



CITY OF SAN BRUNO

ADOPTED OPERATING BUDGET

FISCAL YEAR 2017-18

ADOPTED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEARS 2017-18 THROUGH 2021-22



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City Manager's Message
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Connie Jackson
City Manager

CITY OF SAN BRUNO
OFFICE OF THE CITY MANAGER

June 7, 2017

Honorable Mayor and Members of the City Council:

With this transmittal letter, I am very pleased to present the Proposed 2017-18 Operating and Capital Improvements Program Budgets for your review. Development of the Proposed Budgets is a collaborative effort involving staff from across the organization and reflecting the great pride staff takes in our work to deliver the many services that are expected by our citizens and that contribute to the high quality of life that we enjoy in San Bruno. The past year has been one of great progress and accomplishment for the City of San Bruno. As we stand poised to begin the new fiscal year ahead, we look forward to the new opportunities it will bring to make San Bruno even better.

The Proposed Budget outlines the City's work program and financial plan for the coming year, it provides a comprehensive overview of the City's organization, operations, anticipated revenues and projected expenditures to support operations and projects, and it serves as a strategic tool to communicate, implement and monitor the City Council's direction and priorities regarding City programs and services. The Proposed Budget projects a stable revenue platform for the coming year and describes a work program and an expenditure plan that supports continued delivery of all regular City programs, services and planned projects to the community.

As fiscal year 2016-17 draws to a close, the year-end financial projection for the General Fund shows revenues exceeding expenditures by \$1,211,894 and a year-end fund balance of \$2,939,730. This positive balance can be credited in large part to the consistent strong financial management exercised across all departments to contain costs at the lowest levels necessary to support uninterrupted delivery of programs, operations and services. Some key revenues are projected to exceed budgeted amounts as a result of the continuing strong regional and local economy. In addition, some cost savings are typically realized due to staff position vacancies that occur during the year. City Council policy calls for the City to maintain a prudent unappropriated balance in the General Fund to address unforeseen and emergency situations of up to \$1,500,000. The projected fund balance is sufficient to continue adherence to this policy and to also allow a modest use of these funds to balance the 2017-18 General Fund Operating Budget

As in previous years, the Budget outlines some enhancements to expand and/or to improve the City's ability to address some areas of community priority. For 2017-18, proposed program and service enhancements are presented in two separate groups. A new feature of the 2017-18 Budget, the proposed "Major Program Enhancements" summarized in Attachment 1 to this letter, provides a direct response to the City Council interests discussed at budget and goal setting Study Sessions over the past year for the City to expand services in the Downtown area and to address neighborhood quality of life issues. The Major Program Enhancement proposes

establishment of a Downtown Enhancement and Enforcement Team to focus on revitalization of the downtown and commercial corridor of the City with the goal encourage a vibrant and thriving destination to live, shop, work and do business. The Major Program Enhancement also proposes a Neighborhood Quality of Life Enhancement Team to focus on improving the character and quality of life for residents in the community’s residential neighborhoods. Attachment 2 to this letter summarizes Service Level Enhancements that have been thoughtfully developed by each department to improve existing service delivery or to offer limited expansion of existing service levels. A short description and statement of the need for each proposed Service Level Enhancement is contained in Attachment 2.

OVERVIEW / STATE OF THE CITY

The City is continuing to benefit from a strong local and regional economy, 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 and success in the City’s service delivery. With these initiatives continuing in place, the coming year’s work program across all City departments is focused on a shared commitment to delivery of services consistent with community needs and expectations and a shared vision for the community’s future and vitality.

In the following departmental sections of this Budget, specific work program accomplishments and goals are presented for each operating department. These work program accomplishments and goals reflect the following big picture objectives:

- Assure implementation of the Transit Corridor Plan vision to revitalize Downtown and redevelop key parcels.
- Continue to grow City revenues to assure on-going fiscal stability.
- Promote service delivery efficiencies.
- Strengthen community connections and engagement.
- Protect and improve community aesthetics and safety.
- Assure rehabilitation and replacement of critical community facilities and infrastructure.
- Continue proactive planning for the future.

Over the past year, the City has made major steps forward in all areas of the City’s operation that directly address important long term objectives. Some of these accomplishments even have game changing potential for the community. Just a few of the many accomplishments we have achieved over the past year and that set the foundation for the City’s continuing progress and success are listed below.

- Full community recovery from the PG&E gas pipeline explosion is finally within sight. While we will never forget the tragedy and the precious lives that were lost, we are pleased to know that the pipeline safety lessons learned in San Bruno are now being implemented across the nation by the gas utility industry; PG&E’s conviction on 6 criminal counts directly related to the explosion includes a requirement for community service in San Bruno; restoration of 36 of the 38 destroyed homes is complete; the final phase of neighborhood infrastructure reconstruction is well underway and will be completed in the next 9 months; and a beautiful new park is designed and ready to being construction in the coming few months. These are all important healing steps forward.

- With completion of the City’s Community Facilities Vision Plan, the community is preparing for an exciting new chapter in the City’s history that will see construction of a brand new Recreation Center and Swimming Pool. These new facilities will replace the Veterans Memorial Recreation Center and the adjacent community swimming pool that have served generations of San Bruno residents for over 6 decades. The San Bruno Community Foundation has earmarked \$50 million in restitution funding for the project paving the way for the vision to become reality in the next 2-3 years.
- The Plaza development now in construction at the southern gateway to the Downtown is generating increasing attention to the opportunities available in the City’s Transit Corridor to revitalize the community’s downtown and provide new housing and business opportunities in San Bruno.
- At the northern gateway to Downtown, another exciting mixed use multi-family residential and retail/commercial transit oriented project directly across the street from the CalTrain station on the site of the long deteriorated former First National Bank building is rapidly making its way from a drawing board concept to an actual project application.
- Initial plans for redevelopment of the 5 acre Camino Plaza shopping center with new housing and business space have been presented to the community and are rapidly moving forward toward a full application for what will be another exciting opportunity to address housing needs in the community and to realize the vision of the City’s Transit Corridor Plan.
- The long-awaited first class hotel at the Crossing/San Bruno development is poised to begin actual construction by this time next year once pending legal challenges have been resolved.
- Reestablishment of local control and independent operation of the San Bruno Fire Department over the past year and the recent acquisition of brand new Fire Truck and Engine apparatus assures the City’s continuing ability to provide critical public safety services over the long term.
- In the Bayhill Office Park, YouTube’s long term commitment to San Bruno is creating the opportunity to develop a new vision for full redevelopment of this key business center in the community. Initial work on a new Bayhill Office Park Specific Plan is just getting started for completion in the next 15 months. Meanwhile development of the Park’s first new building in over 20 years to house the SF Police Credit Union headquarters is coming out of the ground and moving rapidly to completion.
- San Bruno Cable’s recently completed installation of a state of the art Fiber to the Home (FTTH) network to serve the entire Shelter Creek multi-family complex is the City’s most recent initiative to assure that San Bruno residents have access to the best available technology services. The fiber network assures a strong and reliable service and provides customers data speeds of up to 1 gigabyte. Building on the success of this initial deployment of FTTH, the City Council will have the ability to evaluate further investment in the system to expand FTTH to other multi-family complexes and City-wide.

- In partnership with Recology San Bruno, the City is providing an improved level of service to address an increased incidence of illegal dumping of trash, household furniture and other items in public rights of ways throughout the City.
- Building on last year’s complete overhaul of the City’s website to provide a fresh, new appearance and user friendly navigation tools, the City is continuing to expand its use of technology and social media to improve the efficiency of the City’s efforts to make timely, important information available and to communicate more effectively and efficiently with residents and other interested persons. The recent addition of an on-line reporting application is improving citizens’ ability to communicate service requests to the City and improving the efficiency of the City’s response.

BUDGET ORGANIZATION AND CONTENT

The 2017-18 Budget consists of three distinct components. In addition to the 2017-18 Operating and Capital Improvement Budget, City program and service level enhancements for 2017-18 are provided in the proposed Major Program Enhancements and the proposed Service Level Enhancements. The Major Program Enhancement proposal is the outcome of a series of 4 separate budget study sessions over the past year that the City Council undertook since adoption of the 2016-17 Budget. A general outline of staff’s response to the City Council interest for focused resources to improve Downtown and neighborhoods was presented at the February 15, 2017 and March 8, 2017 budget study sessions. A short summary of the proposed enhancement is provided below.

Proposed Major Program Enhancements

The Downtown Enhancement and Enforcement program consists of an expanded Police, Public Services, and Community Development task force exclusively focused on Downtown. The effort will extend beyond San Mateo Avenue, by defining the downtown area of focus as the geographic triangle bounded by El Camino Real to Mastick Avenue and San Bruno Avenue to Taylor Avenue. The dedicated assignment of Police Officers, Maintenance Workers, and a Code Enforcement Officer will focus on providing a coordinated effort improving security, aesthetics, cleanliness, and enforcement of laws and regulations in Downtown.

The Neighborhood Quality of Life Enhancement program is a detailed approach to enhance the quality of life, aesthetics, and safety in the broader community. The proposal focuses on a range of community services in residential neighborhoods with focused community policing engagement by the Police Department, direct support from Community Development’s code enforcement services and maintenance services through the Public Services Department. Every neighborhood in the community is a tactical target of the Team effort as needs emerge and change. The Major Program Enhancements program is outlined in detail in Attachment 1 to this transmittal letter.

The total cost of the two Major Program Enhancement Team proposals is \$1,595,000. At the current time, there is no on-going revenue available to support the addition of the several new staff positions necessary to implement the teams as outlined in the proposals. Over the next several years as new development begins to provide new on-going property tax, sales tax and other revenues and as the City Council has the opportunity to evaluate and implement new revenue strategies, sufficient funding could be available to support these new programs on a continuing, sustainable basis. Such strategies could include submittal of new revenue

measures to the voters for approval or the establishment of assessment districts to generate revenues for specific qualified programs. None of these strategies can be expected to generate any revenue before 2019-20 at the earliest. Until then, the City Council may wish to consider a modification to its reserve policy to allow the temporary use of one time reserve funds to cover these ongoing costs.

Proposed Service Level Enhancements

The Service Level Enhancements support some limited improvements and expansion of City operations and services that staff believes are important to the City’s ability to promote effectiveness and resolve existing deficiencies in the City’s existing service delivery. A complete list and description of proposed improvements to City staffing, equipment and programs is included in Attachment 2. These proposed Service Enhancements are recommended to address important community needs and allow progress on new initiatives related to on-going City priorities. The total cost of the proposed enhancements, net of associated new revenue in the General Fund is \$1,388,333. This amount includes one-time costs in the amount of \$734,623 and on-going costs of \$850,245. The excess prior year General Fund balance is available and could be used to cover these costs.

GENERAL FUND OPERATING BUDGET

The General Fund is the primary source of funding to support most of the services citizens commonly associate with local government. These include public safety, recreation, general administration and maintenance of parks and infrastructure. The General Fund is primarily comprised of tax-generated revenues including property taxes, hotel/motel tax, business license tax, and sales tax. These revenues collectively comprise nearly 70% of total General Fund revenues.

The Proposed Budget projects \$43,717,328 in General Fund expenditures in 2017-18 to support operations and service delivery across all City departments. This total is an increase of just over \$1 million or 2.6% compared to the 2016-17 Amended Budget. This is a good result of the City’s continuing effort to contain all costs at the lowest possible levels necessary to support continued delivery of services. The increase is almost entirely attributable to the increased cost of salaries and benefits for City staff that were negotiated with each of the City’s bargaining units over the past 2 years.

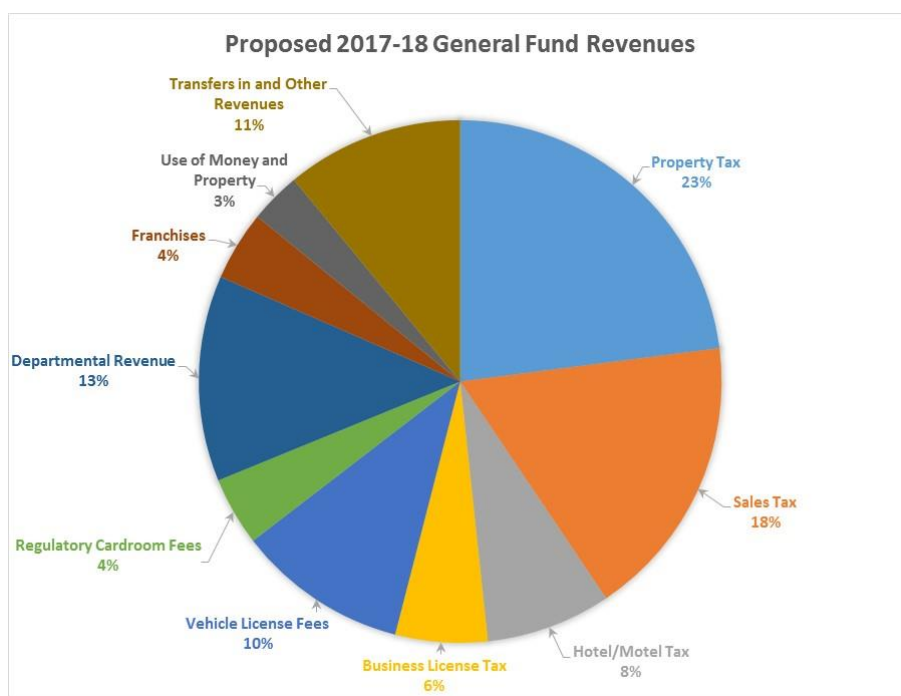
The following table summarizes 2017-18 financial information compared to the prior year:

General Fund	2016-17 Adopted Budget	2016-17 Amended Budget	2016-17 Estimated Actual	2017-18 Proposed Budget	Change from 2016-17 Amended Budget
Revenue	\$ 41,933,900	\$ 41,951,081	\$ 42,204,653	\$ 43,368,307	\$ 1,417,226
Expenditure	\$ 42,316,081	\$ 42,619,616	\$ 40,992,759	\$ 43,717,328	\$ 1,097,712
Difference	\$ (382,181)	\$ (668,500)	\$ 1,211,894	\$ (349,021)	

General Fund Revenues

In estimating revenues for the coming year, staff evaluates the actual amount of revenues received in each category during the prior year as well as current and projected revenue and economic trends along with any specific information that could impact the availability of any revenue. Staff also adheres to a standard budgeting practice to use conservative estimates for all revenues. This practice offers some protection for the City from the risk that an unexpected shortfall in any revenue category will threaten the City’s ability to cover budgeted expenditures. And, in several recent years, this practice has contributed to the City experiencing a positive year end fund balance, or surplus of revenues over expenditures. For 2016-17, actual revenues estimated to be received by year end at June 30, 2017 are \$42,204,653 which is \$253,572 more than the budgeted revenues for that year at \$41,951,081.

As we enter 2017-18, the economy remains strong, giving the opportunity to project further growth in General Fund revenues. This Budget includes total General Fund revenues of \$43,368,307. This amount represents an increase of \$1,417,226 over the 2016-17 Amended Budget revenue, with the majority of the overall revenue growth in the taxes category. A detailed summary of each of the primary revenue categories follows below.



Property Tax -The City receives about 12 cents on every property tax dollar collected in San Bruno. The remainder of property taxes paid by San Bruno property owners goes to the County, the elementary, secondary school districts and the special districts providing services to San Bruno residents. Economic indicators continue to show rising housing values and a high level of property sales activity in San Bruno. As a result, property tax revenue is expected to show a strong increase. Property tax revenue for 2017-18 is projected at \$9,958,085 which is approximately 10% more than the estimated year end amount for 2016-17.

The property tax amount projected for 2017-18 also includes \$400,000 of “excess ERAF” funds that the City has received on an annual basis for approximately the last 15 years. This amount

is just less than half of the total amount the City will receive in the coming year. While the City has historically treated this revenue as a one-time resource, this amount can prudently be included in the annual operating budget to avoid reduction to regular City services.

Property tax that the City receives as a result of the dissolution of the San Bruno Redevelopment Agency is included in Property Tax revenue. These “Redevelopment Boomerang” funds total \$1,332,000 in 2017-18. While these funds come to the City as unrestricted property tax, this amount does not replace the amount previously received for economic development and other projects through the former San Bruno Redevelopment Agency.

Sales tax of 8.75% is assessed on each sale of taxable goods in San Bruno. Of this amount, the City receives 1%. For 2016-17 total sales tax revenue is anticipated to increase by the relatively modest amount of \$103,998 over the prior year to a total of \$7,639,274.

Transient Occupancy Tax (TOT) in the amount of 12% is collected on the cost of each room rental at the 13 lodging establishments in San Bruno. Total TOT (or hotel/motel tax) revenues are anticipated to increase by \$32,853 over the prior year to \$3,353,200. The City’s proximity to the San Francisco Airport and its relative ease of access for business travelers and tourists alike makes this an important revenue source for the City. The City continues to look forward to bringing the new hotel at the Crossing/San Bruno to reality. Development of the hotel continues to be on-hold pending the completion of litigation which is expected to be resolved within the next several months. Once constructed and operating at full capacity, the Crossing Hotel is expected to generate new TOT revenues of over \$1 million annually.

Business License Tax revenue has experienced significant increases in recent years as sizeable new businesses have chosen to locate in the City. For 2017-18, the previous rate and amount of increase is expected to level out and business license tax is projected to remain fairly flat when compared to the prior year. The City also benefits from the collection of an airport parking tax that contributes to the business tax revenue.

Use of Money & Property - As one strategy to address the accumulated deficit in the Cable Fund, beginning in 2016-17, the City initiated an annual reduction of \$200,000 in the amount of Cable Enterprise revenues that are transferred to the General Fund each year as an equity earnings transfer. The transfer in 2017-18 amounts to \$575,000.

Departmental Revenue generated by the operating departments is anticipated to decrease 2017-18 by 1% from the amount collected in 2016-17. Three Departments account for 83% of total operating department revenue to the General Fund. These are Police (citation revenues), Recreation and Building.

General Fund Expenditures

Consistent with prior year practice and the City Council’s on-going budget policy, the Proposed Budget reflects efforts across all departments and operating programs to control and contain costs at the lowest responsible levels to allow uninterrupted service delivery. Using a “zero based” budgeting practice, departments are directed to evaluate each expenditure to determine if it is necessary and to evaluate any available alternatives. Although revenues have generally demonstrated strong growth in recent years, and have exceeded the rate of growth in regular expenditures, there has not generally been sufficient capacity to allow consideration to expand

services to a level that allows the City to adequately address new priorities and expanding community needs.

Significant highlights, changes and comparison of 2016-17 budgeted expenditures to the 2017-18 proposed expenditures are as follows:

Employee salary and benefits costs represent the largest category of expenditures in the City’s Operating Budget at over 70% of total operating expenditures. The 2017-18 Budget includes salary adjustments in accordance with employee bargaining unit agreements that are currently in place for the 2017-18 fiscal year. Negotiations are continuing for two bargaining units and the City’s agreements with Public Safety bargaining units will expire at the end of the calendar year. Agreed changes to compensation and benefits may be incorporated as an amendment to the Budget once negotiations are concluded. The total amount budgeted for regular salaries across all departments is \$19,296,100.

Part-time employee salaries for 2017-18 total \$1,113,600. This amount reflects an increase of \$75,800 compared to the 2016-17 budget. This increase more accurately budgets the cost of part time Recreation program staff support in the Community Services Department. These costs are largely offset by associated program fee revenues.

Employee retirement costs total \$6,158,000, or 32% of the cost of employee salaries. This amount represents an increase of \$488,400 compared to the 2016-17 budget. The City continues to experience significant impacts from increasing costs for retirement benefits through the CalPERS system. Employer contributions will increase at a higher rate beginning in 2018-19 as CalPERS changes to the Discount Rate calculation become effective. State legislation implementing pension reform and changes to retirement benefits through CalPERS took effect in 2014 and changed the defined benefits available to employees who are new to the CalPERS system. However, these changes will not have a tangible effect on the City’s retirement benefits costs for many years until a substantial number of “classic” or tenured CalPERS members have retired and been replaced by new employees. This City and others throughout the State can expect to experience significant retirement cost increases in future years.

Employee medical premiums through the Teamster’s Health and Welfare Trust amount to \$4,377,900, which represents a small decrease compared to the 2016-17 budget due to the Trust’s projected minimal premium cost increases for a second year.

Election - Funds are budgeted through the City Clerk’s Office to cover costs associated with the municipal election that will be held in November, 2017. As a result of the implementation of SB 415, the California Voter Participation legislation, many San Mateo County agencies that previously held elections in odd numbered will no longer do so beginning this year. For San Bruno and the few others in the County who will hold a November, 2017 election, costs will be higher than in previous election cycles. \$78,000 is budgeted to cover the anticipated costs of the November, 2017 election.

Internal Service Allocation - The proposed 2017-18 budget re-establishes the standard formula for calculation of the Internal Service Allocation which is shown as an expenditure in the budget for each operating department. For 2017-18 the Internal Service Allocation transfer increases by \$770,000. This amount covers the cost of expenditures required to support operations of the Central Garage, Building & Facilities Division and the Information Technology Division. In 2016-17 the beginning fund balances available in each of these Internal Service Funds exceeded the amounts designated by City Council policy as necessary reserves. As a

result, the annual transfer amounts from General Fund operating departments were reduced for the 2016-17 budget year.

ENTERPRISE FUNDS

The City’s four Enterprise operations provide business-type services that are entirely rate and fee supported, receiving no funding from the City’s General Fund. To recognize administrative and other services provided through the General Fund operating departments including the City Manager, Finance and Human Resources, each Enterprise Fund budget shows an administrative allocation to the General Fund covering these costs.

The same “zero based” budget practice that staff uses to build the expenditure proposals contained in the General Fund Operating Budget apply to development of the Enterprise Fund budgets. This approach, which requires careful review of each proposed expenditure relieves some pressure for further customer rate increases that might otherwise be required to cover cost increases associated with staff and acquisition of necessary supplies, contract services, and other operating expenses.

In 2016-17, the City completed 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 previous 5-year rate schedule took effect on July 1, 2016. The updated rate analysis conducted over the past year included careful evaluation of all operational costs and the planned schedule and costs for delivery of capital improvement projects necessary to replace and rehabilitate the City’s aging water and wastewater system infrastructure. That analysis resulted in a recommendation for a 5% annual increase to the water and wastewater utility rates in each of the next five years beginning July 1, 2017. This recommended 5-year rate program was approved by the City Council in May, 2017.

The following table provides a comparison of the 2016-17 revenues and expenditures for the City’s Enterprise Funds to the amounts proposed for 2017-18.

Fund	2016-17 Amended Budget	2016-17 Estimated Actual	2017-18 Proposed Budget	Change from 2016-17 Amended
Water				
Revenue	\$ 13,508,873	\$ 15,583,737	\$ 14,349,000	\$ 840,127
Expenditure	\$ 9,633,644	\$ 10,265,702	\$ 9,325,107	\$ (308,537)
Wastewater				
Revenue	\$ 16,285,136	\$ 15,797,962	\$ 16,600,000	\$ 314,864
Expenditure	\$ 8,891,221	\$ 8,537,093	8,992,862	\$ 101,641
Stormwater				
Revenue	\$ 679,000	\$ 679,284	\$ 679,000	\$ -0-
Expenditure	\$ 919,498	\$ 631,773	\$ 838,716	\$ (80,782)
Cable				
Revenue	\$ 11,088,419	\$ 10,466,076	\$ 11,638,897	\$ 550,478
Expenditure	\$ 10,652,868	\$ 10,467,795	\$ 11,021,271	\$ 368,403

Water Enterprise

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

Under the terms of the Groundwater Storage and Recovery Agreement among the SFPUC and the agencies, including San Bruno, who pump water from the groundwater basin underlying the area surrounding San Bruno, the City curtails pumping from its wells to allow replenishment of groundwater levels during periods of time that surface water available through the SFPUC is sufficient to supply the City’s entire water delivery requirement. The City does not pay an additional cost for this “in lieu” water but continues to incur well operating and maintenance costs to regularly exercise the wells and to assure that the wells remain fully operational and can be put into regular service when needed.

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 replace and rehabilitate water system pumps, storage tanks, pipelines and other facilities. The several infrastructure capital projects planned for significant work during the next 5-years are discussed in detail in the 2017-22 Capital Improvement Program.

Over the last several years ongoing water conservation efforts resulting from a period of severe drought conditions throughout the State has decreased overall water consumption in the community. In fact, San Bruno has excelled as one of the most successful communities in the State, addressing the drought crisis with water conservation of 21% over the 2013 levels. Offsetting this water conservation success, the City has not experienced significant growth in water system revenues to cover regular fixed costs of water system operations and maintenance that do not fluctuate based on the amount of water delivered to customers.

As discussed above, the City has established a new five year water rate program that will take effect on July 1, 2017 and cover the period through June 30, 2022. The 5% increase to the prior year rates reflects decreases in water consumption and the associated decrease in revenues due to increased conservation, scheduled increases in the cost of purchased water from the SFPUC, and the cost of capital project work to be completed over the coming year as part of the City’s aggressive water system infrastructure replacement and improvement program. Overall, total water system revenues are anticipated to remain relatively flat in 2017-18 as compared to the prior year budgeted amount.

On the expenditure side, total Water Enterprise costs are anticipated to decrease compared to the prior year with total operating expenditures of \$9,325,107. Once operating costs are covered, the remaining revenue amount of \$5,023,893 is invested in the Water Fund Capital Improvement Program to fund replacement and rehabilitation of the system infrastructure to ensure reliability of the water delivery system long-term. Priority water system capital projects planned for significant work and delivery during the coming year include the Commodore Park Well Replacement, Main Improvement and Replacement Program, and the Tank Improvement & Replacement Program which includes replacement of the Cunningham water tank. A full

presentation on these projects and the planned five year capital work program for the Water Fund can be found in the Capital Improvement Program.

Wastewater Enterprise

The Wastewater Enterprise operates and maintains the wastewater collection system throughout the City and provides for the City’s 33% 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 compliance with operating and capital improvement requirements resulting from the Regional Water Quality Control Board compliance order and settlement of a lawsuit brought by San Francisco Baykeepers 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 making 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, City has almost entirely re-tooled its regular wastewater system maintenance and operational procedures to improve system performance, reduce system overflows and the meet the specific requirements and targets of the City’s agreements with the Regional Board and the Baykeepers. These revised operational practices include a regular video inspection program allowing staff to identify deficiencies in the sewer lines needing repair—often before actual failure, a spot repair program that provides timely repair to short line segments that are not scheduled for a more comprehensive pipeline replacement and a robust line cleaning program addressing known areas of root intrusion and other potential blockages. The dedicated efforts of the City’s staff to implement the improved maintenance and operation practices along with the City’s substantial investment in equipment including a dedicated video inspection vehicle and high pressure vactor vehicles have been highly successful. So much so that the City has exceeded the specific requirements of the compliance orders in each of the last two years reducing the number of SSO’s from a high of fifty-four in calendar year 2008 to only one SSO in 2016. To date there have been none in 2017.

As discussed above, the City has established a new five year wastewater rate program that will take effect on July 1, 2017 and cover the period through June 30, 2022. The 5% increase to the prior year rates reflects decreases in water consumption and the associated decrease in revenues due to increased conservation, the City’s share of the costs for operation, maintenance and capital improvements at the shared South San Francisco-San Bruno Water Quality Control Plant, costs for complying with the San Francisco Baykeeper and Regional Water Quality Control Board settlement agreements, and continuation of the City’s own aggressive capital improvement program to replace and rehabilitate the collection system facilities and main lines.

Wastewater system revenues are anticipated to increase by approximately \$314,864 in 2017-18 over the prior year budgeted amount. Total system revenues for 2017-18 are projected to be \$16,600,000 and operating costs are budgeted at \$8,992,862. Net revenues above expenditures of \$7,607,138 contribute to planned capital projects necessary for maintaining reliable system operations and rehabilitation and replacement of the system infrastructure. During the coming year, wastewater system capital project priorities will focus on main line replacement, pump station Improvement and Replacement, and Water Quality Control Plant Upgrades as described in the Capital Improvement Program.

Cable Enterprise

The City 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 miles of fiber optic 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.

The City of San Bruno took a bold step forward over 40 years ago in the early 1970’s when it initiated building a state of the art coaxial cable television system to serve the entire San Bruno community. Over the years as technology has evolved and additional types of programming and services could be delivered to homes over the system, San Bruno Cable has continued a regular program of upgrades and adoption of new technologies to assure that services remain robust and competitive in this market. Over all these years, no other cable television provider has ever operated inside San Bruno and in direct competition with San Bruno Cable and San Bruno Cable remains one of only a small handful of incumbent municipal technology providers in the nation.

Over the last decade, as wireless and other technologies have emerged and evolved at an increasing rapid pace, the Cable Enterprise has become increasingly subject to competitive pressures. The environment of rapidly changing technology is dramatically shaping and affecting the way San Bruno Cable and others 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 as have all other similar providers including the biggest companies such as Comcast.

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. 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 227 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 Cable experienced 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 Cable Fund. Consultation with industry experts has demonstrated that the basic cable system infrastructure is adequate to incorporate new technologies and that the business plan and model that the Cable Fund 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 is essential if San Bruno Cable is to remain competitive in its current areas of service. 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 Cable Fund 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 approved proactive approaches to reduce system costs over a multi-year period by gradually eliminating the amounts annually paid to the General Fund since the

initial operations of the system over 40 years ago. The 2016-17 Cable Operating Budget reflects a reduction of \$200,000 in the Equity Earnings Transfer to the General Fund.

The City Council will consider a rate increase of approximately 7% on most Cable services to be effective August 1, 2017. This is only the third system rate increase in 6-years. In total, the rate increase is expected to generate about \$400,000 in new system revenue in 2017-18. With this revenue and the \$200,000 reduction in transfers, the Cable Enterprise Operating Budget projects a \$617,626 surplus for 2017-18. This amount is available to cover proposed Enterprise capital costs. For 2017-18, budgeted operating expenditures are anticipated to increase by \$368,403 above the 2016-17 amount.

As part of the City Council’s overall review and financial evaluation of the Cable system last year, the City Council approved the community’s first Fiber to the Home (FTTH) project at a cost of \$1,170,000. This project is the latest and most important initiative of recent years to assure state of the art technology for San Bruno residents. The high speeds and system capacity that FTTH provides are important for many San Bruno Cable subscribers. Additionally FTTH affords the City a very stable and nearly maintenance-free infrastructure for delivery of technology services. At the same, a City-wide deployment of FTTH is very expensive, and is projected to cost about \$10 million in total. This amount would need to be provided upfront and would increase the Enterprise deficit for a period of years until increase in subscriber counts and associated revenues increase catch up sufficiently to generate adequate funds to cover the cost. Over the past year the City has completed installation of FTTH at every unit in the Shelter Creek Condominium complex. Now that the project is recently completed, the City will have the opportunity to evaluate its success in attracting new system customers who value the higher speed and system bandwidth that FTTH offers. With this information, the City will be evaluating its ability to cover costs for deploying a Citywide FTTH program and growing the subscriber base to produce on-going revenues sufficient to cover operating and capital costs.

INTERNAL SERVICE AND SPECIAL REVENUE FUNDS

Internal Service Fund operations provide direct services to support all City departments and City Enterprise Fund operations. The City maintains five internal service funds including the Central Garage operated through the Public Services Department, the Buildings and Facilities Division of the Community Services Department, Technology, Self-Insurance, and Equipment Reserve. These Internal Service operations are funded through an expenditure allocation that is charged to each user department and enterprise. In total, internal service allocations amount to \$4,591,622 across all operations for 2017-18. The largest single category of internal service costs is for Self-Insurance at \$2,078,553.

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

Costs for rebuilding the Crestmoor 2 neighborhood infrastructure following the September, 2010 PG&E gas transmission pipeline explosion and fire along with all other costs incurred by the City for recovery from the disaster and for the City’s participation in investigative and other proceedings are covered through a Trust Fund established for this purpose and funded by \$50 million from PG&E. The Trust was originally established on March 24, 2011. As costs are incurred, they are reviewed for approval by an independent Trustee and reimbursed to the City.

As of May 2017, City expenses paid and/or pending payment through the Trust total \$36,244,672. As the rebuild nears completion and the workload associated with the explosion has decreased, the personnel allocation to this fund has been reduced one full-time Community Service Officer (funded for one-half year).

The final phase of the infrastructure replacement throughout the Crestmoor 2 neighborhood began in October 2016. This project consists of replacement of all sidewalks, curb, gutter, streetlights, and repaving surfacing all neighborhood streets. Construction is anticipated to be completed by early 2018. Reconstruction of the Earl/Glenview Park, completely destroyed in the explosion and fire, is scheduled to start construction in late summer 2017 and to be completed concurrent with the surface infrastructure work in the neighborhood.

CAPITAL IMPROVEMENT PROGRAM

The Capital Improvement Program (CIP) is designed to identify, plan and develop projects using a long-term vision for the community’s facilities and infrastructure needs. While the comprehensive CIP is not limited to projects for which funding has been identified, the CIP generally includes a more limited presentation on proposed projects for which funding is not available. Many of the unfunded projects address community needs for rehabilitation and/or replacement of critical facilities such as the Library and Fire Stations. These projects remain shown in the CIP so that they are included in the City’s long term strategic planning and remain on the “radar screen” as priorities for future funding initiatives.

The CIP outlines a work program, project description and funding needed for each project to be pursued over a five year period. The CIP Budget covers a one year period and proposed funding allocations to each project on which work is expected to occur during the budget year. Changes to existing projects, as well as the addition of new projects, may occur during the 5-year planning period as new needs are 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.

Most projects that appear in the CIP are scheduled for completion over a multi-year period of time. In each year some number of projects are completed, closed out and removed from the program. A total of ten projects from the adopted 2016-17 Capital Improvement Program were completed during 2016-17:

- Residential Advanced Water Project
- Glenview Tank Replacement Project
- Olympic Pump Station Replacement Project
- Shelter Creek Fiber to the Home Project
- Police Plaza Exterior Patching and Painting Project
- Rec Center & Parks Corporation Yard Interior Painting Project
- Bicycle & Pedestrian Master Plan
- Huntington Avenue Landscaping Improvement Project
- LED Streetlight Conversion Project
- Replacement of Crestmoor Neighborhood RO Streetlights Project

The 2017-22 Capital Improvement Program identifies 51 funded projects/programs organized in 8 different categories. A total of \$215,738,695 in necessary capital investment is programmed through the CIP to assure rehabilitation, replacement, and improvement of City facilities and infrastructure. \$107,406,950 of this amount is the expected cost of scheduled improvements to

the City’s water and wastewater systems.

The following chart summarizes the total proposed appropriations for capital projects in each of the several project categories shown in the CIP.

Water	\$ 45,299,170
Wastewater	\$ 62,107,780
Stormwater	\$ 8,721,918
Cable Television	\$ 14,000,000
Parks and Facilities	\$ 64,658,296
Streets	\$ 20,092,375
Technology	\$ 545,784
Operating Programs	\$ 313,372

The Capital Improvement Program also includes \$178,860,000 in capital projects that do not have a designated funding source. These projects are shown in the Unfunded Priorities section of the budget document. As discussed briefly above, although these projects do not have available funding to move them to completion, they represent projects with an identified need to protect the integrity of critical City facilities and infrastructure. Because the City does not have a dedicated funding or revenue source for the completion of capital facility replacement and major rehabilitation, the City has typically used General Fund or one time resources, as available, to fund relatively minor facility repair and improvement projects as needed including such work as roof replacements, kitchen and restroom facility improvements and minor remodeling to meet expanded or changing operational needs. This approach is time-limited and cannot be sustained if the City is to sustain a satisfactory level of community service over the long term. City Hall, Fire Station 51 and the City’s maintenance yard facilities were originally constructed in the 1950’s and while the buildings remain reasonably serviceable, they are increasingly outdated and will eventually need to be replaced. This situation will require the City’s attention over the next several years to plan for dedicated facility replacement funding and to put it in place so that adequate fund are developed over time.

One relatively small, but positive opportunity to address this funding need has recently emerged with the City’s expected receipt of \$6 million in penalty funds proposed to be assessed to PG&E by the California Public Utilities Commission (CPUC) for violation of pipeline safety and reporting regulations. Based on previous City Council consideration of priorities for use of funds received by the City as a result of the 2010 gas pipeline explosion, the Council has identified its intent to use the new funds, if received, to replace the existing Fire Station 52 adjacent to the Crestmoor 2 neighborhood with a new facility to include community meeting room space. A negotiated settlement in this regulatory proceeding before the CPUC is pending approval by the Commission and is anticipated to be completed around the end of 2017.

New projects appearing in the proposed Capital Improvement Program for the first time in 2017-18 include the following:

- Swimming Pool/Recreation Center Project
- Green Infrastructure Development Plan
- Multi-Family Dwelling Units Build-Out of Fiber to the Home Project
- Cable TV Facility Improvement Project
- Commodore Dog Park Improvements Project
- Parks Corporation Yard Interior Rehabilitation Project

One project among these stands out as a wonderful new opportunity for the community to realize the dream of actually being able to construct a new Community Center and Swimming Pool. On February 14, 2017 the City Council formally received and approved the results of a comprehensive Community Facilities Vision Plan process that was conducted by the City and funded by the San Bruno Community Foundation (SBCF). The purpose of the Vision Plan process was to develop a community consensus about the highest priority community facility to be developed using restitution funds received by the City from PG&E following the September 9, 2010 gas pipeline explosion and fire and now managed by SBCF for the long term and enduring benefit of the entire San Bruno community.

Of the total \$70 million in restitution funds, SBCF has allocated \$50 million for the Recreation Center and Pool project. The initial project cost estimate identified through the Vision Plan is \$65 million. Over the remaining months of the 2017 calendar year, the City will complete conceptual design and planning for the project to identify specific project component priorities, and facility programming to develop more precise cost estimates with consideration that the project will need to be scoped to better fit within the \$50 million available project budget. The next phase of the project development will be construction design which could begin as soon as the first half of 2018 with project construction to follow beginning in mid-2019.

Existing projects that were previously shown and have been significantly expanded or changed in the 2017-18 Capital Improvement Program include:

- ✓ Commodore Park Well Replacement - Additional funding of \$1,000,000 is proposed based on updated construction costs for the production well to be constructed adjacent to the Crossing/SanBruno development.
- ✓ Trash Capture Device Installation Project – The project description has been modified to provide an updated project description and cost estimates to meet State compliance requirements. The updated work program will include installation of large trash capture devices in identified locations where smaller collection lines converge and smaller devices along certain roadways. This updated project approach is intended to minimize the routine maintenance required to remove accumulated trash and debris at the devices by minimizing the total number of devices to be installed.
- ✓ Crestmoor Neighborhood Reconstruction Project – Funding is included to complete park construction by the end of 2017.
- ✓ Florida Avenue Park – The project funding and description have been updated to reflect the inclusion of additional sidewalk and roadway repairs and restoration of the wood carving for final installation. Project funding includes \$200,000 from the San Bruno Community Foundation for park planning and development.

CONCLUSION AND ACKNOWLEDGEMENTS

The coming year offers the City some wonderful new opportunities for progress especially with development in the Transit Corridor and the community’s opportunity to turn the dream of new

community facilities into reality. The City continues to benefit from a healthy economy and has the opportunity to consider some modest improvements to regular City services and programs. At the same time, the City remains confronted with significant challenges as well as increasing citizen needs for services. We have taken many positive steps during the past year to address these items and are prepared for further additional progress. Overall, the City is well poised to take some important steps forward this year in partnership with the community to further position the City for the future.

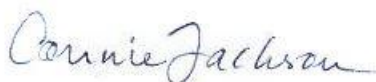
The City’s continuing investment in training and development of its staff will continue to pay dividends for the community by assuring the availability of highly skilled and adaptable employees prepared to serve even as the City continues to experience the challenges related to transition of a tenured 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 San Bruno.

Presentation of the annual Budget affords staff and the City Council alike 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 address community priorities. Over the past year the City Council has worked hard in several Study Sessions to refine and articulate its priorities. This Proposed Budget offers the opportunity to further consider how to move these forward.

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 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 the information they contributed affords a comprehensive and compelling story of the organization’s progress and direction.

The budget team led by Interim Finance Director Jim O’Leary, and included Accounting Manager Darlene Wong, Accountant Charlyn He, Assistant to the City Manager Jennifer Dianos, Assistant City Manager Tami Yuki, and Public Services Management Analyst Robert Wood worked long hours and provided wise analysis to make sure this Proposed Budget is clear, accurate and easy to understand and use. I truly appreciate their contributions and their support.

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 2017-18 and beyond.



Connie Jackson
City Manager

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Proposed Major Program Enhancements

Program Enhancement	
<p>Downtown Enhancement and Enforcement Team</p>	<p>The Downtown Enhancement and Enforcement Team is proposed to enhance quality of life issues for business owners, customers, property owners, and residents in the Downtown area. As the City moves to implement the Transit Corridors Plan, including the Downtown Streetscape Plan and a comprehensive parking management plan, the Downtown Team will provide important services enhancing downtown as a vibrant and thriving destination to live, shop, dine, work, and visit.</p> <p>The Team consists of an expanded Police, Public Services, and Community Development task force exclusively focused on Downtown. The effort will extend beyond San Mateo Avenue, by defining Downtown as the geographic triangle bounded by El Camino Real to Mastick Avenue and San Bruno Avenue to Taylor Avenue. The Downtown Team proposal was developed directly in response to City Council budget study session discussions over the past year—most recently on February 15, 2017 and March 8, 2017.</p> <p>The dedicated assignment of Police Officers, Maintenance Workers, and a Code Enforcement Officer will provide a coordinated effort improving security, aesthetics, cleanliness, and enforcement of laws and regulations in Downtown. Responsibilities of the Team include:</p> <ul style="list-style-type: none"> ✓ Reducing crime by a continuous Police presence ✓ Addressing homeless issues and panhandling ✓ Discouraging public disturbances and public intoxication ✓ Improving traffic flow and parking enforcement ✓ Improving street, sidewalk, and parking lot sweeping and cleaning ✓ Providing street and sidewalk maintenance and minor repairs ✓ Providing ongoing litter and trash pickup ✓ Eliminating zoning and building code violations ✓ Improving relationships among downtown business and residents ✓ Providing coordinated, 3-pronged departmental approaches to quality of life issues. <p>The annual cost for the Downtown Enhancement and Enforcement Team is estimated at \$630,000. Proposed new City positions to implement an effective Team include the following:</p> <ul style="list-style-type: none"> ✓ Police Officer (2). Assigning these Police Officers will provide a police presence in the Downtown 10-12 hours each day, 7-days per week. ✓ Maintenance Worker (2.5). This assignment would cover 2-personnel between 6:30 a.m. and 2:00 p.m. 5-days each week, with more limited coverage on weekends. ✓ Code Enforcement Officer. Targeted building and zoning code enforcement of building and zoning codes would be scheduled 40-hours, over 5-days a week. Added enforcement will target deferred property maintenance, non-compliant signs, non-permitted construction, and inoperable vehicles.

	<p>The enhancement is designed as a unified and comprehensive program, with reasonable success depending on the totality of the proposal. The concerted and ongoing Team focus on the Downtown promotes a sense of ownership/stewardship, working relationships, and knowledge of the needs in the Downtown.</p> <hr/> <p>No current ongoing or dedicated revenue is available to support the Downtown Enhancement and Enforcement Team proposal. Available General Fund revenues are limited and are exclusively dedicated to existing, on-going basic City operations.</p> <p>Dynamic new development activity in the City may generate on-going revenues sufficient to offset a program costing \$630,000—but this will not occur earlier than in 2019-20. At the March 8, 2017 budget session, the City Council discussed identifying options for generating additional program revenues. Similarly, 2019-20 is the earliest the City would likely realize revenue from any voter-approved Transaction and Use Tax (Sales), Parcel Tax, or other revenue approach such as the establishment of a Downtown Business Improvement District.</p> <p>Modification of the City’s reserve policy, could allow funding of the Downtown Team on a limited basis through 2019-20, a period adequate to measure an ability to develop off-setting, on-going revenues.</p>
<p>Neighborhood Quality of Life Enhancement Program</p>	<p>The Neighborhood Quality of Life Enhancement Team is a detailed approach enhancing the quality of life, aesthetics, and safety in the broader community. The proposal focuses on a range of community services in neighborhoods with focused police engagement (community policing), with direct support from Community Development (code enforcement), and Public Services (maintenance).</p> <p>The Neighborhood Team proposal was developed directly in response to City Council discussion at four budget study sessions over the past year—most recently on February 15, 2017 and March 8, 2017. Every neighborhood in the community will be a tactical target of the Team effort as needs emerge and change. Responsibilities of the Team will include:</p> <ul style="list-style-type: none"> ✓ Reducing serious crime by focusing on locations of high crime levels, undercover enforcement, and observation of known offenders ✓ Increasing investigative closure rates using criminal informants and other community assets ✓ Reducing gang activity ✓ Discouraging public disturbances and public intoxication ✓ Reducing quality of life property issues including graffiti, vandalism, and abandoned buildings ✓ Addressing illegal dumping ✓ Increasing enforcement for illegal parking, abandoned vehicles, overgrown vegetation, un-maintained properties, improper vehicle storage, illegal home occupations and neighborhood nuisance violations ✓ Eliminating zoning and building code violations

	<ul style="list-style-type: none"> ✓ Providing a coordinated, 3-pronged departmental approaches to neighborhood quality of life issues. <p>The annual cost for the Neighborhood Quality of Life Enhancement Team is estimated at \$965,000. Proposed new City positions to implement an effective Team include the following:</p> <ul style="list-style-type: none"> ✓ Police Officer (2). The Police Officers (and Sergeant) will be assigned as a tactical unit, 5-afternoon/evening shifts per week including the high-call periods on Friday and Saturday. ✓ Police Sergeant. ✓ Community Service Officer (2). This assignment primarily addresses illegal parking with extended hours to 9:00 p.m. Also designed to mitigate abandoned vehicles and commercial parking in residential neighborhoods. ✓ Maintenance Worker (2). This assignment primarily addresses illegal dumping and litter and trash pickup efforts, 5-days each week. ✓ Code Enforcement Officer. Targeted building and zoning code enforcement of building and zoning codes would be scheduled 40-hours, over 5-days a week. Added enforcement will target deferred property maintenance, non-compliant signs, and non-permitted construction. <p>The enhancement is designed as a unified and comprehensive program, with reasonable success depending on the totality of the proposal. The concerted and ongoing Team focus is on the sense of neighborhood community, working relationships, and knowledge of the quality of life needs in the community.</p> <hr/> <p>No current ongoing or dedicated revenue is available to support the Neighborhood Team proposal. Available General Fund revenues are limited and are exclusively dedicated to existing, on-going basic City operations.</p> <p>Dynamic new development activity in the City may generate on-going revenues sufficient to offset a program costing \$965,000—but this will not occur earlier than in 2019-20. At the March 8, 2017 budget session, the City Council discussed identifying options for generating additional program revenues. Again, 2019-20 is the earliest the City would likely realize revenue from any voter-approved Transaction and Use Tax (Sales), Parcel Tax, or other revenue approach such as the establishment of one or more neighborhood assessment districts.</p> <p>Modification of the City's reserve policy could allow funding of the Neighborhood Team on a limited basis through 2019-20, a period adequate to measure an ability to develop off-setting, on-going revenues.</p>

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Proposed Supplemental Enhancements Summary

Supplemental Request	New Ongoing Cost	One-Time Costs	New Revenue / Allocation / (Expenditure)	Net Impact on Fund
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General Fund

City Manager				
Add 1.00 FTE Public Information/Communications Officer to manage departments use of website, social media, print media and other outreach to assure timely and useful information for the public on policy issues, community activities and events and topics and issues of interest and concern to residents.	\$ 150,000			\$ 150,000
City Manager Total	150,000	-	-	150,000

City Clerk				
Increase the Secretary position in the City Clerk's office from 0.75 FTE to 1.00 FTE. This is currently a 0.75 position budgeted in the General Fund and was increased as a result of the 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.	27,762			27,762
Purchase a software program for the City Clerk's Office for document management, retrieval and storage. The City's official records are currently maintained in hard copy format. With age, many of the City's historic, archived documents that are retained permanently are beginning to deteriorate. The system will allow these documents to be scanned for permanent safe-keeping in electronic format and will facilitate addition of current documentation as they are produced. One-time implementation cost is about \$19,822 and annual cost of scanning documents is about \$4,600.	4,600	19,822		24,422
City Clerk Total	32,362	19,822	-	52,184

Police				
Add 1.00 FTE Community Services Officer to be assigned to the Police Department Property Room in response to increasing property/evidence activities, such as preparing evidence for court, coordinating the return of property, and obtaining property destruction orders.	87,106			87,106
Add 1.00 FTE Community Service Officer (Currently funded via the Crestmoor Trust Fund) to maintain current parking citations enforcement level and provide patrol support services.	52,575			52,575

Proposed Supplemental Enhancements Summary

Supplemental Request	New Ongoing Cost	One-Time Costs	New Revenue / Allocation / (Expenditure)	Net Impact on Fund
<p>The Department's Crowd Control Safety Equipment is in need of replacement. The respirators no longer fit properly on gas masks and the respirator cartridges have reached their expiration date. The Department doesn't have enough riot batons to equip all necessary personnel. The Department is also in need of a portable public address device and a supply of flex cuffs. The interior shells of the existing riot helmets have deteriorated. An investment of \$70,000 is necessary to replace all existing riot helmets, respirators, expired respirator cartridges and acquire additional riot batons and a portable public address device. Personnel or being called out more frequently for this type of assignment and this equipment is becoming increasingly crucial. The Department is seeking \$48,500 to replace approximately 70% of the necessary equipment. The remaining 30% will be sought in the following fiscal year. This equipment will be funded by Equitable Sharing Program funds.</p>		48,500	48,500	0
<p>Provide De-escalation of Force Training that builds on the officers' life preservation skills, tactics, use of less than lethal force options, de-escalation, and tactical retreat skills and provides additional skills for officers in evolving critical incidents. The Department seeks to train half of its officers at a cost of \$9,000. This training will be funded by Equitable Sharing Program funds.</p>		9,000	9,000	0
<p>Provide Major Accident Investigation Team (MAIT) training to ensure that investigators possess the necessary skills to complete thorough investigations and to testify in court. For MAIT to continue to serve its purpose, it is critical that investigators attend the Intermediate Collision Investigation Course and the Advanced Collision Investigation Course. An estimated cost of training is \$7,332. This training will be funded by Equitable Sharing Program funds.</p>		7,332	7,332	0
<p>Purchase of an In-Car Video System which is an essential tool in collecting video evidence in a patrol vehicle environment. The system is critical in recording video evidence before each traffic stop is made and for incidences such as vehicle pursuits. The system also provides the complete scenario and not just the officer's view of incidences. This purchase will be funded by Equipment Reserve Fund.</p>		50,000	50,000	0

Proposed Supplemental Enhancements Summary

Supplemental Request	New Ongoing Cost	One-Time Costs	New Revenue / Allocation / (Expenditure)	Net Impact on Fund
Purchase of Body-Worn Cameras with Digital Evidence Management System to record officer interactions in the field. The system includes camera equipment and annual maintenance. (\$70,000 / year for the next five years. Total cost is estimated at \$364,000.) The first year will be funded by Equipment Reserve and remaining four years funded by Equitable Sharing Program funds.	70,000		70,000	0
Add 1.00 FTE Digital Evidence Officer to manage digital evidence, maintain the reliability and functionality of the evidence, ensure compliance with retention laws and timely response to public records requests and requests from the District Attorney's Office.	109,802			109,802
Police Total	319,483	114,832	184,832	249,483
Fire				
Construct Ladder Truck Storage Facility to house the current 2001 ladder truck and retain it to be used as a reserve apparatus. The reserve ladder truck will be used as a backup for city and county use and for necessary training of a very young workforce. The Department proposed temporary facility would be build at Fire Station 52. The cost estimate includes site preparation, building installation and an estimated annual cost for operation of the truck. This facility will offer a secure building to preserve the reserve apparatus and may also be used to house an additional engine if Station 52 were to be rebuilt in the future.	10,000	50,000		60,000
Fire Total	10,000	50,000	-	60,000
Streets Maintenance				
Purchase of 32 double-sided trash cans (recycling/garbage) to increase the trash collection capacity in the downtown San Mateo corridor.		80,000	0	80,000
Contract on-call guardrail repair services for timely repair of large guardrail sections caused by vehicle collisions in order to maintain safety in the affected locations.	40,000		0	40,000
Streets Maintenance Total	40,000	80,000	-	120,000
Planning				
Contract Planning Services 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. Additional planning services include the comprehensive Zoning Code update, the Subdivision Ordinance, and an Initial Study/Negative Declaration for both updates.		120,000		120,000
Planning Total	-	120,000	-	120,000

Proposed Supplemental Enhancements Summary

Supplemental Request	New Ongoing Cost	One-Time Costs	New Revenue / Allocation / (Expenditure)	Net Impact on Fund
Building				
Contract for 1.00 FTE Front Counter Technician to provide administrative support to the Code Enforcement Officers to enable those staff persons to focus more of their efforts in the field. The proposed counter technician would provide back-up coverage for leave of absences, i.e., vacations, sick leave, for the current Community Development Department Technicians to ensure counter service coverage.		70,000		70,000
Contract for plans examiner services 8 hours per week to assist with expediting plan checks related to correcting identified non-permitted construction activities and closing related code enforcement cases as well as to offer expedited reviews for small projects.		37,000		37,000
Purchase a Ford Escape Sport Utility vehicle for the third Code Enforcement Officer.		35,000		35,000
Building Total	-	142,000	-	142,000
Parks				
Add 1.00 FTE Lead Parks Maintenance Worker to restore the third parks maintenance crew for the new Earl-Glenview and Florida Avenue Parks and San Bruno Avenue median between Interstate 280 and Elm Avenue. Includes uniform and tool costs to equip positions.	108,298			108,298
Add 1.00 FTE Parks Maintenance Worker I/II to restore the third parks maintenance crew for the new Earl-Glenview and Florida Avenue Parks and San Bruno Avenue median between Interstate 280 and Elm Avenue.	87,815			87,815
Purchase of start-up tools and uniforms for two new Parks Maintenance Worker positions.	1,500	6,000		7,500
Purchase of two Ford -350 Trucks (\$55,000/vehicle) for two new Parks Maintenance Worker positions.		110,000		110,000
Parks Total	197,613	116,000	-	313,613
Senior Services				
Purchase of materials for bocce ball court funded by Senior Advisory Board.		8,085	8,085	0
Construction of bocce ball court funded by Senior Advisory Board.		9,920	9,920	0
Senior Services Total	-	18,005	18,005	-

Proposed Supplemental Enhancements Summary

Supplemental Request	New Ongoing Cost	One-Time Costs	New Revenue / Allocation / (Expenditure)	Net Impact on Fund
Library				
Expand library hours by 5 hours per week to provide the public more flexibility and opportunity to use it's resources.	18,839			18,839
Purchase of laptops and mobile wireless hotspot devices funded by Sammut Family Foundation donation (\$24,000); Annual data plan for mobile wireless hotspots (\$2,400).	2,400	24,000	24,000	2,400
Library Total	21,239	24,000	24,000	21,239
Internal Service Funds				
Building and Facilities				
Add 1.00 FTE Custodian I position by converting the existing part-time (24 hours per week) custodian to full-time. Part-time salary of \$23,000 will be eliminated. Additionally, bringing carpet cleaning in house will offset the full-time position by \$8,000. Total expenditure reduction to offset the full-time position is \$32,583. Includes uniform and supplies to equip position.	85,535	1,000	(32,583)	53,952
New tables and chairs for City Council Meetings held at the Senior Center (\$16,625); New chairs for Conference Room 115 (\$11,000); New chairs and meeting table for Conference Room 101 (\$10,100).		37,725		37,725
Replace light bulbs in all rooms at City Hall and the Library with LED bulbs to reduce energy costs.		15,000		15,000
Building and Facilities Total	85,535	53,725	(32,583)	106,677
Enterprise Funds				
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.	250,000			250,000
Stormwater Total	250,000	-	-	250,000
Total Supplemental Requests	1,106,232	738,384	194,254	1,585,196
Total General Fund Costs	850,245	734,623	196,535	1,388,333
Total 2017-18 General Fund Budget Impact	1,388,333			
Ongoing Costs net of Ongoing Revenues	850,245			
One-time Costs net of One-time Revenues		608,088		

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Service Enhancement
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Adopted Supplemental Enhancements Summary

Supplemental Enhancement	New Ongoing Cost	One-Time Costs	Account Number
General Fund			
City Manager			
Add 1.00 FTE Public Information/Communications Officer	\$ 150,000		Regular Salaries: 001-1210-5101 Benefits: 001-1210-5200
City Manager Total	150,000	-	
City Clerk			
Increase the Secretary position from 0.75 FTE to 1.00 FTE	27,762		Regular Salaries: 001-1120-5101 Benefits: 001-1120-5200
Software program implementation (\$19,822) for document management, retrieval and storage; Annual cost of scanning documents (\$4,600)	4,600	19,822	Professional Services: 001-1120-6401
City Clerk Total	32,362	19,822	
Police			
Add 1.00 FTE Community Services Officer to be assigned to the property room	87,106		Regular Salaries: 001-2010-5101 Benefits: 001-2010-5200
Add 1.00 FTE Community Service Officer for parking citations enforcement and patrol support services	52,575		Regular Salaries: 001-2010-5101 Benefits: 001-2010-5200
Crowd control safety equipment funded by Equitable Sharing Program		48,500	Operating Supplies: 111-2010-6102
De-escalation of Force Training for half of the police officers funded by Equitable Sharing Program		9,000	Training/Meetings/Conferences: 111-2010-6405
Major Accident Investigation Team (MAIT) training funded by Equitable Sharing Program		7,332	Training/Meetings/Conferences: 111-2010-6405
In-car video system funded by General Fund Equipment Reserve Fund		50,000	Other Equipment: 703-1560-8014
Body-worn cameras with digital evidence management system funded by General Fund Equipment Reserve Fund	70,000		Other Equipment: 703-1560-8014
Add 1.00 FTE Digital Evidence Officer	109,802		Regular Salaries: 001-2010-5101 Benefits: 001-2010-5200
Police Total	319,483	114,832	
Fire			
Site preparation and installation for ladder truck storage (\$50,000) and estimated annual cost for operation of the truck (\$10,000)		50,000	Contractual Services: 001-2110-6411
	10,000		Maintenance: 001-2110-6304
Fire Total	0	50,000	
Streets Maintenance			
32 double-sided recycling/garbage trash cans for the downtown San Mateo corridor		80,000	Operating Supplies: 001-4110-6102
Contract on-call guardrail repair services	40,000		Contractual Services: 001-4110-6411
Streets Maintenance Total	40,000	80,000	

* For a detailed description of the supplemental enhancements, please see the appendix section.

Adopted Supplemental Enhancements Summary

Supplemental Enhancement	New Ongoing Cost	One-Time Costs	Account Number
Planning			
Contract planning services		120,000	Professional Services: 001-3310-6401
Planning Total	-	120,000	
Building			
Contract for 1.00 FTE front counter technician		70,000	Professional Services: 001-3320-6401
Contract for plans examiner services		37,000	Professional Services: 001-3320-6401
Ford Escape sport utility vehicle for the third Code Enforcement Officer		35,000	Transfers to Reserves: 001-3320-9079
Building Total	-	142,000	
Parks			
Add 1.00 FTE Lead Parks Maintenance Worker	108,298		Regular Salaries: 001-5110-5101 Benefits: 001-5110-5200
Add 1.00 FTE Parks Maintenance Worker I/II	87,815		Regular Salaries: 001-5110-5101 Benefits: 001-5110-5200
Start-up tools and uniforms for two new Parks Maintenance Worker positions	1,500	6,000	Operating Supplies: 001-5110-6102 Tools & Equipment: 001-5110-6650
Purchase of two Ford-350 trucks (\$55,000/vehicle) for two new Parks Maintenance Worker positions		110,000	Transfers to Reserves: 001-5110-9079
Parks Total	197,613	116,000	
Senior Services			
Materials for bocce ball court funded by Senior Advisory Board		8,085	Tools & Equipment: 001-5270-6650
Construction of bocce ball court funded by Senior Advisory Board		9,920	Other Services: 001-5270-6419
Senior Services Total	-	18,005	
Library			
Expand library hours by 5 hours per week	18,839		Part-Time Salaries: 001-5510-5102 Benefits: 001-5510-5203
Laptops and mobile wireless hotspot devices funded by Sammut Family Foundation donation (\$24,000); Annual data plan for mobile wireless hotspots (\$2,400).	2,400	24,000	Communications: 001-5510-6450 Tools & Equipment: 133-5530-6650
Library Total	21,239	24,000	
Internal Service Funds			
Building and Facilities			
Add 1.00 FTE Custodian I position (\$85,535); Position cost will be offset by eliminating part-time salaries and bringing carpet cleaning in house for savings of \$32,583. Includes uniform and supplies to equip position (\$1,000).	52,952	1,000	Regular Salaries: 702-1520-5101 Benefits: 702-1520-5200 Operating Supplies: 702-1520-6102

* For a detailed description of the supplemental enhancements, please see the appendix section.

Adopted Supplemental Enhancements Summary

Supplemental Enhancement	New Ongoing Cost	One-Time Costs	Account Number
Building and Facilities (Cont.)			
New tables and chairs for City Council meetings held at the Senior Center (\$16,625); New chairs for Conference Room 115 (\$11,000); New chairs and meeting table for Conference Room 101 (\$10,100)		37,725	Tools & Equipment: 702-1520-6650
LED light bulbs for all rooms at City Hall and the Library		15,000	Operating Supplies: 702-1520-6102
Building and Facilities Total	52,952	53,725	
Enterprise Funds			
Stormwater			
Emergency Stormwater repairs contract for unanticipated damage to the conveyance pipe, culverts, catch basins, and inlets.	250,000		Contractual Services: 621-6210-6411
Stormwater Total	250,000	-	

* For a detailed description of the supplemental enhancements, please see the appendix section.

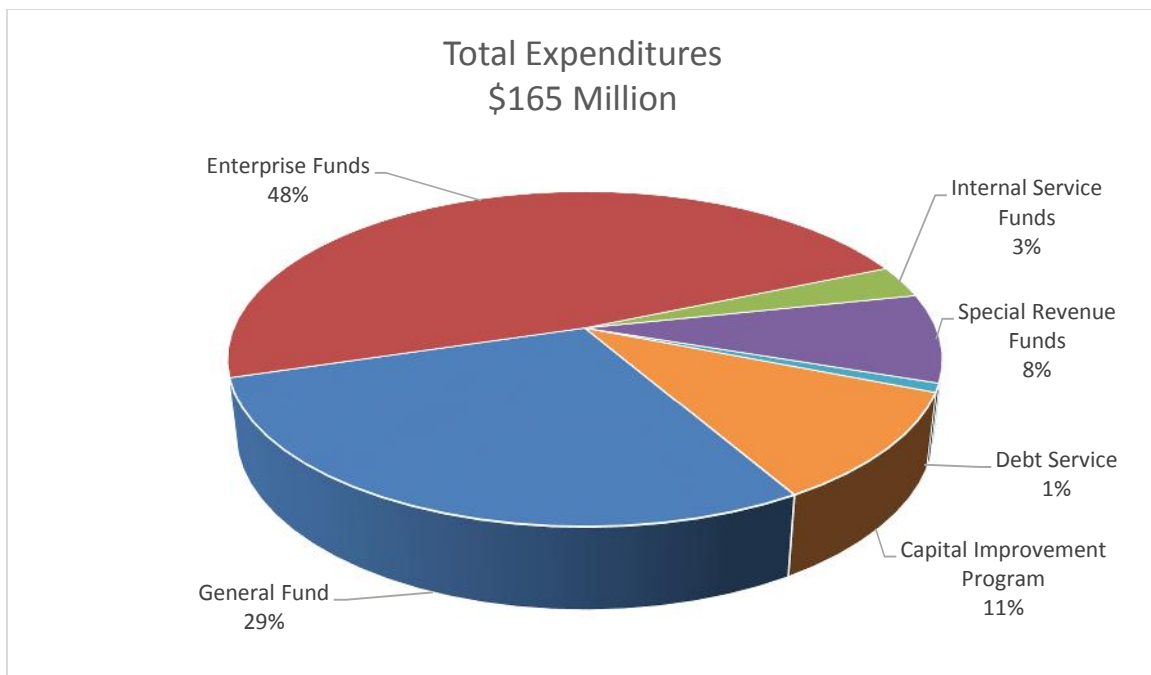
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City and Community Information
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CITY OF SAN BRUNO
OPERATING AND CAPITAL BUDGET OVERVIEW
For the Fiscal Year Ending 2017-18

The City's Budget is a flexible spending plan that is the legal authority for departments to commit financial resources to provide municipal services. The Operating and Capital Budget for Fiscal Year 2017-18 equals \$165 million. The City budget includes \$47 million in the General Fund and \$118 million in Other Funds (i.e. Capital Improvement Program, Water, Wastewater, Cable, Grant Funds, Internal Service Funds, etc). The City's General Fund Budget is approximately 29% of the total Operating Budget in FY 2017-18. 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).



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 March 6, 2017, the Finance Department distributed the 2017-18 Budget Manual to City Departments. Examples 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 2017-18 Operating and Capital Budget Calendar	
March 6, 2017	Budget Manual distributed to Departments
March 6-20, 2017	Budget Kick-off Meetings with Departments
March 20, 2017	Goals and Objectives, Accomplishments, and Performance Measures due
March 21, 2017	Budget requests due
April 3-14, 2017	Meet and review Budget requests
April 21, 2017	Final Budget due from Departments
May 26, 2017	Proposed Operating and CIP Budget distributed to the City Council
June 12 & 14, 2017	City Council Budget Study Sessions
June 27, 2017	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 2017-18 is \$41,039,622. The Gann spending limitation is calculated by taking the prior year’s limitation \$39,358,742 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 2017-18 have been calculated to be \$28,405,924, which is \$12,633,698 less than the appropriation limit. Therefore, the City of San Bruno is in compliance with Article XIII of the California Constitution for 2017-18.

IV. Key Budget Assumptions

Several budget assumptions were included in the Budget for 2017-18. 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 11%.
- B. Sales Tax revenues are estimated to increase by 3%.
- C. Transient Occupancy Tax is estimated to decrease by 6%.
- D. Overall Department revenues are estimated to increase by 4%.

V. General Fund

Budget Summary:

		Fiscal Year 2017-18
July 1, Projected Available Fund Balance		<u>\$2,939,730</u>
Sources of Funds:		
Estimated Revenue	\$42,406,307	
Transfers In	<u>962,000</u>	
		\$43,368,307
Uses of Funds:		
Appropriations	(42,318,595)	
Transfers Out	<u>(1,398,733)</u>	
		<u>(43,717,328)</u>
Use of Reserves for Enhancements		<u>(1,388,333)</u>
June 30, Available Fund Balance		<u>\$1,202,376</u>

Revenue Growth

General Fund estimated revenues are \$43.4 million for 2017-18. This represents an increase of approximately \$1.4 million when compared to the 2016-17 Amended Budget.

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

	<u>FY 2017-18</u>
Economic Growth:	
Taxes:	
Property Tax	\$ 980,085
Sales & Use Tax	191,274
Transient Occupancy Tax	(204,800)
Vehicle License Fees	281,919
Regulatory Cardroom Fees	63,531
Business Taxes	(8,281)
Franchise Fees	(41,000)
Use of Money & Property	(180,181)
Transfers in & Other Revenues	116,297
Department Revenues	<u>218,382</u>
Total Increases to Revenue	<u>\$ 1,417,226</u>

One-Time Revenue Sources

The City is projecting \$400,000 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, 2017-18 General Fund budget expenditures, with approved Supplemental Enhancements, increased by \$2,150,441 (4.8%) 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 2017-18</u>
Salary & Benefits	\$ 1,622,386
Services & Supplies	(466,239)
Other Charges	808,078
Capital	5,000
Debt Service & Transfers Out	<u>181,216</u>
Total Increases (Decreases) to Expenditures	<u>\$ 2,150,441</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 became an incorporated municipal law agency with a population at the time of approximately 1,400 residents. Louis Traeger, who had moved to San Bruno after the 1906 earthquake was elected as the City's first Mayor. The population passed 1,500 by 1920 and soared to over 3,600 by 1930.



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

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

PRESENT DAY

Early in the new millennium, San Bruno is again at a major crossroads in its history. In 2000, the Bay Area Rapid Transit (BART) system opened a station in San Bruno conveniently linking San Bruno to San Francisco and the East Bay. Also in 2000, the United States Government sold off a majority of its San Bruno navy base to a private developer. In 2005, transformation of the former military installation into a vibrant transit oriented mixed-use development called The Crossing was well

underway. The Crossing was completed and comprised of owner and tenant occupied residential housing, senior housing, a major hotel, and commercial space.

The City continues to provide support and response to inquiries from Crestmoor Neighborhood residents. The Glenview Fire resulted from a PG&E pipeline explosion. Reconstruction of the Crestmoor neighborhood rebuild is nearing completion by the end of 2017.

FUTURE

With the 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 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	Ken Ibarra	November 2017
Member	Irene O'Connell	November 2019

Member	Rico Medina	November 2017
Member	Marty Medina	November 2019
*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.



DIRECTORY OF OFFICIALS

ELECTED OFFICIALS

Mayor.....Jim Ruane
Vice Mayor.....Ken Ibarra
Council Member..... Irene O’Connell
Council Member.....Marty Medina
Council Member.....Rico E. Medina
City Clerk.....Carol Bonner
City Treasurer.....John Marty

ADMINISTRATIVE PERSONNEL

City Manager.....Connie Jackson
Assistant City Manager.....Tami Yuki
City Attorney.....Marc Zafferano
Finance Director..... James H. O’Leary (Acting)
Community Development Director.....David Woltering
Community Services Director.....Kerry Burns
Fire Chief.....Dave Downing (Acting)
Police Chief.....Ed Barberini
Public Services Director.....Jimmy Tan
Cable Director..... Steve Firpo

COMMISSIONS, BOARDS, AND COMMITTEES

Planning Commission

Rick Biasotti, Chair
Marie Kayal, Vice Chair
Kevin Chase
Mary Lou Johnson
Perry Peterson
Vacant
Vacant
City Council Liaison: Mayor Jim Ruane

Parks and Recreation Commission

Mike Palmer, Chair
Laura Davis, Vice Chair
Kris Gonzales
Lorry Greenberg
Alexander Melendrez
Dave Nigel
Michael Salazar
Lucy Zammattia
City Council Liaison: Ken Ibarra

Culture & Arts Commission

Pamela Gamble, Chair
Carolyn Livengood, Vice Chair
Jeanne George
Carlos Gonzalez
Bardi Rosman Koodrin
Pamela Madden
Melody Tobin
City Council Liaison: Marty Medina

Personnel Board

Ed Fuentes, Chair
Ed Comerford, Vice Chair
Joe Roberts
City Council Liaison: Marty Medina

San Bruno Community Foundation

Nancy A. Kraus, President
Frank Hedley, Vice President
John McGlothlin, Secretary
Tim Ross, Treasurer
Patricia Bohm
Emily Roberts
Dr. Regina Stanback Stroud

Senior Citizens Advisory Committee

Bill Goff, Chair
Flori Green, Vice Chair
Karen Hornung, Treasurer
Dorothy Carmichael
Bill Hayes
Ken Kreisel
Barbara Luzaich
Joanne Tracey
City Council Liaison: Ken Ibarra

Bicycle & Pedestrian Advisory Committee

Dave Nigel, Chair
Henry Mar, Vice Chair
Walter Bird
Adam Cozzette
Cecile Riborozo
Gus Sinks
Jeffrey Tong
City Council Liaison: Irene O'Connell

Citizens Crime Prevention Committee

Mary Mahon, Chair
Peter Carey, Vice Chair
Roberto Donlucas
Valentine Morgan
Robert Riechel
Deanna Robinson
Richard Wong
City Council Liaison: Rico E. Medina

Community Preparedness Committee

George Peponis, Chair
Dena Gunning, Vice Chair
Ron LaPedis
Matt Lethin
Malcolm Robinson
City Council Liaison: Rico E. Medina

Traffic Safety and Parking Committee

Tom Hamilton, Chair
Jessica Barnes-Lopez, Vice Chair
Mark Howard
Marco Durazo
John Giuseponi
City Council Liaison: Irene O'Conne

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

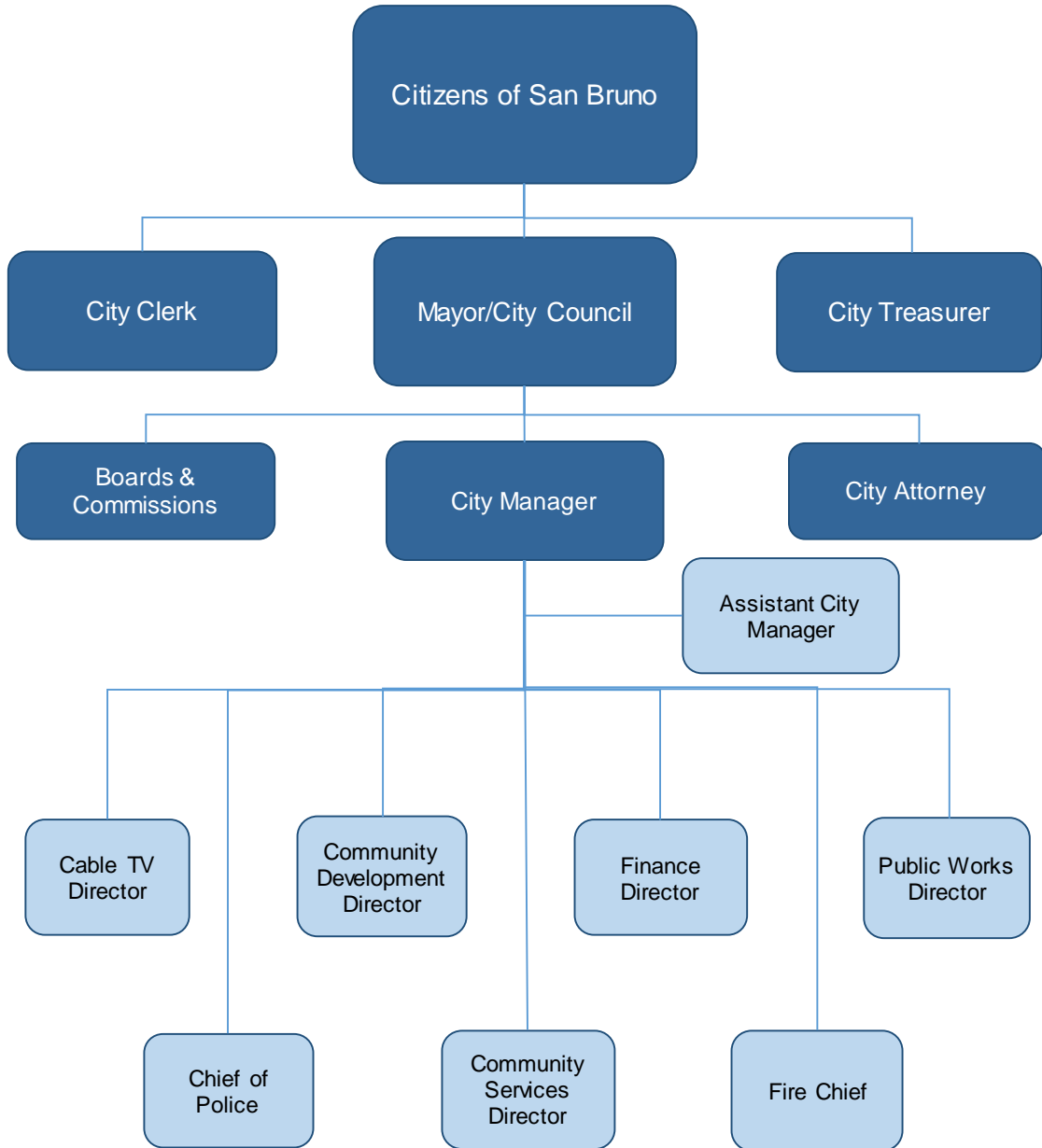
Friendliness

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

- J **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.
- J **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.
- J **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.
- J **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.
- J **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.
- J **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.
5. Appropriations, except for those encumbered under purchase orders, lapse at the end of the fiscal year. Encumbered amounts are then carried over for the coming year.
6. Budgeted appropriations for the various governmental funds become effective each July 1. The City Council may amend the budget during the fiscal year. The legal level of budgetary control has been established at the fund level.

INVESTMENT POLICY

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

1. To ensure compliance with all State and Local laws governing the investment of monies in the custody of the 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 2017-18

Fund Title	Projected Fund Balance as of July 1, 2017	Operating Revenue	Capital Revenue	Transfers In	Total Resources
General Fund:	\$ 2,939,730	\$ 42,406,307	\$ -	\$ 962,000	\$ 43,368,307
Reserves:					
General Fund Reserve	11,526,776	-	-	400,000	400,000
General Fund One-Time Revenues	267,069	400,000	-	-	400,000
Capital Improvement Reserve	5,368,342	4,809	-	-	4,809
Emergency Disaster Reserve	3,081,283	20,000	-	-	20,000
Enterprise Funds*:					
Water	13,081,634	14,349,000	-	5,500,000	19,849,000
Wastewater	13,394,329	16,600,000	-	10,000,000	26,600,000
Stormwater	2,807,195	679,000	-	961,400	1,640,400
Cable Television	(9,339,752)	11,638,897	-	-	11,638,897
Internal Services Funds:					
Central Garage	271,529	500,000	-	-	500,000
Buildings & Facilities Maint.	223,885	1,259,080	-	-	1,259,080
Equipment Reserve	5,380,778	340,600	-	-	340,600
Technology Support	266,440	739,780	-	-	739,780
Self-Insurance	(1,130,514)	2,078,553	-	-	2,078,553
Special Revenue Funds:					
Measure A	667,701	929,000	-	-	929,000
Crestmoor (Glenview) Recovery	(5,328,843)	578,143	15,977,272	-	16,555,415
In-Lieu	3,511,941	16,000	-	-	16,000
Area Agency on Aging	32,560	213,765	-	-	213,765
Federal/State Grants	-	25,000	-	-	25,000
Gas Tax	139,012	1,301,560	-	-	1,301,560
Library Special Revenue	126,775	750	-	-	750
Police Asset Forfeiture	393,852	305,400	-	-	305,400
Citizens Option for Public Safety	71,990	120,000	-	-	120,000
Solid Waste	284,106	91,920	-	-	91,920
Restricted Donations	1,346,377	205,700	-	-	205,700
Street Special Revenue	315,924	1,900	-	-	1,900
City as Successor Housing Agency	669,371	150,000	-	-	150,000
Capital Project Funds:					
Parks & Facilities Capital	3,275,430	-	2,500,000	696,000	3,196,000
Streets Capital	3,719,358	-	2,572,246	4,658,000	7,230,246
Technology Capital	253,943	-	-	-	-
Debt Service Fund	16	-	-	1,398,733	1,398,733
GRAND TOTAL	\$ 57,618,236	\$ 94,955,164	\$ 21,049,518	\$ 24,576,133	\$ 140,580,815

* 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, 2018
General Fund:	\$ 42,318,595	\$ -	\$ 1,398,733	\$ 43,717,328	\$ 2,590,709
Reserves:					
General Fund Reserve	-	-	-	-	11,926,776
General Fund One-Time Revenues	-	-	400,000	400,000	267,069
Capital Improvement Reserve	-	-	3,195,500	3,195,500	2,177,651
Emergency Disaster Reserve	-	-	-	-	3,101,283
Enterprise Funds*:					
Water	9,325,107	16,852,467	-	26,177,574	6,753,060
Wastewater	10,145,375	27,110,116	-	37,255,491	2,738,838
Stormwater	958,716	2,261,918	-	3,220,634	1,226,961
Cable Television	11,185,732	1,900,000	-	13,085,732	(10,786,587)
Internal Services Funds:					
Central Garage	609,255	-	-	609,255	162,274
Buildings & Facilities Maint.	1,183,140	-	-	1,183,140	299,825
Equipment Reserve	474,600	-	-	474,600	5,246,778
Technology Support	795,873	-	-	795,873	210,347
Self-Insurance	2,078,553	-	-	2,078,553	(1,130,514)
Special Revenue Funds:					
Measure A	-	-	845,000	845,000	751,701
Crestmoor (Glenview) Recovery	578,143	10,648,429	-	11,226,572	-
In-Lieu	39,500	-	-	39,500	3,488,441
Agency on Aging	140,465	-	73,300	213,765	32,560
Federal/State Grants	25,000	-	-	25,000	-
Gas Tax	1,760	-	1,367,500	1,369,260	71,312
Library Special Revenue	-	-	39,000	39,000	88,525
Police Asset Forfeiture	44,400	-	-	44,400	654,852
Citizens Option for Public Safety	-	-	100,000	100,000	91,990
Solid Waste	78,111	-	-	78,111	297,915
Restricted Donations	120,175	-	-	120,175	1,431,902
Street Special Revenue	-	-	-	-	317,824
City as Successor Housing Agency	-	-	-	-	819,371
Capital Project Funds:					
Parks & Facilities Capital	-	6,523,094	-	6,523,094	(51,664)
Streets Capital	-	10,780,475	-	10,780,475	169,129
Technology Capital	-	245,784	-	245,784	8,159
Debt Service Fund	1,398,733	-	-	1,398,733	16
GRAND TOTAL	\$ 81,501,233	\$ 76,322,283	\$ 7,419,033	\$ 165,242,549	\$ 32,956,503

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Personnel Summaries
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City Personnel Summaries 2017-18 Budget

Department	2013-14 Budget	2014-15 Budget	2015-16 Budget	2016-17 Budget	2017-18 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	0.50 ¹
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	5.00	5.00	5.00	5.50	5.50
Revenue Services	5.00	5.00	5.00	4.50	4.50
Police	61.50	62.50	64.00	64.00	65.00
Fire	32.75	33.30	34.55	35.00	35.00
Public Works					
Admin. & Engineering	6.70	6.70	6.70	6.70	6.70
Streets Maintenance	5.10	5.70	5.80	5.80	5.80
Community Development					
Planning	4.50	4.50	5.75	5.75	5.25
Building	6.50	7.50	8.25	8.25	8.75
Community Services					
Recreation	4.00	4.75	4.90	4.90	4.90
Parks Maintenance	13.80	14.30	13.05	13.05	13.05
Senior Services	3.35	3.45	3.65	3.65	3.65
Library Services	7.65	7.55	7.85	7.85	7.85
Subtotal	170.10	174.50	179.25	179.20	179.70
Special Revenues					
Solid Waste	0.35	0.35	0.45	0.45	0.45
Crestmoor/Glenview Recovery	4.25	3.70	3.70	2.00	0.50
Subtotal	4.60	4.05	4.15	2.45	0.95
Internal Services					
Central Garage	2.35	2.35	2.35	2.35	2.35
Buildings and Facilities	5.70	6.45	7.05	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	12.05	12.80	13.40	13.40	13.40
Enterprise Funds					
Water Enterprise	16.95	17.45	17.45	17.95	17.95
Stormwater Enterprise	3.75	4.15	3.95	3.95	3.95
Wastewater Enterprise	15.80	16.30	16.30	16.80	16.80
Cable Enterprise	20.00	20.00	20.00	20.00	20.00
Subtotal	56.50	57.90	57.70	58.70	58.70
Total Positions (all funds)	243.25	249.25	254.50	253.75	252.75

¹The elected City Treasurer's term expires November 2017. Effective December 2017, the Finance Director position will assume the City Treasurer duties.

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Departmental Personnel 2017-18 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)	0.50
Total	7.25

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	2.00	0.00	2.00
Accounting & Customer Services Representative I/II	0.00	3.00	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	37.00	-	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	0.50	3.50
Management Analyst I/II	1.00	-	1.00
Total	65.00	0.50	65.50

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	0.25	1.75	2.00
Executive Assistant	0.50	0.50	1.00
Total	5.25	8.75	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 Works	General Fund		Enterprise Funds			Internal Services Fund	Special Revenue Fund	Total
	Admin. & Engineering	Streets	Water	Stormwater	Wastewater	Central Garage	Solid Waste	
Public Works 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	-	1.00*	-	-	2.00
Lead Maintenance Worker	-	-	2.00	1.00	1.00	-	-	4.00
Maintenance Worker I/II	-	4.60	8.00	2.40	9.00*	-	-	24.00
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

*Replaced one vacant Pump Mechanic position with a Maintenance Worker I position

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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 Works

Community Development

Community Services

Non-Departmental

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General Fund

Four Year Summary

	2014-15 Actual	2015- 16 Actual	2016-17 Amended Budget	2016-17 Estimated Actual	2017-18 Budget
Beginning Fund Balance, July 1	\$ 1,651,670	\$ 1,688,264	\$ 728,220	\$ 1,727,835	\$ 2,939,730
Revenues					
Taxes	27,080,407	27,464,563	28,542,000	28,463,849	29,845,728
Departmental Revenues	5,108,275	5,428,467	5,304,900	5,601,636	5,523,282
Franchises	1,945,687	1,960,996	1,910,000	1,871,361	1,869,000
Use of Money & Property	1,668,965	1,648,402	1,553,181	1,633,883	1,373,000
Other Revenue	3,199,961	3,638,865	3,678,000	3,671,924	3,795,297
Transfer In from Other Funds	1,023,095	980,934	963,000	962,000	962,000
Total Revenues	40,026,390	41,122,227	41,951,081	42,204,653	43,368,307
Prior Year Carryover *	-	-	999,615	-	-
Total Sources	40,026,390	41,122,227	42,950,696	42,204,653	43,368,307
Expenditures					
General Administration	3,567,187	3,859,540	4,590,315	4,232,239	4,575,800
Public Safety	24,248,059	25,479,775	26,191,042	25,289,040	27,006,246
Public Works	3,010,789	3,146,539	3,388,354	3,224,786	3,304,920
Community Development	2,780,462	3,033,440	3,329,982	3,211,062	3,135,289
Community Services	7,311,804	7,807,399	7,640,162	7,495,174	8,313,304
Non-Departmental	427,069	421,239	641,248	701,945	638,110
Internal Allocations	(4,245,240)	(4,456,080)	(4,379,004)	(4,379,004)	(4,655,074)
Transfer to Other Funds	2,889,665	1,790,804	1,217,517	1,217,517	1,398,733
Total Expenditures	39,989,795	41,082,656	42,619,616	40,992,759	43,717,328
Surplus (Deficit)	36,595	39,571	331,080	1,211,894	(349,021)
Use of Fund Balance from 16-17					350,000
Ending Fund Balance, June 30	\$ 1,688,264	\$ 1,727,835	\$ 1,059,300	\$ 2,939,730	\$ 2,590,709

* Prior year carryover approved to fund one-time supplemental enhancements and purchase orders.

General Fund

Four Year Revenue Summary

	2014-15 Actual	2015-16 Actual	2016-17 Amended Budget	2016-17 Estimated Actual	2017-18 Budget	Change in Budget
Taxes						
Property Taxes	\$ 7,965,007	\$ 8,470,751	\$ 8,978,000	\$ 9,030,184	\$ 9,958,085	11%
Sales Taxes	7,631,293	7,470,289	7,448,000	7,535,276	7,639,274	3%
Hotel/Motel Taxes	3,162,479	3,316,369	3,558,000	3,320,347	3,353,200	-6%
Vehicle License Fees	3,764,990	4,016,571	4,298,000	4,329,288	4,579,919	7%
Regulatory Cardroom Fee	1,694,580	1,735,696	1,780,000	1,781,208	1,843,531	4%
Business Taxes	2,862,059	2,454,887	2,480,000	2,467,546	2,471,719	0%
Subtotal	27,080,407	27,464,563	28,542,000	28,463,849	29,845,728	5%
Franchises						
PG&E/AT&T	581,381	584,979	616,000	578,000	580,000	-6%
San Bruno Garbage	937,187	949,891	980,000	979,361	999,000	2%
Cable Television In-Lieu	427,118	426,126	314,000	314,000	290,000	-8%
Subtotal	1,945,687	1,960,996	1,910,000	1,871,361	1,869,000	-2%
Use of Money & Property						
Interest Earnings	271,692	350,093	275,000	273,136	283,000	3%
Rentals	404,157	422,918	426,000	407,000	412,000	-3%
Cable Equity Earnings	854,236	800,000	775,000	775,000	575,000	-26%
Other	138,880	75,391	77,181	178,747	103,000	33%
Subtotal	1,668,965	1,648,402	1,553,181	1,633,883	1,373,000	-12%
Transfers in & Other Revenues						
Transfers from Other Funds	1,023,095	980,934	963,000	962,000	962,000	0%
Other	3,199,961	3,638,865	3,678,000	3,671,924	3,795,297	3%
Subtotal	4,223,056	4,619,799	4,641,000	4,633,924	4,757,297	3%
Departmental Revenues						
Police	1,301,807	1,423,275	1,403,700	1,360,224	1,363,125	-3%
Fire	430,795	556,664	226,000	493,034	271,700	20%
Public Works Engineering	86,752	157,219	156,000	346,622	206,000	32%
Public Works Streets	68,753	105,005	93,700	98,077	96,700	3%
Planning	212,756	136,014	140,000	120,390	150,150	7%
Building	1,193,877	1,214,621	1,393,000	1,192,900	1,420,416	2%
Recreation Services	1,608,292	1,657,286	1,704,000	1,781,206	1,801,000	6%
Parks Maintenance	38,750	6,840	37,000	35,988	36,691	-1%
Senior Services	113,891	123,035	112,000	136,695	138,000	23%
Library Services	52,602	48,508	39,500	36,500	39,500	0%
Subtotal	5,108,275	5,428,467	5,304,900	5,601,636	5,523,282	4%
Total	\$ 40,026,390	\$ 41,122,227	\$ 41,951,081	\$ 42,204,653	\$ 43,368,307	3%

General Fund

Four Year Expenditure Summary

	2014-15 Actual	2015-16 Actual	2016-17 Amended Budget	2016-17 Estimated Actual	2017-18 Budget	Change in Budget
General Government						
City Council	\$ 155,007	\$ 154,133	\$ 199,338	\$ 172,264	\$ 214,799	8%
City Clerk	271,099	282,063	283,501	285,962	359,792	27%
City Treasurer	72,379	73,807	75,861	75,892	52,302	-31%
City Attorney	386,079	443,974	461,597	452,053	463,586	0%
City Manager	690,499	823,769	969,049	857,634	880,036	-9%
Human Resources	254,310	294,318	472,285	451,889	510,855	8%
Finance						
Administration	937,141	965,676	1,150,293	1,001,322	1,085,583	-6%
Revenue Services	800,673	821,800	978,391	935,223	1,008,847	3%
Subtotal	3,567,187	3,859,540	4,590,315	4,232,239	4,575,800	0%
Police	14,612,156	15,361,511	16,026,663	15,495,617	16,810,216	5%
Fire	9,635,903	10,118,264	10,164,379	9,793,423	10,196,030	0%
Public Works						
Admin. & Engineering	1,567,508	1,519,792	1,610,244	1,451,826	1,565,497	-3%
Streets Maintenance	1,443,281	1,626,747	1,778,110	1,772,959	1,739,423	-2%
Subtotal	3,010,789	3,146,539	3,388,354	3,224,786	3,304,920	-2%
Community Development						
Planning	1,136,763	1,219,446	1,463,486	1,392,887	1,231,498	-16%
Building Inspection	1,643,699	1,813,994	1,866,496	1,818,175	1,903,791	2%
Subtotal	2,780,462	3,033,440	3,329,982	3,211,062	3,135,289	-6%
Community Services						
Recreation Services	1,870,925	2,141,432	1,986,738	2,107,255	2,264,828	14%
Parks Maintenance	2,552,464	2,555,495	2,524,886	2,382,781	2,587,888	2%
Senior Services	927,758	1,095,212	1,017,776	942,692	1,176,051	16%
Library	1,960,657	2,015,260	2,110,762	2,062,446	2,284,537	8%
Subtotal	7,311,804	7,807,399	7,640,162	7,495,174	8,313,304	9%
Non-Departmental						
Cost Allocation	427,069	421,239	641,248	701,945	638,110	0%
Subtotal	(4,245,240)	(4,456,080)	(4,379,004)	(4,379,004)	(4,655,074)	6%
Expenditures Subtotal	37,100,130	39,291,852	41,402,099	39,775,242	42,318,595	2%
Transfers Out to Other Funds						
Transfer Out to Debt Service	1,683,176	18,675	-	-	-	0%
Subtotal	1,206,489	1,772,129	1,217,517	1,217,517	1,398,733	15%
Subtotal	2,889,665	1,790,804	1,217,517	1,217,517	1,398,733	15%
Total	\$ 39,989,795	\$ 41,082,656	\$ 42,619,616	\$ 40,992,759	\$ 43,717,328	3%

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

	2014-15 Actual	2015-16 Actual	2016-17 Amended Budget	2016-17 Estimated Actual	2017-18 Budget
Beginning Fund Balance, July 1	\$ 9,282,744	\$9,993,720	\$10,961,554	\$10,961,554	\$11,526,776
Revenues	7,070	22,620	6,000	3,500	-
Non-Operating Revenue (Expenditure)					
Transfer in from General Fund	-	-	-	-	-
Transfer in from One-Time Revenue	703,906	899,859	700,000	561,722	400,000
Transfer in from Capital Projects	-	45,355	-	-	-
Subtotal	703,906	945,214	700,000	561,722	400,000
Change in Fund Balance	710,976	967,834	706,000	565,222	400,000
Ending Fund Balance, June 30	\$9,993,720	\$10,961,554	\$11,667,554	\$11,526,776	\$11,926,776

General Fund One Time Revenues

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

Four Year Summary

	2014-15 Actual	2015-16 Actual	2016-17 Amended Budget	2016-17 Estimated Actual	2017-18 Budget
Beginning Fund Balance, July 1	\$ 3,586	\$ 220,248	\$ 278,654	\$ 278,654	\$ 267,069
Revenues					
Excess ERAF	879,424	823,649	700,000	832,115	400,000
Other one time recoveries	548,725	462,534	-	10,590	-
Total Revenues	1,428,149	1,286,183	700,000	842,705	400,000
Expenditures					
Crossing Hotel parcel	26,025	20,490	-	11,586	-
Misc. repairs for sale of 105 Cabrillo	32,238	-	-	-	-
Total Expenditures	58,263	20,490	-	11,586	-
Non-Operating Revenue (Expenditure)					
Transfer to Capital Projects	-	-	-	-	-
Capital Improvement Reserve	(429,317)	(840,655)	(700,000)	(280,983)	-
General Fund Reserve	(723,907)	(366,632)	-	(561,722)	(400,000)
Subtotal	(1,153,224)	(1,207,287)	(700,000)	(842,705)	(400,000)
Change in Fund Balance	216,662	58,406	-	(11,586)	-
Ending Fund Balance, June 30	\$ 220,248	\$ 278,654	\$ 278,654	\$ 267,069	\$ 267,069

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. The Capital Improvement/One-Time Initiative Reserve can only be utilized through resolution of the City Council. While this fund has an initial goal of \$5 million, funds shall continue to be added to this fund until it has reached a fund balance of \$8 million.

Four Year Summary

	2014-15 Actual	2015-16 Actual	2016-17 Amended Budget	2016-17 Estimated Actual	2017-18 Budget
Beginning Fund Balance, July 1	\$ 7,650,675	\$ 7,193,542	\$ 8,999,660	\$ 8,999,660	\$ 5,368,342
Revenues	-	512	-	5,675	4,809
Non-Operating Revenue (Expenditure)					
Transfer in from General Fund	1,683,175	-	-	1,000,000	-
Transfer in from One-Time Revenue	429,317	840,655	-	280,983	-
Transfer in from Disaster Recovery	-	3,000,000	-	-	-
Transfer out to Capital Projects	(2,569,625)	(2,035,049)	(4,917,976)	(4,917,976)	(3,195,500)
Subtotal	(457,133)	1,805,606	(4,917,976)	(3,636,993)	(3,195,500)
Change in Fund Balance	(457,133)	1,806,118	(4,917,976)	(3,631,318)	(3,190,691)
Ending Fund Balance, June 30	\$ 7,193,542	\$ 8,999,660	\$ 4,081,684	\$ 5,368,342	\$ 2,177,651

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

	2014-15 Actual	2015-16 Actual	2016-17 Amended Budget	2016-17 Estimated Actual	2017-18 Budget
Beginning Fund Balance, July 1	\$ 3,038,825	\$ 3,046,728	\$ 3,059,683	\$ 3,059,683	\$ 3,081,283
Revenues	7,903	12,955	12,400	21,600	20,000
Expenditures	-	-	-	-	-
Change in Fund Balance	7,903	12,955	12,400	21,600	20,000
Ending Fund Balance, June 30	\$ 3,046,728	\$ 3,059,683	\$ 3,072,083	\$ 3,081,283	\$ 3,101,283

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Elected Offices
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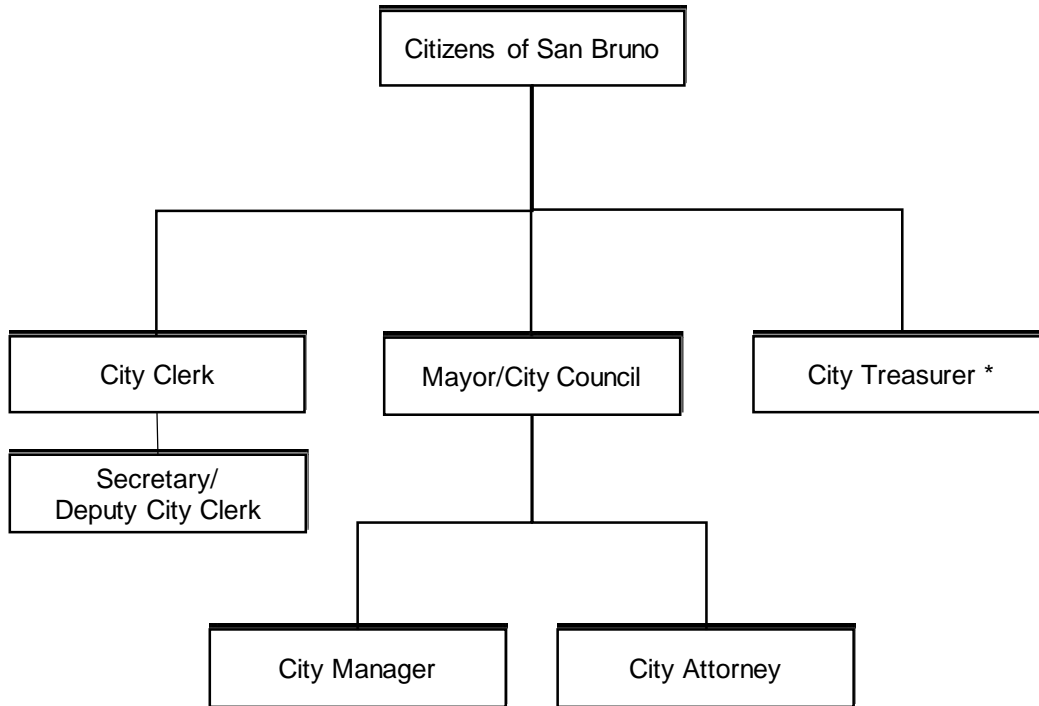
Elected Offices

City Council

City Clerk

City Treasurer

Elected Offices



* Through November 2017

Elected Offices

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

- **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.

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.

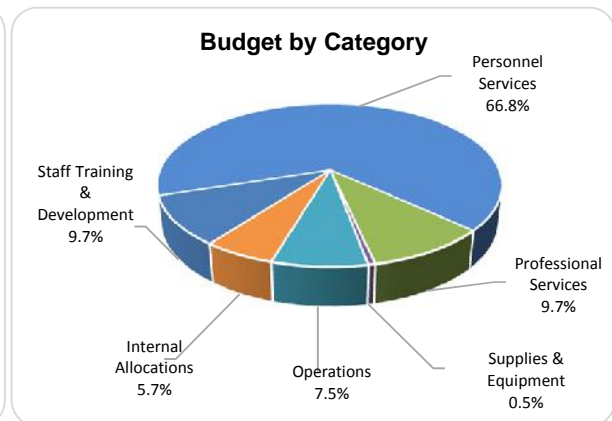
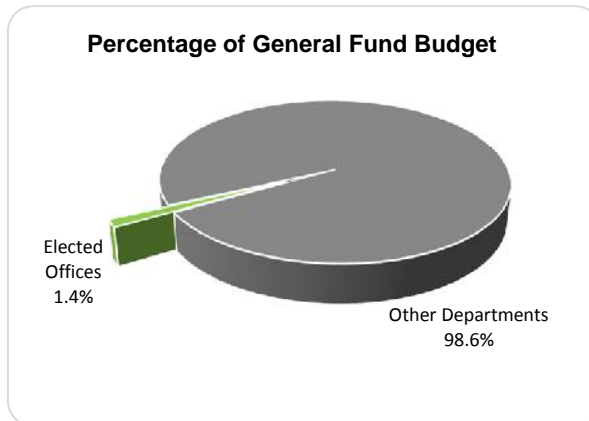
- **Management of Funds**
Provide cash management for timely payment of approved City expenditures.
- **Investment of Funds and Reporting**
Invest all City funds not required for regular operations in accordance with the City Council approved Investment Policy. Monitor interest earnings on invested funds 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 2014-15	FY 2015-16	FY 2016-17	FY 2017-18
	Actual	Actual	Budget	Budget
Personnel Services	\$ 341,975	\$ 355,997	\$ 415,678	\$ 366,667
Staff Training & Development	48,741	52,470	56,075	53,300
Professional Services	17,385	16,557	18,500	53,500
Supplies & Equipment	1,967	1,935	3,075	3,000
Operations	26,752	18,364	40,273	41,253
Intergovernmental	33,432	36,606	-	78,000
Internal Allocations	28,233	28,074	25,099	31,173
Total:	\$ 498,486	\$ 510,003	\$ 558,700	\$ 626,893

Funding Summary	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
	Actual	Actual	Budget	Budget
General Fund	\$ 278,526	\$ 279,120	\$ 332,179	\$ 386,091
General Administration Recovery from Other Funds:				
Water Fund	100,803	105,810	103,810	110,355
Wastewater Fund	59,415	62,366	61,188	65,045
Stormwater Fund	5,398	5,667	5,559	5,910
Cable Fund	53,862	56,537	55,469	58,966
Solid Waste	481	505	495	526
Total:	\$ 498,486	\$ 510,003	\$ 558,700	\$ 626,893



Performance and Workload Measures	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18
	Actual	Actual	Estimated	Target

City Council

Number of City Council Meetings Held	44	52	52	54
Number of Ordinances Approved	9	6	19	10
Number of Resolutions Approved	117	106	112	132

City Clerk

Number of Meeting Minutes Transcribed	44	52	52	54
Number of Bid Openings Conducted	15	17	20	20
Number of Notarial Acts	54	96	50	70
Statement of Economic Interests (Form 700) Filed	92	98	90	98

Performance and Workload Measures (Continued)	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Estimated	FY 2017-18 Target
City Treasurer				
Number of Investment Reports presented to the City Council	12	12	12	12

Goals and Accomplishments - City Council

2016-17 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
- ◆ Joined the citywide Community Choice Aggregation Program, along with San Mateo County and other local jurisdictions, to commit to the production of clean energy and promote the new clean energy provider, Peninsula Clean Energy
- ◆ Conducted multiple Study Sessions to develop long-term strategic plan for the City of San Bruno to benefit the current and future San Bruno community
- ◆ Received feedback from the community and considered alternatives to address community interests and issues that were raised, including the adoption of an amendment to the fireworks ordinance and the adoption of an ordinance regulating exposure to second hand smoke
- ◆ Updated the San Bruno Municipal Code to comply with the California Voter Participation rights Act by migrating to elections being conducted in even-numbered years, including the final odd-numbered year elections in 2017 and 2019 respectively, for City Councilmember and Mayor three year terms
- ◆ Participated in new development projects ground breaking including 1250 Grundy Lane in the Bayhill Office Park (SF Police Credit Union) and 841 San Bruno Ave (new medical office building)
- ◆ Developed working ad-hoc Subcommittee of the City Council, along with the Traffic, Safety and Parking Committee, to develop strategies to address citywide neighborhood parking issues
- ◆ Developed a water and wastewater rate structure to support the implementation of infrastructure repair and maintenance over the next five years
- ◆ Continued aggressive water and wastewater infrastructure rehabilitation/replacement program with completion of replacement water mains at Spyglass and Merion Drives, and wastewater mains at Jenevein, Kains, Trenton and San Mateo Avenues
- ◆ Improved the community's ability to access water usage data and monitor usage by completing the installation of advanced electronic water meters throughout the City, as well as encourage water conservation
- ◆ Approved job descriptions and appointment process for the positions of City Clerk and City Treasurer (Finance Director) appointive effective December, 2017
- ◆ Continued priority for effective, proactive, public information, outreach, and engagement with the City website and use of social media, along with the launch of a new reporting application for mobile devices designed to facilitate the ability to report infractions to the appropriate City department expediently and efficiently
- ◆ Appointed a new Boardmember to the San Bruno Community Foundation to fill a vacancy and continued to work with the Foundation to provide long term benefit to the San Bruno community
- ◆ Demolished the City property at 324 Florida and held several community meetings for public input in the design of Florida and Glenview/Earl Parks
- ◆ Conducted a comprehensive Community Vision Plan process to solicit broad-based community feedback regarding priority interests for public facilities, which resulted in approval to move forward with the design of a new Recreation Center/Pool
- ◆ Delivered the fourth annual Community Day in the Park event and coordinated the San Bruno Lions Club to join two community-wide events, Community Day and the Posy Parade

2016-17 Accomplishments (Continued)

- ◆ Continued to enhance volunteer participation in community clean-up initiatives including a Coastal Clean-up event, Operation Clean Sweep and a monthly cleaning of San Mateo Ave
- ◆ Presented proclamations to several groups involved in the San Bruno community to recognize their positive impact and contribution to the community, including Capuchino High School's International Baccalaureate (IB) Program, Artichoke Joe's 100th Year Anniversary, Breast Cancer Awareness month, Prostate Cancer Awareness month, American Cancer Society's Relay for Life, National Public Works Week, National Police Week and Fire Prevention Week
- ◆ Initiated reimbursement process for federal storm relief funds in response to the 2016-17 winter storms
- ◆ Adopted City of San Bruno's Annex of the San Mateo County Hazard Mitigation Plan to work with other local agencies and countywide emergency preparedness efforts
- ◆ Supported the San Bruno Park School District through the "Big Lift" application process to obtain grant funding to enhance early childhood literacy initiatives
- ◆ Participated in the federal court proceedings that resulted in conviction of PG&E 5 criminal counts of violating federal pipeline safety laws and 1 count of obstructing the National Transportation Safety Board investigation into the 2010 PG&E pipeline explosion in San Bruno
- ◆ Presented annual Beautification Awards to several residential and non-residential locations for improving the appearance of their properties
- ◆ Worked with the City Clerk's and City Manager's Office to show appreciation to the volunteers that serve on the Boards, Commissions and Committees by hosting a Volunteer Recognition event
- ◆ Worked with the City Clerk's Office to fill vacancies on the City's Boards, Commissions and Committees

2017-18 Goals and Objectives

- ◆ Develop and maintain citywide policies to provide equal quality public services to the San Bruno community
- ◆ Represent the City of San Bruno by participating in numerous local and regional assignments
- ◆ Complete appointment of a City Clerk effective December, 2017
- ◆ Conduct municipal election for City Council positions in November, 2017
- ◆ Continue progress toward the development of a new Recreation Center and swimming pool with completion of a concept design progress to establish specific facility and program requirements and initiate project design

Goals and Accomplishments - City Clerk

2016-17 Accomplishments

- ◆ Coordinated, prepared, and distributed City Council agenda materials and minutes for 52 meetings
- ◆ Coordinated and prepared 30 legal noticing documents as required by law
- ◆ Researched multiple documents to support City departments in a wide variety of topics
- ◆ Distributed fireworks applications and provided safety oversight and followed through on collection of fees
- ◆ Assisted with the Beautification Awards
- ◆ Prepared 34 Proclamations
- ◆ Assisted with 21 Public Records Requests
- ◆ Coordinated the filing of 9 vacancies for Commissions Boards and Committees and coordinated complete process for expiration of terms for 25 members
- ◆ Received and processed 40 claims
- ◆ Coordinated the filing of Form 700's by elected officials and designated employees

2017-18 Goals and Objectives

- ◆ Procure Document imaging system to scan ordinances, resolutions and minute books and legislative history index cards
- ◆ Update and maintain the City Clerk's webpage with pertinent information and web pages for the Commissions, Boards and Committees and the City's Web Calendar with Public Meeting information
- ◆ Conduct a municipal election in November 2017
- ◆ Complete transition of elected City Clerk position to appointed position effective December 2017

Goals and Accomplishments - City Treasurer

2016-17 Accomplishments

- ◆ Reviewed 2 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

2017-18 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

City Council

Personnel Services	2017-18 Budget	Description
5102 PART-TIME SALARIES	\$29,160	Salary for Mayor and City Council.
5200 EMPLOYEE BENEFITS	\$65,041	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	\$94,201	

Staff Training & Development	2017-18 Budget	Description
6405 TRAINING/MEETINGS/CONFERENCES	\$5,000	County, regional and state meetings, and conferences attended by the City Council.
6701 DUES & MEMBERSHIPS	\$43,900	Association of Bay Area Governments (ABAG) (\$9,400); League of California Cities (\$14,900); HEART of San Mateo County (\$14,000); 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	\$48,900	

Professional Services	Budget	Description
6401 PROFESSIONAL SERVICES	\$35,000	City Clerk recruitment.
Total Professional Services	\$35,000	

Supplies & Equipment	2017-18 Budget	Description
6001 OFFICE SUPPLIES	\$1,000	Supplies and materials related to operation of the City Council.
Total Supplies & Equipment	\$1,000	

Operations	2017-18 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); Volunteer recognition (\$2,500).
6450 COMMUNICATIONS	\$3,008	Costs associated with a telephone line (\$728); and data plan for five tablets (\$2,280).
6502 COMMUNITY PROMOTION	\$3,000	Financial support for community based organization activities.
Total Operations	\$35,558	

Internal Allocations	2017-18 Budget	Description
7901 INTERNAL SERVICE ALLOCATION	\$140	Internal service allocation for copier charges.
Total Internal Allocations	\$140	
Grand Total	\$214,799	

City Clerk

Personnel Services	2017-18 Budget	Description
5101 REGULAR SALARIES	\$153,846	Base salary and incentives for all department personnel as subject to benefits per applicable MOUs.
5200 EMPLOYEE BENEFITS	\$87,649	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	\$241,495	

Staff Training & Development	2017-18 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	2017-18 Budget	Description
6001 OFFICE SUPPLIES	\$2,000	Supplies and materials related to City Clerk operations.
Total Supplies & Equipment	\$2,000	

Operations	2017-18 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	\$4,500	Legal advertising for public notice.
Total Operations	\$5,557	

Intergovernmental	2017-18 Budget	Description
7043 ELECTIONS	\$78,000	Municipal election.
Total Intergovernmental	\$78,000	

Internal Allocations	2017-18 Budget	Description
7901 INTERNAL SERVICE ALLOCATION	\$28,340	Internal service allocations for: Self insurance cost (\$2,910); Building and facilities maintenance (\$11,423); Information technology support (\$11,007); and Copier charges (\$3,000).
Total Internal Allocations	\$28,340	
Grand Total	\$359,792	

City Treasurer

Personnel Services	2017-18 Budget	Description
5102 PART-TIME SALARIES	\$21,642	Salary for City Treasurer for half year.
5200 EMPLOYEE BENEFITS	\$9,329	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	\$30,971	

Professional Services	2017-18 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	

Operations	2017-18 Budget	Description
6450 COMMUNICATIONS	\$138	Cost associated with an office telephone.
Total Operations	\$138	

Internal Allocations	Budget	Description
7901 INTERNAL SERVICE ALLOCATION	\$2,693	Internal service allocation for information technology support.
Total Internal Allocations	\$2,693	
Grand Total	\$52,302	

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General Administration
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General Administration

City Manager's Office

City Attorney's Office

Human Resources Department

Finance Department

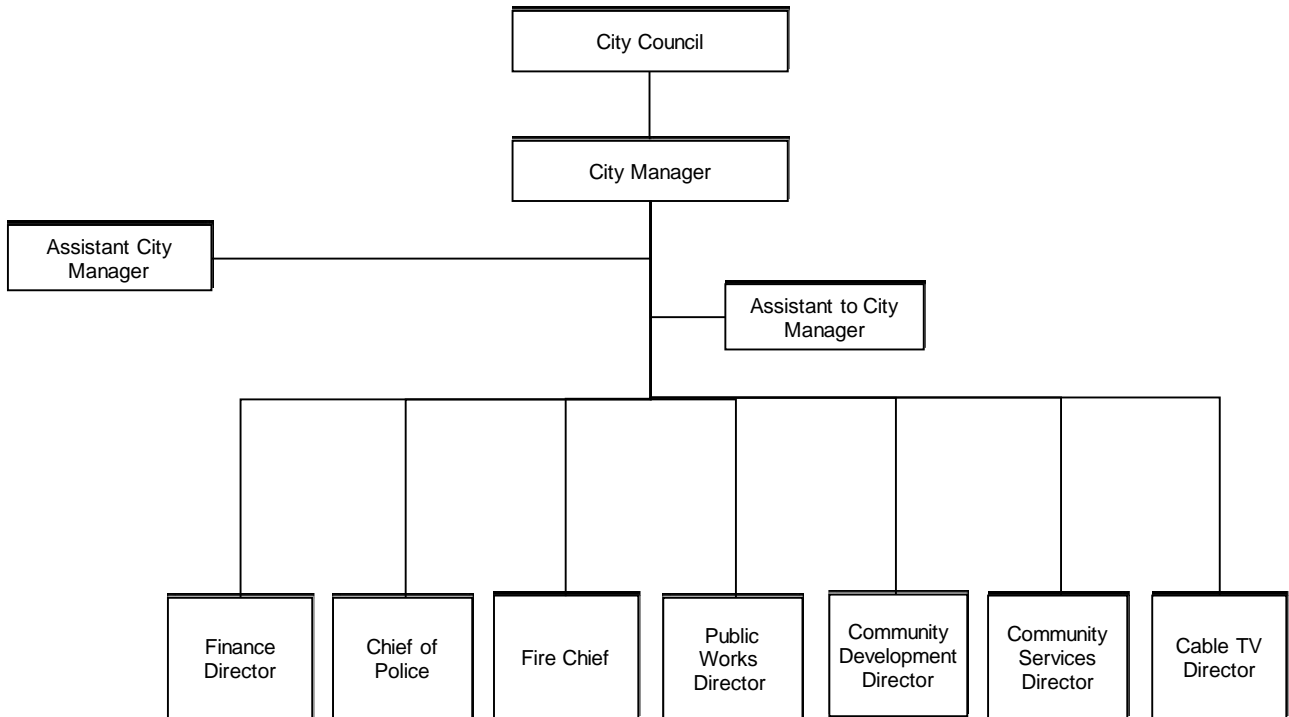
Information Technology (see Internal Service Funds page 271)

Crestmoor (Glenview) Recovery (see Special Revenue Funds page 301)

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City Manager's Office

City Manager



City Manager's Office

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

Overview

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

The primary services provided include:

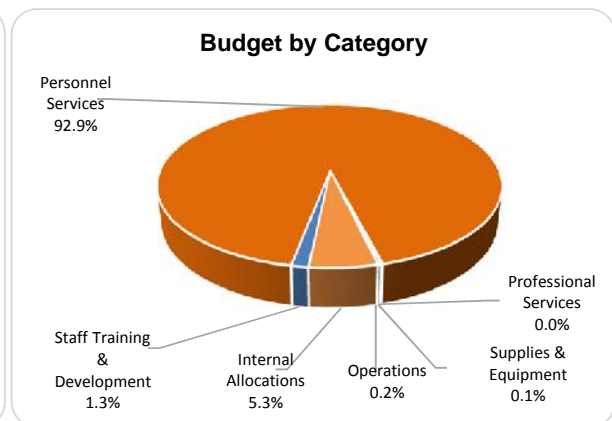
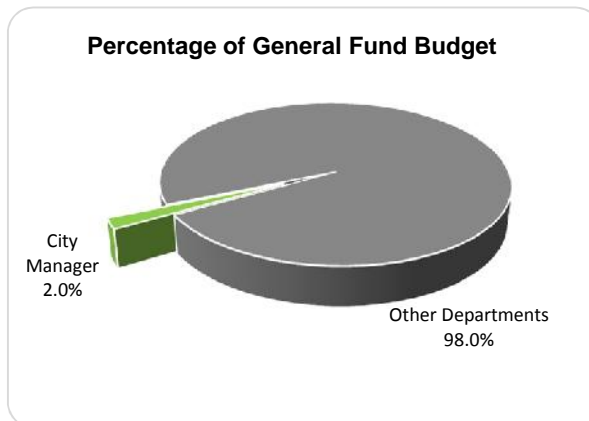
- **City Council Policy Development and Strategic Planning**
Work with the City Council and staff to facilitate identification and work program planning to ensure equitable delivery of City services, to preserve and enhance community quality of life, and to address emerging community interests, goals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

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City Manager Budget Summary

Budgeted Expenditures	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18
	Actual	Actual	Budget	Budget
Personnel Services	\$ 623,808	\$ 762,707	\$ 790,891	\$ 817,700
Staff Training & Development	4,026	8,986	12,850	11,850
Professional Services	11,971	3,975	125,000	-
Supplies & Equipment	116	180	1,250	1,250
Operations	1,963	1,889	2,188	2,188
Internal Allocations	48,615	46,032	36,870	47,048
Total:	\$ 690,499	\$ 823,769	\$ 969,049	\$ 880,036

Funding Summary	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18
	Actual	Actual	Budget	Budget
General Fund	\$ 491,725	\$ 615,123	\$ 764,345	\$ 662,426
General Administration Recovery from Other Funds:				
Water Fund	91,094	95,619	93,812	99,726
Wastewater Fund	53,693	56,359	55,294	58,780
Stormwater Fund	4,878	5,121	5,024	5,341
Cable Fund	48,674	51,092	50,126	53,287
Solid Waste	434	456	447	476
Total:	\$ 690,499	\$ 823,769	\$ 969,049	\$ 880,036



Performance and Workload Measures	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18
	Actual	Actual	Estimated	Target
Number of City Council Agendas Prepared	44	46	50	41
Number of Staff Reports Reviewed	141	142	176	149
Number of Press Releases Issued	13	3	2	2

Goals and Accomplishments

2016-17 Accomplishments

- ◆ Developed initial program to deter illegal dumping at locations in the City right of way and initiated the clean-up of the Downtown area
- ◆ Worked with the City Attorney to provide information to the City Council for decision on amending the San Bruno Municipal Code to comply with the California Voter Participation Rights Act (SB415)
- ◆ Developed Housing Impact Fees and Commercial Linkage Fees to ensure that new development pays to help offset its impacts and to meet the City's fair share of regional housing needs

2016-17 Accomplishments (Continued)

- ◆ Continued succession planning by offering local and regional job-related training to city staff, such as technology and supervisory academies
- ◆ Successfully negotiated labor agreements for two bargaining units with expiring MOUs, and continued negotiations for three other units in an effort to complete negotiations by the end of the fiscal year
- ◆ Continued reconstruction of the Crestmoor neighborhood, including completing the Upper Sewer Lateral Replacement Program and initiating construction for the final share of the comprehensive surface infrastructure throughout the entire neighborhood including full replacement of all streets, sidewalks and streetlights
- ◆ Completed and submitted appeal to the Federal Emergency Management Agency (FEMA) for their inclusion of San Bruno in the proposed San Francisco Bay Coastal Study Flood maps
- ◆ Conducted community outreach, design development, and construction drawing for the Glenview/Earl and Florida Avenue parks
- ◆ Continued critical emergency preparedness efforts by completing the San Bruno Annex of the San Mateo County Hazard Mitigation Plan process as well as participating in other local and regional training exercises
- ◆ Initiated development of the Bayhill Office Park Specific Plan to create a vision for development of the YouTube campus and for the future redevelopment of this key community business area
- ◆ Progressed current and future development plans and projects, including 1250 Grundy, 841 San Bruno Avenue West, 406-418 San Mateo Avenue and the "Walk n' Bike" Plan
- ◆ Continued collaboration with the San Bruno Park School District to assure a strong and efficient relationship with the youth of the community, including participating in the District's Early Childhood Literacy and Music programs
- ◆ Developed a plan to respond and address numerous issues raised by citizens to improve neighborhood quality of life
- ◆ Worked with staff representatives that serve on the Web committee to research and recommend an online portal and application to report and streamline service related issues
- ◆ Continued support of the capital infrastructure rehabilitation, replacement and improvement program, including the completion of the sewer main replacement on Jenevein Avenue, installation of fiber optic lines at Shelter Creek Condominiums, traffic signal rehabilitation and the completed installation of residential advanced water meters
- ◆ Worked with staff to resolve streetlight outage in the Mills Park neighborhood
- ◆ Completed Water and Wastewater Rate Study to analyze the capital program and regular operations in order to ensure delivery of critical water and wastewater services
- ◆ Conducted extensive community outreach and participation in the development of the Community Facilities Vision Plan to identify the community's top priority for development of a new community facility
- ◆ Worked collaboratively with the City Council to identify strategic planning interests for development of the 2017-18 Operating and Capital Improvement Program Budget priorities
- ◆ Developed and assured implementation of strategies to address increasing community concerns about illegal dumping and other nuisance issues impacting the character of neighborhoods and the downtown corridor
- ◆ Completed and deployed a new, updated City website with an attractive appearance and easy to use format to improve access to important City operations and program information and to promote ease of use by residents, businesses and visitors alike
- ◆ Installed and began operation of an on-line reporting application to streamline use by residents and others to alert the City to a variety of issues needing the City's attention

2017-18 Goals and Objectives

- ◆ Work with the City Council to develop and maintain a strong strategic plan to adhere to the current economic environment and implementation of the Transit Corridor Plan (TCP)
- ◆ Work with the San Bruno Community Foundation to complete their Program Strategy Development regarding strategic initiatives in partnering on Community Day in the Park; Pedestrian Improvements; and Florida Park Planning
- ◆ Implement and deliver the projects identified in the capital program including the completion of the Glenview/Earl Park and Florida Parks and other critical infrastructure, as presented in the 2017-22 Capital Improvement Program

2017-18 Goals and Objectives (Continued)

- ◆ Evaluate and review community issues that are raised to improve neighborhood quality of life to ensure equal, fair and adequate city-wide services
- ◆ Support the City Council's evaluation of alternatives for a comprehensive solution to city-wide traffic and parking concerns
- ◆ Continue comprehensive City-wide emergency preparedness training and plans for City services and regional programs
- ◆ Complete and present the proposed Development Impact Fee and a Cost of Services Fee programs to guide private developer's participation in covering costs of providing City infrastructure, services and programs
- ◆ Complete final phases of the comprehensive infrastructure replacement and rebuilding of the Crestmoor neighborhood, including surface restoration and the replacement of the Glenview/Earl Park and close out the trust fund
- ◆ Complete conceptual planning and design for the new Recreation Center and Pool project to be funded using \$50 million from the San Bruno Community Foundation to develop specific facility and program components and begin construction design
- ◆ Continue to support the City Council's policies for fiscal stability and prudent management of all City resources and support the review of strategies to build new revenues to fund new community interests and priorities
- ◆ Complete the November, 2017 municipal election and support the City Council's reorganization and establishment of goals and objectives for 2017 and beyond
- ◆ Continue to support the City Council and community priority for strong public safety services including appointment and establishment of new leadership positions in the Fire Department to complete the transition to a stand-alone Department
- ◆ Provide staff development and cross training opportunities to further strengthen staff professional skills and leadership capacity

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City Manager's Office

Personnel Services	2017-18 Budget	Description
5101 REGULAR SALARIES	\$562,680	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	\$247,820	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	\$817,700	

Staff Training & Development	2017-18 Budget	Description
6405 TRAINING/MEETINGS/CONFERENCE	\$6,500	Executive management leadership development and team building for Department Head team (\$5,000); League of California Cities (\$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	\$11,850	

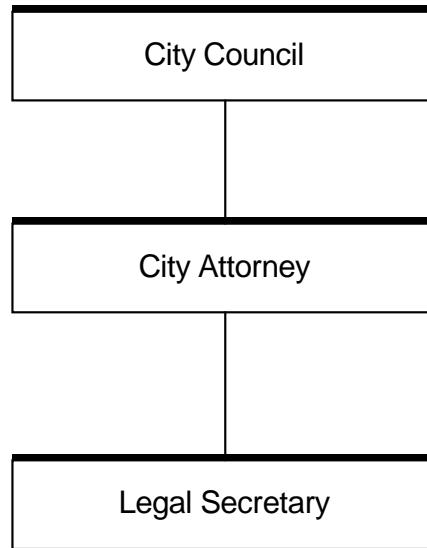
Supplies & Equipment		2017-18 Budget	Description
6001	OFFICE SUPPLIES	\$1,000	Supplies for daily operations.
6102	OPERATING SUPPLIES	\$250	Replacement of calculators, printers, and other office equipment.
Total Supplies & Equipment		\$1,250	

Operations		2017-18 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		2017-18 Budget	Description
7901	INTERNAL SERVICE ALLOCATION	\$47,048	Internal service allocations for: Self insurance cost (\$11,224); Building and facilities maintenance (\$20,859); Information technology support (\$14,928); and Copier charges (\$37).
Total Internal Allocations		\$47,048	
Grand Total		\$880,036	

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**

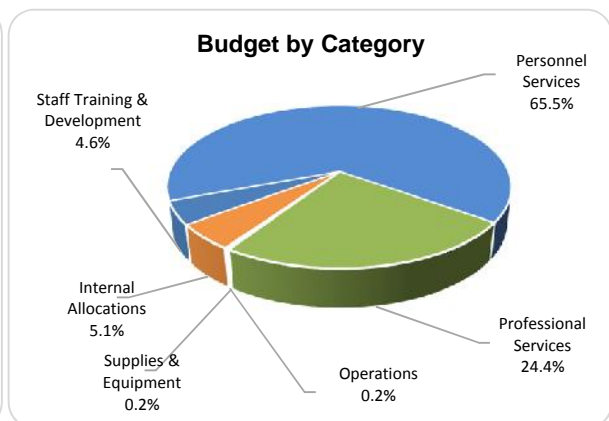
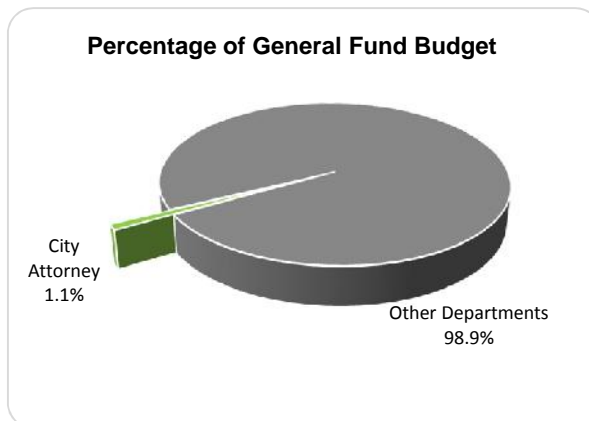
- Represent and advise the City Council, Successor Agency to the former San Bruno Redevelopment Agency, Planning Commission, and other Boards and Commissions on legal matters.
- Provide legal advice to City Council, City Manager, and Departments on City matters.
- Respond to requests for public records 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 2014-15	FY 2015-16	FY 2016-17	FY 2017-18
	Actual	Actual	Budget	Budget
Personnel Services	\$ 311,885	\$ 258,244	\$ 302,217	\$ 303,819
Staff Training & Development	19,628	\$ 19,636	\$ 21,325	\$ 21,325
Professional Services	30,352	\$ 143,301	\$ 118,000	\$ 113,000
Supplies & Equipment	466	\$ 485	\$ 900	\$ 900
Operations	809	\$ 658	\$ 952	\$ 952
Internal Allocations	22,938	\$ 21,652	\$ 18,203	\$ 23,590
Total:	\$ 386,079	\$ 443,974	\$ 461,597	\$ 463,586

Funding Summary	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18
	Actual	Actual	Budget	Budget
General Fund	\$ 168,359	\$ 215,441	\$ 237,382	\$ 225,236
General Administration Recovery from Other Funds:				
Water Fund	99,777	104,732	102,753	109,231
Wastewater Fund	58,810	61,731	60,565	64,383
Stormwater Fund	5,343	5,609	5,503	5,850
Cable Fund	53,314	55,961	54,904	58,365
Solid Waste	476	499	490	521
Total:	\$ 386,079	\$ 443,974	\$ 461,597	\$ 463,586



Performance and Workload Measures	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18
	Actual	Actual	Estimated	Target
Number of Claims Received	56	33	42	42
Number of Public Records Act Requests and Subpoenas	64	75	57	75
Number of Contracts Reviewed	78	73	86	80

Goals and Accomplishments

2016-17 Accomplishments

- ◆ Successfully defended Local 2 litigation on Crossing Hotel purchase and sale agreement
- ◆ Prepared legal documents to assure City interests for development of The Plaza
- ◆ Drafted urgency ordinance relating to Proposition 64 commercial marijuana distribution and cultivation
- ◆ Drafted ordinance regulating exposure to secondhand smoke
- ◆ Drafted amendments to fireworks ordinance
- ◆ Concluded negotiations with JPB regarding grade separation project

2016-17 Accomplishments (Continued)

- ◆ Continued to support the SBCF by revising articles of incorporation and bylaws; drafting and reviewing Foundation materials for Board, committees, and grant programs; reviewing all agendas, staff reports, and contracts; and providing general legal advice to the Board and Executive Director
- ◆ Continued to support the City's efforts in ongoing CPUC proceedings involving PG&E, including revision of public records act regulations as provided in the City's settlement agreement with the CPUC and participation in CPUC proceeding relating to PG&E's illegal ex parte communications with the CPUC
- ◆ Assisted in resolving numerous complex personnel matters
- ◆ Provided continuing assistance to all departments regarding bid and contracting matters
- ◆ Selected as Chair of ABAG PLAN risk pool
- ◆ Represented City and prevailed in appeal of massage permit revocation, resulting in business shutting down
- ◆ Prepared staff reports for SB 415 compliance

2017-18 Goals and Objectives

- ◆ Evaluate opportunities for ordinance revisions to address revenue generation in the 21st century economy
- ◆ Obtain City Council direction regarding commercial marijuana activities in the City of San Bruno
- ◆ Assist departments to develop and implement revised purchasing and bid procedures
- ◆ Support all City departments and operations to minimize risk and liability
- ◆ Continue resolving longstanding and complex code enforcement matters

City Attorney's Office

Personnel Services	2017-18 Budget	Description
5101 REGULAR SALARIES	\$207,045	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	\$93,174	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	\$303,819	

Staff Training & Development	2017-18 Budget	Description
6405 TRAINING/MEETINGS/CONFERENCES	\$3,750	Required continuing professional education (\$250); League of California Cities seminars (\$1,500); 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	\$15,500	California Codes (\$4,900); Westlaw (\$5,660); 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	2017-18 Budget	Description
6402 LEGAL EXPENSES	\$113,000	Retain outside counsel and legal fees.
Total Professional Services	\$113,000	

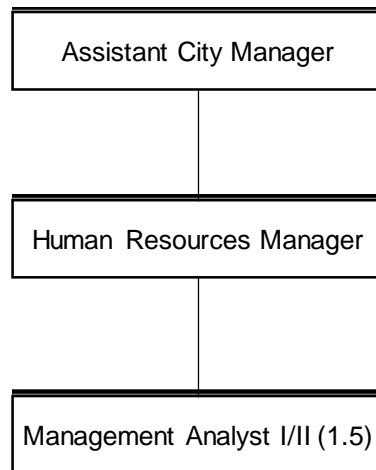
Supplies & Equipment	2017-18 Budget	Description
6001 OFFICE SUPPLIES	\$900	Supplies and materials related to the City Attorney's operation.
Total Supplies & Equipment	\$900	

Operations	2017-18 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	2017-18 Budget	Description
7901 INTERNAL SERVICE ALLOCATION	\$23,590	Internal service allocations for: Self insurance cost (\$5,404); Building and facilities maintenance (\$11,423); Information technology support (\$6,613); and Copier charges (\$150).
Total Internal Allocations	\$23,590	
Grand Total	\$463,586	

Human Resources Department

Human Resources



Human Resources Department

The Human Resources Department assists the organization in managing its most important resource, its employees, who in turn provide the highest level of service to our community.

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

- **Recruitment and Retention of Quality Employees**

The Human Resources Department focuses on conducting open, fair, and quality recruitments by assisting 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, creating and maintaining eligible lists for positions, coordinating the background reference check process and pre-employment physicals, and onboarding new employees.

- **Classification and Compensation**

Human Resources assures relevant and competitive employee compensation and appropriate job categories and conducting classification and compensation studies. Human Resources partners with City Departments to produce relevant and current job classifications that reflect the needs that will serve the community, and also retain employees with competitive salaries and benefits.

- **Employee Training and Development**

The City recognizes the value of retaining long-term, knowledgeable, and loyal employees and strives to coordinate generous benefit packages, career development, and promotional opportunities through the Human Resources Department. The Department provides mentoring, coaching, and succession planning opportunities to maintain a strong and capable workforce. The City participates in a comprehensive training program with the San Mateo County Regional Training and Development consortium which offers a range of individual, group, and regional training opportunities that address organizational needs including professional development, team building, skill enhancement, and compliance with regulatory requirements. These efforts ensure that employees are well-trained and have the appropriate skill sets and abilities to perform their duties and to advance within the organization.

- **Employee Appreciation**

Appreciation is at the heart of employee morale. Human Resources supports the City's effort to value employees in a variety of ways including employee appreciation lunches, service awards, council recognition, "last day" lunches, and smaller recognition events hosted by individual departments.

- **Benefits Administration**

Human Resources offers one-on-one personalized management of City benefits by providing information on a walk-in basis and online through the Employee Portal. In order to provide the best value of our benefits, Human Resources continually analyzes various employee benefit programs to ensure cost effectiveness and service efficiency.
- **Compliance with State and Federal Employment Law**

Human Resources stays abreast of federal and state laws and regulations designed to protect employees and members of the public, and advises City departments on compliance matters, administers the Department of Transportation (DOT) random drug testing program, and Department of Motor Vehicles pull notice program, coordinates OSHA required training, and completes annual postings and reports. Human Resources also counsels employees and managers on a variety of current laws surrounding leaves, disability, equal employment, wages, hours, working conditions, and employee rights.
- **Risk Management and Return-to-Work / Workers' Compensation Program**

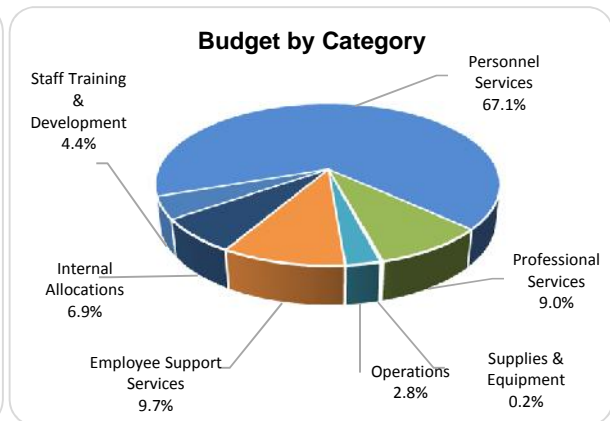
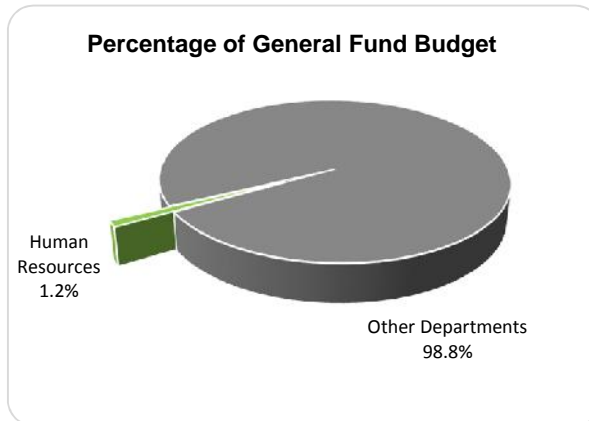
Promoting workplace safety results in safe and happy community. Human Resources administers a comprehensive and evolving safety program to ensure the safety of employees and citizens and implements policies and procedures to assure a proactive risk management and risk avoidance program for all City operations.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

Human Resources strives to build and maintain a positive relationships with its employees and labor organizations. The Department represents the City in negotiations, ensures fair and even implementation of negotiated agreements, seeks mutually beneficial resolution for issues, and continually works towards fostering a positive work environment.

Human Resources Budget Summary

Budgeted Expenditures	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	FY 2017-18 Budget
Personnel Services	\$ 127,402	\$ 182,809	\$ 322,597	\$ 342,561
Staff Training & Development	8,402	17,152	18,490	22,600
Employee Support Services	40,355	36,226	41,650	49,650
Professional Services	33,862	17,070	47,000	46,000
Supplies & Equipment	1,871	690	950	950
Operations	9,321	7,928	14,065	14,065
Internal Allocations	33,099	32,443	27,533	35,029
Total:	\$ 254,310	\$ 294,318	\$ 472,285	\$ 510,855

Funding Summary	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	FY 2017-18 Budget
General Fund	\$ 51,339	\$ 81,267	\$ 263,259	\$ 288,651
General Administration Recovery from Other Funds:				
Water Fund	93,018	97,637	95,793	101,832
Wastewater Fund	54,826	57,549	56,462	60,021
Stormwater Fund	4,981	5,229	5,130	5,453
Cable Fund	49,702	52,170	51,185	54,412
Solid Waste	444	466	457	486
Total:	\$ 254,310	\$ 294,318	\$ 472,285	\$ 510,855



Performance and Workload Measures	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Estimated	FY 2017-18 Target
Number of Applications Processed	2,402	2,293	1,388	2,000
Number of Recruitments Completed	21	21	30	40
Number of New Full-Time Employees Onboarded	24	20	11	20
Number of Employee Service Recognitions	30	35	41	49

Goals and Accomplishments

2016-17 Accomplishments

- ◆ Successfully conducted 30 recruitments
- ◆ Onboarded 11 new full-time employees
- ◆ Continued to maintain and enhance internal website with topics pertaining to employee benefits and training

2016-17 Accomplishments (Continued)

- ◆ Offered over 40 countywide training classes for employees to build job-related skills on topics including technology, public speaking, and supervisory academies
- ◆ Enhanced commuter benefits program with a more efficient and lower cost vendor
- ◆ Provided ergonomic solutions for employees who had undergone ergonomic consultations in the previous year
- ◆ Hosted annual Health Fair with in conjunction with the Open Enrollment period to provide wellness information and opportunities to sustain a healthy workforce
- ◆ Offered an enhanced Employee Assistant Program (EAP) with online 24/7 tools
- ◆ Worked with occupational health clinic to improve processes and procedures for an improved employee experience during pre-employment exams and worker's compensation appointments
- ◆ Administered training to all City departments regarding recruitment and selection process to reflect current standards
- ◆ Enhanced environmental awareness by converting Citywide documents from paper-based to electronic fillable format
- ◆ Worked with Personnel Board to adopt new job descriptions that reflect the current needs of the City and extend eligibility lists
- ◆ Recognized tenure of 41 employees with City's service awards program as part of the Employee Appreciation initiative
- ◆ Successfully negotiated labor agreements for two bargaining units with expiring MOUs

2017-18 Goals and Objectives

- ◆ Administer the Employee Recognition Program to foster employee morale and appreciation
- ◆ Provide support to City Manager and Departments with City's recruitment and selection process that focuses on matching the needs of the City and Departments to skillsets of the candidates
- ◆ Encourage professional development at all levels via mentoring, coaching, and training classes
- ◆ Redesign performance evaluation process to promote career growth and succession planning
- ◆ Review job descriptions for updates and enhancements to reflect current industry standards
- ◆ Complete negotiations towards new labor agreements with four bargaining units with expiring MOUs
- ◆ Research lower cost vendors for City's supplemental benefit programs
- ◆ Analyze Workers Compensation administrator options to enhance case management and delivery of services
- ◆ Complete negotiations towards labor agreements for remaining bargaining units with expiring MOUs
- ◆ Analyze occupational health clinic options to evaluate efficiency and delivery of services to employees
- ◆ Evaluate potential Human Resources Information Systems (HRIS) in conjunction with financial system software upgrade

Human Resources

Personnel Services	2017-18 Budget	Description
5101 REGULAR SALARIES	\$222,670	Base salary and incentives for all department personnel as subject to benefits per applicable MOUs.
5200 EMPLOYEE BENEFITS	\$119,891	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	\$342,561	

Staff Training & Development	2017-18 Budget	Description
6405 TRAINING/MEETINGS/CONFERENCES	\$20,800	City-wide employee training for technical, customer service, leadership and professional development (\$18,000); and California Public Employee Labor Relations Association (CALPELRA) conference and Liebert Cassidy Whitmore (LCW) Annual Conference (\$2,800).
6406 PROFESSIONAL DEVELOPMENT	\$1,000	Reimbursement for two mid-managers, in accordance with MOU.
6701 DUES & MEMBERSHIPS	\$500	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	\$22,600	

Employee Support Service	2017-18 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	\$19,000	Pre-employment background checks, investigations, polygraphs tests, and psychological exams for public safety positions; and Pre-employment Live Scan fingerprinting.
Total Employee Support Service	\$49,650	

Professional Services	2017-18 Budget	Description
6401 PROFESSIONAL SERVICES	\$46,000	Training and legal assistance (\$5,000); Alcohol and drug testing services (\$4,500); Bilingual testing services (\$4,000); Online application processing (\$2,500); and Lead negotiator services for bargaining units with MOUs expiring in 2017 (\$30,000).
Total Professional Services	\$46,000	

Supplies & Equipment	2017-18 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	2017-18 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	2017-18 Budget	Description
7901 INTERNAL SERVICE ALLOCATION	\$35,029	Internal service allocations for: Self insurance cost (\$7,483); Building and facilities maintenance (\$15,147); Information technology support (\$11,999); and Copier charges (\$400).
Total Internal Allocations	\$35,029	
Grand Total	\$510,855	

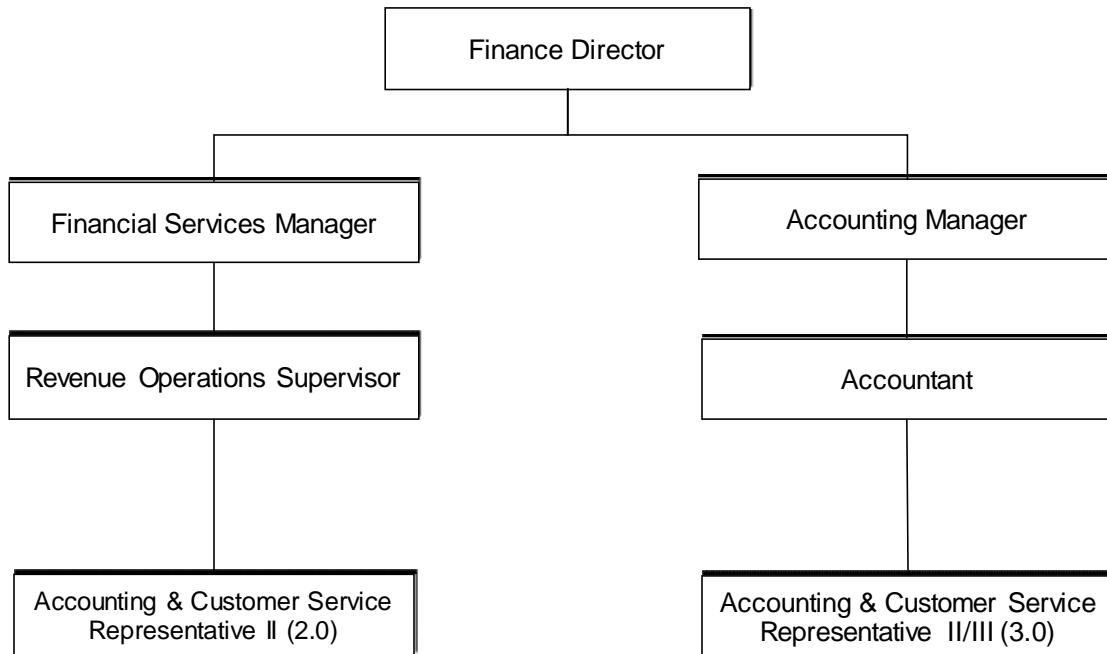
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Finance Department

Administration

Revenue Services

Finance



Finance Department Administration and Revenue Services

The Finance Department maintains the fiscal integrity and financial soundness of the City through oversight, management and control of all City financial transactions, monitoring of the annual budget, coordination for preparation of the annual audit, and collection and processing of all amounts due to the City.

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:

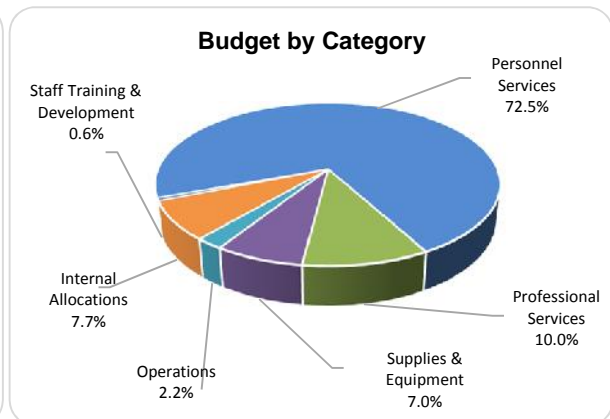
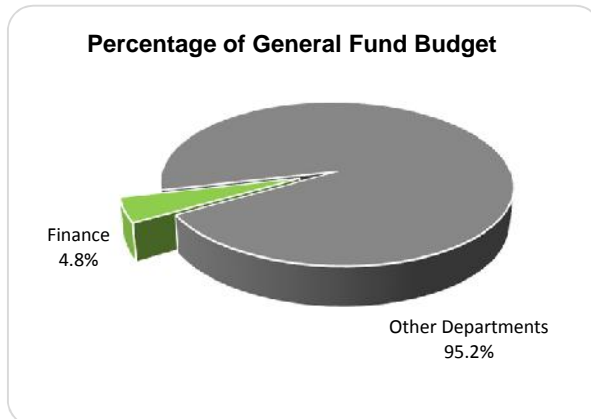
- **Financial Reporting and Accounting**
Provide departments with regular financial reports accounting for cash, revenues, and expenditures on a monthly basis, and provide quarterly budget status reports to the City Council. Complete the City's Comprehensive Annual Financial Report and prepare special 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 water, wastewater, and garbage utility bills and collection for over 12,000 accounts, serving both residential and commercial locations.
- **Accounts 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 2014-15	FY 2015-16	FY 2016-17	FY 2017-18
	Actual	Actual	Budget	Budget
Personnel Services	\$ 1,276,487	\$ 1,369,564	\$ 1,501,526	\$ 1,519,493
Staff Training & Development	4,825	9,831	15,445	11,945
Professional Services	182,195	148,451	325,118	209,440
Supplies & Equipment	72,913	71,125	105,473	146,909
Operations	38,451	39,062	46,085	46,085
Internal Allocations	162,943	149,444	135,037	160,558
Total:	\$ 1,737,814	\$ 1,787,477	\$ 2,128,684	\$ 2,094,430

Funding Summary	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18
	Actual	Actual	Budget	Budget
General Fund	\$ 668,388	\$ 675,689	\$ 945,731	\$ 875,269
General Administration Recovery from Other Funds:				
Water Fund	512,502	532,840	583,085	643,864
Wastewater Fund	416,024	432,611	451,653	468,641
Stormwater Fund	8,804	9,241	9,066	9,638
Cable Fund	131,312	136,273	138,342	96,160
Solid Waste	784	823	807	858
Total:	\$ 1,737,814	\$ 1,787,477	\$ 2,128,684	\$ 2,094,430



Performance and Workload Measures	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18
	Actual	Actual	Estimated	Target
Number of W-2's issued by January 31	418	438	430	430
Number of business licenses issued	2,933	2,904	2,940	2,945
Number of invoices processed	12,180	12,291	12,000	12,000
Number of utility bills generated	74,150	73,853	72,383	72,664

Goals and Accomplishments

2016-17 Accomplishments

- ◆ Completed preparation of the City's 2015-16 Comprehensive Annual Financial Report (CAFR)
- ◆ Completed the Recognized Obligation Payment Schedule (ROPS) for the San Bruno Successor Agency
- ◆ Prepared Prop 218 notice for a water and wastewater and garbage rate increases
- ◆ Directed preparation of the Recommended Fiscal Year 2017-18 Operating and Capital Improvement Program Budget
- ◆ Secured lease financing for Fire replacement truck and engine
- ◆ Completed the California State Controller's compensation report
- ◆ Updated the City's Master Fee Schedule effective July 1, 2017

2016-17 Accomplishments (Continued)

- ◆ Updated Water and Sewer Rate Study and recommended five-year rate adjustment program

2017-18 Goals and Objectives

- ◆ Complete inter-departmental study and recommendation for Development Impact Fee to assure infrastructure improvements related to new development
- ◆ Complete, with Public Services, study and recommendation for updating Capacity Charges (Water and Wastewater) related to installation of new meters
- ◆ Issue RFP for replacement Enterprise Resource Planning financial software system

Finance Department Administration

Personnel Services	2017-18 Budget	Description
5101 REGULAR SALARIES	\$573,573	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	\$287,563	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	\$865,336	

Staff Training & Development	2017-18 Budget	Description
6405 TRAINING/MEETINGS/CONFERENCES	\$2,500	Training in accounting, collections, and financial analysis for department employees (\$1,000); League of California Cities Conference for two employees (\$1,500).
6406 PROFESSIONAL DEVELOPMENT	\$2,750	Department head and one mid-manager, in accordance with MOUs (\$1,500); and tuition reimbursement for employees per MOUs (\$1,250).
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	\$6,125	

Professional Services		2017-18 Budget	Description
6401	PROFESSIONAL SERVICES	\$68,120	Annual audit services (\$47,110); 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 (\$3,000).
Total Professional Services		\$68,120	

Supplies & Equipment		2017-18 Budget	Description
6001	OFFICE SUPPLIES	\$6,000	Supplies for daily operations.
6304	MAINTENANCE	\$40,073	Eden Financial Management Software Annual Support Fees (\$39,278); and ACOM Check Printer Maintenance (\$795).
Total Supplies & Equipment		\$46,073	

Operations		2017-18 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	2017-18 Budget	Description
7901 INTERNAL SERVICE ALLOCATION	\$88,246	Internal service allocations for: Self insurance cost (\$11,640); Building and facilities maintenance (\$44,324); Information technology support (\$24,582); and Copier charges (\$7,700).
9079 TRANSFERS TO RESERVES	\$2,288	Allocation of reserve funding to provide for replacement of capital assets at the end of their useful lives.
Total Internal Allocations	\$90,534	
Grand Total	\$1,085,583	

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Finance Department Revenue Services

Personnel Services	2017-18 Budget	Description
5101 REGULAR SALARIES	\$390,178	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	\$235,579	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	\$654,157	

Staff Training & Development	2017-18 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	\$2,750	Reimbursement for three mid-managers, in accordance with MOU (\$1,500); and tuition reimbursement for employees in accordance with MOU (\$1,250).
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	\$5,820	

Professional Services	2017-18 Budget	Description
6419 OTHER SERVICES	\$141,320	InfoSend online bill pay website monthly fees (\$16,000); InfoSend utility bill printing and mailing (\$14,000); Credit card fees for utility payments (\$110,000); and Credit check (\$1,320).
Total Professional Services	\$141,320	

Supplies & Equipment	2017-18 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	\$96,336	Annual license fees for utility billing, business license, and cashier software systems (\$25,000); Annual license fee for meter reading software (\$70,936); and check signing equipment (\$400).
Total Supplies & Equipment	\$100,836	

Operations	2017-18 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	2017-18 Budget	Description
7901 INTERNAL SERVICE ALLOCATION	\$31,909	Internal service allocations for: Self insurance cost (\$8,938); Information technology support (\$21,471); and Copier charges (\$1,500).
7902 INTERDEPARTMENTAL CHARGES	\$38,115	Allocation of services provided to this fund based on cost allocation plan conducted in 2005-06.
Total Internal Allocations	\$70,024	
Grand Total	\$1,008,847	

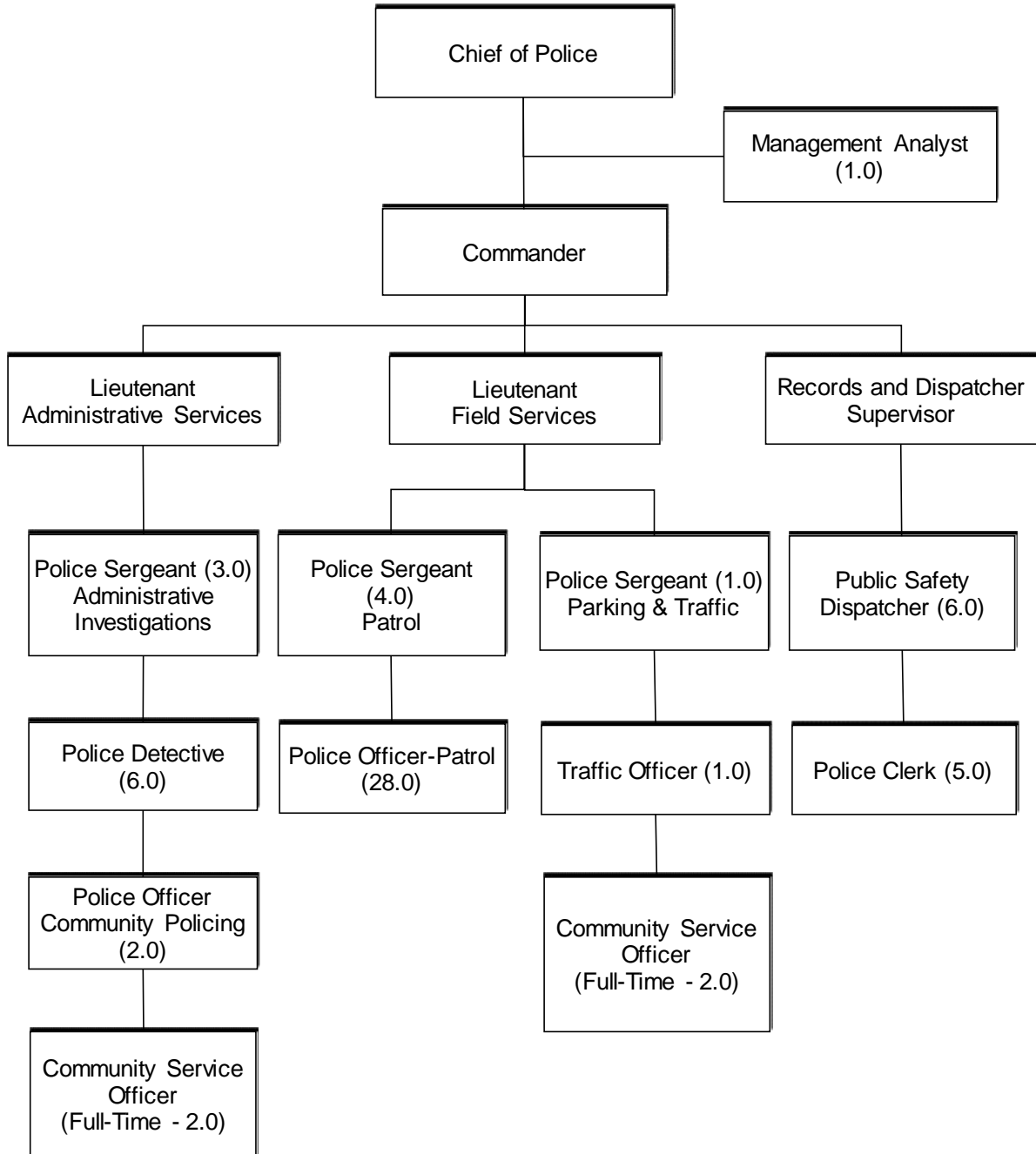
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Police
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Police Department

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.

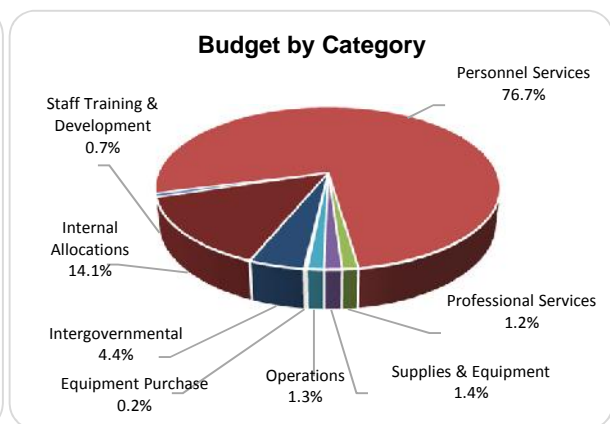
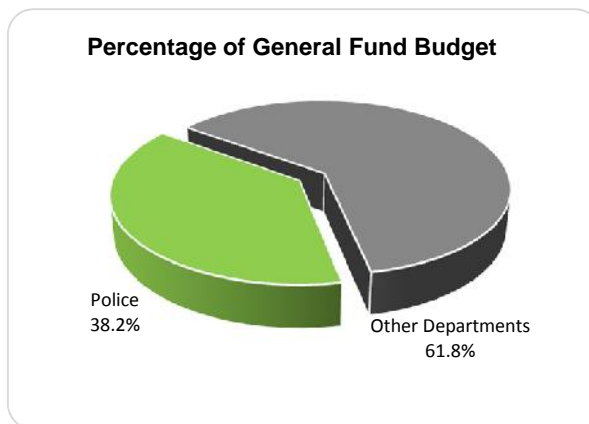
- **Contract Services**

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 2014-15	FY 2015-16	FY 2016-17	FY 2017-18
	Actual	Actual	Budget	Budget
Personnel Services	\$ 10,778,591	\$ 11,678,680	\$ 12,313,243	\$ 12,892,066
Staff Training & Development	80,196	125,490	114,164	120,300
Professional Services	157,163	200,566	189,450	209,280
Supplies & Equipment	204,819	234,856	306,730	235,443
Operations	163,398	183,474	185,341	220,513
Equipment Purchase	134,758	112,967	44,634	34,734
Intergovernmental	557,610	498,800	737,695	735,809
Internal Allocations	2,535,620	2,326,680	2,135,406	2,362,071
Total:	\$ 14,612,156	\$ 15,361,511	\$ 16,026,663	\$ 16,810,216

Funding Summary	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18
	Actual	Actual	Budget	Budget
General Fund	\$ 13,310,348	\$ 13,938,236	\$ 14,622,963	\$ 15,447,091
Department Revenues	1,301,807	1,423,274	1,403,700	1,363,125
Total:	\$ 14,612,156	\$ 15,361,511	\$ 16,026,663	\$ 16,810,216



Performance and Workload Measures	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Estimated	FY 2017-18 Target
Number of Crisis Intervention Trained Officers	0	12	12	12
Number of DUI Enforcement Programs	5	24	10	14
Number of Massage Business Compliance Checks	0	14	12	12
Number of Burglary Suppression Programs	7	10	10	10
Number of Pedestrian Safety / Enforcement Programs	3	6	4	6
Number of Vehicle Burglary Suppression Programs	N/A	N/A	N/A	6
Number of Sidewalk Parking Enforcement Programs	N/A	N/A	14	12

Goals and Accomplishments

2016-17 Accomplishments

- ◆ Trained and deployed eight officers to establish a bicycle program for enforcement and outreach purposes at community events, the Downtown corridor, Tanforan Mall, etc. to enhance safety and connections with the community
- ◆ Updated procedures related to the processing of abandoned vehicles to enhance effectiveness and efficiency
- ◆ Assisted Public Services with a feasibility study related to congested parking areas in certain neighborhoods for proposed permitted parking, and developed a comprehensive public information and enforcement campaign to address parking on sidewalks
- ◆ Developed five new Neighborhood Watch Groups within the city to address concerns and to encourage coordination and cooperation between residents and the Police Department
- ◆ Increased parking enforcement in the downtown corridor
- ◆ Developed a pilot program with Community Services to allow dogs on leash in City and Grundy Parks
- ◆ Maintained regular drunk driving enforcement details to increase public awareness and participated in the Countywide Saturated Traffic Enforcement Program (STEP) to enhance traffic safety through enforcement and education
- ◆ Established a data-driven, targeted traffic enforcement program to effectively focus enforcement efforts throughout the city
- ◆ Researched and implemented an entirely new community outreach program designed to deter underage drinking; U-Deter was an overwhelming success, and has become a test model for future programs via Mothers Against Drunk Driving (MADD) nationwide
- ◆ All Field Training Officers attended Crisis Intervention Training and two officers were certified as de-escalation instructors in order to provide appropriate and less intrusive options when handling potentially violent encounters with the public
- ◆ Added three additional Reserve Peace Officers, and ten Explorers to provide valuable volunteer assistance with community outreach programs and issues
- ◆ Continued succession planning efforts by rewriting manuals and implementing the Reserve Officer, Community Service Officer, and Explorer programs
- ◆ Successfully reviewed and released an online replacement (Lexipol) for the Department's outdated General Orders. Lexipol is 70% current and 100% completion is expected in the fall of 2017
- ◆ Developed procedures for using SMC Alert and Twitter in real-time to notify the public of police activity that may impact them
- ◆ Expanded social media presence and activity, producing a 50% increase in Police Department followers
- ◆ Facilitated numerous Community Oriented Policing events throughout the past year to include; Coffee with a Cop, "MADD Bay Area Walk Like MADD" Event (SBPD was lead fundraiser), Special Olympics Torch Run, Special Olympics Tip-A-Cop Fundraiser
- ◆ Initiated City participation of the Adopt A Unit Program through the Police Explorer Program to support Able Company, 1-506 Infantry, 1st Brigade Combat Team within the 101st Airborne Division

2017-18 Goals and Objectives

- ◆ Work to increase public awareness regarding the Police Department's current events to increase community involvement (Tip-a-Cop, Coffee with a Cop, etc.)
- ◆ Work with Public Services Department to digitize the conditions requiring attention form so that transmission to other affected City departments is done seamlessly and without delay
- ◆ Work with the community to increase SMC ALERT registration for future notification of police activity or community alerts
- ◆ Continue to provide Crisis Intervention Training (CIT) and de-escalation training for Officers, Clerks and Dispatchers to better serve those experiencing a mental health crisis
- ◆ Establish a written, long-term training program that outlines mandated, essential and desirable training requirements for the department
- ◆ Facilitate and conduct a joint critical incident training exercise with the United States Marine Corps at their reserve facility in San Bruno
- ◆ Conduct massage establishment business compliance checks and residential burglary suppression operations

2017-18 Goals and Objectives (Continued)

- ◆ Continue regular DUI enforcement efforts, including, saturation patrols and checkpoints
- ◆ Acquire and deploy new speed measuring devices that provide valuable data to both the Police and Public Services Departments
- ◆ Continue and enhance the Adopt a Unit program
- ◆ Participate in community events such as Operation Clean Sweep, Community Day in the Park, etc
- ◆ Continue to expand upon social media platforms to better serve the community in an open and transparent manner
- ◆ Continue to facilitate the development of Neighborhood Watch Groups
- ◆ Increase the bicycle program by adding a minimum of six additional trained officers and plan for regular staffing in the downtown and transit corridors
- ◆ Apply for a new Saturated Traffic Enforcement Program (STEP) grant from California Office of Traffic Safety (OTS) to assist with traffic related issues in the city
- ◆ Acquire body worn and in-car camera systems for officers, pursuant to City Council direction and the suggestion of San Mateo Civil Grand Jury
- ◆ Complete the Police Department security enhancement project to upgrade existing intercom and camera systems that serve as the security system for the police facility
- ◆ Complete the automated dispatch and records management (RIMS) project by establishing mirrored servers at the Burlingame and San Bruno Police Departments

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Police Department

Personnel Services	2017-18 Budget	Description
5101 REGULAR SALARIES	\$7,373,679	Base salary and incentives for all department personnel as subject to benefits per applicable MOUs.
5102 PART-TIME SALARIES	\$109,000	Salary for non-benefited employees.
5105 OVERTIME	\$665,000	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	\$4,744,387	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		
	<u>\$12,892,066</u>	

Staff Training & Development	2017-18 Budget	Description
6405 TRAINING/MEETINGS/CONFERENCES	\$80,234	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 (\$10,500); 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 (\$3,945); Seminars including Juvenile Officer Association and Property Officer Association (\$330); Police Explorer dues (\$350); Reserve Officer Association Due, which includes legal defenses, for eight Reserve Officers (\$925); North County Investigators meetings (\$600); and Reserve Officer Appreciation Dinner (\$500).

Staff Training & Development (Cont.)

6406	PROFESSIONAL DEVELOPMENT	\$38,316	Department head and 13 mid-management employees (\$7,500); and Tuition reimbursement in accordance with applicable MOUs for five employees (\$30,816).
6702	PUBS & SUBSCRIPTIONS	\$1,750	Law Enforcement Publications (\$565); Legal Sourcebook Site Licenses (\$1,050); and Printed copies of penal and vehicles codes (\$135).

Total Staff Training & Development	\$120,300
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Professional Services	2017-18 Budget	Description
6401 PROFESSIONAL SERVICES	\$146,550	Parking citation processing and fines collection services (\$29,400); Technical support for Computer Aided Dispatch/Records Management 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 (\$16,000); School Crossing Guard Services (\$54,000); and Lexipol General Order Updates (\$4,150).
6402 LEGAL EXPENSES	\$5,000	Investigative services such as public information database, confidential informants and travel expenses related to out of town investigations.
6419 OTHER SERVICES	\$57,730	North Peninsula Family Alternatives - Juvenile Diversion (\$40,217); Community Overcoming Relationship Abuse (CORA) (\$7,252); Towing charges (\$1,281); Police canine veterinary expenses (\$3,000); Contribution to maintain the Keller Center for sexual assault victims (\$1,200); and Peninsula Conflict Resolution Center (\$4,780).
Total Professional Services	\$209,280	

Supplies & Equipment	2017-18 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	\$77,000	Fuel for Police Department fleet of 32 vehicles.
6102 OPERATING SUPPLIES	\$24,500	Safety equipment and uniforms for sworn peace officers, reserve officers and specified non sworn personnel as specified by MOUs (\$17,000); SWAT uniforms and safety gear replacement (\$7,000); and patrol car supplies (\$500).
6304 MAINTENANCE	\$98,943	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 (\$41,300); 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); backup power source for police data center (\$2,545); online citizen reporting system - Coplogic (\$5,513); annual Cellebrite telephone examination technology update (\$3,700); LeadsOnline pawn shop and property database (\$2,500); annual GPS service for special investigations tracker device (\$1,500); and Miscellaneous repairs to PC's, 16 laptop computers, printers, typewriters, fax machines and other related equipments (\$5,720).
Total Supplies & Equipment	\$235,443	

Operations	2017-18 Budget	Description
6112 POSTAGE	\$4,000	Postage costs for department correspondence.
6408 MEDICAL EXAMS	\$7,000	Forensic examinations for sexual assault victims.
6450 COMMUNICATIONS	\$76,383	Telephone and fax lines coverage for 26 cell phones, 41 telephones and radio line communication including 9-1-1 lines (\$59,883); Dedicated data line with the City of Burlingame to allow interagency backup support during high 9-1-1 calls (\$6,000); San Bruno share of T1 data line (\$1,500 annually), reimbursable to the City of Burlingame, to support radio interoperability between the two agencies, and Radio Channel Support (\$9,000).
6531 UTILITIES	\$133,130	Gas, electrical and water costs for police facility.
Total Operations	\$220,513	

Equipment Purchase	2017-18 Budget	Description
6650 TOOLS & EQPT. -\$25K	\$34,734	40mm less lethal launcher and ammunition (\$5,000); Taser cartridges (\$8,600); Handguns (\$4,534); and Ammunition (\$16,600).
Total Equipment Purchase	\$34,734	

Intergovernmental	2017-18 Budget	Description
6309 RADIO MAINTENANCE	\$62,000	Access/Maintenance fees for use of law enforcement database terminals, such as DOJ and DMV (\$31,000); 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	\$673,809	Services provided by the County including Animal Control Services (\$385,445); Crime lab fees (\$24,000); Crime lab usage fees (\$76,500); Parking fines allocations (\$150,000); Department of Justice fingerprinting fees (\$3,328); and First Chance sober station (\$34,536).
Total Intergovernmental		
	\$735,809	

Internal Allocations	2017-18 Budget	Description
7901 INTERNAL SERVICE ALLOCATION	\$765,302	Internal service allocations for: Self insurance cost (\$283,722); Building and facility maintenance (\$205,972); Information technology support (\$123,108); and Central garage services (\$152,500).
7902 INTERDEPARTMENTAL CHARGES	\$1,513,165	Allocation of services provided to this fund based on cost allocation plan conducted in 2005-06.
9079 TRANSFERS TO RESERVES	\$83,604	Allocation of reserve funding to provide for replacement of capital assets at the end of their useful lives.
Total Internal Allocations		
	\$2,362,071	
Grand Total		
	\$16,810,216	

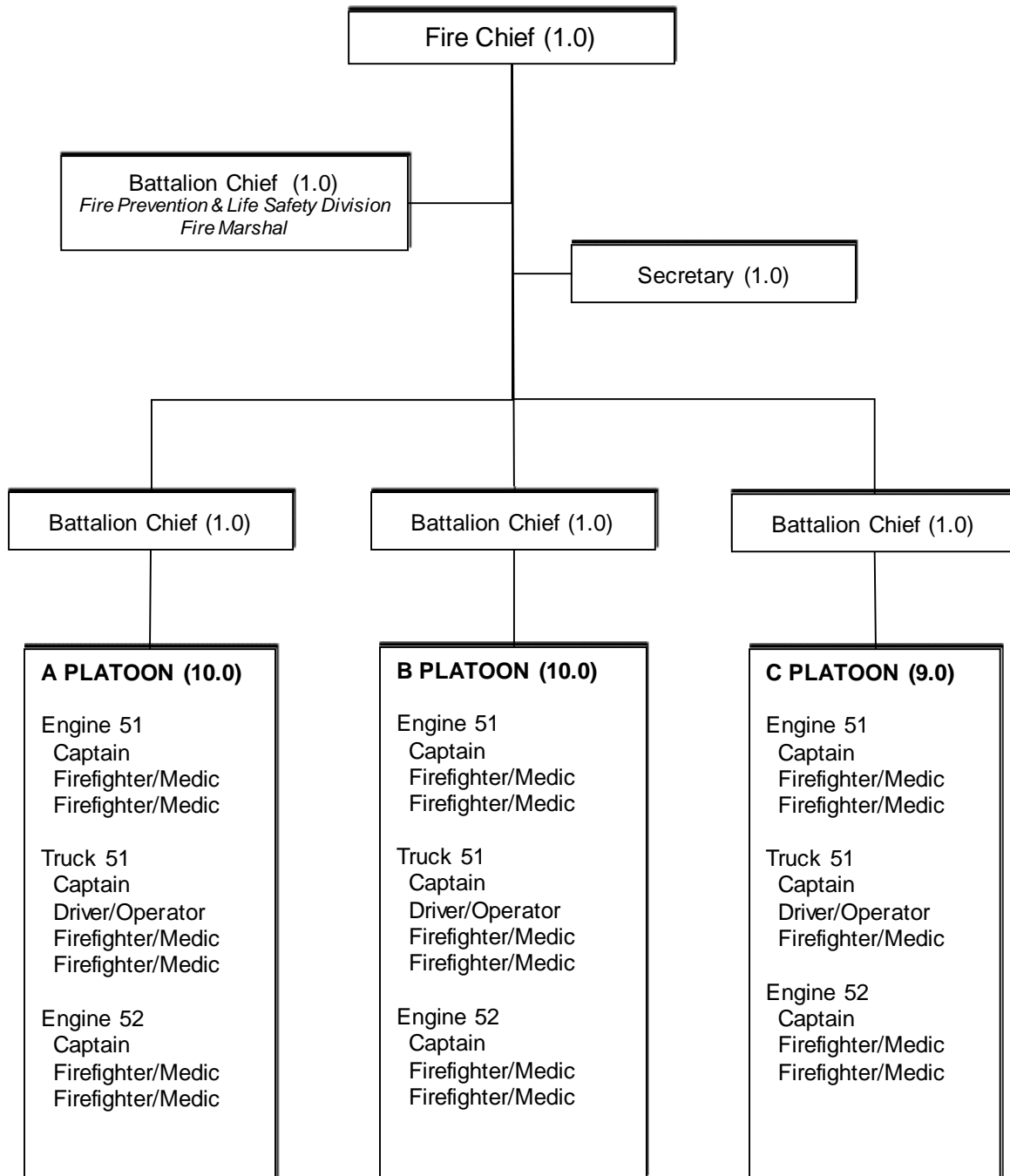
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Fire
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Fire Department

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:

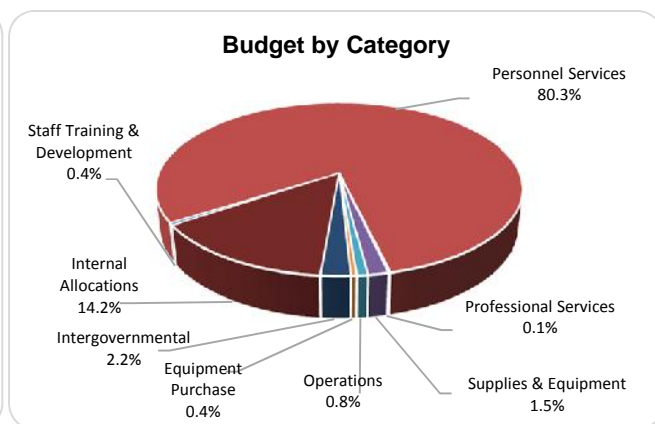
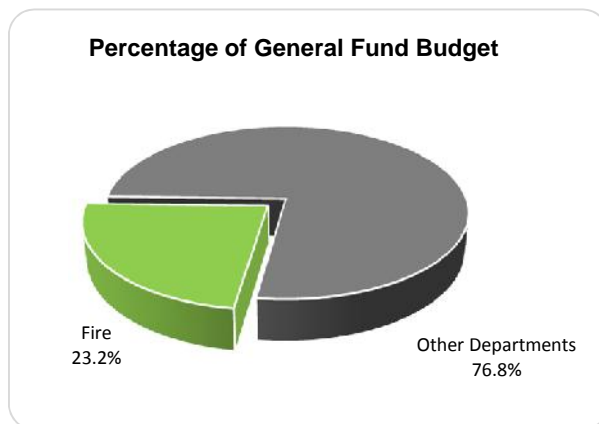
- **Administration**
Supports the day-to-day management of department personnel, apparatus and fire facilities. Also provides support, planning, and budget allocation for personnel, equipment, training, fire prevention, and community preparedness.
- **Operations**
Provides personnel, apparatus, and equipment 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, career education, and bike helmet safety.
- **Community Preparedness**
Coordinates the City's disaster preparedness program including upgrading resources in the EOC, participating in annual countywide emergency exercises, training staff in Web EOC and SMC Alert, and providing a Fire Department liaison to assist the Community Preparedness Committee. Provides certified personnel to coordinate Community Emergency Response Training (C.E.R.T.) twice annually to organizations and neighborhoods throughout the community.

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Fire Department Budget Summary

Budgeted Expenditures	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18
	Actual	Actual	Budget	Budget
Personnel Services	\$ 6,979,244	\$ 7,700,127	\$ 8,129,764	\$ 8,186,955
Staff Training & Development	17,144	27,328	49,050	42,050
Professional Services	12,310	17,369	17,200	14,600
Supplies & Equipment	197,487	159,027	177,627	153,627
Operations	65,554	71,357	77,106	83,580
Equipment Purchase	73,722	57,450	80,461	43,000
Intergovernmental	738,547	633,113	220,724	225,807
Internal Allocations	1,551,896	1,452,492	1,412,447	1,446,411
Total:	\$ 9,635,903	\$ 10,118,264	\$ 10,164,379	\$ 10,196,030

Funding Summary	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18
	Actual	Actual	Budget	Budget
General Fund	\$ 9,205,108	\$ 9,561,600	\$ 9,938,379	\$ 9,924,330
Department Revenues	430,795	556,664	226,000	271,700
Total:	\$ 9,635,903	\$ 10,118,264	\$ 10,164,379	\$ 10,196,030



Performance and Workload Measures	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18
	Actual	Actual	Estimated	Target
Emergency calls for service	3,619	4,193	4,300	4,000
Medical responses	2,207	2,688	2,580	2,400
Structure and other fire related responses	69	139	100	70
Participants completing CERT training	32	50	50	60
Employees and residents trained in CPR/AED	100	120	150	200

Goals and Accomplishments

2016-17 Accomplishments

- ◆ Reestablishment of stand alone San Bruno Fire Department. Appointment of Battalion Chief and Interim Battalion Chief. Promotion of two Captains and two Interim Captains. Professional development training completed for all supervisors as part of succession planning and career development
- ◆ Received delivery and placed in to service a new Fire Engine and Fire Truck
- ◆ Continued reformatting and adopting new policies and procedures to reflect San Bruno as stand-alone department
- ◆ Provided two Community Emergency Response Training (CERT) classes to prepare residents and neighborhoods for emergencies

2016-17 Accomplishments (Continued)

- ◆ Completed Emergency Operations Center (EOC) upgrades, staff training and education on EOC division responsibility, SMC Alert and Web EOC to address Emergency Preparedness readiness within the City
- ◆ Purchased emergency response equipment and apparatus including: Thermal imaging cameras (TIC), automated cardio pulmonary resuscitation devices, radios, Command vehicle, and Self Contained Breathing Apparatus (SCBA) harnesses to enhance emergency response capabilities
- ◆ Responded to four out-of-county wildland fires, Blue Cot, Clayton, Cedar, and Soberanes, as part of a North San Mateo County Strike Team
- ◆ Reviewed and Adopted State Fire Code with amendments recommended by the State Fire Marshals office to assure safety within the residential and business communities
- ◆ Continued Automated External Defibrillators (AED) safety program for all city facilities and police patrol vehicles to enhance safety within the community
- ◆ Provided Cardio Pulmonary Resuscitation (CPR) and Automated External Defibrillator (AED) training to City staff and 150 residents as part of six community classes to increase safety measures within the community
- ◆ Completed 365 apartment and state mandated inspections to assure fire code compliance and building safety
- ◆ Completed community outreach and education prior to July 4th holiday to minimize fireworks related incidents and injuries
- ◆ Completed training and preparation in anticipation of storm related emergencies to assure proper mitigation and recovery efforts
- ◆ Purchased sump pumps kits and outfitted department Utility Truck with storm related equipment to utilize during flood emergencies
- ◆ Continued reformatting and adopting new policies and procedures to reflect San Bruno as stand-alone department

2017-18 Goals and Objectives

- ◆ Provide educational and training opportunities to all Fire Department employees to address succession planning needs
- ◆ Receive delivery, outfit and place into service a 2017 Fire Engine and Fire Truck to enhance emergency response capabilities
- ◆ Examine and implement safety initiatives and wellness program to minimize and prevent work related injuries
- ◆ Implement county-wide exposure reduction program related to personnel protective equipment (PPE) to decrease exposures to cancer causing particulates
- ◆ Review current Fire Code and adopt local amendments to increase fire safety and prevention activities within the community
- ◆ Enhance use of social media to inform, educate and communicate with city staff and members of the community utilizing media sites (SMC Alert, Next Door, Facebook, and City and CERT Websites)
- ◆ Continue a proactive and cooperative approach to code enforcement to assure building and fire code compliance in all commercial and residential occupancies
- ◆ Assist Fire Prevention in completing all mandated fire inspections to assure fire code compliance and building safety within the community
- ◆ Review and restructure fire inspection program to include fees for inspections of non-mandated occupancies
- ◆ Provide semi-annual CPR/AED training to city employees and offer quarterly training classes to the community
- ◆ Continue public safety and community outreach education programs including Bike Helmet, career education, car seat, smoke detector, fire safety and emergency preparedness
- ◆ Provide two CERT training classes and continuous education/training to past and present CERT members
- ◆ Provide mandated and specialized training to firefighters in conjunction with the Central San Mateo County Training Division
- ◆ Adopt and implement new policies and procedures in areas of administration, operations, training and fire prevention
- ◆ Continue a thorough analysis of all apparatus, vehicle, equipment and facility replacement needs

Fire Department

Personnel Services	2017-18 Budget	Description
5101 REGULAR SALARIES	\$4,639,119	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	\$2,853,326	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	\$8,186,955	

Staff Training & Development	2017-18 Budget	Description
6405 TRAINING/MEETINGS/CONFERENCES	\$35,000	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 two new Fire Recruits (\$14,000).
6406 PROFESSIONAL DEVELOPMENT	\$3,500	One department head in accordance with MOU (\$1,000); 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); San Mateo Times (\$200); and miscellaneous publications and reference materials (\$200).
Total Staff Training & Development	\$42,050	

Professional Services	2017-18 Budget	Description
6419 OTHER SERVICES	\$14,600	Department fitness testing program (\$7,000); 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	\$14,600	

Supplies & Equipment	2017-18 Budget	Description
6001 OFFICE SUPPLIES	\$2,200	Supplies needed for daily operations.
6101 GAS AND OIL	\$28,000	Allocation of fuel used by division's vehicles, gas and diesel. Chief Officer's vehicle.
6102 OPERATING SUPPLIES	\$86,314	Miscellaneous protective equipment (\$3,400); mandated cleaning of protection equipment (\$10,500); Fire prevention education supplies, community preparedness materials, and emergency preparedness supplies (\$4,500); supplies for semi-annual Community Emergency Response Team (CERT) Program (\$3,000); CPR/AED Training (\$2,550); turnout gear - 4 pairs (\$10,000); wildland gear - 5 pairs (\$2,000); safety gears, 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 (\$3,000); 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 building supplies (\$5,000); parts for department apparatus (\$5,500); tires and batteries (\$8,000); and parts and supplies for shop (\$4,000).
6304 MAINTENANCE	\$37,113	Maintenance of two gas monitors (\$6,913); Defibrillator (\$2,200); Self Contain Breathing Apparatus (SCBA) testing (\$8,000); and maintenance costs for major apparatus repairs (\$20,000).
Total Supplies & Equipment	\$153,627	

Operations	2017-18 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	\$47,559	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	\$83,580	

Equipment Purchase	2017-18 Budget	Description
6650 TOOLS & EQPT. -\$25K	\$43,000	Portable radios replacement - 4 units (\$7,000); Engine/Truck equipment replacement (\$30,000); and EMS equipment (airway bags, ALS airway equip) (\$6,000).
Total Equipment Purchase	\$43,000	

Intergovernmental	2017-18 Budget	Description
6309 RADIO MAINTENANCE	\$6,200	Station and apparatus radio maintenance (\$5,000); 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	\$161,350	Shared joint training services and administration program agreement between Millbrae, San Bruno, San Mateo and Central County Fire Agencies (\$158,250); and San Mateo County Public Safety Communication Pager-Pass Through (\$3,100).
Total Intergovernmental	\$225,807	

Internal Allocations	2017-18 Budget	Description
7901 INTERNAL SERVICE ALLOCATION	\$441,293	Internal service allocations for: Self insurance cost (\$373,516); Building and facilities maintenance (\$9,933); and Information technology support (\$57,844).
7902 INTERDEPARTMENTAL CHARGES	\$874,931	Allocation of services provided to this fund based on cost allocation plan conducted in 2005-06.
9079 TRANSFERS TO RESERVES	\$130,187	Allocation of reserve funding to provide for replacement of capital assets at the end of their useful lives.
Total Internal Allocations	\$1,446,411	
Grand Total	\$10,196,030	

Public Works
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Public Works Department

Administration & Engineering

Streets Maintenance

Water (see Enterprise Funds page 199)

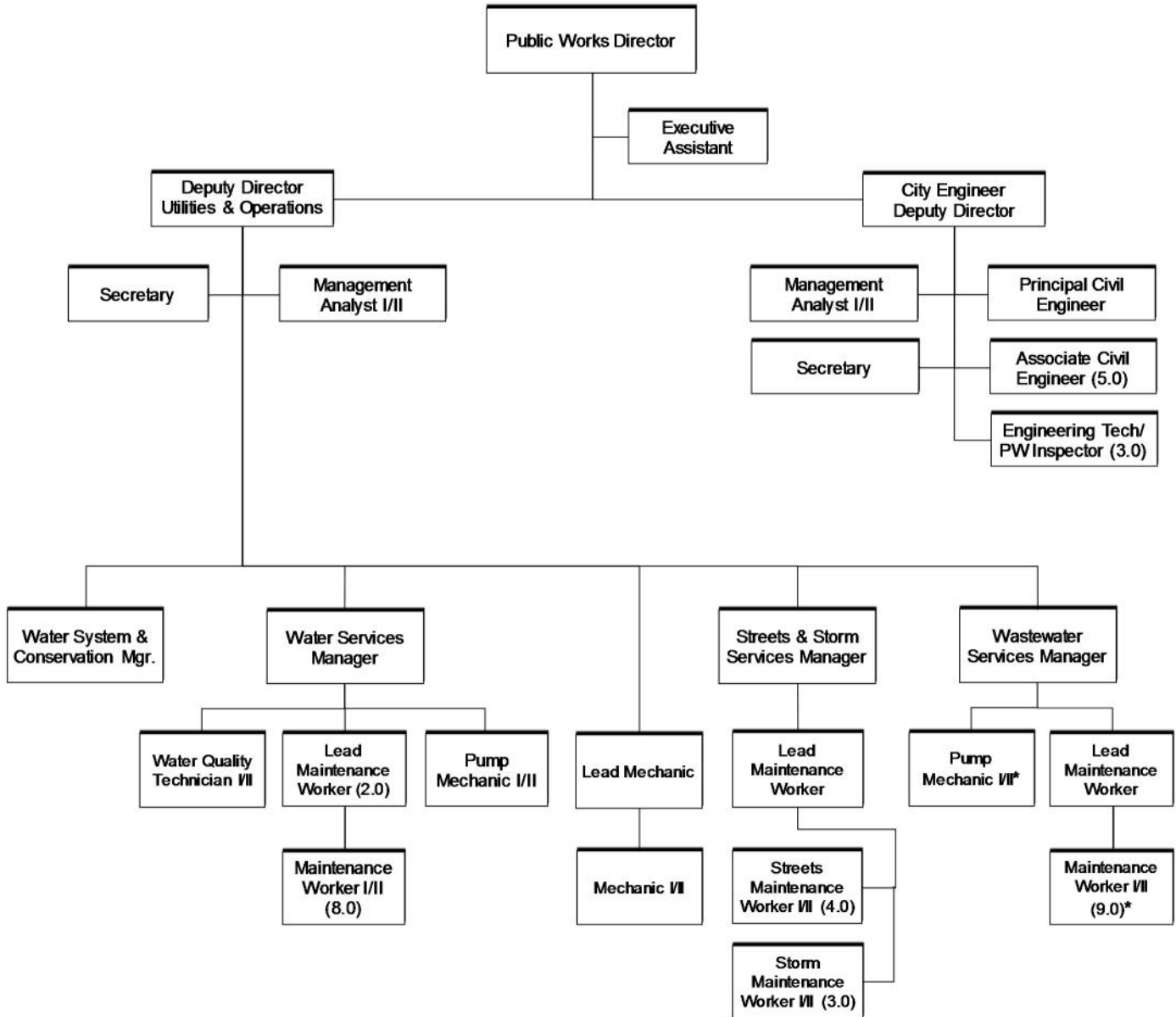
Wastewater (see Enterprise Funds page 211)

Stormwater (see Enterprise Funds page 221)

Central Garage (see Internal Service Funds page 249)

Solid Waste (see Special Revenue Funds page 317)

Public Works



*Replaced one vacant Pump Mechanic position with a Maintenance Worker I position

Public Works Department

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

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**

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

- **Streets Maintenance**

Provides for maintenance and repair of City travel ways and related assets, providing safety for motorists, bicyclists, and pedestrians, as well as a clean appearance for residents and businesses. The division provides services including routine pavement maintenance, pothole repairs and full depth spot repairs to prevent large-scale pavement deterioration, timely removal of trash in public right-of-ways, replacement of thermoplastic traffic legends and maintenance of curb painting and the City's streetlight infrastructure. The Streetlight Replacement Project replaced older outdated fixtures with LED which provide better illumination, lower energy costs and longer life with less maintenance. Other responsibilities of the division includes collaborating with the Engineering Division and the Traffic Safety and Parking Committee to install new pavement markings, striping and signage.

- **Water**

Ensures the highest quality potable water service by quickly responding to water main/service leaks and resolving water quality questions and concerns in a timely manner (see Enterprise Funds page xx for more detail).

- **Wastewater**

Provides inspection, maintenance and operation of the City's wastewater infrastructure and provides around-the-clock customer service response to emergency calls related to sewer main and lateral sewer blockages and overflows (see Enterprise Funds page xx for more detail).

- **Stormwater**
Provides 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 xx for more detail).

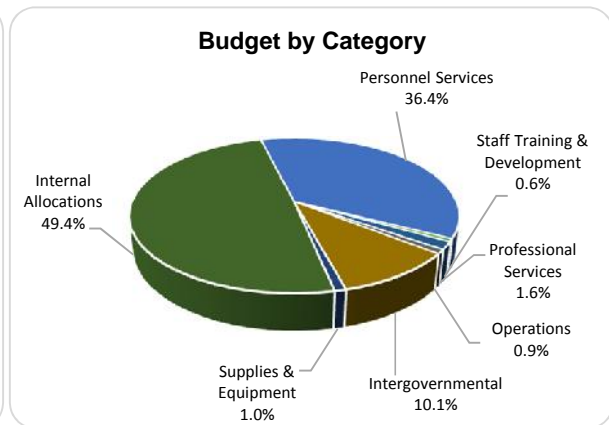
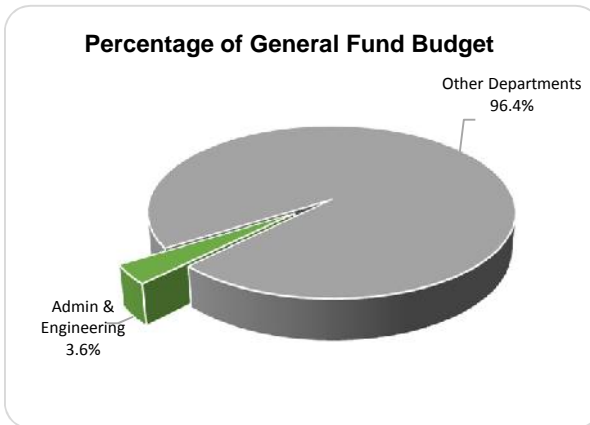
- **Central Garage**
Provides maintenance and safety inspection of police patrol vehicles, general use vehicles, safety-sensitive equipment and routine repair of various large equipment items (see Internal Services Funds page xx for more detail).

- **Solid Waste**
Maintains compliance with AB 939 and SB106, mandating that the City work to meet waste reduction goals and assisting with the implementation of resident and business engagement efforts such as Operation Clean Sweep, the Green Business program, and others (see Special Revenue Funds page xx for more detail).

Administration & Engineering Budget Summary

Budgeted Expenditures	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18
	Actual	Actual	Budget	Budget
Personnel Services	\$ 683,462	\$ 548,705	\$ 624,465	\$ 569,805
Staff Training & Development	6,086	8,684	9,575	9,575
Professional Services	581	51,736	79,141	25,000
Supplies & Equipment	6,007	9,535	10,800	14,950
Operations	12,084	13,330	13,000	14,000
Intergovernmental	141,782	146,376	158,616	158,616
Internal Allocations	717,506	741,426	714,647	773,551
Total:	\$ 1,567,508	\$ 1,519,792	\$ 1,610,244	\$ 1,565,497

Funding Summary	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18
	Actual	Actual	Budget	Budget
General Fund	\$ 759,784	\$ 493,534	\$ 523,244	\$ 457,429
Department Revenues	86,752	157,218	156,000	206,000
Recovery from Other Funds:				
Stormwater Fund	14,419	17,364	18,624	18,045
Wastewater Fund	288,389	347,628	372,288	360,716
Water Fund	418,164	504,048	540,088	523,307
Total:	\$ 1,567,508	\$ 1,519,792	\$ 1,610,244	\$ 1,565,497



Performance and Workload Measures	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18
	Actual	Actual	Estimated	Target
Number of CIP construction projects completed	6	3	9	8
Number of encroachment permits processed	180	391	190	180

Goals and Accomplishments

2016-17 Accomplishments

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

2016-17 Accomplishments (Continued)

- ◆ Completed Design/Study for the following Projects:
 - 2015 Street Rehabilitation
 - 324 Florida Site Remediation Project
 - City Facilities Painting Project
 - City Park Restrooms Replacement Project
 - Corporation Yard Master Plan
 - El Camino Real and Angus Avenue Intersection Improvements Project
 - Masson Avenue Box Culvert Repair
 - Mills Park Regulated Output Circuit Replacement Project
 - Police Plaza Security Enhancement Project
 - San Mateo Avenue Sewer and Water Replacement Project
 - Senior Center Deck Replacement Project
 - Speed Zone Survey
 - Technical Study for FEMA Coastal Study
 - Transit Corridor Pedestrian Connection Improvement Project - Phase III

- ◆ Completed Construction for the following:
 - 2015 Sidewalk Repair Program
 - 2015 Street Rehabilitation Project
 - 324 Florida Site Remediation Project
 - Glenview Tank No. 3
 - Jenevein Avenue Sewer Replacement Project
 - LED Streetlight Conversion Project
 - Transit Corridor Pedestrian Connection Improvement Project - Phase III
 - Trenton Sewer Replacement Project
 - Advanced Water Meter Replacement Project - Residential Meter Phase

- ◆ Completed Water and Wastewater Rate Study to provide adequate funding to maintain water operations and delivery

- ◆ 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)

2017-18 Goals and Objectives

- ◆ Complete Design/Study for the following:
 - 2017 Street Rehabilitation Project
 - ADA Self Evaluation and Transition Plan
 - Advanced (Commercial) Water Meter Installation Project
 - Avenues 1-1 and 1-2 Sewer and Water Replacement Project
 - City Park Stormwater Improvement
 - Commodore Park Well Replacement Project
 - Crestmoor and Lomita Pump Stations and Force Main Replacement Project
 - Crestwood Drive Sewer Replacement Project
 - Crestwood Pump Station and Force Main Replacement Project
 - Crystal Springs Road Sewer and Water Replacement Project
 - Cunningham Tank 1 Replacement Project

2017-18 Goals and Objectives (Continued)

- ◆ Complete Design/Study for the following:
 - Lower San Bruno Avenue Medians
 - Mills Park Regulated Output Circuit Replacement
 - Pressure Regulator at Arbor Court Project
 - San Antonio Avenue Sewer and Water Replacement Project
 - Sneath Lane and Lake Drive Pump Stations
 - The Tank Rehabilitation Project
 - Trash Capture Device Feasibility Study

- ◆ Complete Construction for the following:
 - 2017 Street Rehabilitation Project
 - Advanced (Commercial) Water Meter Installation Project
 - Avenues 1-1 and 1-2 Sewer and Water Replacement Project
 - City Park Stormwater Improvement Project
 - Crestmoor Canyon Sewer Replacement Project
 - Crystal Springs Road Sewer Replacement Project
 - El Camino Real and Angus Avenue Intersection Improvements Project
 - Lower San Bruno Avenue Medians Project
 - Masson Box Culvert Repair Project
 - Mills Park Regulated Output Circuit Replacement
 - Police Plaza Security Enhancement Project
 - Pressure Regulator at Arbor Court Project
 - San Mateo Avenue Sewer and Water Replacement Project
 - Spyglass Pump Station and Force Main Replacement Project

- ◆ 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
- ◆ Support conceptual design development process and initiate project design for the new Recreation Center and Pool Project

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Public Works Department Administration & Engineering

Personnel Services	2017-18 Budget	Description
5101 REGULAR SALARIES	\$746,469	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	(\$549,391)	Engineering staff time to manage capital projects recovering direct salary and benefit charges.
5200 EMPLOYEE BENEFITS	\$372,227	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	\$569,805	

Staff Training & Development	2017-18 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); League of Cities Public Works Annual Conference (\$600); Monthly City/County Engineer's meetings (\$400); Mandatory safety training (\$375); 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); and Specialized engineering manuals (\$25).
Total Staff Training & Development	\$9,575	

Professional Services		2017-18 Budget	Description
6401	PROFESSIONAL SERVICES	\$25,000	Project support associated with the FEMA floodmapping issue (\$14,750); and Engineering services related to core drilling, geotechnical survey, and analysis as needed (\$10,250).
Total Professional Services		\$25,000	

Supplies & Equipment		2017-18 Budget	Description
6001	OFFICE SUPPLIES	\$4,000	Supplies for daily operations.
6101	GAS AND OIL	\$2,000	Fuel for four vehicles.
6102	OPERATING SUPPLIES	\$8,950	AutoCAD software annual licenses; Microsoft Project software annual licenses; and Safety equipment including hardhats, safety shoes and safety vests.
Total Supplies & Equipment		\$14,950	

Operations		2017-18 Budget	Description
6112	POSTAGE	\$4,000	Postage associated with all other general Engineering correspondence (\$3,000); and Mailed noticing for Traffic Safety and Parking Committee meetings (\$1,000).
6450	COMMUNICATIONS	\$10,000	Usage charges for Department's dedicated fax and data lines, office telephone and various mobile devices.
Total Operations		\$14,000	

Intergovernmental		2017-18 Budget	Description
7069	INTERGOVERNMENTAL-OTHER	\$158,616	C/CAG assessments calculated annually based on City's share of San Mateo County's population and trip generation.
Total Intergovernmental		\$158,616	

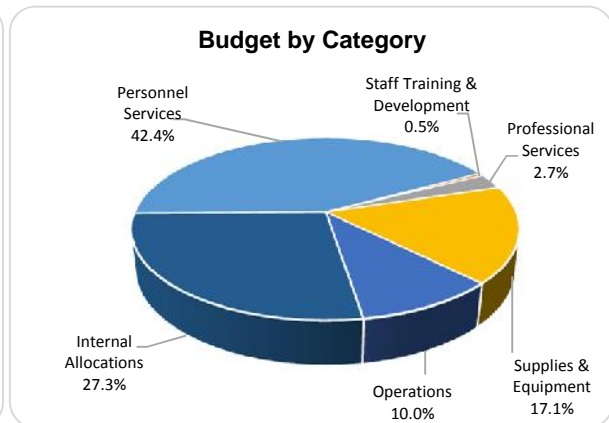
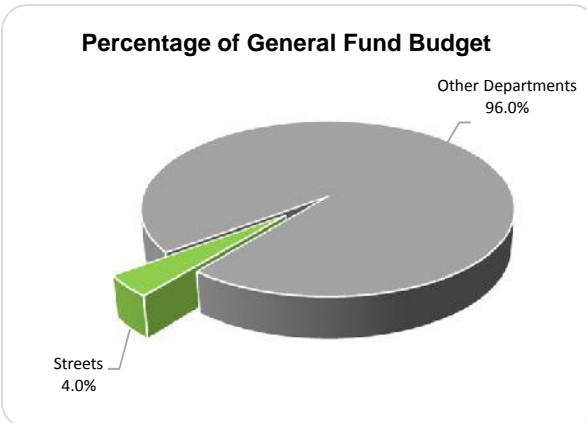
Internal Allocations	2017-18 Budget	Description
7901 INTERNAL SERVICE ALLOCATION	\$123,525	Internal service allocations for: Self insurance cost (\$16,212); Buildings and facilities maintenance (\$37,868); Information technology support (\$61,845); Central garage support (\$7,500); and Copier charges (\$100).
7902 INTERDEPARTMENTAL CHARGES	\$643,610	Allocation of services provided to this fund based on cost allocation plan conducted in 2005-06.
9079 TRANSFERS TO RESERVES	\$6,416	Allocation of reserve funding to provide for replacement of capital assets at the end of their useful lives.
Total Internal Allocations	\$773,551	
Grand Total	\$1,565,497	

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Streets Maintenance Budget Summary

Budgeted Expenditures	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18
	Actual	Actual	Budget	Budget
Personnel Services	\$ 650,245	\$ 689,374	\$ 715,270	\$ 737,454
Staff Training & Development	856	4,030	8,075	8,075
Professional Services	12,037	17,516	77,250	47,250
Supplies & Equipment	305,449	247,023	347,205	297,900
Operations	198,478	185,875	181,667	173,815
Internal Allocations	276,216	482,928	448,643	474,929
Total:	\$ 1,443,281	\$ 1,626,747	\$ 1,778,110	\$ 1,739,423

Funding Summary	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18
	Actual	Actual	Budget	Budget
General Fund	\$ 635,414	\$ 781,384	\$ 934,410	\$ 895,723
Grant Revenues:				
C/CAG Vehicle Registration Fee	39,890	78,159	75,000	75,000
Caltrans Highway Grant	17,977	17,204	18,700	18,700
Gas Tax	750,000	750,000	750,000	750,000
Total:	\$ 1,443,281	\$ 1,626,747	\$ 1,778,110	\$ 1,739,423



Performance and Workload Measures	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18
	Actual	Actual	Estimated	Target
Average Citywide Pavement Condition Rating (0-100)	64	64	64	64
Number of pothole repairs completed	1,509	1,618	1,500	1,500
Amount of asphalt used for non-Capital road repair (square feet)	14,697	1,150	150	14,000
Amount of thermoplastic street markings installed (square feet)	9,516	5,054	7,500	7,500
Number of street light poles replaced	14	9	13	15

Goals and Accomplishments

2016-17 Accomplishments

- ◆ Began work on the Traffic Signal Rehabilitation Capital Improvement Program (CIP) project to improve signal reliability and maintain traffic flow

2016-17 Accomplishments (Continued)

- ◆ Completed a traffic sign condition assessment and audit for electronic management of traffic signs and related infrastructure to improve preventative maintenance programs and sign visibility that affect pedestrian, bicycle, and vehicle safety and operations
- ◆ Completed lighting repairs to restore operation of the regulating output (RO) street light circuitry in Crestmoor and three other neighborhoods
- ◆ Replaced El Camino Real RO # 445 transformer and RO unit
- ◆ Contracted with consultant to design conversion of an outdated regulating output (RO) circuit street light in the lower portion of the Mills Park area to a standard parallel circuit light system to ensure consistent street light performance in the area
- ◆ Completed conversion of streetlights to a light-emitting diode (LED) lighting system to provide better illumination, lower energy cost and longer life with less maintenance
- ◆ Completed 21 traffic work orders for thermoplastic crosswalk and striping, signage, and red curb paint installation and maintenance for improved visibility
- ◆ Replaced 161 signs, straightened 132 poles, replaced 62 damaged poles, and removed graffiti from 72 signs to maintain performance and safety
- ◆ Coordinated with contractor to repair 138 street light outages to restore neighborhood lighting and replace 13 street light poles
- ◆ Completed monthly inspections and maintenance of 17 City-owned and operated traffic signal light
- ◆ Completed repairs and replacement of approximately 214 feet of guardrails damaged at various locations 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 and promoted Public Works Week in City Park
- ◆ Responded to and picked up trash and debris at 771 locations in San Bruno to comply with State trash management requirements
- ◆ Completed training in Hazardous Materials (HAZMAT), Heat exposure, Regional El Nino, Hearing Testing, Respiratory Fit, Backhoe and Forklift Operation, and Confined Space for employee safety and training

2017-18 Goals and Objectives

- ◆ Replace approximately 30 streetlight poles identified in poor condition to maintain uninterrupted service
- ◆ Continue traffic signal rehabilitation and replacement program with an additional 5 (of 18 total) 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 additional illegal "hot spot" dumping locations
- ◆ Implement a management program to track work orders and maintenance activities of traffic infrastructure assets

Public Works Department Streets Maintenance

Personnel Services	2017-18 Budget	Description
5101 REGULAR SALARIES	\$442,628	Base salary and incentives for all department personnel as subject to benefits per applicable MOUs.
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	\$264,826	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	\$20,000	Temporary staff for seasonal storm cleaning, wet weather preparation, and customer service response.
Total Personnel Services	\$737,454	

Staff Training & Development	2017-18 Budget	Description
6405 TRAINING/MEETINGS/CONFERENCES	\$6,575	Mandatory safety trainings including Confined Space, Traffic Zone Safety, HAZMAT, and Equipment Operations (\$5,875); League of Cities Conference for one staff (\$525); and "Green Book Practices" Conference and training for one staff - various locations and mediums (\$175).
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	2017-18 Budget	Description
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 (\$10,000); and asset management system annual support and license (\$9,250).
Total Professional Services	\$47,250	

Supplies & Equipment	2017-18 Budget	Description
6001 OFFICE SUPPLIES	\$500	Supplies for daily operations.
6101 GAS AND OIL	\$21,000	Fuel and lubrication for vehicles and equipment.
6102 OPERATING SUPPLIES	\$92,000	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); Concrete/cement, baserock, tools (\$6,000); Uniforms and personal protective equipment (\$5,000); and small tools and hardware, propane and yard supplies (\$5,000).
6203 STREET LIGHT AND TRAFFIC SIG	\$184,400	Streetlight maintenance/repair and parts/material (\$85,500); TSPC/ Eng work orders for paint/markers and install signs, paint and markers (\$34,400); Traffic signal maintenance and repair (\$39,000); and traffic signs and poles maintenance (\$25,500).
Total Supplies & Equipment	\$297,900	

Operations	2017-18 Budget	Description
6450 COMMUNICATIONS	\$3,000	Internal allocation of dedicated fax and data lines, office phone lines and eight mobile phones.
6531 UTILITIES	\$168,815	Electric and gas provided to the Corporation Yard and all streetlights.
6601 RENTAL & LEASES	\$2,000	Special equipment rental.
Total Operations	\$173,815	

Internal Allocations	2017-18 Budget	Description
7901 INTERNAL SERVICE ALLOCATION	\$310,335	Internal service allocations for: Self insurance cost (\$270,212); Information technology support (\$11,123); and Central garage support (\$29,000).
7902 INTERDEPARTMENTAL CHARGES	\$139,640	Allocation of services provided to this fund based on cost allocation plan conducted in 2005-06.
9079 TRANSFERS TO RESERVES	\$24,954	Allocation of reserve funding to provide for replacement of capital assets at the end of their useful lives.
Total Internal Allocations	\$474,929	
Grand Total	\$1,739,423	

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Community Development
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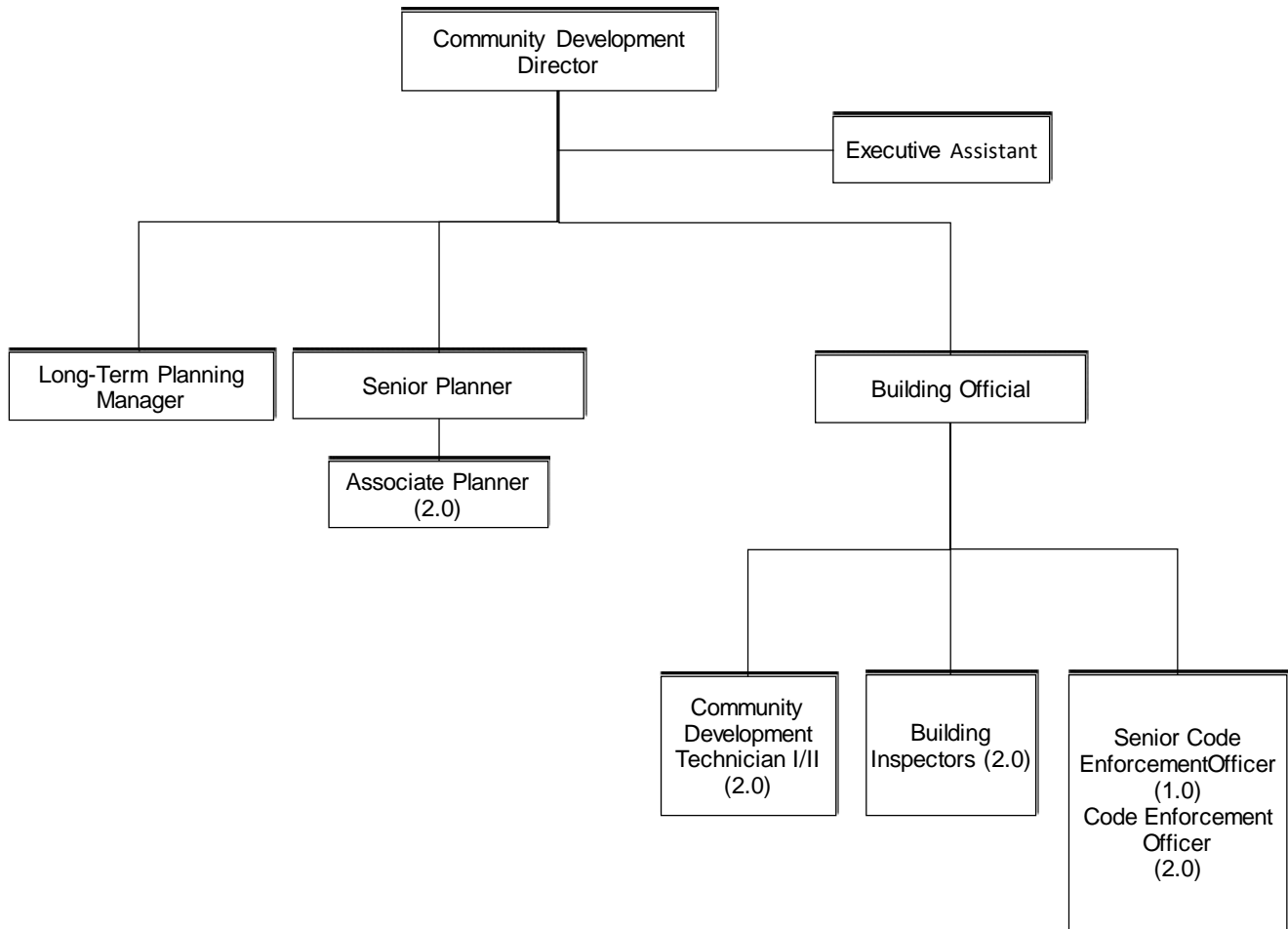
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Community Development Department

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 long-range and current planning activities, environmental review, building plan checks and inspections, and code enforcement efforts.

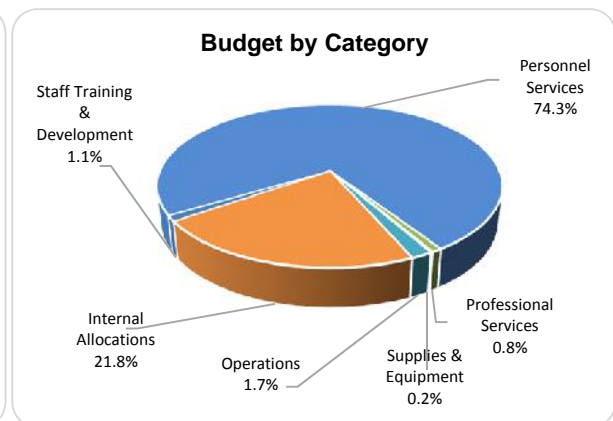
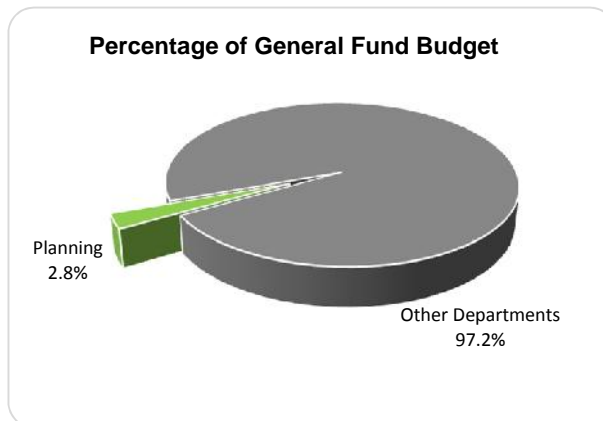
- **Planning Division** – Review private property development review proposals; process applications, including environmental review, plan check, and inspection; provide long-range planning services (General Plan, Transit Corridors Plan, Zoning Code Update, etc.); and planning to address regional housing needs. 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.
- **Building Inspection and Code Enforcement Division** - Review building permit applications; issue building and related permits; and inspects 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. 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 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	FY 2017-18 Budget
Personnel Services	\$ 748,019	\$ 859,423	\$ 932,296	\$ 915,432
Staff Training & Development	7,180	9,238	13,000	13,900
Professional Services	95,553	60,995	251,528	10,000
Supplies & Equipment	3,583	1,999	2,500	2,000
Operations	26,742	19,229	21,318	21,318
Internal Allocations	255,687	268,561	242,844	268,848
General Fund Sub-Total:	\$ 1,136,763	\$ 1,219,446	\$ 1,463,486	\$ 1,231,498
Special Revenue Fund Expenditures ^{1,2}	\$ 32,210	\$ 46,936	\$ 77,000	\$ 64,000
Total:	\$ 1,168,973	\$ 1,266,382	\$ 1,540,486	\$ 1,295,498

Funding Summary	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	FY 2017-18 Budget
General Fund	\$ 924,007	\$ 1,083,431	\$ 1,323,486	\$ 1,081,348
Department Revenues	212,756	136,014	140,000	150,150
Special Revenue Fund Revenues:				
BMR Housing in-Lieu ¹	30,000	37,500	39,500	39,500
Document Imaging ²	-	9,436	12,000	12,000
General Plan Maintenance ²	2,210	-	25,500	12,500
Total:	\$ 1,168,973	\$ 1,266,381	\$ 1,540,486	\$ 1,295,498



Performance and Workload Measures	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Estimated	FY 2017-18 Target
Number of residential permits processed	19	28	36	35
Number of second units processed	2	5	8	15
Number of commercial permits processed	34	38	44	40
Number of sign permits processed	26	30	21	25
Number of home occupation permits processed	81	58	48	60
Number of public engagement activities	N/A	54	33	77
Number of economic development activities	N/A	42	42	42

Note 1: BMR Housing in-Lieu information can be found in Special Revenue Funds section page 309

Note 2: Document Imaging and General Plan Maintenance information can be found in Special Revenue Funds section page 325

Goals and Accomplishments

2016-17 Accomplishments

- ◆ Developed impact fees to help finance and construct required public infrastructure improvements
- ◆ Began work to develop a comprehensive downtown parking management plan, including consideration of a potential parking garage(s) to support downtown revitalization and implement the Transit Corridors Specific Plan (TCP)
- ◆ Began Bayhill Specific Plan to evaluate YouTube expansion plans and potential overall intensification at the Bayhill Office Park with a goal to integrate this future expansion into the wider community
- ◆ Facilitated the selection of the City of San Bruno to be the site sponsor for the annual Golden Shovel challenge between Stanford University and UC Berkeley graduate business school students. The students evaluated redevelopment of a downtown City block, including public parking lot(s), with mixed use development as envisioned in the TCP
- ◆ Met with interested developers to evaluate the potential for allowing residential uses along the Sneath Lane corridor to support local housing needs
- ◆ Met with the new owners of The Shops at Tanforan toward developing a Master Plan for redevelopment and upgrades of the regional mall and to assure the long-term success of this important economic asset
- ◆ Made progress in planning the following projects which :
 - Worked with the new owner of 111 San Bruno Avenue and the adjoining property owner resulting in an application for a mixed-use, residential and commercial project
 - Worked with the owner at 271 El Camino Real (former Lee's Buffet restaurant) to develop preliminary plans for a residential project
 - Worked with developer in the pre-application process for a single family subdivision at Glenview Drive and San Bruno Avenue
 - Worked with Community College District and developer resulting in an application for a residential multi-family and single family subdivision at Skyline College on College Drive
 - Worked with the owner of 345 El Camino Real in the pre-application process for the redevelopment of the Honda dealership and compliance with conditions of approval
 - Worked with owners and representative at pre-application stage on a major mixed-use redevelopment plan for the existing Mills Park commercial property
- ◆ Prepared a draft Climate Action Plan (CAP) as outlined in the San Bruno General Plan to move forward for formal consideration
- ◆ Prepared for consideration and subsequent adoption by the City Council Housing Impact Fees and Commercial Linkage Fees to ensure that new development pays to help offset its impacts and to meet the City's fair share of regional housing need
- ◆ Completed the City's Walk 'n Bike Plan project and began to evaluate identified measures to implement the plan and funding opportunities
- ◆ Prepared two grant applications to help implement the Walk 'n Bike Plan. Both applications were successful – one to install 19 new bike racks at public facilities and locations in the community and another to install a protected bike lane and pedestrian improvements on Huntington Avenue between the Centennial Way Trail and San Bruno Avenue
- ◆ Prepared an RFP (Request for Proposals) and selected a consultant to prepare a downtown streetscape plan that enhances the character and identity of downtown
- ◆ Continued to work on the Zoning Code Update project to provide clear development standards within the TCP area
- ◆ Provided necessary staff support for Successor Agency administration

2017-18 Goals and Objectives

- ◆ Complete the Zoning Code Update to provide clear development standards within the TCP area
- ◆ Complete the Climate Action Plan to help meet the statewide goal of reducing greenhouse gas emissions 40 percent below 1990 levels by 2030
- ◆ Complete the Streetscape Plan to enhance the image of downtown and help foster San Bruno's sense of place

2017-18 Goals and Objectives (Continued)

- ♦ Complete the Comprehensive Downtown Parking Management Plan to plan for future parking needs based on projected growth in TCP Area, including consideration of a potential parking garage(s) to support downtown revitalization
- ♦ Complete the Bayhill Specific Plan to promote reuse and infill office development and assure the long-term economic success of the office park
- ♦ Complete a General Plan Amendment to achieve consistency with the Airport Land Use Compatibility Plan for San Francisco International Airport
- ♦ Complete entitlement processing for development projects that provide housing, jobs and shopping opportunities and improve the overall community quality of life:
 - Skyline Residential Development is an application for 40 single family detached for-sale units and 30 units of faculty/staff housing at Skyline College
 - 111 San Bruno Avenue Mixed Use Development is an application for 60 residential units with ground floor retail opposite the Caltrain Station
 - 271 El Camino Real Residential Development is a proposal for approximately 24 townhouse units at the former Lee's Buffet site
 - Mills Park Center Mixed Use Development is a proposal to redevelop the shopping center with a mixed-use project, including housing and commercial uses
 - YouTube new 400,000 square foot office building is a proposal to provide additional space for YouTube's growing workforce
- ♦ Continue implementation of the TCP to promote transit oriented development, including a mix of residential and commercial uses located close to transit
- ♦ Continue to work with the Chamber of Commerce to develop opportunities to serve the business community and maintain a positive business climate within San Bruno
- ♦ Continue to implement the Walk 'n Bike Plan including, but not limited to, identifying and submitting appropriate grant applications in support of the recommendations of the Plan
- ♦ Continue to work with the owners of The Shops at Tanforan to develop a Master Plan for redevelopment and upgrades of the regional mall and to assure the long-term success of this important community asset

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Community Development Department Planning Division

Personnel Services	2017-18 Budget	Description
5101 REGULAR SALARIES	\$601,023	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	\$307,309	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	\$915,432	

Staff Training & Development	2017-18 Budget	Description
6405 TRAINING/MEETINGS/CONFERENCES	\$7,500	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 (\$1,500); Accredited Planning Conference attendance for one staff member (\$1,500); and League of CA Cities Planning Commissioner Academy for two Planning Commissioners and one staff member (\$4,500).
6406 PROFESSIONAL DEVELOPMENT	\$3,000	One department head and four mid-managers in accordance with MOU.
6701 DUES & MEMBERSHIPS	\$3,100	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	\$13,900	

Professional Services		2017-18 Budget	Description
6401	PROFESSIONAL SERVICES	\$10,000	Design Review Services (\$5,000); and CEQA Consultation (\$5,000).
Total Professional Services		\$10,000	

Supplies & Equipment		2017-18 Budget	Description
6001	OFFICE SUPPLIES	\$2,000	Supplies for daily operations.
Total Supplies & Equipment		\$2,000	

Operations		2017-18 Budget	Description
6112	POSTAGE	\$3,000	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	\$8,000	Newspaper legal notices for Planning Commission hearings.
6601	RENTAL & LEASES	\$3,600	Copier lease
Total Operations		\$21,318	

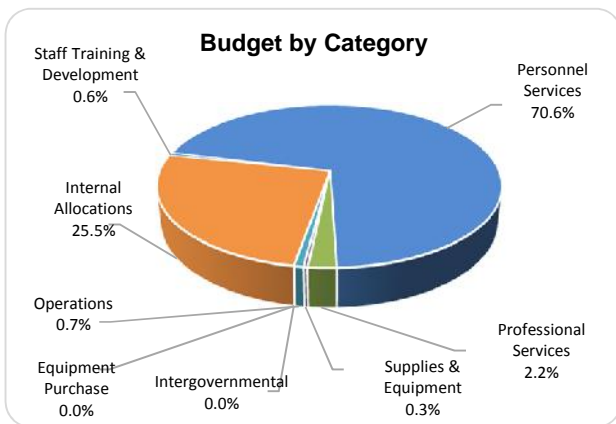
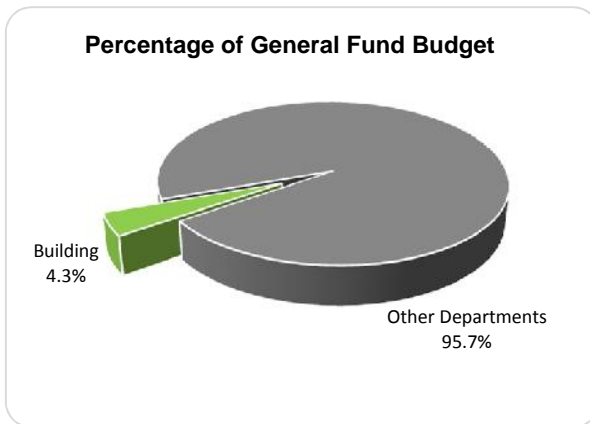
Internal Allocations	2017-18 Budget	Description
7901 INTERNAL SERVICE ALLOCATION	\$70,154	Internal service allocations for: Self insurance cost (\$9,977); Building and facilities maintenance (\$22,348); Information technology support (\$36,737); and Copier charges (\$1,092).
7902 INTERDEPARTMENTAL CHARGES	\$198,694	Allocation of services provided to this fund based on cost allocation plan conducted in 2005-06.
Total Internal Allocations	\$268,848	
Grand Total	\$1,231,498	

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Building Division Budget Summary

Budgeted Expenditures	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18
	Actual	Actual	Budget	Budget
Personnel Services	\$ 1,129,337	\$ 1,095,299	\$ 1,209,530	\$ 1,344,064
Staff Training & Development	4,054	6,360	10,664	10,544
Professional Services	13,360	225,365	182,500	42,280
Supplies & Equipment	6,497	7,755	7,500	6,000
Operations	9,671	8,705	7,601	14,200
Equipment Purchase	330	-	500	500
Intergovernmental	4,550	4,550	4,780	-
Internal Allocations	475,901	465,960	443,421	486,203
Total:	\$ 1,643,699	\$ 1,813,994	\$ 1,866,496	\$ 1,903,791

Funding Summary	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18
	Actual	Actual	Budget	Budget
General Fund	\$ 449,822	\$ 599,374	\$ 473,496	\$ 483,375
Department Revenues	1,193,877	1,214,621	1,393,000	1,420,416
Total:	\$ 1,643,699	\$ 1,813,994	\$ 1,866,496	\$ 1,903,791



Performance and Workload Measures	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18
	Actual	Actual	Estimated	Target
Number of residential building permits issued	1,235	1,392	1,123	1,150
Number of commercial building permits issued	101	231	199	225
Number of building inspections performed	9,354	9,397	7,727	7,750
Percent of inspections offered - next day	85%	98%	98%	98%
Number of code enforcement cases - Opened	345	245	483	500
Number of code enforcement cases - Closed	346	237	195	400

Goals and Accomplishments

2016-17 Accomplishments

Maintaining and Improving Overall Neighborhood and Community Safety and Quality of Life:

- ◆ Prepared and presented the 2016 triennial State building codes with local amendments for adoption by the City Council to maintain safety and quality of life for the San Bruno community
- ◆ Developed and deployed an interdepartmental procedure to address and reduce the impact of illegal dumping within the community
- ◆ Deployed a phone hotline and a website portal to facilitate reporting of code violations and grow San Bruno's connection with the community
- ◆ Increased proactive code enforcement measures, including performing daily area inspections to improve the quality of life within our neighborhoods and revitalization of our downtown
- ◆ Hired interim Code Enforcement Officers to review and close a large number of code cases and recruited a new permanent Code Enforcement Officer to sustain the enhancement efforts to improve the quality of our community
- ◆ 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 in a continued pursuit to provide interactive community connection
- ◆ Launched GeoCortex, the City's online Geographic Information System (GIS) map on the Community Development website, providing access to zoning and other parcel information to facilitate accurate and efficient interactions with residents and business stakeholders
- ◆ Provided plan review for demolition of the Budget Motel at 850 El Camino Real to eliminate a potentially dangerous fire and life safety hazards
- ◆ Completed plan review and issued permits for 114,000 square feet of tenant improvements at a YouTube-owned building at 999-1001 Bayhill Drive in support of expanding economic growth in our business park with broader emphasis on enhancing the goals of the Transit Corridors Plan
- ◆ Provided support for review and development of updated Development Impact Fee study to enable continued improvements in providing timely plan reviews and inspections for projects in our community
- ◆ Utilized document imaging fee to scan and archive building permits and plans for improved electronic searches by stakeholders and residents
- ◆ Participated in training for continuing education credits for building inspectors, community development counter technicians, and code enforcement officers in a continued pursuit to improve overall responsiveness to our community
- ◆ Implemented streamline plan review and inspection approvals for residential Solar Photo Voltaic roof top installations and electric vehicle charging stations to enhance sustainability and reduce carbon emissions
- ◆ Prepared and implemented a multi-departmental construction plan review guide sheet for applicants of commercial projects to expedite the approval process for bringing projects to construction

2017-18 Goals and Objectives

- ◆ 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 in a continued pursuit to provide improved interactive community connection
- ◆ Identify and develop areas of improved outreach education to promote sustainability methods and materials through Department sponsored workshops and participation at community events
- ◆ Develop and implement an interdepartmental strategy to improve code enforcement efforts to improve safety and quality of life throughout the community
- ◆ Participate with more focused code enforcement efforts and successful outcomes to improve safety and the quality of life in San Bruno's downtown area

Community Development Department Building Inspection and Code Enforcement Division

Personnel Services	2017-18 Budget	Description
5101 REGULAR SALARIES	\$877,525	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	\$465,539	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	\$1,344,064	

Staff Training & Development	2017-18 Budget	Description
6405 TRAINING/MEETINGS/CONFERENCES	\$6,000	International Code Council (ICC), California Building Officials (CALBO), and California Code Enforcement Officers (CACEO) training and conference (\$5,700); and CASp Academy (\$300).
6406 PROFESSIONAL DEVELOPMENT	\$1,500	Professional development for the Building Official and 2 Building Inspectors in accordance with MOU.
6701 DUES & MEMBERSHIPS	\$2,244	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); Renewal of ICC/ICBO/IAPMO certifications (\$1,000); and National Fire Protection Association (NFPA) (\$150).
6702 PUBS & SUBSCRIPTIONS	\$800	Code interpretive manuals, mechanical, electrical, plumbing, building 1 & 2.
Total Staff Training & Development	\$10,544	

Professional Services		2017-18 Budget	Description
6401	PROFESSIONAL SERVICES	\$37,500	Graffiti and nuisance abatement services (\$35,000); Graphic design services for preparation of brochures, hand-outs and door hangers for code enforcement and Neighborhood Preservation Task Force (\$2,500).
6419	OTHER SERVICES	\$4,780	Peninsula Conflict Resolution Center - facilitation of neighborhood and other disputes.
Total Professional Services		\$42,280	

Supplies & Equipment		2017-18 Budget	Description
6001	OFFICE SUPPLIES	\$2,000	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	\$3,000	Fuel and oil for five vehicles.
6102	OPERATING SUPPLIES	\$1,000	Shirts with department and City logo, gloves, coveralls, pants, safety boots, respirators and dust masks, and miscellaneous equipment.
Total Supplies & Equipment		\$6,000	

Operations		2017-18 Budget	Description
6112	POSTAGE	\$1,000	Allocation of postage required by department operations for outside correspondence including regular, certified, return receipt, and express/overnight mail.
6141	PRINTING, COPYING & BINDING	\$7,000	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 code enforcement (3,000); and building application forms (\$2,000).
6450	COMMUNICATIONS	\$6,200	Internal allocation charges for phones and phone service; Monthly charges for modems, fax lines and Wifi network cards (\$2,000), and data and insurance plans for 6 iPad handheld devices (\$4,200).
Total Operations		\$14,200	

Equipment Purchase	2017-18 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	

Internal Allocations	2017-18 Budget	Description
7901 INTERNAL SERVICE ALLOCATION	\$89,944	Internal service allocations for: Self insurance cost (\$16,005); Building and facility maintenance (\$22,348); Information technology support (\$41,510); Central garage support (\$10,000); and copier charges (\$81).
7902 INTERDEPARTMENTAL CHARGES	\$391,342	Allocation of services provided to this fund based on cost allocation plan conducted in 2005-06.
9079 TRANSFERS TO RESERVES	\$4,917	Allocation of reserve funding to provide for replacement of capital assets at the end of their useful lives.
Total Internal Allocations	\$486,203	
Grand Total	\$1,903,791	

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Community Services
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Community Services Department

Administration & Recreation Services

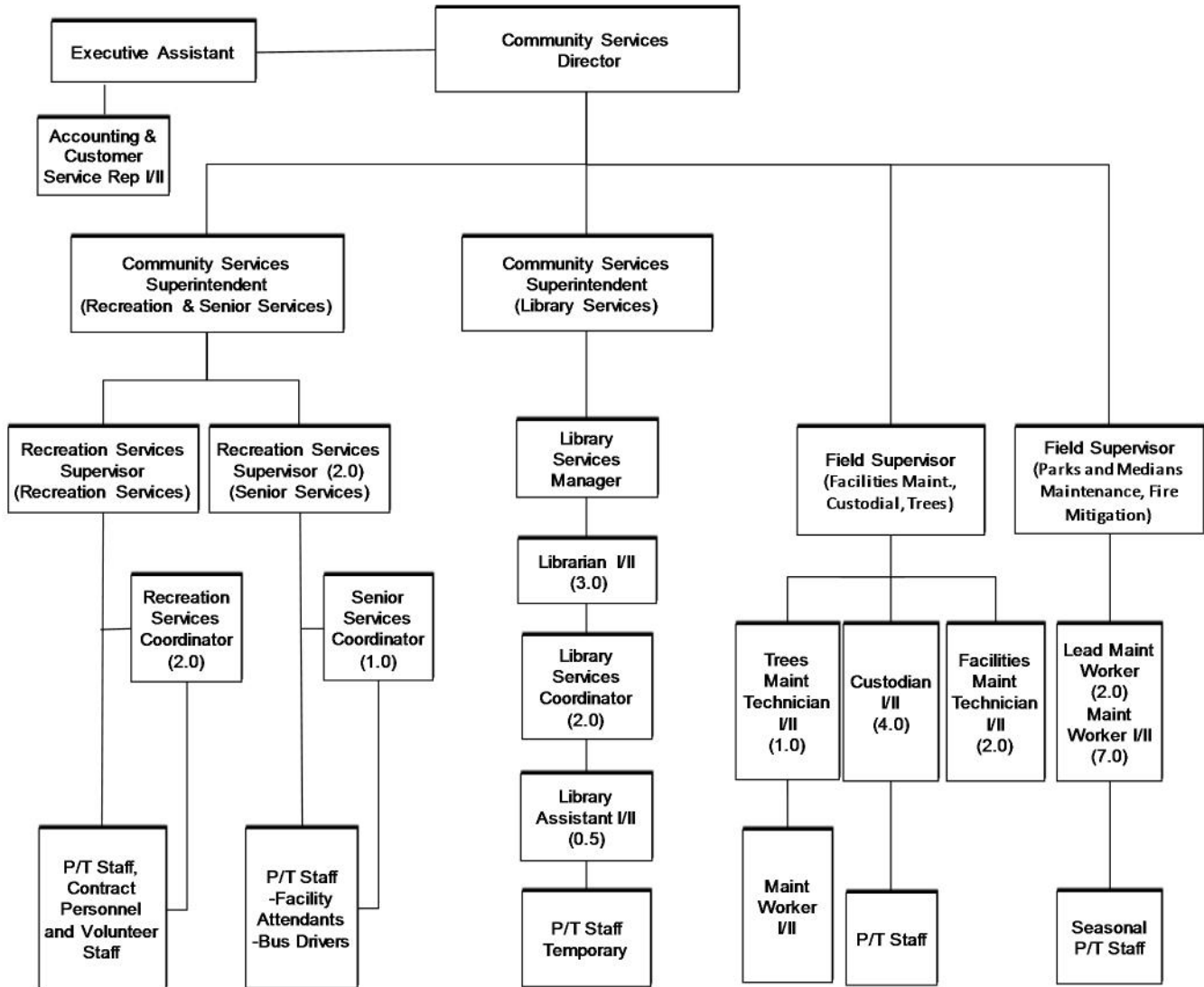
Parks Maintenance

Senior Services

Library Services

Building and Facilities (see Internal Service Fund page 259)

Community Services



Community Services Department

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

Overview

The programs, services, and special events delivered by the Department are offered through five divisions which provide recreational activities and community special events, senior services, library services, maintain City parks and trees, and maintain City building and facilities.

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

Recreation programs and activities include enrichment classes on a variety of topics and aquatic activities such as swim lessons, recreation and lap swim, swim camps, and water aerobics. A variety of programs for youth are offered such as vacation camps, afterschool recreation programs, trips, and specialty sports camps. In addition to scheduling the use of the City's sports fields by local non-profit sports organizations, the Division conducts numerous sports leagues for youth and adults and operates an afterschool program at all San Bruno Park School District school sites. Special events are delivered through the year such as the annual Easter Egg Hunt, Community Day in the Park, Concerts in the Park, Flea Markets, Halloween Happening, and Holiday Tree Lighting.

- **Parks and Trees Maintenance** – Provides maintenance at all City parks and recreational areas, and City facilities including 18 parks covering 71 acres, 12 baseball and softball fields, 8 soccer fields, 2 football fields, and Dog Run at Commodore Park. The Division maintains approximately 10 acres of street medians, approximately 6,300 street and park trees, and 128 acres of open space and is responsible for care and cultivation of the landscaping at all City facilities and Downtown planters. The Division supports the City's Beautification Task Force in its delivery of community volunteer projects. During the 2017-18 Fiscal Year, two new parks, the Earl-Glenview Park and Florida Avenue Park will be added to the City's park space for the community's enjoyment.
- **Senior Services** – Deliver a broad array of programs at both the San Bruno Senior Center and Veteran's Memorial Recreation Center designed to promote an active, healthy, and engaged community of adults 50 years of age and older. The Division works in collaboration with the San Bruno Senior Citizen's Advisory Board to plan and implement special events, activities, and services. Many of the classes and programs are supported by revenue from non-General Fund sources, including government grants, revenue generated by program activities offered at the Senior Site Center, and a nutrition and transportation grant provided by the non-profit Nutrition Site Council.

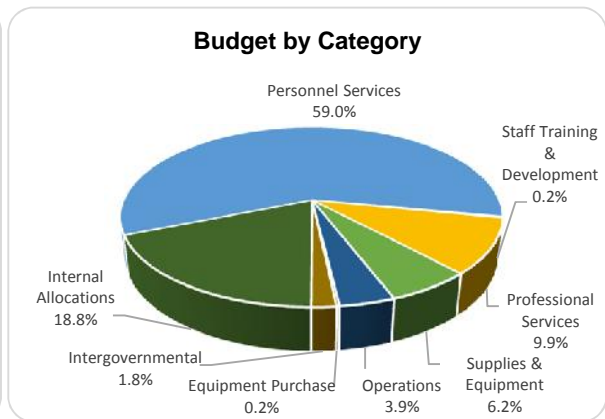
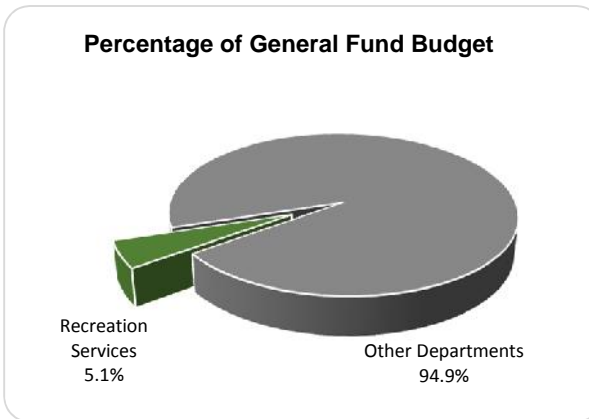
- **San Bruno Public Library** - Provide San Bruno residents and visitors to the community lifelong-learning and literacy materials and resources such as instruction, support, and access to computers to help them achieve personal growth goals. Through membership in the Peninsula Library System, the San Bruno Public Library offers residents borrowing privileges throughout San Mateo County. In support of the Culture and Arts Commission, the Division delivers Movies in the Park, Shakespeare in the Park, Art in the Library, and Community Day in the Park Art Project.

- **Buildings and Facilities** – Provide facility maintenance and management for 17 City facilities. This includes routine custodial services, maintenance and repair of building systems, fixtures and equipment, and manages contracts and vendor relationships necessary to ensure the City’s buildings are maintained to efficiently and safely serve the community and City workforce (See Internal Service Funds page 259).

Administration & Recreation Services Budget Summary

Budgeted Expenditures	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	FY 2017-18 Budget
Personnel Services	\$ 1,055,338	\$ 1,213,002	\$ 1,177,938	\$ 1,336,848
Staff Training & Development	4,821	3,715	5,120	4,920
Professional Services	179,344	198,683	182,280	223,350
Supplies & Equipment	120,522	144,559	141,750	139,480
Operations	91,717	120,613	99,649	89,356
Equipment Purchase	-	9,505	4,100	5,000
Intergovernmental	39,900	39,900	39,900	39,900
Internal Allocations	379,284	411,456	336,001	425,974
Total:	\$ 1,870,925	\$ 2,141,432	\$ 1,986,738	\$ 2,264,828

Funding Summary	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	FY 2017-18 Budget
General Fund	\$ 262,633	\$ 484,145	\$ 282,738	\$ 463,828
Department Revenues	1,608,292	1,657,287	1,704,000	1,801,000
Total:	\$ 1,870,925	\$ 2,141,432	\$ 1,986,738	\$ 2,264,828



Performance and Workload Measures	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Estimated	FY 2017-18 Target
Number of participants in afterschool programs	519	526	530	530
Number of special events offered	22	24	26	28
Number of participants in summer camp	1,721	2,734	2,748	2,800

Goals and Accomplishments

2016-17 Accomplishments

- ◆ Completed community engagement, planning and bidding process for replacement of Earl/Glenview Park and construction of Florida Avenue Park
- ◆ Continued to build community camaraderie through offering special events such as the Easter Egg Hunt, Halloween Happening, Concerts in the Park, and Holiday Tree Lighting
- ◆ Supported the International Narita Exchange Program by welcoming and hosting ten Japanese students and four adults in March
- ◆ Initiated the pilot program to allow dogs on leashes in San Bruno City Park and Grundy Park to meet the public's interest in allowing dogs in City parks.
- ◆ Supported the ongoing collaborative process and Community Facilities Vision Plan leading to the City Council selection of the recreation center and indoor swimming pool as the new community facilities
- ◆ Developed and designed two new restroom facilities for San Bruno City Park to be installed in Fall 2018.
- ◆ Coordinated and delivered the 4th Annual Community Day in the Park with approximately 2000 people participating in the children's activities, rides and information tables

2016-17 Accomplishments (Continued)

- ◆ Commenced evaluation and implementation of 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
- ◆ Expanded recreation programs to include beginning water polo class and increasing teen dance participation by incorporating new dance themes
- ◆ Developed a streamlined Youth Enhancement Scholarship Program for consideration and approval by the Parks and Recreation Commission
- ◆ Increased participation in both elementary and middle school sports programs by over 10%
- ◆ Offered support to neighboring City of Millbrae following the devastating Millbrae Recreation Center Fire by providing space for children, adults, and seniors classes displaced by the fire
- ◆ Through new means of marketing, increased participation in summer camp by 10%, spring camp by 66%, and winter camp by 50%
- ◆ Incorporated new enrichment activities in the grant-funded After School Education and Safety Program such as Yoga, Gardening, and STEM (Science, Technology, Engineering, and Mathematics) programming
- ◆ Completed restoration of park pathways in San Bruno City Park to maintain safety in the parks pathway system
- ◆ Completed Recreation Center interior painting project to renovate walls showing wear and tear from daily use

2017-18 Goals and Objectives

- ◆ Complete construction and dedicate the Earl/Glenview Park and Florida Avenue Park to provide neighborhood spaces for recreational activities and to building neighborhood connections
- ◆ Complete the community engagement and design process leading to the creation of a Master Plan for the design and delivery of the new Veteran's Memorial Recreation Center and year-round Aquatics Center
- ◆ Develop the programmatic framework for expanded aquatics activities and events to respond to the community's interest in a year-round aquatics program
- ◆ Implement new cost-saving and customer-user friendly recreation registration and reservation software, including a mobile application
- ◆ Expand contract class program offerings for children five years of age and under to offer expanded enrichment programming for the community's youth
- ◆ Evaluate expansion of existing sports programs to offer more healthy activities
- ◆ Expand the offerings of community-wide special events to offer an intergenerational event to grow community connections
- ◆ Complete a comprehensive Master Plan with community engagement and input for a new recreation center and year round swimming pool
- ◆ Deliver community events including the 5th Annual Community Day in the Park, Easter Egg Hunt, Concerts in the Park, Halloween Happening, and Holiday Tree Lighting

Community Services Department Recreation Services

Personnel Services	2017-18 Budget	Description
5101 REGULAR SALARIES	\$436,253	Base salary and incentives for all department personnel, working a minimum of 80 hours per payperiod, as subject to benefits per applicable MOUs.
5102 PART-TIME SALARIES	\$612,942	Salary for non-benefitted employees.
5152 TRANSPORTATION ALLOWANCE	\$3,600	Monthly auto allowance (\$300 per month) in accordance with MOU.
5200 EMPLOYEE BENEFITS	\$284,053	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	\$1,336,848	

Staff Training & Development	2017-18 Budget	Description
6405 TRAINING/MEETINGS/CONFEREN	\$1,300	California Parks and Recreation annual conference held in Long Beach.
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	\$4,920	

Professional Services		2017-18 Budget	Description
6411	CONTRACTUAL SERVICES	\$169,450	Contractual payments for enrichment instructors (\$119,570); Recreation registration software fees (\$25,000); New Recreation software start-up cost for training and hardware (\$11,000); New Recreation software annual support fees (\$11,500); Special events liability insurance (\$2,380).
6419	OTHER SERVICES	\$53,900	Adult sports official fees (\$20,000); Summer Camp bus fees (\$13,500); Teen dance DJ (\$1,200); Middle School sports official fees (\$7,000); Elementary Sports officials fees (\$2,100); Special events contract fee (\$10,100).
Total Professional Services		\$223,350	

Supplies & Equipment		2017-18 Budget	Description
6001	OFFICE SUPPLIES	\$7,000	Office supplies for daily operations.
6101	GAS AND OIL	\$1,000	Fuel to operate one vehicle.
6102	OPERATING SUPPLIES	\$98,850	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); 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	\$8,630	Copy machine maintenance.
Total Supplies & Equipment		\$139,480	

Operations	2017-18 Budget	Description
6112 POSTAGE	\$3,000	Postage for daily mailing as well as direct mailing for program flyers and announcements.
6141 PRINTING, COPYING & BINDING	\$17,000	Mailing (\$7,500) and printing (\$9,500) for three Activity Guides.
6301 BUILDING AND GROUNDS MAINT	\$4,300	Alarm for Recreation Center, Swimming Pool, and Belle Air.
6450 COMMUNICATIONS	\$10,000	Costs associated with after-school program sites cell phones, staff cell phones, office phones, data lines, and one fax machine.
6531 UTILITIES	\$55,056	Electric and gas utilities for three recreational facilities.
Total Operations	\$89,356	

Equipment Purchase	2017-18 Budget	Description
6650 TOOLS & EQPT. -\$25K	\$5,000	Chair racks (\$2,500); Portable mirrors for dance & exercise classes (\$2,500).
Total Equipment Purchase	\$5,000	

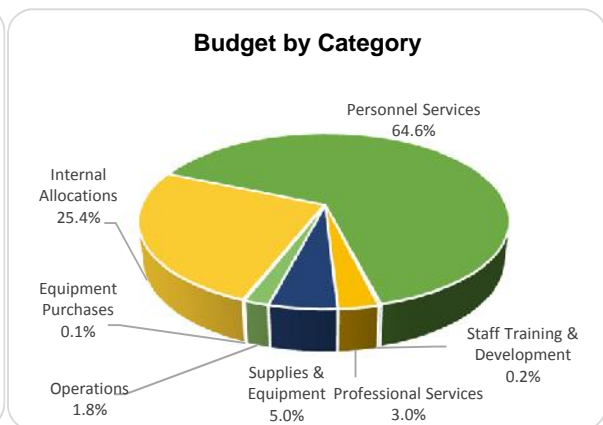
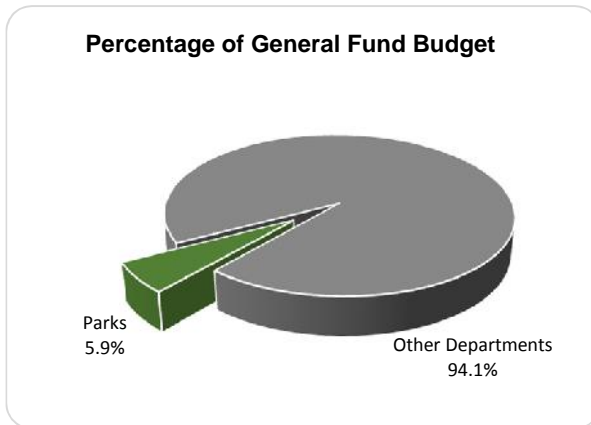
Intergovernmental	Budget	Description
7069 INTERGOVERNMENTAL-OTHER	\$39,900	Annual payment to San Bruno Park School District for facilities use to run After School Adventures Program.
Total Intergovernmental	\$39,900	

Internal Allocations	2017-18 Budget	Description
7901 INTERNAL SERVICE ALLOCATION	\$266,218	Internal service allocations for: Self-insurance cost (\$27,437); Building and facility maintenance (\$190,086); Information technology (\$43,695); Central garage support (\$5,000).
7902 INTERDEPARTMENTAL CHARGES	\$149,220	Allocation of services provided to this fund based on cost allocation plan conducted in 2005-06.
9079 TRANSFERS TO RESERVES	\$10,536	Allocation of reserve funding to provide for replacement of capital assets at the end of their useful lives.
Total Internal Allocations	\$425,974	
Grand Total	\$2,264,828	

Parks Maintenance Budget Summary

Budgeted Expenditures	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	FY 2017-18 Budget
Personnel Services	\$ 1,554,180	\$ 1,475,354	\$ 1,594,188	\$ 1,670,999
Staff Training & Development	12,692	3,061	5,300	5,300
Professional Services	74,908	175,652	130,300	76,400
Supplies & Equipment	152,181	164,452	154,435	128,935
Operations	47,469	51,574	49,470	47,325
Equipment Purchase	3,729	2,374	1,400	1,400
Internal Allocations	707,304	683,028	589,793	657,529
Total:	\$ 2,552,464	\$ 2,555,495	\$ 2,524,886	\$ 2,587,888

Funding Summary	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	FY 2017-18 Budget
General Fund	\$ 2,513,714	\$ 2,548,655	\$ 2,487,886	\$ 2,552,000
Department Revenues	38,750	6,840	37,000	35,888
Total:	\$ 2,552,464	\$ 2,555,495	\$ 2,524,886	\$ 2,587,888



Performance and Workload Measures	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Estimated	FY 2017-18 Target
Acres of parks maintained	96	96	96	98
Linear miles of medians maintained	7.35	7.35	7.35	7.35
Number of picnic rentals supported	954	965	875	965
Number of new trees planted	120	75	100	100

Goals and Accomplishments

2016-17 Accomplishments

- ◆ Expanded the Adopt-a-Park Program with the addition of five new volunteer groups to assist in the care and maintenance of City parks, playgrounds, and open space areas
- ◆ Initiated the pilot program to allow dogs on leashes in San Bruno City Park and Grundy Park to meet the public's interest in allowing dogs in City parks
- ◆ Improved appearance at City facilities by landscaping facilities such as Cable TV
- ◆ Prepared fields and park spaces to ensure the community's enjoyment at special events, sports activities, recreational programs and use of park amenities such as playgrounds and barbecues
- ◆ Maintained City medians to ensure an attractive and safe thoroughfare for pedestrians and commuters
- ◆ Supported the ongoing collaborative process and Community Facilities Vision Plan leading to the City Council selection of the recreation center and in-door swimming pool as the new community facilities.
- ◆ Completed restoration of the park pathways in San Bruno City Park to maintain safety in the parks pathway system

2016-17 Accomplishments (Continued)

- ◆ In collaboration with the Public Services Department, continued to work on the design and permitting process with Caltrans to landscape the San Bruno Avenue median segment between I-280 and Elm Avenue
- ◆ Provided field support and tree root pruning removal for the sidewalk repair/replacement project

2017-18 Goals and Objectives

- ◆ Landscape the western entrance to the Senior Center adjacent to the main driving entrance at the intersection of Crystal Springs Road and Cunningham Way to create an attractive City gateway
- ◆ Landscape the front of Fire Station No. 52 with drought tolerant plant material to conserve water
- ◆ Landscape the gateway median tips at the north and south entrances to the City along El Camino Real with low-growing drought-tolerant plants to conserve water and improve efficiency
- ◆ Complete final phase of the City median project by installing new landscaping improvements in the medians on San Bruno Avenue from I-280 to Elm Avenue
- ◆ Update City-Wide Tree Inventory and include trees in City open spaces to ensure the effective management and health of the urban forest
- ◆ To ensure the sustainability of the urban forest, plant 100 street trees to replace those removed due to disease or safety concerns
- ◆ Complete construction and dedicate the Earl/Glenview Park and Florida Avenue Park to provide neighborhood spaces for recreational activities and to building neighborhood connections
- ◆ Implement and evaluate a pilot program allowing on-leash dogs in City Park and Grundy Park to address community concerns about dogs in City parks

Community Services Department Parks Maintenance

Personnel Services	2017-18 Budget	Description
5101 REGULAR SALARIES	\$1,000,892	Base salary and incentives for all department personnel, working a minimum of 80 hours per payperiod, as subject to benefits per applicable MOUs.
5102 PART-TIME SALARIES	\$51,284	Salary for non-benefitted employees.
5105 OVERTIME	\$23,800	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	\$595,023	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	\$1,670,999	

Staff Training & Development	2017-18 Budget	Description
6405 TRAINING/MEETINGS/CONFEREN	\$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		2017-18 Budget	Description
6411	CONTRACTUAL SERVICES	\$73,900	Outside contractors needed for open space tree maintenance and when tree climbing is needed (\$25,000); Fire hazard mitigation of right-of-ways, open space areas, and easements (\$45,000); Maintenance for Posy Park water feature (\$3,900).
6419	OTHER SERVICES	\$2,500	Annual maintenance fee for tree inventory database.
Total Professional Services		\$76,400	

Supplies & Equipment		2017-18 Budget	Description
6001	OFFICE SUPPLIES	\$800	Supplies for daily operations.
6101	GAS AND OIL	\$38,000	Fuel for division's vehicles.
6102	OPERATING SUPPLIES	\$90,135	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).
Total Supplies & Equipment		\$128,935	

Operations		2017-18 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	\$3,900	Allocation for local and long distance charges for seven office telephones, one fax and data line, and annual mobile phones/pagers.
6531	UTILITIES	\$36,105	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		\$47,325	

Equipment Purchase	2017-18 Budget	Description
6650 TOOLS & EQPT. -\$25K	\$1,400	Replacement tools such as string trimmers, chain saws, edgers, and hand pruners.
Total Equipment Purchase		\$1,400

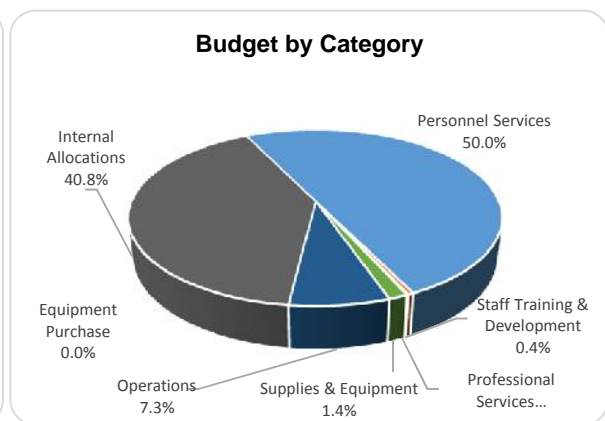
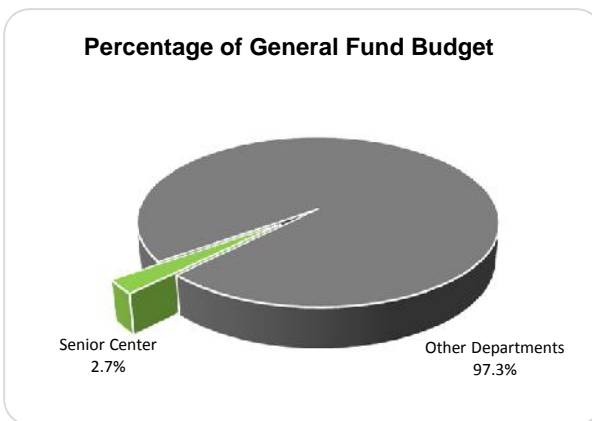
Internal Allocations	2017-18 Budget	Description
7901 INTERNAL SERVICE ALLOCATION	\$213,673	Internal service allocations for: Self-insurance cost (\$82,103); Building and facility maintenance (\$12,292); Information technology (\$21,778); and Central garage support (\$97,500).
7902 INTERDEPARTMENTAL CHARGES	\$374,507	Allocation of services provided to this fund based on cost allocation plan conducted in 2005-06.
9079 TRANSFERS TO RESERVES	\$69,349	Allocation of reserve funding to provide for replacement of capital assets at the end of their useful lives.
Total Internal Allocations		\$657,529
Grand Total		\$2,587,888

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Senior Services Budget Summary

Budgeted Expenditures	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	FY 2017-18 Budget
Personnel Services	\$ 398,324	\$ 529,094	\$ 576,204	\$ 587,521
Staff Training & Development	4,642	5,998	3,510	4,825
Professional Services	8,359	339	1,500	1,500
Supplies & Equipment	15,525	17,630	19,365	16,365
Operations	81,303	76,726	89,851	85,601
Equipment Purchase	-	13,458	3,500	-
Internal Allocations	419,604	451,968	323,846	480,239
General Fund Sub-Total:	\$ 927,757	\$ 1,095,213	\$ 1,017,776	\$ 1,176,051
Special Revenue Fund Expenditures ¹	172,576	164,994	140,465	140,465
Total:	\$ 1,100,334	\$ 1,260,206	\$ 1,158,241	\$ 1,316,516

Funding Summary	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	FY 2017-18 Budget
General Fund	\$ 767,981	\$ 883,373	\$ 831,776	\$ 964,751
Department Revenues	13,891	8,035	12,000	23,000
Area Agency on Aging Grant ¹	140,290	159,465	140,465	140,465
Donations ¹	78,172	83,334	74,000	73,300
Senior Advisory Board	-	11,000	-	-
Nutrition Site Council	100,000	115,000	100,000	115,000
Total:	\$ 1,100,334	\$ 1,260,206	\$ 1,158,241	\$ 1,316,516



Performance and Workload Measures	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Estimated	FY 2017-18 Target
Annual attendance	72,195	71,489	73,118	73,300
Annual number of meals served	24,767	24,422	24,988	25,200
Number of referrals and information offered	267	424	401	430
Number of senior special events offered	25	25	25	25
Number of senior trips offered	32	32	26	26

Goals and Accomplishments

2016-17 Accomplishments

- ◆ Provided customer service and referral training to Senior Center volunteers

Note 1: Area Agency on Aging information can be found in Special Revenue Funds section page 310

2016-17 Accomplishments (Continued)

- ◆ Offered new seminars and classes on the book club, Presidential election, iPhone/iPad, brain games, healthy living, art appreciation, computer use, Laughter Yoga, New Year, New You, How to Make the Most of Your Doctor Visits, and Holiday Blues and How to Beat Them
- ◆ Increased lunch program participation by over 500 participants by offering new menu items
- ◆ Increased voluntary membership by over 200 members by offering new programs and services for the senior community
- ◆ Developed relationships with local senior care facilities and companies to provide additional resources and special event presentations to the senior community
- ◆ Received the Area Agency on Aging Nutrition and Transportation four-year grant for the Senior Center Congregate Lunch and Transportation Programs
- ◆ Celebrated the 30th Anniversary of the San Bruno Senior Center

2017-18 Goals and Objectives

- ◆ Expand the Sunday dance program to include a quarterly “Baby Boomer” dance to attract younger active adults
- ◆ Implement an intergenerational volunteer program for teenagers to engage with senior citizens to build multigenerational connections
- ◆ Offer performances, demonstrations and safety seminars during the lunch program to expand participation and showcase enrichment and healthy activities
- ◆ Offer an anti-bullying training seminar to provide Seniors with the skills and information necessary to address unwelcome interactions

Community Services Department Senior Services

Personnel Services	2017-18 Budget	Description
5101 REGULAR SALARIES	\$329,791	Base salary and incentives for all department personnel, working a minimum of 80 hours per payperiod, as subject to benefits per applicable MOUs.
5102 PART-TIME SALARIES	\$65,330	Salary for non-benefitted employees.
5200 EMPLOYEE BENEFITS	\$192,400	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	\$587,521	

Staff Training & Development	2017-18 Budget	Description
6405 TRAINING/MEETINGS/CONFEREN	\$3,000	California Parks and Recreation Society State Conference at Long Beach in 2018 (\$2,500); Mandated food safety course (\$150); National Council Therapeutic Recreation Certificate (\$80); California Board of Recreation and Park Certification & Continuing Education Units (\$190); Bay Area Therapeutic Association (\$80).
6406 PROFESSIONAL DEVELOPMENT	\$1,000	Professional development reimbursement for one mid-manager 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	\$4,825	

Professional Services		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		2017-18 Budget	Description
6001	OFFICE SUPPLIES	\$3,500	Office supplies for daily operations.
6101	GAS AND OIL	\$3,000	Fuel for Senior Bus.
6102	OPERATING SUPPLIES	\$2,265	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)
6304	MAINTENANCE	\$7,600	Maintenance for division photocopier machine and copy charges.
Total Supplies & Equipment		\$16,365	

Operations		2017-18 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	\$1,900	Internet service, cell phones for supervisor and bus driver, senior center portable phone, fax machine, and senior bus GPS system.
6531	UTILITIES	\$79,801	Electric, gas, and garbage service for senior center.
Total Operations		\$85,601	

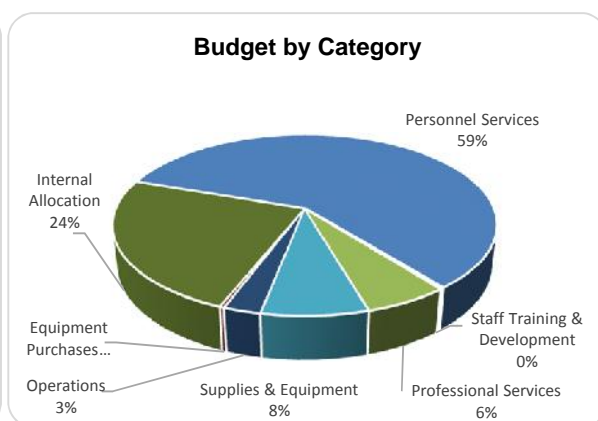
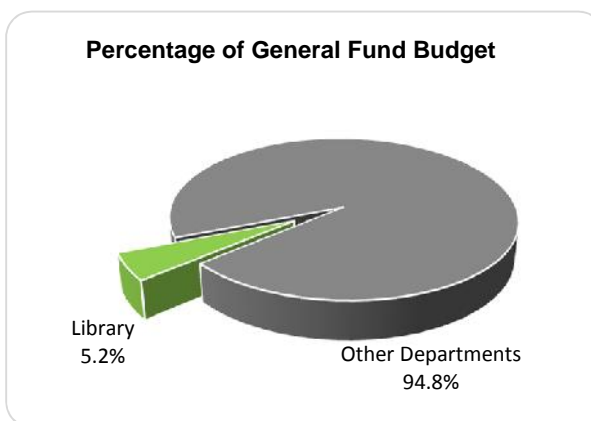
Internal Allocations	Budget	Description
7901 INTERNAL SERVICE ALLOCATION	\$412,611	Internal service allocations for: Self-insurance cost (\$9,352); Building and facility maintenance (\$365,148); Information technology (\$30,611); and Central garage support (\$7,500).
7902 INTERDEPARTMENTAL CHARGES	\$66,252	Allocation of services provided to this fund based on cost allocation plan conducted in 2005-06.
9079 TRANSFERS TO RESERVES	\$1,376	Allocation of reserve funding to provide for replacement of capital assets at the end of their useful lives.
Total Internal Allocations	\$480,239	
Grand Total	\$1,176,051	

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Library Services Budget Summary

Budgeted Expenditures	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	FY 2017-18 Budget
Personnel Services	\$ 1,120,676	\$ 1,119,390	\$ 1,274,159	\$ 1,346,844
Staff Training & Development	3,884	4,277	4,350	4,500
Professional Services	122,852	127,006	143,648	137,792
Supplies & Equipment	154,261	161,614	163,600	173,600
Operations	53,726	57,112	57,304	60,994
Equipment Purchase	4,463	21,773	14,664	7,364
Internal Allocations	500,796	524,088	453,037	553,443
Total:	\$ 1,960,657	\$ 2,015,260	\$ 2,110,762	\$ 2,284,537

Funding Summary	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	FY 2017-18 Budget
General Fund	\$ 1,869,055	\$ 1,927,752	\$ 2,032,262	\$ 2,206,037
Department Revenues	52,602	48,508	39,500	39,500
State Library Revenues	39,000	39,000	39,000	39,000
Total:	\$ 1,960,657	\$ 2,015,260	\$ 2,110,762	\$ 2,284,537



Performance and Workload Measures	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Estimated	FY 2017-18 Target
Number of Homework Center attendees	3,145	3,512	3,500	3,600
Number of books checked out annually	223,467	218,985	230,000	231,000
Number of participants in the Summer Reading Program	1,361	1,941	2,082	2,000
Annual number of special programs	256	308	325	325
Number of storytime attendees	5,282	6,334	7,000	7,200
Number of reference questions answered	22,490	24,022	25,000	25,000
Number of internet sessions provided (wired & wireless)	60,999	72,648	61,000	65,000

Goals and Accomplishments

2016-17 Accomplishments

- ◆ Implemented weekly family playgroup and storytime for children ages two and under
- ◆ Hosted science fair with 277 attendees featuring presentations from the Marine Science Institute, California Academy of Sciences, and FIRST Tech Robotics
- ◆ In partnership with the Recreation Services Division, provided storytimes and multiple STEM (Science, Technology, Engineering, and Mathematics) programs for all children enrolled in summer camps
- ◆ Performed outreach at San Bruno Junior Giants kickoff event and registered every Junior Giant for Summer Reading

2016-17 Accomplishments (Continued)

- ◆ In partnership with San Bruno Cable, performed six episodes of "Once-Upon-a-Time" storytime tapings for viewing on San Bruno Cable Channel 1, including an English/Mandarin storytime
- ◆ Hosted Narita Sister City delegation and Belle Air third grade students for lunch at the Library, book sharing time, and a Kamishibai performance
- ◆ In partnership with San Bruno Police Department, held Superhero Storytime with 48 attendees
- ◆ Homework Center volunteers logged 435 hours of service through February 2017
- ◆ Introduced weekly STEM (Science, Technology, Engineering, and Mathematics) craft activity for Homework Center students
- ◆ Held two Paper Circuits workshops with twenty-four attendees
- ◆ Instituted regular storytimes for Tanforan's Kids Club
- ◆ Hosted a series of six family nutrition workshops with a total of 160 attendees
- ◆ Conducted outreach activities to Capuchino High School by presenting Library resources to PTA and participated in Capuchino Opportunities Fair

2017-18 Goals and Objectives

- ◆ Offer digital magazine services for computers and mobile devices to respond to an additional customer
- ◆ Launch laptop and MiFi lending service with Internet connectivity to allow patrons to take laptops and MiFi devices home
- ◆ Collaborate with Senior Center to deliver library-hold materials to the Senior Center to create patron convenience
- ◆ Expand service to the public by opening the Library five additional hours per week
- ◆ Increase the vibrancy of major City thoroughfares by delivering the Culture and Arts Commission initiative to place art on six traffic signal controller boxes throughout the community
- ◆ Support the Culture and Arts Commission by delivering the annual Movies in the Park, Shakespeare in the Park, and Art in the Library

Community Services Department Library Services

Personnel Services	2017-18 Budget	Description
5101 REGULAR SALARIES	\$747,712	Base salary and incentives for all department personnel, working a minimum of 80 hours per payperiod, as subject to benefits per applicable MOUs.
5102 PART-TIME SALARIES	\$153,905	Salary for non-benefitted employees.
5200 EMPLOYEE BENEFITS	\$445,227	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	\$1,346,844	

Staff Training & Development	2017-18 Budget	Description
6405 TRAINING/MEETINGS/CONFEREN	\$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 2 mid-managers in accordance with MOU.
6701 DUES & MEMBERSHIPS	\$1,350	Increase in dues amount for California Library Association membership (\$150); 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 when City pool cars are not available.
Total Staff Training & Development	\$4,500	

Professional Services	2017-18 Budget	Description
6419 OTHER SERVICES	\$137,792	Peninsula Library System (PLS) management, interlibrary item delivery costs & JPA fees (\$79,871); Hardware & system maintenance (\$19,457); Online homework help service (\$10,000); Safari computer & technical e-books (\$471); Gale database subscription for national journals, newspapers & academic press, and Tumblebooks children's ebook library (\$7,294); EBSCO database service for book covers licensing (\$835); Discover & Go museum pass program (\$450); Asian Art Museum passes (\$300); Maintenance of Bibliocommons catalog user interface and mobile library application for smartphones (\$4,381); Credit card fees (\$500); Online cataloging & metadata records utility (\$4,800); 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); A to Z database (\$1,248); Digital microfilm maintenance (\$700); Public computers filtering software (\$700).
Total Professional Services	\$137,792	

Supplies & Equipment	2017-18 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	\$155,000	Print books, e-books, cds, dvds, and other audiovisual materials; Quick Picks, print magazines, e-magazines, periodicals, and newspaper subscriptions for library use and circulation.
6304 MAINTENANCE	\$600	Monthly copier usage charges.
Total Supplies & Equipment	\$173,600	

Operations	2017-18 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	\$2,850	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	\$43,194	Electric and gas utility charges for Library facility.
6601 RENTAL & LEASES	\$6,500	Monthly lease payments for public and staff photocopier machines.
Total Operations	\$60,994	

Equipment Purchase	Budget	
6650 TOOLS & EQPT. -\$25K	\$7,364	Replacement PCs for public internet stations (\$4,264); Domain controller for public computer security (\$400); Self-check machine CPU replacement (\$2,700).
Total Equipment Purchase	\$7,364	

Internal Allocations	2017-18 Budget	Description
7901 INTERNAL SERVICE ALLOCATION	\$280,871	Internal service allocations for: Self-insurance cost (\$18,706); Building and facility maintenance (\$200,515); Information technology (\$61,650).
7902 INTERDEPARTMENTAL CHARGES	\$265,599	Allocation of services provided to this fund based on cost allocation plan conducted in 2005-06.
9079 TRANSFERS TO RESERVES	\$6,973	Allocation of reserve funding to provide for replacement of capital assets at the end of their useful lives.
Total Internal Allocations	\$553,443	
Grand Total	\$2,284,537	

Non Departmental

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	2017-18 Budget	Description
5200 EMPLOYEE BENEFITS	\$250,000	Earned vacation and sick leave payout upon General Fund employee separation, including retirement, in accordance with MOU.
5214 RETIREE HEALTH INS.	\$107,000	Benefits to a limited number of retired employees per MOU.
Total Personnel Services	\$357,000	

Professional Services	2017-18 Budget	Description
6419 OTHER SERVICES	\$7,400	VEBA/FSA administration fees (\$3,500); Document shredding service (\$1,900); Debt obligation continuing disclosures service (\$2,000)
Total Professional Services	\$7,400	

Operations	2017-18 Budget	Description
6531 UTILITIES	\$200,000	General Fund facilities water (\$181,780) and sewer (\$18,220) charges.
6910 CONTINGENCIES/OTHER	\$42,000	Credit card fees for business tax and various city departments.
Total Operations	\$242,000	

Intergovernmental	Budget	Description
7041 COUNTY SVCE.CHARGES	\$1,700	Special assessment charges on City owned property - Mosquito abatement (\$1,700).
7069 INTERGOVERNMENTAL-OTHER	\$3,600	LAFCO - Local Agency Formation Commission.
Total Intergovernmental	\$5,300	

Internal Allocations	2017-18 Budget	Description
7901 INTERNAL SERVICE ALLOCATION	\$26,410	Internal service allocations for information technology support to Emergency Operations Center (EOC).
7902 INTERDEPARTMENTAL CHARGES	(\$4,655,074)	Allocation of services provided to this fund based on cost allocation plan conducted in 2005-06.
8999 NON-OPERATING TRANSFERS	\$1,398,733	Transfer to General Debt Service Fund to pay for 2011 fire apparatus lease (\$38,498), 2017 fire apparatus lease (\$182,754), and pension obligation bond principal and interest payments (\$1,177,481).
Total Internal Allocations	(\$3,229,931)	
Grand Total	(\$2,618,231)	

Enterprise Funds
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Enterprise Funds

Water

Wastewater

Stormwater

Cable

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Public Works Department Water Division

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

Programs

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

- **Potable Water Production and Delivery**

Maintain, rehabilitate, and assure necessary replacement of eight storage tanks and five groundwater wells to ensure a daily average well production of 2.1 million gallons per day (MGD). The city participates in a cooperative ground water storage and recovery with the SFPUC, Daly City, and CalWater to assure the long term vitality and protection of the Westside Basin Aquifer that underlies San Bruno.

- **Water Conservation Programs**

Participate in water conservation programs with emphasis on public awareness, rebate programs for washing machines and high-efficiency toilets, audits for large landscape owners, host landscaping classes for San Bruno residents, and fund school assembly programs that teach water conservation to help meet State Water Resources Control Board water reduction goals.

- **Responding to Urgent Community Need**

Ensure the highest customer service by quickly responding to water main/service leaks and daily routine turn on/off requests at the meter. Resolve water quality questions and concerns in a timely manner. The Advanced Water Meter system allows residents and City staff the ability to monitor water uses to help understand usage patterns and billing via the internet.

- **Routine and Preventative System Repair and Maintenance**

Provide daily inspections of water levels and maintain exterior and interior of eight storage tanks on a continuing basis. Conduct monthly and quarterly testing and reporting of water quality that is provided in the yearly consumer confidence report. Provide long-term water system maintenance and operations planning to support necessary system Capital improvements through the Program.

- **Regulatory Compliance**

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

Water Enterprise

Four Year Summary

	2014-15 Actual	2015-16 Actual	2016-17 Amended Budget	2016-17 Estimated Actual	2017-18 Budget
Beginning Fund Balance, July 1	\$ 15,995,623	\$ 13,587,056	\$ 9,559,714	\$ 9,559,714	\$ 13,081,634
Revenues					
Operating Revenues	12,045,629	12,373,942	13,363,581	13,517,000	14,190,000
Capacity Charges	7,525	25,593	30,000	80,195	38,000
Grant and Other Revenues	219,459	288,504	80,000	1,913,052	80,000
Interest Income	98,985	72,687	35,292	73,490	41,000
Total Revenues	12,371,598	12,760,726	13,508,873	15,583,737	14,349,000
Total Operating Expenses	8,149,211	8,977,096	9,633,644	10,265,702	9,325,107
Operating Surplus (Deficit)	4,222,387	3,783,630	3,875,229	5,318,035	5,023,893
Non-Operating Revenues (Expenses)					
Capital Improvement Program	(6,898,492)	(7,464,043)	(10,871,635)	(1,124,115)	(16,852,467)
Equipment Purchases	(31,299)	(335,554)	(672,000)	(672,000)	-
Capital Reimbursements	31,404	-	-	-	-
Debt Proceeds	-	-	-	-	5,500,000
Transfer In	326,183	-	-	-	-
Transfer Out	(58,750)	(11,375)	-	-	-
Non-Operating Surplus (Deficit)	(6,630,954)	(7,810,972)	(11,543,635)	(1,796,115)	(11,352,467)
Change in Fund Balance	(2,408,567)	(4,027,342)	(7,668,406)	3,521,920	(6,328,574)
Ending Fund Balance*, June 30	\$ 13,587,056	\$ 9,559,714	\$ 1,891,308	\$ 13,081,634	\$ 6,753,060

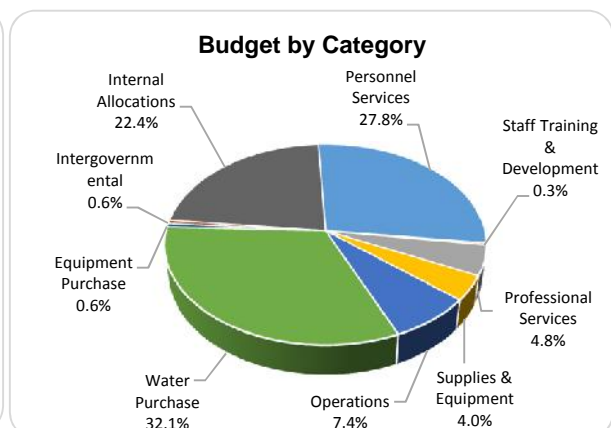
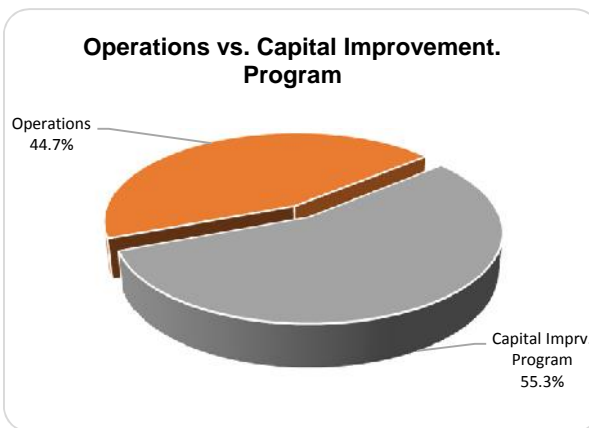
* The term fund balance as used for the enterprise funds is equivalent to unrestricted net position

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Water Enterprise Budget Summary

Budgeted Expenses	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	FY 2017-18 Budget
Personnel Services	\$ 2,086,929	\$ 2,202,561	\$ 2,442,105	\$ 2,588,537
Staff Training & Development	26,796	\$ 21,946	26,550	28,800
Professional Services	543,047	\$ 532,647	670,860	448,500
Supplies & Equipment	448,744	\$ 427,291	458,300	374,000
Operations	924,711	\$ 870,182	988,229	692,487
Water Purchase	2,399,731	\$ 2,899,124	2,997,392	2,997,392
Equipment Purchase	17,062	\$ 21,383	39,800	55,400
Intergovernmental	29,446	\$ 47,115	47,533	51,733
Internal Allocations	1,672,745	\$ 1,944,227	1,962,875	2,088,258
Total:	\$ 8,149,211	\$ 8,966,475	\$ 9,633,644	\$ 9,325,107

Revenue Summary	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	FY 2017-18 Budget
Water Service Revenues	\$ 11,968,127	\$ 12,373,942	\$ 13,363,581	\$ 14,190,000
Connection & Capacity Fees	85,027	101,500	110,000	118,000
Other Revenues	318,444	285,284	35,292	41,000
Total:	\$ 12,371,598	\$ 12,760,726	\$ 13,508,873	\$ 14,349,000



Performance and Workload Measures	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Estimated	FY 2017-18 Target
Number of main break repairs/broken valve replacements performed	107	114	100	100
Water savings achieved through efficiency programs (percent of total sales)	11%	21%	21%	20%

Goals and Accomplishments

2016-17 Accomplishments

- ◆ Completed Water Rate Study to provide adequate funding to maintain water operations and delivery for aging infrastructure
- ◆ Completed construction of the replacement Glenview Water Tank to maintain water storage capacity with a seismically resistant facility
- ◆ Reduced total system-wide water consumption by 21% in 2016 compared to 2013. The Water Board target for San Bruno was an 8% reduction

2016-17 Accomplishments (Continued)

- ◆ Managed reduction in groundwater well production with water supply consistent with the Groundwater Storage and Recovery Agreement with the San Francisco Public Utility Commission, Daly City, and CalWater to allow for storage recovery of the South Westside Basin
- ◆ Awarded contract to begin study and prepare for installation of approximately 900 fully automated water meters at commercial properties to maintain reliable operations
- ◆ Prepared the annual water report to the State Water Resources Control Board (Water Board)
- ◆ Completed annual San Bruno Consumer Confidence Report newsletter of water usage and conservation
- ◆ Prepared a twice yearly report to the State Water Board to provide effects of any seawater intrusion into the underground drinking water basin
- ◆ 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 residential Water Meter Installation Project
- ◆ Completed 3 Bay Area Water Supply & Conservation Agency (BAWSCA) landscape & Lawn-Be-Gone community conservation classes
- ◆ Completed training in Hazardous Materials (HAZMAT), Heat exposure, Regional El Nino, Hearing Testing, Respiratory Fit, Backhoe and Forklift Operation, and Confined Space for employee safety training

2017-18 Goals and Objectives

- ◆ Continue management to reduce groundwater well production with water supply supplemented from the San Francisco Public Utility Commission to allow for storage recovery of the Westside Basin
- ◆ Complete installation of advanced water meters at commercial properties to ensure reliable billing and identify broken or leaking pipes
- ◆ 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
- ◆ 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)
- ◆ Review and implement improved security features at water system facilities which may include installing electronic locks, security cameras, and gates

Public Works Department Water Enterprise

Personnel Services	2017-18 Budget	Description
5101 REGULAR SALARIES	\$1,546,478	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	\$864,059	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	\$40,000	Temporary staff for seasonal hydrant flushing, customer service response, data entry, billing support, and documentation.
Total Personnel Services	\$2,588,537	

Staff Training & Development	2017-18 Budget	Description
6405 TRAINING/MEETINGS/CONFERENCES	\$19,400	Mandatory safety trainings including Confined Space, Traffic Zone Safety, HAZMAT, and Equipment Operations (\$14,150); and American Water Works Association (AWWA) Conference in Las Vegas, Nevada June 2018 (\$5,250).
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) - for entire division (\$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.
Total Staff Training & Development	\$28,800	

Professional Services	2017-18 Budget	Description
6401 PROFESSIONAL SERVICES	\$22,000	Water quality analysis and regulatory compliance (\$22,000).
6402 LEGAL EXPENSES	\$5,000	Outside legal counsel assistance with conjunctive use program evaluation and water policy.
6411 CONTRACTUAL SERVICES	\$200,000	Contract repair of wells, pumps, motor controls, and filtration facilities to maintain daily operations (\$192,000); 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 Confident Report printing (\$5,500); Cleaning and laundry services (\$4,000); and Security alarm monitoring (\$3,000).
Total Professional Services	\$448,500	

Supplies & Equipment	2017-18 Budget	Description
6001 OFFICE SUPPLIES	\$2,500	Office supplies for Water Division.
6101 GAS AND OIL	\$22,000	Fuel and oil for vehicles assigned to Water Division.
6102 OPERATING SUPPLIES	\$149,000	Chemicals at four wells (\$94,000); Uniforms and safety equipment (\$19,000); Building, yard, and shop supplies (\$13,000); Field supplies (\$11,000); AWWA water system treatment and management standards CD-ROM (\$7,000); and Water quality testing wells (\$5,000).

Supplies & Equipment (Cont.)

6109 PARTS AND MATERIALS	\$200,000	Pipes, fittings, and replacement parts (\$170,000); Chemical feed pumps, chlorine analyzer, and chemical (\$23,000); and Water tank sampling supplies (\$7,000).
6304 MAINTENANCE	\$500	Office equipment maintenance.
Total Supplies & Equipment	\$374,000	

Operations	2017-18 Budget	Description
6112 POSTAGE	\$3,000	Allocation of postage required for outside correspondence.
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	\$59,500	High-efficiency toilet rebate program (\$25,000); "Lawn Be Gone" water-efficient landscape conversion rebate program (\$15,500); "Earthcapades" school education program (\$10,000); and Large Landscape Audit (\$5,000); and Low-flow aerators for bathroom and kitchen faucets (\$4,000).
6531 UTILITIES	\$413,457	Energy costs for four wells and eight pumpstations.
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	\$692,487	

Equipment Purchase	2017-18 Budget	Description
6650 TOOLS & EQPT. -\$25K	\$55,400	Water sampling stations (4) (\$12,000); HG2 hydro-flushing and monitoring blow off valves (3) (\$9,000); Water instruments, cables, and power adapters (\$14,000); Pipe locator (\$6,200); Pipe freezing machine for meter valve repair (\$5,200); Various hand tools (\$3,000); Leak detection equipment (\$2,100); Portable well level indicator (\$2,100); Water quality testing equipment (Hach testers) (\$900); and Cordless impact guns with spare batteries (\$900).
Total Equipment Purchase	\$55,400	

Water Purchase	2017-18 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	2017-18 Budget	Description
7041 COUNTY SERVICE CHARGES	\$173	Special assessment charges on City owned property - Mosquito Abatement Fee.
7069 INTERGOVERNMENTAL-OTHER	\$51,560	Bay Area Water Supply and Conservation Agency (BAWSCA) agency membership (\$50,200); and Fees assessed by Local Agency Formation Commission (LAFCO) (\$1,360).
Total Intergovernmental	\$51,733	

Internal Allocations	2017-18 Budget	Description
7901 INTERNAL SERVICE ALLOCATION	\$499,942	Internal service allocations for: Self insurance cost (\$380,167); Central garage support (\$60,000); Information technology support (\$37,178); and Building and facilities maintenance (\$22,597).
7902 INTERDEPARTMENTAL CHARGES	\$1,588,316	Public works administration allocation (\$523,308); General administration allocation (\$601,108); and Revenue services allocation (\$463,900).
Total Internal Allocations	\$2,088,258	
Grand Total	\$9,325,107	

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Public Works Department Wastewater Division

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

Overview

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

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

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

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Wastewater Enterprise

Four Year Summary

	2014-15 Actual	2015-16 Actual	2016-17 Amended Budget	2016-17 Estimated Actual	2017-18 Budget
Beginning Fund Balance, July 1	\$ 10,053,941	\$ 11,745,080	\$ 12,717,851	\$ 12,717,851	\$ 13,394,329
Revenues					
Operating Revenues	14,116,632	14,645,617	16,190,136	15,642,000	16,454,000
Capacity Charges	17,475	36,116	50,000	52,427	55,000
Other Revenues	22,840	38,889	10,000	16,430	10,000
Interest Income	70,983	75,141	35,000	87,105	81,000
Total Revenues	14,227,930	14,795,763	16,285,136	15,797,962	16,600,000
Operating Expenses					
Wastewater Operations	7,822,059	8,262,266	8,438,408	8,084,280	8,558,378
Interest Expense	503,317	475,134	452,813	452,813	434,484
Total Operating Expenses	8,325,376	8,737,400	8,891,221	8,537,093	8,992,862
Operating Surplus (Deficit)	5,902,554	6,058,363	7,393,915	7,260,869	7,607,138
Non-Operating Revenues (Expenses)					
Capital Improvement Program	(4,244,670)	(4,884,598)	(19,030,506)	(6,126,891)	(27,110,116)
Debt Service Principal Payment	(1,098,844)	(1,107,408)	(1,115,752)	(1,115,752)	(1,152,513)
Equipment Purchases	-	(245,640)	(457,500)	(457,500)	-
Capital Reimbursements	859,166	1,158,879	1,115,752	1,115,752	-
Debt Proceeds	-	-	-	-	10,000,000
Transfer In	326,183	-	-	-	-
Transfer Out	(53,250)	(6,825)	-	-	-
Non-Operating Surplus (Deficit)	(4,211,415)	(5,085,592)	(19,488,006)	(6,584,391)	(18,262,629)
Change in Fund Balance	1,691,139	972,771	(12,094,091)	676,478	(10,655,491)
Ending Fund Balance*, June 30	\$ 11,745,080	\$ 12,717,851	\$ 623,760	\$ 13,394,329	\$ 2,738,838

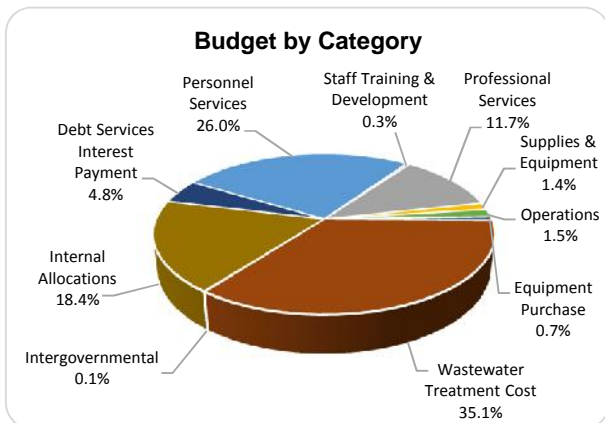
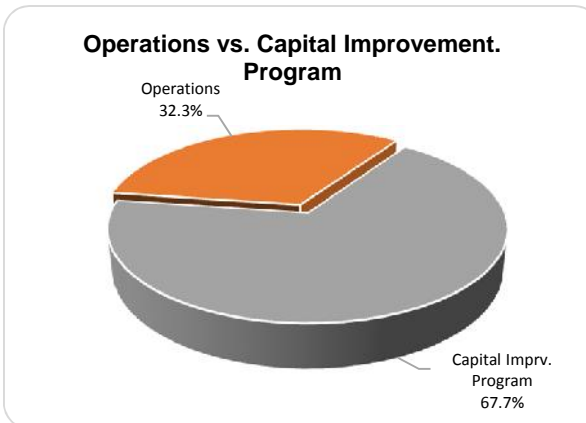
* The term fund balance as used for the enterprise funds is equivalent to unrestricted net position

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Wastewater Enterprise Budget Summary

Budgeted Expenses	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18
	Actual	Actual	Budget	Budget
Personnel Services	\$ 1,640,768	\$ 1,927,206	\$ 2,286,613	\$ 2,336,469
Staff Training & Development	12,239	13,311	30,050	30,050
Professional Services	1,512,590	1,327,143	1,077,338	1,049,908
Supplies & Equipment	133,401	165,537	129,500	123,500
Operations	134,871	175,491	128,467	137,767
Equipment Purchase	28,684	14,350	-	64,000
Wastewater Treatment Cost	2,994,656	3,047,191	3,195,088	3,159,479
Intergovernmental	1,188	6,860	6,860	6,860
Internal Allocations	1,363,662	1,583,865	1,584,492	1,650,345
Debt Services Interest Payment	503,317	475,134	452,813	434,484
Total:	\$ 8,325,376	\$ 8,736,087	\$ 8,891,221	\$ 8,992,862

Revenue Summary	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18
	Actual	Actual	Budget	Budget
Wastewater Service Revenues	\$ 14,116,632	\$ 14,645,617	\$ 16,190,136	\$ 16,454,000
Connection & Capacity Fees	17,475	36,116	50,000	55,000
Other Revenues	93,823	114,031	45,000	91,000
Total:	\$ 14,227,930	\$ 14,795,764	\$ 16,285,136	\$ 16,600,000



Performance and Workload Measures	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Estimated	FY 2017-18 Target
Number of Sanitary Sewer Overflows (SSOs) / Consent Decree Maximum*	10 16	1 11	3 8	3 6
Number of manholes repaired	19	37	8	10
Number of lateral spot repairs	50	59	10	25
Number of mainline spot repairs	63	64	100	70

*SSOs/Consent Decree Maximum reported on calendar year basis

Goals and Accomplishments

2016-17 Accomplishments

- ◆ Completed the Wastewater Rate Study to provide adequate funding to maintain wastewater operations
- ◆ Responded to a single Sanitary Sewer Overflow (SSO) which was 13 below the maximum number of 14 allowed by the Cease and Desist Order (CDO) with the California Regional Water Quality Control Board for the year
- ◆ Completed 227 sewer main spot repairs to maintain operations and minimize sanitary sewer overflows

2016-17 Accomplishments (Continued)

- ◆ Received, inspected, and managed 158 private sewer lateral inspections required at the time of home sale to verify conditions and require repairs where warranted
- ◆ Completed 592 video inspections of sewer pipes and manholes to assess maintenance and repair needs to maintain reliability of the system
- ◆ Prepared the annual Sanitary Sewer Overflow Report required by Baykeeper and the California Regional Water Control Board
- ◆ Produced quarterly reports to State the Water Quality Control Board for the Sharp Park Private Sewer Lateral Replacement Grant Program to address historical water intrusion in this neighborhood
- ◆ Completed waste discharge section of annual Stormwater Report for the San Francisco Bay Regional Water Quality Control Board as required by the Municipal Regional Stormwater Permit (MRP)
- ◆ Completed training in Hazardous Materials (HAZMAT), heat exposure, Regional El Nino, Forklift and Backhoe Operator, Hearing testing, and Confined Space for employee safety training

2017-18 Goals and Objectives

- ◆ Prepare the annual Sanitary Sewer Overflow report required by the Consent Decree and Cease and Desist Order with Baykeeper and the California Regional Water Control Board
- ◆ Produce required quarterly reports to the Water Board for the Sharp Park Private Sewer Lateral Grant Program
- ◆ Complete Sharp Park Private Sewer Lateral Grant Program and submit to the State Water Board for final acceptance
- ◆ Manage the point-of-sale private sewer lateral inspection and replacement program
- ◆ Complete at least 20 Grade 4 sewer main spot repairs to minimize the number of sewer overflows and maintain an operating system
- ◆ Complete video inspection of 129 Grade 3 sewer pipe locations to assess conditions and develop a repair schedule
- ◆ Create a systematic, re-occurring video sewer pipe inspection program for continual reliability of the system

Public Works Department Wastewater Enterprise

Personnel Services	2017-18 Budget	Description
5101 REGULAR SALARIES	\$1,370,331	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	\$798,138	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	\$25,000	Temporary staff for seasonal work, customer service response, data entry, billing support, and documentation.
Total Personnel Services	\$2,336,469	

Staff Training & Development	2017-18 Budget	Description
6405 TRAINING/MEETINGS/CONFERENCES	\$23,150	Mandatory safety trainings (including Confined Space, Traffic Zone Safety, HAZMAT, and Equipment Operations) (\$19,650); American Public Works Association (APWA) (\$3,000); and Bay Area Clean Water Agency (BACWA) (\$500).
6406 PROFESSIONAL DEVELOPMENT	\$2,000	Reimbursement for two mid-managers and 1/2 of four mid-managers (50% in Wastewater and 50% in Water) in accordance with MOU.
6701 DUES & MEMBERSHIPS	\$4,400	Bay Area Clean Water Agency (BACWA) dues (\$2,000); State Water Resources Control Board (\$1,300); California Water Environment Association (CWEA) dues (\$900); and Underground Service Alert (\$200).
6702 PUBS & SUBSCRIPTIONS	\$500	American Public Works Association technical manuals (\$300); and Training books and publications used by staff to prepare for certifications (\$200).
Total Staff Training & Development	\$30,050	

Professional Services		2017-18 Budget	Description
6401	PROFESSIONAL SERVICES	\$55,000	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 Smartmanhole cover notification (\$13,000); Uniform cleaning (\$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		2017-18 Budget	Description
6001	OFFICE SUPPLIES	\$5,500	Office equipment and supplies for the Corporation Yard, Wastewater facilities, and staff.
6101	GAS AND OIL	\$18,000	Fuel and oil for vehicles assigned to Wastewater Division.
6102	OPERATING SUPPLIES	\$100,000	Debris removal and backfill material for sewer repairs (\$30,000); 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); and Safety supplies for field personnel (\$4,000).
Total Supplies & Equipment		\$123,500	

Operations	2017-18 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	\$17,820	Internal allocation of a shared fax line, office telephone charges, cell phones, pagers, radios, and mobile devices (\$16,380); and Annual data plans for four Wastewater vehicle GPS units (\$1,440).
6531 UTILITIES	\$40,879	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	\$137,767	

Equipment Purchase	2017-18 Budget	Description
6650 TOOLS & EQPT. -\$25K	\$64,000	Tractor unit for CCTV truck (\$34,000); and sewer lateral push camera (\$30,000).
Total Equipment Purchase	\$64,000	

Wastewater Treatment Cost	2017-18 Budget	Description
7062 WASTE TREATMENT-SSF	\$3,159,479	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	\$3,159,479	

Intergovernmental	2017-18 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	2017-18 Budget	Description
7901 INTERNAL SERVICE ALLOCATION	\$573,308	Internal service allocations for: Self insurance cost (\$477,236); Building and facilities maintenance (\$22,597); Information technology support (\$23,475); and Central garage support (\$50,000).
7902 INTERDEPARTMENTAL CHARGES	\$1,077,037	Public works administration allocation (\$360,716); General administration allocation (\$354,302); and Revenue services allocation (\$362,019).
Total Internal Allocations	\$1,650,345	

Debt Service	2017-18 Budget	Description
9002 INTEREST	\$434,484	Annual debt service interest payment for 2013 Wastewater Revenue Refunding Bonds and State Water Resource Loan with South San Francisco.
Total Debt Service	\$434,484	
Grand Total	\$8,992,862	

Public Works Department Stormwater Division

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

Overview

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

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

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Stormwater Enterprise

Four Year Summary

	2014-15 Actual	2015-16 Actual	2016-17 Amended Budget	2016-17 Estimated Actual	2017-18 Budget
Beginning Fund Balance, July 1	\$ 1,012,742	\$ 1,493,001	\$ 1,761,665	\$ 1,761,665	\$ 2,807,195
Revenues					
Operating Revenues	561,574	560,458	600,000	600,000	600,000
Reimbursements	118,727	91,737	75,000	75,000	75,000
Interest Income	4,890	11,240	4,000	4,284	4,000
Total Revenues	685,191	663,435	679,000	679,284	679,000
Expenses					
Stormwater Operations	690,918	467,108	919,498	631,773	838,716
Operating Surplus (Deficit)	(5,727)	196,327	(240,498)	47,511	(159,716)
Non-Operating Revenues (Expenses)					
Capital Improvement Program	(887,119)	(132,663)	(1,931,986)	(383,482)	(2,261,918)
Equipment Purchases	(22,743)	-	(42,500)	(42,500)	(120,000)
Capital Reimbursements	159,551	-	-	-	-
Transfer In	1,236,297	250,000	1,469,000	1,469,000	961,400
Transfer Out	-	(45,000)	(45,000)	(45,000)	-
Non-Operating Surplus (Deficit)	485,986	72,337	(550,486)	998,018	(1,420,518)
Change in Fund Balance	480,259	268,664	(790,984)	1,045,529	(1,580,234)
Ending Fund Balance*, June 30	\$ 1,493,001	\$ 1,761,665	\$ 970,681	\$ 2,807,195	\$ 1,226,961

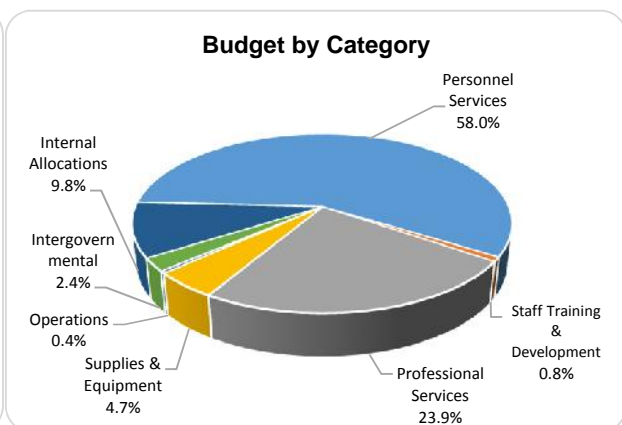
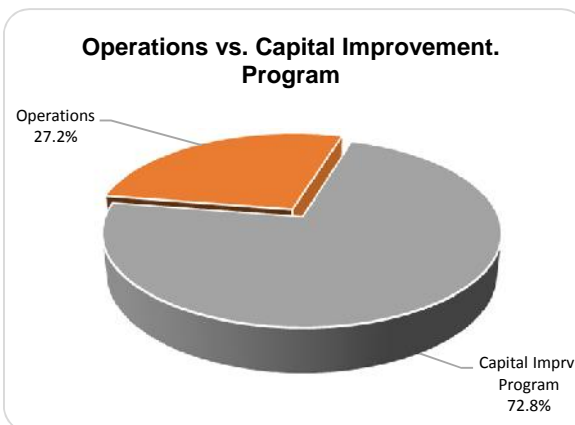
* The term fund balance as used for the enterprise funds is equivalent to unrestricted net position

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Stormwater Enterprise Budget Summary

Budgeted Expenses	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	FY 2017-18 Budget
Personnel Services	\$ 466,346	\$ 283,358	\$ 474,483	\$ 486,140
Staff Training & Development	895	2,961	6,735	6,735
Professional Services	40,786	26,976	314,170	200,640
Supplies & Equipment	36,670	44,044	39,530	39,530
Operations	2,035	11,876	3,300	3,300
Intergovernmental	14,670	11,552	14,800	19,800
Internal Allocations	129,516	86,340	66,480	82,571
Total:	\$ 690,918	\$ 467,108	\$ 919,498	\$ 838,716

Funding Summary	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	FY 2017-18 Budget
Stormwater Fund	\$ 5,727	\$ -	\$ 240,498	\$ 159,716
Stormwater Operating Revenues	561,574	560,458	600,000	600,000
Grant Reimbursement:				
C/CAG Vehicle Registration Fee	118,727	85,097	75,000	75,000
Other Revenues	4,890	17,880	4,000	4,000
Total:	\$ 690,918	\$ 663,435	\$ 919,498	\$ 838,716



Performance and Workload Measures	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Estimated	FY 2017-18 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	941	928	1000

Goals and Accomplishments

2016-17 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 severe storm events
- ◆ Provided ongoing monitoring, and coordination for San Bruno Underpass flooding that could affect flooding and interrupt traffic

2016-17 Accomplishments (Continued)

- ◆ Participated in San Mateo Countywide Pollution Prevention Programs, Trash Committee, Municipal Maintenance Work Shops and Assessment training
- ◆ Purchased and installed Illegal dumping cameras in an attempt to deter illegal dumping at location in the City right of way
- ◆ Completed trash assessment for 64 locations to manage and minimize illegal dumping and comply with State trash reduction requirements
- ◆ Maintained year-round self-serve sand bagging station at City Hall parking lot to provide residents with measures to reduce flood-related property damage
- ◆ Completed repairs and replacement of 5 broken storm drain inlet structures to main stormwater flow and minimize flooding
- ◆ Removed and cleaned storm drain tops, deployed additional street sweeper, and inspected 17 hillside areas subject to potential earth movement during and after all rain events
- ◆ Completed video inspection of 1,226 feet of storm drain mains at 15 locations and 1,694 feet of culverts at 4 locations to assess maintenance and repair needs
- ◆ Completed video inspection of 5 broken storm drain inlet structures to assess conditions and develop a repair schedule
- ◆ Deployed barricades and road closure at the Caltrain underpass at San Bruno Avenue 4 times due to flooding/pump failures
- ◆ Provided video inspection and project support for Masson Avenue Culvert Replacement Project
- ◆ Completed training in Hazardous Materials (HAZMAT), Heat exposure, Regional El Nino, Hearing Testing, Respiratory Fit, Backhoe and Forklift Operation, Confined Space, and emergency sand bag wall and diversionary dam construction for employee safety training

2017-18 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
- ◆ Complete Trash Capture Device Feasibility Study and install trash capture devices in high impact Stormwater collection areas to comply with Regional Water Quality Control Board long-term trash reduction
- ◆ Implement culvert inspection and condition assessment program

Public Works Department Stormwater Enterprise

Personnel Services	2017-18 Budget	Description
5101 REGULAR SALARIES	\$283,595	Base salary and incentives for all department personnel as subject to benefits per applicable MOUs.
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	\$162,545	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	\$20,000	Temporary staff for seasonal storm cleaning, sandbag construction, wet weather preparation, and customer service response.
Total Personnel Services	\$486,140	

Staff Training & Development	2017-18 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		2017-18 Budget	Description
6401	PROFESSIONAL SERVICES	\$158,090	Condition assessment of stormwater culverts and storm mains (\$150,000); 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 (\$1,090).
6411	CONTRACTUAL SERVICES	\$28,800	Sidewalk pressure washing of downtown San Mateo Avenue (\$28,800).
6419	OTHER SERVICES	\$13,750	Disposal of excavation material (\$2,500); Uniform cleaning (\$2,000); and asset management annual support and license (\$9,250).
Total Professional Services		\$200,640	

Supplies & Equipment		2017-18 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, etc (\$1,530).
Total Supplies & Equipment		\$39,530	

Operations		2017-18 Budget	Description
6112	POSTAGE	\$500	Annual valley gutter maintenance notice.
6450	COMMUNICATIONS	\$1,800	Annual data plans for GPS units for two StreetSweeper trucks (\$1,700); and Internal allocation of dedicated fax and data lines, office telephone charges and mobile phones (\$100).
6601	RENTAL & LEASES	\$1,000	Rentals and leases of equipment for County storm stations.
Total Operations		\$3,300	

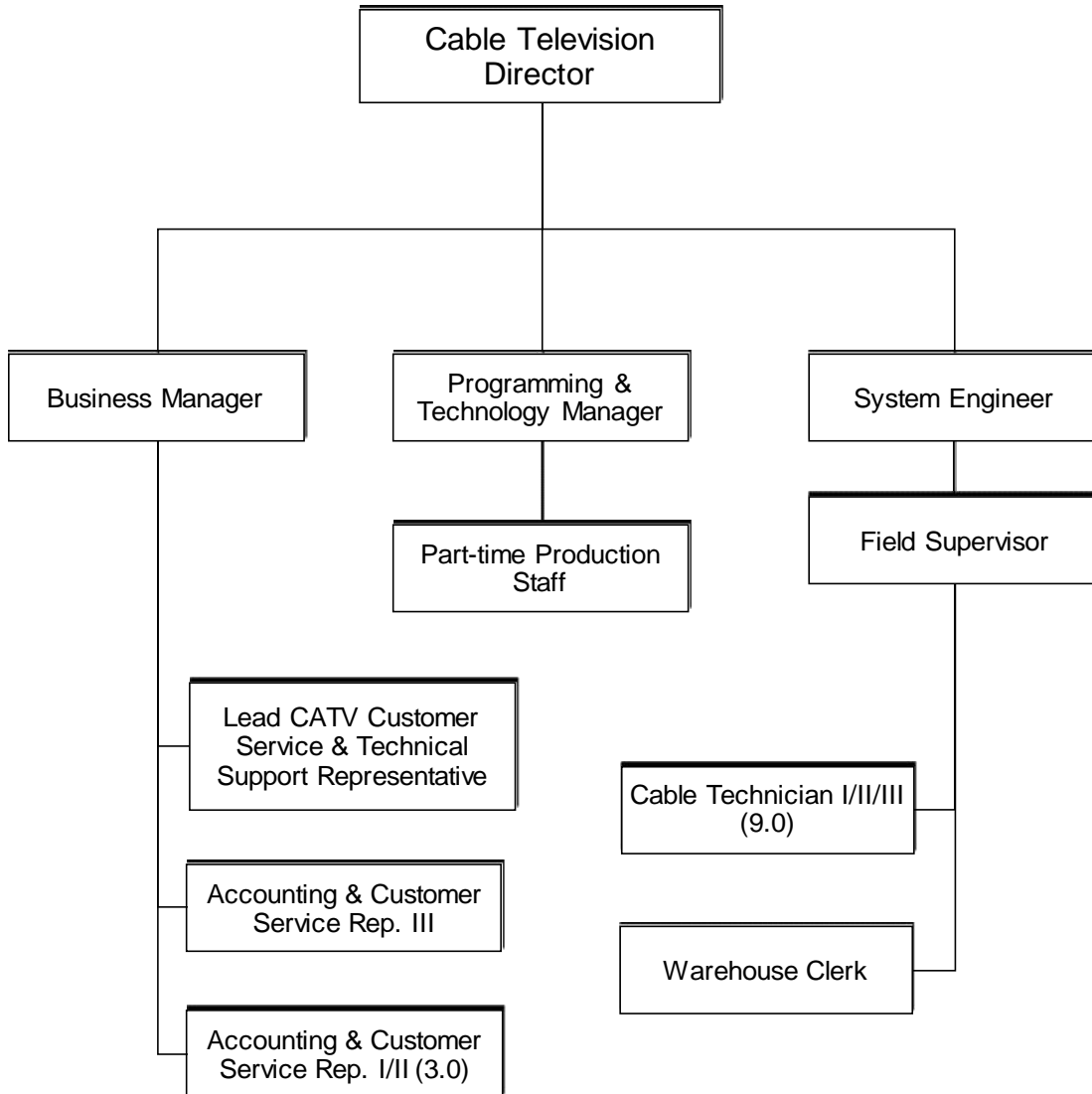
Intergovernmental	2017-18 Budget	Description
7041 COUNTY SERVICE CHARGES	\$200	County assessment service charge.
7069 INTERGOVERNMENTAL-OTHER	\$19,600	California State Water Resources Control Board permit fees.
Total Intergovernmental	\$19,800	

Internal Allocations	2017-18 Budget	Description
7901 INTERNAL SERVICE ALLOCATION	\$32,334	Internal service allocations for: Self insurance cost (\$6,236); Information technology support (\$1,098); and Central garage support (\$25,000).
7902 INTERDEPARTMENTAL CHARGES	\$50,237	Public works administration allocation (\$18,045); and General administration allocation (\$32,192).
Total Internal Allocations	\$82,571	
Grand Total	\$838,716	

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Cable Department

Cable Television



Cable Television Department

San Bruno Cable delivers 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; provides excellent customer care and service; and works to 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.

- **Services**

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

- **High Speed Internet Service**

Internet service with speeds of up to 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**
Televisive 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, and services to meet contractual demands for promotion of select channels. Public service announcements and department information videos are produced to advertise community events or as a means of City outreach. The local programs produced are related to issues that are of interest to the community of San Bruno.

Cable Enterprise

Four Year Summary

	2014-15 Actual	2015-16 Actual	2016-17 Amended Budget	2016-17 Estimated Actual	2017-18 Budget
Beginning Fund Balance, July 1	\$ (5,407,662)	\$ (7,966,604)	\$ (9,381,248)	\$ (9,381,248)	\$ (9,339,752)
Revenues					
Basic Service (incl Local Orig.)	3,217,861	3,053,868	3,601,437	3,311,965	3,779,338
Internet Service Fees (incl Wi-Fi)	2,784,457	3,029,756	3,807,872	3,855,000	4,366,562
Pay-Per-View Services	751,682	681,879	726,363	640,000	670,250
Digital Service	1,116,560	1,140,730	1,390,000	1,280,000	1,350,000
International Programming	111,841	109,128	114,090	106,050	114,090
Fees & Taxes	343,788	339,169	372,257	349,257	349,257
Voice Service	409,075	399,306	415,000	400,000	410,000
Fiber Leasing	86,219	108,252	136,000	101,000	126,000
TV Guide Magazine	2,653	2,512	2,500	2,500	2,500
Commercial Phone & Data	221,953	149,794	253,000	162,000	168,000
Other Receipts	242,256	239,506	269,900	258,304	302,900
Total Revenues	9,288,345	9,253,900	11,088,419	10,466,076	11,638,897
Expenses					
Operating Expenses	8,752,458	9,132,350	9,498,111	9,337,863	10,092,206
Pass Thru Fees	514,014	517,719	372,257	349,257	349,257
Equity Earnings Transfer	854,236	800,000	775,000	775,000	575,000
Interest Expense	-	512	7,500	5,675	4,808
Total Expenses	10,120,708	10,450,581	10,652,868	10,467,795	11,021,271
Operating Surplus (Deficit)	(832,363)	(1,196,681)	435,551	(1,719)	617,626
Non-Operating Revenues (Expenses)					
Capital Improvement Program	(1,639,463)	(98,776)	(1,265,439)	(1,089,220)	(1,900,000)
Debt Service Principal Payment	(36,945)	(13,677)	(197,000)	(164,595)	(164,461)
Equipment Purchases	(41,921)	(177,234)	(77,000)	(77,000)	-
Loan proceeds	-	-	1,428,409	1,404,030	-
Transfer In	-	78,549	-	-	-
Transfer Out	(8,250)	(6,825)	(30,000)	(30,000)	-
Non-Operating Surplus (Deficit)	(1,726,579)	(217,963)	(141,030)	43,215	(2,064,461)
Change in Fund Balance	(2,558,942)	(1,414,644)	294,521	41,496	(1,446,835)
Changes in Capital Asset					
Ending Fund Balance*, June 30	\$ (7,966,604)	\$ (9,381,248)	\$ (9,086,727)	\$ (9,339,752)	\$ (10,786,587)

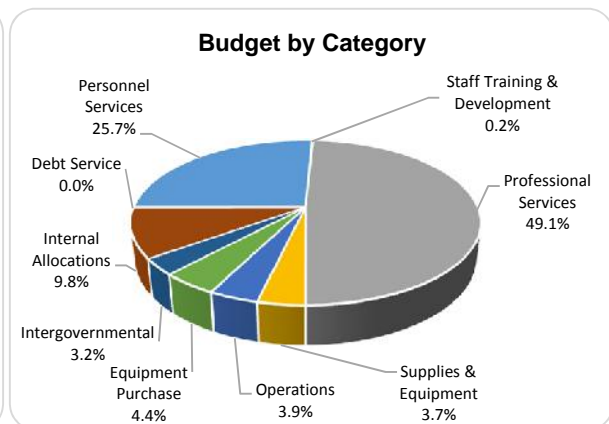
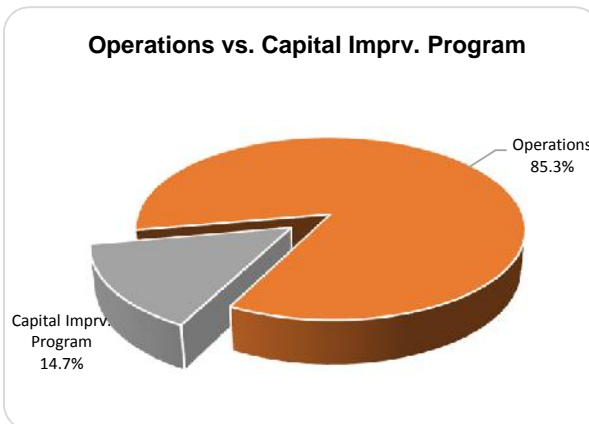
* The term fund balance as used for the enterprise funds is equivalent to unrestricted net position

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Cable Television Budget Summary

Budgeted Expenses	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18
	Actual	Actual	Budget	Budget
Personnel Services	\$ 2,252,187	\$ 2,393,057	\$ 2,738,100	\$ 2,833,769
Staff Training & Development	10,153	9,233	20,884	18,084
Professional Services	5,155,092	5,292,397	5,140,718	5,415,950
Supplies & Equipment	287,873	222,953	344,031	405,273
Operations	381,170	377,880	408,066	427,044
Equipment Purchase	68,963	241,850	400,165	482,850
Intergovernmental	515,584	519,258	375,047	352,047
Internal Allocations	1,449,686	1,343,226	1,258,172	1,081,446
Debt Service	-	512	7,500	4,808
Total:	\$ 10,120,708	\$ 10,400,366	\$ 10,692,683	\$ 11,021,271

Revenue Summary	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18
	Actual	Actual	Budget	Budget
Basic Service	\$ 3,217,861	\$ 3,012,075	\$ 3,601,437	\$ 3,779,338
Internet Service Fees	2,784,457	3,029,756	3,807,872	4,366,562
Pay-Per-View Services	751,682	681,879	726,363	670,250
Digital Service	1,116,560	1,140,730	1,390,000	1,350,000
International Programing	111,841	109,128	114,090	114,090
Fees & Taxes	343,788	339,169	372,257	349,257
Voice Service	409,075	399,306	415,000	410,000
Fiber Leasing	86,219	108,252	136,000	126,000
TV Guide Magazine	2,653	2,512	2,500	2,500
Commercial Phone & Data	221,953	149,794	253,000	168,000
Other Receipts	242,256	318,055	269,900	302,900
Total:	\$ 9,288,345	\$ 9,290,656	\$ 11,088,419	\$ 11,638,897



Performance and Workload Measures	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18
	Actual	Actual	Estimated	Target
Internet Service Subscribers	6,111	6,337	6,460	6,600
Service Calls	2,896	2,607	2,550	2,400
New Customer Installations	1,121	1,208	1,031	1,200
Total Homes Served	7,618	7,559	7,481	7,600
Total Video Programs Recorded/Live	80	82	82	85

Goals and Accomplishments

2016-17 Accomplishments

- ◆ Launched HD Movie On Demand content
- ◆ Added 3 new dedicated internet access commercial business accounts
- ◆ Launched HBO Go
- ◆ Completed installation of Fiber to the Home Project (FTTH) with giga-speed data capability at the Shelter Creek Condominiums, and initiated marketing to grow the subscriber base
- ◆ Produced public service announcements / videos for Fire, Water, Wastewater, Community Development and Police Departments to support public awareness about topics of community importance
- ◆ Upgraded cameras for government meetings to improve the quality of Channel 1 productions
- ◆ Launched TV Everywhere for mobile devices
- ◆ Upgraded web site with increased information about troubleshooting, promotion and marketing of system

2017-18 Goals and Objectives

- ◆ Replace electronic field taps with non-electronic units to assure reliability of the system
- ◆ Upgrade speeds for all levels of Internet service
- ◆ Offer a robust business phone solution for small to medium sized businesses
- ◆ Offer a home security product to deploy for Fiber to the Home customers
- ◆ Upgrade audio system for Channel 1 production of government meetings
- ◆ Increase production of video segments for web site on topics of community interest and to promote City policy, programs, and other initiations
- ◆ Complete City Council review and action to deploy Fiber to the Home Rebuilds at Peninsula Place and Crystal Springs

Cable Television

Personnel Services	2017-18 Budget	Description
5101 REGULAR SALARIES	\$1,790,515	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	\$965,254	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, auto allowance, pay in-lieu of holidays.
Total Personnel Services	\$2,833,769	

Staff Training & Development	2017-18 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); Great Lakes Data Billing System Conference (\$1,250); Society of Cable Television Engineers (SCTE) (\$3,250); meeting/conference in Bay Area (\$250); and personal vehicle use reimbursements (\$100).
6406 PROFESSIONAL DEVELOPMENT	\$3,000	Professional development for one department head and four mid-managers in accordance with MOUs (\$3,000).
6701 DUES & MEMBERSHIPS	\$5,534	Society of Cable Television Engineers (\$884); San Bruno Chamber of Commerce annual membership (\$175); California Cable Telecommunications Associations (\$4,400); and SCAN-NATO annual membership (\$75).
6702 PUBS & SUBSCRIPTIONS	\$200	Subscriptions to Cable Fax, Cable World, Multichannel News.
Total Staff Training & Development	\$18,084	

Professional Services		2017-18 Budget	Description
6401	PROFESSIONAL SERVICES	\$68,000	Professional service for negotiations of Retransmission Consent (\$8,000); and sales services (\$60,000).
6402	LEGAL EXPENSES	\$5,000	Legal reviews of Retransmission agreement, contract renewals and new service contracts.
6411	CONTRACTUAL SERVICES	\$4,438,090	Standard Pay Per View (\$34,500); Video on Demand (VOD) Pay Per View (\$45,345); National Cable Television Cooperative (NCTC) programming license fees (\$3,200,750); Direct affiliation programming license fees (\$1,095,000); TV Guide Magazine (\$2,400); Off-air programming via fiber (\$14,400); and TV Everywhere Programming License Fees (\$45,695).
6412	INTERNET SERVICE FEES	\$772,545	Internet service provider level 3 (\$54,500); Internet, phone and cable technical support services - Zcorum (\$360,400); Momentum Telecom fully hosted VOIP service (\$174,400); Internet service provider Astound (\$105,870); Internet service provider TBD 3rd circuit (\$68,400); 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	\$132,315	Credit card and ACH fees (110,250); 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		\$5,415,950	

Supplies & Equipment		2017-18 Budget	Description
6001	OFFICE SUPPLIES	\$9,000	Purchase of office supplies for the delivery of services to customers.
6101	GAS AND OIL	\$13,000	Allocation of fuel used by Cable division's vehicles.
6102	OPERATING SUPPLIES	\$47,000	Uniforms for cable employees (\$5,250); field supplies for installation of services (\$41,000); Videotapes, CDs, DVDs and cases (\$500); and Gaffer tape, batteries, video/audio adaptors (\$250).

Supplies & Equipment (Cont.)

6304 MAINTENANCE	\$336,273	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 (\$84,200); Wincable annual billing software license (\$25,925); Wincable billing system support (\$29,950); RGB equipment support (\$17,000); Arista copier maintenance (\$595); License fees for Cable leakage tests (\$1,200); Smartnet support for replacement of Cisco Network Switches (\$85,100); Smartnet monitoring services (\$59,200); Electronic maintenance and repairs of plant, converters, office equipment and headend equipment (\$9,000); Maintenance of audio and visual equipment (\$1,250); Automaitc garage door replacement (\$13,453); Bay Cities fire protection monitoring and suppression equipment (\$5,400); and Replacement parts for audio visual equipment(\$500).
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Total Supplies & Equipment	\$405,273
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Operations	2017-18 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, 5 wi-fi units.
6502 COMMUNITY PROMOTION	\$13,100	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); and Miscellaneous program development cost (\$100).
6531 UTILITIES	\$238,926	Water and garbage fees (\$10,574); and Electric service for Cable headend, office, warehouse, and 25 field power supply units (\$228,352).
6541 LICENSING FEES	\$3,100	ASCAP/BMI music license fee (\$2,500); and Adobe Creative Cloud Software License fee (\$600).

Operations (Cont.)

6601 RENTAL & LEASES \$90,800 Utility pole rental fees (\$20,300); Fiber lease (\$54,000); and Co-location site rental (\$16,500).

Total Operations \$427,044

Equipment Purchase	2017-18 Budget	Description
6650 TOOLS & EQPT. -\$25K	\$482,850	Replacement of back up batteries for field power supplies (\$5,000); 6 node upgrades(\$30,000); Satellite digital receivers (\$20,000); Power supply replacements 39 units (\$25,000); Tools for technicians (\$9,000); Cable tech meter replacements (\$5,000); EMTA's for residential phone service (\$3,000); Remote control replacements (\$12,000); Fiber optic system transmitter and receiver systems (\$52,000); Headend infrastructure upgrades, such as air-conditioning or electrical work (\$10,000); HD set top box inventory (\$52,250); HD/DVR set top box inventory (\$108,000); Commercial data and voice service switches and digital telephone handsets (\$20,000); Fiber optic cable fusion splicers (\$28,000); power meters for electrical testing (\$3,600); 2 optical time domain reflectometer for fiber systems (\$9,000); 48 Volts DC system for fiber optic power (\$20,000); Lap tops with protective covering for field technicians (\$8,500); Video monitors and shelving (\$3,000); Audio system for council meetings (\$13,500); and Equipment for headend high definition programming (\$46,000).
Total Equipment Purchase	<u>\$482,850</u>	

Intergovernmental	2017-18 Budget	Description
7041 COUNTY SVCE.CHARGES	\$70	Special assessment charges on Cable property - Mosquito abatement.
7063 CITY TAXES & FEES	\$349,257	In-Lieu Franchise Fee (\$290,000); Copyright Fees (\$13,257); and VOIP Taxes & Fees (\$46,000)
7069 INTERGOVERNMENTAL-OTHER	\$2,720	SAMCAT Annual Dues (\$1,000); and LAFCO Share (\$1,720).
Total Intergovernmental	<u>\$352,047</u>	

Internal Allocations	2017-18 Budget	Description
7901 INTERNAL SERVICE ALLOCATION	\$185,257	Internal service allocations for: Self insurance cost (\$37,414); Building and facilities maintenance (\$40,351); Information technology support (\$57,492); and Central garage support (\$50,000).
7902 INTERDEPARTMENTAL CHARGES	\$321,189	General administration allocation (\$321,189).
8926 CATV EQUITY EARN.TRANSF.	\$575,000	Equity earnings transfer.
Total Internal Allocations	\$1,081,446	

Debt Service	2017-18 Budget	Description
9002 INTEREST	\$4,808	Annual interest payment for loan agreement (Shelter Creek Fiber to Home project).
Total Debt Service	\$4,808	
Grand Total	\$11,021,271	

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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 Works Department Central Garage Division

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

Overview

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

The primary services provided include:

- **Preventive Maintenance and Repair**

Provide service and safety inspection every 3,000 miles for 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

	2014-15 Actual	2015-16 Actual	2016-17 Amended Budget	2016-17 Estimated Actual	2017-18 Budget
Beginning Fund Balance, July 1	\$ 544,793	\$ 552,445	\$ 607,902	\$ 607,902	\$ 271,529
Charge for Services	624,420	624,372	210,500	210,500	500,000
Expenses					
Operating Expenses	616,768	568,915	613,186	546,873	609,255
Change in Fund Balance	7,652	55,457	(402,686)	(336,373)	(109,255)
Ending Fund Balance, June 30	\$ 552,445	\$ 607,902	\$ 205,216	\$ 271,529	\$ 162,274

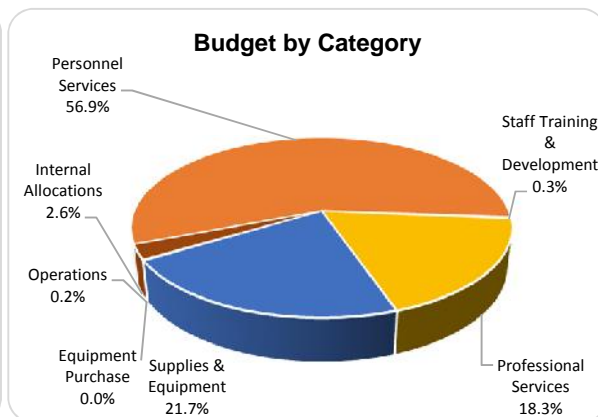
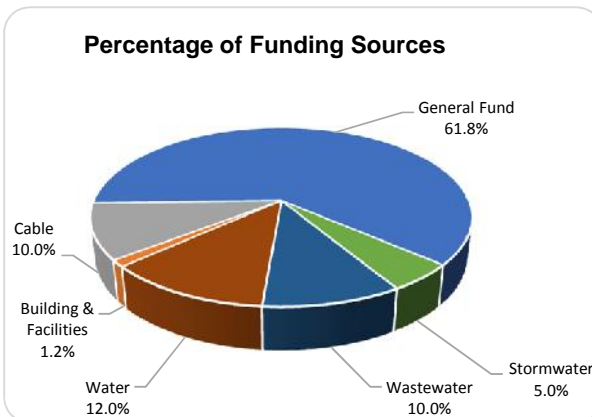
* The term fund balance as used for the internal service funds is equivalent to unrestricted net position

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Central Garage Budget Summary

Budgeted Expenses	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	FY 2017-18 Budget
Personnel Services	\$ 333,478	\$ 312,744	\$ 352,541	\$ 346,870
Staff Training & Development	300	930	1,825	1,825
Professional Services	110,703	115,088	110,000	111,300
Supplies & Equipment	154,760	127,959	134,500	132,000
Operations	1,051	879	1,054	1,232
Internal Allocations	16,476	12,996	13,266	16,028
Total:	\$ 616,768	\$ 570,596	\$ 613,186	\$ 609,255

Funding Summary	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	FY 2017-18 Budget
Central Garage Fund	\$ -	\$ -	\$ 402,686	\$ 109,255
Recovery from Other Funds:				
Building & Facilities	7,704	7,488	2,526	6,000
Cable Fund	32,340	62,436	21,050	50,000
General Fund	395,376	385,860	130,089	309,000
Stormwater Fund	57,096	31,224	10,525	25,000
Wastewater Fund	55,380	62,436	21,050	50,000
Water Fund	76,524	74,928	25,260	60,000
Total:	\$ 624,420	\$ 624,372	\$ 613,186	\$ 609,255



Performance and Workload Measures	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Estimated	FY 2017-18 Target
Number of vehicles maintained	143	143	144	144
Number of vehicles identified for replacement	18	10	20	13

Goals and Accomplishments

2016-17 Accomplishments

- ◆ Coordinated purchase of 21 vehicles approved in the 2016-17 Equipment Budget to maintain a reliable fleet and minimize maintenance costs
- ◆ Completed inspections of hazardous materials at the Corporation Yard in compliance with San Mateo County environmental regulations to ensure proper storage and safety

2017-18 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 Works Department Central Garage

Personnel Services	2017-18 Budget	Description
5101 REGULAR SALARIES	\$203,066	Base salary and incentives for all department personnel as subject to benefits per applicable MOUs.
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	\$113,804	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	\$25,000	Temporary staff for limited or specialized mechanic and repair assignments.
Total Personnel Services	\$346,870	

Staff Training & Development	2017-18 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	2017-18 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	\$21,300	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 (\$7,000).
Total Professional Services	\$111,300	

Supplies & Equipment	2017-18 Budget	Description
6001 OFFICE SUPPLIES	\$500	Supplies for daily operations.
6101 GAS AND OIL	\$2,000	Allocation of fuel used by division and pool vehicles.
6102 OPERATING SUPPLIES	\$129,500	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); Large tools and equipment for vehicle service and maintenance (\$2,500); Safety supplies including work boots, goggles, first aid supplies (\$1,000); and Replacement of staff uniforms (\$1,000).
Total Supplies & Equipment	\$132,000	

Operations	2017-18 Budget	Description
6450 COMMUNICATIONS	\$454	Internal allocation of dedicated fax and datalines, three office telephone charges and two mobile phones.
6531 UTILITIES	\$778	Allocation of PG&E services to the Corporation Yard.
Total Operations	\$1,232	

Internal Allocations	2017-18 Budget	Description
7901 INTERNAL SERVICE ALLOCATION	\$16,028	Internal service allocations for: Self insurance cost (\$5,612); and Information technology support (\$10,416).
Total Internal Allocations	<u>\$16,028</u>	
Grand Total	<u><u>\$609,255</u></u>	

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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

	2014-15 Actual	2015-16 Actual	2016-17 Amended Budget	2016-17 Estimated Actual	2017-18 Budget
Beginning Fund Balance, July 1	\$ 751,984	\$ 721,506	\$ 611,745	\$ 611,745	\$ 223,885
Charge for Services	1,023,060	1,154,700	758,500	758,500	1,259,080
Expenses					
Operating Expenses	1,053,538	1,264,461	1,176,400	1,146,360	1,183,140
Equipment Reserve Purchase	-	-	-		
Transfer Out:					
Capital Improvement Program	-	-	-		
Total Expenses	1,053,538	1,264,461	1,176,400	1,146,360	1,183,140
Change in Fund Balance	(30,478)	(109,761)	(417,900)	(387,860)	75,940
Ending Fund Balance, June 30	\$ 721,506	\$ 611,745	\$ 193,845	\$ 223,885	\$ 299,825

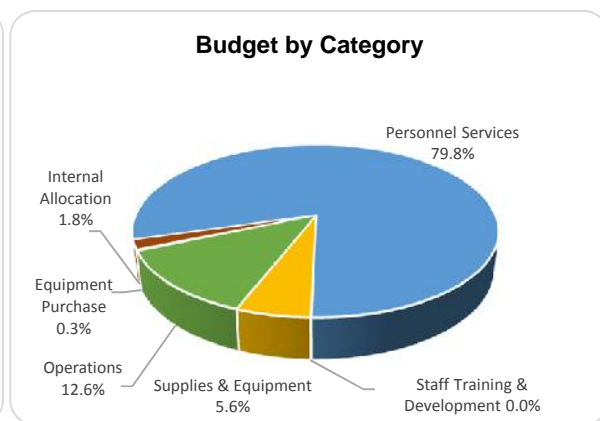
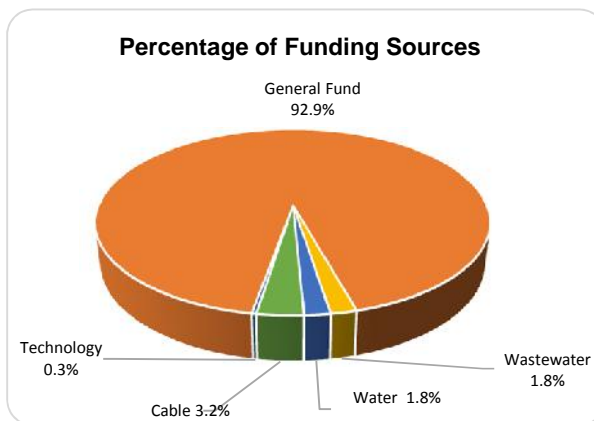
* The term fund balance as used for the internal service funds is equivalent to unrestricted net position

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Building & Facilities Budget Summary

Budgeted Expenditures	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	FY 2017-18 Budget
Personnel Services	\$ 680,530	\$ 783,832	\$ 892,894	\$ 888,367
Staff Training & Development	27	139	500	500
Professional Services	118,054	152,157	52,100	69,600
Supplies & Equipment	78,361	70,906	57,900	61,900
Operations	136,419	229,311	139,358	140,064
Equipment Purchase	3,067	3,815	18,000	3,000
Internal Allocations	37,080	21,648	15,648	19,709
Total:	\$ 1,053,538	\$ 1,261,808	\$ 1,176,400	\$ 1,183,140

Funding Summary	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	FY 2017-18 Budget
Building & Facilities Fund	\$ 30,471	\$ 107,110	\$ 417,900	\$ -
Recovery from Other Funds				
General Fund	949,399	1,071,558	703,908	1,169,686
Water Fund	18,624	21,016	13,973	22,597
Wastewater Fund	18,624	21,016	13,973	22,597
Cable Fund	33,252	37,528	24,326	40,351
Technology Fund	3,168	3,580	2,320	3,849
Total:	\$ 1,053,538	\$ 1,261,808	\$ 1,176,400	\$ 1,259,080



Performance and Workload Measures	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Estimated	FY 2017-18 Target
Number of work orders completed	1,352	1,365	1,376	1,426
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**2016-17 Accomplishments**

- ◆ Completed repairs to roof at Senior Center, Fire Station 52, Library, Police Department, and Recreation Center and replaced the gymnasium scoreboard and pool pump
- ◆ Completed repairs to HVAC at Police Plaza, Library and City Hall data room
- ◆ Commenced improvements to Fire Station 52
- ◆ Repaired heating, ventilation, and air conditioning (HVAC) system at Police Plaza, Library and City Hall

2016-17 Accomplishments (Continued)

- ◆ Managed Police Plaza, Cable office, and Recreation Center Painting Project
- ◆ Completed installation of Senior Center automatic doors to facility restrooms
- ◆ Completed routine preventative maintenance at all City facilities

2017-18 Goals and Objectives

- ◆ Provide technical assistance during the development of the new recreation center and year-round swimming pool master plan
- ◆ Complete capital improvement projects to address deferred maintenance of City facilities and to assure continued service of critical City facilities such as Fire Station 52 and Parks Corporation Yard

Community Services Department Building & Facilities

Personnel Services	2017-18 Budget	Description
5101 REGULAR SALARIES	\$535,089	Base salary and incentives for all department personnel, working a minimum of 80 hours per payperiod, as subject to benefits per applicable MOUs.
5102 PART-TIME SALARIES	\$22,836	Salary for non-benefitted 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	\$324,442	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	\$888,367	

Staff Training & Development	2017-18 Budget	Description
6406 PROFESSIONAL DEVELOPMENT	\$500	Personal and professional development for one Facilities Supervisor.
Total Staff Training & Development	\$500	

Professional Services	2017-18 Budget	Description
6411 CONTRACTUAL SERVICES	\$69,600	Emergency repairs to facilities, equipment, and fixtures (\$52,100); Police facility roof repair, window coverings, and new carpet in detectives' offices (\$17,500).
Total Professional Services	\$69,600	

Supplies & Equipment		Budget	Description
6001	OFFICE SUPPLIES	\$400	Supplies needed for operations and for the HVAC computer system.
6101	GAS AND OIL	\$6,000	Gas and oil for utility van and custodial trucks.
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).
Total Supplies & Equipment		\$61,900	

Operations		2017-18 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	\$1,000	5 cell phones for custodial personnel.
6531	UTILITIES	\$52,464	Gas, electric, and garbage charges for City Hall and Library.
Total Operations		\$140,064	

Equipment Purchase	2017-18 Budget	Description
6650 TOOLS & EQPT. -\$25K	\$3,000	Replacement tools such as vacuums, polishers, and hand tools to maintain facilities on a daily basis.
Total Equipment Purchase	\$3,000	

Internal Allocations	2017-18 Budget	Description
7901 INTERNAL SERVICE ALLOCATION	\$19,709	Internal service allocation for: Self-insurance cost (\$11,016); Information technology (\$2,693); and Central garage support (\$6,000).
Total Internal Allocations	\$19,709	
Grand Total	\$1,183,140	

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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

	2014-15 Actual	2015-16 Actual	2016-17 Amended Budget	2016-17 Estimated Actual	2017-18 Budget
Beginning Fund Balance, July 1	\$ 6,743,276	\$ 6,805,643	\$ 6,884,677	\$ 6,884,677	\$ 5,380,778
Charge for Services	446,845	474,366	492,600	480,600	340,600
Expenses					
Equipment Reserve Purchases	354,478	395,332	2,187,499	1,984,499	474,600
Lease Payment	-	-	182,376	-	-
Transfer Out:					
Capital Improvement Program	30,000	-	-		
Total Expenses	<u>384,478</u>	<u>395,332</u>	<u>2,369,875</u>	<u>1,984,499</u>	<u>474,600</u>
Change in Fund Balance	<u>62,367</u>	<u>79,034</u>	<u>(1,877,275)</u>	<u>(1,503,899)</u>	<u>(134,000)</u>
Ending Fund Balance, June 30	<u>\$ 6,805,643</u>	<u>\$ 6,884,677</u>	<u>\$ 5,007,402</u>	<u>\$ 5,380,778</u>	<u>\$ 5,246,778</u>

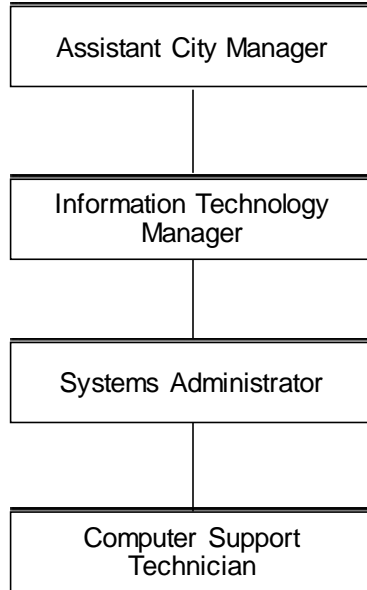
* The term fund balance as used for the internal service funds is equivalent to unrestricted net position

** 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 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

	2014-15 Actual	2015-16 Actual	2016-17 Amended Budget	2016-17 Estimated Actual	2017-18 Budget
Beginning Fund Balance, July 1	\$ 191,390	\$ 156,080	\$ 218,554	\$ 218,554	\$ 266,440
Charge for Services	633,785	721,613	690,815	690,815	739,780
Expenses					
Operating Expenses	669,095	652,294	676,895	642,930	795,873
Depreciation Expenses	-	6,844	-	-	-
Transfer Out:					
Capital Improvement Program	-	-	-	-	-
Total Expenses	669,095	659,138	676,895	642,930	795,873
Change in Fund Balance	(35,310)	62,475	13,920	47,885	(56,093)
Ending Fund Balance, June 30	\$ 156,080	\$ 218,554	\$ 232,474	\$ 266,440	\$ 210,347

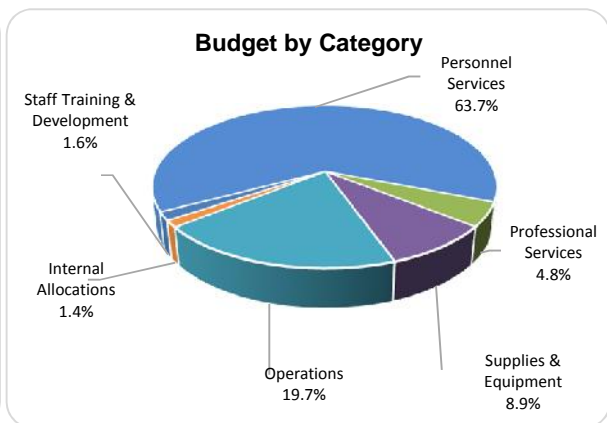
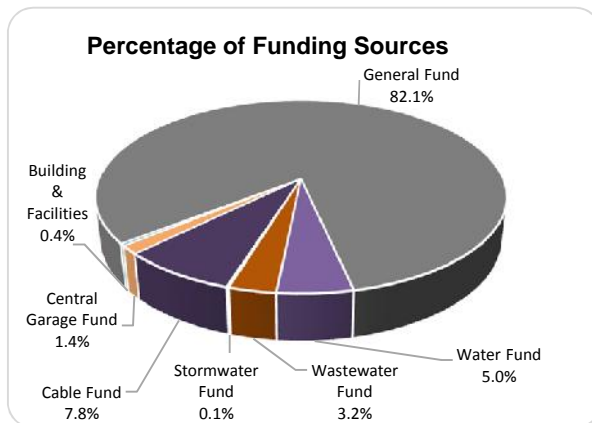
* The term fund balance as used for the internal service funds is equivalent to unrestricted net position

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Information Technology Budget Summary

Budgeted Expenditures	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	FY 2017-18 Budget
Personnel Services	\$ 424,244	\$ 429,126	\$ 453,900	\$ 465,943
Staff Training & Development	10,923	6,244	12,065	12,065
Professional Services	8,025	8,175	7,000	34,795
Supplies & Equipment	48,100	51,962	63,963	64,895
Operations	93,522	96,462	91,621	143,805
Equipment Purchase	70,616	50,984	40,150	64,481
Internal Allocations	13,666	9,340	8,196	9,889
Total:	\$ 669,095	\$ 652,294	\$ 676,895	\$ 795,873

Funding Summary	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	FY 2017-18 Budget
Technology Fund	\$ 42,707	\$ -	\$ -	\$ 56,093
Recovery from Other Funds:				
General Fund	517,104	602,208	565,570	607,428
Water Fund	20,616	35,160	34,482	37,178
Wastewater Fund	21,960	21,768	28,194	23,475
Stormwater Fund	1,020	984	982	1,098
Cable Fund	50,904	49,800	51,374	57,492
Central Garage Fund	7,848	7,656	7,807	10,416
Building & Facilities	6,936	3,684	2,406	2,693
Total:	\$ 669,095	\$ 721,260	\$ 690,815	\$ 795,873



Performance and Workload Measures	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Estimated	FY 2017-18 Target
Number of software applications supported	26	26	26	25
Number of network servers supported	49	52	58	58
Number of Desktop Computers replaced	50	13	19	20
Network Uptime (Percentage)	99.95%	100%	100%	99.95%

Goals and Accomplishments

2016-17 Accomplishments

- ◆ Rolled out new and enhanced Citizen Request (CRM) system for residents to facilitate service requests with enhanced mobile access features. Residents can interact through smartphone applications or City website
- ◆ Completed 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)
- ◆ Implemented CMMS module for Public Services Stormwater Division and integrated with the City's GIS to improve preventative maintenance programs, minimize flooding and property damage, maintain system operations, and comply with state reporting requirements
- ◆ Implemented enhancements to the Geographic Information System (GIS) including adding GIS layers for the Cable Television Department for marketing target areas in the community
- ◆ Assisted with transitioning to a paperless Council Agenda packet through the set up and distribution of iPads including obtaining annotation software and cloud storage
- ◆ Created a social media policy to ensure employees who use social media as part of their job have guidance as to the City's expectations and policies
- ◆ Added Internet redundancy to City network. In the event of an outage connectivity is automatically and quickly switched to the disaster recovery site providing uninterrupted internet access.
- ◆ Upgraded document management system. Upgrade provides citizens access to permits and plans using a wider range of Internet browsers
- ◆ Provided training for all City staff to protect against computer virus and other threats

2017-18 Goals and Objectives

- ◆ Implement enhanced security and virus threat prevention, detection, and response (remediation) solutions to combat the increasing sophistication of new threats and attacks
- ◆ Evaluate and Implement off-site Disaster Recovery solution to bring the City's data and network infrastructure online in the event of a disaster or outage
- ◆ Refresh the 2013 Citrix infrastructure to improve compatibility for new versions of various web browsers, printers, software applications, and enhance network security by use of encryption and network monitoring and control features. Upgrade will provide an improved user experience regardless of the type of device accessing the network or the location (remote access) of the user
- ◆ Focus Geographic Information System (GIS) resources on five fields of work: Improving the user-experience for both the public and internal users, user training, map and data maintenance, new projects driven by various departments, and hardware/software upgrades
- ◆ Replace network hardware, in partnership with San Bruno CATV, for end-of-life data switches, routers, and data backup system
- ◆ Develop financial software suite replacement/upgrade project plan for fiscal year 2018-19 implementation
- ◆ Support City staff on all network applications & equipment, wireless devices, telephones, and other technology related services
- ◆ Upgrade SquareRigger/Vehicle Maintenance Management software for Central Garage to latest version
- ◆ Continue to train City staff in computer threats and risks, and network security
- ◆ 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
- ◆ Update the City's antivirus server to vendor's latest version
- ◆ Update and implement email retention policy covering all emails sent or received by City staff. Implementation will include automatic management and removal of items in a consistent manner, to ensure proper adherence to adopted policy
- ◆ Replace Geographic Information System imagery (Satellite Photos) with new highly detailed color satellite images
- ◆ Upgrade virtual infrastructure (VMware) to the most current version of 6.5. Includes upgrading primary City Hall site and disaster recovery site located in Police Plaza

Information Technology

Personnel Services	2017-18 Budget	Description
5101 REGULAR SALARIES	\$298,809	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	\$160,934	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	\$465,943	

Staff Training & Development	2017-18 Budget	Description
6405 TRAINING/MEETINGS/CONFERENCES	\$10,400	Computer-based training subscription for IT staff (\$3,200); OnBase Systems admin courses for IT staff (\$5,600); and OnBase Systems admin training lodging and transportation - 2 courses - Irvine CA (\$1,600).
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		2017-18 Budget	Description
6401	PROFESSIONAL SERVICES	\$34,795	San Bruno Fire CADLink server twice yearly upgrades and quarterly State Fire Marshal reports (\$7,000); Security consultant / engineer - Firewall (\$3,875); and GIS consultant (\$23,920).
Total Professional Services		\$34,795	

Supplies & Equipment		2017-18 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	\$46,395	Website support/maintenance (\$4,950); Website hosting (\$4,800); Server support/maintenance (\$1,205); Umbrella technical support (\$6,600); VMware vCenter and Disaster Recovery software - two locations (\$14,100); Internet Firewall support/maintenance - two firewalls (\$7,770); Printer/Plotter Scanner maintenance (two units) (\$3,270); City Hall Data Center battery backup system support/maintenance (\$2,100); and City Hall Data Center fire suppression testing (\$1,600).
Total Supplies & Equipment		\$64,895	

Operations	Budget	
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	\$114,854	File-Transfer software (\$1,760); Miscellaneous software for remote access, firewall monitoring, file conversion (\$700); GeoCortex GIS software (\$3,700); Nitro PDF reader software (\$1,450); ESRI ArcMap GIS system (\$9,425); OnBase document management system (\$7,600); Zoll/FireRMS (\$2,860); Sungard/CRW TrakIT (\$24,605); Microsoft Exchange Online email subscription (\$13,324); Citrix XenApp Server (\$8,600); Symantec data backup system (\$2,980); Google cloud data backup subscription (\$600); annual CRM license subscription (\$11,200); annual website quality assurance subscription (\$3,950); Disaster Recovery Site (\$11,100); and Threat detection and remediation annual subscription service (\$11,000).
6601 RENTAL & LEASES	\$23,651	City Hall copiers (\$15,601); and lease payments for postage and mail inserting machine (\$8,050).
Total Operations	\$143,805	

Equipment Purchase	2017-18 Budget	Description
6650 TOOLS & EQPT. -\$25K	\$64,481	Desktop PC replacements - Police (\$10,500), and various departments (\$2,800); Monitor replacements (\$1,125); Library PCs and peripherals (\$2,475); Laptop replacement - Streets and Stormwater Manager (\$825); Printer replacements - Streets & Engineering (\$2,300); Laptop replacement - IT Manager (\$1,450); Cisco phone replacements (\$480); Desktop battery backup units (\$275); Laptop battery replacements Emergency Operations Center (EOC) (\$455); EOC Upgrades (\$2,206); Microsoft remote desktop licensing (\$2,200); Operating systems on new Citrix site (\$3,400); Finance Check Printer replacement (\$5,440); Network infrastructure equipment replacement: Router - Library connection (\$5,800), Internet Switch (\$6,300), City Hall Data Switch 1 (\$4,300), City Hall Data Switch 2 (\$4,300), Backup Tape Device (\$3,900) and Disaster Recovery Site Router (\$3,950).
Total Equipment Purchase	\$64,481	

Internal Allocations	2017-18 Budget	Description
7901 INTERNAL SERVICE ALLOCATION	\$9,889	Building and facilities maintenance (\$3,849); copier charges (\$12); and internal service allocations for self insurance costs (\$6,028).
Total Internal Allocations	\$9,889	
Grand Total	\$795,873	

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

	2014-15 Actual	2015-16 Actual	2016-17 Amended Budget	2016-17 Estimated Actual	2017-18 Budget
Beginning Fund Balance, July 1	\$ (894,067)	\$ (180,515)	\$ (795,619)	\$ (795,619)	\$ (1,130,514)
Charge for Services	2,499,144	2,027,496	2,021,971	2,021,971	2,078,553
Expenses					
Workers Compensation Expenses	817,920	1,033,333	677,582	915,410	701,762
General Liability Expenses	1,257,055	1,269,558	1,306,959	1,077,256	1,335,591
Unemployment Expenses	33,617	5,709	41,200	9,200	41,200
Total Expenses	2,108,592	2,308,600	2,025,741	2,001,866	2,078,553
Operating Surplus (Deficit)	390,552	(281,104)	(3,770)	20,105	-
Non-Operating Revenues (Expenses)					
Unfunded Liabilities [^]	323,000	(334,000)	-	(355,000)	-
Change in Fund Balance	713,552	(615,104)	(3,770)	(334,895)	-
Ending Fund Balance, June 30	\$ (180,515)	\$ (795,619)	\$ (799,389)	\$ (1,130,514)	\$ (1,130,514)

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

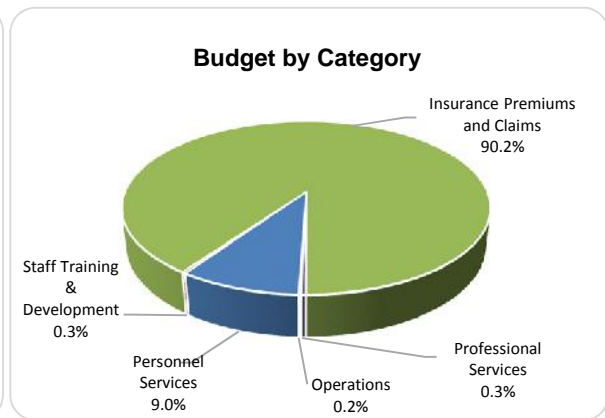
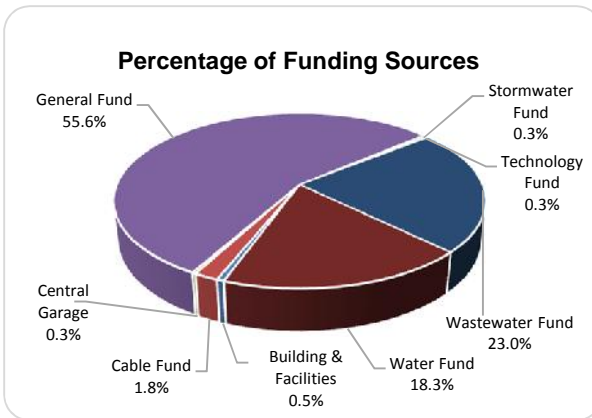
[^] Unfunded liabilities represent the City's future estimated worker's compensation and general liability's claim obligations within the City's self insurance retention limit. The value of claims costs are estimated by the City's actuary and determined by management. The City portion of that obligation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

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Self Insurance Budget Summary

Budgeted Expenses	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	FY 2017-18 Budget
Personnel Services	\$ 140,490	\$ 104,293	\$ 181,216	\$ 186,797
Staff Training & Development	3,318	4,536	5,825	5,825
Insurance Premiums and Claims	1,634,784	2,526,771	1,828,200	1,875,431
Professional Services	7,000	7,000	7,000	7,000
Operations	-	-	3,500	3,500
Total:	\$ 1,785,592	\$ 2,642,600	\$ 2,025,741	\$ 2,078,553

Funding Summary	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	FY 2017-18 Budget
Self Insurance Fund	\$ -	\$ -	\$ -	\$ -
Recovery from Other Funds:				
Building & Facilities	22,440	10,476	10,716	11,019
Cable Fund	84,564	35,604	36,396	37,414
Central Garage	8,628	5,340	5,459	5,612
General Fund	1,542,088	1,198,688	1,123,406	1,154,841
Stormwater Fund	27,612	5,928	6,066	6,236
Technology Fund	10,356	5,736	5,864	6,028
Wastewater Fund	465,828	454,032	464,245	477,236
Water Fund	337,364	361,692	369,819	380,167
Total:	\$ 2,498,880	\$ 2,077,496	\$ 2,021,971	\$ 2,078,553



Budgeted Expenses by Ins. Type	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	FY 2017-18 Budget
Workers' Compensation	\$ 555,921	\$ 1,369,333	\$ 677,582	\$ 701,762
General Liabilities	1,196,054	1,267,558	1,306,959	1,335,591
Unemployment Insurance	33,617	5,709	41,200	41,200
Total:	\$ 1,785,592	\$ 2,642,600	\$ 2,025,741	\$ 2,078,553

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Self Insurance Workers' Compensation

Personnel Services	2017-18 Budget	Description
5101 REGULAR SALARIES	\$50,554	Base salary and incentives for all department personnel as subject to benefits per applicable MOUs.
5200 EMPLOYEE BENEFITS	\$26,983	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	\$77,537	

Staff Training & Development	2017-18 Budget	Description
6405 TRAINING/MEETINGS/CONFEREN	\$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	2017-18 Budget	Description
6401 PROFESSIONAL SERVICES	\$1,900	Actuarial review of city self insurance program.
Total Professional Services	\$1,900	

Insurance Premium & Claims	2017-18 Budget	Description
6521 INSURANCE PREMIUMS	\$138,000	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	\$613,000	

Operations	2017-18 Budget	Description
6408 MEDICAL EXAMS	\$3,500	Medical examinations
Total Operations	<u>\$3,500</u>	
Grand Total	<u><u>\$701,762</u></u>	

Self Insurance General Liability

Personnel Services	2017-18 Budget	Description
5101 REGULAR SALARIES	\$75,755	Base salary and incentives for all department personnel as subject to benefits per applicable MOUs.
5200 EMPLOYEE BENEFITS	\$33,505	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	\$109,260	
Professional Services	2017-18 Budget	Description
6401 PROFESSIONAL SERVICES	\$3,900	actuarial review of city self insurance program.
Total Professional Services	\$3,900	
Insurance Premium & Claims	2017-18 Budget	Description
6521 INSURANCE PREMIUMS	\$935,031	ABAG Plan Liability Coverage with Self-Insured Retention of \$100,000 Premium (\$882,556); Bond premium (\$875); and City property insurance premium (\$51,600).
6525 CLAIMS	\$287,400	Liability claims paid.
Total Insurance Premium & Claims	\$1,222,431	
Grand Total	\$1,335,591	

Self Insurance Unemployment Insurance

Professional Services	2017-18 Budget	Description
6401 PROFESSIONAL SERVICES	\$1,200	E-Group Unemployment Insurance Services administrative fees.
Total Professional Services	\$1,200	
Insurance Premium & Claims	2017-18 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

Agency On Aging

Federal/State Grants

Gas Tax

Library Special Revenue

Police Asset Forfeiture

Citizen Option for Public Safety

Solid Waste

Restricted Revenues

Street Special Revenue

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

	2014-15 Actual	2015-16 Actual	2016-17 Amended Budget	2016-17 Estimated Actual	2017-18 Budget
Beginning Fund Balance, July 1	\$ 1,835,947	\$ 2,449,733	\$ 1,361,832	\$ 1,361,832	\$ 667,701
Revenues					
1/2 cent sales tax allocation	924,709	907,607	925,000	930,836	925,000
Investment Income	13,003	8,393	6,000	4,185	4,000
Total Revenues	937,712	916,000	931,000	935,021	929,000
Non-Operating Revenue (Expenditure)					
Transfers Out:					
Streets Capital	(323,926)	(2,003,901)	(1,629,152)	(1,629,152)	(845,000)
Non-Operating Surplus (Deficit)	(323,926)	(2,003,901)	(1,629,152)	(1,629,152)	(845,000)
Change in Fund Balance	613,786	(1,087,901)	(698,152)	(694,131)	84,000
Ending Fund Balance, June 30	\$ 2,449,733	\$ 1,361,832	\$ 663,680	\$ 667,701	\$ 751,701

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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 Trust Agreement expires in November, 2017 and will be closed out following completion of the neighborhood rebuild project in 2017-18. 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
Community Service Officer	0.50
Total	0.50

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

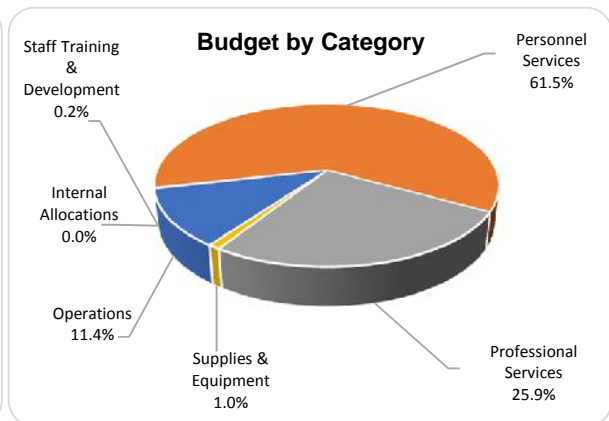
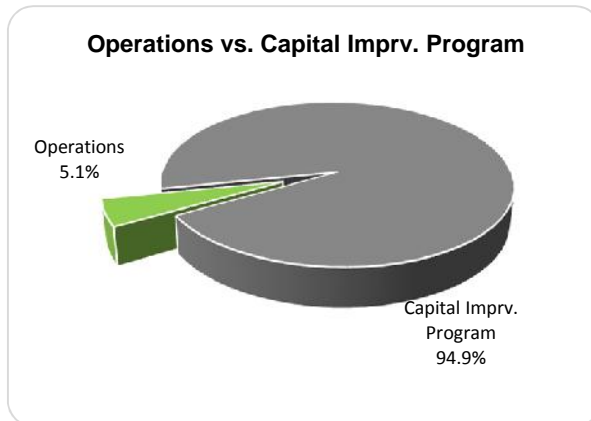
	2014-15 Actual	2015-16 Actual	2016-17 Amended Budget	2016-17 Estimated Actual	2017-18 Budget
Beginning Fund Balance, July 1	\$ -	\$ 1,584,903	\$ 882,181	\$ 882,181	\$ (5,328,843)
Revenues					
Other Revenues	6,481,038	3,929,348	11,885,615	1,668,298	16,555,415
Expenditures					
Recovery Activities	3,121,499	1,391,462	3,513,942	4,578,816	578,143
Total Expenditures	3,121,499	1,391,462	3,513,942	4,578,816	578,143
Non-Operating Revenue (Expenditure)					
Capital Outlay	(1,774,636)	(3,240,608)	(11,184,802)	(3,300,506)	(10,648,429)
Change in Fund Balance	1,584,903	(702,722)	(2,813,129)	(6,211,024)	5,328,843
Ending Fund Balance, June 30	\$ 1,584,903	\$ 882,181	\$ (1,930,948)	\$ (5,328,843)	\$ -

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Crestmoor (Glenview) Budget Summary

Budgeted Expenditures	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18
	Actual	Actual	Budget	Budget
Personnel Services	\$ 1,121,545	\$ 796,063	\$ 2,959,572	\$ 355,643
Staff Training & Development	6,066	4,061	5,000	1,000
Professional Services	1,967,598	537,975	460,870	150,000
Supplies & Equipment	7,516	2,583	8,000	5,500
Operations	18,775	50,781	79,000	66,000
Internal Allocations	-	-	1,500	-
Total:	\$ 3,121,499	\$ 1,391,462	\$ 3,513,942	\$ 578,143

Funding Summary	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18
	Actual	Actual	Budget	Budget
Crestmoor Recovery Fund	\$ 3,121,499	\$ 1,391,462	\$ 3,513,942	\$ 578,143
Total:	\$ 3,121,499	\$ 1,391,462	\$ 3,513,942	\$ 578,143



Goals and Accomplishments

2016-17 Accomplishments

- ◆ Completed closeout of the construction contract for the Upper Sanitary Sewer Lateral Replacement Project (Phase V)
- ◆ Initiated construction on the final phase of the neighborhood rebuild to replace all of the above ground infrastructure including sidewalks, streets and streetlights throughout the entire neighborhood
- ◆ Worked with the Community Services Department to complete the Earl/Glenview Park replacement conceptual design planning process and preparation of the bid documents
- ◆ Provided oversight and inspection for nine of the ten replacement homes formerly owned by the City and PG&E, and performed plan review and approval for the tenth remaining replacement home
- ◆ Provided support and response to inquiries from Crestmoor Neighborhood residents by maintaining a daily presence in the neighborhood

2017-18 Goals and Objectives

- ◆ Complete inspection of the construction of the tenth replacement home in the neighborhood on a lot formerly owned by the City or by PG&E
- ◆ Work with the Community Services Department to complete the Earl/Glenview park replacement
- ◆ Complete construction on the final phase of the neighborhood rebuilding project to replace all of the surface infrastructure including streets, sidewalks and streetlights
- ◆ Complete final closeout of the Surface Infrastructure Replacement Project and closeout of the entire Crestmoor Neighborhood Reconstruction Project
- ◆ Maintain City presence in the neighborhood as the completion of the neighborhood rebuild concludes

2017-18 Goals and Objectives (Continued)

- ◆ Close out the Trust Fund established with a \$50 million deposit by PG&E to fund the City's costs associated with responding to and recovering from the 2010 PG&E gas pipeline explosion in the City's Crestmoor 2 neighborhood

Crestmoor (Glenview) Recovery

Personnel Services	2017-18 Budget	Description
5101 REGULAR SALARIES	\$32,214	Base salary and incentives for all department personnel as subject to benefits per applicable MOUs.
5200 EMPLOYEE BENEFITS	\$23,429	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	\$300,000	Contract project management and inspection services for Crestmoor Infrastructure Rebuild.
Total Personnel Services	\$355,643	

Staff Training & Development	2017-18 Budget	Description
6405 TRAINING/MEETINGS/CONFERENCES	\$1,000	Travel costs associated with the pipeline explosion.
Total Staff Training & Development	\$1,000	

Professional Services	2017-18 Budget	Description
6401 PROFESSIONAL SERVICES	\$150,000	Costs associated with representing the City at CPUC proceedings (\$100,000); and develop informational materials to document and tell the City's story (\$50,000).
Total Professional Services	\$150,000	

Supplies & Equipment	2017-18 Budget	Description
6102 OPERATING SUPPLIES	\$5,500	Rental fee, maintenance and utilities for Crestmoor Neighborhood Rebuild Construction Trailer (\$5,000); and Supplies for daily operations and trust submittals (\$500).
Total Supplies & Equipment	\$5,500	

Operations	2017-18 Budget	Description
6112 POSTAGE	\$500	Postage for neighborhood mailings
6409 SPECIAL PROJECTS	\$7,500	Weed abatement and gopher control (\$5,000); and Commemorative events and community meetings (\$2,500).
6910 CONTINGENCIES/OTHER	\$58,000	Trustee Bond (\$48,000); Rebuild it Green Program (\$7,500); and Counseling Assistance Program (\$2,500).
Total Operations	\$66,000	
Grand Total	\$578,143	

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

	2014-15 Actual	2015-16 Actual	2016-17 Amended Budget	2016-17 Estimated Actual	2017-18 Budget
Beginning Fund Balance, July 1	\$ 4,150,282	\$ 3,544,969	\$ 3,533,441	\$ 3,533,441	\$ 3,511,941
Revenues					
Development Fee					
BMR Housing in-lieu	-	-	-	-	-
Park in-lieu	2,000	-	-	-	-
Interest Earnings	25,702	25,972	15,000	18,000	16,000
Total Revenues	27,702	25,972	15,000	18,000	16,000
Expenditures					
21 Elements	-	-	2,000	2,000	2,000
Affordable Housing Nexus Study	-	-	-	-	-
HIP Housing Program	30,000	30,000	30,000	30,000	30,000
North Peninsula Neighborhood Center	-	-	-	-	-
Shelter Network Homesharing Program	-	7,500	7,500	7,500	7,500
Total Expenditures	30,000	37,500	39,500	39,500	39,500
Non-Operating Revenue (Expense)					
Capital Outlay	(603,015)	-	-	-	-
Change In Fund Balance	(605,313)	(11,528)	(24,500)	(21,500)	(23,500)
Ending Fund Balance, June 30	\$ 3,544,969	\$ 3,533,441	\$ 3,508,941	\$ 3,511,941	\$ 3,488,441

Professional Services	2017-18 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

	2014-15 Actual	2015-16 Actual	2016-17 Amended Budget	2016-17 Estimated Actual	2017-18 Budget
Beginning Fund Balance, July 1	\$ (12,989)	\$ (45,250)	\$ 32,560	\$ 32,560	\$ 32,560
Revenues					
Area Agency on Aging Grant					
Transportation	19,405	19,405	19,405	19,405	19,405
Congregate Nutrition Program	120,885	140,060	121,060	121,060	121,060
Senior Center Donation	78,147	83,333	74,000	76,171	73,300
Investment Income	25	6	-	-	-
Total Revenues	218,462	242,804	214,465	216,636	213,765
Expenditures					
Congregate Nutrition Program	153,171	145,589	121,060	121,060	121,060
Transportation Program	19,405	19,405	19,405	19,405	19,405
Total Expenditures	172,576	164,994	140,465	140,465	140,465
Non-Operating Revenues (Expenditures)					
Transfer Out	(78,147)	-	(74,000)	(76,171)	(73,300)
Change in Fund Balance	(32,261)	77,810	-	-	-
Ending Fund Balance, June 30	\$ (45,250)	\$ 32,560	\$ 32,560	\$ 32,560	\$ 32,560

Personnel Services	2017-18 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	2017-18 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	2017-18 Budget	Description
8999 NON-OPERATING TRANSFERS	\$73,300	Transfer donations to the General Fund to support Senior Services nutrition and transportation program.
Total Internal Allocations	\$73,300	
Grand Total	\$213,765	

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

	2014-15 Actual	2015-16 Actual	2016-17 Amended Budget	2016-17 Estimated Actual	2017-18 Budget
Beginning Fund Balance, July 1	\$ (22,491)	\$ (21,919)	\$ -	\$ -	\$ -
Revenues					
Grant Revenue	98,711	87,789	87,482	87,482	25,000
Investment Income	23	183	-	-	-
Total Revenues	98,734	87,972	87,482	87,482	25,000
Expenditures					
Salaries and Benefits	-	-	21,866	25,087	25,000
Supplies	380	620	156	1,000	-
Contract/Other Services	31,460	77,763	65,460	60,328	-
Meetings/Conferences	7,332	6,344	-	1,067	-
Other Equipment	58,990	-	-	-	-
Total Expenditures	98,162	84,727	87,482	87,482	25,000
Non-Operating Revenues (Expenditures)					
Transfer In	-	18,674	-	-	-
Change in Fund Balance	572	21,919	-	-	-
Ending Fund Balance, June 30	\$ (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

	2014-15 Actual	2015-16 Actual	2016-17 Amended Budget	2016-17 Estimated Actual	2017-18 Budget
Beginning Fund Balance, July 1	\$ 769,153	\$ 676,022	\$ 45,398	\$ 45,398	\$ 139,012
Revenues					
Gas Tax	1,270,588	976,525	1,149,005	904,751	1,300,960
Investment Income	5,197	2,172	3,000	623	600
Total Revenues	1,275,785	978,697	1,152,005	905,374	1,301,560
Expenditures					
Annual Gas Tax Reporting fee	1,416	1,421	1,500	1,760	1,760
Non-Operating Revenue (Expense)					
Transfers Out:					
General Fund for Street Operations	(750,000)	(750,000)	(750,000)	(750,000)	(750,000)
Streets Capital	(617,500)	(857,900)	(352,500)	(60,000)	(617,500)
Non-Operating Surplus (Deficit)	(1,367,500)	(1,607,900)	(1,102,500)	(810,000)	(1,367,500)
Change in Fund Balance	(93,131)	(630,624)	48,005	93,614	(67,700)
Ending Fund Balance, June 30	\$ 676,022	\$ 45,398	\$ 93,403	\$ 139,012	\$ 71,312

Library Grant

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

	2014-15 Actual	2015-16 Actual	2016-17 Amended Budget	2016-17 Estimated Actual	2017-18 Budget
Beginning Fund Balance, July 1	\$ 240,317	\$ 202,761	\$ 165,031	\$ 165,031	\$ 126,775
Revenues					
Inter-Library Loan Program					
Interest Earnings	1,444	1,270	800	744	750
Total Revenues	1,444	1,270	800	744	750
Non-Operating Revenue (Expense)					
Transfer Out:					
General Fund Library Cost	(39,000)	(39,000)	(39,000)	(39,000)	(39,000)
Change in Fund Balance	(37,556)	(37,730)	(38,200)	(38,256)	(38,250)
Ending Fund Balance, June 30	\$ 202,761	\$ 165,031	\$ 126,831	\$ 126,775	\$ 88,525

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

	2014-15 Actual	2015-16 Actual	2016-17 Amended Budget	2016-17 Estimated Actual	2017-18 Budget
Beginning Fund Balance, July 1	\$ 53,076	\$ 58,314	\$ 123,952	\$ 123,952	\$ 393,852
Revenues					
Asset Forfeiture Allocation	36,142	11,970	5,000	5,000	5,000
DOJ Equitable Sharing - Airport	-	52,990	-	285,000	100,000
DOJ Equitable Sharing - DEA Metro One	-	-	-	-	200,000
Investment Income	389	678	200	900	400
Total Revenues	<u>36,531</u>	<u>65,638</u>	<u>5,200</u>	<u>290,900</u>	<u>305,400</u>
Expenditures					
Safety Equipment	31,293	-	15,000	21,000	44,400
Total Expenditures	<u>31,293</u>	<u>-</u>	<u>15,000</u>	<u>21,000</u>	<u>44,400</u>
Non-Operating Revenue (Expenditures)					
Transfers Out:	-	-	-	-	-
Total Non-Operating Revenue (Expenditures)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Change in Fund Balance	5,238	65,638	(9,800)	269,900	261,000
Ending Fund Balance, June 30	<u><u>\$ 58,314</u></u>	<u><u>\$ 123,952</u></u>	<u><u>\$ 114,152</u></u>	<u><u>\$ 393,852</u></u>	<u><u>\$ 654,852</u></u>

Equipment Purchase	Budget	
6650 TOOLS & EQPT. -\$25K	\$44,400	Grant related equipment purchase (\$35,000); Surveillance tracking device with annual tracking service fee (\$2,400); and audio transmitting surveillance device (\$7,000).

Total Equipment Purchase \$44,400

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

	2014-15 Actual	2015-16 Actual	2016-17 Amended Budget	2016-17 Estimated Actual	2017-18 Budget
Beginning Fund Balance, July 1	\$ 11,945	\$ 16,471	\$ 41,990	\$ 41,990	\$ 71,990
Revenues					
SLESF Fund	104,306	125,052	100,000	130,000	120,000
Investment Income	220	467	-	-	-
Total Revenues	104,526	125,519	100,000	130,000	120,000
Non-Operating Revenue (Expense)					
Transfer Out:	(100,000)	(100,000)	(100,000)	(100,000)	(100,000)
Change in Fund Balance	4,526	25,519	-	30,000	20,000
Ending Fund Balance, June 30	\$ 16,471	\$ 41,990	\$ 41,990	\$ 71,990	\$ 91,990

Public Works Department Solid Waste Division

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

Overview

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

The division performs the following services:

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

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Solid Waste Fund

Four Year Summary

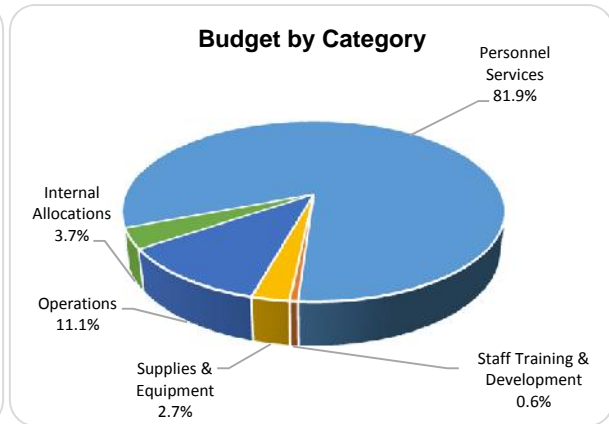
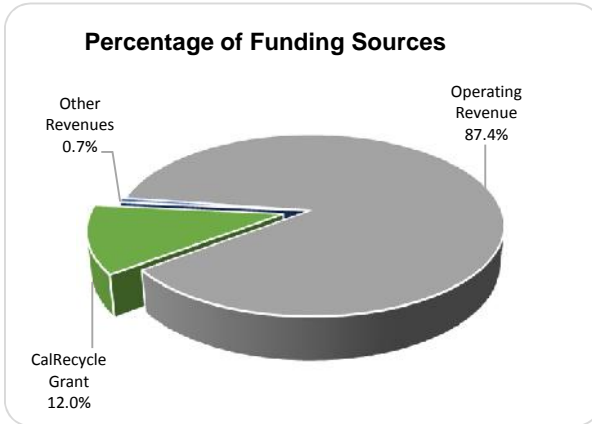
	2014-15 Actual	2015-16 Actual	2016-17 Amended Budget	2016-17 Estimated Actual	2017-18 Budget
Beginning Fund Balance, July 1	\$ 227,581	\$ 246,975	\$ 268,963	\$ 268,963	\$ 284,106
Revenues					
1% AB 939 Fee	74,027	75,809	72,319	78,500	80,320
State of California	-	11,628	11,000	11,525	11,000
Interest Earnings	1,701	1,932	600	654	600
Reimbursements	-	7,819	-		
Total Revenues	75,728	97,188	83,919	90,679	91,920
Expenditures					
Solid Waste Operations	56,334	75,200	75,998	75,536	78,111
Change in Fund Balance	19,394	21,988	7,921	15,143	13,809
Ending Fund Balance, June 30	\$ 246,975	\$ 268,963	\$ 276,884	\$ 284,106	\$ 297,915

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Solid Waste Budget Summary

Budgeted Expenditures	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	FY 2017-18 Budget
Personnel Services	\$ 42,897	\$ 58,774	\$ 62,051	\$ 63,994
Staff Training & Development	17	-	450	450
Professional Services	110	7,292	-	-
Supplies & Equipment	1,609	804	2,100	2,100
Operations	8,977	5,474	8,700	8,700
Internal Allocations	2,724	2,856	2,697	2,867
Total:	\$ 56,334	\$ 75,200	\$ 75,998	\$ 78,111

Funding Summary	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	FY 2017-18 Budget
Operating Revenue	74,027	75,809	72,319	80,320
CalRecycle Grant	-	11,628	11,000	11,000
Other Revenues	1,701	9,751	600	600
Total:	\$ 75,728	\$ 97,188	\$ 83,919	\$ 91,920



Performance and Workload Measures	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Estimated	FY 2017-18 Target
Number of Operation Clean Sweep volunteers	125	125	260	250
Average amount of waste diversion per capita per year	3.4	3.7	3.6	3.5

Goals and Accomplishments

2016-17 Accomplishments

- ◆ Submitted annual Waste Diversion Report to California Integrated Waste Management Board (CalRecycle) summarizing the City's yearly progress in meeting the State target of 75 percent recycling or source reduction of solid waste by 2020. The State's 2015 target for San Bruno was 4.5 pounds of recycling content per person per day. The City achieved 3.7 pounds per person per day.
- ◆ Coordinated with Recology on waste diversion initiatives and related state trash disposal and recycling requirements
- ◆ Completed annual Operation Clean Sweep event where approximately 260 volunteers participated

2017-18 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 Bills (AB) 1826 and 341 - mandatory commercial and organics recycling requirements
- ◆ Submit the 2016 Annual Waste Diversion Report to CalRecycle
- ◆ Support annual Operation Clean Sweep Program

Public Works Department Solid Waste Division

Personnel Services	2017-18 Budget	Description
5101 REGULAR SALARIES	\$40,937	Base salary and incentives for all department personnel as subject to benefits per applicable MOUs.
5200 EMPLOYEE BENEFITS	\$23,057	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	\$63,994	

Staff Training & Development	2017-18 Budget	Description
6405 TRAINING/MEETINGS/CONFERENCES	\$350	Waste reduction, recycling and sustainability workshops (\$200); and various training related to methods to increase waste diversion (\$150).
6701 DUES & MEMBERSHIPS	\$100	Municipal Managers Association of Northern California.
Total Staff Training & Development	\$450	

Supplies & Equipment	2017-18 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	2017-18 Budget	Description
6112 POSTAGE	\$700	Utility insert to promote various recycling programs (\$350); and Utility insert for Operation Clean Sweep (\$350).
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).
Total Operations	\$8,700	

Internal Allocations	2017-18 Budget	Description
7902 INTERDEPARTMENTAL CHARGES	\$2,867	Allocation of services provided to this fund based on cost allocation plan conducted in 2005-06.
Total Internal Allocations	\$2,867	
Grand Total	\$78,111	

Restricted Revenues

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

Four Year Summary

	2014-15 Actual	2015-16 Actual	2016-17 Amended Budget	2016-17 Estimated Actual	2017-18 Budget
Beginning Fund Balance, July 1	\$ 1,135,926	\$ 932,356	\$ 1,181,922	\$ 1,181,922	\$ 1,346,377
Revenues					
City art program	44,367	38,085	32,000	53,500	45,000
Document imaging	22,733	22,338	20,000	28,000	20,000
Friends of the library	5,058	6,625	3,000	4,789	4,700
General plan maintenance	2,919	8,479	5,000	40,000	5,000
Investment income	6,689	8,539	5,000	5,873	6,000
Library donations & grants	1,922	100	-	-	-
Other revenues	76,435	216,709	-	-	32,000
San Bruno Community Foundation	-	55,000	305,000	211,000	30,000
Tree Planting Restricted Revenue	808	1,616	-	4,670	3,000
Technology fee	64,430	60,035	50,000	80,000	60,000
Total Revenues	225,361	417,526	420,000	427,832	205,700
Expenditures					
City art program	54,045	33,162	2,800	2,800	15,800
Document imaging	-	9,436	12,000	12,000	12,000
General plan maintenance	2,210	-	25,500	25,500	12,500
Library donations & grants	14,604	6,849	-	5,077	6,000
Other activities	210,411	90,681	-	-	30,000
San Bruno Community Foundation	-	-	305,000	211,000	30,000
Tree Planting program	1,661	7,732	-	6,000	10,000
Technology fee program	-	-	1,000	1,000	3,875
Total Expenditures	282,931	147,860	346,300	263,377	120,175
Non-Operating Revenue (Expenditures)					
Transfers In:	10,000	-	-	-	-
Transfers Out:					
Capital Improvement	(156,000)	(20,100)	-	-	-
Total Non-Operating Revenue (Expenditures)	(146,000)	(20,100)	-	-	-
Change in Fund Balance	(203,570)	249,566	73,700	164,455	85,525
Ending Fund Balance, June 30	\$ 932,356	\$ 1,181,922	\$ 1,255,622	\$ 1,346,377	\$ 1,431,902

Restricted Revenues Fund

Funding Source: Permit Revenue City Art Program Fee

Operations	2017-18 Budget	Description
6409 SPECIAL PROJECTS	\$13,000	Community Day in the Park art project (\$1,000) and traffic signal controller box art project (\$12,000).
Total Operations	\$13,000	

Professional Services	2017-18 Budget	Description
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	\$2,800	
City Art Program Fee Total	\$15,800	

Funding Source: Permit Revenue Document Imaging Fee

Professional Services	2017-18 Budget	Description
6401 PROFESSIONAL SERVICES	\$12,000	Digital plans imaging service.
Document Imaging Fee Total	\$12,000	

Funding Source: Permit Revenue Technology Fee

Equipment Purchase	2017-18 Budget	Description
6650 TOOLS & EQPT. -\$25K	\$3,875	Two computers (\$1,950), two monitors (\$925), two phone portals (\$500), Blue Beam software (\$500) for plans examination.
Technology Fee Total	\$3,875	

Restricted Revenues Fund

Funding Source: Permit Revenue General Plan Maintenance Fee

Professional Services	2017-18 Budget	Description
6401 PROFESSIONAL SERVICES	\$12,500	Housing element implementation (\$12,000); Grand Boulevard Initiative (\$500).
General Plan Maintenance Fee Total	\$12,500	

Funding Source: Friends of the Library Donations

Operations	2017-18 Budget	Description
6409 SPECIAL PROJECTS	\$5,700	Summer Reading Program T-shirts (\$400) & prizes (\$1,700); Children's programs (\$2,100); Adult programs (\$1,000), Storytime supplies (\$500),
6702 PUBS & SUBSCRIPTIONS	\$300	Book Page Book Review publication (\$300).
Friends of the Library Donations Total	\$6,000	

Funding Source: Tree Planting Restricted Revenue

Supplies & Equipment	2017-18 Budget	Description
6102 OPERATING SUPPLIES	\$10,000	Supplies to support Arbor Day and other tree planting activities.
Tree Planting Restricted Revenue Total	\$10,000	

Restricted Revenues Fund

Funding Source: San Bruno Community Foundation, Sponsors, and Ride Wrist Band Sales

Personnel Services	2017-18 Budget	Description
5105 OVERTIME	\$19,405	Community Day in the Park event overtime.
Total Personnel Services	\$19,405	

Operations	2017-18 Budget	Description
6409 SPECIAL PROJECTS	\$40,595	Community Day in the Park: Publicity (\$6,009); Rides (\$27,445); Entertainment (\$5,150); Food/Beverage Inspection (\$600); Logistics (\$1,391).
Total Operations	\$40,595	
Community Day in the Park Total	\$60,000	
Grand Total	\$120,175	

Street Fund

This fund is restricted for street improvements and mitigation.

Four Year Summary

	2014-15 Actual	2015-16 Actual	2016-17 Amended Budget	2016-17 Estimated Actual	2017-18 Budget
Beginning Fund Balance, July 1	\$ 309,602	\$ 311,731	\$ 314,024	\$ 314,024	\$ 315,924
Revenues					
Investment Income	2,129	2,293	1,000	1,900	1,900
Total Revenues	2,129	2,293	1,000	1,900	1,900
Change in Fund Balance	2,129	2,293	1,000	1,900	1,900
Ending Fund Balance, June 30	\$ 311,731	\$ 314,024	\$ 315,024	\$ 315,924	\$ 317,824

City as Successor Housing Agency

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

Four Year Summary

	2014-15 Actual	2015-16 Actual	2016-17 Amended Budget	2016-17 Estimated Actual	2017-18 Budget
Beginning Fund Balance, July 1	\$ 180,400	\$ 331,652	\$ 501,129	\$ 501,129	\$ 669,371
Non-Operating Revenue (Expense) Transfer In	151,252	169,477	150,000	168,242	150,000
Change in Fund Balance	151,252	169,477	150,000	168,242	150,000
Unrestricted Fund Balance, July 1					
Ending Fund Balance, June 30	\$ 331,652	\$ 501,129	\$ 651,129	\$ 669,371	\$ 819,371

2017-22 Capital Improvement Program

Capital Improvement Program (Insert Divider)

2017-22 Capital Improvement Program

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2017-22 Capital Improvement Program

Financial Summaries (Insert Divider)

2017-22 Capital Improvement Program

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2017-22 Capital Improvement Program

2017-18 Program Funding Summary

Fund	Estimated Carry-Over	New Request	Total Funding for 2017-18
Water Capital Program	\$ 9,073,702	\$ 7,790,468	\$ 16,864,170
Wastewater Capital Program	16,117,186	10,992,930	27,110,116
Stormwater Capital Program	1,561,918	700,000	2,261,918
Cable Capital Program	144,157	1,755,843	1,900,000
Parks and Facilities Capital Program	12,411,796	4,746,500	17,158,296
Street Capital Program	7,147,875	3,364,500	10,512,375
Technology Capital Program	245,784	-	245,784
Operating Program	275,872	37,500	313,372
Total	\$ 46,978,290	\$ 29,387,741	\$ 76,366,031

2017-22 Capital Improvement Program

2017-22 Five-Year Summary Project Category

Project Category	2017-18		2017/18	2018/19	2019/20	2020/21	2021/22	Total 2017-22 Budget	Unfunded Priorities
	Estimated Carryover	New Request							
Water	\$ 9,073,702	\$ 7,790,468	16,864,170	\$ 8,635,000	\$ 6,300,000	\$ 7,300,000	\$ 6,200,000	\$ 45,299,170	\$ -
Wastewater	16,117,186	10,992,930	27,110,116	8,678,952	13,276,313	7,845,137	5,197,262	62,107,780	-
Stormwater	1,561,918	700,000	2,261,918	1,430,000	2,530,000	2,500,000	-	8,721,918	-
Cable Television	144,157	1,755,843	1,900,000	3,025,000	3,025,000	3,025,000	3,025,000	14,000,000	-
Parks and Facilities	12,411,796	4,746,500	17,158,296	2,500,000	35,000,000	10,000,000	-	64,658,296	-
Street Improvements	7,147,875	3,364,500	10,512,375	3,740,000	2,690,000	2,410,000	740,000	20,092,375	-
Technology	245,784	-	245,784	300,000	-	-	-	545,784	-
Operating Programs	275,872	37,500	313,372	-	-	-	-	313,372	-
Unfunded Priorities	-	-	-	-	-	-	-	-	178,860,000
Total	\$ 46,978,290	\$ 29,387,741	\$ 76,366,031	\$ 28,308,952	\$ 62,821,313	\$ 33,080,137	\$ 15,162,262	\$ 215,738,695	\$ 178,860,000

2017-22 Capital Improvement Program

2017-22 Five-Year Summary Funding Source

Funding Source	2017-18		2017/18	2018/19	2019/20	2020/21	2021/22	Total 2017-22 Budget	Unfunded Priorities
	Estimated Carryover	New Request							
ABAG	\$ 7,429	\$ -	\$ 7,429	\$ -	\$ -	\$ -	\$ -	\$ 7,429	\$ -
Cable TV Fund	2,479	56,000	58,479	-	-	-	-	58,479	-
Commute.org Bicycle Parking Reimb.	4,393	-	4,393	-	-	-	-	4,393	-
Crestmoor Trust Fund	9,097,929	1,550,500	10,648,429	-	-	-	-	10,648,429	-
Gas Tax	491,672	617,500	1,109,172	750,000	750,000	610,000	-	3,219,172	-
General Fund Capital Reserve	7,438,676	3,195,500	10,634,176	3,030,000	2,780,000	2,750,000	50,000	19,244,176	-
Lifeline Grant (Prop 1B)	246,072	-	246,072	-	-	-	-	246,072	-
Loan Proceeds	144,157	355,843	500,000	525,000	525,000	525,000	525,000	2,600,000	-
Measure A	1,777,801	845,000	2,622,801	1,000,000	1,000,000	860,000	-	5,482,801	-
MTC OBAG 2 Grant	-	154,000	154,000	190,000	190,000	190,000	190,000	914,000	-
MTC TDA Article 3 Grant	-	-	-	-	-	-	-	-	-
Safe Routes to Transit	445,774	-	445,774	-	-	-	-	445,774	-
San Bruno Community Foundation	366,761	2,500,000	2,866,761	2,500,000	35,000,000	10,000,000	-	50,366,761	-
SMC Transportation Authority Grant	650,000	-	650,000	-	-	-	-	650,000	-
Stormwater Fund	84,401	-	84,401	-	-	-	-	84,401	-
Streets Capital	-	-	-	-	-	-	-	-	-
To Be Determined	-	1,400,000	1,400,000	3,000,000	3,000,000	3,000,000	3,000,000	13,400,000	-
Technology Fee	96,068	-	96,068	-	-	-	-	96,068	-
TLC Grant	735,000	-	735,000	-	-	-	-	735,000	-
Unfunded	-	-	-	-	-	-	-	-	178,860,000
Wastewater Fund	16,266,844	11,072,930	27,339,774	8,678,952	13,276,313	7,845,137	5,197,262	62,337,438	-
Water Fund	9,122,834	7,790,468	16,913,302	8,635,000	6,300,000	7,300,000	6,200,000	45,348,302	-
Total	\$ 46,978,290	\$ 29,537,741	\$ 76,516,031	\$ 28,308,952	\$ 62,821,313	\$ 33,080,137	\$ 15,162,262	\$ 215,888,695	\$ 178,860,000

2017-22 Capital Improvement Program

2017-22 Five-Year Summary by Project

Water Capital Project Title	Total Project Cost	2017-18		2017/18	2018/19	2019/20	2020/21	2021/22	Total 2017-22 Budget
		Estimated Carryover	New Request						
Advanced Water Meter	\$ 6,016,610	\$ 1,260,930	\$ -	1,260,930	\$ -	\$ -	\$ -	\$ -	\$ 1,260,930
Commodore Park Well Replacement	2,483,016	821,220	1,000,000	1,821,220	-	-	-	-	1,821,220
Main Improvement and Replacement Program	25,839,772	4,462,960	3,507,272	7,970,232	4,155,000	3,850,000	3,600,000	6,000,000	25,575,232
Pressure Reg. Station Improvement & Replacement	1,500,000	390,537	600,000	990,537	500,000	-	-	-	1,490,537
Pump Station Improvement & Replacement	1,150,000	400,000	250,000	650,000	250,000	250,000	-	-	1,150,000
Tank Improvement and Replacement Program	19,348,293	1,292,008	2,629,242	3,921,250	3,500,000	2,000,000	3,500,000	-	12,921,250
Well Rehabilitation	1,165,454	446,046	(196,046)	250,000	230,000	200,000	200,000	200,000	1,080,000
Total	\$ 57,503,145	\$ 9,073,702	\$ 7,790,468	\$ 16,864,170	\$ 8,635,000	\$ 6,300,000	\$ 7,300,000	\$ 6,200,000	\$ 45,299,170

Wastewater Capital Project Title	Total Project Cost	2017-18		2017/18	2018/19	2019/20	2020/21	2021/22	Total 2017-22 Budget
		Estimated Carryover	New Request						
Main Improvement and Replacement	\$ 46,363,327	\$ 10,409,119	\$ 3,867,500	\$ 14,276,619	\$ 4,340,000	\$ 10,800,000	\$ 5,890,000	\$ 3,710,000	\$ 39,016,619
Pump Station Improvement and Replacement	9,841,000	3,567,229	4,200,000	7,767,229	1,500,000	-	-	-	9,267,229
Water Quality Control Plant Upgrades	17,003,623	2,140,838	2,925,430	5,066,268	2,838,952	2,476,313	1,955,137	1,487,262	13,823,932
Total	\$ 73,207,950	\$ 16,117,186	\$ 10,992,930	\$ 27,110,116	\$ 8,678,952	\$ 13,276,313	\$ 7,845,137	\$ 5,197,262	\$ 62,107,780

2017-22 Capital Improvement Program

2017-22 Five-Year Summary by Project

Stormwater Capital Project Title	Total Project Cost	2017-18		2017/18	2018/19	2019/20	2020/21	2021/22	Total 2017-22 Budget
		Estimated Carryover	New Request						
City Park Stormwater Improvement	\$ 600,000	\$ 284,718	\$ 300,000	\$ 584,718	\$ -	\$ -	\$ -	\$ -	\$ 584,718
Crestmoor Canyon Detention Basin Improvement		289,030	-	289,030	1,000,000	1,000,000	1,000,000	-	3,289,030
Green Infrastructure Development Plan	210,000	-	150,000	150,000	30,000	30,000	-	-	210,000
Masson Avenue Box Culvert Repair	969,000	838,170	-	838,170	-	-	-	-	838,170
Trash Capture Device Installation	3,800,000	150,000	250,000	400,000	400,000	1,500,000	1,500,000	-	3,800,000
Total	\$ 5,579,000	\$ 1,561,918	\$ 700,000	\$ 2,261,918	\$ 1,430,000	\$ 2,530,000	\$ 2,500,000	\$ -	\$ 8,721,918

Cable Capital Project Title	Total Project Cost	2017-18		2017/18	2018/19	2019/20	2020/21	2021/22	Total 2017-22 Budget
		Estimated Carryover	New Request						
Cable System Upgrade Program	\$ 2,689,873	\$ 144,157	\$ 55,843	\$ 500,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,000,000
MDU Build-out Fiber to the Home	11,400,000	-	1,400,000	1,400,000	2,500,000	2,500,000	2,500,000	2,500,000	11,400,000
Total	\$ 14,089,873	\$ 144,157	\$ 1,455,843	\$ 1,900,000	\$ 2,700,000	\$ 2,700,000	\$ 2,700,000	\$ 2,700,000	\$ 12,400,000

2017-22 Capital Improvement Program

2017-22 Five-Year Summary by Project

Parks & Facilities Capital Project Title	Total Project Cost	2017-18		2017/18	2018/19	2019/20	2020/21	2021/22	Total 2017-22 Budget
		Estimated Carryover	New Request						
Cable TV Facility Improvement	\$ 56,000	\$ -	\$ 56,000	\$ 56,000	\$ -	\$ -	\$ -	\$ -	\$ 56,000
City Facilities Security Improvement	200,000	187,429	-	187,429	-	-	-	-	187,429
City Park Restrooms Replacement	1,515,000	1,460,521	-	1,460,521	-	-	-	-	1,460,521
City Tree Management Program	375,000	96,502	75,000	171,502	-	-	-	-	171,502
Civic Center Improvement	219,339	33,822	-	33,822	-	-	-	-	33,822
Commodore Dog Park Improvements	150,000	-	150,000	150,000	-	-	-	-	150,000
Crestmoor Neighborhood Reconstruction	29,409,868	9,097,929	1,550,500	10,648,429	-	-	-	-	10,648,429
Fire Station 52 Interior Improvement	74,250	74,250	-	74,250	-	-	-	-	74,250
Fireman's Hall Roof Replacement	30,000	30,000	-	30,000	-	-	-	-	30,000
Florida Avenue Park	1,415,000	977,839	250,000	1,227,839	-	-	-	-	1,227,839
Parks Corporation Yard Interior Rehabilitation	125,000	-	125,000	125,000	-	-	-	-	125,000
Police Station Facility Security Improvement	321,256	295,400	20,000	315,400	-	-	-	-	315,400
Senior Center Improvement	105,000	68,104	20,000	88,104	-	-	-	-	88,104
Swimming Pool / Recreation Center	50,000,000	-	2,500,000	2,500,000	2,500,000	35,000,000	10,000,000	-	50,000,000
Water & Wastewater Facility Security Improvement	90,000	90,000	-	90,000	-	-	-	-	90,000
Total	\$ 84,085,713	\$ 12,411,796	\$ 4,746,500	\$ 17,158,296	\$ 2,500,000	\$ 35,000,000	\$ 10,000,000	\$ -	\$ 64,658,296

2017-22 Capital Improvement Program

2017-22 Five-Year Summary by Project

Streets Capital Project Title	Total Project Cost	2017-18		2017/18	2018/19	2019/20	2020/21	2021/22	Total 2017-22 Budget
		Estimated Carryover	New Request						
Accessible Pedestrian Ramps at Various Locations	\$ 505,000	\$ 288,108	\$ -	\$ 288,108	\$ 20,000	\$ 20,000	\$ 20,000	\$ -	\$ 348,108
Bicycle & Pedestrian Improvement Program	1,415,786	15,758	207,000	222,758	240,000	240,000	240,000	240,000	1,182,758
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	15,376,016	2,271,111	2,065,000	4,336,111	2,050,000	1,000,000	1,000,000	-	8,386,111
Pedestrian Safety and Traffic-Calming Program	2,126,230	507,870	55,000	562,870	100,000	100,000	100,000	-	862,870
Sidewalk Repair Program	2,656,252	275,294	115,000	390,294	150,000	150,000	150,000	-	840,294
Street Medians & Grand Boulevard Improvement	850,000	736,940	-	736,940	-	-	-	-	736,940
Streetlight Pole Replacement Program	1,450,000	250,000	-	250,000	400,000	400,000	400,000	-	1,450,000
Streetlight Replacement Program	3,691,698	242,594	400,000	642,594	500,000	500,000	500,000	500,000	2,642,594
Traffic Signal Rehabilitation Program	1,740,000	657,500	522,500	1,180,000	280,000	280,000	-	-	1,740,000
Transit Corridor Pedestrian Connection Improvement	1,180,000	1,124,285	-	1,124,285	-	-	-	-	1,124,285
Total	\$ 32,892,691	\$ 7,147,875	\$ 3,364,500	\$ 10,512,375	\$ 3,740,000	\$ 2,690,000	\$ 2,410,000	\$ 740,000	\$ 20,092,375

2017-22 Capital Improvement Program

2017-22 Five-Year Summary by Project

Technology Capital Project Title	Total Project Cost	2017-18		2017/18	2018/19	2019/20	2020/21	2021/22	Total 2017-22 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	84,401	-	84,401	-	-	-	-	84,401
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	16,529	-	16,529	-	-	-	-	16,529
Records Management System	580,000	18,578	-	18,578	-	-	-	-	18,578
Total	\$ 1,544,767	\$ 245,784	\$ -	\$ 245,784	\$ 300,000	\$ -	\$ -	\$ -	\$ 545,784

Operating Program Project Title	Total Project Cost	2017-18		2017/18	2018/19	2019/20	2020/21	2021/22	Total 2017-22 Budget
		Estimated Carryover	New Request						
Operating Program	\$ 456,041	\$ 275,872	\$ 37,500	\$ 313,372	\$ -	\$ -	\$ -	\$ -	\$ 313,372

Unfunded Priorities Project Title	Total Project Cost	2017-18		2017/18	2018/19	2019/20	2020/21	2021/22	Total 2017-22 Budget
		Estimated Carryover	New Request						
City Facilities Replacement	\$ 156,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Stormwater Infrastructure Improvement	16,810,000	-	-	-	-	-	-	-	-
Other Improvement	6,050,000	-	-	-	-	-	-	-	-
Total	\$178,860,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Grand Total	Total Project Cost	2017-18		2017/18	2018/19	2019/20	2020/21	2021/22	Total 2017-22 Budget
		Estimated Carryover	New Request						
Grand Total	\$ 448,219,180	\$ 46,978,290	\$ 29,087,741	\$ 76,366,031	\$ 27,983,952	\$ 62,496,313	\$ 32,755,137	\$ 14,837,262	\$ 214,138,695

2017-22 Capital Improvement Program

Water Capital
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2017-22 Capital Improvement Program

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Water Capital

2017-22 Five-Year Summary by Project and Funding Source

Project Title	Prior Appropriations	2017/18		2017/18	2018/19	2019/20	2020/21	2021/22	Total 2017-22 Budget
		Estimated Carryover	New Request						
Advanced Water Meter	\$ 6,016,610	\$ 1,260,930	\$ -	\$ 1,260,930	\$ -	\$ -	\$ -	\$ -	\$ 1,260,930
Commodore Park Well Replacement	1,483,016	821,220	1,000,000	1,821,220	-	-	-	-	1,821,220
Main Improvement and Replacement Program	4,727,500	4,462,960	3,507,272	7,970,232	4,155,000	3,850,000	3,600,000	6,000,000	25,575,232
Pressure Reg. Station Improvement & Replacement	400,000	390,537	600,000	990,537	500,000	-	-	-	1,490,537
Pump Station Improvement & Replacement	400,000	400,000	250,000	650,000	250,000	250,000	-	-	1,150,000
Tank Improvement and Replacement Program	7,719,051	1,292,008	2,629,242	3,921,250	3,500,000	2,000,000	3,500,000	-	12,921,250
Well Rehabilitation	531,500	446,046	(196,046)	250,000	230,000	200,000	200,000	200,000	1,080,000
Total	\$ 21,277,677	\$ 9,073,702	\$ 7,790,468	\$ 16,864,170	\$ 8,635,000	\$ 6,300,000	\$ 7,300,000	\$ 6,200,000	\$ 45,299,170
Funding Sources									
Water Fund	\$ 21,277,677	\$ 9,073,702	\$ 7,790,468	\$ 16,864,170	\$ 8,635,000	\$ 6,300,000	\$ 7,300,000	\$ 6,200,000	\$ 45,299,170

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

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

Water Capital

Water Meters

Advanced Water Meter

PROJECT #: 84132

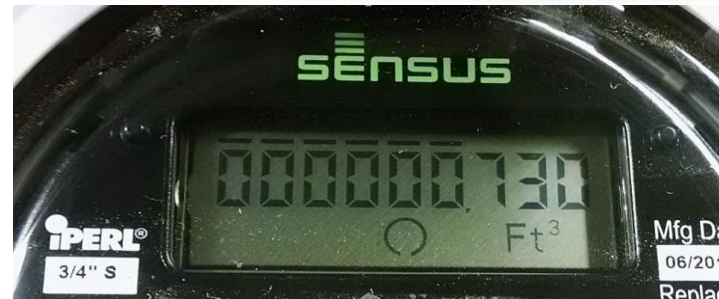
Total Project Cost: \$ 6,016,610

DEPARTMENT: Public Works

PROJECT APPROPRIATIONS	Prior Appropriations	2017/18		2017/18	2018/19	2019/20	2020/21	2021/22	Total 2017-22 Budget
		Estimated Carryover	New Request						
Installation	\$ 6,016,610	\$ 1,260,930	\$ -	\$ 1,260,930	\$ -	\$ -	\$ -	\$ -	\$ 1,260,930
FUNDING SOURCES									
Water Fund	\$ 6,016,610	\$ 1,260,930	\$ -	\$ 1,260,930	\$ -	\$ -	\$ -	\$ -	\$ 1,260,930

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.

Residential meter replacement was completed in 2016-17. Installation of advanced meters at all commercial premises commercial meters will be completed in 2017-18.



Project Details

Initial Funding Year	2013/14
Target Completion Year	2017/18
Expended as of June 30, 2017	\$4,755,680

Water Capital

Well Replacement

Commodore Park Well Replacement

PROJECT #: 84709

Total Project Cost: \$ 2,483,016

DEPARTMENT: Public Works

PROJECT APPROPRIATIONS	Prior Appropriations	2017/18		2017/18	2018/19	2019/20	2020/21	2021/22	Total 2017-22 Budget
		Estimated Carryover	New Request						
Design and Construction	\$ 1,483,016	\$ 821,220	\$ 1,000,000	\$ 1,821,220	\$ -	\$ -	\$ -	\$ -	\$ 1,821,220
FUNDING SOURCES									
Water Fund	\$ 1,483,016	\$ 821,220	\$ 1,000,000	\$ 1,821,220	\$ -	\$ -	\$ -	\$ -	\$ 1,821,220

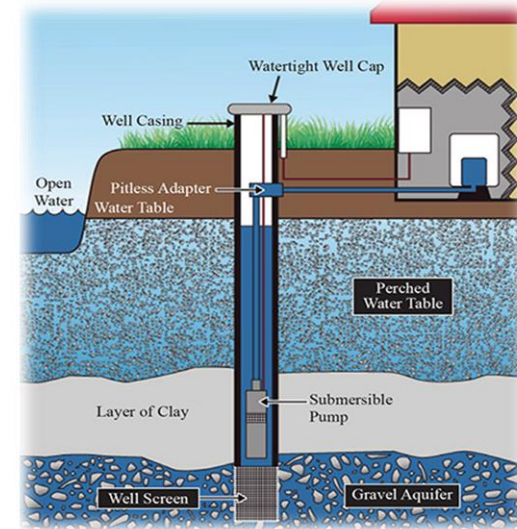
Project Description: This project replaces the Commodore Park Well, which is 25 years old and is one of the City's oldest wells. Despite regular maintenance and rehabilitation of this well, it ceased operation in June 2010. A feasibility analysis was performed to determine a potential replacement well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

The construction of the test well was completed in 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. Property for the well location was acquired in 2016-17 which resolved ingress and egress issues.

Discussions are on-going with the San Francisco Public Utility Commission (SFPUC) over access, ownership, and operations of this future facility. Design and construction for the well facility will proceed once these discussions are concluded. Additional funding is included for 2017-18 based on updated costs for construction of the production well.

Project Details

Initial Funding Year	2009/10
Target Completion Year	2017/18
Expended as of June 30, 2017	\$661,796



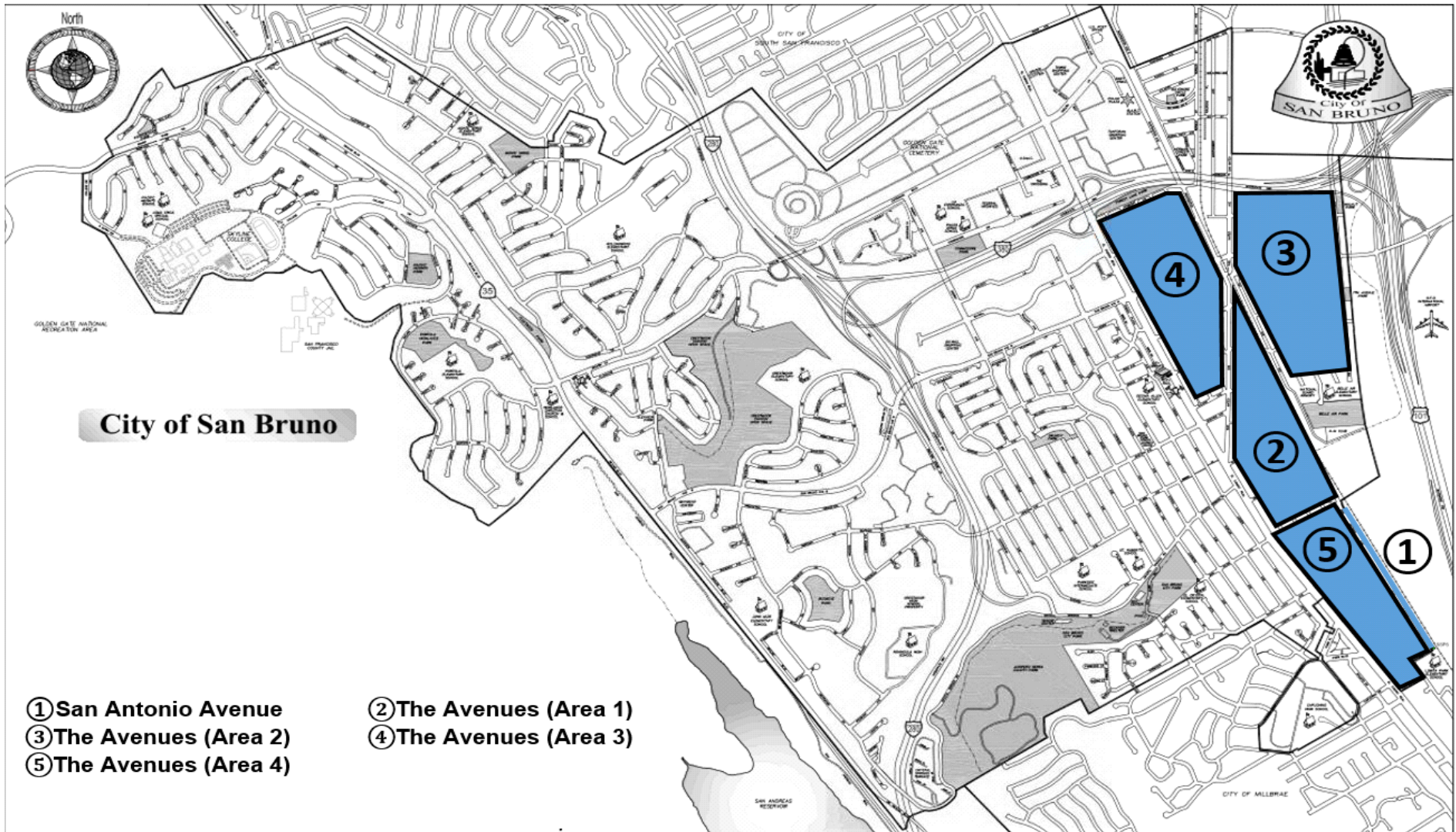
2017-22 Capital Improvement Program

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Water Capital

Water Mains

Water Main Improvement and Replacement Program Map



Water Capital

Water Mains

Water Main Improvement and Replacement Program Summary

PROJECT #: 84151|84153|11002|11006|11007|11008|11009|11010|11011

Total Project Cost: \$ 25,839,772

DEPARTMENT: Public Works

PROJECT APPROPRIATIONS	Prior Appropriations	2017/18		2017/18	2018/19	2019/20	2020/21	2021/22	Total 2017-22 Budget
		Estimated Carryover	New Request						
Design and Construction	\$ 4,727,500	\$ 4,462,960	\$ 3,507,272	\$ 7,970,232	\$ 4,155,000	\$ 3,850,000	\$ 3,600,000	\$ 6,000,000	\$ 25,575,232
FUNDING SOURCES									
Water Fund	\$ 4,727,500	\$ 4,462,960	\$ 3,507,272	\$ 7,970,232	\$ 4,155,000	\$ 3,850,000	\$ 3,600,000	\$ 6,000,000	\$ 25,575,232

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 2013 Water Master Plan, which determined project priorities using water leak reports, maintenance history, fire flow analysis, condition, and capacity of pipelines. Project locations that are scheduled to be completed within the next five years include: San Mateo Avenue, San Antonio Avenue, and the eastern portion of the City south of I-380, also known as “the Avenues”.

Additional funding is included for 2017-18 based on updated construction cost estimates following project design. See the project detail on the following page.



Project Details

Initial Funding Year	2005/06
Target Completion Year	On-going
Expended as of June 30, 2017	\$264,540

Water Capital

Water Mains

Water Main Improvement and Replacement Program - Project Detail

PROJECT #: 84151 | 84153 | 11002 | 11006 | 11007 | 11008 | 11009 | 11010 | 11011

DEPARTMENT: Public Works

PROJECT APPROPRIATIONS	Project #	Prior Appropriations	2017/18		2017/18	2018/19	2019/20	2020/21	2021/22	Total 2017-22 Budget
			Estimated Carryover	New Request						
San Mateo Avenue	84151	\$ 1,427,500	\$ 1,275,966	\$ 600,000	\$ 1,875,966	\$ -	\$ -	\$ -	\$ -	\$ 1,875,966
San Antonio Avenue	11006	-	-	1,072,500	1,072,500	-	-	-	-	1,072,500
Avenues No. 1-1	84153	1,700,000	1,643,463	424,920	2,068,383	-	-	-	-	2,068,383
Avenues No. 1-2	11002	1,600,000	1,543,531	1,064,852	2,608,383	-	-	-	-	2,608,383
Avenues No. 1-3	11007	-	-	300,000	300,000	3,720,000	-	-	-	4,020,000
Avenues No. 2-1	11008	-	-	45,000	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	2,900,000	3,200,000
Avenues No. 3-4	Unassigned	-	-	-	-	-	-	300,000	2,800,000	3,100,000
Avenues No. 4-1	Unassigned	-	-	-	-	-	-	-	300,000	300,000
Total		\$ 4,727,500	\$ 4,462,960	\$ 3,507,272	\$ 7,970,232	\$ 4,155,000	\$ 3,850,000	\$ 3,600,000	\$ 6,000,000	\$ 25,575,232
FUNDING SOURCES										
Water Fund		\$ 4,727,500	\$ 4,462,960	\$ 3,507,272	\$ 7,970,232	\$ 4,155,000	\$ 3,850,000	\$ 3,600,000	\$ 6,000,000	\$ 25,575,232

Water Capital

Service Connections

Pressure Regulator Station Improvement & Replacement Summary

PROJECT #: 11005

Total Project Cost: \$ 1,500,000

DEPARTMENT: Public Works

PROJECT APPROPRIATIONS	Prior Appropriations	2017/18		2017/18	2018/19	2019/20	2020/21	2021/22	Total 2017-22 Budget
		Estimated Carryover	New Request						
Design and Installation	\$ 400,000	\$ 390,537	\$ 600,000	\$ 990,537	\$ 500,000	\$ -	\$ -	\$ -	\$ 1,490,537
FUNDING SOURCES									
Water Fund	\$ 400,000	\$ 390,537	\$ 600,000	\$ 990,537	\$ 500,000	\$ -	\$ -	\$ -	\$ 1,490,537

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

A condition assessment of the regulating stations was completed in 2016-17. Design has been completed to replace the regulating station at Arbor Court. Construction is scheduled for 2017-18. The 2017-18 schedule also includes rehabilitation of the regulating stations at Rollingwood drive and Oakmont Avenue, and full replacement of the Cunningham Drive station. Complete replacement of the Glenview Drive station and rehabilitation of the station at Piedmont Avenue will occur during 2018-19. An assessment and work plan for future facilities will be completed during 2017-18.



Project Details

Initial Funding Year	2016/17
Target Completion Year	2017/18
Expended as of June 30, 2017	\$ 9,463

Water Capital

Service Connections

Pressure Regulator Station Improvement Program - Project Detail

PROJECT #: 11005 | 11016 | 11017 | 11018

DEPARTMENT: Public Works

PROJECT APPROPRIATIONS	Project #	Prior Appropriations	2017/18		2017/18	2018/19	2019/20	2020/21	2021/22	Total 2017-22 Budget
			Estimated Carryover	New Request						
Arbor Court	11005	\$ 400,000	\$ 390,537	\$ -	\$ 390,537	\$ -	\$ -	\$ -	\$ -	\$ 390,537
Rollingwood Drive	11016	-	-	100,000	100,000	-	-	-	-	100,000
Oakmont Drive	11017	-	-	100,000	100,000	-	-	-	-	100,000
Cunningham Drive	11018	-	-	400,000	400,000	-	-	-	-	400,000
Glenview Drive	Unassigned	-	-	-	-	400,000	-	-	-	400,000
Piedmont Avenue	Unassigned	-	-	-	-	100,000	-	-	-	100,000
Total		\$ 400,000	\$ 390,537	\$ 600,000	\$ 990,537	\$ 500,000	\$ -	\$ -	\$ -	\$ 1,490,537
FUNDING SOURCES										
Water Fund		\$ 400,000	\$ 390,537	\$ 600,000	\$ 990,537	\$ 500,000	\$ -	\$ -	\$ -	\$ 1,490,537

Water Capital

Pump Stations

Water Pump Station Improvement and Replacement Summary

PROJECT #: 11004 | 11003 | 11012

Total Project Cost: \$ 1,150,000

DEPARTMENT: Public Works

PROJECT APPROPRIATIONS	Prior Appropriations	2017/18		2017/18	2018/19	2019/20	2020/21	2021/22	Total 2017-22 Budget
		Estimated Carryover	New Request						
Design and Construction	\$ 400,000	\$ 400,000	\$ 250,000	\$ 650,000	\$ 250,000	\$ 250,000	\$ -	\$ -	\$ 1,150,000
FUNDING SOURCES									
Water Fund	\$ 400,000	\$ 400,000	\$ 250,000	\$ 650,000	\$ 250,000	\$ 250,000	\$ -	\$ -	\$ 1,150,000

Project Description: The City operates eight pump stations which deliver 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 evaluation of Sneath Lane and Lake Drive Pump Stations. The study 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. The study was scheduled to be completed in 2016-17 but was not completed and has been deferred to 2017-18.

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 2017-18.

Additional funding is included for 2017-18 construction following completion of the site design cost estimates. See the project detail on the following page.



Project Details

Initial Funding Year	2009/10
Target Completion Year	2019/20
Expended as of June 30, 2017	\$0

Water Capital

Pump Stations

Water Pump Station Improvement and Replacement - Project Detail

PROJECT #: 11004 | 11003 | 11012

DEPARTMENT: Public Works

PROJECT APPROPRIATIONS	Project #	Prior Appropriations	2017/18		2017/18	2018/19	2019/20	2020/21	2021/22	Total 2017-22 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
Whitman Pump Station Generator	11012	-	-	250,000	250,000	-	-	-	-	250,000
Princeton Pump Station Generator	Unassigned	-	-	-	-	250,000	-	-	-	250,000
Glenview Pump Station Generator	Unassigned	-	-	-	-	-	250,000	-	-	250,000
Total		\$ 400,000	\$ 400,000	\$ 250,000	\$ 650,000	\$ 250,000	\$ 250,000	\$ -	\$ -	\$ 1,150,000
FUNDING SOURCES										
Water Fund		\$ 400,000	\$ 400,000	\$ 250,000	\$ 650,000	\$ 250,000	\$ 250,000	\$ -	\$ -	\$ 1,150,000

Water Capital

Water Tanks

Water Tank Improvement and Replacement Program Summary

PROJECT #: 84131|85100|84142

Total Project Cost: \$ 19,348,293

DEPARTMENT: Public Works

PROJECT APPROPRIATIONS	Prior Appropriations	2017/18		2017/18	2018/19	2019/20	2020/21	2021/22	Total 2017-22 Budget
		Estimated Carryover	New Request						
Design and Construction	\$ 7,719,051	\$ 1,292,008	\$ 2,629,242	\$ 3,921,250	\$ 3,500,000	\$ 2,000,000	\$ 3,500,000	\$ -	\$ 12,921,250
FUNDING SOURCES									
Water Fund	\$ 7,719,051	\$ 1,292,008	\$ 2,629,242	\$ 3,921,250	\$ 3,500,000	\$ 2,000,000	\$ 3,500,000	\$ -	\$ 12,921,250

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.

Replacement of the Glenview Tank was completed in 2016-17. The current work effort is focused on completing design of the Cunningham Tank. Project work includes the planning, design, and construction phases. Modification and improvement work planned for completion in the coming years includes rehabilitation/replacement of the Sweeney Ridge, Princeton, College, San Bruno, Lake Drive, and Pacific Heights Tanks.

Additional funding is included for 2017-18 based on updated construction cost estimates following final design for the Cunningham Tank. See the project detail on the following page.

Project Details

Initial Funding Year	2004/05
Target Completion Year	2020/21
Expended as of June 30, 2017	\$6,427,043



Water Capital

Water Tanks

Water Tank Improvement and Replacement Program - Project Detail

PROJECT #: 84131 | 85100 | 84142

DEPARTMENT: Public Works

PROJECT APPROPRIATIONS	Project #	Prior Appropriations	2017/18		2017/18	2018/19	2019/20	2020/21	2021/22	Total 2017-22 Budget
			Estimated Carryover	New Request						
Tank Modifications & Improvements	84131	\$ 1,706,615	\$ 909,681	\$ -	\$ 909,681	\$ -	\$ -	\$ -	\$ -	\$ 909,681
Cunningham Drive Tank Retrofit	85100	372,436	123,071	2,876,796	2,999,867	3,000,000	-	-	-	5,999,867
Glenview Tank Replacement	84142	5,640,000	259,256	(247,554)	11,702	-	-	-	-	11,702
Princeton Tank Replacement	Unassigned	-	-	-	-	-	500,000	3,500,000	-	4,000,000
Sweeney Ridge Tank Replacement	Unassigned	-	-	-	-	500,000	1,500,000	-	-	2,000,000
Total		\$ 7,719,051	\$ 1,292,008	\$ 2,629,242	\$ 3,921,250	\$ 3,500,000	\$ 2,000,000	\$ 3,500,000	\$ -	\$ 12,921,250
FUNDING SOURCES										
Water Fund		\$ 7,719,051	\$ 1,292,008	\$ 2,629,242	\$ 3,921,250	\$ 3,500,000	\$ 2,000,000	\$ 3,500,000	\$ -	\$ 12,921,250

Water Capital

Water Wells

Well Rehabilitation Program Summary

PROJECT #: 84707 | 11013 | 11014 | 11015

Total Project Cost: \$ 1,165,454

DEPARTMENT: Public Works

PROJECT APPROPRIATIONS	Prior Appropriations	2017/18		2017/18	2018/19	2019/20	2020/21	2021/22	Total 2017-22 Budget
		Estimated Carryover	New Request						
Well Rehabilitation	\$ 531,500	\$ 446,046	\$ (196,046)	\$ 250,000	\$ 230,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,080,000
FUNDING SOURCES									
Water Fund	\$ 531,500	\$ 446,046	\$ (196,046)	\$ 250,000	\$ 230,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,080,000

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. Rehabilitation has been completed on two wells. The schedule for the remaining wells includes City Park Well in 2017-18 and Forest Lane Well during 2018-19. The Commodore Well is currently inactive awaiting construction of a replacement well and will eventually be included in the rotating rehabilitation schedule.

The reduction in funding for 2017-18 results from less rehabilitation work being performed than previously scheduled due to the reduced well production program in conjunction with the Joint Groundwater Storage and Recovery program with Daly City, CalWater, and the San Francisco Public Utilities Commission (SFPUC). See the 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 Works

PROJECT APPROPRIATIONS	Project #	Prior Appropriations	2017/18		2017/18	2018/19	2019/20	2020/21	2021/22	Total 2017-22 Budget
			Estimated Carryover	New Request						
Corporation Yard Well (17)	84707	\$ 301,500	\$ 216,046	\$ (216,046)	\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ 200,000
Lions Field Well (20)	11013	230,000	230,000	20,000	250,000	-	-	-	200,000	450,000
City Park Well (18)	11014	-	-	-	-	230,000	-	-	-	230,000
Forest Lane Well (16)	11015	-	-	-	-	-	200,000	-	-	200,000
Total		\$ 531,500	\$ 446,046	\$ (196,046)	\$ 250,000	\$ 230,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,080,000
FUNDING SOURCES										
Water Fund		\$ 531,500	\$ 446,046	\$ (196,046)	\$ 250,000	\$ 230,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,080,000

2017-22 Capital Improvement Program

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2017-22 Capital Improvement Program

Wastewater Capital
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2017-22 Capital Improvement Program

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Wastewater Capital

2017-22 Five-Year Summary by Project and Funding Source

PROJECT TITLE	Prior Appropriations	2017/18		2017/18	2018/19	2019/20	2020/21	2021/22	Total 2017-22 Budget
		Estimated Carryover	New Request						
Main Improvement and Replacement	\$ 17,755,827	\$ 10,409,119	\$ 3,867,500	\$ 14,276,619	\$ 4,340,000	\$ 10,800,000	\$ 5,890,000	\$ 3,710,000	\$ 39,016,619
Pump Station Improvement and Replacement	4,141,000	3,567,229	4,200,000	7,767,229	1,500,000	-	-	-	9,267,229
Water Quality Control Plant Upgrades	5,320,529	2,140,838	2,925,430	5,066,268	2,838,952	2,476,313	1,955,137	1,487,262	13,823,932
Total	\$ 27,217,356	\$ 16,117,186	\$10,992,930	\$ 27,110,116	\$ 8,678,952	\$13,276,313	\$ 7,845,137	\$ 5,197,262	\$ 62,107,780
FUNDING SOURCES									
Wastewater Fund	\$ 27,217,356	\$ 16,117,186	\$10,992,930	\$ 27,110,116	\$ 8,678,952	\$13,276,313	\$ 7,845,137	\$ 5,197,262	\$ 62,107,780

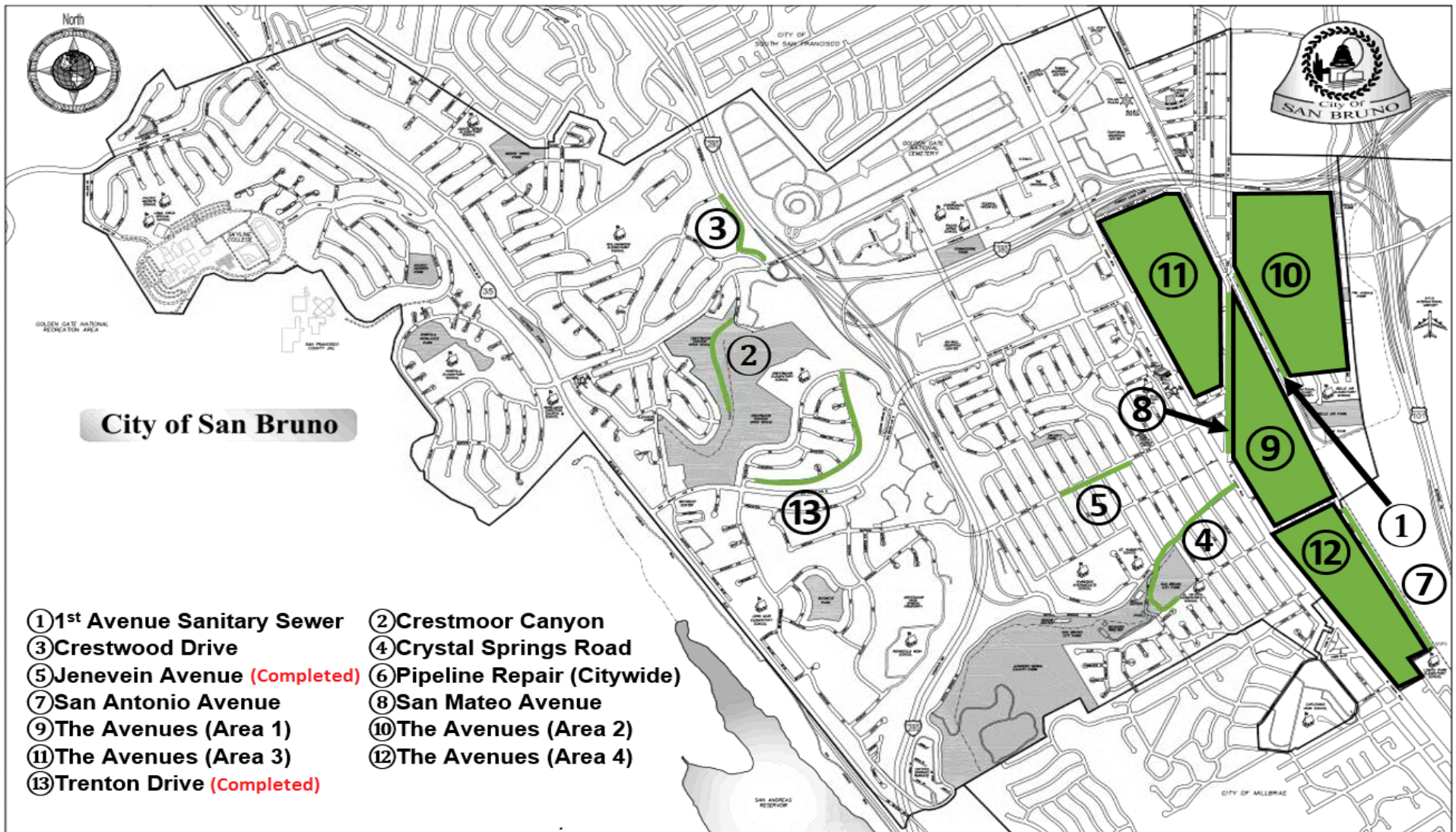
The Wastewater Enterprise Fund provides for the maintenance and capital improvements to the City's wastewater collection system to assure safe and reliable collection and conveyance of wastewater from San Bruno residences and businesses to the Water Quality Control Plant which is jointly owned by the Cities of San Bruno and South San Francisco and operated by South San Francisco. The San Bruno 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 there it is pumped to the Water Quality Control Plant for treatment. 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.

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.

2017-22 Capital Improvement Program

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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: \$ 46,363,327

DEPARTMENT: Public Works	Prior Appropriations	2017/18		2017/18	2018/19	2019/20	2020/21	2021/22	Total 2017-22 Budget
		Estimated Carryover	New Request						
PROJECT APPROPRIATIONS									
Design and Construction	\$ 17,755,827	\$ 10,409,119	\$ 3,867,500	\$ 14,276,619	\$ 4,340,000	\$ 10,800,000	\$ 5,890,000	\$ 3,710,000	\$ 39,016,619
FUNDING SOURCES									
Wastewater Fund	\$ 17,755,827	\$ 10,409,119	\$ 3,867,500	\$ 14,276,619	\$ 4,340,000	\$ 10,800,000	\$ 5,890,000	\$ 3,710,000	\$ 39,016,619

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

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

Additional funding is included for 2017-18 for design of Avenues 1-3 and for revised construction costs for San Mateo Avenue, Crystal Springs Road, Crestwood Drive, and San Antonio Drive based on cost estimates following final design. See the project detail on the following page.

Project Details

Initial Funding Year	2005/06
Target Completion Year	On-going
Expended as of June 30, 2017	\$3,673,354



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 Works

PROJECT TITLE	Project #	Prior Appropriations	2017/18		2017/18	2018/19	2019/20	2020/21	2021/22	Total 2017-22 Budget
			Estimated Carryover	New Request						
Trenton Drive	85704	\$ 2,265,180	\$ 851,317	\$ -	\$ 851,317	\$ -	\$ -	\$ -	\$ -	\$ 851,317
Pipeline Repair/Grade 5	84322	3,006,578	2,401,566	(1,000,000)	1,401,566	-	-	-	-	1,401,566
1st Avenue Sanitary Sewer Line	84339	1,028,022	1,018,398	-	1,018,398	-	-	-	-	1,018,398
Jenevein Avenue	84340	2,120,193	852,565	-	852,565	-	-	-	-	852,565
San Mateo Avenue	84341	1,600,000	1,450,685	400,000	1,850,685	-	-	-	-	1,850,685
Crystal Springs Road	84342	2,320,000	2,229,179	1,000,000	3,229,179	-	-	-	-	3,229,179
Crestmoor Canyon	31002	520,000	497,619	-	497,619	-	-	-	-	497,619
Crestwood Drive	31006	300,000	300,000	900,000	1,200,000	-	-	-	-	1,200,000
San Antonio Avenue	31007	-	-	900,000	900,000	-	-	-	-	900,000
Avenues No. 1-1	84343	722,500	664,733	1,367,500	2,032,233	-	-	-	-	2,032,233
Avenues No. 1-2	31001	200,000	143,058	-	143,058	3,270,000	-	-	-	3,413,058
Avenues No. 1-3	31008	-	-	300,000	300,000	-	2,630,000	-	-	2,930,000
Avenues No. 2-1	31009	-	-	-	-	400,000	2,110,000	-	-	2,510,000
Avenues No. 2-2	31010	-	-	-	-	370,000	3,200,000	-	-	3,570,000
Avenues No. 2-3	31011	-	-	-	-	-	400,000	3,260,000	-	3,660,000
Avenues No. 3-1	31012	-	-	-	-	300,000	2,160,000	-	-	2,460,000
Avenues No. 3-2	31013	-	-	-	-	-	300,000	2,030,000	-	2,330,000
Avenues No. 3-3	31014	-	-	-	-	-	-	300,000	1,940,000	2,240,000
Avenues No. 3-4	Unassigned	-	-	-	-	-	-	300,000	1,170,000	1,470,000
Avenues No. 4-1	Unassigned	-	-	-	-	-	-	-	300,000	300,000
Avenues No. 4-2	Unassigned	-	-	-	-	-	-	-	300,000	300,000
Total		\$ 17,755,827	\$ 10,409,119	\$ 3,867,500	\$ 14,276,619	\$ 4,340,000	\$ 10,800,000	\$ 5,890,000	\$ 3,710,000	\$ 39,016,619
FUNDING SOURCES										
Wastewater Fund		\$ 17,755,827	\$ 10,409,119	\$ 3,867,500	\$ 14,276,619	\$ 4,340,000	\$ 10,800,000	\$ 5,890,000	\$ 3,710,000	\$ 39,016,619

Wastewater Capital

Pump Stations

Wastewater Pump Station Improvement & Replacement Summary

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

Total Project Cost: \$ 9,841,000

DEPARTMENT: Public Works

PROJECT APPROPRIATIONS	Prior Appropriations	2017/18		2017/18	2018/19	2019/20	2020/21	2021/22	Total 2017-22 Budget
		Estimated Carryover	New Request						
Design and Construction	\$ 4,141,000	\$ 3,567,229	\$ 4,200,000	\$ 7,767,229	\$ 1,500,000	\$ -	\$ -	\$ -	\$ 9,267,229
FUNDING SOURCES									
Wastewater Fund	\$ 4,141,000	\$ 3,567,229	\$ 4,200,000	\$ 7,767,229	\$ 1,500,000	\$ -	\$ -	\$ -	\$ 9,267,229

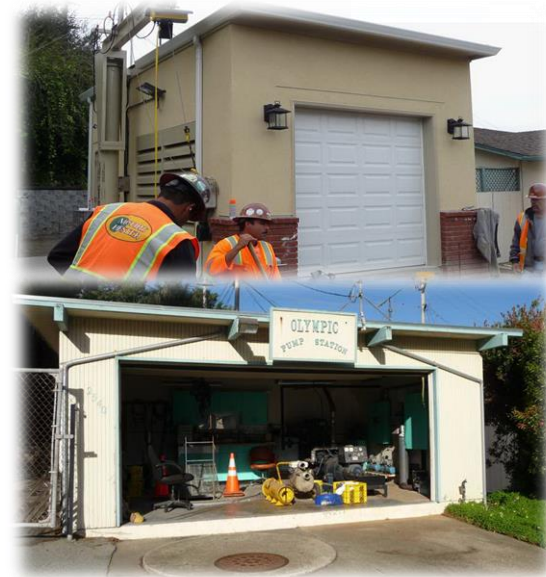
Project Description: The City operates six sanitary sewer pump (lift) stations that convey wastewater from homes and businesses to the City of South San Francisco Shaw Road Pump Station and subsequently to the Water Quality Control Plant located in South San Francisco. This program includes planning,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

The design for Spyglass Pump Station was completed in 2016-17 and construction is scheduled to begin in 2017-18.

Design for the Crestwood, Crestmoor, and Lomita pump stations are scheduled in 2017-18 and construction is scheduled to be completed by 2018-19. See the project detail on the following page.

Project Details

Initial Funding Year	2009/10
Target Completion Year	On-going
Expended as of June 30, 2017	\$573,771



Wastewater Capital

Pump Stations

Wastewater Pump Station Improvement & Replacement - Project Detail

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

DEPARTMENT: Public Works

PROJECT TITLE	Project #	Prior Appropriations	2017/18		2017/18	2018/19	2019/20	2020/21	2021/22	Total 2017-22 Budget
			Estimated Carryover	New Request						
Spyglass Pump Station	85111	\$ 3,291,000	\$ 2,870,410	\$ -	\$ 2,870,410	\$ -	\$ -	\$ -	\$ -	\$ 2,870,410
Crestmoor Pump Station	31003	300,000	224,243	1,900,000	2,124,243	-	-	-	-	2,124,243
Crestwood Pump Station	31004	250,000	250,000	750,000	1,000,000	1,500,000	-	-	-	2,500,000
Lomita Pump Station	31005	300,000	222,576	1,550,000	1,772,576	-	-	-	-	1,772,576
Total		\$ 4,141,000	\$ 3,567,229	\$ 4,200,000	\$ 7,767,229	\$ 1,500,000	\$ -	\$ -	\$ -	\$ 9,267,229
FUNDING SOURCES										
Wastewater Fund		\$ 4,141,000	\$ 3,567,229	\$ 4,200,000	\$ 7,767,229	\$ 1,500,000	\$ -	\$ -	\$ -	\$ 9,267,229

Wastewater Capital

Water Quality Control Plant

Water Quality Control Plant

PROJECT #: 85708

Total Project Cost: \$ 17,003,623

DEPARTMENT: Public Works

PROJECT APPROPRIATIONS	Prior Appropriations	2017/18		2017/18	2018/19	2019/20	2020/21	2021/22	Total 2017-22 Budget
		Estimated Carryover	New Request						
Water Quality Control Plant Improvements	\$ 5,320,529	\$ 2,140,838	\$ 2,925,430	\$ 5,066,268	\$ 2,838,952	\$ 2,476,313	\$ 1,955,137	\$ 1,487,262	\$ 13,823,932
FUNDING SOURCES									
Wastewater Fund	\$ 5,320,529	\$ 2,140,838	\$ 2,925,430	\$ 5,066,268	\$ 2,838,952	\$ 2,476,313	\$ 1,955,137	\$ 1,487,262	\$ 13,823,932

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

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

The anticipated 2017-18 project expenditures are \$2,925,430, with the remaining Estimated Carryover amount to be accrued within the 2016-17 fiscal year.



Project Details

Initial Funding Year	2011/12
Target Completion Year	On-going
Expended as of June 30, 2017	\$3,179,691

2017-22 Capital Improvement Program

Stormwater Capital
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2017-22 Capital Improvement Program

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Stormwater Capital

2017-22 Five-Year Summary by Project and Funding Source

PROJECT TITLE	Prior Appropriations	2017/18		2017/18	2018/19	2019/20	2020/21	2021/22	Total 2017-22 Budget
		Estimated Carryover	New Request						
City Park Stormwater Improvement	\$ 300,000	\$ 284,718	\$ 300,000	\$ 584,718	\$ -	\$ -	\$ -	\$ -	\$ 584,718
Crestmoor Canyon Detention Basin Improvement	300,000	289,030	-	289,030	1,000,000	1,000,000	1,000,000	-	3,289,030
Green Infrastructure Development Plan	-	-	150,000	150,000	30,000	30,000	-	-	210,000
Masson Avenue Box Culvert Repair	969,000	838,170	-	838,170	-	-	-	-	838,170
Trash Capture Device Installation	150,000	150,000	250,000	400,000	400,000	1,500,000	1,500,000	-	3,800,000
Total	\$ 1,719,000	\$ 1,561,918	\$ 700,000	\$ 2,261,918	\$ 1,430,000	\$ 2,530,000	\$ 2,500,000	\$ -	\$ 8,721,918
FUNDING SOURCES									
General Fund Capital Reserve	\$ 1,719,000	\$ 1,561,918	\$ 700,000	\$ 2,261,918	\$ 1,430,000	\$ 2,530,000	\$ 2,500,000	\$ -	\$ 8,721,918

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

The Regional Water Quality Control Board regulates stormwater discharge under the requirements of the Federal Clean Water Act to avoid pollution of the receiving water of the San Francisco Bay. Regulatory requirements have become increasingly strict and complex in recent years and the City will be required to complete many costly projects within the next several years to maintain compliance.

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

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

2017-22 Capital Improvement Program

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Stormwater Capital

Stormwater Mains

City Park Stormwater Improvement

PROJECT #: 84206

Total Project Cost: \$ 600,000

DEPARTMENT: Public Works

PROJECT APPROPRIATIONS	Prior Appropriations	2017/18		2017/18	2018/19	2019/20	2020/21	2021/22	Total 2017-22 Budget
		Estimated Carryover	New Request						
Design and Construction	\$ 300,000	\$ 284,718	\$ 300,000	\$ 584,718	\$ -	\$ -	\$ -	\$ -	\$ 584,718
FUNDING SOURCES									
General Fund Capital Reserve	\$ 300,000	\$ 284,718	\$ 300,000	\$ 584,718	\$ -	\$ -	\$ -	\$ -	\$ 584,718

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 along 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 2016-17. Construction of the improvements will be completed in 2017-18 concurrently with the Crystal Springs Road Sewer Mainline Replacement Project.

Additional funding is for revised construction cost estimates based on completion of final design.



Project Details

Initial Funding Year	2014/15
Target Completion Year	2017/18
Expended as of June 30, 2017	\$15,282

Stormwater Capital

Stormwater Mains

Crestmoor Canyon Detention Basin Improvement

PROJECT #: 21002

Total Project Cost: \$ 3,300,000

DEPARTMENT: Public Works

PROJECT APPROPRIATIONS	Prior Appropriations	2017/18		2017/18	2018/19	2019/20	2020/21	2021/22	Total 2017-22 Budget
		Estimated Carryover	New Request						
Design and Construction	\$ 300,000	\$ 289,030	\$ -	\$ 289,030	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ -	\$ 3,289,030
FUNDING SOURCES									
General Fund Capital Reserve	\$ 300,000	\$ 289,030	\$ -	\$ 289,030	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ -	\$ 3,289,030

Project Description: The Stormwater Master Plan completed in June 2014 identified numerous priority 1 and 2 recommended stormwater system improvement projects totaling approximately \$20 million. To reduce the potential for flooding and to assume proper stormwater management, the Plan evaluated two primary options: upsizing of storm drainage pipes and detention in the watershed to reduce downstream peak flows.

One project under consideration to benefit the City is the construction of a 64.5 acre-foot (18 million gallon) detention basin 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 eliminate the need for significant pipeline projects totaling approximately \$5.3 million.

The total cost of the detention basin is estimated to be approximately \$3 million. The current work effort is focused on completing a feasibility analysis for construction of the Crestmoor Canyon detention basin. In 2016-17, preliminary assessment in the Canyon was completed to identify potential environmental impacts.



Project Details

Initial Funding Year	2016/17
Target Completion Year	2020/21
Expended as of June 30, 2017	\$ 10,970

Stormwater Capital

Stormwater Mains

Green Infrastructure Improvement Program

PROJECT #: 21005

Total Project Cost: \$ 210,000

DEPARTMENT: Public Works

PROJECT APPROPRIATIONS	Prior Appropriations	2017/18		2017/18	2018/19	2019/20	2020/21	2021/22	Total 2017-22 Budget
		Estimated Carryover	New Request						
Plan Development	\$ -	\$ -	\$ 150,000	\$ 150,000	\$ 30,000	\$ 30,000	\$ -	\$ -	\$ 210,000
FUNDING SOURCES									
General Fund Capital Reserve	\$ -	\$ -	\$ 150,000	\$ 150,000	\$ 30,000	\$ 30,000	\$ -	\$ -	\$ 210,000

Project Description: The San Francisco Bay Regional Water Quality Control Board’s Municipal Regional Permit (MRP) regulates pollutants in stormwater runoff from municipal storm drain systems throughout San Mateo County. The MRP requires jurisdictions to develop a Green Infrastructure Plan that demonstrates how each permittee will gradually shift from traditional “gray” storm drain infrastructure - which channels polluted runoff directly into receiving waters without treatment - to a more resilient and sustainable storm drain system comprised of “green” infrastructure, which captures, stores and treats stormwater using specially designed landscape systems. The City’s Green Infrastructure Plan must be developed and submitted to the Water Board in September 2019. This project funds the development of the Green Infrastructure Plan to meet the Water Board deadline.



Project Details

Initial Funding Year	2017/18
Target Completion Year	2019/20
Expended as of June 30, 2017	\$ -

Stormwater Capital

Box Culverts

Masson Avenue Box Culvert Repair

PROJECT #: 21001

Total Project Cost: \$ 969,000

DEPARTMENT: Public Works

PROJECT APPROPRIATIONS	Prior Appropriations	2017/18		2017/18	2018/19	2019/20	2020/21	2021/22	Total 2017-22 Budget
		Estimated Carryover	New Request						
Design and Construction	\$ 969,000	\$ 838,170	\$ -	\$ 838,170	\$ -	\$ -	\$ -	\$ -	\$ 838,170
FUNDING SOURCES									
General Fund Capital Reserve	\$ 969,000	\$ 838,170	\$ -	\$ 838,170	\$ -	\$ -	\$ -	\$ -	\$ 838,170

Project Description: This project will repair and replace an existing underground, concrete box stormwater culvert located between San Bruno and Kains Avenues. 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. During the heavy rain storms in December 2014, the section of box culvert at Masson Avenue exceeded 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.

The design for the permanent repair was completed in 2016-17. The project is scheduled to be completed during 2017-18 to avoid construction during wet weather.

Project Details

Initial Funding Year	2014/15
Target Completion Year	2017/18
Expended as of June 30, 2017	\$ 130,830



Stormwater Capital

Trash Capture Devices

Trash Capture Device Design and Installation

PROJECT #: 21003

Total Project Cost: \$ 3,800,000

DEPARTMENT: Public Works

PROJECT APPROPRIATIONS	Prior Appropriations	2017/18		2017/18	2018/19	2019/20	2020/21	2021/22	Total 2017-22 Budget
		Estimated Carryover	New Request						
Design and Installation	\$ 150,000	\$ 150,000	\$ 250,000	\$ 400,000	\$ 400,000	\$ 1,500,000	\$ 1,500,000	\$ -	\$ 3,800,000
FUNDING SOURCES									
General Fund Capital Reserve	\$ 150,000	\$ 150,000	\$ 250,000	\$ 400,000	\$ 400,000	\$ 1,500,000	\$ 1,500,000	\$ -	\$ 3,800,000

Project Description: This project will install trash capture devices in key areas of the City to catch and hold solids, including small trash, sediments, and cigarette butts, and allow stormwater to continue flowing into San Francisco Bay. This project is intended to comply with Regional Water Quality Control Board requirements to significantly reduce stormwater contaminants entering San Francisco Bay. Prior to installation, a Feasibility Study is underway to finalize locations for trash capture device installation and engineering design as needed.

This approach reflects a change to the project during 2016-17 to meet State compliance requirements. In order to most efficiently manage installation and long-term maintenance of the devices, the City expects to install large trash capture devices where stormwater exits San Bruno, in addition to installing small trash capture devices along identified roadways. Project locations and construction cost estimates will be available following completion of the Feasibility Study scheduled in Summer 2017, with design to be completed in 2017-18, and device installation to begin in 2017-18 or 2018-19.



Project Details

Initial Funding Year	2016/17
Target Completion Year	2020/21
Expended as of June 30, 2017	\$ -

2017-22 Capital Improvement Program

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2017-22 Capital Improvement Program

Cable Capital
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2017-22 Capital Improvement Program

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Cable Capital

2017-22 Five-Year Summary by Project and Funding Source

PROJECT TITLE	Prior Appropriations	2017/18		2017/18	2018/19	2019/20	2020/21	2021/22	Total 2017-22 Budget
		Estimated Carryover	New Request						
Cable System Upgrade Program	\$ 234,030	\$ 144,157	\$ 355,843	\$ 500,000	\$ 525,000	\$ 525,000	\$ 525,000	\$ 525,000	\$ 2,600,000
Citywide Fiber to the Home	-	-	1,400,000	1,400,000	2,500,000	2,500,000	2,500,000	2,500,000	11,400,000
Total	\$ 234,030	\$ 144,157	\$ 1,755,843	\$ 1,900,000	\$ 3,025,000	\$ 3,025,000	\$ 3,025,000	\$ 3,025,000	\$ 14,000,000
FUNDING SOURCES									
Loan proceeds	\$ 234,030	\$ 144,157	\$ 355,843	\$ 500,000	\$ 525,000	\$ 525,000	\$ 525,000	\$ 525,000	\$ 2,600,000
To Be Determined	-	-	1,400,000	1,400,000	2,500,000	2,500,000	2,500,000	2,500,000	11,400,000
Total	\$ 234,030	\$ 144,157	\$ 1,755,843	\$ 1,900,000	\$ 3,025,000	\$ 3,025,000	\$ 3,025,000	\$ 3,025,000	\$ 14,000,000

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.

2017-22 Capital Improvement Program

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Cable Capital

Infrastructure

Cable System Upgrade Program

PROJECT #: 41001 | 41004

Total Project Cost: \$ 2,689,873

DEPARTMENT: Cable

PROJECT APPROPRIATIONS	Prior Appropriations	2017/18		2017/18	2018/19	2019/20	2020/21	2021/22	Total 2017-22 Budget
		Estimated Carryover	New Request						
System Upgrades	41001 \$ 234,030	\$ 144,157	\$ 55,843	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,000,000
Internet Service Router Replacement	41004 -	-	300,000	300,000	325,000	325,000	325,000	325,000	1,600,000
Total	\$ 234,030	\$ 144,157	\$ 355,843	\$ 500,000	\$ 525,000	\$ 525,000	\$ 525,000	\$ 525,000	\$ 2,600,000
FUNDING SOURCES									
Loan proceeds	\$ 234,030	\$ 144,157	\$ 355,843	\$ 500,000	\$ 525,000	\$ 525,000	\$ 525,000	\$ 525,000	\$ 2,600,000

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 equipment, replacement of equipment as needed, and preventative measures to ensure reliable and consistent service.

The cable system needs certain infrastructure improvements to maintain and improve services each year. Replacement of older cable coax electronic equipment is also identified as a project in the next two years.

The project for 2017-18 includes replacement of Internet Routing systems used by all commercial businesses, City of San Bruno networks, School connectivity, and residential Internet customers to maintain and upgrade performance citywide.

Additional funding is requested in 2017-18 to begin replacement of internet routing service infrastructure and for ongoing system upgrade equipment.



Project Details

Initial Funding Year	2016/17
Target Completion Year	On-going
Expended as of June 30, 2017	\$ 89,873

Cable Capital

Infrastructure

Fiber to the Home (FTTH)

PROJECT #: 41002 | 41003

Total Project Cost: \$ 11,400,000

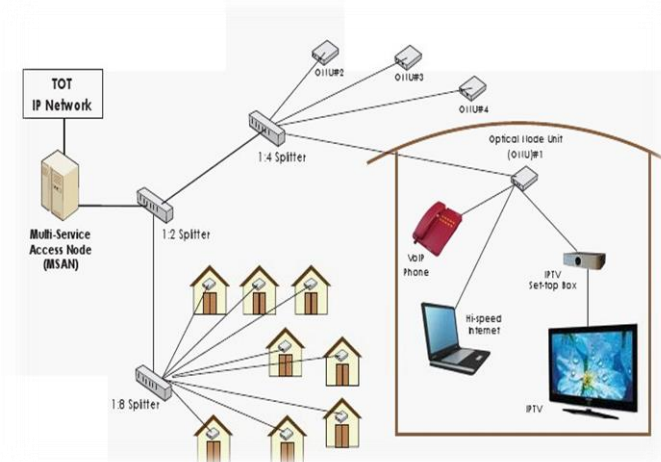
DEPARTMENT: Cable

PROJECT APPROPRIATIONS	Project #	Prior Appropriations	2017/18		2017/18	2018/19	2019/20	2020/21	2021/22	Total 2017-22 Budget
			Estimated Carryover	New Request						
Citywide - Other	41002	\$ -	\$ -	\$ -	\$ -	\$ 2,500,000	\$ 2,500,000	\$ 2,500,000	\$ 2,500,000	\$ 10,000,000
Multiple Dwelling Unit	41003	-	-	1,400,000	1,400,000	-	-	-	-	1,400,000
Total		\$ -	\$ -	\$ 1,400,000	\$ 1,400,000	\$ 2,500,000	\$ 2,500,000	\$ 2,500,000	\$ 2,500,000	\$ 11,400,000
FUNDING SOURCES										
To Be Determined		\$ -	\$ -	\$ 1,400,000	\$ 1,400,000	\$ 2,500,000	\$ 2,500,000	\$ 2,500,000	\$ 2,500,000	\$ 11,400,000

Project Description: The current cable infrastructure is a 16 year old 750 MHz system that supports 117 analog channels. The current system is operating at near maximum capacity and has limited ability to provide additional services to San Bruno Cable customers, such as additional programming and faster Internet speeds. Anticipating subscriber growth and a funding source availability, San Bruno Municipal Cable TV is evaluating a citywide Fiber to the Home (FTTH) state-of-the-art infrastructure project. FTTH was installed at the Shelter Creek Condominium Complex in 2016-17.

The next phase of a citywide FTTH program would be to install this state-of-the-art infrastructure at two additional Multiple Dwelling Unit complexes. 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. It is recommended that a City-wide FTTH project be considered in the near future.

Additional funding is requested in 2017-18 to begin installing Fiber to the Home to additional Multiple Dwelling Unit (MDU) complexes.



Project Details

Initial Funding Year	2017/18
Target Completion Year	2020/21
Expended as of June 30, 2017	\$ -

2017-22 Capital Improvement Program

Parks & Facilities Capital
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2017-22 Capital Improvement Program

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Parks & Facilities

2017-22 Five-Year Summary by Funding

FUNDING SOURCES	Prior Appropriations	2017/18		2017/18	2018/19	2019/20	2020/21	2021/22	Total 2017-22 Budget
		Estimated Carryover	New Request						
ABAG Grant	\$ 20,000	\$ 7,429	\$ -	\$ 7,429	\$ -	\$ -	\$ -	\$ -	\$ 7,429
Cable TV Fund	-	-	56,000	56,000	-	-	-	-	56,000
Crestmoor Trust Fund	27,859,368	9,097,929	1,550,500	10,648,429	-	-	-	-	10,648,429
General Fund Capital Reserve	3,505,506	3,016,438	640,000	3,656,438	-	-	-	-	3,656,438
General Fund Reserve	164,339	-	-	-	-	-	-	-	-
San Bruno Community Foundation	200,000	200,000	2,500,000	2,700,000	2,500,000	35,000,000	10,000,000	-	50,200,000
Wastewater Fund	45,000	45,000	-	45,000	-	-	-	-	45,000
Water Fund	45,000	45,000	-	45,000	-	-	-	-	45,000
Total	\$ 31,839,213	\$ 12,411,796	\$ 4,746,500	\$ 17,158,296	\$ 2,500,000	\$35,000,000	\$10,000,000	\$ -	\$ 64,658,296

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 polices and Parks & Recreation Facilities Master Plan. This plan identifies improvements for specific recreational facilities in San Bruno. A community-wide Facilities Master Plan would be desirable to anticipate future building capital needs and assist with long-term capital funding.

Parks & Facilities

2017-22 Five-Year Summary by Project

PROJECT TITLE	Prior Appropriations	2017/18		2017/18	2018/19	2019/20	2020/21	2021/22	Total 2017-22 Budget
		Estimated Carryover	New Request						
Cable TV Facility Interior Improvements	\$ -	\$ -	\$ 56,000	\$ 56,000	\$ -	\$ -	\$ -	\$ -	\$ 56,000
City Facilities Security Improvement	200,000	187,429	-	187,429	-	-	-	-	187,429
City Park Restrooms Replacement	1,515,000	1,460,521	-	1,460,521	-	-	-	-	1,460,521
City Tree Management Program	300,000	96,502	75,000	171,502	-	-	-	-	171,502
Civic Center Improvement	219,339	33,822	-	33,822	-	-	-	-	33,822
Commodore Dog Park Improvements	-	-	150,000	150,000	-	-	-	-	150,000
Crestmoor Neighborhood Reconstruction	27,859,368	9,097,929	1,550,500	10,648,429	-	-	-	-	10,648,429
Fire Station 52 Interior Improvement	74,250	74,250	-	74,250	-	-	-	-	74,250
Fireman's Hall Roof Replacement	30,000	30,000	-	30,000	-	-	-	-	30,000
Florida Avenue Park	1,165,000	977,839	250,000	1,227,839	-	-	-	-	1,227,839
Parks Corporation Yard Interior Rehabilitation	-	-	125,000	125,000	-	-	-	-	125,000
Police Station Facility Security Improvement	301,256	295,400	20,000	315,400	-	-	-	-	315,400
Senior Center Improvement	85,000	68,104	20,000	88,104	-	-	-	-	88,104
Swimming Pool / Recreation Center	-	-	2,500,000	2,500,000	2,500,000	35,000,000	10,000,000	-	50,000,000
Water & Wastewater Facility Security Improvement	90,000	90,000	-	90,000	-	-	-	-	90,000
Total	\$ 31,839,213	\$ 12,411,796	\$ 4,746,500	\$ 17,158,296	\$ 2,500,000	\$ 35,000,000	\$ 10,000,000	\$ -	\$ 64,658,296

Parks & Facilities

Facilities

Cable TV Facility Interior Improvements

PROJECT #: 51006

Total Project Cost: \$ 56,000

DEPARTMENT: Community Services/Public Works

PROJECT APPROPRIATIONS	Prior Appropriations	2017/18		2017/18	2018/19	2019/20	2020/21	2021/22	Total 2017-22 Budget
		Estimated Carryover	New Request						
Cable TV Facility HVAC Installation	\$ -	\$ -	\$ 56,000	\$ 56,000	\$ -	\$ -	\$ -	\$ -	\$ 56,000
FUNDING SOURCES									
Cable Fund	\$ -	\$ -	\$ 56,000	\$ 56,000	\$ -	\$ -	\$ -	\$ -	\$ 56,000

Project Description: This project will install a heating and cooling system to maintain temperature levels in the vital technical support area where no system currently exists, replace the carpet and linoleum flooring on the main level including the entry, reception, and office areas, and replace the exterior roll-up security door to the warehouse and garage. The project is scheduled to commence in Fall 2017 with completion anticipated by the end of the 2017 calendar year.



Project Details

Initial Funding Year	2017/18
Target Completion Year	2017/18
Expended as of June 30, 2017	\$0

Parks & Facilities

Facilities

City Facilities Security Improvement

PROJECT #: 87101 | 51005

Total Project Cost: \$ 200,000

DEPARTMENT: Community Services/Public Works

PROJECT APPROPRIATIONS	Project #	Prior Appropriations	2017/18		2017/18	2018/19	2019/20	2020/21	2021/22	Total 2017-22 Budget
			Estimated Carryover	New Request						
Design and Installation - Main Counter	87101	\$ 170,000	\$ 157,429	\$ -	\$ 157,429	\$ -	\$ -	\$ -	\$ -	\$ 157,429
Reconfiguration - HR/IT	51005	30,000	30,000	-	30,000	-	-	-	-	30,000
Total		\$ 200,000	\$ 187,429	\$ -	\$ 187,429	\$ -	\$ -	\$ -	\$ -	\$ 187,429
FUNDING SOURCES										
ABAG Risk Management Funds		\$ 20,000	\$ 7,429	\$ -	\$ 7,429	\$ -	\$ -	\$ -	\$ -	\$ 7,429
General Fund Capital Reserve		180,000	180,000	-	180,000	-	-	-	-	180,000
Total		\$ 200,000	\$ 187,429	\$ -	\$ 187,429	\$ -	\$ -	\$ -	\$ -	\$ 187,429

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.

The design of improvements for the City Hall Finance/City Clerk counter has been completed and construction is planned for late 2017. Improvements include the use of security glass with speak-through and pass-through capabilities.

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	2017/18
Expended as of June 30, 2017	\$12,571

Parks & Facilities

Parks

City Park Restrooms Replacement

PROJECT #: 83311

Total Project Cost: \$ 1,515,000

DEPARTMENT: Community Services/Public Works

PROJECT APPROPRIATIONS	Prior Appropriations	2017/18		2017/18	2018/19	2019/20	2020/21	2021/22	Total 2017-22 Budget
		Estimated Carryover	New Request						
Restrooms Replacement	\$ 1,515,000	\$ 1,460,521	\$ -	\$ 1,460,521	\$ -	\$ -	\$ -	\$ -	\$ 1,460,521
FUNDING SOURCES									
General Fund Capital Reserve	\$ 1,515,000	\$ 1,460,521	\$ -	\$ 1,460,521	\$ -	\$ -	\$ -	\$ -	\$ 1,460,521

Project Description: This project replaces the San Bruno City Park upper and lower restrooms which are undersized to meet the needs of City Park users and accommodate users with disabilities. Both the lower restroom facility near Lara Field and upper restroom facility near Diamond 3 and the Beckner Picnic Shelter will be demolished and replaced with new, prefabricated restroom facilities. These new restroom facilities incorporate vandalism “hardened” fixtures, flooring, and partitions. Partitions will be constructed of split block, plumbing fixtures will be 14 gauge grade stainless steel, doors and jams will be fiberglass reinforced, and toilet paper, hand dryers and soap dispensers will be shielded to limit vandalism damage. The concrete floors and masonry components will be sealed to prevent odor, moisture, oil and stains.

In February 2017 the City Council awarded a contract for the construction of the new restrooms. Construction is anticipated to commence in Summer 2017 with completion scheduled for late Fall 2017.

Project Details

Initial Funding Year	2014/15
Target Completion Year	2017/18
Expended as of June 30, 2017	\$54,479



Parks & Facilities

Parks

City Tree Management Program

PROJECT #: 87102

Total Project Cost: \$ 375,000

DEPARTMENT: Community Services

PROJECT APPROPRIATIONS	Prior Appropriations	2017/18		2017/18	2018/19	2019/20	2020/21	2021/22	Total 2017-22 Budget
		Estimated Carryover	New Request						
Tree Removal and Pruning	\$ 300,000	\$ 96,502	\$ 75,000	\$ 171,502	\$ -	\$ -	\$ -	\$ -	\$ 171,502
FUNDING SOURCES									
General Fund Capital Reserve	\$ 300,000	\$ 96,502	\$ 75,000	\$ 171,502	\$ -	\$ -	\$ -	\$ -	\$ 171,502

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. 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. Beginning in 2013-14, funding was provided to complete the removals and tree pruning.

As of May 2017, 66 of the 146 trees identified for removal have been completed. It is anticipated it will cost approximately \$175,000 to remove the remaining 80 trees. Pruning has been completed for 36 of the 80 trees identified in the report for this work. The remaining trees will be completed by June 30, 2018. Project funds will also be used to update the City-wide tree inventory, first prepared in 2010.

Additional funding is included for 2017-18 to complete the removal or pruning of the remaining trees identified in the 2010 Arborist report.



Project Details

Initial Funding Year	2013/14
Target Completion Year	2017/18
Expended as of June 30, 2017	\$203,498

Parks & Facilities

Facilities

Civic Center Improvement

PROJECT #: 83885 | 87110

Total Project Cost: \$ 219,339

DEPARTMENT: Community Services

PROJECT APPROPRIATIONS	Prior Appropriations	2017/18		2017/18	2018/19	2019/20	2020/21	2021/22	Total 2017-22 Budget
		Estimated Carryover	New Request						
Civic Center Improvement	\$ 219,339	\$ 33,822	\$ -	\$ 33,822	\$ -	\$ -	\$ -	\$ -	\$ 33,822
FUNDING SOURCES									
General Fund Reserve	\$ 164,339	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
General Fund Capital Reserve	55,000	33,822	-	33,822	-	-	-	-	33,822
Total	\$ 219,339	\$ 33,822	\$ -	\$ 33,822	\$ -	\$ -	\$ -	\$ -	\$ 33,822

Project Description: Improvements completed to date for this project include repainting the exterior of City Hall, the Library, and Fire Station No. 51, resurfacing and sealing of the exterior staircases, cleaning and sealing the brick landscape walls, and removing calcium build-up on the exterior of the City Hall and Library windows.

Beginning in Summer 2017, a concept plan and budget will be developed 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 installing additional diagonal parking along Linden Avenue adjacent to the Library and northern side of City Hall to address the limited parking available for Library patrons.



Project Details

Initial Funding Year	2004/05
Target Completion Year	2017/18
Expended as of June 30, 2017	\$185,517

Parks & Facilities

Parks

Commodore Dog Park Revitalization

PROJECT #: 51007

Total Project Cost: \$ 150,000

DEPARTMENT: Community Services

PROJECT APPROPRIATIONS	Prior Appropriations	2017/18		2017/18	2018/19	2019/20	2020/21	2021/22	Total 2017-22 Budget
		Estimated Carryover	New Request						
Design and Construction	\$ -	\$ -	\$ 150,000	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000
FUNDING SOURCES									
General Fund Capital Reserve	\$ -	\$ -	\$ 150,000	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000

Project Description: The Dog Run located at Commodore Park currently provides an uneven play surface and poorly allocates space between the small and large dog play areas. The project would level the play surface by constructing retaining walls and would reallocate the play space by reducing the small dog play area to create a more user friendly space for small dogs and increase the large dog play area to allow for active play. Improvements would include seating for people and relocation of the automatic dog water bowl for use by both large and small dogs. The ground surface will be finished with engineered bark. Project design, including the structural engineering of the retaining walls, will commence in Fall 2017 with construction anticipated in Spring 2018.



Project Details

Initial Funding Year	2017/18
Target Completion Year	2017/18
Expended as of June 30, 2017	\$0

Parks & Facilities

Crestmoor Reconstruction

Crestmoor Neighborhood Reconstruction

PROJECT #: 10002

Total Project Cost: \$ 29,409,868

DEPARTMENT: Community Services

PROJECT APPROPRIATIONS	Prior Appropriations	2017/18		2017/18	2018/19	2019/20	2020/21	2021/22	Total 2017-22 Budget
		Estimated Carryover	New Request						
Design and Construction	\$ 26,609,368	\$ 7,935,907	\$ 1,050,500	\$ 8,986,407	\$ -	\$ -	\$ -	\$ -	\$ 8,986,407
Earl/Glenview Park	1,250,000	1,162,022	500,000	1,662,022	-	-	-	-	1,662,022
Total	\$ 27,859,368	\$ 9,097,929	\$ 1,550,500	\$ 10,648,429	\$ -	\$ -	\$ -	\$ -	\$ 10,648,429
FUNDING SOURCES									
Crestmoor Trust Fund	\$ 27,859,368	\$ 9,097,929	\$ 1,550,500	\$ 10,648,429	\$ -	\$ -	\$ -	\$ -	\$ 10,648,429

Project Description: The September 9, 2010 PG&E gas pipeline explosion and fire in the Crestmoor Neighborhood which took eight precious lives and destroyed 38 homes also destroyed the neighborhood park located at the intersection of Glenview Drive and Earl Avenue. In September 2016, the City Council approved a Master Plan for the reconstruction of the park. The Master Plan reflects input from the neighborhood and the Parks and Recreation Commission. Project design commenced shortly thereafter with two additional opportunities for community and Commission input. Construction will commence in mid Summer. It is anticipated the park will be completed and dedicated by the end of the 2017 calendar year.

The 2017-18 project budget includes funds previously approved by the City Council in 2016-17 to complete construction of the park and neighborhood improvements.

Project Details

Initial Funding Year	2010/11
Target Completion Year	2017/18
Expended as of June 30, 2017	\$18,761,439

Glenview and Claremont Drives



Parks & Facilities

Facilities

Fire Station 52 Interior Improvement

PROJECT #: Unassigned

Total Project Cost: \$ 74,250

DEPARTMENT: Community Services/Fire Department

PROJECT APPROPRIATIONS	Prior Appropriations	2017/18		2017/18	2018/19	2019/20	2020/21	2021/22	Total 2017-22 Budget
		Estimated Carryover	New Request						
Fire Station 52	\$ 74,250	\$ 74,250	\$ -	\$ 74,250	\$ -	\$ -	\$ -	\$ -	\$ 74,250
FUNDING SOURCES									
General Fund Capital Reserve	\$ 74,250	\$ 74,250	\$ -	\$ 74,250	\$ -	\$ -	\$ -	\$ -	\$ 74,250

Project Description: Fire Station 52 is over 55 years old and has not undergone any significant improvements. This project will add a gender neutral restroom, minor roof repairs, new sewer lateral, and kitchen remodel to enlarge the kitchen and replace the fixtures and equipment. Work is scheduled to commence in late Summer 2017 with completion anticipated in Fall 2017.



Project Details

Initial Funding Year	New
Target Completion Year	2017/18
Expended as of June 30, 2017	\$0

Parks & Facilities

Facilities

Fireman's Hall Roof Replacement

PROJECT #: 83312

Total Project Cost: \$ 30,000

DEPARTMENT: Community Services/Public Works

PROJECT APPROPRIATIONS	Prior Appropriations	2017/18		2017/18	2018/19	2019/20	2020/21	2021/22	Total 2017-22 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. Work is scheduled to commence and be completed in Fall 2017.



Project Details

Initial Funding Year	2013/14
Target Completion Year	2017/18
Expended as of June 30, 2017	\$ -

Parks & Facilities

Parks

Florida Avenue Park

PROJECT #: 51001 | 51004

Total Project Cost: \$ 1,415,000

DEPARTMENT: Community Services/Public Works

PROJECT APPROPRIATIONS	Project #	Prior Appropriations	2017/18		2017/18	2018/19	2019/20	2020/21	2021/22	Total 2017-22 Budget
			Estimated Carryover	New Request						
Site Demolition and Clean Up	51001	\$ 490,000	\$ 352,839	\$ -	\$ 352,839	\$ -	\$ -	\$ -	\$ -	\$ 352,839
Park Planning, Design, and Construction	51001	625,000	625,000	150,000	775,000	-	-	-	-	775,000
Wood Carving Restoration/Preservation	51004	50,000	-	100,000	100,000	-	-	-	-	100,000
Total		\$ 1,165,000	\$ 977,839	\$ 250,000	\$ 1,227,839	\$ -	\$ -	\$ -	\$ -	\$ 1,227,839
FUNDING SOURCES										
General Fund Capital Reserve		\$ 965,000	\$ 777,839	\$ 250,000	\$ 1,027,839	\$ -	\$ -	\$ -	\$ -	\$ 1,027,839
San Bruno Community Foundation		200,000	200,000	-	200,000	-	-	-	-	200,000
Total		\$ 1,165,000	\$ 977,839	\$ 250,000	\$ 1,227,839	\$ -	\$ -	\$ -	\$ -	\$ 1,227,839

Project Description: In March 2015, the single family residence located at 324 Florida Avenue was purchased by the City for future use as a neighborhood park. In 2016, the City completed a facilitated planning process to develop a master plan for the park which was approved by the City Council in October 2016. In May 2017, demolition and remediation of the property was completed. Construction of the park is scheduled to commence in early Summer 2017 with completion and dedication by the end of 2017. The park will include multi-generational amenities including play equipment for children, exercise equipment for adults and open space for play and relaxation.

As part of the park project, all perimeter sidewalks will be replaced and the intersection of Taylor Avenue and Martin Place will be widened to prevent vehicle damage to the sidewalk and to add on-street parking.

Additional funding is included for 2017-18 to complete additional sidewalk and roadway repairs and restoration of a wood carving for final on-site installation.



Project Details

Initial Funding Year	2015/16
Target Completion Year	2017/18
Expended as of June 30, 2017	\$187,161

Parks & Facilities

Facilities

Parks Corporation Yard Security and Interior Rehabilitation

PROJECT #: 51008

Total Project Cost: \$ 125,000

DEPARTMENT: Community Services

PROJECT APPROPRIATIONS	Prior Appropriations	2017/18		2017/18	2018/19	2019/20	2020/21	2021/22	Total 2017-22 Budget
		Estimated Carryover	New Request						
Facility Improvements	\$ -	\$ -	\$ 125,000	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ 125,000
FUNDING SOURCES									
General Fund Capital Reserve	\$ -	\$ -	\$ 125,000	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ 125,000

Project Description: The Parks Corporation Yard provides equipment space, vehicle storage, and employee dressing, restroom, and break room facilities. The facility experiences regular, heavy use by Park staff and has not been updated or significantly improved for many years. The locker room facilities for both men and women will be updated to expand locker storage and ADA compliant shower and restroom facilities. The kitchen facilities will be updated with new cabinets, counter tops, flooring, and appliances. The vehicle storage facility will be improved with new rain gutters, roll-up door structural framing and weatherproofing. The manual security gate will be replaced with a new automatic gate. The project is scheduled to be completed in early 2018.



Project Details

Initial Funding Year	2017/18
Target Completion Year	2017/18
Expended as of June 30, 2017	\$0

Parks & Facilities

Facilities

Police Station Facility Security Improvement

PROJECT #: 51002 | 51003

Total Project Cost: \$ 321,256

DEPARTMENT: Community Services/Public Works

PROJECT APPROPRIATIONS	Project #	Prior Appropriations	2017/18		2017/18	2018/19	2019/20	2020/21	2021/22	Total 2017-22 Budget
			Estimated Carryover	New Request						
Installation - Gate and Fence	51002	\$ 120,000	\$ 114,144	\$ 20,000	\$ 134,144	\$ -	\$ -	\$ -	\$ -	\$ 134,144
Upgrade - Security Systems	51003	181,256	181,256	-	181,256	-	-	-	-	181,256
TOTAL		\$ 301,256	\$ 295,400	\$ 20,000	\$ 315,400	\$ -	\$ -	\$ -	\$ -	\$ 315,400
FUNDING SOURCES										
General Fund Capital Reserve		\$ 301,256	\$ 295,400	\$ 20,000	\$ 315,400	\$ -	\$ -	\$ -	\$ -	\$ 315,400

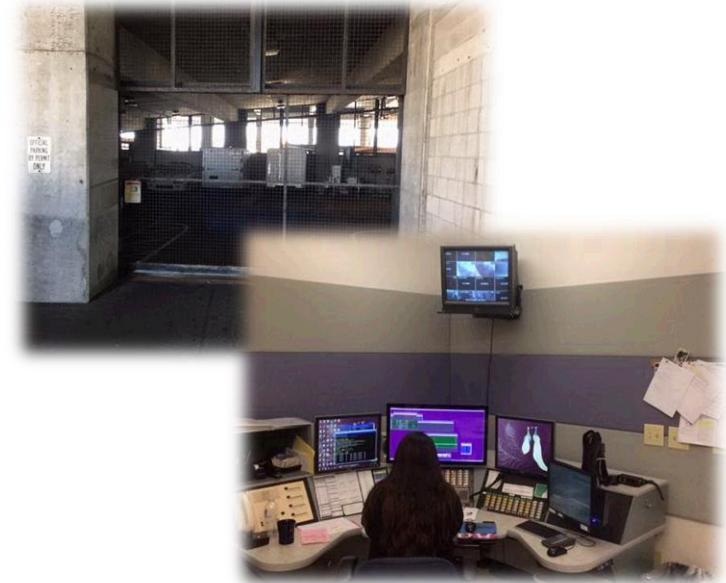
Project Description: This project provides for the design and installation of security improvements at the joint San Bruno/BART police station facility, enhancing both user and employee safety.

Phase 1 will include the installation of a security gate and fence to separate and protect employee vehicles. Currently, employees park their personal vehicles on 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. Installation of the gate is delayed to coordinate with BART and is estimated to be completed in 2017-18. Additional funding is included for 2017-18 to supplement construction.

Phase 2 will replace and upgrade outdated security cameras and access control systems, and install an electronically locked front lobby door. Construction commenced in 2016-17 and will be completed in Fall 2017.

Project Details

Initial Funding Year	2015/16
Target Completion Year	2017/18
Expended as of June 30, 2017	\$5,856



Parks & Facilities

Facilities

Senior Center Improvement

PROJECT #: 83315

Total Project Cost: \$ 105,000

DEPARTMENT: Community Services/Public Works

PROJECT APPROPRIATIONS	Prior Appropriations	2017/18		2017/18	2018/19	2019/20	2020/21	2021/22	Total 2017-22 Budget
		Estimated Carryover	New Request						
Design and Construction	\$ 85,000	\$ 68,104	\$ 20,000	\$ 88,104	\$ -	\$ -	\$ -	\$ -	\$ 88,104
FUNDING SOURCES									
General Fund Capital Reserve	\$ 85,000	\$ 68,104	\$ 20,000	\$ 88,104	\$ -	\$ -	\$ -	\$ -	\$ 88,104

Project Description: The San Bruno Senior Center was originally constructed in 1987. The Center is used heavily on a daily basis for nutrition programs, classes, programs, workshops, seminars, and volunteer opportunities. The program includes door to door transportation services to the Center. Throughout the week, the Senior Center is visited by hundreds of patrons.

Replacement of the restroom automatic door's mechanical system was completed in 2016-17. 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 will result in a more durable and maintenance-friendly deck with a longer life span. Replacement of the deck and railing is scheduled to commence in Summer 2017 with completion shortly thereafter.

Additional funding is included in 2017-18 for the addition of a new railing system around the perimeter of the deck.



Project Details

Initial Funding Year	2014/15
Target Completion Year	2017/18
Expended as of June 30, 2017	\$16,896

Parks & Facilities

Facilities

Swimming Pool / Recreation Center

PROJECT #: 51009

Total Project Cost: \$ 50,000,000

DEPARTMENT: Community Services

PROJECT APPROPRIATIONS	Prior Appropriations	2017/18		2017/18	2018/19	2019/20	2020/21	2021/22	Total 2017-22 Budget
		Estimated Carryover	New Request						
Design and Construction	\$ -	\$ -	\$ 2,500,000	\$ 2,500,000	\$ 2,500,000	\$ 35,000,000	\$ 10,000,000	\$ -	\$ 50,000,000
FUNDING SOURCES									
San Bruno Community Foundation	\$ -	\$ -	\$ 2,500,000	\$ 2,500,000	\$ 2,500,000	\$ 35,000,000	\$ 10,000,000	\$ -	\$ 50,000,000

Project Description: In 2013, the San Bruno Community Foundation was created by the San Bruno City Council to manage a restitution settlement from Pacific Gas and Electric Company (PG&E) following the 2010 gas pipeline explosion in San Bruno's Crestmoor neighborhood. Following a Listening Campaign to elicit recommendations from the public and community representatives for how to prioritize the settlement funds, the City Council at the February 14, 2017 Council Meeting, authorized the design and construction of a combined swimming pool and recreation center complex.

This new facility will allow for expanded services, space, and opportunities for the San Bruno community. The Swimming Pool will be able to expand to year-round programming from its limited three month availability, and will provide more rental opportunities. The Recreation Center will provide expanded conference room and class room space for enrichment and active-based activities.

Design on the combined facility is scheduled to begin in 2017-18 and construction is estimated to begin in 2019-20. The cost and construction schedule will be updated after completion of the engineering and architectural designs.



Project Details

Initial Funding Year	2017/18
Target Completion Year	2020/21
Expended as of June 30, 2017	\$0

Parks & Facilities

Facilities

Water & Wastewater Facility Security Improvement

PROJECT #: 83316

Total Project Cost: \$ 90,000

DEPARTMENT: Public Works

PROJECT APPROPRIATIONS	Prior Appropriations	2017/18		2017/18	2018/19	2019/20	2020/21	2021/22	Total 2017-22 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 to protect City utility assets and enhance public and employee safety. This project will include 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 security plan and cost estimates. Potential security measures include 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	2017/18
Expended as of June 30, 2017	\$ -

2017-22 Capital Improvement Program

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2017-22 Capital Improvement Program

Streets Capital
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2017-22 Capital Improvement Program

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Streets Capital

2017-22 Five-Year Summary by Project

PROJECT TITLE	Prior Appropriations	2017/18		2017/18	2018/19	2019/20	2020/21	2021/22	Total 2017-22 Budget
		Estimated Carryover	New Request						
Accessible Pedestrian Ramps at Various Locations	\$ 445,000	\$ 288,108	\$ -	\$ 288,108	\$ 20,000	\$ 20,000	\$ 20,000	\$ -	\$ 348,108
Bicycle and Pedestrian Improvement Program	248,786	15,758	207,000	222,758	240,000	240,000	240,000	240,000	1,182,758
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	9,261,016	2,271,111	2,065,000	4,336,111	2,050,000	1,000,000	1,000,000	-	8,386,111
Pedestrian Safety and Traffic-Calming Program	1,771,230	507,870	55,000	562,870	100,000	100,000	100,000	-	862,870
Sidewalk Repair Program	2,091,252	275,294	115,000	390,294	150,000	150,000	150,000	-	840,294
Street Medians & Grand Boulevard Improvement	850,000	736,940	-	736,940	-	-	-	-	736,940
Streetlight Pole Replacement Program	250,000	250,000	-	250,000	400,000	400,000	400,000	-	1,450,000
Streetlight Replacement Program	1,291,698	242,594	400,000	642,594	500,000	500,000	500,000	500,000	2,642,594
Traffic Signal Rehabilitation Program	657,500	657,500	522,500	1,180,000	280,000	280,000	-	-	1,740,000
Transit Corridor Pedestrian Connection Improvement	1,180,000	1,124,285	-	1,124,285	-	-	-	-	1,124,285
Total	\$ 19,948,191	\$ 7,147,875	\$ 3,364,500	\$ 10,512,375	\$ 3,740,000	\$ 2,690,000	\$ 2,410,000	\$ 740,000	\$ 20,092,375

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) Complete Street Policy.

Streets Capital

2017-22 Five-Year Summary by Funding Source

FUNDING SOURCES	Prior Appropriations	2016-17		2017/18	2018/19	2019/20	2020/21	2021/22	Total 2017-22 Budget
		Estimated Carryover	New Request						
ABAG Grant	\$ 37,037	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CIWMB Grant	25,030	-	-	-	-	-	-	-	-
Commute.org Bicycle Parking Reimbursement	4,393	4,393	-	4,393	-	-	-	-	4,393
Crestmoor Trust Fund	-	-	-	-	-	-	-	-	-
DOE Energy Efficiency Grant	21,974	-	-	-	-	-	-	-	-
Gas Tax	3,644,702	491,672	617,500	1,109,172	750,000	750,000	610,000	-	3,219,172
General Fund Capital Reserve	3,606,117	2,740,402	1,853,000	4,593,402	1,300,000	250,000	250,000	50,000	6,443,402
Homeowner Participation	137,141	-	-	-	-	-	-	-	-
Lifeline Grant (Prop 1B)	358,852	246,072	-	246,072	-	-	-	-	246,072
Measure A	6,999,320	1,667,801	890,000	2,557,801	1,000,000	1,000,000	860,000	-	5,417,801
MTC OBAG 2 Grant	-	-	154,000	154,000	190,000	190,000	190,000	190,000	914,000
MTC TDA Article 3 Grant	100,000	-	-	-	-	-	-	-	-
PG & E Rebates	83,000	-	-	-	-	-	-	-	-
Prop 1B Funding	1,304,416	-	-	-	-	-	-	-	-
Recognized Obligation Payments Schedule (ROPS)	338,209	-	-	-	-	-	-	-	-
Safe Routes to Transit	500,000	445,774	-	445,774	-	-	-	-	445,774
San Bruno Community Foundation	170,000	166,761	-	166,761	-	-	-	-	166,761
State Local Partnership Program	431,000	-	-	-	-	-	-	-	-
SMC Transportation Authority Grant	650,000	650,000	-	650,000	-	-	-	-	650,000
Streets Capital	802,000	-	-	-	-	-	-	-	-
TLC Grant	735,000	735,000	-	735,000	-	-	-	-	735,000
To Be Determined	-	-	-	-	500,000	500,000	500,000	500,000	2,000,000
Total	\$ 19,948,191	\$ 7,147,875	\$ 3,514,500	\$ 10,662,375	\$ 3,740,000	\$ 2,690,000	\$ 2,410,000	\$ 740,000	\$ 20,242,374

Streets Capital

Pedestrian Ramps

Accessible Pedestrian Ramps at Various Locations

PROJECT #: 82702

Total Project Cost: \$ 505,000

DEPARTMENT: Public Works

PROJECT APPROPRIATIONS	Prior Appropriations	2017/18		2017/18	2018/19	2019/20	2020/21	2021/22	Total 2017-22 Budget
		Estimated Carryover	New Request						
Design and Construction	\$ 445,000	\$ 288,108	\$ -	\$ 288,108	\$ 20,000	\$ 20,000	\$ 20,000	\$ -	\$ 348,108
FUNDING SOURCES									
Gas Tax	\$ 110,000	\$ 85,654	\$ -	\$ 85,654	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	\$ 115,654
Measure A	260,000	202,454	-	202,454	10,000	10,000	10,000	-	232,454
Streets Capital	75,000	-	-	-	-	-	-	-	-
Total	\$ 445,000	\$ 288,108	\$ -	\$ 288,108	\$ 20,000	\$ 20,000	\$ 20,000	\$ -	\$ 348,108

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).

Development of the ADA Transition Plan has commenced and will include recommendations to install curb ramp locations. The Plan will be completed in 2017-18.



Project Details

Initial Funding Year	2008/09
Target Completion Year	On-going
Expended as of June 30, 2017	\$ 156,892

Streets Capital

Bicycles & Pedestrians

Bicycle and Pedestrian Improvement Program

PROJECT #: 60008 | 82105

Total Project Cost: \$ 1,415,786

DEPARTMENT: Public Works/Community Development

PROJECT APPROPRIATIONS	Prior Appropriations	2017/18		2017/18	2018/19	2019/20	2020/21	2021/22	Total 2017-22 Budget
		Estimated Carryover	New Request						
Planning and Construction	\$ 248,786	\$ 15,758	\$ 207,000	\$ 222,758	\$ 240,000	\$ 240,000	\$ 240,000	\$ 240,000	\$ 1,182,758
FUNDING SOURCES									
Various Funding	\$ 248,786	\$ 15,758	\$ 207,000	\$ 222,758	\$ 240,000	\$ 240,000	\$ 240,000	\$ 240,000	\$ 1,182,758

Project Description: In coordination with the City's Bicycle and Pedestrian Advisory Committee, the City is working to establish a bicycle and pedestrian network to promote safety, connectivity, efficiency, and convenience for alternative transportation modes. Key plan components include assessment of current conditions, and identifying bike and pedestrian needs. The Bicycle and Pedestrian Master Plan was completed in 2016-17. A work program for implementation will be developed during 2017-18.

Additional funding for 2017-18 is included for installation of bicycle racks at various locations and construction of a separated bicycle lane, lane barriers, cross walk and median improvements along Huntington Avenue from the Centennial Way border to the Caltrain station. Funding for the Huntington Avenue improvements is primarily from a federal transportation grant with a matching requirement coming from the City General Fund Capital Reserve. Grant project work must be completed by 2021-22. See the project detail on the following page.

Project Details

Initial Funding Year	2013/14
Target Completion Year	On-going
Expended as of June 30, 2017	\$233,028



Streets Capital

Street Rehabilitation

Bicycle and Pedestrian Improvement Program - Project Detail

PROJECT #: 82105 | 60008 | 60010

DEPARTMENT: Public Works/Community Development			2017/18							Total
PROJECT APPROPRIATIONS	Project #	Prior Appropriations	Estimated Carryover	New Request	2017/18	2018/19	2019/20	2020/21	2021/22	2017-22 Budget
Master Plan Preparation	82105	\$ 240,000	\$ 6,972	\$ -	\$ 6,972	\$ -	\$ -	\$ -	\$ -	\$ 6,749
Bicycle Rack Installation	60008	8,786	8,786	10,000	18,786	-	-	-	-	18,786
Huntington Avenue Improvements	60010	-	-	197,000	197,000	240,000	240,000	240,000	240,000	1,157,000
Total		\$ 248,786	\$ 15,758	\$ 207,000	\$ 222,758	\$ 240,000	\$ 240,000	\$ 240,000	\$ 240,000	\$ 1,182,535
FUNDING SOURCES										
Commute.org Bicycle Parking Reimbursement		\$ 4,393	4,393	\$ -	\$ 4,393	\$ -	\$ -	\$ -	\$ -	\$ 4,393
General Fund Capital Reserve		4,393	4,393	53,000	57,393	50,000	50,000	50,000	50,000	257,393
MTC OBAG 2 Grant		-	-	154,000	154,000	190,000	190,000	190,000	190,000	914,000
MTC TDA Article 3 Grant		100,000	-	-	-	-	-	-	-	-
Measure A		140,000	6,972	-	6,972	-	-	-	-	6,972
Total		\$ 248,786	\$ 15,758	\$ 207,000	\$ 222,758	\$ 240,000	\$ 240,000	\$ 240,000	\$ 240,000	\$ 1,182,758

Streets Capital

Caltrain Grade Separation

Caltrain Grade Separation

PROJECT #: 82707

Total Project Cost: \$ 1,801,709

DEPARTMENT: Public Works

PROJECT APPROPRIATIONS	Prior Appropriations	2017/18		2017/18	2018/19	2019/20	2020/21	2021/22	Total 2017-22 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	678,415	-	678,415	-	-	-	-	678,415
Measure A	136,500	-	-	-	-	-	-	-	-
Total	\$ 1,801,709	\$ 678,415	\$ -	\$ 678,415	\$ -	\$ -	\$ -	\$ -	\$ 678,415

Project Description: The Grade Separation Project was completed by Caltrain in 2012 to eliminate rail safety hazards by elevating and separating the tracks from the street level. As part of the original coordination between the City and Caltrain to assure the project provides a positive contribution to the community at the gateway to San Bruno's downtown, a significant decorative feature would be included as an integral component. This project is a centerpiece to downtown revitalization and also included architectural elements and enhancements to Posy Park. Following completion of the project, the City and Caltrain agreed that the City would design and construct the decorative feature adjacent to the structure and also that the City would take responsibility for necessary repairs to the feature's surface coating that has deteriorated since its construction.

The decorative gateway elements will be evaluated as part of the Downtown Streetscape Study to be completed in 2017-18.

Project Details

Initial Funding Year	2009/10
Target Completion Year	2017/18
Expended as of June 30, 2017	\$1,123,294



Streets Capital

Parking Improvements

Downtown Parking Lot Improvement

PROJECT #: 82106

Total Project Cost: \$ 100,000

DEPARTMENT: Public Works

PROJECT APPROPRIATIONS	Prior Appropriations	2017/18		2017/18	2018/19	2019/20	2020/21	2021/22	Total 2017-22 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, 2017	\$ -

Streets Capital

Street Rehabilitation

Pavement Management Program Summary

PROJECT #: 82666 | 82667 | 60005 | 60006 | 60007

Total Project Cost: \$ 15,376,016

DEPARTMENT: Public Works

PROJECT APPROPRIATIONS	Prior Appropriations	2017/18		2017/18	2018/19	2019/20	2020/21	2021/22	Total 2017-22 Budget
		Estimated Carryover	New Request						
Design and Construction	\$ 9,261,016	\$ 2,271,111	\$ 2,065,000	\$ 4,336,111	\$ 2,050,000	\$ 1,000,000	\$ 1,000,000	\$ -	\$ 8,386,111
FUNDING SOURCES									
Various Funding	\$ 9,261,016	\$ 2,271,111	\$ 2,215,000	\$ 4,486,111	\$ 2,050,000	\$ 1,000,000	\$ 1,000,000	\$ -	\$ 8,536,111

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 City's average score is currently 64. Streets are selected for rehabilitation work each year based on the PCI score, resident complaints, traffic volume, and other criteria.

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.

In addition to the Street Rehabilitation Project, this program will rehabilitate all five public parking lots in Downtown in 2017-18. This program will also include rehabilitation of City park pathways and facility parking lots.

Additional funding is included to increase the amount of paving locations. See the project detail on the following page.

Project Details

Initial Funding Year	2004/05
Target Completion Year	On-going
Expended as of June 30, 2017	\$6,989,905



Streets Capital

Street Rehabilitation

Pavement Management Program - Project Detail

PROJECT #: 82666 | 82667 | 60005 | 60006 | 60007

DEPARTMENT: Public Works

PROJECT APPROPRIATIONS	Project #	Prior Appropriations	2017/18		2017/18	2018/19	2019/20	2020/21	2021/22	Total 2017-22 Budget
			Estimated Carryover	New Request						
Street Rehabilitation	82666 60005	\$ 8,911,016	\$ 1,921,933	\$ 1,765,000	\$ 3,686,933	\$ 2,000,000	\$ 1,000,000	\$ 1,000,000	\$ -	\$ 7,686,933
Public Parking Lot Rehabilitation	60006	250,000	250,000	250,000	500,000	-	-	-	-	500,000
Park Pathways & City Facility Parking Lot Rehabilitation	60007	100,000	99,178	50,000	149,178	50,000	-	-	-	199,178
Total		\$ 9,261,016	\$ 2,271,111	\$ 2,065,000	\$ 4,336,111	\$ 2,050,000	\$ 1,000,000	\$ 1,000,000	\$ -	\$ 8,386,111
FUNDING SOURCES										
Measure A		\$ 4,197,700	\$ 734,002	\$ 600,000	\$ 1,334,002	\$ 600,000	\$ 600,000	\$ 600,000	\$ -	\$ 3,134,002
Gas Tax		1,777,900	187,109	315,000	502,109	400,000	400,000	400,000	-	1,702,109
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	2,650,000	1,050,000	-	-	-	3,700,000
Total		\$ 9,261,016	\$ 2,271,111	\$ 2,215,000	\$ 4,486,111	\$ 2,050,000	\$ 1,000,000	\$ 1,000,000	\$ -	\$ 8,536,111

Streets Capital

Neighborhood Traffic

Pedestrian Safety and Traffic-Calming Program Summary

PROJECT #: 82662|60003

Total Project Cost: \$ 2,126,230

DEPARTMENT: Public Works

PROJECT APPROPRIATIONS	Prior Appropriations	2017/18		2017/18	2018/19	2019/20	2020/21	2021/22	Total 2017-22 Budget
		Estimated Carryover	New Request						
Study, Design, and Construction	\$ 1,771,230	\$ 507,870	\$ 55,000	\$ 562,870	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	\$ 862,870
FUNDING SOURCES									
Various Funding	\$ 1,771,230	\$ 507,870	\$ 55,000	\$ 562,870	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	\$ 862,870

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.

Additional funding is included for new bicycle and vehicle lane striping based on locations recommended by the TSPC. See the project detail on the following page.

Project Details

Initial Funding Year	2007/08
Target Completion Year	On-going
Expended as of June 30, 2017	\$ 1,263,360



Streets Capital

Neighborhood Traffic

Pedestrian Safety and Traffic-Calming Program - Project Detail

PROJECT #: 82662|60003

Total Project Cost: \$ 2,126,230

DEPARTMENT: Public Works

PROJECT APPROPRIATIONS	Project #	Prior Appropriations	2017/18		2017/18	2018/19	2019/20	2020/21	2021/22	Total 2017-22 Budget
			Estimated Carryover	New Request						
Belle Air School Improvement	82662	\$ 157,252	\$ 107,414	\$ -	\$ 107,414	\$ -	\$ -	\$ -	\$ -	\$ 107,414
Pedestrian Warning Systems	60003	170,000	166,761	-	166,761	-	-	-	-	166,761
Studies and Construction	82662	1,443,978	233,695	55,000	288,695	100,000	100,000	100,000	-	588,695
Total		\$ 1,771,230	\$ 507,870	\$ 55,000	\$ 562,870	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	\$ 862,870
FUNDING SOURCES										
Gas Tax		\$ 626,989	\$ 101,473	\$ 5,000	\$ 106,473	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	\$ 256,473
Lifeline Grant (Prop 1B)		157,252	107,414	-	107,414	-	-	-	-	107,414
Measure A		816,989	132,223	50,000	182,223	50,000	50,000	50,000	-	332,223
San Bruno Community Foundation		170,000	166,761	-	166,761	-	-	-	-	166,761
Total		\$ 1,771,230	\$ 507,870	\$ 55,000	\$ 562,870	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	\$ 862,870

Streets Capital

Sidewalks

Sidewalk Repair Program

PROJECT #: 83908

Total Project Cost: \$ 2,656,252

DEPARTMENT: Public Works

PROJECT APPROPRIATIONS	Prior Appropriations	2017/18		2017/18	2018/19	2019/20	2020/21	2021/22	Total 2017-22 Budget
		Estimated Carryover	New Request						
Repairs	\$ 2,091,252	\$ 275,294	\$ 115,000	\$ 390,294	\$ 150,000	\$ 150,000	\$ 150,000	\$ -	\$ 840,294
FUNDING SOURCES									
Gas Tax	\$ 822,313	\$ 66,466	\$ 15,000	\$ 81,466	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	\$ 231,466
Measure A	868,131	70,170	100,000	170,170	100,000	100,000	100,000	-	470,170
ABAG Grant	37,037	-	-	-	-	-	-	-	-
CIWVG Grant	25,030	-	-	-	-	-	-	-	-
Homeowner Participation	137,141	-	-	-	-	-	-	-	-
Lifeline Grant (Prop 1B)	201,600	138,658	-	138,658	-	-	-	-	138,658
Total	\$ 2,091,252	\$ 275,294	\$ 115,000	\$ 390,294	\$ 150,000	\$ 150,000	\$ 150,000	\$ -	\$ 840,294

Project Description: This program includes sidewalk repairs and improvements to provide a safe and accessible public sidewalk. A sidewalk survey was completed in 2015-16 to identify sidewalk defects that are the City's or private property owners' responsibility to repair. Repair of sidewalk defects that are not caused by a street trees is the adjacent property owners' responsibility. Sidewalk locations scheduled for City repair each year are identified through the 2015-16 inventory assessment and by complaints received from residents. Additional funding is included to increase repairs of sidewalks with greater than 1 1/2 inch separation lift affected by City trees.



Project Details

Initial Funding Year	2004/05
Target Completion Year	On-going
Expended as of June 30, 2017	\$1,815,958

Streets Capital

Street Medians

Street Medians & Grand Boulevard Improvement Project

PROJECT #: 82101

Total Project Cost: \$ 850,000

DEPARTMENT: Public Works

PROJECT APPROPRIATIONS	Prior Appropriations	2017/18		2017/18	2018/19	2019/20	2020/21	2021/22	Total 2017-22 Budget
		Estimated Carryover	New Request						
Design and Construction	\$ 850,000	\$ 736,940	\$ -	\$ 736,940	\$ -	\$ -	\$ -	\$ -	\$ 736,940
FUNDING SOURCES									
TLC Grant	\$ 735,000	\$ 735,000	\$ -	\$ 735,000	\$ -	\$ -	\$ -	\$ -	\$ 735,000
Gas Tax	57,500	970	-	970	-	-	-	-	970
Measure A	57,500	970	-	970	-	-	-	-	970
Total	\$ 850,000	\$ 736,940	\$ -	\$ 736,940	\$ -	\$ -	\$ -	\$ -	\$ 736,940

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 consist of installing new, or replacing existing curb ramps, a possible median refuge, and a radar speed display sign.

The project design was scheduled to be completed in 2016-17 but was delayed due to CalTrans permitting issues. The project design and construction will be completed in 2017-18.



Project Details

Initial Funding Year	2004/05
Target Completion Year	2017/18
Expended as of June 30, 2017	\$113,060

Streets Capital

Streetlights

Streetlight Pole Replacement Program

PROJECT #: 60004

Total Project Cost: \$ 1,450,000

DEPARTMENT: Public Works

PROJECT APPROPRIATIONS	Prior Appropriations	2017/18		2017/18	2018/19	2019/20	2020/21	2021/22	Total 2017-22 Budget
		Estimated Carryover	New Request						
Installation	\$ 250,000	\$ 250,000	\$ -	\$ 250,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ -	\$ 1,450,000
FUNDING SOURCES									
Gas Tax	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	\$ 300,000
General Fund Capital Reserve	250,000	250,000	-	250,000	200,000	200,000	200,000	-	850,000
Measure A	-	-	-	-	100,000	100,000	100,000	-	300,000
Total	\$ 250,000	\$ 250,000	\$ -	\$ 250,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ -	\$ 1,450,000

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.

Due to the number of structurally deficient poles that need to be replaced, a separate contractor will be secured to complete this work. Annual pole replacement will be coordinated as part of the Streets operations and maintenance program.

Project Details

Initial Funding Year	2016/17
Target Completion Year	2020/21
Expended as of June 30, 2017	\$ -



2017-22 Capital Improvement Program

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Streets Capital

Streetlights

Streetlight Replacement Project Summary

PROJECT #: 82706 | 60009

Total Project Cost: \$ 3,691,698

DEPARTMENT: Public Works

PROJECT APPROPRIATIONS	Prior Appropriations	2017/18		2017/18	2018/19	2019/20	2020/21	2021/22	Total 2017-22 Budget
		Estimated Carryover	New Request						
Design and Installation	\$ 1,291,698	\$ 242,594	\$ 400,000	\$ 642,594	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 2,642,594
FUNDING SOURCES									
Various Funding	\$ 2,340,802	\$ 242,594	\$ 400,000	\$ 642,594	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 2,642,594

Project Description: This project replaces the City's 2,000 street light fixtures with energy saving light emitting diode (LED) bulbs.

Phase 1 replaced approximately 1,600 streetlights with LED fixtures, which provide better illumination, lower energy costs, longer life, and less maintenance. Phase 1 was completed in 2016-17.

Phase 2 will evaluate the conversion of 400 regulated output (RO) circuit streetlights to a standard parallel circuit system. During 2017-18, locations will be prioritized based on the condition and age of the system, history of outages, and the construction complexity. Design for all locations will begin in 2018-19 with conversion anticipated to commence in 2019-20. Approximately \$3.1 million is required for conversion design and construction.

Approximately 24 RO circuit street lights in the Mills Park Neighborhood will be replaced during 2017-18.



Project Details

Initial Funding Year	2008/09
Target Completion Year	2024/25
Expended as of June 30, 2017	\$ 1,049,104

Streets Capital

Traffic Signals

Street Light Replacement - Project Detail

PROJECT #: 82706 | 60009

DEPARTMENT: Public Works

PROJECT APPROPRIATIONS	Project #	Prior Appropriations	2017/18		2017/18	2018/19	2019/20	2020/21	2021/22	Total 2017-22 Budget
			Estimated Carryover	New Request						
LED Design and Installation	82706	\$ 1,247,764	\$ 199,799	\$ -	\$ 199,799	\$ -	\$ -	\$ -	\$ -	\$ 199,799
Mills Park Neighborhood RO	60009	43,934	42,796	400,000	442,796	-	-	-	-	442,796
RO Streetlight System Conversion	Unassigned	-	-	-	-	500,000	500,000	500,000	500,000	2,000,000
Total		\$ 1,291,698	\$ 242,594	\$ 400,000	\$ 642,594	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 2,642,594
FUNDING SOURCES										
Gas Tax		\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
DOE Energy Efficiency Grant		21,974	-	-	-	-	-	-	-	-
General Fund Capital Reserve		986,724	242,594	400,000	642,594	-	-	-	-	642,594
PG & E Rebates		83,000	-	-	-	-	-	-	-	-
To Be Determined		-	-	-	-	500,000	500,000	500,000	500,000	2,000,000
Total		\$ 2,340,802	\$ 242,594	\$ 400,000	\$ 642,594	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 2,642,594

Streets Capital

Traffic Signals

Traffic Signal Rehabilitation Program Summary

PROJECT #: 10009 | 60001

Total Project Cost: \$ 1,740,000

DEPARTMENT: Public Works

PROJECT APPROPRIATIONS	Prior Appropriations	2017/18		2017/18	2018/19	2019/20	2020/21	2021/22	Total 2017-22 Budget
		Estimated Carryover	New Request						
Installation	\$ 657,500	\$ 657,500	\$ 522,500	\$ 1,180,000	\$ 280,000	\$ 280,000	\$ -	\$ -	\$ 1,740,000
FUNDING SOURCES									
Various Funding	\$ 657,500	\$ 657,500	\$ 522,500	\$ 1,180,000	\$ 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 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. A contractor was procured in 2016-17 and the locations will be phased in as part of the Traffic Signal Rehabilitation Program.

Funding is included for 2017-18 for the additional emergency vehicle priority control systems approved by Council in 2016-17. See the project detail on the following page.



Project Details

Initial Funding Year	2014/15
Target Completion Year	2019/20
Expended as of June 30, 2017	\$ -

Streets Capital

Traffic Signals

Traffic Signal Rehabilitation Program - Project Detail

PROJECT #: 10009|60001

DEPARTMENT: Public Works

PROJECT APPROPRIATIONS	Project #	Prior Appropriations	2017/18		2017/18	2018/19	2019/20	2020/21	2021/22	Total 2017-22 Budget
			Estimated Carryover	New Request						
Traffic Signal Installation	60001	\$ 432,500	\$ 432,500	\$ 352,500	\$ 785,000	\$ 220,000	\$ 220,000	\$ -	\$ -	\$ 1,225,000
Traffic Signal Priority Control System - City	10009	150,000	150,000	70,000	220,000	60,000	60,000	-	-	340,000
Traffic Signal Priority Control System - State	10009	75,000	75,000	100,000	175,000	-	-	-	-	175,000
Total		\$ 657,500	\$ 657,500	\$ 522,500	\$ 1,180,000	\$ 280,000	\$ 280,000	\$ -	\$ -	\$ 1,740,000
FUNDING SOURCES										
General Fund Capital Reserve		\$ 215,000	\$ 215,000	\$ 100,000	\$ 315,000	\$ -	\$ -	\$ -	\$ -	\$ 315,000
Gas Tax		50,000	50,000	282,500	332,500	140,000	140,000	-	-	612,500
Measure A		392,500	392,500	140,000	532,500	140,000	140,000	-	-	812,500
Total		\$ 657,500	\$ 657,500	\$ 522,500	\$ 1,180,000	\$ 280,000	\$ 280,000	\$ -	\$ -	\$ 1,740,000

Streets Capital

Transit Corridor

Transit Corridor Pedestrian Connection Improvement

PROJECT #: 82709

Total Project Cost: \$ 1,180,000

DEPARTMENT: Public Works

PROJECT APPROPRIATIONS	Prior Appropriations	2017/18		2017/18	2018/19	2019/20	2020/21	2021/22	Total 2017-22 Budget
		Estimated Carryover	New Request						
San Bruno Ave/Huntington Ave Improvements	\$ 850,000	\$ 795,774		\$ 795,774		\$ -	\$ -	\$ -	\$ 795,774
ECR/Angus Intersection Improvements	330,000	328,511	-	328,511	-	-	-	-	328,511
Total	\$ 1,180,000	\$ 1,124,285	\$ -	\$ 1,124,285	\$ -	\$ -	\$ -	\$ -	\$ 1,124,285
FUNDING SOURCES									
Safe Routes To Transit	\$ 500,000	\$ 445,774		\$ 445,774		\$ -	\$ -	\$ -	\$ 445,774
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	30,000	28,511	-	28,511	-	-	-	-	28,511
Total	\$ 1,180,000	\$ 1,124,285	\$ -	\$ 1,124,285	\$ -	\$ -	\$ -	\$ -	\$ 1,124,285

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.

Project 1 is for improvements along San Bruno and Huntington Avenues, including 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. Preliminary planning was completed during 2016-17 with design to begin in 2017-18.

Project 2 is for improvements at the intersection of El Camino Real and Angus Avenue to install high-visibility crosswalks, curb bulb-outs, median refuge areas, and upgraded traffic signals to increase safety and accessibility. Design was completed in 2016-17 with construction possible during 2017-18 pending final Caltrans approval.



Project Details

Initial Funding Year	2010/11
Target Completion Year	2018/19
Expended as of June 30, 2017	\$ 55,715

2017-22 Capital Improvement Program

Technology Capital
(Insert Divider)

2017-22 Capital Improvement Program

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Technology Capital

2017-22 Five-Year Summary by Project and Funding Source

PROJECT TITLE	Prior Appropriations	2017/18		2017/18	2018/19	2019/20	2020/21	2021/22	Total 2017-22 Budget
		Estimated Carryover	New Request						
Agenda Preparation and Document Mgt Solution	\$ 43,000	\$ 33,515	\$ -	\$ 33,515	\$ -	\$ -	\$ -	\$ -	\$ 33,515
Computerized Maintenance Management System	348,567	84,401	-	84,401	-	-	-	-	84,401
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	16,529	-	16,529	-	-	-	-	16,529
Records Management System	580,000	18,578	-	18,578	-	-	-	-	18,578
Total	\$ 1,244,767	\$ 245,784	\$ -	\$ 245,784	\$ 300,000	\$ -	\$ -	\$ -	\$ 545,784
FUNDING SOURCES									
General Fund Capital Reserve	\$ 437,800	\$ 56,225	\$ -	\$ 56,225	\$ 300,000	\$ -	\$ -	\$ -	\$ 356,225
Technology Fee	129,840	96,068	-	96,068	-	-	-	-	96,068
Equipment Reserve	230,000	-	-	-	-	-	-	-	-
Gas Tax	37,500	-	-	-	-	-	-	-	-
Stormwater Fund	90,000	84,401	-	84,401	-	-	-	-	84,401
Water Fund	158,174	4,132	-	4,132	-	-	-	-	4,132
Wastewater Fund	134,573	2,479	-	2,479	-	-	-	-	2,479
Cable Fund	26,880	2,479	-	2,479	-	-	-	-	2,479
Total	\$ 1,244,767	\$ 245,784	\$ -	\$ 245,784	\$ 300,000	\$ -	\$ -	\$ -	\$ 545,784

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.

2017-22 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	2017/18		2017/18	2018/19	2019/20	2020/21	2021/22	Total 2017-22 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	2017/18
Expended as of June 30, 2017	\$9,485

Technology Capital

Management Systems

Computerized Maintenance Management System

PROJECT #: 81006

Total Project Cost: \$ 348,567

DEPARTMENT: Information Technology/Public Works

PROJECT APPROPRIATIONS	Prior Appropriations	2017/18		2017/18	2018/19	2019/20	2020/21	2021/22	Total 2017-22 Budget
		Estimated Carryover	New Request						
Design and Installation	\$ 348,567	\$ 84,401	\$ -	\$ 84,401	\$ -	\$ -	\$ -	\$ -	\$ 84,401
FUNDING SOURCES									
Water Fund	\$ 113,374	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Wastewater Fund	107,693	-	-	-	-	-	-	-	-
Gas Tax	37,500	-	-	-	-	-	-	-	-
Stormwater Fund	90,000	84,401	-	84,401	-	-	-	-	84,401
Total	\$ 348,567	\$ 84,401	\$ -	\$ 84,401	\$ -	\$ -	\$ -	\$ -	\$ 84,401

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 in 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. This project will be substantially completed by the end of 2016-17 with possible project close-out items to be completed in early 2017-18.

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	2017/18
Expended as of June 30, 2017	\$264,166



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	2017/18		2017/18	2018/19	2019/20	2020/21	2021/22	Total 2017-22 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 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 project is scheduled to be substantially complete by the end of 2016-17 with final upgrades and testing to be completed during 2017-18. 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	2017/18
Expended as of June 30, 2017	\$1,239

Technology Capital

Financial Software

Financial Software Replacement

PROJECT #: 81011

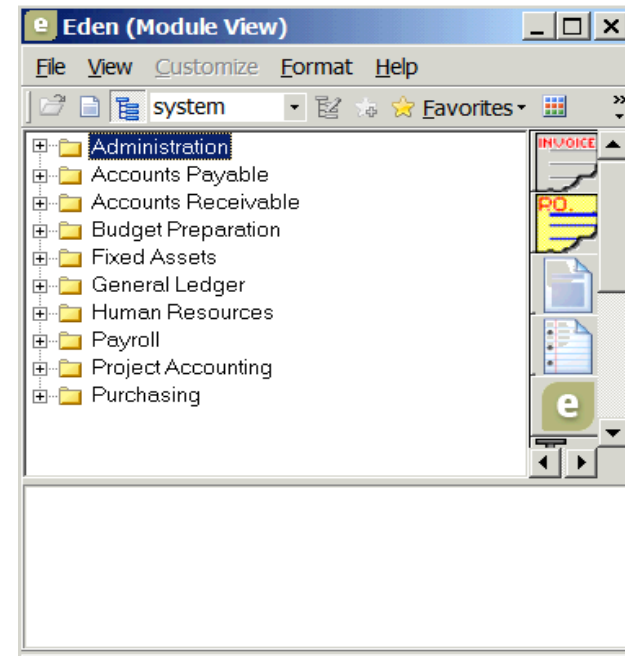
Total Project Cost: \$ 300,000

DEPARTMENT: Information Technology/Finance

PROJECT APPROPRIATIONS	Prior Appropriations	2017/18		2017/18	2018/19	2019/20	2020/21	2021/22	Total 2017-22 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 will be obsolete and no longer 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 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 2017-18.



Project Details

Initial Funding Year	2017/18
Target Completion Year	2018/19
Expended as of June 30, 2017	\$ -

Technology Capital

Geographical Information

Geographic Information System

PROJECT #: 81004

Total Project Cost: \$ 179,200

DEPARTMENT: Information Technology

PROJECT APPROPRIATIONS	Prior Appropriations	2017/18		2017/18	2018/19	2019/20	2020/21	2021/22	Total 2017-22 Budget
		Estimated Carryover	New Request						
Design and Implementation	\$ 179,200	\$ 16,529	\$ -	\$ 16,529	\$ -	\$ -	\$ -	\$ -	\$ 16,529
FUNDING SOURCES									
General Fund Capital Reserve	\$ 44,800	\$ 4,132	\$ -	\$ 4,132	\$ -	\$ -	\$ -	\$ -	\$ 4,132
Technology Fee	35,840	3,307	-	3,307	-	-	-	-	3,307
Water Fund	44,800	4,132	-	4,132	-	-	-	-	4,132
Wastewater Fund	26,880	2,479	-	2,479	-	-	-	-	2,479
Cable Fund	26,880	2,479	-	2,479	-	-	-	-	2,479
Total	\$ 179,200	\$ 16,529	\$ -	\$ 16,529	\$ -	\$ -	\$ -	\$ -	\$ 16,529

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.

The work plan includes refinements to the public web-based GIS portal allowing visitors to easily navigate the website to access GIS information such as existing hazard information on flood zones, fault lines, seismic activity and liquefaction potential, and wildland fire severity zones. Further enhancements include the addition of cable television GIS layers to provide tracking of network fiber and field equipment locations, allow data editing by CATV field personnel, completing the rectification of parcels in relation to our aerial imagery (photos), adding sewer video integration, linking the Engineering Division's historical files to GIS, and upgrading the GIS system and software to the latest versions.

Project Details

Initial Funding Year	2013/14
Target Completion Year	2017/18
Expended as of June 30, 2017	\$162,671

Technology Capital

Management Systems

Records Management System

PROJECT #: 81005

Total Project Cost: \$ 580,000

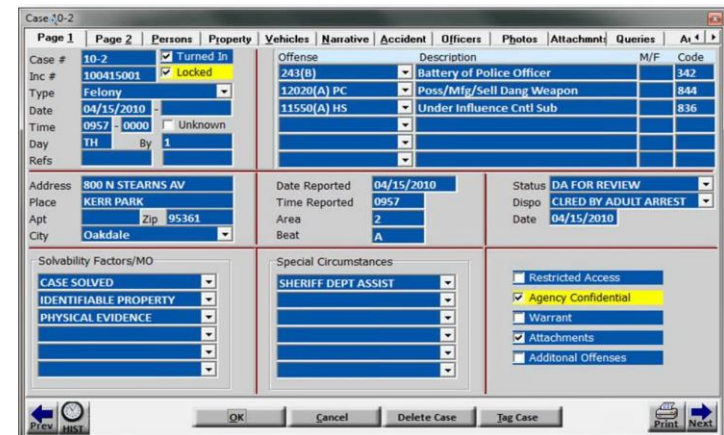
DEPARTMENT: Information Technology/Police Department

PROJECT APPROPRIATIONS	Prior Appropriations	2017/18		2017/18	2018/19	2019/20	2020/21	2021/22	Total 2017-22 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.

Since its implementation, the RMS system has optimized efficiency and allowed the department to reallocate resources and provide enhanced services in other areas. RMS has improved 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 has improved crime analysis capabilities and allowed 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	2017/18
Expended as of June 30, 2017	\$561,422

2017-22 Capital Improvement Program

Operating Program and Plan
(Insert Divider)

2017-22 Capital Improvement Program

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Operating Programs and Plans

2017-22 Five-Year Summary by Project

PROJECT TITLE	Prior Appropriations	2017/18		2017/18	2018/19	2019/20	2020/21	2021/22	Total 2017-22 Budget
		Estimated Carryover	New Request						
BART Closeout	\$ 75,000	\$53,322	\$ -	\$ 53,322	\$ -	\$ -	\$ -	\$ -	\$ 53,322
Climate Action Plan	55,000	10,371	2,500	12,871	-	-	-	-	12,871
Scott Street Grade Separation	20,000	20,000	-	20,000	-	-	-	-	20,000
Sharp Park Neighborhood Private Sewer Lateral Video Inspection Project and Grant Program	178,541	102,179	80,000	182,179	-	-	-	-	182,179
Skyline Boulevard (SR 35) Widening	90,000	90,000	(45,000)	45,000	-	-	-	-	45,000
Total	\$ 418,541	\$ 275,872	\$ 37,500	\$ 313,372	\$ -	\$ -	\$ -	\$ -	\$ 313,372

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

2017-22 Five-Year Summary Funding Source

FUNDING SOURCES	Prior Appropriations	2017/18		2017/18	2018/19	2019/20	2020/21	2021/22	Total 2017-22 Budget
		Estimated Carryover	New Request						
General Fund Capital Reserve	\$ 90,000	\$63,693	\$ 2,500	\$66,193	\$ -	\$ -	\$ -	\$ -	\$ 66,193
DOE Grant	40,000	-	-	-	-	-	-	-	-
Measure A	110,000	110,000	(45,000)	65,000	-	-	-	-	65,000
Wastewater Fund	178,541	102,179	80,000	182,179	-	-	-	-	182,179
Total	\$ 418,541	\$275,872	\$ 37,500	\$ 313,372	\$ -	\$ -	\$ -	\$ -	\$ 313,372

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: \$10,371

The City Hall Civic Center houses the administrative offices for the City Manager, City Attorney, Finance, Human Resources, Technology, Community Development, and Public Works. The facility also hosts a wide range of public meetings including citizen advisory committees and commissions.

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.

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

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.

2017-22 Capital Improvement Program

Unfunded Priorities
(Insert Divider)

2017-22 Capital Improvement Program

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Unfunded Priorities Capital Improvement Program

2017-22 Summary of Unfunded Priorities

PROJECT TITLE	Total Project Cost
City Facilities Replacement	\$ 156,000,000
Stormwater Infrastructure Improvements	16,810,000
Other Improvements	6,050,000
Total	\$ 178,860,000

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.

2017-22 Capital Improvement Program

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Unfunded Priorities Capital Improvement Program

City Facilities Replacement

Total Project Cost:

\$156,000,000

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 Works. 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

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.

Equipment Purchase
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2017-18 Equipment Purchase Funding Summary

		Equipment Replacement	Vehicle Replacement	Total
Total Request by Fund:				
	General Fund Equipment Reserve	\$ 34,600	\$ 440,000	\$ 474,600
	Stormwater Fund	-	120,000	120,000
	Total	\$ 34,600	\$ 560,000	\$ 594,600
Expenditures by Department:				
Fire	Inspector Vehicle	-	45,000	45,000
	Fire Marshal Vehicle	-	45,000	45,000
Police	Unmarked Vehicles (3)	-	117,000	117,000
	Portable Speed Radar Boxes (4)	19,600	-	19,600
	Patrol Rifles (12)	15,000	-	15,000
Pool Fleet	Pool Vehicle	-	28,000	28,000
Streets	Aerial Bucket Truck	-	95,000	95,000
	Heavy-Duty Dump/Loader Truck	-	110,000	110,000
Stormwater	Sweeper Vehicle	-	120,000	120,000
	Total	\$ 34,600	\$ 560,000	\$ 594,600

2017-18 Vehicle Replacement List

Department	Current Vehicle		Proposed Replacement Vehicle		Replacement Cost	Funding Source	
Fire	2001	Ford	Crown Victoria	Ford	Explorer	\$45,000	Equipment Reserve
Fire	2003	Ford	Explorer	Ford	Explorer	\$45,000	Equipment Reserve
Streets	1990	Chevrolet	3500 bucket truck	Altec	Aerial bucket truck	\$95,000	Equipment Reserve
Streets	2001	International	4700 dump truck	Peterbuilt	5-7 yard dump truck	\$110,000	Equipment Reserve
Stormwater	2009	Tennant	Sidewalk sweeper	Tennant	Sidewalk sweeper	\$120,000	Stormwater Fund
Pool Vehicle	1997	Chevrolet	Lumina sedan	Ford	Fusion sedan	\$28,000	Equipment Reserve
Police (unmarked)	2004	Pontiac	Grand Prix	Ford	Explorer	\$45,000	Equipment Reserve
Police (unmarked)	2005	Harley Davidson	Motorcycle	Harley Dav / Honda	Motorcycle	\$37,000	Equipment Reserve
Police (unmarked)	2006	Mercury	Grand Marquis	Ford	Escape / Taurus	\$35,000	Equipment Reserve
Total Vehicle Request					\$560,000		

Funding Summary	
Total General Fund Equipment Reserve	\$440,000
Total Stormwater Fund	\$120,000
Total Funding Source	\$560,000

2017-18 Vehicle Replacement Acquisition Descriptions

Fire

Fire Inspector Vehicle (703-1560-8013) \$45,000

A 2001 Ford Crown Victoria with 75,000 is used as a fire inspector vehicle. Based on the age, mileage, and the difficulty finding replacement parts since Ford discontinued the Crown Victoria, this vehicle is recommended for replacement. 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 either a Ford Escape or Ford Explorer is estimated at \$45,000, including sales tax, preparation, and delivery.

Fire Marshal Vehicle (703-1560-8013) \$45,000

A 2003 Ford Explorer used by the Fire Marshal for incident investigations, inspections, and code violations recently had catastrophic transmission failure and is no longer in service. The replacement cost for this vehicle with either a Ford Explorer is estimated at \$45,000, including sales tax, preparation, and delivery.

Streets

Aerial Bucket Truck (703-1560-8013) \$95,000

A 1990 Chevrolet 3500 bucket truck with 60,000 miles is used to daily to repair and install overhead traffic signs and street light poles and related equipment. The truck also serves as a traffic sign and equipment truck to make daily repairs and install new traffic signs. 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 an Altec aerial bucket truck, estimated at \$95,000, including sales tax, preparation, and delivery.

Heavy-Duty Dump/Loader Truck (703-1560-8013) \$110,000

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. This truck will also not comply with California emissions standards beginning in 2018. 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 Peterbuilt 5-7 Yard dump/loader truck is estimated at \$110,000, including sales tax, preparation, and delivery.

Pool Fleet

Pool Vehicle (703-1560-8013) \$28,000

A 1997 Chevrolet Lumina sedan with over 86,000 miles has reached the end of its useful life due to its age, maintenance history, and difficulty finding replacement parts. 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.

The replacement cost for this vehicle with a similar Ford Fusion sedan is estimated at \$28,000, including sales tax and delivery.

Stormwater

Sweeper Vehicle (621-1560-8013) \$120,000

A 2009 Tennant Green Machine Air Sweeper with 3,000 miles is used daily to sweep gutters in the downtown San Mateo Avenue business district and other locations where a larger street sweeper truck cannot access. The smaller size of this sweeper vehicle also allows it to travel on and clean wide sidewalks in heavily trafficked areas. As a result of high repetitive, daily usage and damages from constant wear tear, this vehicle has reached the end of its useful life. There were over \$16,000 in repairs during 2016-17. The City does not have a similar back-up vehicle and cleaning service downtown is reduced during repairs. Based on the vehicle age, condition, and current emission standards, it is anticipated there will be little resell value within the State of California. The replacement cost of this vehicle with a similar Tenant Green Machine Air Sweeper, is estimated at \$120,000, including sales tax, preparation, and delivery.

Police

Unmarked Patrol Motorcycle (703-1560-8013) \$37,000

A 2005 Harley Davidson motorcycle with 16,000 miles, used for patrols and escorts, is scheduled for replacement due to age and lack of safety features. The replacement cost for a similar Harley Davidson or Honda motorcycle is estimated at \$37,000, including sales tax, preparation, and delivery.

Unmarked Police Vehicles - 2 (703-1560-8013) \$80,000

The Police Department intends to replace two unmarked police vehicles used by command staff due to accumulated mileage and various maintenance issues. A 2004 Pontiac Grand Prix with 77,000 miles will be replaced with a Ford Explorer. A 2006 Mercury Grand Marquis with 90,000 miles will be replaced with either a Ford Escape Sport Utility Vehicle (SUV) or a Ford Taurus. The cost for the Ford Explorer is estimated at \$45,000, and \$35,000 for the Ford Escape SUV, for a combined replacement cost of \$80,000, including sales tax, preparation and delivery.

Total Vehicle Replacement \$560,000

2017-18 Equipment Replacement Acquisition Descriptions

General Fund Equipment

Police

Portable Speed Radar Boxes - 4 (703-1560-8013) \$19,600

The Police Department intends to replace a speed radar trailer used display vehicle speeds at identified locations to educate drivers, encourage slower speeds, and reduce collisions. The current speed radar trailer is over 12 years old and is no longer functioning. While radar speed trailers still exist, smaller and more portable devices are available. The Department is seeking to replace the existing speed radar trailer with four smaller and portable radar boxes. These radar boxes can be affixed to any City pole and deployed in areas that radar trailers cannot, and do not take up valuable parking space. These radar boxes will display passing vehicle speeds and collect vehicle count data to assist in traffic engineering and enforcement projects. The Police Department is seeking to purchase four Radar boxes at a cost of \$4,900 per unit, for a total cost of \$19,600, including sales tax, preparation, and delivery.

Patrol Rifles - 12 (703-1560-8013) \$15,000

Police Department Patrol rifles are in need of replacement. These rifles have never been replaced and the cost to maintain and replace parts to the current rifles is becoming excessive and time consuming. In an effort to accomplish this goal, the Department seeks to purchase 12 rifles each year over the next two years for a total replacement of 24 rifles at a total cost of \$30,000. For 2017-18, the total cost for 12 patrol rifles at \$1,250 per rifle, is \$15,000, including sales tax, preparation, and delivery.

Total Equipment Replacement \$34,600

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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, 2017 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, 2017:	\$6,890,898
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, 2017:	\$6,310,000
Interest Rate:	5% to 7%
Funding Source:	Redevelopment Property Tax Trust Funds

2013 Wastewater Revenue Refunding Bonds	
Purpose:	Construction of improvements to the City's Wastewater System
Maturity Date:	2033
Original Amount:	\$6,955,000
Outstanding Principal as of July 1, 2017:	\$6,140,000
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, 2017:	\$73,720
Interest Rate:	2.95%
Funding Source:	General Fund

2017 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, 2017:	\$784,846
Interest Rate:	1.890%
Funding Source:	General 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, 2017:	\$9,650,000
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, 2017:	\$991,728
Interest Rate:	0.525%
Funding Source:	General Fund Capital Reserve

Annual Debt Service Budget

	2016-17	2017-18
General Fund		
2011 Fire Apparatus Lease Purchase Financing		
Principal	35,282	36,323
Interest	3,216	2,175
	38,498	38,498
2017 E-One Pumper Fire Engine and Aerial Ladder Fire Truck		
Principal	-	168,714
Interest	-	14,040
	-	182,754
2013 Pension Obligation Bonds		
Principal	815,000	830,000
Interest	364,019	345,681
	1,179,019	1,175,681
Total General Fund	1,217,517	1,396,933
Successor Agency to the San Bruno Redevelopment Agency		
2000 Certificates of Participation		
Principal	300,000	315,000
Interest	345,618	330,468
	645,618	645,468
Total Successor Agency to the San Bruno Redevelopment Agency Fund	645,618	645,468
Wastewater Fund		
2013 Certificates of Participation		
Principal	265,000	280,000
Interest	268,775	258,975
	533,775	538,975
State Revolving Fund		
Principal	850,752	872,513
Interest	184,038	175,509
	1,034,789	1,048,022
Total Wastewater Fund	1,568,564	1,586,997
Cable Fund		
Fiber to the Home at Shelter Creek Condominiums Loan		
Principal	164,595	164,461
Interest	5,675	4,809
	170,270	169,270
Total Cable Fund	170,270	169,270
Total Annual Debt Service Obligations	\$3,601,969	\$3,798,668

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Appendix
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City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: June 27, 2017

TO: Honorable Mayor and Members of the City Council

FROM: Connie Jackson, City Manager
Jim O'Leary, Interim Finance Director

SUBJECT: Hold Public Hearing and
) Adopt Resolution Approving 2017-18 Operating and 2017-22
 Capital Improvement Program Budget
) Adopt Resolution Approving City Appropriations (Gann) Limit for
 2017-18

BACKGROUND:

The proposed 2017-18 Operating and Capital Improvement Budget has 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 City Council conducted two Study Sessions to review the proposed 2017-18 Operating and 2017-22 Capital Improvement Program Budgets on June 12 and June 14, 2017. At the Study Sessions, staff presented supplemental service enhancements and highlighted service programs.

DISCUSSION:

The 2017-18 Budget consists of three distinct components. In addition to the 2017-18 Operating and Capital Improvement Budget, City program and service level enhancements for 2017-18 are provided in the proposed Major Program Enhancements and proposed Service Level Enhancements. The Major Program Enhancement proposal is the outcome of a series of 4 separate budget study sessions over the past year that the City Council undertook since adoption of the 2016-17 Budget.

Proposed Major Program Enhancements

The Proposed Budget includes two proposed major enhancement initiatives to provide a significantly increased level of attention to areas of community interest. The Downtown

Enhancement and Enforcement Team and the Neighborhood Quality of Life Enhancement Program proposals are described in detail in the Budget document. At the June 12, 2017 Study Session the City Council reviewed the major program enhancements and directed staff to further analyze the initiatives. Staff will complete this additional review and will return to the City Council in July with recommendations for further discussion and consideration.

Proposed Service Level Enhancements

The Service Level Enhancements support some limited improvements and expansion of City operations and services that staff believes are important to the City's ability to promote effectiveness and resolve existing deficiencies in the City's existing service delivery. A complete list and description of proposed improvements to City staffing, equipment and programs is included in Attachment 2. These proposed Service Enhancements are recommended to address important community needs and allow progress on new initiatives related to on-going City priorities. The total cost of the proposed enhancements, net of associated new revenue in the General Fund is \$1,388,300. The excess prior year General Fund balance is available and could be used to cover these costs.

General Fund Operating Budget

The General Fund is the primary source of funding to support most of the services citizens commonly associate with local government. These include public safety, recreation, general administration and maintenance of parks and infrastructure. The General Fund is primarily comprised of tax-generated revenues including property taxes, hotel/motel tax, business license tax, and sales tax. These revenues collectively comprise nearly 70% of total General Fund revenues.

The Proposed Budget projects \$43,717,328 in General Fund expenditures in 2017-18 to support operations and service delivery across all City departments. This total is an increase of just over \$1 million or 2.6% compared to the 2016-17 Amended Budget. This is a good result of the City's continuing effort to contain all costs at the lowest possible levels necessary to support continued delivery of services. The increase is almost entirely attributable to the increased cost of salaries and benefits for City staff that were negotiated with each of the City's bargaining units over the past 2 years.

The following table summarizes 2017-18 financial information compared to the prior year:

General Fund	2016-17 Adopted Budget	2016-17 Amended Budget	2016-17 Estimated Actual	2017-18 Proposed Budget	Change from 2016-17 Amended Budget
Revenue	\$ 41,933,900	\$ 41,951,081	\$ 42,204,653	\$ 43,368,307	\$ 1,417,226
Expenditure	\$ 42,316,081	\$ 42,619,616	\$ 40,992,759	\$ 43,717,328	\$ 1,097,712
Difference	\$ (382,181)	\$ (668,500)	\$ 1,211,894	\$ (349,021)	

The proposed budget includes total General Fund revenues of \$43,368,307. This amount represents an increase of \$1,417,226 over the 2016-17 Amended Budget revenue, with the majority of the overall revenue growth in the taxes category.

Consistent with prior year practice and the City Council’s on-going budget policy, the Proposed Budget reflects efforts across all departments and operating programs to control and contain costs at the lowest responsible levels to allow uninterrupted service delivery. Using a “zero based” budgeting practice, departments are directed to evaluate each expenditure to determine if it is necessary and to evaluate any available alternatives. Although revenues have generally demonstrated strong growth in recent years, and have exceeded the rate of growth in regular expenditures, there has not generally been sufficient capacity to allow consideration to expand services to a level that allows the City to adequately address new priorities and expand community needs.

Enterprise Funds

The City’s four Enterprise operations provide business-type services that are entirely rate and fee supported, receiving no funding from the City’s General Fund. To recognize administrative and other services provided through the General Fund operating departments including the City Manager, Finance and Human Resources, each Enterprise Fund budget shows an administrative allocation to the General Fund covering these costs.

The following table provides a comparison of the 2016-17 revenues and expenditures for the City’s Enterprise Funds to the amounts proposed for 2017-18.

Fund	2016-17 Amended Budget	2016-17 Estimated Actual	2017-18 Proposed Budget	Change from 2016-17 Amended
Water				
Revenue	\$ 13,508,873	\$ 15,583,737	\$ 14,349,000	\$ 840,127
Expenditure	\$ 9,633,644	\$ 10,265,702	\$ 9,325,107	\$ (308,537)
Wastewater				
Revenue	\$ 16,285,136	\$ 15,797,962	\$ 16,600,000	\$ 314,864
Expenditure	\$ 8,891,221	\$ 8,537,093	8,992,862	\$ 101,641
Stormwater				
Revenue	\$ 679,000	\$ 679,284	\$ 679,000	\$ -0-
Expenditure	\$ 919,498	\$ 631,773	\$ 838,716	\$ (80,782)
Cable				
Revenue	\$ 11,088,419	\$ 10,466,076	\$ 11,638,897	\$ 550,478
Expenditure	\$ 10,652,868	\$ 10,467,795	\$ 11,021,271	\$ 368,403

In 2016-17, the City completed 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 previous 5-year rate schedule took effect on July 1, 2016. The updated rate analysis conducted over the past year included careful evaluation of all operational costs and the planned schedule and costs for delivery of capital improvement projects necessary to replace and rehabilitate the City's aging water and wastewater system infrastructure. That analysis resulted in a recommendation for a 5% annual increase to the water and wastewater utility rates in each of the next five years beginning July 1, 2017. This recommended 5-year rate program was approved by the City Council in May 2017.

The Cable Enterprise 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 miles of fiber optic 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.

Over the years, the City has continually invested in the Cable system infrastructure, developing a financial deficit as subscriber revenues, its only source of funding, have been insufficient to cover capital costs. To address the deficit, the City Council approved approaches for reducing costs over a multi-year period by gradually eliminating the amounts annually paid to the General Fund since the initial operations of the system over 40 years ago. The 2017-18 Cable Operating Budget reflects a reduction of \$200,000 in the Equity Earnings Transfer to the General Fund.

The City Council will consider a rate increase of approximately 7% on most Cable services to be effective August 1, 2017. This is only the third system rate increase in 6-

years. In total, the rate increase is expected to generate about \$400,000 in new system revenue in 2017-18. With this revenue and the \$200,000 reduction in transfers, the Cable Enterprise Operating Budget projects a \$617,626 surplus for 2017-18. This amount is available to cover proposed Enterprise capital costs. For 2017-18, budgeted operating expenditures are anticipated to increase by \$368,403 above the 2016-17 amount.

Internal Service and Special Revenue Funds

Internal Service Fund operations provide direct services to support all City departments and City Enterprise Fund operations. The City maintains five internal service funds including the Central Garage operated through the Public Works Department, the Buildings and Facilities Division of the Community Services Department, Technology, Self-Insurance, and Equipment Reserve. These Internal Service operations are funded through an expenditure allocation that is charged to each user department and enterprise. In total, internal service allocations amount to \$4,591,622 across all operations for 2017-18. The largest single category of internal service costs is for Self-Insurance at \$2,078,553.

Special Revenue Funds cover costs associated with the City's operations and services that are fully supported by dedicated revenues that must be accounted separate from the General Fund. Costs for rebuilding the Crestmoor 2 neighborhood infrastructure following the September, 2010 PG&E gas transmission pipeline explosion and fire along with all other costs incurred by the City for recovery from the disaster and for the City's participation in investigative and other proceedings are covered through a Trust Fund established for this purpose and funded by \$50 million from PG&E. The Trust was originally established on March 24, 2011. As costs are incurred, they are reviewed for approval by an independent Trustee and reimbursed to the City.

Capital Improvement Program

The Capital Improvement Program (CIP) is designed to identify, plan and develop projects using a long-term vision for the community's facilities and infrastructure needs. While the comprehensive CIP is not limited to projects for which funding has been identified, the CIP generally includes a more limited presentation on proposed projects for which funding is not available. Many of the unfunded projects address community needs for rehabilitation and/or replacement of critical facilities such as the Library and Fire Stations. These projects remain shown in the CIP so that they are included in the City's long term strategic planning and remain on the "radar screen" as priorities for future funding initiatives.

The 2017-22 Capital Improvement Program identifies 51 funded projects/programs organized in 8 different categories. A total of \$215,738,695 in necessary capital investment is programmed through the CIP to assure rehabilitation, replacement, and improvement of City facilities and infrastructure. A total of \$107,406,950 is the expected cost of scheduled improvements to the City's water and wastewater systems.

The following chart summarizes the total proposed 2017-18 appropriations by category.

Water	\$ 7,790,500
Wastewater	\$ 10,992,900
Stormwater	\$ 700,000
Cable Television	\$ 1,755,800
Parks and Facilities	\$ 4,746,500
Streets	\$ 3,364,500
Technology	\$ 0
Operating Programs	\$ 37,500

New projects appearing in the proposed Capital Improvement Program for the first time in 2017-18 include the following:

- Swimming Pool/Recreation Center Project (the San Bruno Community Foundation allocated \$50,000,000 for this project)
- Green Infrastructure Development Plan
- Multi-Family Dwelling Units Build-Out of Fiber to the Home Project
- Cable TV Facility Improvement Project
- Commodore Dog Park Improvements Project
- Parks Corporation Yard Interior Rehabilitation Project

Existing projects that were previously shown and have been significantly expanded or changed in the 2017-18 Capital Improvement Program include:

- ✓ Commodore Park Well Replacement - Additional funding of \$1,000,000 is proposed based on updated construction costs for the production well to be constructed adjacent to the Crossing/SanBruno development.
- ✓ Trash Capture Device Installation Project – The project description has been modified to provide an updated project description and cost estimates to meet State compliance requirements. The updated work program will include installation of large trash capture devices in identified locations where smaller collection lines converge and smaller devices along certain roadways. This updated project approach is intended to minimize the routine maintenance required to remove accumulated trash and debris at the devices by minimizing the total number of devices to be installed.
- ✓ Crestmoor Neighborhood Reconstruction Project – Funding is included to complete park construction by the end of 2017.
- ✓ Florida Avenue Park – The project funding and description have been updated to reflect the inclusion of additional sidewalk and roadway repairs and restoration of the wood carving for final installation. Project funding includes \$200,000 from the San Bruno Community Foundation for park planning and development.

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 as 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 (3.69%) and the population factor (.56%) provided by the Department of Finance; establishing the 2017-18 Appropriation Limit at \$41,039,600. Reducing the revenues generated from tax proceeds by exempted expenditures, such as debt service, capital outlay, and federal mandates, total revenue subjected to the Appropriation Limit is \$28,405,900. The City's Appropriations Subject to limit are \$12,633,700 below the 2017-18 Appropriations Limit.

FISCAL IMPACT:

The City Council reviewed proposed revenues, expenditures, and transfers for the Operating and Capital Budget at public budget study sessions on June 12 and 14. General Fund revenues are projected to be \$349,000 lower than expenditures in 2017-18. This deficit is balanced by using an equal amount of 2016-17 Fund Balance—leaving a projected Fund Balance of \$2,590,700 as of June 30, 2018. The City's four Enterprise operations provide business-type services that are entirely rate and fee supported, receiving no funding from the City's General Fund. The 2017-18 Capital Improvement Program work program identifies \$29,387,800 in necessary capital investment to assure rehabilitation, replacement, and improvement of City facilities and infrastructure.

ALTERNATIVES:

1. Amend the appropriation amounts contained in the proposed budget at the time of the approval or at any time during the fiscal year
2. Do not approve proposed budget appropriations effective July 1, 2017. In this case, the City Council should adopt an alternate resolution assuring continued municipal operations. An alternate resolution for this purpose is attached to this report.

RECOMMENDATION:

Hold public hearing and adopt resolution approving 2017-18 Operating and 2017-22 Capital Improvement Program Budget and adopt resolution approving City Appropriations (Gann) Limit for 2017-18.

ATTACHMENTS:

1. Proposed Supplemental Enhancements
2. Resolution Approving the Proposed 2017-18 Operating and the 2017-21 Capital Improvement Program Budget
3. Resolution to Continue Appropriations.
4. Resolution Approving the City's Appropriation Limit (Gann Limit) for 2017-18.

DATE PREPARED:

June 15, 2017

REVIEWED BY:

_____ACM

_____CM

Proposed Supplemental Enhancements Summary

Department	Supplemental Enhancement Requests	Ongoing Costs	One-Time Costs	New Rev / Exp	Net Impact to Fund
CM	Public Information/Communication Officer	\$150,000			\$150,000
Clerk	0.25 Secretary	\$ 27,800			\$ 27,800
Clerk	Document Management, Retrieval, and Storage software	\$ 4,600	\$ 19,800		\$ 24,400
Police	Community Services Officer	\$ 87,100			\$ 87,100
Police	Community Services Officer	\$ 52,600			\$ 52,600
Police	Crowd Control Safety Equipment		\$ 48,500	(\$ 48,500)	\$ 0
Police	De-Escalation of Force Training		\$ 9,000	(\$ 9,000)	\$ 0
Police	Major Accident Investigation Team Training		\$ 7,300	(\$ 7,300)	\$ 0
Police	In-Car Video System		\$ 50,000	(\$ 50,000)	\$ 0
Police	Body Worn Cameras with Evidence Management System	\$ 70,000		(\$ 70,000)	\$ 0
Police	Digital Evidence Officer	\$109,800			\$109,800
Fire	Ladder Truck Storage Facility	\$ 10,000	\$ 50,000		\$ 60,000
Streets	32 Double-Sided Trash Cans		\$ 80,000		\$ 80,000
Streets	Contract Guardrail Repair	\$ 40,000			\$ 40,000
Planning	Contract Planning Services		\$120,000		\$120,000
Building	Contract Front Counter Technician		\$ 70,000		\$ 70,000
Building	Contract Plans Examiner		\$ 37,000		\$ 37,000
Building	Ford Escape Sport Utility Vehicle		\$ 35,000		\$ 35,000
Parks	Lead Parks Maintenance Worker	\$108,300			\$108,300
Parks	Parks Maintenance Worker I/II	\$ 87,800			\$ 87,800
Parks	Tools/Uniform for Added Parks Maintenance Workers	\$ 1,500	\$ 6,000		\$ 7,500
Parks	Two Ford 350 Trucks		\$110,000		\$110,000
Senior Services	Bocce Ball Court		\$ 18,000	(\$ 18,000)	\$ 0
Library	Expanded Library Hours	\$ 18,800			\$ 18,800
Library	Laptops and Mobile Wireless Hotspot Devices	\$ 2,400	\$ 24,000	(\$ 24,000)	\$ 2,400
Building/Facilities	Custodian	\$ 85,500	\$ 1,000	(\$ 32,600)	\$ 53,900
Building/Facilities	Tables/Chairs for City Council Meetings		\$ 37,700		\$ 37,700
Building/Facilities	LED Lights in City Hall/Library		\$ 15,000		\$ 15,000
Stormwater	Contract Emergency Stormwater Repairs	\$250,000			\$250,000
	Total Supplemental Requests	\$1,106,232	\$ 738,384	\$ 194,254	\$1,585,196
	Total General Fund Costs	\$ 850,245	\$ 734,623	\$ 196,535	\$1,388,333
	Total 2017-18 General Fund Budget Impact	\$1,388,333			
	Ongoing Costs Net of Ongoing Revenues	\$ 850,245			
	One-Time Costs Net of One-Time Revenues		\$ 608,088		

RESOLUTION NO. 2017 - 54

RESOLUTION APPROVING 2017-18 OPERATING AND 2017-22 CAPITAL IMPROVEMENT PROGRAM BUDGET

WHEREAS, the City Manager transmitted the 2017-18 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 12 and June 14, 2017; and

WHEREAS, the City Council considered Major Program Enhancements, Supplemental Enhancement Requests, Ongoing and One-Time Costs, 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 June 6, 2017 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-one funded projects in the 2017-18 work-plan; and

WHEREAS, the City Council, being fully advised and informed and having fully reviewed the Proposed 2017-18 Operating and Capital Budget, finds and determines that the Proposed Budget should be adopted and prepared in final form.

NOW THEREFORE BE IT RESOLVED that the City Council of the City of San Bruno approves the Supplemental Enhancement Requests, in the total amounts as identified below:

	Supplemental Enhancement Requests by Fund	Ongoing Costs	One-Time Costs
	General Fund	\$ 850,245	\$ 734,623
	Building and Facilities	\$ 5,987	\$ 3,761
	Stormwater	\$ 250,000	\$ -
	Total	\$1,106,232	\$ 738,384

NOW THEREFORE BE IT FURTHER RESOLVED, the City Council of the City of San Bruno adopts the total Operating Revenue appropriation of \$94,955,200, Transfers In appropriations of \$24,576,100, Operating Budget appropriations of \$81,501,200 and Transfers Out appropriations of \$7,419,000 for 2017-18; and

NOW THEREFORE BE IT FURTHER RESOLVED, by the City Council of the City of San Bruno as follows:

SECTION 1: that specific revenue and expenditure line items and transfers enumerated in the Proposed 2017-18 Operating and the 2017-22 Capital Improvement Program Budget are hereby appropriated.

SECTION 2: That the Proposed Capital Improvement Program is hereby adopted and budget appropriations totaling \$29,387,700 and in the following amounts are hereby approved:

	Capital Improvement Program Budget	Amount
	Water	\$ 7,790,500
	Wastewater	\$10,992,900
	Stormwater	\$ 700,000
	Cable Television	\$ 1,755,800
	Parks and Facilities	\$ 4,746,500
	Streets	\$ 3,364,500
	Technology	\$ 0
	Operating Programs	\$ 37,500

SECTION 3: The 2017-18 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 2016-17 are estimated to be \$46,978,300.

---oOo---

I hereby certify that foregoing **Resolution No. 2017 - 54** was introduced and adopted by the San Bruno City Council at a regular meeting on June 27, 2017, 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. 2017 - ____

RESOLUTION AUTHORIZING PRELIMINARY EXPENDITURE APPROPRIATION TO SUPPORT CITY OPERATIONS PENDING APPROVAL OF THE PROPOSED FISCAL YEAR 2017-18 OPERATING AND CAPITAL BUDGET

WHEREAS, the City Manager transmitted the Proposed Year 2017-18 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 12 and 13, 2107 regarding the Proposed 2017-18 Operating and Capital Budget; and

WHEREAS, the City Council will continue review of the Budget at its regular meeting on July 11, 2017.

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 2017-18 Operating and Capital Budget. This continuation shall be in place for a period no longer than through July 31, 2017 or the adoption of the 2017-18 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 2017-18 Operating and Capital Budget.

Dated: June 27, 2017

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 27th day of June 2017 by the following vote:

AYES: Councilmembers: _____
NOES: Councilmembers _____
ABSENT: Councilmembers: _____

RESOLUTION NO. 2017 - 55

**RESOLUTION APPROVING THE CITY'S APPROPRIATIONS LIMIT OF \$41,039,622
FOR 2017-18 (GANN LIMIT)**

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 2017-18 and is set forth in that certain document Appropriations Limit Calculation for Fiscal Year 2017-18, 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 3.69% and the San Mateo County population change of 0.56%; and
2. The Appropriation Limit for 2017-18 is established at \$41,039,622; and
3. The City Council reserves the right to recalculate this Appropriations Limit utilizing Non-Residential Assessed Valuation.

Dated: June 27, 2017

---oOo---

I hereby certify that foregoing **Resolution No. 2017 - 55**
was introduced and adopted by the San Bruno City Council at a regular meeting on
June 27, 2017, 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

**City of San Bruno
2017-18 Gann Appropriation Limit
6/15/2017**

Attachment A

2016-17 Appropriation Limit		\$ 39,358,742
Calculation of 2017-18 Adjustment Factor		
Annual Change Factors		
Cost of Living Adjustment Factors for 2017-18		
California Per Capita Personal Income (CPCPI)	3.69%	
Population Adjustment Factors for 2017-18		
San Mateo County Population Change	0.56%	
Adjustment Factor for 2017-18 (1 +0.0369) x (1 + 0.0056)		<u>1.04270664</u>
2017-18 Appropriation Limit		<u>41,039,622</u>
2017-18 Estimated Tax Proceeds Subject to Appropriations Limit		
Property Taxes		
Current Secured & Unsecured	7,076,000	
Pass-Thru from RDA	433,000	
Redevelopment Property Tax Trust Fund (RPTTF) Property Tax	1,332,000	
Excess ERAF	400,000	
In-Lieu of Vehicle License Fees	4,559,919	
Supplemental Taxes	302,085	
Property Transfer Tax	360,000	
Homeowner's Property Tax Exemption	39,000	
Subtotal - Property Taxes	<u>14,502,004</u>	
General Sales Tax	7,519,274	
Hotel/Motel Tax	3,353,200	
Business Taxes	4,315,250	
Vehicle License Fee & Off-Highway License	20,000	
Interest Earned from Proceeds of Taxes	<u>93,129</u>	
Total Estimated Taxes Subject to Appropriations Limit		29,802,857
2017-18 Proposed Appropriations Excluded from Limit		
2011 Fire Apparatus	38,498	
2016 Fire Apparatus	182,754	
2013 POB	<u>1,175,681</u>	
Total Proposed Appropriations Excluded from Limit		<u>(1,396,933)</u>
2017-18 Appropriations Subject to Limit		<u>28,405,924</u>
Over (Under) Appropriations Limit		<u>\$ (12,633,698)</u>
Percent Over (Under)	-31%	

City of San Bruno
2017-18 Gann Appropriation Limit
6/15/2017

Attachment B

Fiscal Year Ending June 30,	Adjustment Factor	Gann Limit	Appropriation Subject to Limit	Over/(Under) Limit
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)
2018	4.27%	41,039,622	28,405,924	(12,633,698)

Adopted Supplemental Enhancements

Supplemental Request	New Ongoing Cost	One-Time Costs	New Revenue / Allocation / (Expenditure)	Net Impact on Fund
General Fund				
City Manager				
Add 1.00 FTE Public Information/Communications Officer to manage departments use of website, social media, print media and other outreach to assure timely and useful information for the public on policy issues, community activities and events and topics and issues of interest and concern to residents.	\$ 150,000			\$ 150,000
City Manager Total	150,000	-	-	150,000
City Clerk				
Increase the Secretary position in the City Clerk's office from 0.75 FTE to 1.00 FTE. This is currently a 0.75 position budgeted in the General Fund and was increased as a result of the 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.	27,762			27,762
Purchase a software program for the City Clerk's Office for document management, retrieval and storage. The City's official records are currently maintained in hard copy format. With age, many of the City's historic, archived documents that are retained permanently are beginning to deteriorate. The system will allow these documents to be scanned for permanent safe-keeping in electronic format and will facilitate addition of current documentation as they are produced. One-time implementation cost is about \$19,822 and annual cost of scanning documents is about \$4,600.	4,600	19,822		24,422
City Clerk Total	32,362	19,822	-	52,184
Police				
Add 1.00 FTE Community Services Officer to be assigned to the Police Department Property Room in response to increasing property/evidence activities, such as preparing evidence for court, coordinating the return of property, and obtaining property destruction orders.	87,106			87,106
Add 1.00 FTE Community Service Officer (Currently funded via the Crestmoor Trust Fund) to maintain current parking citations enforcement level and provide patrol support services.	52,575			52,575

Adopted Supplemental Enhancements

Supplemental Request	New Ongoing Cost	One-Time Costs	New Revenue / Allocation / (Expenditure)	Net Impact on Fund
<p>The Department's Crowd Control Safety Equipment is in need of replacement. The respirators no longer fit properly on gas masks and the respirator cartridges have reached their expiration date. The Department doesn't have enough riot batons to equip all necessary personnel. The Department is also in need of a portable public address device and a supply of flex cuffs. The interior shells of the existing riot helmets have deteriorated. An investment of \$70,000 is necessary to replace all existing riot helmets, respirators, expired respirator cartridges and acquire additional riot batons and a portable public address device. Personnel or being called out more frequently for this type of assignment and this equipment is becoming increasingly crucial. The Department is seeking \$48,500 to replace approximately 70% of the necessary equipment. The remaining 30% will be sought in the following fiscal year. This equipment will be funded by Equitable Sharing Program funds.</p>		48,500	48,500	0
<p>Provide De-escalation of Force Training that builds on the officers' life preservation skills, tactics, use of less than lethal force options, de-escalation, and tactical retreat skills and provides additional skills for officers in evolving critical incidents. The Department seeks to train half of its officers at a cost of \$9,000. This training will be funded by Equitable Sharing Program funds.</p>		9,000	9,000	0
<p>Provide Major Accident Investigation Team (MAIT) training to ensure that investigators possess the necessary skills to complete thorough investigations and to testify in court. For MAIT to continue to serve its purpose, it is critical that investigators attend the Intermediate Collision Investigation Course and the Advanced Collision Investigation Course. An estimated cost of training is \$7,332. This training will be funded by Equitable Sharing Program funds.</p>		7,332	7,332	0
<p>Purchase of an In-Car Video System which is an essential tool in collecting video evidence in a patrol vehicle environment. The system is critical in recording video evidence before each traffic stop is made and for incidences such as vehicle pursuits. The system also provides the complete scenario and not just the officer's view of incidences. This purchase will be funded by Equipment Reserve Fund.</p>		50,000	50,000	0

Adopted Supplemental Enhancements

Supplemental Request	New Ongoing Cost	One-Time Costs	New Revenue / Allocation / (Expenditure)	Net Impact on Fund
Purchase of Body-Worn Cameras with Digital Evidence Management System to record officer interactions in the field. The system includes camera equipment and annual maintenance. (\$70,000 / year for the next five years. Total cost is estimated at \$364,000.) The first year will be funded by Equipment Reserve and remaining four years funded by Equitable Sharing Program funds.	70,000		70,000	0
Add 1.00 FTE Digital Evidence Officer to manage digital evidence, maintain the reliability and functionality of the evidence, ensure compliance with retention laws and timely response to public records requests and requests from the District Attorney's Office.	109,802			109,802
Police Total	319,483	114,832	184,832	249,483
Fire				
Construct Ladder Truck Storage Facility to house the current 2001 ladder truck and retain it to be used as a reserve apparatus. The reserve ladder truck will be used as a backup for city and county use and for necessary training of a very young workforce. The Department proposed temporary facility would be build at Fire Station 52. The cost estimate includes site preparation, building installation and an estimated annual cost for operation of the truck. This facility will offer a secure building to preserve the reserve apparatus and may also be used to house an additional engine if Station 52 were to be rebuilt in the future.	10,000	50,000		60,000
Fire Total	10,000	50,000	-	60,000
Streets Maintenance				
Purchase of 32 double-sided trash cans (recycling/garbage) to increase the trash collection capacity in the downtown San Mateo corridor.		80,000	0	80,000
Contract on-call guardrail repair services for timely repair of large guardrail sections caused by vehicle collisions in order to maintain safety in the affected locations.	40,000		0	40,000
Streets Maintenance Total	40,000	80,000	-	120,000
Planning				
Contract Planning Services 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. Additional planning services include the comprehensive Zoning Code update, the Subdivision Ordinance, and an Initial Study/Negative Declaration for both updates.		120,000		120,000
Planning Total	-	120,000	-	120,000

Adopted Supplemental Enhancements

Supplemental Request	New Ongoing Cost	One-Time Costs	New Revenue / Allocation / (Expenditure)	Net Impact on Fund
Building				
Contract for 1.00 FTE Front Counter Technician to provide administrative support to the Code Enforcement Officers to enable those staff persons to focus more of their efforts in the field. The proposed counter technician would provide back-up coverage for leave of absences, i.e., vacations, sick leave, for the current Community Development Department Technicians to ensure counter service coverage.		70,000		70,000
Contract for plans examiner services 8 hours per week to assist with expediting plan checks related to correcting identified non-permitted construction activities and closing related code enforcement cases as well as to offer expedited reviews for small projects.		37,000		37,000
Purchase a Ford Escape Sport Utility vehicle for the third Code Enforcement Officer.		35,000		35,000
Building Total	-	142,000	-	142,000
Parks				
Add 1.00 FTE Lead Parks Maintenance Worker to restore the third parks maintenance crew for the new Earl-Glenview and Florida Avenue Parks and San Bruno Avenue median between Interstate 280 and Elm Avenue. Includes uniform and tool costs to equip positions.	108,298			108,298
Add 1.00 FTE Parks Maintenance Worker I/II to restore the third parks maintenance crew for the new Earl-Glenview and Florida Avenue Parks and San Bruno Avenue median between Interstate 280 and Elm Avenue.	87,815			87,815
Purchase of start-up tools and uniforms for two new Parks Maintenance Worker positions.	1,500	6,000		7,500
Purchase of two Ford -350 Trucks (\$55,000/vehicle) for two new Parks Maintenance Worker positions.		110,000		110,000
Parks Total	197,613	116,000	-	313,613
Senior Services				
Purchase of materials for bocce ball court funded by Senior Advisory Board.		8,085	8,085	0
Construction of bocce ball court funded by Senior Advisory Board.		9,920	9,920	0
Senior Services Total	-	18,005	18,005	-

Adopted Supplemental Enhancements

Supplemental Request	New Ongoing Cost	One-Time Costs	New Revenue / Allocation / (Expenditure)	Net Impact on Fund
Library				
Expand library hours by 5 hours per week to provide the public more flexibility and opportunity to use it's resources.	18,839			18,839
Purchase of laptops and mobile wireless hotspot devices funded by Sammut Family Foundation donation (\$24,000); Annual data plan for mobile wireless hotspots (\$2,400).	2,400	24,000	24,000	2,400
Library Total	21,239	24,000	24,000	21,239
Internal Service Funds				
Building and Facilities				
Add 1.00 FTE Custodian I position by converting the existing part-time (24 hours per week) custodian to full-time. Part-time salary of \$23,000 will be eliminated. Additionally, bringing carpet cleaning in house will offset the full-time position by \$8,000. Total expenditure reduction to offset the full-time position is \$32,583. Includes uniform and supplies to equip position.	85,535	1,000	(32,583)	53,952
New tables and chairs for City Council Meetings held at the Senior Center (\$16,625); New chairs for Conference Room 115 (\$11,000); New chairs and meeting table for Conference Room 101 (\$10,100).		37,725		37,725
Replace light bulbs in all rooms at City Hall and the Library with LED bulbs to reduce energy costs.		15,000		15,000
Building and Facilities Total	85,535	53,725	(32,583)	106,677
Enterprise Funds				
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.	250,000			250,000
Stormwater Total	250,000	-	-	250,000
Total Supplemental Requests	1,106,232	738,384	194,254	1,585,196
Total General Fund Costs	850,245	734,623	196,535	1,388,333
Total 2017-18 General Fund Budget Impact	1,388,333			
Ongoing Costs net of Ongoing Revenues	850,245			
One-time Costs net of One-time Revenues		608,088		

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**