e.g., sidewalk/curb ramp condition assessments); sewer and stormwater inspection video management (e.g., linking files to GIS, managing data records); update and build out infrastructure condition information (e.g., for sidewalks, pavement condition, street lights, pipes, manholes, as-built drawings); assist development of repair and preventative maintenance schedules; and GIS map development. This position is shared with the Wastewater Fund.	65,000			65,000
Water Total	65,000	-	-	65,000
Stormwater				
Contract for emergency Stormwater repairs to allow for immediate response when there is unanticipated damage to the conveyance pipe, culverts, catch basins, and inlets. General Fund Capital Reserve Funds will need to be used to fund this contract.		250,000		250,000
Purchase one Stormwater/Wastewater portable pump to respond to sanitary sewer overflows and storm and street flooding events. The cost is shared with the Wastewater Fund. A large portable pump is needed to increase operational capabilities to provide a broader and efficient response to flooding conditions.		42,500		42,500
Stormwater Total		292,500		292,500

Proposed Service Level Enhancements Summary

Budget Change Request	New Ongoing Cost	One-Time Costs	New Revenue / Allocation	Net Impact on Fund
Enterprise Funds (Cont.)				
Wastewater				
Add 0.50 Engineering Technician to support Capital Improvement Projects and operations programs: Duties will include field and project inspections (e.g., sidewalk/curb ramp condition assessments); sewer and stormwater inspection video management (e.g., linking files to GIS, managing data records); update and build out infrastructure condition information (e.g., for sidewalks, pavement condition, street lights, pipes, manholes, as-built drawings); assist development of repair and preventative maintenance schedules; and GIS map development. This position is shared with the Water Fund.	65,000			65,000
Purchase one Stormwater/Wastewater portable pump to respond to sanitary sewer overflows and storm and street flooding events. The cost is shared with the Stormwater Fund. A large portable pump is needed to increase operational capabilities to provide a broader and efficient response to flooding conditions.		42,500		42,500
Wastewater Total	65,000	42,500	-	107,500
Total Supplemental Requests	504,416	919,000	-	1,423,416
Total General Fund Costs	365,371	834,000	-	1,199,371
Total 2016-17 General Fund Budget Impact	1,199,371			
<i>Ongoing Costs net of Revenue</i>	365,371			

RESOLUTION NO. 2016 - ____

RESOLUTION AUTHORIZING PRELIMINARY EXPENDITURE APPROPRIATION TO SUPPORT CITY OPERATIONS PENDING APPROVAL OF THE PROPOSED FISCAL YEAR 2016-17 OPERATING AND CAPITAL BUDGET

WHEREAS, the City Manager transmitted the Proposed Fiscal Year 2016-17 Operating and Capital Budget to the City Council in accordance with the Municipal Code Section 2.12.060; and

WHEREAS, the City Council held duly noticed public budget study sessions on June 8 and 14, 2016 regarding the Proposed Fiscal Year 2016-17 Operating and Capital Budget; and

WHEREAS, the City Council will continue review of the Budget at its regular meeting on July 12, 2016.

NOW, THEREFORE, BE IT RESOLVED that the San Bruno City Council hereby resolves preliminary expenditure appropriations to support City municipal operations pending approval of the Fiscal Year 2016-17 Operating and Capital Budget. This continuation shall be in place for a period no longer than through July 31, 2016 or the adoption of the Fiscal Year 2016-17 Operating and Capital Budget.

BE IT FURTHER RESOLVED that the preliminary appropriations shall amount to one-twelfth of the recommended 2016-17 expenditures (Attachment 1) and that all revenues, expenditures and transfers will be adopted with approval of the Fiscal Year 2016-17 Operating and Capital Budget.

Dated: June 28, 2016

ATTEST:

Carol Bonner, City Clerk

I, Carol Bonner, City Clerk, do hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of San Bruno this 28th day of June 2016 by the following vote:

AYES: Councilmembers: _____
NOES: Councilmembers _____
ABSENT: Councilmembers: _____

RESOLUTION NO. 2016 - 57

RESOLUTION APPROVING THE FISCAL YEAR 2016-17 OPERATING AND THE 2016-21 CAPITAL IMPROVEMENT PROGRAM BUDGET

WHEREAS, the City Manager transmitted the 2016-17 Proposed Operating and Capital Budget to the City Council in accordance with the Municipal Code Section 2.12.060; and

WHEREAS, the City Council also serves as the Board of Directors of the Successor Agency to the Dissolved San Bruno Redevelopment Agency; and

WHEREAS, the City prepares and adopts the Operating and Capital Budget with the intent of providing a planned policy program for City services and a financial system to carry out the planned program of services; and

WHEREAS, the City's budget development approach across all operations and funds adheres to the City Council's ongoing policy for the delivery of a financial plan that is balanced with expenditures contained at the levels that can reasonably be supported by on-going revenues; and

WHEREAS, the City Council held duly noticed public study sessions on June 8, 2016 and June 14, 2016; and

WHEREAS, the City prepares and adopts the Capital Improvement Program with the intent of providing a planned program for water and wastewater facilities, traffic and transportation circulation, building improvements, and the purchase of new technology and the financial system to carry out the planned program; and

WHEREAS, the San Bruno Planning Commission reviewed the capital improvement projects contained in the above budget, on May 17, 2016 for compliance with the General Plan of the City and adopted a resolution confirming project compliance; and

WHEREAS, the Proposed Capital Improvement Program identifies a total of fifty-two funded projects in the 2016-17 work-plan; and

WHEREAS, the Proposed Operating Budget includes limited on-going and one-time supplemental expenditures; and

WHEREAS, the City Council, being fully advised and informed and having fully reviewed the Proposed Fiscal Year 2016-17 Operating and Capital Budget, finds and determines that the Proposed Budget should be adopted and prepared in final form.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of San Bruno that specific revenue and expenditure line items and transfers enumerated in the Proposed Fiscal Year 2016-17 Operating and the 2016-21 Capital Improvement Program Budget are hereby appropriated.

BE IT FURTHER RESOLVED, by the City Council of the City of San Bruno that supplemental expenditures in the total amount of \$1,257,000 as follows are approved:

Proposed Service Level Enhancements	On-going Costs	One-Time Costs
Increase Secretary from .75 FTE to 1.00 FTE		\$27,000
Reclassify Financial Services Supervisor to an Accountant	\$(15,000)	
Reclassify Lead Customer Service Representative to a Revenue Operations Supervisor	11,000	
Reclassify a Custodian to a Lead Custodian		10,000
Reclassify a Computer Support Technician to an Information System Administrator	14,000	
Part-Time Fire Inspector	21,000	
Engineering Inspector/PW Inspector	130,000	
Community Facilities Vision Plan Contribution		125,000
Part-Time Police Clerk		24,000
Firefighter Overhire		140,000
Equipment and Training for Firefighter		15,000
Traffic Road Sign Inventory		30,000
Two Surveillance Cameras		16,000
Streetscape Plan		125,000
Contract Assistant Planner		80,000
Front Counter Technician		30,000
Contract Building Inspector		78,000
Building Plans Examiner		37,000
Playground Fiber Ground Cover		24,000
Stormwater Repairs		250,000
Stormwater/Wastewater Portable Pump		85,000
Total	\$161,000	\$1,096,000

BE IT FURTHER RESOLVED, by the City Council of the City of San Bruno that the total Citywide Operating Budget appropriation of \$90,800,358, including transfers out and approved supplemental enhancements, in the following amounts are hereby approved:

General Fund	\$46,521,081
Enterprise Funds	\$32,549,193
Internal Service Funds	\$ 6,385,328
Special Revenue Funds	\$ 4,127,239
Debt Service Fund	\$ 1,217,517

BE IT FURTHER RESOLVED, by the City Council of the City of San Bruno that the Proposed Capital Improvement Program of \$17,095,517 is hereby adopted and budget appropriations in the following amounts are hereby approved:

Water	\$3,129,552
Wastewater	\$5,521,287
Stormwater	\$ 750,000
Cable	\$ 200,000
Parks and Facilities	\$5,099,678
Streets	\$2,340,000
Technology	\$ 45,000
Operating Programs	\$ 10,000

BE IT FURTHER RESOLVED, by the City Council of the City of San Bruno that the FY 2016-17 capital improvement work plan is authorized to include carry-over appropriations for projects moving toward completion or on the schedule to commence. Total carry-over appropriations from FY 2015-16 are estimated to be \$38,068,975.

---oOo---

I hereby certify that foregoing **Resolution No. 2016 - 57** was introduced and adopted by the San Bruno City Council at a regular meeting on June 28, 2016, by the following vote:

AYES: Councilmembers: Ibarra, M. Medina, R. Medina, O'Connell, Mayor Ruane

NOES: Councilmembers: None

ABSENT: Councilmembers: None



Carol Bonner, City Clerk

RESOLUTION NO. 2016 - 58

RESOLUTION APPROVING THE CITY'S APPROPRIATIONS LIMIT OF \$39,358,742 FOR FISCAL YEAR 2016-17 (GANN INITIATIVE)

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 Appropriation Limit has been calculated for the Fiscal Year 2016-17 and is set forth in that certain document Appropriations Limit Calculation for Fiscal Year 2016-17, Attachment A, attached hereto and made a part hereof, and

WHEREAS, the staff report and the documentation used in determining the Appropriations Limit and the appropriations subject to limit have been made available to the public as required by law, and

NOW, THEREFORE, BE IT RESOLVED by the San Bruno City Council that:

1. The adjustment factors selected for calculating this Appropriations Limit are based on California Per Capita Income change of 5.37% and the San Mateo County population change of 0.91%;
2. The Appropriation Limit for 2016-17 Fiscal Year is established at \$39,358,742; and
3. The City Council reserves the right to recalculate this Appropriations Limit utilizing Non-Residential Assessed Valuation.

---oOo---

I hereby certify that foregoing **Resolution No. 2016 - 58** was introduced and adopted by the San Bruno City Council at a regular meeting on June 28, 2016, by the following vote:

AYES: Councilmembers: M. Medina, R. Medina, O'Connell, Mayor Ruane

NOES: Councilmembers: None

ABSENT: Councilmembers: Ibarra



Carol Bonner, City Clerk

**City of San Bruno
2016-17 Gann Appropriation Limit
5/18/2016**

Attachment A

2015-16 Appropriation Limit		\$ 37,016,046
Calculation of 2016-17 Adjustment Factor		
Annual Change Factors		
Cost of Living Adjustment Factors for 2016-17		
California Per Capita Personal Income (CPCPI)	5.37%	
Population Adjustment Factors for 2016-17		
San Mateo County Population Change	0.91%	
Adjustment Factor for 2016-17		
(1 + 0.0537) x (1 + 0.0091)		<u>1.06328867</u>
2016-17 Appropriation Limit		<u>39,358,742</u>
2016-17 Estimated Tax Proceeds Subject to Appropriations Limit		
Property Taxes		
Current Secured & Unsecured	6,667,000	
Pass-Thru from RDA	376,000	
Redevelopment Property Tax Trust Fund (RPTTF) Property Tax	1,200,000	
In-Lieu of Sales Tax	-	
In-Lieu of Vehicle License Fees	4,280,000	
Supplemental Taxes	300,000	
Property Transfer Tax	375,000	
Homeowner's Property Tax Exemption	45,000	
Subtotal - Property Taxes	<u>13,243,000</u>	
General Sales Tax	7,328,000	
Hotel/Motel Tax	4,183,000	
Business Taxes	3,635,000	
Vehicle License Fee & Off-Highway License	18,000	
Interest Earned from Proceeds of Taxes	<u>82,503</u>	
Total Estimated Taxes Subject to Appropriations Limit		28,489,503
2016-17 Proposed Appropriations Excluded from Limit		
2011 Fire Apparatus	38,498	
2016 Fire Apparatus	182,376	
2013 POB	1,179,019	
Total Proposed Appropriations Excluded from Limit		<u>(1,399,893)</u>
2016-17 Appropriations Subject to Limit		<u>27,089,610</u>
Over (Under) Appropriations Limit		<u>\$ (12,269,132)</u>
Percent Over (Under)	-31%	

City of San Bruno
 2016-17 Gann Appropriation Limit
 5/18/2016

Attachment B

Fiscal Year Ending June 30,	Adjustment Factor		Gann Limit	Appropriation Subject to Limit	Over/(Under) Limit
2011	-0.35%	(a)	29,345,760	17,370,728	(11,975,032)
2012	4.29%		30,605,771	18,644,113	(11,961,658)
2013	5.73%		32,359,865	19,858,084	(12,501,781)
2014	6.30%		34,397,677	22,060,645	(12,337,032)
2015	0.94%		34,720,090	24,383,652	(10,336,438)
2016	6.61%		37,016,046	26,497,883	(10,518,163)
2017	6.33%		39,358,742	27,089,610	(12,269,132)

(a) - Adjustment Factor changed to reflect change in non-residential Assessed Valuation due to new construction within the City.

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GLOSSARY OF TERMS

- Accounting Period** – The City of San Bruno’s fiscal year is divided into 12 accounting periods. Each accounting period is a month and may have two or three pay periods.
- Accounting System** – The total structure of records and procedures which identify, record, classify, summarize and report information on the financial position and results of operations of a government.
- Accrual Basis of Accounting** – A method of accounting in which transactions are recognized at the time they are incurred, as opposed to when cash is received and spent.
- Accomplishment** – Programs and activities successfully completed in the prior fiscal year.
- Adopted Budget** – The annual City budget as approved by City Council on or before June 30 for the fiscal year beginning July 1. This adopted budget establishes the legal authority for the expenditure of funds.
- Amended Budget** – The Adopted Budget plus/minus any mid-year City Council actions.
- Americans with Disabilities Act (ADA)** – Americans with Disabilities Act, Public Law 336 of the 101st Congress, enacted July 26, 1990. The ADA prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, State and local government services, public accommodations, commercial facilities, and transportation. It also mandates the establishment of telecommunications device for the deaf (TDD)/telephone relay services.
- Appropriation** – A legal authorization granted by the City Council to make expenditures and to incur obligations for specific purposes. For purposes of the Capital Improvement Program budget, appropriations are automatically renewed, for the life of the project, unless altered or revoked. For the operating budget, the unexpended and unencumbered appropriations lapse at the end of the fiscal year.
- Appropriations Limit** – Proposition 4 approved by the voters in 1980 limits the amount of money that cities may spend each year. This limit is set each year based on the amount that was appropriated in 1978-79 and adjusted each year for population growth and a cost-of-living factor.
- Appropriation Ordinance** – The official enactment by the City Council to establish legal authority for City officials to expend and obligate resources.
- Assessed Valuation** – (Related to Gann Limit Appropriation). A valuation set upon real estate or other property by the County Assessor which approximates fair-market value of real or personal property. In California, the assessed valuation is subject to ad valorem tax levy is governed by Proposition 13 and AB8 (1978).
- Asset Type** – Capital assets are generally large and expensive and expected to last for at least one year but may be required for decades of public use and include complex underground water distribution and wastewater collection systems to buildings, parks, streets, and bridges.
- Asset Management** – Asset management is a strategic, comprehensive approach that involves systematic data collection and the analysis to provide City management with a framework for making sound decisions each fiscal year. Asset managers must make decisions on when and how to inspect, maintain, repair, renew, and replace a diverse set of existing facilities in a cost effective manner.
- Balanced Budget** – A balanced budget is defined as a budget where the anticipated operating revenues and other financing resources including carryover of outstanding encumbrances from prior year are equal to or exceed operating expenditures.

Budget – A plan of financial operation embodying an estimate of proposed expenditures for a given period of time and the proposed means of financing them. San Bruno's operating budget encompasses a fiscal year from July 1 through June 30.

Budget Amendment – The Council has the sole responsibility for adopting the City's budget, and may amend or supplement the budget at any time after adoption. The City Manager has the authority to approve administrative adjustments to the budget as outlined in the Financial Policies set by Council.

Budgetary Basis – This refers to the basis of accounting used to estimate financing sources and uses in the budget. This generally takes one of three forms: cash, accrual or modified accrual.

Building Permit Fee – Fee required for new construction or for any alteration or addition to a residence or commercial building. The fee is based on valuation. Electrical or plumbing/mechanical work also requires a similar permit with an itemized fee schedule.

Business License Tax – A type of excise tax imposed on businesses for the privilege of conducting business in the community. The tax is most commonly based on gross receipts or levied at a flat rate.

Capital Assets – Assets of significant value and having a useful life of greater than two years (the term Fixed Assets is also used).

Capital Budget – A plan of proposed capital expenditures and the appropriations to finance them. The capital budget is usually enacted as part of the complete annual budget that includes both an operating component and a capital component. The capital budget should be based on a Capital Improvement Program (CIP) and is typically the first year of a multi-year CIP.

Capital Improvement Project – Projects which purchase or construct capital assets. Typically capital improvements projects include new street improvements, park equipment replacements, major construction of public facilities, water, wastewater and stormwater infrastructure replacements, major maintenance/repair projects such as street resurfacing or modifications to public facilities, and the acquisition of real property such as land.

Capital Improvement Program – 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.

Contingency – An amount set aside for emergency or unanticipated expenditures and revenue shortfalls.

Contractual Services – Services rendered to a government by private firms, individuals, or other governmental agencies. Examples include maintenance agreements and professional consulting services.

Debt Service – Payment of interest and repayment of principal to holders of the City's debt instruments.

Debt Service Fund – A government fund type used to account for the accumulation of resources and the payment of, principal and interest on the City's bonds, Certificates of Participation (C.O.P.), and other long-term obligations.

Department – A major organizational unit of the City, which has been assigned overall management responsibility for an operation or a group of related operations within a functional area. In San Bruno, Department Heads are the chief administrators within a department. Program Managers typically report to either the Department Head or his/her assistant.

Development Impact Fees – Fees placed on the development of land or conditions required for the approval of a development project such as the donation ("dedication" or "exaction") of certain lands (or money) to specific public uses. The fees are typically justified as an offset to the future impact that development will have on existing infrastructure.

Division – An organizational unit within a City department.

Encumbrances – An anticipated expenditure committed for the payment of goods and services not yet received or paid for. They are commitments against an approved budget for unperformed (executed) contracts for goods and services. They cease to be encumbrances when the obligations are paid or otherwise terminated.

Enterprise Fund – Used to account for operations that are financed and operated in a manner similar to private business enterprises – where the intent of the City Council is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user fees and charges or where the City Council has decided that periodic determination of net income is appropriate.

Equipment Charges – Charges or "rental fees" charged to user departments to defray the cost of maintaining the equipment used and to replace the equipment when it exceeds its useful life.

Equity – The net assets of a fund (i.e. the assets less the liabilities on a fund balance sheet).

Expenditure – The payment of cash for an asset obtained or goods and services obtained. Note: An encumbrance is not an expenditure; an encumbrance reserves funds to be expended. (See Encumbrances.)

Expense – Charges incurred for operations, maintenance, interest or other charges.

Fee – A charge to the consumer for the cost of providing a particular service. California government fees may not exceed the estimated reasonable cost of providing the particular service or facility for which the fee is charged, plus overhead.

Fines, Forfeitures and Penalties – Revenues received and/or bail monies forfeited upon conviction of a misdemeanor or municipal infraction.

Fiscal Year – The period designated by the City for the beginning and ending of financial transactions. The fiscal year begins July 1 and ends June 30.

Fixed Assets – Assets of long-term character that are intended to continue to be held or used, such as land, buildings, machinery, furniture or other equipment. The city has defined such assets as those with an expected life in excess of two years and an acquisition cost in excess of \$10,000.

Forfeiture – See fines, forfeitures and penalties.

Franchise Act of 1937 – Like the Broughton Act, restricts franchise collections to 2% of gross annual receipts, but includes a minimum fee of 1/2% of gross annual receipts for electric franchises or 1 % of gross annual receipts for gas or water franchises operating within the city limits.

Franchise Fee – A regulatory fee charged to a franchisee for “rental” or “toll” for the use of city streets and rights-of-way utility companies for the privilege of doing business in the City of San Bruno, i.e. garbage franchise fee, gas and electric franchise fee, and Cable TV franchise fee.

Full Service City – A city that is financially responsible for the major categories of municipal services including police, fire, planning and parks services. San Bruno is a full service City.

Full Time Equivalent (FTE) – The numeric equivalent of a staff position based on the amount of time that a regular, full-time employee normally works in a year. Full-time employees are paid for 2,080 hours in a year equating 1.0 FTE. Correspondingly, a part-time employee who worked 1,040 hours would equate to 0.5 FTE.

Fund – Municipal governments organize and operate their accounting systems on a fund basis. A fund is an independent financial and accounting entity with a self-balancing set of accounts used to record all financial transactions relating to revenues, expenditures, assets and liabilities related to the specific purpose for which the fund was created.

Fund Balance – The amount of financial resources immediately available for use. Generally, this represents the difference between unrestricted current assets over current liabilities. Fund Balance is future classified as designated, undesignated, reserved, and unreserved.

Fund Classifications – One of the three categories (governmental, proprietary, and fiduciary) used to classify fund types.

Fund Type – One of eleven classifications into which all individual funds can be categorized. Governmental fund types include the general fund, special revenue funds, debt service funds, capital projects funds, and permanent funds. Proprietary fund types include enterprise funds and internal service funds. Fiduciary fund types include pension (and other employee benefit) trust funds, investment trust funds, private-purpose trust funds, and agency funds.

Gann Limit (Proposition 4 – 1979) – This initiative, now Article 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 Obligation (G.O.) Bonds -Bonds issued through a governmental entity which have the legal authority to levy a tax on real and personal property located within the governmental boundaries at any rate necessary to collect enough money each year to pay for principal and interest due.

General Revenue – Those revenues that are not associated with a specific expenditure, such as property taxes (other than voter approved indebtedness), sales tax, and business license tax.

- General Tax – A tax imposed for general governmental purposes, the proceeds of which are deposited into the general fund. A majority vote of the electorate is required to impose, extend or increase any general tax. See also "special tax."
- Government Accounting Standards Board (GASB) – A standard-setting body, associated with the Financial Accounting Foundation, which prescribes standard accounting practices for governmental organizations.
- Governmental Funds – Funds generally used to account for tax-supported activities. There are five different types of governmental funds: the general fund, special revenue funds, debt service funds, capital projects funds and permanent funds.
- Grants – Contributions of cash or other assets from another governmental agency to be used or expended for a specified purpose, activity or facility.
- Hotel/Motel Tax – also known as Transient Occupancy Tax – Tax levied by cities on persons staying 30 days or less in room(s) in a hotel, inn, motel, or other lodging facility. The tax is currently 12% of receipts.
- Infrastructure – The physical assets of a government (i.e. streets, water and sewer systems, public buildings and parks).
- Investment Earnings – Income resulting from the prudent investment of idle cash. The types of investments are controlled by the City's Investment Policy in accordance with the California Government Code.
- Investment Portfolio – The collection of securities held by an individual or institution.
- Internal Service Funds – Proprietary fund type that may be used to account for any activity that provides goods or services to other funds, departments, or agencies of the City on a cost reimbursement basis.
- Joint Powers Authority – The Joint Exercise of Powers Act authorizes local public agencies to exercise common powers and to form joint powers authorities ("JPAs") for purpose of jointly receiving or providing specific services.
- Legal Level of Budgetary Control – The lowest level at which a government's management may not reallocate resources without special approval from the legislative body.
- Levy – (verb) To impose taxes, special assessments or service charges for the support of governmental activities; (noun) the total amount of taxes, and/or special assessments and/or service charges imposed by a governmental agency.
- Line Item – The description of an object of expenditure, i.e. salaries, supplies, contract services, etc.
- Liquidity – The ability to convert assets or securities into cash promptly with minimum risk of principal.
- 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.
- Net Position** – The equity associated with (the difference between) general government wide assets and liabilities. Proprietary Fund equity is also classified as Net Positions. Net Positions are future classified as restricted and unrestricted.
- Non-Departmental** – This department has the sole purpose of accounting for all expenditures that the City cannot specifically designate to any operating department.
- Operating Budget** – The operating budget provides a plan for current expenditures and the proposed means of financing them. In a broader sense, the annual operating budget is a statement of what services the municipality will deliver to its citizens.
- Ordinance** – A formal legislative enactment by the City Council. It has the full force and effect of law within City boundaries unless pre-empted by a higher form of law. An Ordinance has a higher legal standing than a Resolution and is typically codified in a city's municipal code.
- PERS** – acronym for State of California's Public Employee's Retirement System (PERS) for the City's employees.
- Prior-Year Encumbrances** – Obligations from previous fiscal years in the form of purchase orders or contracts. They cease to be an encumbrance when the obligations are paid or otherwise terminated.
- Property Tax** – An ad valorem tax imposed on real property (land and permanently attached improvements) and tangible personal property (movable property).
- Proprietary Funds** – Funds that focus on the determination of operating income, changes in net assets (or cost recovery), financial position, and cash flows. There are two different types of proprietary funds: enterprise funds and internal service funds.
- Reimbursement for State Mandated Costs** – Article XIII B, Section 6 of the California Constitution which requires the state to reimburse local agencies for the cost of state-imposed programs. Process is commonly called "SB 90" after its original 1972 legislation.
- Recreation Fees** – Charges for services provided to participants of Community and Recreation Services' classes, activities, and recreational sports.
- Regulatory Fee** – A charge imposed on a regulated action to pay for the cost of public programs or facilities necessary to regulate a business or other activity or mitigate the impacts of the fee payer on the community. A regulatory fee does not include a charge on a property or a property owner solely due to property ownership.
- Rents and Concessions** – Charges for rentals of City facilities.
- Reserves** – An account which the City uses either to set aside revenues that it does not need to spend in the current fiscal year or to earmark revenues for a specific future purpose such as to protect the City from emergencies or unanticipated expenditures.
- Resolution** – A special or temporary order of a legislative body requiring less formality than an ordinance.
- Restricted Net Positions** – net positions with constraints placed on the use either by 1) external groups, such as creditors, grantors, contributors, or laws or regulations of other governments; or 2) law through constitutional provisions or enabling legislation.

- Revenue – Sources of income that the City receives during a fiscal year. Examples of revenue include taxes, intergovernmental grants, charges for services, resources carried forward from the prior year, operating transfers from other funds, and other financing sources such as the proceeds derived from the sale of fixed assets.
- Sales Tax – Of the \$0.09 sales tax paid on every \$1.00 spent when shopping in San Bruno, approximately \$0.01 is returned to the City.
- Secured Property – As the property tax is guaranteed by placing a lien on the real property, secured property is that real property in which the value of the lien on the real property and personal property located thereon is sufficient to assure payment of the tax.
- Securities – Investment instruments such as bonds, stocks and other instruments of indebtedness or equity.
- Service Charges – Charges imposed to support services to individuals or to cover the cost of providing such services. The fees charged are limited to the cost of providing the service or regulation required (plus overhead).
- Service Level Enhancements – New program expenditures or capital equipment, which a City department adds to their basic budget to enhance the quality and/or quantity of service they provide the public.
- Supplies and Contractual Services – The category of line items that describe non-salary and non capital outlay expenditures.
- Special Revenue Fund – Used to account for specific revenues that are legally or otherwise set aside for restricted use e.g. gas tax receipts are set aside in such a fund to be used solely for street improvements.
- Supplemental Appropriation – An additional appropriation made by the governing body after the budget year has started.
- Tax – Compulsory charge levied by a government for the purposes of financing services performed for the common benefit of the people. This term does not include specific charges made against particular persons or property for current or permanent benefit, such as special assessments.
- 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.
- Undesignated Unreserved Fund Balance – Available expendable financial resources in a governmental fund that are not the object of tentative management plans (designations).
- Unrestricted Net Positions – That portion of net positions that is neither restricted nor invested in capital assets (net of related debt).
- Unsecured Property – As the property tax is guaranteed by placing a lien on the real property, unsecured property is that real property in which the value of the lien is not sufficient to assure payment of the property tax.
- Use Tax – A tax imposed on the use or storage of tangible personal property when sales tax is not paid.
- User Fee – Fees charged for the use of a public service or program such as for recreation programs or public document retrieval. User fees for property-related services are referred to as property-related fees.

Utility Connection Fee – Utility connection fees or capacity fees are imposed on the basis of a voluntary decision to connect to a utility system or to acquire the right to use additional capacity.

Vehicle License Fee (VLF) – VLF is fee for privilege of operating vehicle on public streets. VLF is levied annually at 2% of the market value of motor vehicles and is imposed by the state "in lieu" of local property taxes. VLF is also called Motor Vehicle in-Lieu Tax. See VLF in Lieu Property Tax Swap.

Yield – The annual rate of return on an investment, expressed as a percentage of the investment.

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End of Budget**

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