



CITY OF SAN BRUNO

ADOPTED 2018-19
OPERATING AND CAPITAL BUDGET

Photo: Rotary Pavilion



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Table of Contents

Adopted 2018-19 Operating and Capital Improvement Program Budget

City Manager’s Message	A1
Service Enhancement	B1
City and Community Information	C1
Financial Summaries	
Summary of Funds	4
General Fund - Operating	6
General Fund - Reserves	9
Enterprise Funds	13
Internal Service Funds	17
Special Revenue Funds	24
Capital Project Funds	35
Personnel Summaries	41
General Fund	
City Council	51
City Clerk	59
City Manager	67
City Attorney	77
Human Resources	85
Finance	95
Police	111
Fire	127
Public Works	141
Administration & Engineering	145
Streets Maintenance	153
Community Development	163
Planning	167
Building Inspection & Code Enforcement	175
Community Services	183
Recreation	187
Parks Maintenance	193
Senior Services	199
Library Services	205
Non-Departmental	211

Enterprise Funds

Water	219
Wastewater	227
Stormwater	235
Cable.....	243

Internal Service Funds

Central Garage	255
Building & Facilities	263
Information Technology	271
Self Insurance	281
Workers' Compensation	
General Liability	
Unemployment Insurance	

Special Revenue Funds

In-Lieu	295
Area Agency On Aging	297
Police Asset Forfeiture.....	299
Solid Waste.....	301
Restricted Revenues.....	308

Capital Improvement Program

Financial Summaries	
2018-19 CIP Program Funding Summary	315
2018-23 CIP Five-Year Summary by Project Category.....	316
2018-23 CIP Five-Year Summary by Funding Source.....	317
2018-23 CIP Five-Year Summary by Project.....	318
Water Capital	
Program Guiding Policies and Summary by Project and Funding Source	327
Project Description.....	328
Wastewater Capital	
Program Guiding Policies and Summary by Project and Funding Source	345
Project Description.....	346
Stormwater Capital	
Program Guiding Policies and Summary by Project and Funding Source	355
Project Description.....	356
Cable Capital	
Program Guiding Policies and Summary by Project and Funding Source	361
Project Description.....	362
Parks and Facilities Capital	
Program Guiding Policies and Summary by Funding Source	366

Summary by Project	367
Project Description.....	368
Streets Capital	
Program Guiding Policies and Summary by Project	387
Summary by Funding Source	388
Project Description.....	389
Technology Capital	
Program Guiding Policies and Summary by Project and Funding Source	409
Project Description.....	410
Operating Program and Plan	
Program Guiding Policies and Summary by Project	415
Summary by Funding Source	416
Project Description.....	417
Unfunded Priorities	
Summary of Unfunded Priorities	420
Project Description.....	421
Equipment Purchase	
Funding Summary	427
Vehicle Replacement	429
Equipment Replacement	431
Debt Service	
Debt Obligation Summary	435
Annual Payment by Source	438
Appendix	
June 26, 2018 Staff Report	443
Resolutions No. 2018-63, 2018-64	
July 10, 2018 Staff Report	454
Resolutions No. 2018-66	
Glossary of Terms	463

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Connie Jackson
City Manager

CITY OF SAN BRUNO
OFFICE OF THE CITY MANAGER

June, 2018

Honorable Mayor and Members of the City Council:

This letter transmits the Proposed 2018-19 Operating and Capital Improvements Program Budgets for your review, consideration and action to approve.

As the recently elected Mayor and City Council embarks on its first full fiscal year of leadership for San Bruno, and looks forward to welcoming a new City Manager, the City Council's action to approve the coming year's Operating and Capital Budgets is an important opportunity for the Council to express its vision and priorities for the community's future. The Proposed Budgets reflect the City Council's ongoing conservative fiscal policies and the priorities identified through the City Council's goal setting and budget/revenue policy discussions. As in previous years, the Budgets have been produced using focused and successful strategies to meet the challenges of balancing low-growth revenues and increasing costs, while assuring adequate response to the community's service needs.

The Proposed Operating Budget for all General Fund Departments and for the City's Enterprise Funds outlines important initiatives included in the coming year's work program and a financial plan to accomplish key City objectives. The Budget provides a comprehensive overview of the City's organization, operations, anticipated revenues and projected expenditures to support operations and projects. It is intended to serve as a strategic tool to communicate, implement and monitor the City Council's direction and priorities for delivery of programs and services.

The Capital Improvements Program Budget outlines an aggressive work program and funding strategy that is intended to assure necessary repair and improvement to the City's facilities and infrastructure that support the delivery of all City programs and services.

As in previous years, the Budget proposes some changes and enhancements to improve operational efficiency and to effectively address operational challenges and certain areas of community priority. A complete list of proposed and recommended program and service enhancements for 2018-19 is presented in the attachment to this letter.

OVERVIEW / STATE OF THE CITY

Overall, the City continues 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 limited 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 efficiency, stability and success in the City's service delivery.

Each departmental section of the Operating Budget outlines specific work program objectives and goals that support the City's overarching priorities established by the City Council to move the community forward in several important directions. These priorities were most recently discussed by the City Council during the Council's March 21, 2018 Strategic Planning and Goal Setting Session and include:

- Implement the Transit Corridor Plan to Revitalize Downtown
- Continue to Grow City Revenues to Assure On-Going Fiscal Stability and Economic Vitality
- Continue to Strengthen Community Connections and Engagement
- Protect and Improve Community Aesthetics and Safety
- Assure Appropriate Planning and Development of the Community's Replacement Recreation and Aquatics Center
- Continue Proactive Planning for the Future of San Bruno, including Succession Planning

With these initiatives continuing in place, the coming year's work program expressed through the Operating and Capital Improvements Program Budgets, builds upon the progress achieved in prior years and is focused on an organizational commitment for delivery of services consistent with community needs and expectations and a shared vision for the community's future and vitality.

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

- Over the past six months hundreds of residents have taken part in the community discussion to develop the conceptual design for construction of a brand new Recreation Center and Aquatics Center. Project schematic design and development of construction drawings will begin immediately, with start of construction anticipated in early 2020. The new facilities will replace Veterans Memorial Recreation Center and the adjacent community swimming pool that have served generations of San Bruno residents for over six decades. The San Bruno Community Foundation has pledged \$50 million in restitution funding to turn the community's vision into reality over the next three years.
- With voter approval of measures on the November, 2015 ballot, the elected City Clerk and City Treasurer positions became appointive effective December, 2017. Following an extensive recruitment, the City Council selected and welcomed the

City's first-ever appointed professional City Clerk in June, 2018. The duties and responsibilities of the City Treasurer position have been incorporated into those of the City Finance Director position.

- By the end of 2018 the City expects to finally complete full replacement of all underground water, sewer and stormdrain pipelines as well as all sidewalks, streets and streetlights throughout the entire Crestmoor 2 neighborhood. Eight years after the 2010 PG&E gas pipeline explosion, this is an important milestone for the neighborhood that has been almost continuously "under construction" since the disaster in 2010. Perhaps the most exciting part of the rebuild project is replacement of the former Earl/Glenview tot lot with a beautiful, expanded park designed by neighborhood residents and containing amenities for all ages. While San Bruno will never forget the tragedy and the precious lives that were lost, full completion of the neighborhood rebuild will be another important step forward toward full neighborhood and community recovery.
- In December the City Council and community bid farewell to outgoing Mayor Jim Ruane and Councilmember Ken Ibarra who together provided a combined total of over 43 years of thoughtful, community-oriented and forward-looking leadership to the San Bruno community. On December 12th the community celebrated the swearing in of newly elected Mayor Rico E. Medina and City Councilmembers Laura Davis and Michael Salazar. Together with continuing Councilmembers Irene O'Connell and Marty Medina, they will chart the community's course for the future with a continuing commitment to collaborative community-focused leadership that is a San Bruno tradition.
- One of the first actions of the new City Council has been the recruitment and selection of a new City Manager to lead the City organization in support of the Council's policy and its vision for the future of San Bruno. The new City Manager will join the City team at the start of the new fiscal year on July 30th.
- During the past year the City completed installation of two new restroom buildings to serve a growing numbers of residents and visitors who enjoy City Park throughout the year. The City also completed planning and design for a brand new park on the east side of San Bruno along Florida Ave. that will begin construction in Fall, 2018.
- At the southern gateway to downtown, 83 new, modern apartments are under construction and planned for occupancy by early 2019. The coming year will see another modern transit oriented residential and commercial project begin construction directly across the street from Caltrain at 111 San Bruno Ave. to anchor the northern gateway to downtown. These projects, along with redevelopment of the Mills Plaza property between El Camino Real and Linden Ave. will begin transformation of the community's commercial corridor and downtown consistent with the City's adopted Transit Corridor Plan.
- The City's continuing partnership with the San Bruno Community Foundation is making important improvements to community public safety. Installation of flashing beacons at high volume pedestrian crossings adjacent to public schools and in the downtown improves pedestrian safety and the Foundation's Public Safety Initiative funding for specialized first responder training and emergency shelter supplies will make a strong contribution to enhancing the City's preparation for response to critical incidents and other emergencies.

- Following a truck accident that seriously damaged a portion of the Senior Center in June, 2017, the City quickly identified alternate locations to continue all Senior Citizen programs and services without interruption and completed full repair of the Center over the next 10 months.
- As part of the City's ongoing aggressive water and sewer infrastructure replacement and improvement program, the City completed full replacement of the underground water and sewer mainlines and repaving of San Mateo Ave. through the entire three-block length of the downtown. This project was completed with minimal disruption to business activity in the downtown and will assure reliable service to an area previously impacted by service failures due to aged, damaged and deteriorating underground pipelines.
- The active shooter incident at the YouTube Headquarters on April 3, 2018 again demonstrated that having the right people, training, and equipment allows the City to respond quickly and effectively when emergency strikes. The valor and skill of the first responders – with mutual support by neighboring agencies and collaboration among all City departments assures community confidence in the City's emergency response.
- In the Bayhill Office Park work on a new Specific Plan to outline a new vision for the area will be completed later this year. As the planning process proceeds, renovation of existing buildings to accommodate growth of YouTube's workforce, construction of the new headquarters for the SF Police Credit Union and façade improvements in the Bayhill Shopping Center are beginning transformation of the area.
- Installation of a new state-of-the-art Fiber to the Home (FTTH) network at the Shelter Creek multi-family complex has shown positive results with an 11% increase in subscriber revenue over the past year. Work is in progress to complete installation of FTTH at the Peninsula Place Condominiums and the Crystal Springs Terrace Apartment complex. When complete, FTTH's strong, reliable network and data speeds of up to 1 gigabyte will be available to over 2,400 residences in San Bruno. During the coming year the City Council will need to determine whether to continue this initiative or to pursue an alternative strategy for the future of San Bruno Cable.
- The City completed extensive analysis and presented an appeal to the Federal Emergency Management Agency's (FEMA) proposal to include over 400 residential properties in eastern San Bruno in a flood hazard zone. This action subjects those property owners to a new requirement to purchase flood insurance. Although the appeal was ultimately not successful, the City's efforts demonstrated its tireless commitment to protect residents' interests. As a result of the City's action, implementation of the new flood hazard maps was delayed by three years.
- In order to streamline and simplify residents' ability to report issues needing code enforcement, maintenance or other attention, the City purchased and installed a convenient reporting application, San Bruno Responds. Within the first 6 months of operation the City received and responded to over 1,000 reports.

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 over 50% of total General Fund revenues.

For 2018-19, the Proposed Operating Budget projects \$47,041,000 in total General Fund expenditures to support operations and service delivery across all City departments. This amount represents an increase of \$1,463,000, or just 3% compared to the 2017-18 Amended Budget. In preparing this budget, staff has continued to carefully evaluate and contain all costs at the lowest possible levels necessary to support continuing delivery of services. While overall proposed expenditures have increased, the scrutiny applied as an integral part of the budget development process results in many expenditure categories actually showing a decrease as compared to the prior year.

The Proposed Budget projects a total of \$45,610,000 in General Fund revenue. The 2017-18 year-end projection for the General Fund shows revenues exceeding expenditures by \$494,000 and a year-end fund balance of \$3,249,700. 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. Most of the cost savings come from 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. It is also sufficient to support a modest use of these funds to balance the Proposed Operating Budget and to allow the City Council to consider funding new recommended Supplemental Service Enhancements to expand and improve service delivery in key areas of community need.

The following table summarizes proposed General Fund revenues and expenditures compared to the prior year.

General Fund Summary	2017-18 Estimated Actual	2018-19 Adopted Budget
Beginning Fund Balance	\$ 2,754,900	\$ 2,317,700
Revenue	43,774,800	45,610,000
Expenditure	43,280,000	47,041,000
Surplus (Deficit)	494,800	(1,431,000)
Use of Fund Balance	0	932,000
Transfer from General Fund Reserve	0	500,000
Ending Fund Balance	\$ 3,249,700	\$ 2,318,700

For 2018-19, comparison of revenues and expenditures reflects a deficit of \$1,431,000. The Proposed General Fund Operating Budget is balanced by use of \$932,000 from the prior year fund balance and a transfer from General Fund Reserve in the amount of \$500,000. As discussed further in the General Fund revenues section of this transmittal letter, the \$500,000 transfer from the General Fund Reserve is proposed to address an unanticipated potential loss of a significant amount of sales tax revenue due to the very recent closure of one of the community's large automobile dealerships.

The following table summarizes 2018-19 revenue and expenditure estimates compared to the 2017-18 Adopted Budget, 2017-18 Amended Budget, and the 2017-18 Estimated Actual.

General Fund	2017-18 Adopted Budget	2017-18 Amended Budget	2017-18 Estimated Actual	2018-19 Adopted Budget	Change from 2017-18 Amended Budget
Revenue	\$ 43,368,300	\$ 43,538,300	\$ 43,774,800	\$ 45,610,000	\$ 2,071,700
Expenditure	\$ 45,105,700	\$ 45,577,700	\$ 43,280,000	\$ 47,041,000	\$ 1,463,300
Difference	\$ (1,737,000)	\$ (2,039,400)	\$ 494,800	\$ (1,431,000)	

General Fund Revenues

In estimating revenues, 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 impacting the availability of any revenue. Staff also adheres to a conservative budgeting practice for estimating for all revenues. This practice offers some protection for the City from risk that an unexpected revenue shortfall will threaten the City's ability to cover budgeted expenditures. In several recent years, this practice has contributed to the City experiencing a positive year end fund balance, or surplus of revenues over expenditures. For 2017-18, actual revenues estimated to be received by June 30, 2018 are \$43,774,800, or \$236,500 more than the \$43,538,300 budgeted in 2017-18.

Entering 2018-19, the economy remains relatively strong, and revenues are conservatively projected to show growth in several categories. However, as discussed further below in this letter, long term revenue growth is not sufficient to keep pace with the modest growth in necessary municipal expenditures that the City projects for the future. Consideration of initiatives to increase ongoing revenues will need to be an important work program activity for the coming year and beyond.

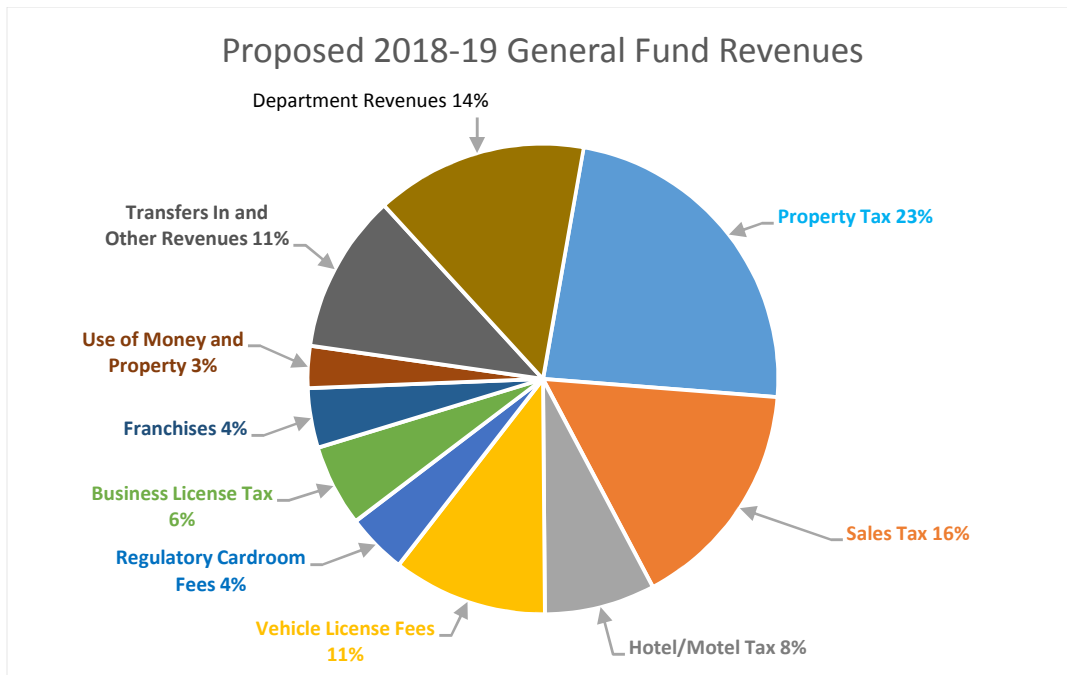
Total General Fund revenues of \$45,610,000 projected for 2018-19 represent an increase of \$2,071,700 over the 2017-18 Amended Budget amounts. The majority of the overall revenue growth is in the Taxes and Departmental Revenues categories. A detailed summary of each of the primary revenue categories follows below.

Property Tax – Compared to other cities throughout California, San Bruno receives a relatively low amount of the total property tax collected in the City. As a “low property tax city”, San Bruno only receives about 12 1/2 cents from every property tax dollar paid in San Bruno. The remainder of property taxes paid by property owners in the City goes to San Mateo County,

school districts, and special districts. Economic indicators continue to show rising housing values and a relatively high level of property sales activity in San Bruno. As a result, Property Tax revenue is expected to show an increase of about 10% over the estimated year end amount for 2017-18 to \$10,692,000.

The Property Tax amount projected for 2018-19 includes \$800,000 of Excess ERAF funds reimbursed to the City each year in increasing amounts over the last 15-years. While the City previously treated this revenue as a one-time resource, this amount can prudently be included in the Operating Budget to avoid the need to reduce regular City services. In 2017-18, the City received a total of \$952,000 in Excess ERAF funds.

Property Tax revenue the City receives following dissolution of the San Bruno Redevelopment Agency in 2012 is also included in Property Tax revenue. These Redevelopment “Boomerang” funds total \$1,381,000 in 2018-19. While these funds come to the City as unrestricted Property Tax, this amount does not replace the amount the Redevelopment Agency previously generated for economic development and housing projects.



Sales Tax - Sales Tax of 8.75% is assessed on every taxable sale in San Bruno. Of the 8.75%, the City receives 1% or about 11% of the total tax. For 2018-19 total Sales Tax revenue is anticipated to decrease by \$322,000 from the prior year’s budgeted amount and \$148,000 from the amount actually collected in 2017-18. This reduction in revenue is attributable in part to the announced closure of one of the City’s top sales tax generating businesses. That loss is factored in the 2018-19 Sales Tax revenue projections.

Transient Occupancy Tax - TOT in the amount of 12% is collected on the cost of each room rental at each of the 13 lodging establishments in the City. Total TOT revenues are anticipated to increase by the relatively small amount of \$68,000 over prior year revenues. The City’s

continuing effort to locate a new select service hotel at the Crossing/San Bruno remains an important initiative to grow TOT revenues by an estimated \$1,000,000 annually.

Business License Tax - Business License revenue has increased in recent years with new businesses locating in the City. For 2018-19, an additional \$91,000 has been budgeted compared to the current year budget. Airport Parking Tax collected from the single airport parking business in the City is included in this revenue category.

Use of Money & Property – The equity transfer from the Cable Enterprise represents a significant portion of this revenue category. To address the accumulated Cable Fund deficit, the City changed its historic practice of making the annual “equity transfer” of 10% Cable revenues into the General Fund beginning in 2015-16. The equity transfer has been gradually reduced from a high of about \$1,000,000 to \$375,000 in the 2018-19 Proposed General Fund Operating Budget.

Departmental Revenue - Three Departments account for 83% of operating Department Revenues in the General Fund. The primary sources of Departmental Revenues are Police Department traffic and parking violation fines, Building Division permit fee revenues and Community Service Department revenues from Recreation programs, classes, and facility rentals. Total Departmental Revenues are projected at \$6,649,200, a 20% increase compared to the 2017-18 Budget.

General Fund Expenditures

In developing the Budgets, staff across all departments has carefully adhered to the City Council’s budget policy to control and contain costs at the lowest levels possible 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 lower cost alternatives.

Significant highlights, changes, and comparison of 2017-18 budgeted expenditures to the 2018-19 proposed expenditures follows:

Regular and Part-Time Salaries - Salaries for all full time and part time staff is the single largest category of expenditures in the operating budget at nearly 50% of total expenditures (salaries, retirement costs, and employee medical costs are over 70% of total expenditures). The 2018-19 Proposed Budget includes salary adjustments in accordance with all employee bargaining unit agreements. No employee bargaining unit agreements expire during the coming fiscal year. The total budget for Regular and Part-Time Salaries across all General Fund departments is \$21,879,000.

PERS Retirement - Employee retirement benefits total \$7,191,800, or 33% of the cost of employee salaries. This amount represents an increase of \$941,000 compared to the 2017-18 amount. The City continues to experience significant impacts from increasing costs for retirement benefits through the CalPERS system. Beginning in 2018-19, CalPERS is reducing the Discount Rate which is its expected earnings on all investments. The only revenues available to the CalPERS system to fund employee pension costs comes from three sources: investment earnings, employee contributions and employer contributions. As a result, the reduction of available revenue in the investment earnings category must be made up from increases to employer contributions.

As a strategy to address this problem, State legislation implementing pension reform and changes to retirement benefits through CalPERS took effect in 2014 and reduced the defined benefits available to employees who are new to the system. The City is regularly hiring new employees who will receive the reduced pension benefits. However, the City will not see a tangible effect on the City's retirement benefits costs for several more years until a substantial number of Classic or tenured CalPERS members have retired and been replaced by new employees. Based on projections from CalPERS, cities and other public agencies throughout the state can expect to continue experiencing retirement cost increases. For San Bruno, CalPERS costs are expected to reach 45% of total salaries by 2020-21.

Employee Medical Premiums - Employee medical benefits are provided through the Teamster's Health and Welfare Trust and amount to \$4,591,000, a \$72,000 increase compared to the 2017-18 Budget. The Trust notifies the City of the projected premium increase at the end of each calendar year.

Training/Meetings/Conferences - Total projected 2018-19 Training/Meetings/Conferences expenditures increased by \$161,000 to \$354,000 over the prior year Budget amounts. The majority of this increase is attributable to Police Department Site Assessment Training (\$52,000) targeting four critical, target facilities and Mindfulness Training (\$75,000), an initiative promoting a guardian perspective for Police personnel. The San Bruno Community Foundation has approved grants to the Department fully reimbursing the costs for these programs.

Internal Service Allocation - For 2018-19, the Internal Service Allocation transfer amounts to \$1,403,000. This amount covers the cost of expenditures required to support operations of the Central Garage, Building & Facilities Division and the Information Technology Division.

Need for New Revenues

As discussed above, the Proposed Operating Budget includes viable strategies to balance revenues and expenditures and to assure continuation of all necessary program and service delivery in the coming year. However, current projections indicate that the practice of using prior year fund balance to supplement annual revenues to cover operating expenditures is not sustainable long-term. Continuing cost increases to support necessary services creates a situation where there is insufficient revenue available to support existing service levels 2 to 3 years into the future. Regular Salaries and Employee Benefit costs (including retirement) alone are projected to increase \$5,000,000 by 2020-21. In addition, substantial revenues will be required to fund service level improvements desired by residents including traffic and code enforcement, street maintenance and rehabilitation, infrastructure replacement including streetlight poles and Stormwater infrastructure as well as improvement/replacement of critical community facilities such as the Library, fire stations and park facilities.

The City Council began focused discussion on strategies to address this situation at a Study Session on April 30, 2018 and will continue further focused evaluation over the coming year. In the short term the City Council has identified an interest to consider regulatory strategies related to cannabis, Airbnb and parking that could generate new fee revenues. Longer term, the City Council is planning broad based community discussion related to possible new revenue strategies that would require voter and/or property owner approval including ballot measures for new/increased taxes 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.

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 cover the cost of administrative and other services provided through the General Fund operating departments including the City Manager, Finance and Human Resources, each Enterprise Fund Budget shows an administrative allocation to the General Fund.

The same zero based budgeting approach to build expenditure proposals contained in the General Fund applies to 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 the acquisition of necessary supplies, contract services, and other operating expenses.

The City completed a comprehensive review of operating and capital needs in the Water and Wastewater Enterprises and established a new multi-year utility rate schedule in April 2017. The rate analysis 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. The multi-year Water and Wastewater rate program adopted by the City Council in May, 2017 provides for an annual 5% rate increase through 2021-22. The new rates for 2018-19 are reflected in the revenue projections for the coming year's Budget.

The following table shows a comparison of the 2017-18 revenues and expenditures for the City's Enterprise Funds to the amounts proposed for 2018-19.

Fund	2017-18 Amended Budget	2017-18 Estimated Actual	2018-19 Proposed Budget	Change from 2017-18 Amended
Water				
Revenue	\$ 14,349,000	\$ 14,872,800	\$ 15,742,600	\$ 1,393,600
Expenditure	\$ 9,424,800	\$ 8,465,100	\$ 9,243,000	\$ (181,800)
Wastewater				
Revenue	\$ 16,600,000	\$ 16,650,000	\$ 17,663,300	\$ 1,063,300
Expenditure	\$ 8,992,900	\$ 8,622,200	8,548,400	\$ (444,500)
Stormwater				
Revenue	\$ 679,000	\$ 653,500	\$ 688,000	\$ 9,000
Expenditure	\$ 1,105,900	\$ 746,600	\$ 1,166,700	\$ 60,800
Cable				
Revenue	\$ 11,638,900	\$ 10,073,100	\$ 10,926,400	\$ (712,500)
Expenditure	\$ 11,095,300	\$ 10,618,300	\$ 11,056,300	\$ (39,000)

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 , San Bruno, Daly City and California Water Company the City curtails pumping from its wells to allow replenishment of groundwater levels during periods of time that surface water available through the SFPUC is sufficient to supply the City's entire water delivery requirement. The City does not pay an additional cost for this In Lieu water but continues to incur well operating and maintenance costs to regularly exercise the wells and to assure that the wells remain fully operational and can be put into regular service when needed. As outlined in the agreement, during 2017-18 the City's wells remained off-line and were operated only in exercise mode. This operational pattern is expected to continue at least for the majority of 2018-19.

For 2018-19, Water Enterprise costs are anticipated to decrease compared to the prior year budget with total operating expenditures of \$9,243,000. Once operating expenditures are covered, the remaining revenue amount of \$6,499,600 is invested in the Water Fund Capital Improvement Program to fund the City's system infrastructure replacement and rehabilitation program. That program includes a comprehensive plan and schedule for replacement and rehabilitation of the City's 50-100 year old Water system pumps, storage tanks, pipelines and other facilities in order to support their ongoing service reliability.

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

Priority water system capital projects planned for significant work and delivery during the coming year include the Main Improvement and Replacement Program that will replace Water main lines throughout a large area of the residential neighborhoods in "the Avenues" east of El Camino Real and the Water Tank Improvement and Replacement Program that will begin construction of the new Cunningham Water Tank. The several infrastructure capital projects planned for significant work during the next 5-years are discussed in detail in the 2018-23 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 City's operating and capital work programs in the Wastewater Enterprise have continued to be guided in large measure by the requirements of the Regional Water Quality Control Board compliance order and the settlement requirements of the lawsuit brought by San Francisco Baykeepers in 2010. These actions resulted from the City's violations of the stringent requirements of the Federal Clean Water Act prohibiting any release of untreated wastewater making its way to the Bay or another waterway. Those violations occurred in 2008 and prior. The corrective actions are directed at achieving significant and sustainable reduction in Sanitary Sewer Overflows (SSO's).

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

The effort of City staff in implementing improved maintenance and operation practices along with the City's substantial investment in equipment including a dedicated video inspection vehicle and high pressure vacor vehicles have been successful. So much so that the City has exceeded the specific requirements of the compliance orders in each of the last three years, reducing the number of SSO's from a high of fifty-four in calendar year 2008 to only two in 2017. There have been two SSO's reported to date in 2018. With continued good performance, the City looks forward to completing the compliance agreement requirements and closing it during the coming year.

The City's established five year wastewater rate program took effect July 1, 2017 and provides for annual 5% rate increases through June 30, 2022. Wastewater system revenues are anticipated to increase by approximately \$1,063,300 in 2018-19 over the prior year budgeted amount. Total system revenues for 2018-19 are projected to be \$17,663,300 and operating costs are budgeted at \$8,548,400.

The rate program as well as the 2017 issuance of Wastewater Revenue Bonds in conjunction with the Water Enterprise debt issuance assures adequate funding will be available for all Wastewater operations and to fund continuation of the City's aggressive capital improvement program to replace and rehabilitate the collection system facilities and main lines throughout the City. The Wastewater Enterprise also funds the City's share of costs associated with a comprehensive program to upgrade the shared South San Francisco Wastewater Treatment Plant facilities. During the coming year, Wastewater system capital project priorities will focus on Main Improvement and Replacement projects along 1st Avenue, Crystal Springs Road, Crestwood Drive and in the Avenues east of El Camino Real as well as Pump Station Improvement and Replacement projects at the Spyglass, Crestwood, Crestmoor and Lomita Pump Stations.

The several infrastructure capital projects planned for significant work during the next 5-years are discussed in detail in the 2018-23 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 cable network consisting of over one hundred miles of fiber optic and coaxial cable throughout the entire San Bruno community. The Cable Enterprise also operates San Bruno Cable Channel 1 which covers all local City meetings, events, local programming, and informational public service programming and announcements. San Bruno Cable Channel 1 remains one of the most readily available and used informational resources for the San Bruno community.

The City took a bold step forward in the early 1970's when it initiated building a state-of-the-art coaxial cable television system to serve the San Bruno community. Over the years as technology has evolved and additional types of programming and services could be delivered to homes over the system, San Bruno Cable has continued a regular program of upgrades and

adoption of new technologies to assure that services remain robust and competitive in what has become an increasingly competitive market environment. No other cable television provider has operated inside San Bruno in direct competition with San Bruno Cable. San Bruno Cable remains one of only a small handful of incumbent municipal technology providers in the nation.

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

Over the past several years, as the Cable Enterprise has experienced increasing competition and has completed new projects to add services and new technologies, subscriber revenues, the only source of Enterprise revenues, have not kept pace and have fallen far short of the capital investment required to stay current and to retain customers. As a result, the Cable Fund has gradually developed a financial deficit which has now reached approximately \$11,000,000. As an initial effort to address the deficit, the City Council approved a proactive, multi-year staged reduction of Enterprise costs by gradually eliminating the “equity transfer” amounts the Enterprise paid annually for over 40 years since its inception to support the General Fund Operating Budget. At 10% of the Enterprise’s gross subscriber revenues, the equity transfer reached nearly \$1,000,000 annually. In addition, the Enterprise historically paid a 5% franchise fee not only on video services as allowed by federal law, but on all revenues including the growing internet business revenues. Beginning in 2015-16 these transfer amounts have gradually been reduced to \$375,000 for 2018-19. The transfer is expected to be completely eliminated in 2019-20. With the reduced transfer amount and all operating costs included, the Cable Enterprise Operating Budget projects a \$130,000 operating deficit for 2018-19.

Previous investment in the Cable Enterprise infrastructure has generally kept the system current with state-of-the-art technology that is comparable to any offered by other providers. And, consultation with industry experts has demonstrated that the basic cable system infrastructure is adequate to incorporate new technologies and that the business plan pursued by San Bruno Cable is both strategically correct and well delivered. However, the future vitality of San Bruno Cable now requires an additional, and even more costly investment to build a fiber to the home (FTTH) system throughout the entire community.

FTTH would afford the City a very stable and nearly maintenance-free infrastructure for delivery of an even wider spectrum of technology services – importantly including internet speeds up to 1 gigabit. This service is highly desired by San Bruno residents. As a strategic initiative to protect the Enterprise’s customer base, over the past 2 years San Bruno Cable has completed installation of FTTH at the Shelter Creek Condominium complex where it now serves about 70% of the complex’s 1296 units. San Bruno Cable is now completing FTTH installation at the community’s two other large multi-family complexes, Crystal Springs Terrace Apartments (438 units) and Peninsula Place Condominiums (840 units).

From here, a City-wide deployment of FTTH is projected to cost about \$10,000,000 more. This amount would need to be provided upfront and would increase the Enterprise deficit for a period of years until subscriber counts and associated revenues increase sufficiently to generate

adequate funds to cover the cost. Based on an evaluation of the financial feasibility for City-wide deployment of FTTH by an outside industry expert commissioned in early 2018, the results of the FTTH build at Shelter Creek show an 11% increase in subscriber revenues within the 18 months. Similar results for City-wide deployment of FTTH would be expected to generate sufficient revenues to cover the capital cost of the system within 30 years.

Now more than ever before, the Cable Enterprise is at a fork in the road where its future is a critical topic for focused City Council and community consideration. As long as the Enterprise remains in a financial deficit position, the impact falls on the City's General Fund to backfill the Cable Fund shortfall. The outside consultant on the FTTH financial analysis succinctly advised the City Council in his recent presentation that the biggest risk to the Cable Enterprise at this time is to do nothing. Doing nothing means that the Enterprise will continue its downward slide in subscribers and subscriber revenues. As a result, the City will need to quickly determine whether continued investment by the General Fund is desirable given the variety of other pressing General Fund needs or whether it is necessary for the City to outsource Cable operations and system improvements or sell the system outright in order to protect the investment already made by the City. The City Council plans to continue and reach conclusion on these discussions over the next couple of months.

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 four Internal Service Funds including the Central Garage operated through the Public Works Department, the Buildings and Facilities Division of the Community Services Department, Technology and Self-Insurance. These Internal Service operations are funded through an expenditure allocation that is charged to each user department and enterprise. In total, Internal Service allocations amount to \$4,843,825 across all operations for 2018-19. The largest single category of internal service costs is for Self-Insurance at \$2,246,554.

CAPITAL IMPROVEMENT PROGRAM

The Capital Improvement Program (CIP) is designed to identify, plan and develop projects using a long-term vision for the community's facilities and infrastructure needs. The CIP Budget outlines work programs, project descriptions, and funding needed for each project to be undertaken in the next 5-years. The CIP Budget covers a one year period and includes 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 requiring attention and allocation of resources are identified. The work program is updated every year as part of the CIP Budget development and review process.

Overall the 2018-19 Capital Improvement Program identifies 47 funded projects/programs organized in 8 categories. A total of \$205,764,600 in capital investment is programmed through the 5-year CIP to assure rehabilitation, replacement, and improvement of City facilities and infrastructure. A total of \$105,000,000 of this amount is the expected cost of scheduled improvements to the City's water and wastewater systems.

The following summarizes the total funding for all proposed capital projects in each of the established project categories.

Water	\$ 51,014,800
Wastewater	\$ 54,198,400
Stormwater	\$ 3,486,200
Cable Television	\$ 12,879,500
Parks and Facilities	\$ 64,456,600
Streets	\$ 19,343,300
Technology	\$ 358,800
Operating Programs	\$ 26,900

Many projects appearing in the CIP are scheduled for completion over a multi-year period. In each year some number of projects are completed, closed out and removed from the program. A total of 9 projects in the adopted Capital Improvement Program were completed during the 2017-18 fiscal year. These projects have all contributed to extending the useful life of critical infrastructure and facilities and several of them provide visible improvement to safety and aesthetics in the community. The following projects have been completed and removed from the CIP:

- Mills Park Regulated Output Circuit Replacement Project
- Crestmoor Canyon Sewer Replacement Project
- Senior Center Deck Replacement Project
- San Mateo Avenue Sewer and Water Replacement Project
- Masson Avenue Box Culvert Repair Project
- Sidewalk Replacement Project
- Pedestrian Crosswalk Improvement Project
- City Park Restroom Replacement Project

New projects for 2018-19 in the proposed Capital Improvement Program include:

- Green Infrastructure Development Plan
- Spyglass Drive Storm Drain Improvement Project
- Fire Station 52 Facility Replacement Project
- Library Facility Improvement Project
- Police Station Facilities Improvement Project
- Public Works Corporation Yard Facilities Improvement Project

Existing projects in the CIP that have been significantly expanded or changed in the 2018-19 Capital Improvement Program include:

- ✓ 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. The additional appropriation will allow for completing the approved project scope.

- ✓ Street Median & Grand Boulevard Improvement Project – The project funding provides for an additional appropriation of \$1,006,500 for completing the approved project scope.

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. The 2018-19 CIP Budget includes \$172,860,000 in capital projects that do not have a designated funding source. These projects are shown in the Unfunded Priorities section of the CIP. Many of the unfunded projects address community needs for rehabilitation and/or replacement of critical facilities such as the Library, City Hall, Fire Station 51 and the City's maintenance yard facilities that were originally constructed in the 1950's. While the buildings remain reasonably serviceable, they are increasingly outdated and will eventually need to be replaced. These projects remain shown in the CIP so that they are included in the City's long term strategic planning and remain priorities for future funding initiatives.

Although these projects do not have available funding to move them to completion, they do represent projects with an identified need to protect the integrity of critical City facilities and infrastructure. Rehabilitation and replacement of these City facilities is one of the several issues driving a need for the establishment of a thoughtful strategic plan to grow General Fund revenues over the next several years. The City has generally relied on the General Fund Capital Reserve to fund necessary, but relatively minor facility repair and improvement projects as needed including such work as roof replacement, kitchen, and restroom improvement and minor remodeling to meet expanded or changing operational needs. Unlike other City reserve funds that are saved for use in the event of unexpected revenue loss, emergency or other "rainy day" situation, the General Fund Capital Reserve is intended to be used as needed to fund General Fund facility and infrastructure (streets, sidewalks, streetlights, etc.) projects that do not have another identified funding source.

The General Fund Capital Reserve is designated by City Council policy to maintain a maximum \$5,000,000 balance with expenditures replenished by excess General Fund operating revenues available at the close of the prior year. With the prior year General Fund balance being used to cover Operating Budget needs in the next fiscal year, the balance in the General Fund Capital Reserve (net of the \$6,000,000 in PG&E fine revenue to be used for replacement of Fire Station 52 as discussed below) is less than \$1,000,000 and inadequate to cover expected capital improvement needs in the coming year and beyond. As identified, this is an important issue prompting the need for a strategic plan to increase ongoing General Fund revenues.

CONCLUSION AND ACKNOWLEDGEMENTS

Building on the accomplishments of the previous years, the City is poised to take advantage of new opportunities for progress and to confront the challenges of the future with resolve and innovation for success. Private investment and development in the Transit Corridor is already beginning to transform the downtown and El Camino corridor consistent with the City's adopted plans and its vision. In the Bayhill Office Park, planning for the future transformation of the area and expansion of existing businesses presents exciting new opportunities to re-imagine and prepare for new development opportunities in this key section of the community. In the public realm, the coming year will see the City dedicate two new neighborhood parks and continue progress toward the construction of a new Fire Station and a new Recreation and Aquatics Center. This is an unprecedented level of new public facility building activity that will make a long lasting contribution to the community of San Bruno.

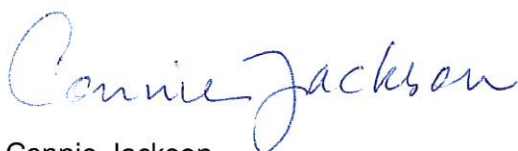
Presentation of the annual budget affords staff and the City Council alike an opportunity both to reflect back on where we as an organization have been over the past year and also to focus forward as we develop a shared vision for the coming year's work program to address community priorities. Over the past year the City Council has worked hard in several Study Sessions to refine and articulate its priorities related to new and expanded City services, infrastructure improvement and replacement and importantly, the urgent need to address the City's long term need for new sustainable sources of revenue to support services that are desired and expected by residents. This Proposed Budget offers information to support continued forward momentum toward meeting these challenges for the future.

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 assisting and supporting the City Council in creating policy to guide the City into the future. 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, Accounting Manager Darlene Wong and Financial Services Manager Esther Garibay-Fernandes and including Accountant Charlyn He, Assistant to the City Manager Jennifer Dianos, Assistant City Manager Tami Yuki, and Public Works Management Analyst Robert Wood worked long hours and provided wise analysis to make sure this Proposed Budget contains clear, accurate and understandable information to make it easy for the City Council and members of the public to use. I truly appreciate their contributions and their support.

On a personal note, as I complete almost 4 decades of public service and transition to retirement, I am grateful to have had the opportunity to be a member of the San Bruno community for nearly 15 years and to serve as your City Manager. This is truly an extraordinary community. Even as the events of recent years have thrust San Bruno into the national spotlight and earned it accolades for its resilience in the face of disaster and its successful advocacy for utility and regulatory reform, its real strength lies in the fact that San Bruno values and protects its fundamental identity as a close-knit and family-oriented community – a place where people want to be.

I am confident that the work the City Council and our staff has done over the past several years provides the necessary preparation and foundation for the new City Council and staff leadership to take the bold steps that will situate the community for success long into the future.



Connie Jackson
City Manager

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Summary of Adopted Supplemental Enhancements

Supplemental Request	New Ongoing Cost	One-Time Costs	Account Number
General Fund			
Police			
Add 1.0 FTE Public Safety Dispatcher	133,133		Regular Salaries: 001-2010-5101 Benefits: 001-2010-5200
Police Total	133,133	-	
Fire			
Add 1.0 FTE Fire Fighter / Prevention Management and eliminate part-time inspector (\$46,287)	184,767		Regular Salaries: 001-2110-5101 Benefits: 001-2110-5200
Fire Total	184,767	-	
Streets Maintenance			
Replace out-of-compliance traffic signs throughout the City		150,000	Supplies & Equipment: 001-4110-6203
Repair and replace damaged fencing sections surrounding the Pine Box Culvert between 1st and 7th Avenues		35,000	Professional Services: 001-4110-6411
Streets Maintenance Total	-	185,000	
Planning			
Add 1.0 FTE limited-term Associate Planner position to replace existing contract planning services that have been approved annually for the past several years as part of the supplemental enhancement budget		139,610	Regular Salaries: 001-3310-5101 Benefits: 001-3310-5200
Planning Total	-	139,610.00	
Building			
Contract Counter Technician - Contract for FT 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		135,200	Professional Services: 001-3320-6401
Contract plans examiner 8 hours per week		37,000	Professional Services: 001-3320-6401
Reclassify 1.0 Code Enforcement Officer II to Senior Code Enforcement Officer due to organizational (i.e., job duty) changes within the Code Enforcement function and to address community needs	13,623		Regular Salaries: 001-3320-5101 Benefits: 001-3320-5200
Create new Building Inspector I/II classification	11,484		Regular Salaries: 001-3320-5101 Benefits: 001-3320-5200
Building Total	25,107	172,200	
Parks			
Parks Total	-	-	
Internal Service Funds			
Building and Facilities			
Reclassify 1.0 FTE Custodian II to Custodial Services Lead.	7,218		Regular Salaries: 702-1520-5101 Benefits: 702-3320-5200
Building and Facilities Total	7,218	0	
Enterprise Funds			
Cable			
Reclassify 1.0 FTE from Cable Technician I/II/III to Cable Headend Technician I/II/III	8,818		Regular Salaries: 641-6410-5101 Benefits: 641-6410-5200
Cable Total	8,818	-	

Summary of Adopted Supplemental Enhancements

Supplemental Request	New Ongoing Cost	One-Time Costs	Account Number
Stormwater			
Add 2.0 FTE Maintenance Workers I/II - Step 3 - to provide a 2-person trash capture device cleaning and maintenance crew within the Stormwater Division	181,064		Regular Salaries: 621-6210-5101 Benefits: 621-6210-5200
Stormwater Total	181,064	-	

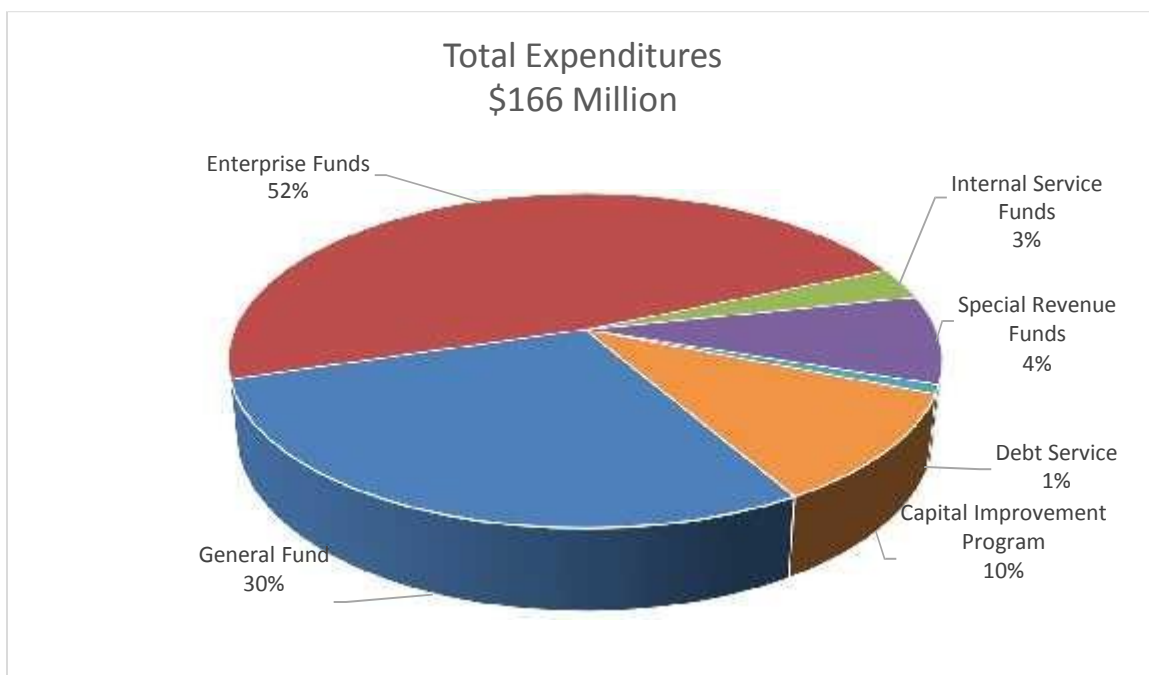
* Council Adopted Enhancements are not included in the Financial Summaries (Pages 4-8)

City and Community Information
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CITY OF SAN BRUNO OPERATING AND CAPITAL BUDGET OVERVIEW For the Fiscal Year ending 2018-19

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 2018-19 equals \$166 million. The City budget includes \$50 million in the General Fund and \$116 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 30% of the total Operating Budget in FY 2018-19. 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 February 28, 2018, the Finance Department distributed the 2018-19 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 2018-19 Operating and Capital Budget Calendar	
February 28, 2018	Budget Manual distributed to Departments
Feb. 28-March 14, 2018	Budget Kick-off Meetings with Departments
March 23, 2018	Goals and Objectives, Accomplishments, and Performance Measures due
April 20, 2018	Budget requests due
May 7, 2018	Meet and review Budget requests
May 21, 2018	Final Budget due from Departments
May 29, 2018	Proposed Operating and CIP Budget distributed to the City Council
Week June 4 & 11, 2018	City Council Budget Study Sessions
June 26, 2018	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 2018-19 is \$42,758,505. The Gann spending limitation is calculated by taking the prior year’s limitation \$41,039,622 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 2018-19 have been calculated to be \$29,451,210, which is \$13,307,295 less than the appropriation limit. Therefore, the City of San Bruno is in compliance with Article XIII of the California Constitution for 2018-19.

IV. Key Budget Assumptions

Several budget assumptions were included in the Budget for 2018-19. 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 7%.
- B. Sales Tax revenues are estimated to increase by 2%.
- C. Transient Occupancy Tax is estimated to increase by 4%.
- D. Overall Department revenues are estimated to increase by 20%.

V. General Fund

Budget Summary:

		Fiscal Year 2018-19
July 1, Projected Available Fund Balance		<u>\$2,318,371</u>
Sources of Funds:		
Estimated Revenue	\$45,148,432	
Transfers In	<u>961,900</u>	
		\$46,110,332
Uses of Funds:		
Appropriations	(45,638,453)	
Transfers Out	<u>(1,402,983)</u>	
		<u>(47,041,436)</u>
Use of Reserves for Enhancements		<u>(683,243)</u>
June 30, Available Fund Balance		<u>\$ 704,024</u>

Revenue Growth

General Fund estimated revenues are \$46.1 million for 2018-19. This represents an increase of approximately \$2.5 million when compared to the 2017-18 Amended Budget.

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

	<u>FY 2018-19</u>
Economic Growth:	
Taxes:	
Property Tax	\$ 733,915
Sales & Use Tax	177,844
Transient Occupancy Tax	118,800
Vehicle License Fees	268,081
Regulatory Cardroom Fees	53,807
Business Taxes	90,476
Franchise Fees	96
Use of Money & Property	61,000
Transfers in & Other Revenues	64,060
Department Revenues	<u>1,125,901</u>
Total Increases to Revenue	<u>\$ 2,572,020</u>

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, 2018-19 General Fund budget expenditures, with approved Supplemental Enhancements, increased by \$1,941,574 (4.1%) from the amended budget for the previous fiscal year. The primary reason for the increase is the scheduled increase in personnel costs as well as significant increases for PERS, medical insurance and capital expenditures.

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

	<u>FY 2018-19</u>
Salary & Benefits	\$ 2,126,210
Services & Supplies	68,878
Other Charges	(112,764)
Capital	4,250
Debt Service & Transfers Out	<u>(145,000)</u>
Total Increases (Decreases) to Expenditures	<u>\$ 1,941,574</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 2018.

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

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

Mayor	Rico Medina	December 2020
Vice Mayor	Laura Davis	December 2020
Member	Michael Salazar	December 2020

Member	Irene O'Connell	November 2019
Member	Marty Medina	November 2019

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.....Rico E. Medina
Vice Mayor.....Laura Davis
Council Member.....Irene O’Connell
Council Member.....Marty Medina
Council Member.....Michael Salazar

ADMINISTRATIVE PERSONNEL

City Manager.....Connie Jackson
Assistant City Manager.....Tami Yuki
City Attorney.....Marc Zafferano
Finance Director.....Jim H. O’Leary (Interim)
Community Development Director.....David Woltering
Community Services Director.....Michael Stallings (Interim)
Fire Chief.....Dave Cresta
Police Chief.....Ed Barberini
Public Works Director.....Jimmy Tan
Cable Director.....(vacant)

COMMISSIONS, BOARDS, AND COMMITTEES

Planning Commission

Kevin Chase, Chair
Rick Biasotti, Vice Chair
Mary Lou Johnson
Perry Peterson
Sophie Lagacè
Linda Mason
Kelly Lethin
City Council Liaison: Irene O'Connell

Parks and Recreation Commission

Kris Gonzales, Vice-Chair
Lorry Greenberg
Kathy Lin, Youth Representative
Jessica Martinucci
Alex Melendrez
Dave Nigel
Mike Palmer, Chair
Lucy Zamattia
Michael Zastrow
City Council Liaison: Michael Salazar

Culture & Arts Commission

Pamela Gamble, Chair
Jeanne George
Bardi Rosman Koodrin
Pamela Madden, Vice-Chair
Janet Monaghan
Judith Puccini
Melodie Tobin
City Council Liaison: Laura Davis

Personnel Board

Ed Fuentes, Chair
Ed Comerford, Vice Chair
Joe Roberts
City Council Liaison: Laura Davis

San Bruno Community Foundation

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

Senior Citizens Advisory Committee

Dorothy Carmichael
Herb Chu
Bill Goff, Chair
Flori Green, Vice-Chair
Bill Hayes
Karen Hornung, Treasurer
Barbara Luzaich
Joanne Tracey
City Council Liaison: Michael Salazar

Bicycle & Pedestrian Advisory Committee

David Nigel, Chair
Henry Mar, Vice Chair
Walter Bird
Adam Cozzette
Cecile Riborozo
Gus Sinks
City Council Liaison: Rico E. Medina

Citizens Crime Prevention Committee

Deanna Robinson, Chair
Mary Mahon, Vice Chair & Secretary
Robert Riechel
Peter Carey
Richard Wong
Valentine Morgan
Rhonda Boone
City Council Liaison: Marty Medina

Community Preparedness Committee

George Peponis, Chair
Malcolm Robinson, Vice Chair
Ron LaPedis
Janet Lutis
City Council Liaison: Marty Medina

Traffic Safety and Parking Committee

Tom Hamilton, Chair
Jessica Barnes-Lopez, Vice Chair
Marco Durazo
John Giuseponi
Mark Howard
City Council Liaison: Rico E. Medina

Mission Statement

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

Core Values

Integrity

Protecting, guarding and shepherding public resources and interests

Teamwork

Exemplary service to the community

Competent, well-trained employees

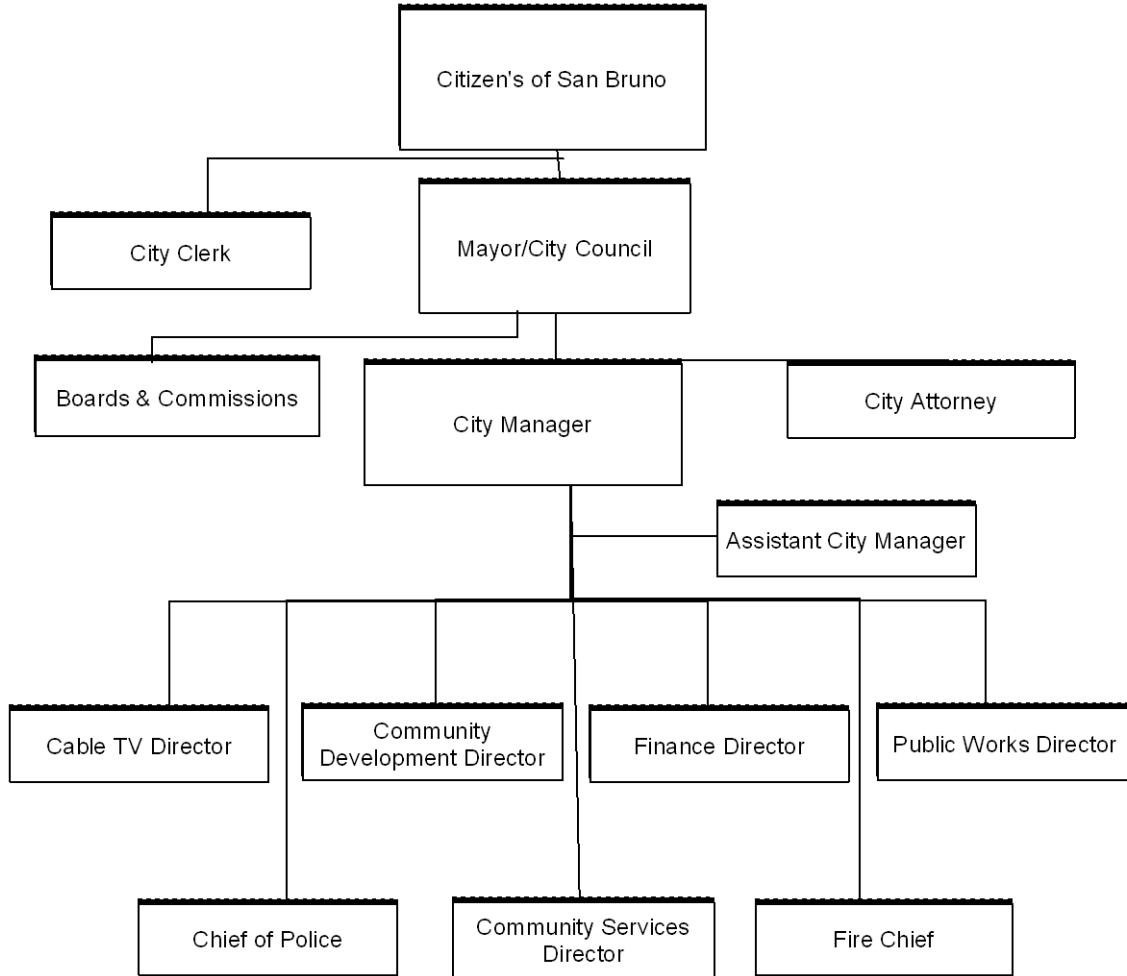
Friendliness

Commitment to the community

Vision Statement

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

CITY OF SAN BRUNO



FISCAL POLICIES

RESERVE POLICIES

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

REVENUE POLICIES

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

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

CAPITAL ASSET POLICY

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

ACCOUNTING POLICIES

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

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

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

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

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

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

BUDGETARY POLICY

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

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

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

INVESTMENT POLICY

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

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

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

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Financial Summaries
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Citywide Summary of Funds

Summary of Funds

Fiscal Year 2018-19

Fund Title	Projected Fund Balance as of July 1, 2018	Operating Revenue	Capital Revenue	Transfers In	Total Resources
General Fund:	\$ 3,249,474	\$ 45,148,432	\$ -	\$ 961,900	\$ 46,110,332
Reserves:					
General Fund Reserve	12,087,486	5,000	-	-	5,000
General Fund One-Time Revenues	723,907	-	-	-	-
General Fund Capital Improvement / One-Time Initiative Reserve	8,023,328	3,938	-	589,361	593,299
General Fund Equipment Reserve	5,065,784	-	-	132,600	132,600
Emergency Disaster Reserve	3,119,002	36,500	-	-	36,500
Enterprise Funds*:					
Water	23,747,667	15,742,594	6,600,000	-	22,342,594
Wastewater	22,920,473	17,663,327	13,000,000	-	30,663,327
Stormwater	1,977,847	688,000	-	450,000	1,138,000
Cable Television	(12,068,624)	10,926,411	-	-	10,926,411
Internal Services Funds:					
Central Garage	168,605	587,000	-	-	587,000
Buildings & Facilities Maintenance	142,188	1,300,271	-	-	1,300,271
Information Technology	224,783	710,000	-	-	710,000
Self-Insurance	1,521,066	2,246,554	-	-	2,246,554
Special Revenue Funds:					
Measure A	580,048	960,000	-	-	960,000
Crestmoor (Glenview) Recovery	(3,393,405)	-	8,066,336	-	8,066,336
In-Lieu	3,503,560	18,000	-	-	18,000
Area Agency on Aging	67,836	213,715	-	-	213,715
Federal/State Grants	(9,855)	-	-	-	-
Gas Tax	21,235	1,594,743	-	-	1,594,743
Library Special Revenue	88,797	650	-	-	650
Police Asset Forfeiture	543,572	278,000	-	-	278,000
Citizens Option for Public Safety	109,904	128,700	-	-	128,700
Solid Waste	327,880	94,634	-	-	94,634
Restricted Donations	1,542,079	262,500	-	-	262,500
Street Special Revenue	319,275	2,600	-	-	2,600
City as Successor Housing Agency	685,407	-	-	-	-
Capital Project Funds:					
Parks & Facilities Capital	2,498,360	-	2,500,000	2,095,750	4,595,750
Streets Capital	6,371,705	-	2,637,427	1,713,326	4,350,753
Technology Capital	114,385	-	-	-	-
Debt Service Fund	221	-	-	1,402,983	1,402,983
GRAND TOTAL	\$ 84,273,990	\$ 98,611,569	\$ 32,803,763	\$ 7,345,920	\$ 138,761,252

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

** Council Adopted Enhancements are not included in the Financial Summaries (Please refer to B1-B2 for the complete list of Adopted Enhancements)

Summary of Funds (Continued)
Fiscal Year 2018-19

Fund Title	Operating Budget	Capital Improvement Program (Include Carryover)	Transfers Out	Total Appropriations	Projected Fund Balance as of June 30, 2019
General Fund:	\$ 45,638,453	\$ -	\$ 1,402,983	\$ 47,041,436	\$ 2,318,371
Reserves:					
General Fund Reserve	-	-	-	-	12,092,486
General Fund One-Time Revenues	-	-	423,030	423,030	300,877
General Fund Capital Improvement / One-Time Initiative Reserve	-	-	2,998,250	2,998,250	5,618,377
General Fund Equipment Reserve	-	218,000	-	218,000	4,980,384
Emergency Disaster Reserve	-	-	-	-	3,155,502
Enterprise Funds*:					
Water	9,400,019	26,429,847	-	35,829,866	10,260,395
Wastewater	9,983,291	26,064,578	-	36,047,869	17,535,931
Stormwater	1,461,687	786,155	-	2,247,842	868,005
Cable Television	11,330,604	829,521	-	12,160,125	(13,302,339)
Internal Services Funds:					
Central Garage	655,253	-	-	655,253	100,352
Buildings & Facilities Maintenance	1,252,103	-	-	1,252,103	190,356
Information Technology	812,118	-	-	812,118	122,665
Self-Insurance	2,246,554	-	-	2,246,554	1,521,066
Special Revenue Funds:					
Measure A	-	-	345,000	345,000	1,195,048
Crestmoor (Glenview) Recovery	-	4,672,931	-	4,672,931	(0)
In-Lieu	39,500	-	-	39,500	3,482,060
Agency on Aging	140,465	-	72,900	213,365	68,186
Federal/State Grants	-	-	-	-	(9,855)
Gas Tax	1,760	-	1,078,326	1,080,086	535,892
Library Special Revenue	-	-	39,000	39,000	50,447
Police Asset Forfeiture	133,547	-	-	133,547	688,025
Citizens Option for Public Safety	-	-	100,000	100,000	138,604
Solid Waste	74,626	-	-	74,626	347,888
Restricted Donations	128,800	-	-	128,800	1,675,779
Street Special Revenue	-	-	-	-	321,875
City as Successor Housing Agency	-	-	-	-	685,407
Capital Project Funds:					
Parks & Facilities Capital	-	6,527,031	-	6,527,031	567,079
Streets Capital	-	9,741,591	-	9,741,591	980,867
Technology Capital	-	58,803	-	58,803	55,582
Debt Service Fund	1,402,983	-	-	1,402,983	221
GRAND TOTAL	\$ 84,701,763	\$ 75,328,457	\$ 6,459,489	\$ 166,489,709	\$ 56,545,533

** Council Adopted Enhancements are not included in the Financial Summaries (Please refer to B1-B2 for the complete list of Adopted Enhancements)

General Fund Four Year Summary

	2015- 16 Actual	2016-17 Actual	2017-18 Amended Budget	2017-18 Estimated Actual	2018-19 Budget
Beginning Fund Balance, July 1	\$ 1,688,264	\$ 1,727,835	\$ 696,574	\$ 2,754,900	\$ 2,317,474
Revenues					
Taxes	27,464,563	28,612,152	29,845,728	29,501,041	31,288,691
Departmental Revenues	5,428,467	5,942,777	5,523,282	6,019,165	6,649,183
Franchises	1,960,996	1,823,810	1,869,000	1,838,121	1,869,096
Use of Money & Property	1,648,402	1,331,761	1,373,000	1,455,633	1,312,000
Other Revenue	3,638,865	3,633,769	3,795,297	3,847,877	4,029,462
Transfer In from Other Funds	980,934	966,980	1,132,005	1,112,932	961,900
Total Revenues	41,122,227	42,311,249	43,538,312	43,774,769	46,110,332
Expenditures					
General Administration	3,859,540	4,120,442	4,859,027	4,404,771	4,817,936
Public Safety	25,479,775	25,618,111	27,574,171	26,476,473	29,386,869
Public Works	3,146,539	3,243,987	3,495,085	3,273,069	3,442,863
Community Development	3,033,440	3,197,884	3,418,888	3,383,627	3,282,807
Community Services	7,807,399	7,561,543	8,848,714	8,402,579	9,042,779
Non-Departmental	421,239	702,024	638,110	596,017	619,912
Internal Allocations	(4,456,080)	(4,379,002)	(4,655,074)	(4,655,074)	(4,954,713)
Transfer to Other Funds	1,790,804	1,219,195	1,398,733	1,398,733	1,402,983
Total Expenditures	41,082,656	41,284,185	45,577,653	43,280,195	47,041,436
Surplus (Deficit)	39,571	1,027,064	(2,039,341)	494,574	(931,103)
Use of Fund Balance			2,058,326		932,000
Ending Fund Balance, June 30	\$ 1,727,835	\$ 2,754,900	\$ 715,558	\$ 3,249,474	\$ 2,318,371

** Council Adopted Enhancements are not included in the Financial Summaries (Please refer to B1-B2 for the complete list of Adopted Enhancements)

*** The Adopted Budget reflects an increase to sales tax revenues of \$500,000 above the amount shown in the Proposed Budget and elimination of the proposed transfer of the General Fund Reserves per Resolution No. 2018-63 (page 449)

General Fund

Four Year Revenue Summary

	2015- 16 Actual	2016-17 Actual	2017-18 Amended Budget	2017-18 Estimated Actual	2018-19 Budget	Change in Budget
Taxes						
Property Taxes	\$ 8,470,751	\$ 8,931,475	\$ 9,958,085	\$ 9,674,685	\$ 10,692,000	7%
Sales Taxes	7,470,289	7,833,099	7,639,274	7,465,137	7,817,158	2%
Hotel/Motel Taxes	3,316,369	3,286,913	3,353,200	3,404,171	3,472,000	4%
Vehicle License Fees	4,016,571	4,329,287	4,579,919	4,576,283	4,848,000	6%
Regulatory Cardroom Fee	1,735,696	1,781,208	1,843,531	1,843,532	1,897,338	3%
Business Taxes	2,454,887	2,450,170	2,471,719	2,537,234	2,562,195	4%
Subtotal	27,464,563	28,612,152	29,845,728	29,501,041	31,288,691	5%
Franchises						
PG&E/AT&T	584,979	564,828	580,000	555,605	556,000	-4%
Recology San Bruno	949,891	976,458	999,000	1,006,069	1,033,096	3%
Cable Television In-Lieu	426,126	282,524	290,000	276,447	280,000	-3%
Subtotal	1,960,996	1,823,810	1,869,000	1,838,121	1,869,096	0%
Use of Money & Property						
Interest Earnings	350,093	(29,220)	283,000	280,000	290,000	2%
Rentals	422,918	405,693	412,000	408,116	512,000	24%
Cable Equity Earnings	800,000	775,000	575,000	575,000	375,000	-35%
Other	75,391	180,288	103,000	192,517	135,000	31%
Subtotal	1,648,402	1,331,761	1,373,000	1,455,633	1,312,000	-4%
Transfers in & Other Revenues						
Transfers from Other Funds	980,934	966,980	1,132,005	1,112,932	961,900	-15%
Other	3,638,865	3,633,769	3,795,297	3,847,877	4,029,462	6%
Subtotal	4,619,799	4,600,749	4,927,302	4,960,809	4,991,362	1%
Departmental Revenues						
Police	1,423,275	1,600,650	1,363,125	1,533,245	1,580,215	16%
Fire	556,664	427,862	271,700	594,943	292,593	8%
Public Works Engineering	157,219	392,050	206,000	267,964	226,000	10%
Public Works Streets	105,005	101,424	96,700	103,830	100,700	4%
Planning	136,014	133,805	150,150	160,000	272,575	82%
Building	1,214,621	1,416,726	1,420,416	1,355,061	2,160,000	52%
Recreation Services	1,657,286	1,658,585	1,801,000	1,806,518	1,808,000	0%
Parks Maintenance	6,840	35,868	36,691	37,059	37,100	1%
Senior Services	123,035	139,115	138,000	120,210	138,000	0%
Library Services	48,508	36,692	39,500	40,334	34,000	-14%
Subtotal	5,428,467	5,942,777	5,523,282	6,019,165	6,649,183	20%
Total	\$ 41,122,227	\$ 42,311,249	\$ 43,538,312	\$ 43,774,769	\$ 46,110,332	6%

** Council Adopted Enhancements are not included in the Financial Summaries (Please refer to B1-B2 for the complete list of Adopted Enhancements)

*** The Adopted Budget reflects an increase to sales tax revenues of \$500,000 above the amount shown in the Proposed Budget and elimination of the proposed transfer of the General Fund Reserves per Resolution No. 2018-63 (page 449)

General Fund Four Year Expenditure Summary

	2015-16 Actual	2016-17 Actual	2017-18 Amended Budget	2017-18 Estimated Actual	2018-19 Budget	Change in Budget
General Government						
City Council	\$ 154,133	\$ 162,596	\$ 214,799	\$ 206,481	\$ 174,052	-19%
City Clerk	282,063	288,850	411,976	408,266	352,806	-14%
City Treasurer	73,807	74,472	52,302	49,497	-	-100%
City Attorney	443,974	447,659	476,165	468,410	486,061	2%
City Manager	823,769	839,677	1,041,872	909,017	1,099,616	6%
Human Resources	294,318	425,492	515,639	411,220	526,052	2%
Finance						
Administration	965,676	986,484	1,135,963	975,445	1,163,417	2%
Revenue Services	821,800	895,211	1,010,311	976,434	1,015,932	1%
Subtotal	3,859,540	4,120,442	4,859,027	4,404,771	4,817,936	-1%
Police	15,361,511	15,733,557	17,231,489	16,687,832	18,479,799	7%
Fire	10,118,264	9,884,554	10,342,682	9,788,641	10,907,070	5%
Public Works						
Admin. & Engineering	1,519,792	1,466,074	1,624,463	1,635,372	1,654,500	2%
Streets Maintenance	1,626,747	1,777,913	1,870,622	1,637,697	1,788,363	-4%
Subtotal	3,146,539	3,243,987	3,495,085	3,273,069	3,442,863	-1%
Community Development						
Planning	1,219,446	1,250,572	1,359,949	1,245,767	1,298,636	-5%
Building Inspection	1,813,994	1,947,313	2,058,939	2,137,859	1,984,171	-4%
Subtotal	3,033,440	3,197,884	3,418,888	3,383,627	3,282,807	-4%
Community Services						
Recreation Services	2,141,432	2,121,515	2,273,861	2,247,810	2,339,869	3%
Parks Maintenance	2,555,495	2,413,307	3,055,982	2,751,294	3,096,180	1%
Senior Services	1,095,212	933,137	1,211,190	1,134,983	1,221,402	1%
Library	2,015,260	2,093,584	2,307,681	2,268,491	2,385,328	3%
Subtotal	7,807,399	7,561,543	8,848,714	8,402,579	9,042,779	2%
Non-Departmental	421,239	702,024	638,110	596,017	619,912	-3%
Cost Allocation	(4,456,080)	(4,379,002)	(4,655,074)	(4,655,074)	(4,954,713)	6%
Subtotal	(4,034,841)	(3,676,978)	(4,016,964)	(4,059,057)	(4,334,801)	8%
Expenditures Subtotal	39,291,852	40,064,990	44,178,920	41,881,462	45,638,453	3%
Transfers Out to Other Funds	18,675	-	-	-	-	0%
Transfer Out to Debt Service	1,772,129	1,219,195	1,398,733	1,398,733	1,402,983	0%
Subtotal	1,790,804	1,219,195	1,398,733	1,398,733	1,402,983	0%
Total	\$ 41,082,656	\$ 41,284,185	\$ 45,577,653	\$ 43,280,195	\$ 47,041,436	3%

** Council Adopted Enhancements are not included in the Financial Summaries (Please refer to B1-B2 for the complete list of Adopted Enhancements)

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

	2015-16 Actual	2016-17 Actual	2017-18 Amended Budget	2017-18 Estimated Actual	2018-19 Budget
Beginning Fund Balance, July 1	\$9,993,720	\$10,971,553	\$11,565,540	\$11,565,540	\$12,087,486
Revenues	22,620	9,885	-	4,500	5,000
Expenditures	-	10,000	-	-	-
Non-Operating Revenue (Expenditure)					
Transfer in from General Fund	543,226	-	-	-	-
Transfer in from One-Time Revenue	366,632	594,103	400,000	517,446	-
Transfer in from Capital Projects	45,355	-	-	-	-
Transfer to General Fund	-	-	-	-	-
Subtotal	955,213	594,103	400,000	517,446	-
Change in Fund Balance	977,833	593,988	400,000	521,946	5,000
Ending Fund Balance, June 30	\$10,971,553	\$11,565,540	\$11,965,540	\$12,087,486	\$12,092,486

*** The Adopted Budget reflects an increase to sales tax revenues of \$500,000 above the amount shown in the Proposed Budget and elimination of the proposed transfer of the General Fund Reserves per Resolution No. 2018-63 (page 449)

General Fund One Time Revenues

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

Four Year Summary

	2015-16 Actual	2016-17 Actual	2017-18 Amended Budget	2017-18 Estimated Actual	2018-19 Budget
Beginning Fund Balance, July 1	\$ 220,248	\$ 278,654	\$ 277,824	\$ 277,824	\$ 723,907
Revenues					
Excess ERAF	823,649	832,115	400,000	551,769	-
Other one time recoveries	462,534	99,866	-	423,030	-
Total Revenues	1,286,183	931,981	400,000	974,799	-
Expenditures					
Crossing Hotel parcel	20,490	11,585	-	11,270	-
Total Expenditures	20,490	11,585	-	11,270	-
Non-Operating Revenue (Expenditure)					
Capital Improvement Reserve	(840,655)	(604,102)	-	-	(423,030)
General Fund Reserve	(366,632)	(317,124)	(400,000)	(517,446)	-
Subtotal	(1,207,287)	(921,226)	(400,000)	(517,446)	(423,030)
Change in Fund Balance	58,406	(830)	-	446,083	(423,030)
Ending Fund Balance, June 30	\$ 278,654	\$ 277,824	\$ 277,824	\$ 723,907	\$ 300,877

General Fund Capital Improvement/One-Time Initiative Reserve

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

Four Year Summary

	2015-16 Actual	2016-17 Actual	2017-18 Amended Budget	2017-18 Estimated Actual	2018-19 Budget
Beginning Fund Balance, July 1	\$ 7,193,542	\$ 7,843,337	\$ 3,369,590	\$ 3,369,590	\$ 7,197,060
Advance to Cable (Non-Spendable)		1,156,323	991,728	991,728	826,268
Revenues					
Interest from Advance to Cable	512	5,675	4,809	4,809	3,938
PUC Penalties Assessed on PG&E	-	-	-	6,000,000	-
Total Revenues	<u>512</u>	<u>5,675</u>	<u>4,809</u>	<u>6,004,809</u>	<u>3,938</u>
Non-Operating Revenue (Expenditure)					
Transfer in from General Fund	-	-	-	-	-
Transfer in from One-Time Revenue	840,655	317,124	-	-	423,030
Transfer in from Disaster Recovery	3,000,000	-	-	-	-
Repayment of Cable Advances	-	-	-	165,461	166,331
Transfer in from Capital Projects	-	-	-	467,149	-
Transfer in from Stormwater Fund	-	-	800,000	800,000	-
Transfer out to Capital Projects	(2,035,049)	(4,961,141)	(3,775,409)	(3,775,409)	(2,998,250)
Subtotal	<u>1,805,606</u>	<u>(4,644,017)</u>	<u>(2,975,409)</u>	<u>(2,342,799)</u>	<u>(2,408,889)</u>
Change in Fund Balance	<u>1,806,118</u>	<u>(4,638,342)</u>	<u>(2,970,600)</u>	<u>3,662,010</u>	<u>(2,404,951)</u>
Ending Fund Balance, June 30	<u><u>\$ 8,999,660</u></u>	<u><u>\$ 4,361,318</u></u>	<u><u>\$ 1,390,718</u></u>	<u><u>\$ 8,023,328</u></u>	<u><u>\$ 5,618,377</u></u>

General Fund Equipment Reserve

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

Four Year Summary

	2015-16 Actual	2016-17 Actual	2017-18 Amended Budget	2017-18 Estimated Actual	2018-19 Budget
Beginning Fund Balance, July 1	\$ 6,805,643	\$ 6,884,677	\$ 5,615,761	\$ 5,615,761	\$ 5,065,784
Revenues	20,786	15,235	-	20,668	-
Expenditures					
Equipment and Vehicle Purchases	395,332	2,549,597	768,292	763,814	218,000
Debt Service - Principal	-	1,089,000	-	-	-
Total Expenditures	395,332	3,638,597	768,292	763,814	218,000
Non-Operating Revenue (Expenditure)					
Other Financing Source	-	1,873,846	-	-	-
Transfer In from General Fund	453,580	480,600	345,169	345,169	340,600
Transfer Out to Parks & Facilities Fund	-	-	-	-	(208,000)
Transfer Out to General Fund	-	-	(152,000)	(152,000)	-
Subtotal	453,580	2,354,446	193,169	193,169	132,600
Change in Fund Balance	79,034	(1,268,916)	(575,123)	(549,977)	(85,400)
Ending Fund Balance, June 30	\$ 6,884,677	\$ 5,615,761	\$ 5,040,638	\$ 5,065,784	\$ 4,980,384

Water Enterprise

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

Four Year Summary

	2015-16 Actual	2016-17 Actual	2017-18 Amended Budget	2017-18 Estimated Actual	2018-19 Budget
Beginning Fund Balance, July 1	\$ 13,587,056	\$ 9,559,714	\$ 15,089,457	\$ 15,089,457	\$ 23,747,667
Revenues					
Operating Revenues	12,373,942	14,040,177	14,190,000	14,742,186	15,479,295
Capacity Charges	25,593	99,354	38,000	27,981	192,299
Grant and Other Revenues	288,504	111,434	80,000	45,411	30,000
Interest Income	72,687	108,680	41,000	57,244	41,000
Total Revenues	12,760,726	14,359,645	14,349,000	14,872,822	15,742,594
Total Operating Expenses	8,977,096	8,100,388	9,424,758	8,465,125	9,243,019
Operating Surplus (Deficit)	3,783,630	6,259,257	4,924,242	6,407,697	6,499,575
Non-Operating Revenues (Expenses)					
Capital Improvement Program	(7,464,043)	(264,029)	(17,322,946)	(3,554,114)	(26,429,847)
Debt Service Principal Payment	-	-	-	-	(120,000)
Equipment Purchase	(335,554)	(466,174)	(195,397)	(195,372)	(37,000)
Capital Reimbursements	-	688	-	-	-
Debt Proceeds	-	-	6,000,000	6,000,000	6,600,000
Transfer In	-	-	-	-	-
Transfer Out	(11,375)	-	-	-	-
Non-Operating Surplus (Deficit)	(7,810,972)	(729,515)	(11,518,343)	2,250,514	(19,986,847)
Change in Fund Balance	(4,027,342)	5,529,742	(6,594,101)	8,658,211	(13,487,272)
Ending Fund Balance*, June 30	\$ 9,559,714	\$ 15,089,457	\$ 8,495,356	\$ 23,747,667	\$ 10,260,395

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

Wastewater Enterprise

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

Four Year Summary

	2015-16 Actual	2016-17 Actual	2017-18 Amended Budget	2017-18 Estimated Actual	2018-19 Budget
Beginning Fund Balance, July 1	\$ 11,745,080	\$ 13,180,784	\$ 15,651,475	\$ 15,651,475	\$ 22,920,473
Revenues					
Operating Revenues	14,645,617	15,680,062	16,454,000	16,464,065	17,287,269
Capacity Charges	36,116	76,893	55,000	110,025	285,058
Other Revenues	38,889	46,159	10,000	29,228	10,000
Interest Income	75,141	120,578	81,000	54,665	81,000
Total Revenues	14,795,763	15,923,692	16,600,000	16,657,983	17,663,327
Operating Expenses					
Wastewater Operations	8,262,266	7,818,882	8,558,378	8,187,670	8,141,994
Interest Expense	475,134	445,018	434,484	434,484	406,466
Total Operating Expenses	8,737,400	8,263,900	8,992,862	8,622,154	8,548,460
Operating Surplus (Deficit)	6,058,363	7,659,792	7,607,138	8,035,829	9,114,867
Non-Operating Revenues (Expenses)					
Capital Improvement Program	(4,421,664)	(4,775,415)	(27,171,543)	(7,257,393)	(26,064,578)
Debt Service Principal Payment	(1,107,408)	(1,133,627)	(1,152,513)	(1,152,513)	(1,434,831)
Equipment Purchase	(245,640)	(76,263)	(384,925)	(368,997)	-
Capital Reimbursements	1,158,879	-	-	12,072	-
Debt Proceeds	-	-	8,000,000	8,000,000	13,000,000
Transfer In	-	796,203	-	-	-
Transfer Out	(6,825)	-	-	-	-
Non-Operating Surplus (Deficit)	(4,622,658)	(5,189,102)	(20,708,980)	(766,831)	(14,499,409)
Change in Fund Balance	1,435,705	2,470,690	(13,101,842)	7,268,998	(5,384,542)
Ending Fund Balance*, June 30	\$ 13,180,784	\$ 15,651,475	\$ 2,549,633	\$ 22,920,473	\$ 17,535,931

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

Stormwater Enterprise

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

Four Year Summary

	2015-16 Actual	2016-17 Actual	2017-18 Amended Budget	2017-18 Estimated Actual	2018-19 Budget
Beginning Fund Balance, July 1	\$ 1,493,001	\$ 1,761,665	\$ 3,319,798	\$ 3,319,798	\$ 1,977,847
Revenues					
Operating Revenues	560,458	561,040	600,000	557,787	600,000
Reimbursements	91,737	229,207	75,000	84,847	80,000
Interest Income	11,240	20,299	4,000	10,902	8,000
Total Revenues	663,435	810,546	679,000	653,535	688,000
Expenses					
Stormwater Operations	467,108	625,216	1,105,874	746,584	1,166,687
Operating Surplus (Deficit)	196,327	185,329	(426,874)	(93,049)	(478,687)
Non-Operating Revenues (Expenses)					
Capital Improvement Program	(132,663)	(444,532)	(1,170,249)	(828,188)	(786,155)
Equipment Purchase	-	-	(120,000)	(33,214)	(295,000)
Capital Reimbursements	-	245,390	-	-	-
Transfer In	250,000	1,616,945	412,500	412,500	450,000
Transfer Out	(45,000)	(45,000)	(800,000)	(800,000)	-
Non-Operating Surplus (Deficit)	72,337	1,372,803	(1,677,749)	(1,248,902)	(631,155)
Change in Fund Balance	268,664	1,558,133	(2,104,623)	(1,341,951)	(1,109,842)
Ending Fund Balance*, June 30	\$ 1,761,665	\$ 3,319,798	\$ 1,215,175	\$ 1,977,847	\$ 868,005

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

Cable Enterprise

The Cable Enterprise is responsible for the operations of San Bruno Municipal Cable TV, the City's telecommunications enterprise and San Bruno Cable Channel 1, and the City's governmental access channel.

Four Year Summary

	2015-16 Actual	2016-17 Actual	2017-18 Amended Budget	2017-18 Estimated Actual	2018-19 Budget
Beginning Fund Balance, July 1	\$ (7,966,604)	\$ (8,123,038)	\$ (10,204,802)	\$ (10,204,802)	\$ (12,068,624)
Revenues					
Basic Service (incl Local Orig.)	3,053,868	3,079,748	3,779,338	3,060,839	3,218,314
Internet Service Fees (incl Wi-Fi)	3,029,756	3,675,310	4,366,562	4,001,392	4,453,000
Pay-Per-View Services	681,879	638,655	670,250	643,084	690,250
Digital Service	1,140,730	1,131,679	1,350,000	1,089,305	1,100,000
International Programming	109,128	105,544	114,090	101,656	114,090
Fees & Taxes	339,169	338,660	349,257	333,810	349,257
Voice Service	399,306	400,337	410,000	395,144	430,000
Fiber Leasing	108,252	95,352	126,000	121,152	156,000
TV Guide Magazine	2,512	2,340	2,500	2,143	2,500
Commercial Phone & Data	149,794	169,349	168,000	141,350	168,000
Other Receipts	239,506	243,808	302,900	183,234	245,000
Total Revenues	9,253,900	9,880,780	11,638,897	10,073,109	10,926,411
Expenses					
Operating Expenses	9,106,212	9,623,704	10,166,263	9,700,459	10,328,078
Pass Thru Fees	517,719	376,180	349,257	338,000	349,257
Equity Earnings Transfer	800,000	775,000	575,000	575,000	375,000
Interest Expense	512	5,675	4,808	4,809	3,938
Total Expenses	10,424,443	10,780,559	11,095,328	10,618,268	11,056,273
Operating Surplus (Deficit)	(1,170,543)	(899,779)	543,569	(545,159)	(129,862)
Non-Operating Revenues (Expenses)					
Capital Improvement Program	(138,591)	(959,050)	(1,900,000)	(1,120,479)	(829,521)
Debt Service Principal Payment	(13,677)	(164,594)	(165,461)	(165,461)	(166,331)
Equipment Purchase	(75,347)	(28,341)	(32,723)	(32,723)	(108,000)
Loan proceeds	1,170,000	-	-	-	-
Transfer In	78,549	-	-	-	-
Transfer Out	(6,825)	(30,000)	-	-	-
Non-Operating Surplus (Deficit)	1,014,109	(1,181,985)	(2,098,184)	(1,318,663)	(1,103,852)
Change in Fund Balance	(156,434)	(2,081,764)	(1,554,615)	(1,863,822)	(1,233,714)
Changes in Capital Asset					
Ending Fund Balance*, June 30	\$ (8,123,038)	\$ (10,204,802)	\$ (11,759,417)	\$ (12,068,624)	\$ (13,302,339)

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

Central Garage

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

Four Year Summary

	2015-16 Actual	2016-17 Actual	2017-18 Amended Budget	2017-18 Estimated Actual	2018-19 Budget
Beginning Fund Balance, July 1	\$ 552,445	\$ 607,902	\$ 230,206	\$ 230,206	\$ 168,605
Charge for Services	624,372	210,500	500,000	500,000	587,000
Expenses					
Operating Expenses	568,915	588,196	610,125	561,601	655,253
Change in Fund Balance	55,457	(377,696)	(110,125)	(61,601)	(68,253)
Ending Fund Balance, June 30	\$ 607,902	\$ 230,206	\$ 120,081	\$ 168,605	\$ 100,352

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

Buildings & Facilities

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

Four Year Summary

	2015-16 Actual	2016-17 Actual	2017-18 Amended Budget	2017-18 Estimated Actual	2018-19 Budget
Beginning Fund Balance, July 1	\$ 721,506	\$ 611,745	\$ 150,809	\$ 150,809	\$ 142,188
Charge for Services	1,154,700	758,500	1,259,080	1,259,080	1,300,271
Expenses					
Operating Expenses	1,264,461	1,219,436	1,292,323	1,267,700	1,252,103
Change in Fund Balance	(109,761)	(460,936)	(33,243)	(8,620)	48,168
Ending Fund Balance, June 30	\$ 611,745	\$ 150,809	\$ 117,566	\$ 142,188	\$ 190,356

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

Information Technology

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

Four Year Summary

	2015-16 Actual	2016-17 Actual	2017-18 Amended Budget	2017-18 Estimated Actual	2018-19 Budget
Beginning Fund Balance, July 1	\$ 156,080	\$ 200,759	\$ 244,652	\$ 244,652	\$ 224,783
Charge for Services	721,613	690,972	739,780	739,780	710,000
Expenses					
Operating Expenses	676,934	647,079	803,319	759,649	812,118
Change in Fund Balance	44,679	43,893	(63,539)	(19,869)	(102,118)
Ending Fund Balance, June 30	\$ 200,759	\$ 244,652	\$ 181,113	\$ 224,783	\$ 122,665

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

Self Insurance

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

Four Year Summary

	2015-16 Actual	2016-17 Actual	2017-18 Amended Budget	2017-18 Estimated Actual	2018-19 Budget
Beginning Fund Balance, July 1	\$ 2,709,714	\$ 2,428,610	\$ 2,386,089	\$ 2,386,089	\$ 1,521,066
Charge for Services	2,027,496	2,021,971	2,078,553	2,078,553	2,246,554
Expenses					
Workers Compensation Expenses	1,033,333	937,553	702,412	1,104,164	876,512
General Liability Expenses	1,269,558	1,110,542	1,337,257	1,822,712	1,343,842
Unemployment Expenses	5,709	16,397	41,200	16,700	26,200
Total Expenses	<u>2,308,600</u>	<u>2,064,492</u>	<u>2,080,869</u>	<u>2,943,576</u>	<u>2,246,554</u>
Change in Fund Balance	(281,104)	(42,521)	(2,316)	(865,023)	-
Ending Fund Balance, June 30	<u>\$ 2,428,610</u>	<u>\$ 2,386,089</u>	<u>\$ 2,383,773</u>	<u>\$ 1,521,066</u>	<u>\$ 1,521,066</u>

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

Emergency Disaster Reserve

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

Four Year Summary

	2015-16 Actual	2016-17 Actual	2017-18 Amended Budget	2017-18 Estimated Actual	2018-19 Budget
Beginning Fund Balance, July 1	\$ 3,046,728	\$ 3,059,683	\$ 3,082,507	\$ 3,082,507	\$ 3,119,002
Revenues	12,955	22,823	20,000	36,495	36,500
Expenditures	-	-	-	-	-
Change in Fund Balance	12,955	22,823	20,000	36,495	36,500
Ending Fund Balance, June 30	<u>\$ 3,059,683</u>	<u>\$ 3,082,507</u>	<u>\$ 3,102,507</u>	<u>\$ 3,119,002</u>	<u>\$ 3,155,502</u>

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

	2015-16 Actual	2016-17 Actual	2017-18 Amended Budget	2017-18 Estimated Actual	2018-19 Budget
Beginning Fund Balance, July 1	\$ 2,449,733	\$ 1,361,832	\$ 1,955,726	\$ 1,955,726	\$ 580,048
Revenues					
1/2 cent sales tax allocation	907,607	944,278	925,000	969,681	950,000
Investment Income	8,393	11,132	4,000	12,531	10,000
Total Revenues	916,000	955,410	929,000	982,212	960,000
Non-Operating Revenue (Expenditure)					
Transfer In from Streets Capital	-	90,000	45,000	45,000	-
Transfer Out to Streets Capital	(2,003,901)	(451,516)	(2,402,890)	(2,402,890)	(345,000)
Subtotal	(2,003,901)	(361,516)	(2,357,890)	(2,357,890)	(345,000)
Change in Fund Balance	(1,087,901)	593,894	(1,428,890)	(1,375,678)	615,000
Ending Fund Balance, June 30	\$ 1,361,832	\$ 1,955,726	\$ 526,836	\$ 580,048	\$ 1,195,048

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

	2015-16 Actual	2016-17 Actual	2017-18 Amended Budget	2017-18 Estimated Actual	2018-19 Budget
Beginning Fund Balance, July 1	\$ 1,584,903	\$ 882,181	\$ 788,285	\$ 788,285	\$ (3,393,405)
Revenues					
Other Revenues	3,929,348	6,230,426	16,555,415	3,966,231	8,066,336
Expenditures					
Recovery Activities	1,391,462	1,182,800	578,143	578,784	0
Total Expenditures	1,391,462	1,182,800	578,143	578,784	-
Non-Operating Revenue (Expenditure)					
Capital Outlay	(3,240,608)	(5,141,522)	(12,242,068)	(7,569,137)	(4,672,931)
Change in Fund Balance	(702,722)	(93,896)	3,735,204	(4,181,690)	3,393,405
Ending Fund Balance, June 30	\$ 882,181	\$ 788,285	\$ 4,523,489	\$ (3,393,405)	\$ (0)

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

	2015-16 Actual	2016-17 Actual	2017-18 Amended Budget	2017-18 Estimated Actual	2018-19 Budget
Beginning Fund Balance, July 1	\$ 3,544,969	\$ 3,533,441	\$ 3,525,060	\$ 3,525,060	\$ 3,503,560
Revenues					
Interest Earnings	25,972	29,119	16,000	18,000	18,000
Total Revenues	25,972	29,119	16,000	18,000	18,000
Expenditures					
21 Elements	-	-	2,000	2,000	2,000
HIP Housing Program	30,000	30,000	30,000	30,000	30,000
Lifemoves Homesharing Program	7,500	7,500	7,500	7,500	7,500
Total Expenditures	37,500	37,500	39,500	39,500	39,500
Change In Fund Balance	(11,528)	(8,381)	(23,500)	(21,500)	(21,500)
Ending Fund Balance, June 30	\$ 3,533,441	\$ 3,525,060	\$ 3,501,560	\$ 3,503,560	\$ 3,482,060

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

	2015-16 Actual	2016-17 Actual	2017-18 Amended Budget	2017-18 Estimated Actual	2018-19 Budget
Beginning Fund Balance, July 1	\$ (45,250)	\$ 32,560	\$ 32,860	\$ 32,860	\$ 67,836
Revenues					
Area Agency on Aging Grant					
Transportation Program	19,405	19,405	19,405	19,405	19,405
Congregate Nutrition Program	140,060	130,077	121,060	121,060	121,060
Senior Center Donations	83,333	77,979	73,300	53,126	72,900
Investment Income	6	300	-	345	350
Total Revenues	242,804	227,761	213,765	193,936	213,715
Expenditures					
Congregate Nutrition Program	145,589	130,077	121,060	86,429	121,060
Transportation Program	19,405	19,405	19,405	19,405	19,405
Total Expenditures	164,994	149,482	140,465	105,834	140,465
Non-Operating Revenues (Expenditures)					
Transfer Out	-	(77,979)	(73,300)	(53,126)	(72,900)
Change in Fund Balance	77,810	300	-	34,976	350
Ending Fund Balance, June 30	\$ 32,560	\$ 32,860	\$ 32,860	\$ 67,836	\$ 68,186

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

	2015-16 Actual	2016-17 Actual	2017-18 Amended Budget	2017-18 Estimated Actual	2018-19 Budget
Beginning Fund Balance, July 1	\$ (21,919)	\$ -	\$ 1,553	\$ 1,553	\$ (9,855)
Revenues					
Grant Revenue	87,789	89,964	25,000	24,246	-
Investment Income	183	82	-	45	-
Total Revenues	87,972	90,046	25,000	24,291	-
Expenditures					
Salaries and Benefits	-	25,478	25,000	5,525	-
Supplies	620	1,000	-	-	-
Contract/Other Services	77,763	36,153	-	30,174	-
Meetings/Conferences	6,344	1,067	-	-	-
Other Equipment	-	24,795	-	-	-
Total Expenditures	84,727	88,493	25,000	35,699	-
Non-Operating Revenues (Expenditures)					
Transfer In	18,674	-	-	-	-
Change in Fund Balance	21,919	1,553	-	(11,408)	-
Ending Fund Balance, June 30	\$ -	\$ 1,553	\$ 1,553	\$ (9,855)	\$ (9,855)

Gas Tax

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

Four Year Summary

	2015-16 Actual	2016-17 Actual	2017-18 Amended Budget	2017-18 Estimated Actual	2018-19 Budget
Beginning Fund Balance, July 1	\$ 676,022	\$ 45,398	\$ 121,794	\$ 121,794	\$ 21,235
Revenues					
Highway Users Tax	976,525	887,258	992,771	956,303	865,352
SB1 Road Maintenance and Rehab	-	-	308,189	311,239	728,432
Investment Income	2,172	898	600	1,159	959
Total Revenues	978,697	888,156	1,301,560	1,268,701	1,594,743
Expenditures					
Annual Gas Tax Reporting fee	1,421	1,760	1,760	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	(857,900)	(60,000)	(617,500)	(617,500)	(328,326)
Non-Operating Surplus (Deficit)	(1,607,900)	(810,000)	(1,367,500)	(1,367,500)	(1,078,326)
Change in Fund Balance	(630,624)	76,396	(67,700)	(100,559)	514,657
Ending Fund Balance, June 30	\$ 45,398	\$ 121,794	\$ 54,094	\$ 21,235	\$ 535,892

Library Grant Library Special Revenue

These funds came from reimbursements made 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

	2015-16 Actual	2016-17 Actual	2017-18 Amended Budget	2017-18 Estimated Actual	2018-19 Budget
Beginning Fund Balance, July 1	\$ 202,761	\$ 165,031	\$ 127,140	\$ 127,140	\$ 88,797
Revenues					
Inter-Library Loan Program	-	-	-	-	-
Interest Earnings	1,270	1,109	750	657	650
Total Revenues	1,270	1,109	750	657	650
Non-Operating Revenue (Expense)					
Transfer Out:					
General Fund Library Cost	(39,000)	(39,000)	(39,000)	(39,000)	(39,000)
Change in Fund Balance	(37,730)	(37,891)	(38,250)	(38,343)	(38,350)
Ending Fund Balance, June 30	\$ 165,031	\$ 127,140	\$ 88,890	\$ 88,797	\$ 50,447

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. Funds received from the Department of Justice Equitable Sharing Program is used for specific law enforcement purposes such as training, education, equipment, drug and gang education, and other awareness programs.

Four Year Summary

	2015-16 Actual	2016-17 Actual	2017-18 Amended Budget	2017-18 Estimated Actual	2018-19 Budget
Beginning Fund Balance, July 1	\$ 58,314	\$ 123,952	\$ 438,221	\$ 438,221	\$ 543,572
Revenues					
Asset Forfeiture Allocation	11,970	2,616	5,000	5,000	5,000
DOJ Equitable Sharing - Airport	52,990	325,679	100,000	140,000	140,000
DOJ Equitable Sharing - DEA Metro One	-	-	200,000	-	130,000
Investment Income	678	3,290	400	3,000	3,000
Total Revenues	<u>65,638</u>	<u>331,585</u>	<u>305,400</u>	<u>148,000</u>	<u>278,000</u>
Expenditures					
Training/Meeting/Conferences	-	-	-	-	35,000
Other Services	-	790	-	13,084	3,475
Community Promotion	-	-	-	6,069	5,000
Safety Equipment	-	16,527	44,400	23,496	90,072
Total Expenditures	<u>-</u>	<u>17,317</u>	<u>44,400</u>	<u>42,649</u>	<u>133,547</u>
Change in Fund Balance	<u>65,638</u>	<u>314,269</u>	<u>261,000</u>	<u>105,351</u>	<u>144,453</u>
Ending Fund Balance, June 30	<u>\$ 123,952</u>	<u>\$ 438,221</u>	<u>\$ 699,221</u>	<u>\$ 543,572</u>	<u>\$ 688,025</u>

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

	2015-16 Actual	2016-17 Actual	2017-18 Amended Budget	2017-18 Estimated Actual	2018-19 Budget
Beginning Fund Balance, July 1	\$ 16,471	\$ 41,990	\$ 72,096	\$ 72,096	\$ 109,904
Revenues					
SLESF Fund	125,052	129,323	120,000	137,109	128,000
Investment Income	467	783	-	699	700
Total Revenues	<u>125,519</u>	<u>130,106</u>	<u>120,000</u>	<u>137,808</u>	<u>128,700</u>
Non-Operating Revenue (Expense)					
Transfer Out:	(100,000)	(100,000)	(100,000)	(100,000)	(100,000)
Change in Fund Balance	<u>25,519</u>	<u>30,106</u>	<u>20,000</u>	<u>37,808</u>	<u>28,700</u>
Ending Fund Balance, June 30	<u>\$ 41,990</u>	<u>\$ 72,096</u>	<u>\$ 92,096</u>	<u>\$ 109,904</u>	<u>\$ 138,604</u>

Solid Waste Fund

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

Four Year Summary

	2015-16 Actual	2016-17 Actual	2017-18 Amended Budget	2017-18 Estimated Actual	2018-19 Budget
Beginning Fund Balance, July 1	\$ 246,975	\$ 268,963	\$ 286,321	\$ 286,321	\$ 327,880
Revenues					
1% AB 939 Fee	75,809	79,185	80,320	80,434	83,034
State of California	11,628	11,525	11,000	11,604	11,000
Interest Earnings	1,932	2,342	600	3,998	600
Reimbursements	7,819	8,329			
Total Revenues	97,188	101,381	91,920	96,036	94,634
Expenditures					
Solid Waste Operations	75,200	84,023	78,111	54,477	74,626
Change in Fund Balance	21,988	17,358	13,809	41,559	20,008
Ending Fund Balance, June 30	\$ 268,963	\$ 286,321	\$ 300,130	\$ 327,880	\$ 347,888

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

	2015-16 Actual	2016-17 Actual	2017-18 Amended Budget	2017-18 Estimated Actual	2018-19 Budget
Beginning Fund Balance, July 1	\$ 932,356	\$ 1,181,922	\$ 1,451,592	\$ 1,451,592	\$ 1,542,079
Revenues					
City art program	38,085	56,017	45,000	55,077	55,000
Document imaging	22,338	29,349	20,000	31,851	32,000
Friends of the library	6,625	5,854	4,700	10,426	5,500
General plan maintenance	8,479	33,460	5,000	4,462	5,000
Investment income	8,539	11,303	6,000	12,013	8,000
Library donations & grants	100	24,100	-	25,000	10,000
Other revenues	216,709	127,240	32,000	10,000	32,000
San Bruno Community Foundation	55,000	186,047	30,000	43,000	30,000
Tree Planting Restricted Revenue	1,616	5,915	3,000	6,225	5,000
Technology fee	60,035	82,275	60,000	87,485	80,000
Total Revenues	417,526	561,560	205,700	285,539	262,500
Expenditures					
City art program	33,162	5,334	15,800	13,054	20,300
Document imaging	9,436	16,930	12,000	6,386	12,000
General plan maintenance	-	-	12,500	12,500	12,500
Library donations & grants	6,849	7,262	6,000	29,503	6,000
Other activities	90,681	39,327	30,000	37,208	40,000
San Bruno Community Foundation	-	216,748	30,000	30,000	30,000
Tree Planting program	7,732	6,289	10,000	4,521	8,000
Technology fee program	-	-	3,875	3,875	-
Total Expenditures	147,860	291,890	120,175	137,047	128,800
Non-Operating Revenue (Expenditures)					
Transfers Out:					
Capital Improvement	(20,100)	-	(58,005)	(58,005)	-
Subtotal	(20,100)	-	(58,005)	(58,005)	-
Change in Fund Balance	249,566	269,670	27,520	90,487	133,700
Ending Fund Balance, June 30	\$ 1,181,922	\$ 1,451,592	\$ 1,479,112	\$ 1,542,079	\$ 1,675,779

Street Special Revenue Fund

This fund is restricted for street improvement and mitigation.

Four Year Summary

	2015-16 Actual	2016-17 Actual	2017-18 Amended Budget	2017-18 Estimated Actual	2018-19 Budget
Beginning Fund Balance, July 1	\$ 311,731	\$ 314,024	\$ 316,631	\$ 316,631	\$ 319,275
Revenues					
Investment Income	2,293	2,607	1,900	2,644	2,600
Total Revenues	2,293	2,607	1,900	2,644	2,600
Change in Fund Balance	2,293	2,607	1,900	2,644	2,600
Ending Fund Balance, June 30	\$ 314,024	\$ 316,631	\$ 318,531	\$ 319,275	\$ 321,875

City as Successor Housing Agency

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

Four Year Summary

	2015-16 Actual	2016-17 Actual	2017-18 Amended Budget	2017-18 Estimated Actual	2018-19 Budget
Beginning Fund Balance, July 1	\$ 331,652	\$ 501,129	\$ 665,564	\$ 665,564	\$ 685,407
Non-Operating Revenue (Expense)					
Transfer In	169,477	164,435	150,000	19,843	-
Change in Fund Balance	169,477	164,435	150,000	19,843	-
Unrestricted Fund Balance, July 1					
Ending Fund Balance, June 30	\$ 501,129	\$ 665,564	\$ 815,564	\$ 685,407	\$ 685,407

Parks & Facilities Capital

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

Four Year Summary

	2015-16 Actual	2016-17 Actual	2017-18 Amended Budget	2017-18 Estimated Actual	2018-19 Budget
Beginning Fund Balance, July 1	\$ 1,583,452	\$ 2,247,238	\$ 2,945,054	\$ 2,945,054	\$ 2,498,360
Revenues					
Interest Income	9,876	-	-	-	-
Reimbursements	-	-	2,535,063	35,063	2,500,000
Total Revenues	9,876	-	2,535,063	35,063	2,500,000
Transfer In					
Cable TV Fund	-	30,000	56,000	56,000	50,000
Crestmoor Trust Fund	-	-	-	-	-
General Fund Capital Reserve	1,195,000	1,684,421	1,100,078	1,100,078	1,787,750
General Fund Equipment Reserve	-	-	-	-	208,000
Restricted Donations	-	-	-	-	-
Stormwater Fund	-	-	-	-	-
Wastewater Fund	-	-	-	-	25,000
Water Fund	-	-	-	-	25,000
Total Transfer In	1,195,000	1,714,421	1,156,078	1,156,078	2,095,750
Expenditures					
Capital Improvement Program	495,735	1,016,605	6,432,799	1,637,834	6,527,031
Total Expenditures	495,735	1,016,605	6,432,799	1,637,834	6,527,031
Transfer Out	(45,355)	-	-	-	-
Change in Fund Balance	663,786	697,816	(2,741,658)	(446,693)	(1,931,281)
Ending Fund Balance, June 30	\$ 2,247,238	\$ 2,945,054	\$ 203,396	\$ 2,498,360	\$ 567,079

Streets Capital

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

Four Year Summary

	2015-16 Actual	2016-17 Actual	2017-18 Amended Budget	2017-18 Estimated Actual	2018-19 Budget
Beginning Fund Balance, July 1	\$ 2,462,883	\$ 1,596,093	\$ 2,827,863	\$ 2,827,863	\$ 6,371,705
Revenues					
Grants	183,000	131,503	2,572,245	438,490	2,637,427
Reimbursements	34,505	1,737	-	127,887	-
Total Revenues	<u>217,505</u>	<u>133,240</u>	<u>2,572,245</u>	<u>566,377</u>	<u>2,637,427</u>
Transfer In					
Gas Tax	857,900	60,000	617,500	617,500	328,326
General Fund Capital Reserve	560,000	1,707,720	2,295,762	2,295,762	1,040,000
Measure A	2,003,901	551,516	2,402,890	2,402,890	345,000
Total Transfer In	<u>3,421,801</u>	<u>2,319,236</u>	<u>5,316,152</u>	<u>5,316,152</u>	<u>1,713,326</u>
Expenditures					
Capital Improvement Program	4,506,096	1,130,707	10,321,478	2,338,687	9,741,591
Total Expenditures	<u>4,506,096</u>	<u>1,130,707</u>	<u>10,321,478</u>	<u>2,338,687</u>	<u>9,741,591</u>
Transfer Out	-	(90,000)	-	-	-
Change in Fund Balance	<u>(866,790)</u>	<u>1,231,770</u>	<u>(2,433,081)</u>	<u>3,543,842</u>	<u>(5,390,838)</u>
Ending Fund Balance, June 30	<u>\$ 1,596,093</u>	<u>\$ 2,827,863</u>	<u>\$ 394,782</u>	<u>\$ 6,371,705</u>	<u>\$ 980,867</u>

Technology Capital

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

Four Year Summary

	2015-16 Actual	2016-17 Actual	2017-18 Amended Budget	2017-18 Estimated Actual	2018-19 Budget
Beginning Fund Balance, July 1	\$ 284,181	\$ 239,131	\$ 186,660	\$ 186,660	\$ 114,385
Transfer In					
Cable Fund	6,825	-	-	-	-
Equipment Reserve	-	-	-	-	-
General Fund Capital Reserve	11,375	-	-	-	-
Stormwater Fund	45,000	45,000	-	-	-
Technology Fee	9,100	-	-	-	-
Wastewater Fund	6,825	-	-	-	-
Water Fund	11,375	-	-	-	-
Total Transfer In	90,500	45,000	-	-	-
Expenditures					
Capital Improvement Program	135,550	97,471	174,037	72,275	58,803
Total Expenditures	135,550	97,471	174,037	72,275	58,803
Change in Fund Balance	(45,050)	(52,471)	(174,037)	(72,275)	(58,803)
Ending Fund Balance, June 30	\$ 239,131	\$ 186,660	\$ 12,623	\$ 114,385	\$ 55,582

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Personnel Summaries
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City Personnel Summaries 2018-19 Budget

Department	2013-14 Budget	2014-15 Budget	2015-16 Budget	2016-17 Budget	2017-18 Budget	2018-19 Budget
General Fund						
City Council	5.00	5.00	5.00	5.00	5.00	5.00
City Clerk	1.75	1.75	1.75	1.75	2.00	2.00
City Treasurer	1.00	1.00	1.00	1.00	0.50	-
Legal Services	1.25	1.25	1.25	1.25	1.25	1.25
City Manager	3.00	3.00	3.00	3.00	4.00	4.00
Human Resources	2.25	2.25	2.25	2.25	2.25	2.25
Finance						
Administration	5.00	5.00	5.00	5.50	5.50	5.00
Revenue Services	5.00	5.00	5.00	4.50	4.50	5.00
Police	61.50	62.50	64.00	64.00	67.50	68.00
Fire	32.75	33.30	34.55	35.00	35.00	35.00
Public Works						
Admin. & Engineering	6.70	6.70	6.70	6.70	6.70	6.70
Streets Maintenance	5.10	5.70	5.80	5.80	5.80	5.70
Community Development						
Planning	4.50	4.50	5.75	5.75	5.25	5.25
Building	6.50	7.50	8.25	8.25	8.75	8.75
Community Services						
Recreation	4.00	4.75	4.90	4.90	4.90	4.90
Parks Maintenance	13.80	14.30	13.05	13.05	15.05	15.05
Senior Services	3.35	3.45	3.65	3.65	3.65	3.65
Library Services	7.65	7.55	7.85	7.85	7.85	7.85
Subtotal	170.10	174.50	179.25	179.20	185.45	185.35
Special Revenues						
Solid Waste	0.35	0.35	0.45	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	0.45
Internal Services						
Central Garage	2.35	2.35	2.35	2.35	2.35	2.35
Buildings and Facilities	5.70	6.45	7.05	7.05	8.05	8.05
Information Technology	3.00	3.00	3.00	3.00	3.00	3.00
Self-Insurance	1.00	1.00	1.00	1.00	1.00	1.00
Subtotal	12.05	12.80	13.40	13.40	14.40	14.40
Enterprise Funds						
Water Enterprise	16.95	17.45	17.45	17.95	17.95	17.95
Stormwater Enterprise	3.75	4.15	3.95	3.95	3.95	4.05
Wastewater Enterprise	15.80	16.30	16.30	16.80	16.80	16.80
Cable Enterprise	20.00	20.00	20.00	20.00	20.00	20.00
Subtotal	56.50	57.90	57.70	58.70	58.70	58.80
Total Positions (all funds)	243.25	249.25	254.50	253.75	259.50	259.00

** Council Adopted Enhancements are not included in the Personnel Summaries (Please refer to B1-B2 for the complete list of Adopted Enhancements)

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Departmental Personnel 2018-19 Budget

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

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

Management Services	General Fund
Classification	City Manager
City Manager	1.00
Assistant City Manager	1.00
Assistant to City Manager	1.00
Public Information/Communications Officer	1.00
Total	4.00

City Attorney's Office	General Fund	Self Insurance Fund		
	City Attorney's Office	Workers Compensation	Liability	Total
Classification				
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	
	Human Resources	Workers Compensation	Total
Classification			
Human Resources Manager	0.75	0.25	1.00
Management Analyst I/II	1.50	-	1.50
Total	2.25	0.25	2.50

** Council Adopted Enhancements are not included in the Personnel Summaries (Please refer to B1-B2 for the complete list of Adopted Enhancements)

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	0.50	0.50	1.00
Revenue Services 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	5.00	5.00	10.00

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

Police	General Fund	
Classification	Police	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	5.00	3.50
Digital Evidence Officer (CSOII)	1.00	1.00
Management Analyst I/II	1.00	1.00
Total	68.00	68.00

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

** Council Adopted Enhancements are not included in the Personnel Summaries (Please refer to B1-B2 for the complete list of Adopted Enhancements)

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	-	2.00	-	-	3.00
Recreation Services Coordinator	2.00	-	1.00	-	-	3.00
Field Supervisor	-	1.00	-	-	1.00	2.00
Maintenance Technician	-	1.50	-	-	1.50	3.00
Lead Maintenance Worker I/II	-	3.00	-	-	-	3.00
Maintenance Worker	-	9.00	-	-	-	9.00
Custodian	-	-	-	-	5.00	5.00
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	15.05	3.65	7.85	8.05	39.50

** Council Adopted Enhancements are not included in the Personnel Summaries (Please refer to B1-B2 for the complete list of Adopted Enhancements)

Cable	Enterprise Fund
Classification	Cable
CATV Director	1.00
CATV System Engineer	1.00
CATV Business Manager	1.00
CATV Programmer & Technology Mgr	1.00
CATV Field Supervisor	1.00
CATV Technician III	3.00
CATV Technician I/II	6.00
CATV Warehouse Clerk	1.00
Accounting & Customer Services Representatives III	2.00
Accounting & Customer Services Representatives I/II	3.00
Total	20.00

** Council Adopted Enhancements are not included in the Personnel Summaries (Please refer to B1-B2 for the complete list of Adopted Enhancements)

Public Works	General Fund		Enterprise Funds			Internal Services Fund	Special Revenue Fund	Total
	Admin. & Engineering	Streets	Water	Stormwater	Wastewater	Central Garage	Solid Waste	
Classification								
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	-	0.50	-	1.50	-	-	4.00
Assistant Engineer	-	-	0.50	-	0.50	-	-	1.00
Water System Conservation Manager	-	-	1.00	-	-	-	-	1.00
Water Quality Technician	-	-	1.00	-	-	-	-	1.00
Management Analyst I/II	0.40	0.05	0.40	-	0.50	0.25	0.40	2.00
Engineering Technician	1.00	-	1.00	-	1.00	-	-	3.00
Pump Mechanic I/II	-	-	1.00	-	2.00	-	-	3.00
Lead Maintenance Worker	-	0.50	2.00	0.50	1.00	-	-	4.00
Maintenance Worker I/II	-	4.00	8.00	3.00	8.00	-	-	23.00
Lead Mechanic	-	-	-	-	-	-	-	-
Mechanic I/II	-	-	-	-	-	2.00	-	2.00
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	5.70	17.95	4.05	16.80	2.35	0.45	54.00

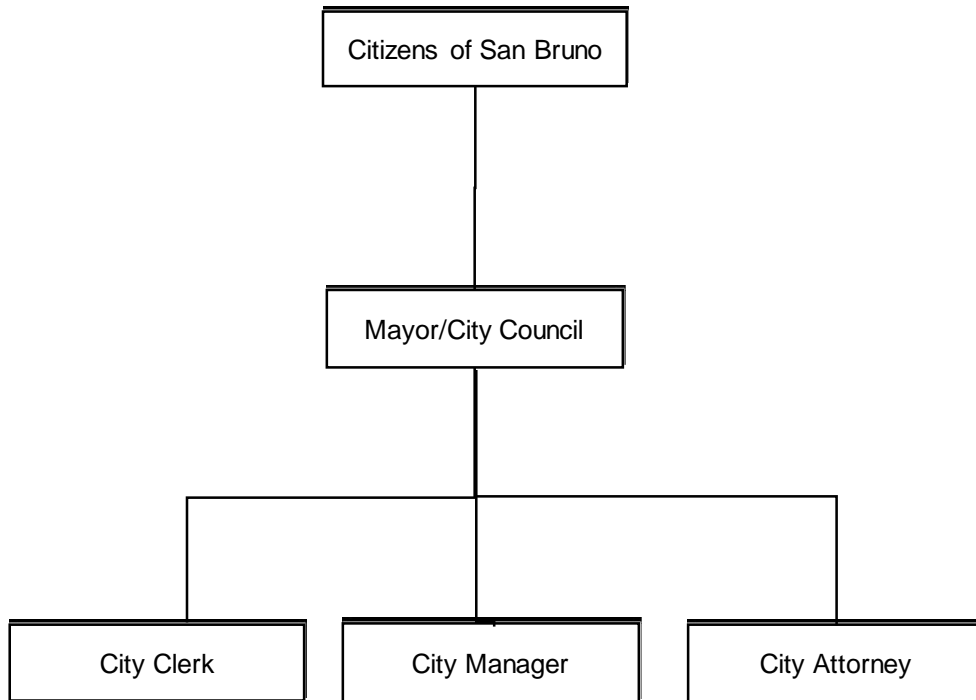
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City Council
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City Council

City Council



City Council

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

Overview

The citizens of San Bruno elect members of the City Council. The Mayor is directly elected for a two-year term. Other Councilmembers are elected for four-year staggered terms. Elections have historically been held in November of odd numbered years, however recent state legislation, the California Voter Participation Rights Act (SB 415), was adopted to maximize participation in municipal elections, recognizing that the highest voter turnout occurs in even-numbered years. To conform to SB 415, the City Council decided to hold elections in 2017 and 2019 with adjusted three-year terms to eventually migrate to even-numbered year elections. San Bruno is on track to hold even numbered year elections beginning in year 2020, and thereafter.

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**

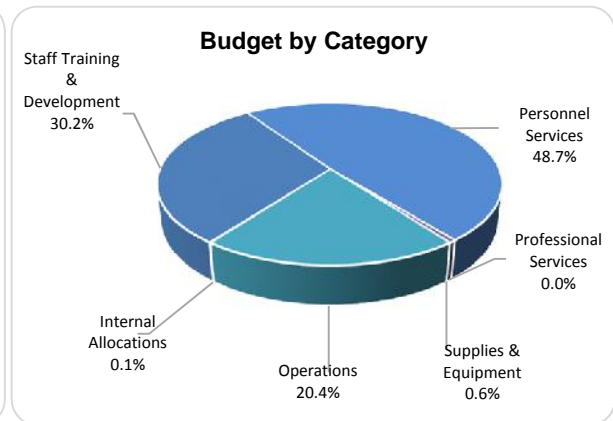
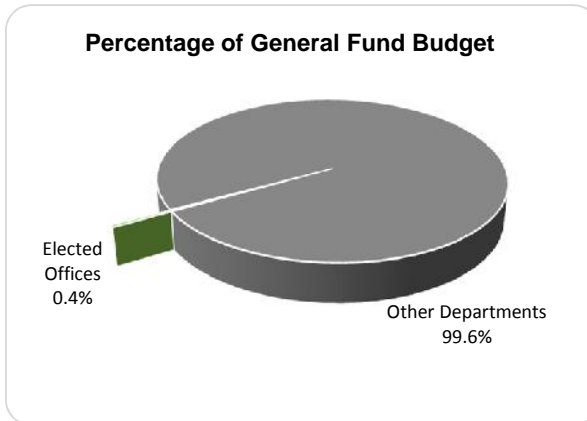
Represent the residents of San Bruno by setting the City's policies and developing new laws and regulations for the betterment of the City. The City Council appoints the City Manager to oversee all City employees and direct work programs set by the City Council. The City Council also appoints the City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

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City Council Budget Summary

Budgeted Expenditures	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
	Actual	Actual	Budget	Budget
Personnel Services	\$ 88,694	\$ 91,363	\$ 94,201	\$ 84,754
Staff Training & Development	48,202	48,752	48,900	52,600
Professional Services	-	-	35,000	-
Supplies & Equipment	303	1,091	1,000	1,000
Operations	16,934	21,390	35,558	35,558
Internal Allocations	-	-	140	140
Total:	\$ 154,133	\$ 162,596	\$ 214,799	\$ 174,052

Funding Summary	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
	Actual	Actual	Budget	Budget
General Fund	\$ 73,245	\$ 83,236	\$ 130,436	\$ 84,258
General Administration Recovery from Other Funds:				
Water Fund	37,070	36,369	38,662	41,151
Wastewater Fund	21,849	21,437	22,788	24,255
Stormwater Fund	1,985	1,948	2,071	2,204
Cable Fund	19,807	19,433	20,658	21,988
Solid Waste	177	173	184	196
Total:	\$ 154,133	\$ 162,596	\$ 214,799	\$ 174,052



Performance and Workload Measures	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
	Actual	Actual	Estimated	Target
Number of City Council Meetings Held	52	63	57	56
Number of Ordinances Approved	6	19	5	5
Number of Resolutions Approved	106	112	86	100

Goals and Accomplishments - City Council

2017-18 Accomplishments

- ◆ Represented the City of San Bruno on several County and Regional Agency Boards and Committees, including 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, and San Mateo County Advanced Life Support Joint Powers Authority
- ◆ Completed the November 2017 municipal election and reorganized the City Council, including recognition ceremonies for long-term outgoing, and incoming elected officials

2017-18 Accomplishments (Continued)

- ◆ Conducted facilitated goal and priority setting session to develop long-term strategic plan for the City of San Bruno to benefit the current and future San Bruno community
- ◆ Conducted professional recruitments for the City Clerk and City Manager positions, and transitioned to appointed City Clerk position
- ◆ Developed several working ad-hoc subcommittees of the City Council, to develop strategies to address citywide issues, including parking, homelessness, future revenue strategy, and City Council protocols
- ◆ Conducted extensive review to create a recommendation for a residential parking permit program, in a joint effort subcommittee of the City Council and Traffic Safety and Pedestrian Committee
- ◆ Approved the issuance of water and wastewater revenue bonds to fund the water and wastewater infrastructure rehabilitation/replacement program
- ◆ Conducted an extensive community outreach effort to engage the public to develop the conceptual design plan for the new Recreation and Aquatics Center project, including community meetings, open houses, online survey and kiosks at several locations/events in the City
- ◆ Collaborated with the San Bruno Lions Club to deliver annual Posy Parade Community Day in the Park event, bringing the community together for a festive outdoor event
- ◆ Supported the citizens of the North Bay following the tragic fires that devastated Santa Rosa and Sonoma County by collecting and delivering donations for those in need
- ◆ Worked with the City Clerk's Office to fill vacancies on the City's Boards, Commissions and Committees

2018-19 Goals and Objectives

- ◆ Maintain citywide policies to ensure equal quality public services to the San Bruno community
- ◆ Continue to represent the City of San Bruno by participating in local and regional assignments
- ◆ Develop long-term revenue strategies to maintain quality public services, and for future fiscal stability
- ◆ Continue progress toward the development of a new Recreation and Aquatics Center with completion of construction drawings and beginning of construction review process

City Council

Personnel Services	2018-19 Budget	Description
5102 PART-TIME SALARIES	\$29,160	Salary for Mayor and City Council.
5200 EMPLOYEE BENEFITS	\$55,594	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	\$84,754	

Staff Training & Development	2018-19 Budget	Description
6405 TRAINING/MEETINGS/CONFERENCES	\$12,700	County, regional and state meetings and conferences attended by the City Council, including the annual Progress Seminar (\$3,900); San Mateo County Council of Cities monthly meetings (\$1,500); Annual League of California Cities conference (\$1,300); and Goal setting/team building (\$6,000).
6701 DUES & MEMBERSHIPS	\$39,900	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); and SMC Airport Roundtable (\$1,500).
Total Staff Training & Development	\$52,600	

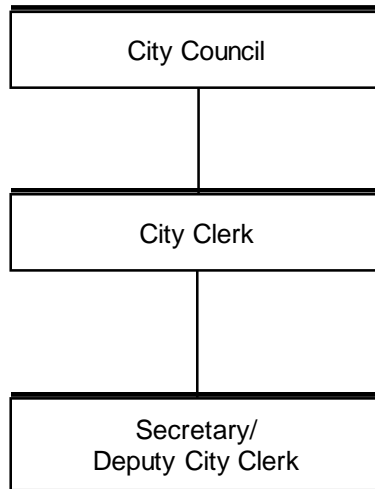
Supplies & Equipment	2018-19 Budget	Description
6001 OFFICE SUPPLIES	\$1,000	Supplies and materials related to operation of the City Council.
Total Supplies & Equipment	\$1,000	

Operations	2018-19 Budget	Description
6112 POSTAGE	\$50	Postage cost for City Council correspondence.
6141 PRINTING, COPYING & BINDING	\$21,000	City FOCUS newsletter, three issues per year.
6409 SPECIAL PROJECTS	\$8,500	Departmental and employee recognition (\$3,000); Narita Sister City activities (\$3,000); and Volunteer recognition (\$2,500).
6450 COMMUNICATIONS	\$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	2018-19 Budget	Description
7901 INTERNAL SERVICE ALLOCATION	\$140	Internal service allocation for copier charges.
Total Internal Allocations	\$140	
Grand Total	\$174,052	

City Clerk's Office

City Clerk



City Clerk's Office

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

Overview

The City Clerk was formerly an elected position holding a four-year term. With the passage of Measures U and R in November 2015, the City Clerk became an appointed position effective November 2017.

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.

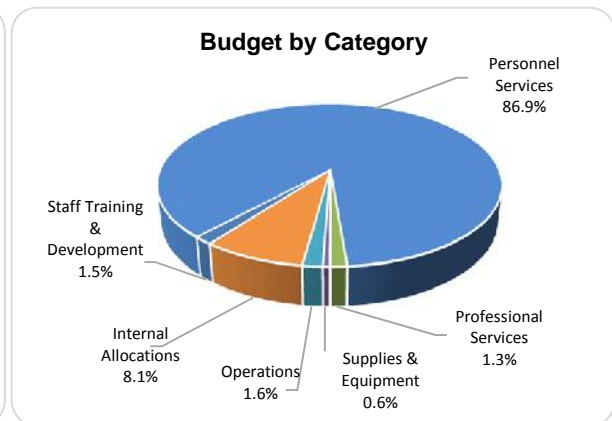
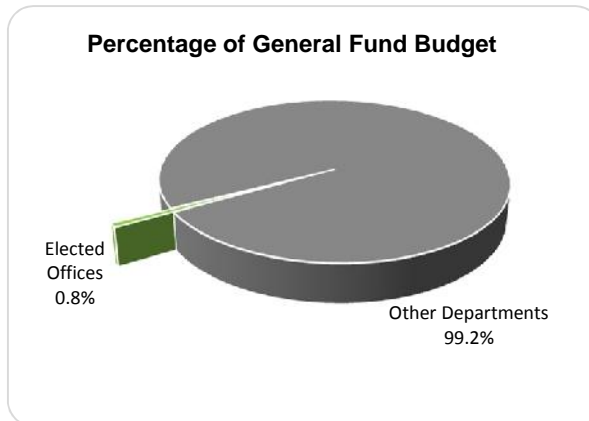
- **Clerk to the City Council**
Generate agendas and meeting minutes for regular and special meetings of the City Council, maintain historical records of resolutions and ordinances, and serve as the official elections officer for local elections.
- **Statutory Duties Required by State Law**
Ensure the 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.

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City Clerk Budget Summary

Budgeted Expenditures	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
	Actual	Actual	Budget	Budget
Personnel Services	\$ 214,234	\$ 252,599	\$ 269,257	\$ 306,554
Staff Training & Development	4,268	5,759	4,400	5,400
Professional Services	-	-	24,422	4,600
Supplies & Equipment	1,632	976	2,000	2,000
Operations	1,317	7,311	5,557	5,557
Intergovernmental	36,606	-	78,000	-
Internal Allocations	24,006	22,205	28,340	28,695
Total:	\$ 282,063	\$ 288,850	\$ 411,976	\$ 352,806

Funding Summary	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
	Actual	Actual	Budget	Budget
General Fund	\$ 171,093	\$ 179,977	\$ 296,240	\$ 229,620
General Administration Recovery from Other Funds:				
Water Fund	50,855	49,894	53,040	56,454
Wastewater Fund	29,975	29,408	31,263	33,275
Stormwater Fund	2,723	2,672	2,840	3,023
Cable Fund	27,173	26,660	28,341	30,165
Solid Waste	243	238	253	269
Total:	\$ 282,063	\$ 288,850	\$ 411,976	\$ 352,806



Performance and Workload Measures	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Estimated	FY 2018-19 Target
Number of Meeting Minutes Transcribed	52	52	57	56
Number of Bid Openings Conducted	17	20	16	15
Number of Notarial Acts	96	50	11	13
Statement of Economic Interests (Form 700) Filed	98	90	86	88

Goals and Accomplishments - City Clerk

2017-18 Accomplishments

- ◆ Implemented process for distribution of paperless agenda packet materials to the City Council
- ◆ Coordinated and prepared legal noticing documents as required by law
- ◆ Reviewed, organized and maintained City's historical files and provided research information to support Department activities, when needed
- ◆ Completed safe and sane fireworks safety oversight instructions to participating groups and collected fees
- ◆ Assisted with community-wide events, including City Council reorganization ceremonies, Operation Clean Sweep and supported the Beautification Awards
- ◆ Completed the filing period and collection of necessary forms required for the November 2017 municipal election
- ◆ Received and processed 39 claims against the City and assisted with several requests for public records in accordance with the Public Records Act
- ◆ Conducted and completed recruitments for 10 vacancies on various Commissions, Boards and Committees
- ◆ Identified system and implemented the digital image scanning process for ordinances, resolutions and minute books
- ◆ Coordinated the filing of California Fair Political Practices Commission Form Statement of Economic Interest forms (Form 700) by elected officials, commissioners and designated employees
- ◆ Transitioned from an elective City Clerk to an appointive City Clerk
- ◆ Hosted four-day voting center for June 2018 gubernatorial primary election

2018-19 Goals and Objectives

- ◆ Complete document image scanning process for ordinances, resolutions and minute books and legislative history index cards to create a complete electronic database
- ◆ Maintain material available at the City Clerk's Office and on the calendar, available on the City's homepage, with public meeting information and meeting material to keep citizens informed of City business and activities
- ◆ Conduct a gubernatorial election in November 2018, and host a short-term voting center
- ◆ Review program for collection of forms required by California Fair Political Practices Commission
- ◆ Evaluate City Clerk operations to identify efficiencies and improve procedures
- ◆ Conduct biennial application and renewal process for expiration of terms for members of the City's Commissions, Boards and Committees

City Clerk

Personnel Services	2018-19 Budget	Description
5101 REGULAR SALARIES	\$196,758	Base salary and incentives for all department personnel and subject to benefits per applicable MOUs.
5200 EMPLOYEE BENEFITS	\$109,796	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	\$306,554	

Staff Training & Development	2018-19 Budget	Description
6405 TRAINING/MEETINGS/CONFERENCES	\$2,500	League of California Cities New law and Elections 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	\$5,400	

Professional Services	2018-19 Budget	Description
6401 PROFESSIONAL SERVICES	\$4,600	Annual cost for scanning documents into electronic format for the City Clerk's Office.
Total Professional Services	\$4,600	

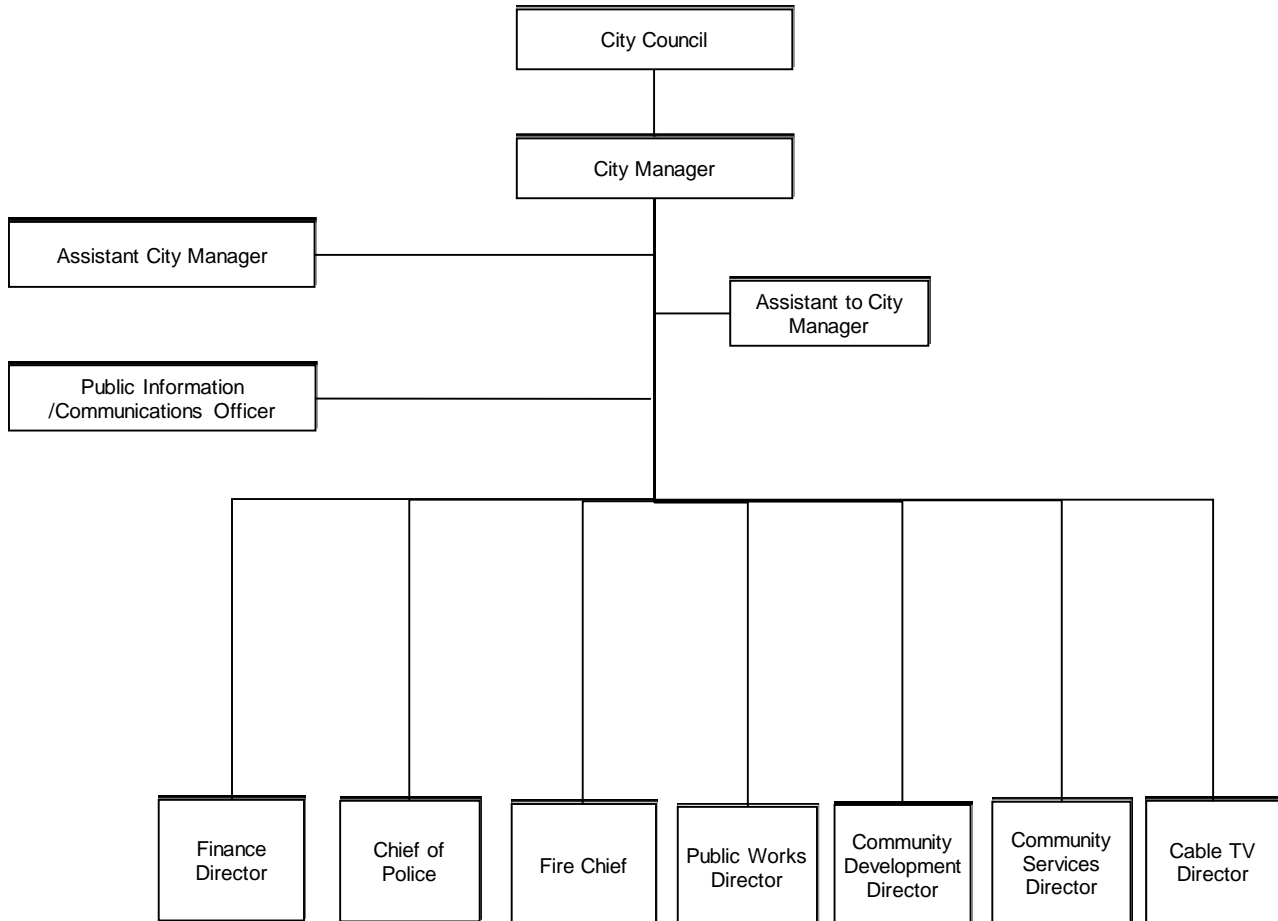
Supplies & Equipment	2018-19 Budget	Description
6001 OFFICE SUPPLIES	\$2,000	Supplies and materials related to City Clerk operations.
Total Supplies & Equipment	\$2,000	

Operations	2018-19 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	

Internal Allocations	2018-19 Budget	Description
7901 INTERNAL SERVICE ALLOCATION	\$28,695	Internal service allocations for: Self insurance cost (\$3,145); Building and facilities maintenance (\$11,962); Information technology support (\$10,588); and Copier charges (\$3,000).
Total Internal Allocations	\$28,695	
Grand Total	\$352,806	

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:

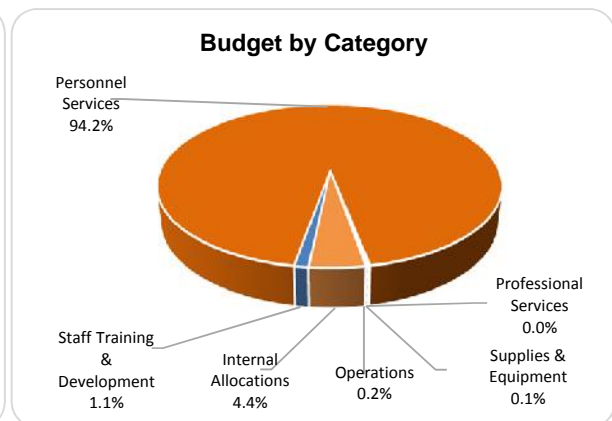
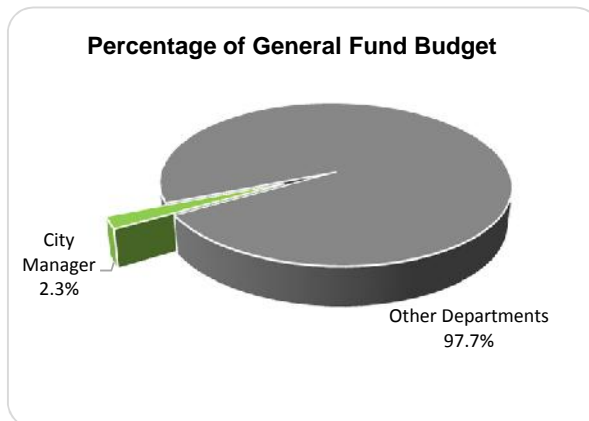
- **City Council Policy Development and Strategic Planning**
Work with the City Council and staff to facilitate identification and work program planning to ensure equitable delivery of City services, to preserve and enhance community quality of life, and to address emerging community interests, goals 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 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
	Actual	Actual	Budget	Budget
Personnel Services	\$ 762,707	\$ 794,296	\$ 979,036	\$ 1,035,455
Staff Training & Development	8,986	6,741	12,350	12,350
Professional Services	3,975	-	-	-
Supplies & Equipment	180	153	1,250	1,250
Operations	1,889	1,655	2,188	2,188
Internal Allocations	46,032	36,833	47,048	48,373
Total:	\$ 823,769	\$ 839,677	\$ 1,041,872	\$ 1,099,616

Funding Summary	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18
	Actual	Actual	Budget	Budget
General Fund	\$ 615,123	\$ 634,974	\$ 824,262	\$ 868,001
General Administration Recovery from Other Funds:				
Water Fund	95,619	93,812	99,726	106,145
Wastewater Fund	56,359	55,294	58,780	62,564
Stormwater Fund	5,121	5,024	5,341	5,684
Cable Fund	51,092	50,126	53,287	56,716
Solid Waste	456	447	476	506
Total:	\$ 823,769	\$ 839,677	\$ 1,041,872	\$ 1,099,616



Performance and Workload Measures	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
	Actual	Actual	Estimated	Target
Number of City Council Agendas Prepared	46	63	57	56
Number of Staff Reports Reviewed	142	173	165	150
Number of Press Releases Issued	3	2	2	2

Goals and Accomplishments

2017-18 Accomplishments

- ◆ Supported reorganization of the City Council following the November 2017 election, including the recognition of outgoing and incoming elected officials and orientation of newly elected City Council members
- ◆ Conducted feasibility analysis for San Bruno Municipal Cable to consider a City-wide Fiber to the Home (FTTH) program
- ◆ Continued succession planning by offering local and regional job-related training to city staff, such as customer service, technology and supervisory/leadership academies

2017-18 Accomplishments (Continued)

- ◆ Successfully negotiated labor agreements for four bargaining units with expiring MOUs
- ◆ Continued reconstruction of the Crestmoor neighborhood, including construction of the final phase of the comprehensive surface infrastructure throughout the entire neighborhood including full replacement of all streets, sidewalks and streetlights, and began construction of the neighborhood park. Initiated and completed extension of Trust Fund to remain through completion of work
- ◆ Participated in an appeal of the Federal Emergency Management Agency's (FEMA) inclusion of San Bruno in the proposed San Francisco Bay Coastal Study Flood maps
- ◆ Completed repair and restoration of the Senior Center following a single-vehicle collision that caused extensive damage to the building, and successfully relocated senior programming following the collision to limit disruption to the Center's classes and services
- ◆ Continued emergency preparedness efforts including the purchase and installation of Automated External Defibrillators (AEDs) at public facilities, and participation in local and regional training exercises, such as the Great Shakeout drill
- ◆ Received Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officer's Association (GFOA) of the United States and Canada for the seventh consecutive year
- ◆ Worked with the Joint City Council and Traffic Safety and Pedestrian Committee Subcommittee to evaluate recommendations for a residential parking permit program
- ◆ Continued collaboration with the San Bruno Park School District to assure strong and efficient support for youth of the community
- ◆ Conducted a pilot program to allow leashed dogs in specified City parks, resulting in a revision to the ordinance implementing the program
- ◆ Worked with staff to provide timely and relevant public information, including public meetings, events, and notices through the City website
- ◆ Continued support of the capital infrastructure rehabilitation, replacement and improvement program, including the completion of the water and sewer main replacement along San Mateo Avenue, replacement of commercial water meters, Downtown parking lot resurfacing, and installation of fiber optic lines at Shelter Creek Condominiums and Peninsula Place
- ◆ Assisted the City Council with two major recruitments: City Clerk and City Manager
- ◆ Pursued corrective actions on major and complex code enforcement cases
- ◆ Worked collaboratively with the City Council to identify strategic priorities for development of the 2018-19 Operating and Capital Improvement Program Budget's priorities, including revenue strategy options to ensure future fiscal stability
- ◆ Worked with staff on several private development projects in the community, which will provide new residential and commercial opportunities and promote revitalization of the downtown transit corridor and other key areas of the community
- ◆ Conducted extensive community outreach and participation to develop specific facility and program components for the development of the conceptual design for the new Recreation Center and Pool project
- ◆ Supported the issuance and sale of \$35 million Water and Wastewater revenue bonds to fund the City's continuing aggressive program of improvements to the infrastructure systems
- ◆ Supported the sister city cultural exchange program with Narita, Japan
- ◆ Relocated the nearly 100 year old wooden hand carved tableau, recovered from 324 Florida, to City Hall for public display and enjoyment
- ◆ Maintained regular coordination and collaboration with the San Bruno Community Foundation to develop and deliver multiple grant funded projects and programs for San Bruno

2018-19 Goals and Objectives

- ◆ Complete zoning code update to maintain a strong and clearly defined plan in the current Transit Corridor Plan (TCP) area
- ◆ Collaborate with the San Bruno Community Foundation in implementing their strategic program, including an ongoing partnership for Community Day in the Park, and grant funded opportunities
- ◆ Implement and deliver projects identified in the capital program as presented in the 2018-23 Capital Improvement Program

2018-19 Goals and Objectives (Continued)

- ◆ Evaluate and review community issues that are raised to improve neighborhood quality of life and ensure equal, fair and adequate city-wide services
- ◆ 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 replacement of the Earl-Glenview Park and close out trust fund established following the 2010 gas pipeline explosion and fire in the Crestmoor Neighborhood
- ◆ Complete construction drawings and prepare construction bid for the new Recreation Center and Pool project
- ◆ 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
- ◆ Initiate recruitments to fill vacancies in vital positions City-wide and provide staff development and cross training opportunities to further strengthen staff professional skills and leadership capacity
- ◆ Continue to lead staff in the delivery high quality services to the San Bruno community
- ◆ Develop and implement strategic business plan for San Bruno Municipal Cable for future fiscal stability
- ◆ Complete development of the new Florida Ave Park

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City Manager's Office

Personnel Services	2018-19 Budget	Description
5101 REGULAR SALARIES	\$699,147	Base salary and incentives for all department personnel and subject to benefits per applicable MOUs.
5152 TRANSPORTATION ALLOWANCE	\$7,200	Monthly auto allowance (\$300 per month) in accordance with MOU.
5200 EMPLOYEE BENEFITS	\$329,108	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	\$1,035,455	

Staff Training & Development	2018-19 Budget	Description
6405 TRAINING/MEETINGS/CONFERENCES	\$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	\$3,000	Two managers and two mid-managers in accordance with employment agreement and MOU, as applicable.
6701 DUES & MEMBERSHIPS	\$2,350	California City Management Foundation (\$400); International City/County Management Association (\$1,700); and San Mateo County City Manager's Association (\$250).
6702 PUBS & SUBSCRIPTIONS	\$500	San Mateo Times (\$200); and Miscellaneous publications and reference materials (\$300).
Total Staff Training & Development	\$12,350	

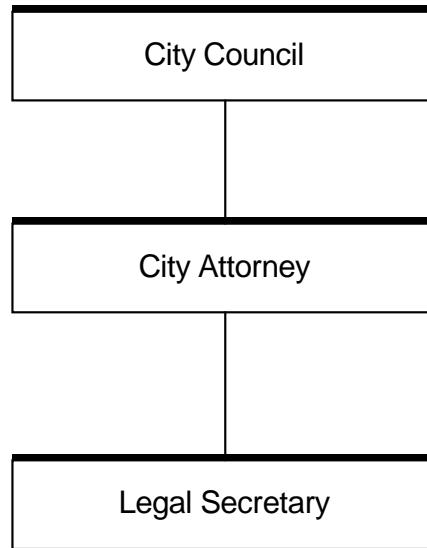
Supplies & Equipment	2018-19 Budget	Description
6001 OFFICE SUPPLIES	\$1,000	Supplies for daily operations.
6102 OPERATING SUPPLIES	\$250	Replacement of calculators, printers, and other office equipment.
Total Supplies & Equipment	\$1,250	

Operations	2018-19 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	2018-19 Budget	Description
7901 INTERNAL SERVICE ALLOCATION	\$48,316	Internal service allocations for: Self insurance cost (\$12,131); Building and facilities maintenance (\$21,845); Information technology support (\$14,360); and Copier charges (\$37).
Total Internal Allocations	\$48,373	
Grand Total	\$1,099,616	

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:

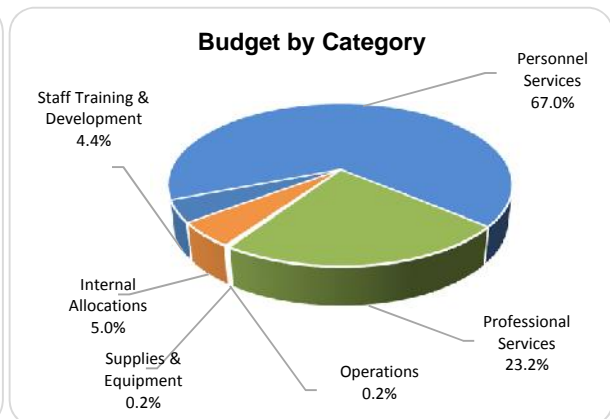
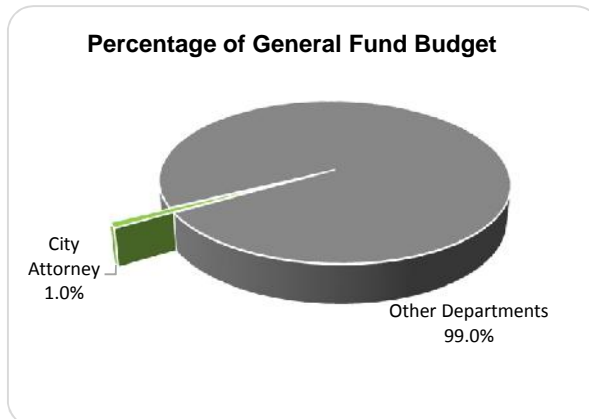
- **Legal Consultation and Support**
 - Represent and advise the City Council, Successor Agency to the former San Bruno Redevelopment Agency, Planning Commission, and other Boards and Commissions on legal matters.
 - Provide legal advice to City Council, City Manager, and Departments on City matters.
 - 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 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
	Actual	Actual	Budget	Budget
Personnel Services	\$ 258,244	\$ 299,425	\$ 316,398	\$ 325,568
Staff Training & Development	19,636	19,041	21,325	21,325
Professional Services	143,301	109,738	113,000	113,000
Supplies & Equipment	485	265	900	900
Operations	658	896	952	952
Internal Allocations	21,652	18,295	23,590	24,316
Total:	\$ 443,974	\$ 447,659	\$ 476,165	\$ 486,061

Funding Summary	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
	Actual	Actual	Budget	Budget
General Fund	\$ 215,441	\$ 223,444	\$ 237,815	\$ 232,370
General Administration Recovery from Other Funds:				
Water Fund	104,732	102,753	109,231	116,262
Wastewater Fund	61,731	60,565	64,383	68,527
Stormwater Fund	5,609	5,503	5,850	6,226
Cable Fund	55,961	54,904	58,365	62,122
Solid Waste	499	490	521	554
Total:	\$ 443,974	\$ 447,659	\$ 476,165	\$ 486,061



Performance and Workload Measures	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
	Actual	Actual	Estimated	Target
Number of Claims Received	37	45	35	35
Number of Public Records Act Requests and Subpoenas	75	54	105	75
Number of Contracts Reviewed	73	86	69	80

Goals and Accomplishments

2017-18 Accomplishments

- ◆ Obtained abatement warrant for complete clean up of distressed property
- ◆ Drafted extension of urgency ordinance relating to Proposition 64 commercial marijuana distribution and cultivation
- ◆ Prepared legal documents to assure City interests for development of Skyline College housing project
- ◆ Drafted ordinance regulating large vehicle use of restricted streets
- ◆ Implemented ordinance regulating exposure to secondhand smoke
- ◆ Drafted amendments to ordinance allowing dogs in specified parks

2017-18 Accomplishments (Continued)

- ◆ Assisted staff with ordinances amending water, wastewater and garbage rates in compliance with Proposition 218
- ◆ Assisted staff with TSPC parking issues and evaluating options for improving safety and operation of City intersections
- ◆ Worked with staff to process appeal of Planning Commission decision
- ◆ Continued to support the SBCF by 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
- ◆ Responded to increasing number of Public Records Act requests in a timely manner consistent with state law
- ◆ Provided continuing assistance to all departments regarding bid and contracting matters
- ◆ Led ABAG PLAN through JPA transition to lower-cost provider of management risk services, reducing overall pool costs to all member agencies
- ◆ Prepared legal documents for City acquisition of Earl-Glenview park site
- ◆ Prepared contracts for deployment of fiber-to-the-home projects

2018-19 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
- ◆ 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
- ◆ Develop schedule and process for revision of Municipal Code

City Attorney's Office

Personnel Services	2018-19 Budget	Description
5101 REGULAR SALARIES	\$221,440	Base salary and incentives for all department personnel and subject to benefits per applicable MOUs.
5152 TRANSPORTATION ALLOWANCE	\$3,600	Monthly auto allowance (\$300 per month) in accordance with MOU.
5200 EMPLOYEE BENEFITS	\$100,528	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	\$325,568	

Staff Training & Development	2018-19 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	2018-19 Budget	Description
6402 LEGAL EXPENSES	\$113,000	Retain outside counsel and legal fees.
Total Professional Services	\$113,000	

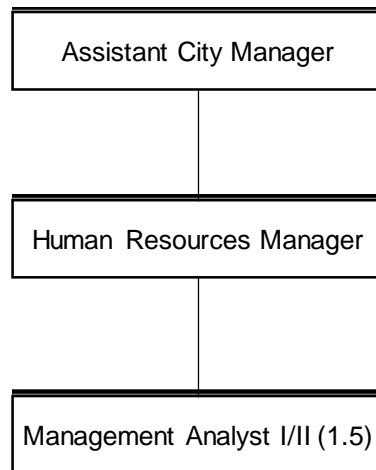
Supplies & Equipment	2018-19 Budget	Description
6001 OFFICE SUPPLIES	\$900	Supplies and materials related to the City Attorney's operation.
Total Supplies & Equipment	\$900	

Operations	2018-19 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	2018-19 Budget	Description
7901 INTERNAL SERVICE ALLOCATION	\$24,316	Internal service allocations for: Self insurance cost (\$5,841); Building and facilities maintenance (\$11,962); Information technology support (\$6,363); and Copier charges (\$150).
Total Internal Allocations	\$24,316	
Grand Total	\$486,061	

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**

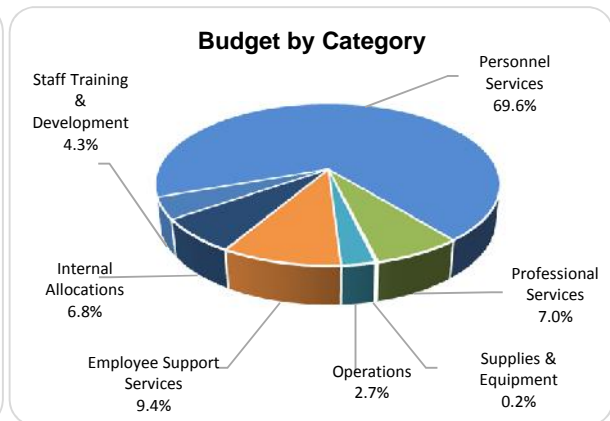
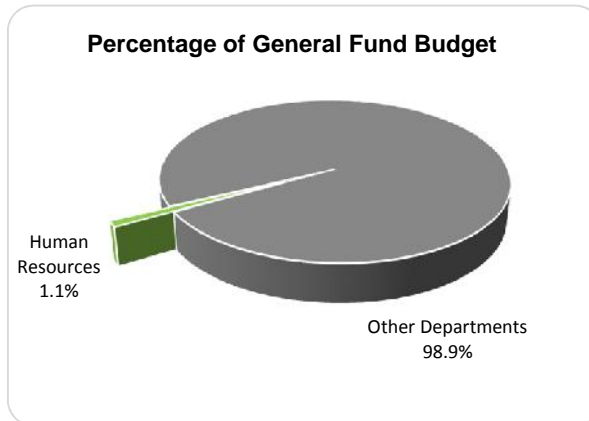
Promoting workplace safety results in safe and happy community. Human Resources administers a comprehensive and evolving safety program to ensure the safety of employees and citizens and implements policies and procedures to assure a proactive risk management and risk avoidance program for all City operations. 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 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budget	FY 2018-19 Budget
Personnel Services	\$ 182,809	\$ 253,743	\$ 347,345	\$ 365,893
Staff Training & Development	17,152	22,870	22,600	22,600
Employee Support Services	36,226	49,879	49,650	49,650
Professional Services	17,070	60,567	46,000	37,000
Supplies & Equipment	690	758	950	950
Operations	7,928	10,252	14,065	14,065
Internal Allocations	32,443	27,424	35,029	35,894
Total:	\$ 294,318	\$ 425,492	\$ 515,639	\$ 526,052

Funding Summary	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budget	FY 2018-19 Budget
General Fund	\$ 81,267	\$ 216,466	\$ 293,435	\$ 289,545
General Administration Recovery from Other Funds:				
Water Fund	97,637	95,793	101,832	108,386
Wastewater Fund	57,549	56,462	60,021	63,885
Stormwater Fund	5,229	5,130	5,453	5,805
Cable Fund	52,170	51,185	54,412	57,914
Solid Waste	466	457	486	517
Total:	\$ 294,318	\$ 425,492	\$ 515,639	\$ 526,052



Performance and Workload Measures	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Estimated	FY 2018-19 Target
Number of Applications Processed	2,293	1,388	2,216	2,000
Number of Recruitments Completed	21	30	47	50
Number of New Full-Time Employees Onboarded	20	11	27	30
Number of Employee Service Recognitions	35	41	43	45

Goals and Accomplishments

2017-18 Accomplishments

- ◆ Successfully conducted 47 recruitments using an enhanced recruitment website which streamlined existing process
- ◆ Onboarded 27 new full-time employees for key positions throughout the City
- ◆ Successfully negotiated labor agreements for five bargaining units with expiring MOUs

2017-18 Accomplishments (Continued)

- ◆ Enhanced online Employee Benefits Portal to make information readily accessible to employees
- ◆ Hosted annual Health Fair with in conjunction with the Open Enrollment period to provide information on wellness and health benefits
- ◆ Recognized tenure of 43 employees with City's service awards program as part of the Employee Appreciation initiative and annual Employee Appreciation Luncheon
- ◆ Administered mandatory anti-harassment training to all City departments
- ◆ Administered recruitment and selection training to all City departments to reflect current standards
- ◆ 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
- ◆ Offered an enhanced Employee Assistant Program (EAP) with online 24/7 tools
- ◆ 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

2018-19 Goals and Objectives

- ◆ Continue to support to City Manager and Departments with City's recruitment and selection process
- ◆ Expand annual Health Fair to a "Health and Benefits Fair" to expand awareness of City benefits programs
- ◆ Mentor Departments and Supervisors on promoting career growth and succession planning
- ◆ Offer Brown Bag Seminars for employees on various Human Resources topics
- ◆ Continue to administer the Employee Recognition Program to foster employee morale and appreciation
- ◆ Consult Departments and Personnel Board to update and enhance job descriptions to meet current industry standards
- ◆ Research lower cost vendors for City's supplemental benefit programs
- ◆ Research Workers Compensation administrator options to enhance case management and delivery of services
- ◆ Continue to manage the Safety Committee (comprised of Department representatives) with the goal of promoting and maintaining the interest of employees in health and safety issues

Human Resources

Personnel Services	2018-19 Budget	Description
5101 REGULAR SALARIES	\$235,292	Base salary and incentives for all department personnel and subject to benefits per applicable MOUs.
5200 EMPLOYEE BENEFITS	\$130,601	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	\$365,893	

Staff Training & Development	2018-19 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	2018-19 Budget	Description
6404 EMP. ASSISTANCE	\$8,150	Employee Assistance Program.
6407 EXAM SERVICES	\$11,500	Oral and written exams for recruitments.
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 (\$15,000); and Pre-employment Live Scan fingerprinting (\$4,000).
Total Employee Support Service	\$49,650	

Professional Services	2018-19 Budget	Description
6401 PROFESSIONAL SERVICES	\$37,000	Training and legal assistance (\$6,000); Alcohol and drug testing services (\$4,500); Bilingual testing services (\$4,000); Online application processing (\$2,500); Class and compensation study for Public Works (\$10,000); and Consulting Services to assist with Labor Negotiations (\$10,000).
Total Professional Services	\$37,000	

Supplies & Equipment	2018-19 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	2018-19 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	2018-19 Budget	Description
7901 INTERNAL SERVICE ALLOCATION	\$35,894	Internal service allocations for: Self insurance cost (\$8,088); Building and facilities maintenance (\$15,863); Information technology support (\$11,543); and Copier charges (\$400).
Total Internal Allocations	\$35,894	
Grand Total	\$526,052	

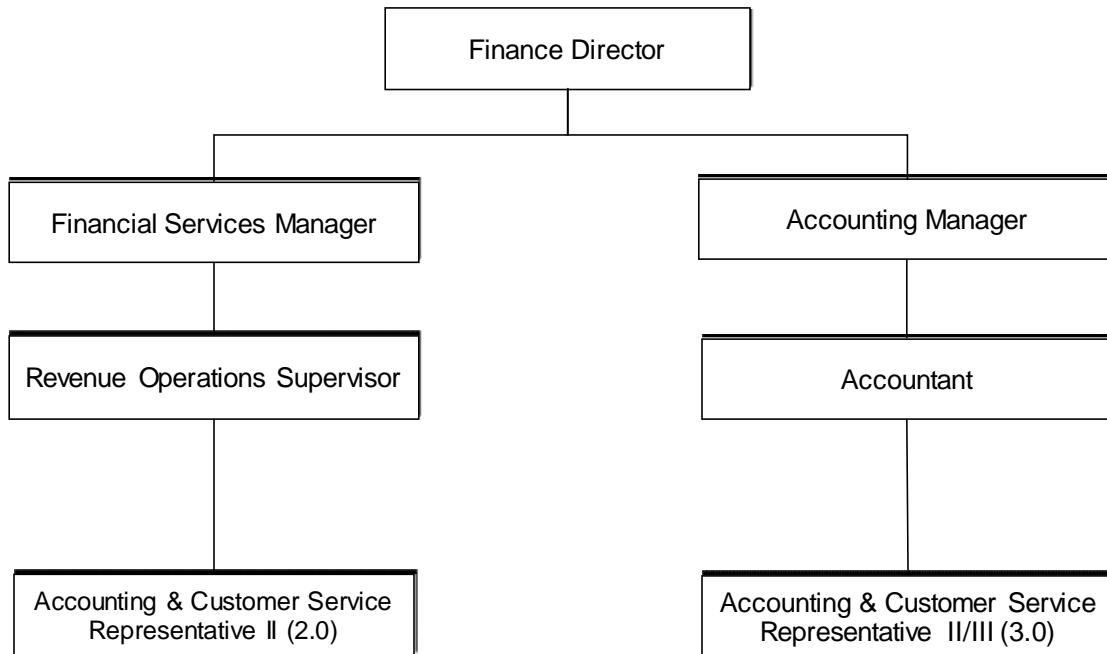
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Finance Department

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:

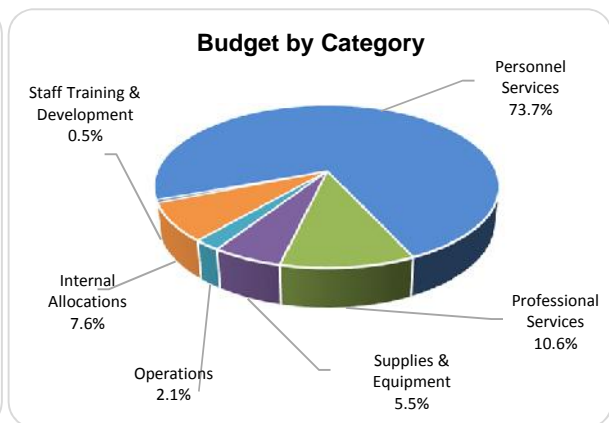
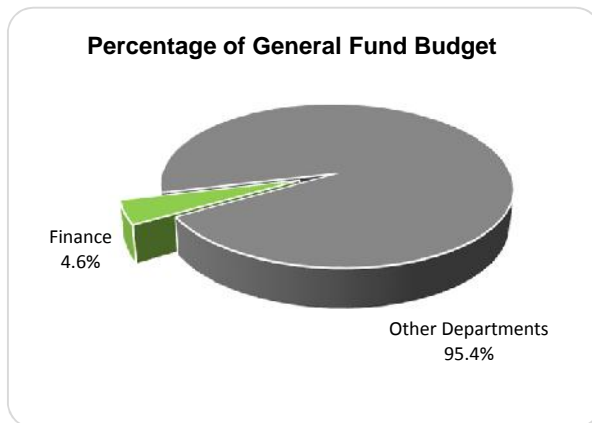
- **Financial Reporting and Accounting**
Provide departments with regular financial reports accounting for cash, revenues, and expenditures on a monthly basis, and provide quarterly budget status reports to the City Council. Complete the City's Comprehensive Annual Financial Report and prepare special 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 license taxes on over 2,800 business 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 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
	Actual	Actual	Budget	Budget
Personnel Services	\$ 1,369,564	\$ 1,359,838	\$ 1,525,231	\$ 1,605,211
Staff Training & Development	9,831	12,923	11,945	11,945
Professional Services	148,451	203,494	255,546	230,453
Supplies & Equipment	71,125	138,986	146,909	120,472
Operations	39,062	36,117	46,085	46,085
Internal Allocations	149,444	130,337	160,558	165,183
Total:	\$ 1,787,477	\$ 1,881,695	\$ 2,146,274	\$ 2,179,349

Funding Summary	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
	Actual	Actual	Budget	Budget
General Fund	\$ 675,689	\$ 698,742	\$ 927,113	\$ 898,176
General Administration Recovery from Other Funds:				
Water Fund	532,840	583,085	643,864	657,870
Wastewater Fund	432,611	451,653	468,641	498,016
Stormwater Fund	9,241	9,066	9,638	11,321
Cable Fund	136,273	138,342	96,160	112,958
Solid Waste	823	807	858	1,008
Total:	\$ 1,787,477	\$ 1,881,695	\$ 2,146,274	\$ 2,179,349



Performance and Workload Measures	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
	Actual	Actual	Estimated	Target
Number of W-2's issued by January 31	438	454	450	450
Number of business licenses issued	2,904	2,978	2,950	3,000
Number of invoices processed	12,291	11,903	12,000	12,000
Number of utility bills generated	73,853	74,291	74,345	74,418

Goals and Accomplishments

2017-18 Accomplishments

- ◆ Completed preparation of the City's Comprehensive Annual Financial Report (CAFR) as of June 30, 2017
- ◆ Completed the final Recognized Obligation Payment Schedule (ROPS) for the San Bruno Successor Agency
- ◆ Prepared Prop 218 notice for Recology San Bruno garbage rate increase
- ◆ Directed preparation of the 2018-19 Operating and Capital Improvement Program Budget
- ◆ Updated the City's Master Fee Schedule effective July 1, 2017
- ◆ Completed analysis for updated Water and Wastewater capacity charge, recommended capacity charge rate adjustment and implemented new charge approved by the City Council

2017-18 Accomplishments (Continued)

- ◆ Prepared documentation and issued 2017 Water Revenue Bonds and 2017 Wastewater Revenue Bonds
- ◆ Maintained all Investments for the City in compliance with the City's investment Policy
- ◆ Completed transition from previous elected City Treasurer oversight of City investments to management by staff through Finance Director / Treasurer position
- ◆ Supported City Manager, City Council and San Bruno Cable Television with review and analysis of the Cable Enterprise financial and operation status and consideration to upgrade to a fiber to the home system

2018-19 Goals and Objectives

- ◆ Complete inter-departmental study and recommendation for Development Impact Fee to assure infrastructure improvements related to new development

Finance Department Administration

Personnel Services	2018-19 Budget	Description
5101 REGULAR SALARIES	\$604,577	Base salary and incentives for all department personnel and 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	\$309,587	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	\$918,364	

Staff Training & Development	2018-19 Budget	Description
6405 TRAINING/MEETINGS/CONFERENCES	\$2,500	Training in accounting, collections, spreadsheet, financial analysis for department employees (\$1,000); and League of California Cities Conference for 2 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		2018-19 Budget	Description
6401	PROFESSIONAL SERVICES	\$69,533	Annual audit services (\$48,523); 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).
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		\$88,033	

Supplies & Equipment		2018-19 Budget	Description
6001	OFFICE SUPPLIES	\$6,000	Supplies for daily operations.
6304	MAINTENANCE	\$42,784	Eden Annual Support Fees (\$41,953); and ACOM Check Printer Maintenance (\$831).
Total Supplies & Equipment		\$48,784	

Operations		2018-19 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	2018-19 Budget	Description
7901 INTERNAL SERVICE ALLOCATION	\$90,428	Internal service allocations for: Self insurance cost (\$12,581); Building and facilities maintenance (\$46,420); Information technology support (\$23,727); 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	\$92,716	
Grand Total	\$1,163,417	

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Finance Department Revenue Services

Personnel Services	2018-19 Budget	Description
5101 REGULAR SALARIES	\$407,702	Base salary and incentives for all department personnel and 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	\$250,745	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	\$686,847	

Staff Training & Development	2018-19 Budget	Description
6405 TRAINING/MEETINGS/CONFERENCES	\$2,750	Training in accounting, collections, spreadsheets, 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	2018-19 Budget	Description
6419 OTHER SERVICES	\$142,420	InfoSend online bill pay website monthly fees (\$16,600); InfoSend utility bill printing and mailing (\$14,500); Credit card fees for utility payments (\$110,000); and Credit check (\$1,320).
Total Professional Services	\$142,420	

Supplies & Equipment	2018-19 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	\$67,188	Annual license fees for utility billing, business license, and cashier software systems (\$26,000); Annual license fee for meter reading software (\$40,788); and check signing equipment (\$400).
Total Supplies & Equipment	\$71,688	

Operations	2018-19 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	2018-19 Budget	Description
7901 INTERNAL SERVICE ALLOCATION	\$31,899	Internal service allocations for: Self insurance cost (\$9,660); Information technology support (\$20,739); and Copier charges (\$1,500).
7902 INTERDEPARTMENTAL CHARGES	\$40,568	Allocation of services provided to this fund based on cost allocation plan conducted in 2005-06.
Total Internal Allocations	\$72,467	
Grand Total	\$1,015,932	

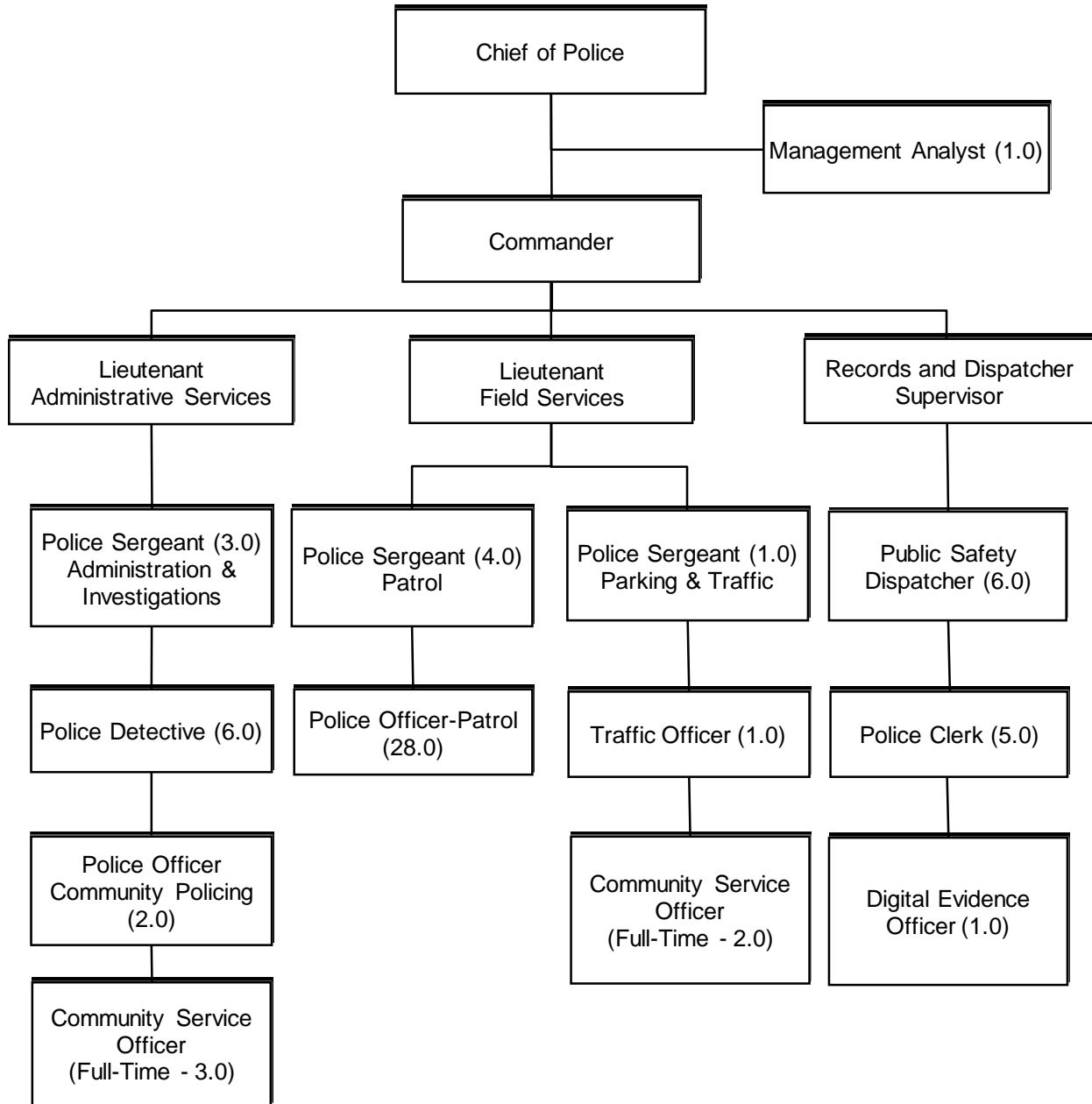
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Police Department

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.

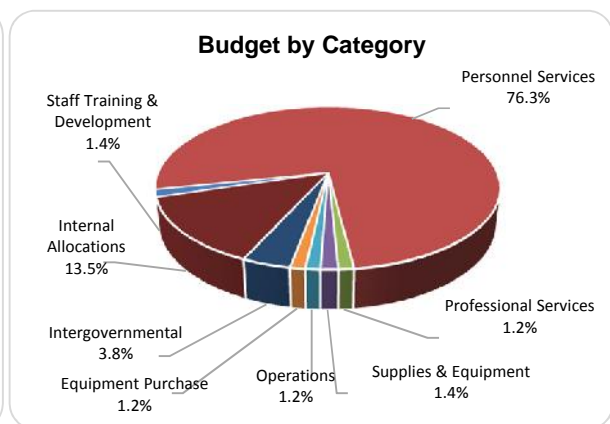
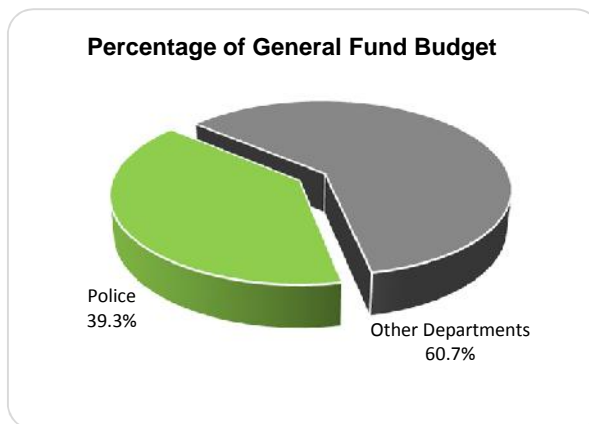
- **Contract Services**

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 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
	Actual	Actual	Budget	Budget
Personnel Services	\$ 11,678,680	\$ 12,031,239	\$ 13,313,292	\$ 14,101,774
Staff Training & Development	125,490	104,506	120,300	267,206
Professional Services	200,566	224,620	209,327	222,762
Supplies & Equipment	234,856	274,112	235,443	251,452
Operations	183,474	215,291	220,513	214,303
Equipment Purchase	112,967	45,101	34,734	220,734
Intergovernmental	498,800	703,282	735,809	705,900
Internal Allocations	2,326,680	2,135,406	2,362,071	2,495,668
Total:	\$ 15,361,511	\$ 15,733,557	\$ 17,231,489	\$ 18,479,799

Funding Summary	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
	Actual	Actual	Budget	Budget
General Fund	\$ 13,938,236	\$ 14,132,907	\$ 15,868,364	\$ 16,829,584
Department Revenues	1,423,274	1,600,650	1,363,125	1,650,215
Total:	\$ 15,361,511	\$ 15,733,557	\$ 17,231,489	\$ 18,479,799



Performance and Workload Measures	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Estimated	FY 2018-19 Target
Number of Crisis Intervention Trained Officers	12	12	12	9
Number of DUI Enforcement Programs	24	10	14	8
Number of Massage Business Compliance Checks	14	12	12	6
Number of Burglary Suppression Programs	10	10	10	5
Number of Pedestrian Safety / Enforcement Programs	6	4	6	3
Number of Vehicle Burglary Suppression Programs	N/A	N/A	6	10
Number of Criminal Street Gang Enforcement Programs (new measure)	N/A	N/A	N/A	4
Number of Programs Combatting the Sale of Alcoholic Beverages to Minors (new measure)	N/A	N/A	N/A	3

Goals and Accomplishments

2017-18 Accomplishments

- ◆ Trained six additional officers as part of 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
- ◆ Worked with other city departments and a City Council Subcommittee to examine 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
- ◆ Support Services personnel continued to facilitate the development of neighborhood Watch Groups. The Department is in the process of establishing five additional watch groups to address concerns and to encourage coordination and cooperation between residents and the Police Department
- ◆ 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
- ◆ Continued to provide 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
- ◆ Facilitated numerous Community Oriented Policing events throughout the past year to include; Coffee with a Cop, "MADD Bay Area Walk Like MADD" Event Special Olympics Torch Run, Special Olympics Tip-A-Cop Fundraiser
- ◆ Support Services personnel and our Police Explorers continued their efforts to enhance and support the Adopt a Unit program by sending care packages and participating in the city tour and luncheon for the soldiers
- ◆ Continued to promote SMC ALERT registration at Police Day at Tanforan and various other events
- ◆ Nine members of the department graduated from the Crisis Intervention Training (CIT) and all police officers received de-escalation training. Several officers successfully utilized skills learned in these courses while handling calls for service involving people experiencing a mental health crisis
- ◆ Police Personnel conducted a dozen massage establishment business compliance checks and several burglary suppression operations. Our personnel will continue to focus in these areas during this next fiscal year
- ◆ Established body-worn cameras, in-car video, and digital evidence management program. All personnel have been trained and the equipment has been deployed in the field
- ◆ Secured grant funding to provide mindfulness and resiliency training to all staff and to conduct site assessment training and exercises at Parkside and Capuchino Schools
- ◆ Secured grant funding to expand the capacity of Homeless Outreach Team (HOT) Workers and worked closely with HOT to provide housing resources to more than ten individuals that had been living on the streets of San Bruno
- ◆ Police Officers participated in several events that including reading to children in conjunction with a program sponsored by the library and San Bruno Park School District to promote literacy

2018-19 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 the community to increase SMC ALERT registration for future notification of police activity or community alerts
- ◆ Continue to provide Crisis Intervention Training (CIT) to better serve those experiencing a mental health crisis
- ◆ Finalize 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 and local schools at their sites in San Bruno
- ◆ Conduct massage establishment business compliance checks and residential burglary suppression operations
- ◆ Continue regular DUI enforcement efforts, including, saturation patrols and checkpoints
- ◆ Continue to work with the Explorer Program and enhance the Military Adopt a Unit program
- ◆ Participate in community events such as Operation Clean Sweep, Community Day in the Park, etc
- ◆ Increase dispatch staffing minimums to enhance public and officer safety

2018-19 Goals and Objectives (Continued)

- ◆ 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
- ◆ 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
- ◆ Complete an upgrade of public safety communications infrastructure
- ◆ Continue to work closely with Homeless Outreach Team Workers to provide housing services and resources to homeless individuals in the City and work to develop strategies to reduce the homeless population in San Bruno
- ◆ Conduct grant funded site assessments, develop response plans, and participate in critical incident response training at Capuchino High School and Parkside Intermediate School
- ◆ Provide grant funded mindfulness and resiliency training to all police staff

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Police Department

Personnel Services	2018-19 Budget	Description
5101 REGULAR SALARIES	\$7,976,880	Base salary and incentives for all department personnel and 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	\$5,350,894	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		
	\$14,101,774	

Staff Training & Development	2018-19 Budget	Description
6405 TRAINING/MEETINGS/CONFERENCES	\$235,941	Staff training for range, use fees, and targets (\$29,978); POST required continued professional training courses (\$30,746); Canine training for three dogs and their handlers (\$15,800); SWAT training (\$4,000); Internal Affairs Update School (\$750); Firearms Instructor Update Course (\$1,200); Use of Force Liability for Supervisors (\$1,375); Police Supervisor Training (\$800); Traffic Enforcement and Investigation (\$3,900); Investigations Training (\$6,000); Crisis Intervention Training (\$600); 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 (\$4,305); Seminars including Juvenile Officer Association and Property Officer Association (\$330); Reserve Officer Association Dues, which includes legal defenses, for eight Reserve Officers (\$925); North County Investigators meetings (\$600); Reserve Officer Appreciation Dinner (\$500); Driver Training for 12 Officers (\$3,132); Mindfulness Training (\$75,000); and Site Assessment Training and Exercise (\$52,000).

Staff Training & Development (Cont.)

6406	PROFESSIONAL DEVELOPMENT	\$29,515	Department head and 13 mid-management employees (\$7,500); and Tuition reimbursement in accordance with applicable MOUs for five employees (\$22,015).
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	\$267,206
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	Professional Services	2018-19 Budget	Description
6401	PROFESSIONAL SERVICES	\$152,209	Parking citation processing and fines collection services (\$34,400); 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 (\$48,000); background investigations for potential Police employees (\$16,000); School Crossing Guard Services (\$42,709); and Lexipol General Order Updates (\$8,000); and Scheduling Program Annual Fee (\$3,100).
6419	OTHER SERVICES	\$70,553	North Peninsula Family Alternatives - Juvenile Diversion (\$40,500); Community Overcoming Relationship Abuse (CORA) (\$7,252); Towing charges (\$1,281); Police canine veterinary expenses (\$5,300); Contribution to maintain the Keller Center for sexual assault victims (\$1,200); Peninsula Conflict Resolution Center (\$5,020); and Investigative services such as public information database, confidential informants and travel expenses related to out of town investigations (\$10,000).
Total Professional Services		\$222,762	

Supplies & Equipment		2018-19 Budget	Description
6001	OFFICE SUPPLIES	\$35,000	Basic Office Supplies (\$14,755); Batteries (\$1,200); Evidence Supplies (\$7,500); Flares (\$1,500); ID Card Supplies (\$750); Fastrak Tolls (\$300); Citations (\$3,000); Police Forms (\$5,250); and Shredding Services (\$745).
6101	GAS AND OIL	\$77,000	Fuel for Police Department fleet of 32 vehicles.
6102	OPERATING SUPPLIES	\$33,420	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); patrol car supplies (\$1,000); and K9 Supplies (\$8,420).
6304	MAINTENANCE	\$106,032	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 (\$41,921); Evidence data storage - Unix server (\$3,958); Document imaging and scanning system (\$3,200); Live Scan fingerprinting system (\$5,000); Critical Reach (\$435); Card Reader Security Access system (\$4,650); 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 (\$3,591); online citizen reporting system - Coplogic (\$6,100); 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); Miscellaneous repairs to PC's, 16 laptop computers, printers, typewriters, fax machines and other related equipments (\$5,720); Karpel Annual Fee from DA's Office (\$750); and Annual Crash Data Reader fee (\$1,200).
Total Supplies & Equipment		\$251,452	

Operations	2018-19 Budget	Description
6112 POSTAGE	\$4,000	Postage costs for department correspondence.
6408 MEDICAL EXAMS	\$7,000	Forensic examinations for sexual assault victims.
6450 COMMUNICATIONS	\$78,303	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); and San Bruno share of T1 data line (\$1,500 annually), reimbursable to the City of Burlingame, to support radio interoperability between the two agencies; Radio Channel Support (\$9,000); and Cradlepoint NetCloud Manager for 16 patrol cars (\$1,920).
6531 UTILITIES	\$125,000	Gas, electrical and water costs for police facility.
Total Operations	\$214,303	

Equipment Purchase	2018-19 Budget	Description
6650 TOOLS & EQPT. -\$25K	\$220,734	Patrol Flashlights (\$6,050); Taser cartridges (\$1,800); Ammunition (\$26,884); and 4 Marked Vehicles (\$186,000).
Total Equipment Purchase	\$220,734	

Intergovernmental	2018-19 Budget	Description
6309 RADIO MAINTENANCE	\$61,976	LE Database Terminals (DOJ, DMV, etc.) (\$22,000); 9-1-1 consoles, transmitters, receivers, repeaters and other base station equipment for the two-way radio communication (\$35,604); 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	\$643,924	Services provided by the County including Animal Control Services (\$329,229); Crime lab fees (\$23,300); Crime lab usage fees (\$80,000); Parking fines allocations (\$170,000); Department of Justice fingerprinting fees (\$6,600); and First Chance sober station (\$34,795).
Total Intergovernmental		
\$705,900		

Internal Allocations	2018-19 Budget	Description
7901 INTERNAL SERVICE ALLOCATION	\$801,500	Internal service allocations for: Self insurance cost (\$306,655); Building and facility maintenance (\$197,381); Information technology support (\$118,429); and Central garage services (\$179,035).
7902 INTERDEPARTMENTAL CHARGES	\$1,610,564	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 (\$83,604).
Total Internal Allocations		
\$2,495,668		
Grand Total		
\$18,479,799		

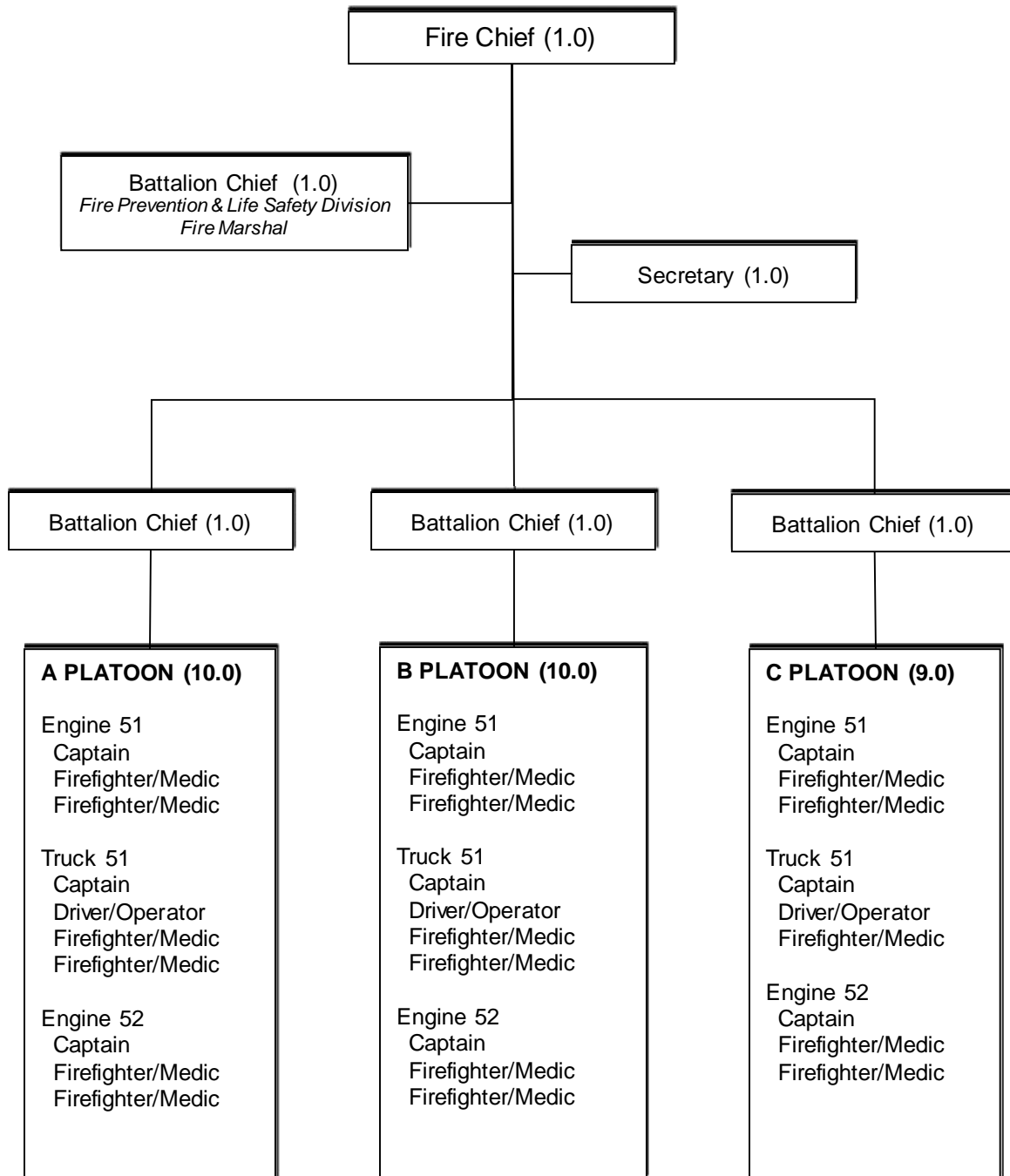
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Fire
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Fire Department

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:

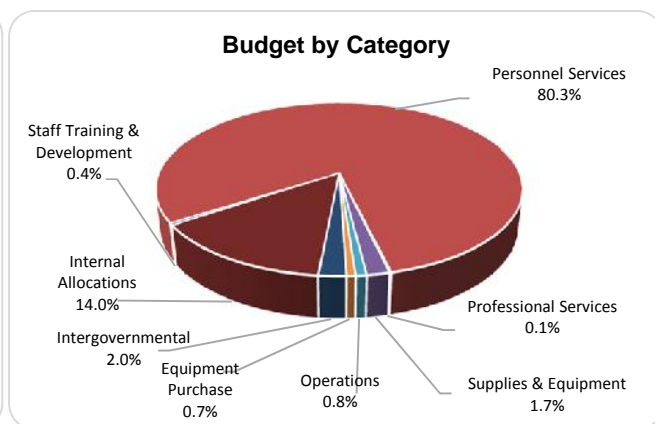
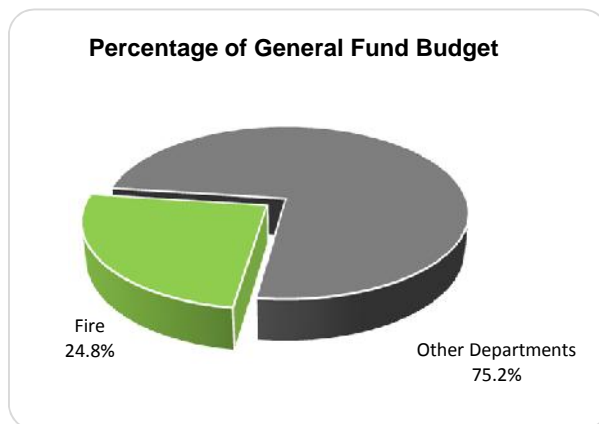
- **Administration**
Supports the day-to-day management of department personnel, apparatus and fire facilities. Also provides support, planning, and budget allocation for personnel, equipment, training, fire prevention, and community preparedness.
- **Operations**
Provides personnel, apparatus, and equipment 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 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
	Actual	Actual	Budget	Budget
Personnel Services	\$ 7,700,127	\$ 7,876,484	\$ 8,273,607	\$ 8,755,015
Staff Training & Development	27,328	29,023	42,050	41,550
Professional Services	17,369	12,994	64,600	13,100
Supplies & Equipment	159,027	208,006	163,627	184,514
Operations	71,357	81,869	83,580	86,580
Equipment Purchase	57,450	48,543	43,000	72,923
Intergovernmental	633,113	215,188	225,807	222,007
Internal Allocations	1,452,492	1,412,447	1,446,411	1,531,381
Total:	\$ 10,118,264	\$ 9,884,554	\$ 10,342,682	\$ 10,907,070

Funding Summary	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
	Actual	Actual	Budget	Budget
General Fund	\$ 9,561,600	\$ 9,456,693	\$ 10,070,982	\$ 10,589,754
Department Revenues	556,664	427,862	271,700	317,316
Total:	\$ 10,118,264	\$ 9,884,554	\$ 10,342,682	\$ 10,907,070



Performance and Workload Measures	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
	Actual	Actual	Estimated	Target
Emergency calls for service	4,193	4,300	4,500	4,800
Medical responses	2,688	2,580	2,900	3,100
Structure and other fire related responses	139	146	165	180
Participants completing CERT training	50	50	60	75
Employees and residents trained in CPR/AED	120	150	200	220

Goals and Accomplishments

2017-18 Accomplishments

- ◆ Provided educational and training opportunities to all Fire Department employees to address succession planning needs which led the promotion of a Fire Chief, 3 Battalion Chiefs and 4 Captains
- ◆ Held an open house during fire prevention month showcasing the department's programs and provided safety and emergency preparedness information
- ◆ Examined and implement safety initiatives and wellness program to minimize and prevent work related injuries
- ◆ Provided two Community Emergency Response Training (CERT) classes to prepare residents and neighborhoods for emergencies and provided continuing education for past CERT trained residents

2017-18 Accomplishments (Continued)

- ◆ Implemented county-wide exposure reduction program related to personnel protective equipment (PPE) to decrease exposures to cancer causing particulates
- ◆ Reviewed current Fire Code and adopted local amendments to increase fire safety and prevention activities within the community
- ◆ Responded to six out-of-county wildland fires, Detwiler, Helena-Eclipse Complex, Helena, Tubbs, Creek and Thomas as part of a North San Mateo County Strike Team
- ◆ Enhanced use of social media to inform, educate and communicate with city staff and members of the community utilizing media sites (SMC Alert, Next Door, Facebook, and City and CERT Websites)
- ◆ Continued Automated External Defibrillators (AED) safety program management 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 200 residents during 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
- ◆ Worked with the City Manager's Office, Public Works and Finance to successfully complete FEMA damage claims from the January Storms (Presidential Declaration #4305) in the amount of over \$140,000
- ◆ Began reformatting and adopting new policies and procedures to reflect San Bruno as stand-alone department
- ◆ Conducted community outreach public education with programs including: Bike Helmets, smoke alarms, reading to children at the San Bruno Library, and the "Touch Truck" event with San Bruno Schools
- ◆ Provided technical assistance with development of conceptual design of the new Recreation and Aquatics Center
- ◆ Provided Emergency preparedness training to the community including the "Great Shakeout" at The San Bruno Library
- ◆ Continued a proactive and cooperative approach to code enforcement to assure building and fire code compliance in all commercial and residential occupancies

2018-19 Goals and Objectives

- ◆ Continue to provide educational and training opportunities to all Fire Department employees to address succession planning needs
- ◆ Continue to examine and implement safety initiatives and wellness program to minimize and prevent work related injuries
- ◆ Implement and evaluate department and county-wide policies and procedures to reduce Firefighter exposure risks to carcinogens
- ◆ Hold an open house during fire prevention month to showcase the department's programs and provided safety and emergency preparedness information
- ◆ 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 members of the public about fire safety and emergency preparedness
- ◆ Continue a proactive and cooperative approach to code enforcement to assure building and fire code compliance in all commercial and residential occupancies
- ◆ Assist Fire Prevention in completing all mandated fire inspections to assure fire code compliance and building safety within the community
- ◆ Review the current Fire Report Management System Software and evaluate alternative products
- ◆ 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
- ◆ Review department operations and administrative procedures with a goal of improving operations with improved technology

2018-19 Goals and Objectives (Continued)

- ◆ 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
- ◆ Develop building pre plans of critical infrastructure to enhance emergency response
- ◆ Provide public education on fire safety to San Bruno Schools through programs like “Firefighter for a Day” reading programs and station tours
- ◆ Continue a thorough analysis of all apparatus, vehicle, equipment and facility replacement needs

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Fire Department

Personnel Services	2018-19 Budget	Description
5101 REGULAR SALARIES	\$4,902,232	Base salary and incentives for all department personnel and subject to benefits per applicable MOUs.
5102 PART-TIME SALARIES	\$43,000	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	\$3,134,783	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	\$8,755,015	

Staff Training & Development	2018-19 Budget	Description
6405 TRAINING/MEETINGS/CONFERENCES	\$35,000	Emergency manager's Conference (\$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); CA Emergency Managers Assoc. (CESA) Membership (\$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	\$1,500	Fire service, EMS and other related trade journals, magazines, and reference materials (\$500); and Fire Prevention Fire Code publications and updates (\$1,000).
Total Staff Training & Development	\$41,550	

Professional Services	2018-19 Budget	Description
6419 OTHER SERVICES	\$13,100	Department fitness testing program (\$7,000); ground ladder and aerial ladder testing to maintain mandated certifications (\$2,500); and respiratory protection program fit testing for SCBA masks (\$3,600).
Total Professional Services	\$13,100	

Supplies & Equipment	2018-19 Budget	Description
6001 OFFICE SUPPLIES	\$2,200	Supplies needed for daily operations.
6101 GAS AND OIL	\$36,000	Allocation of fuel used by division's vehicles, gas and diesel.
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	\$60,000	Maintenance of two gas monitors (\$6,913); Defibrillator (\$2,200); Self Contain Breathing Apparatus (SCBA) testing (\$5,000); and maintenance costs for major apparatus repairs (\$45,887).
Total Supplies & Equipment	\$184,514	

Operations	2018-19 Budget	Description
6112 POSTAGE	\$500	Postage costs for department correspondence.
6450 COMMUNICATIONS	\$33,131	Phone lines for Station 51 and 52, Emergency Operations Center, 5 department cell phones, and station alerting systems (\$27,585); iPads for Chief Officers & Apparatus (\$1,550); Data Plan for iPads (\$2,546); and Data Plan for iPhones (\$1,440).
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	\$86,580	

Equipment Purchase	2018-19 Budget	Description
6650 TOOLS & EQPT. -\$25K	\$72,923	Portable radios replacement - 4 units (\$7,000); Engine/Truck equipment replacement (\$29,200); EMS equipment (airway bags, ALS airway equip) (\$3,000); and Emergency Shelter Trailer (\$33,723).
Total Equipment Purchase	\$72,923	

Intergovernmental	2018-19 Budget	Description
6309 RADIO MAINTENANCE	\$5,000	Station and apparatus radio maintenance and replacement of radio batteries.
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	\$158,750	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 (\$500).
Total Intergovernmental	\$222,007	

Internal Allocations	2018-19 Budget	Description
7901 INTERNAL SERVICE ALLOCATION	\$469,945	Internal service allocations for: Self insurance cost (\$403,705); Building and facilities maintenance (\$10,402); and Information technology support (\$55,838).
7902 INTERDEPARTMENTAL CHARGES	\$931,249	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	\$1,531,381	
Grand Total	\$10,907,070	

Public Works
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Public Works Department

Administration & Engineering

Streets Maintenance

Water (see Enterprise Funds page 219)

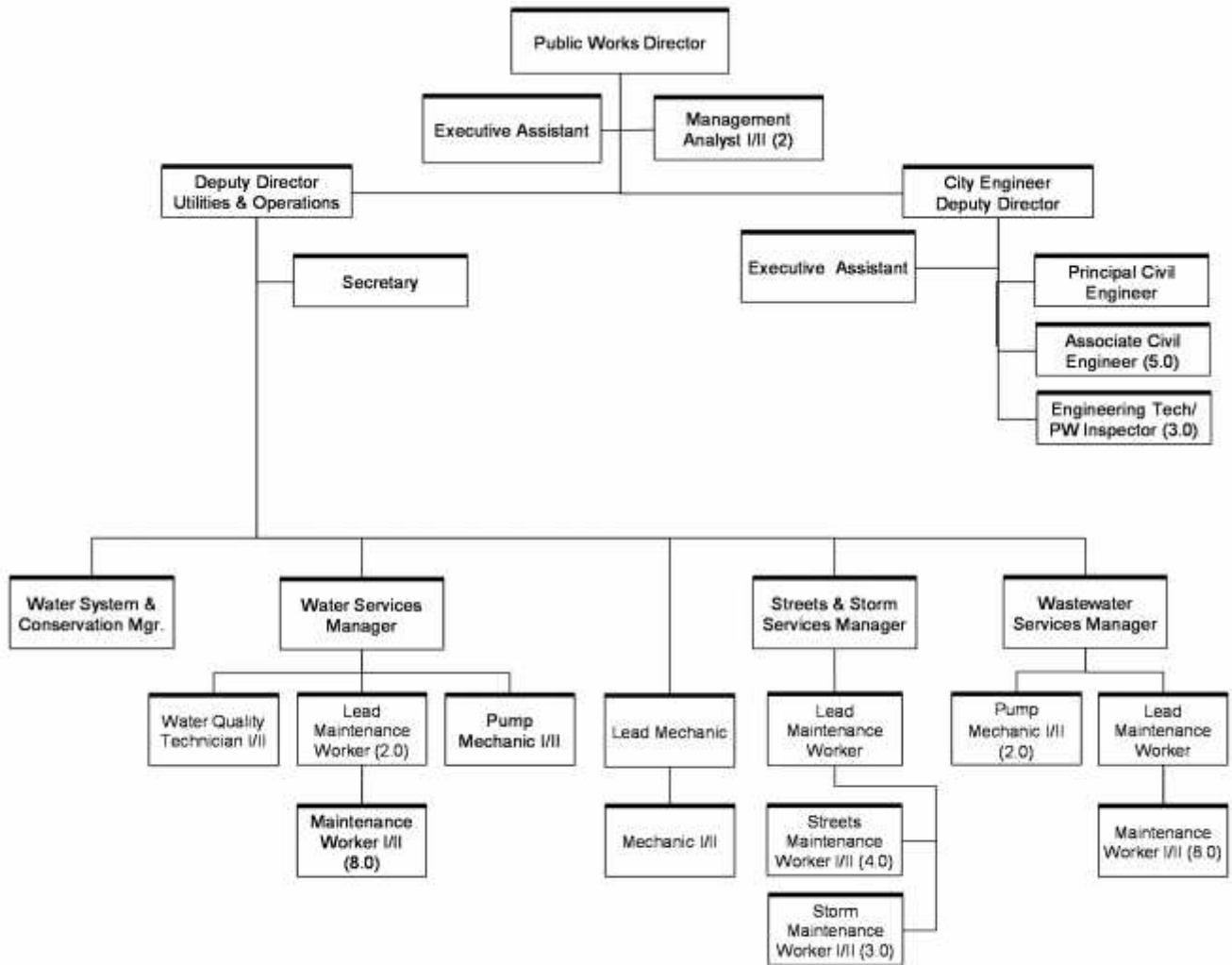
Wastewater (see Enterprise Funds page 227)

Stormwater (see Enterprise Funds page 235)

Central Garage (see Internal Service Funds page 255)

Solid Waste (see Special Revenue Funds page 301)

Public Works



Public Works Department

The City of San Bruno Public Works Department provides professional, strategic, and cost-effective maintenance and capital improvements to critical City infrastructure, including the delivery of potable water; traffic and transportation; 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).

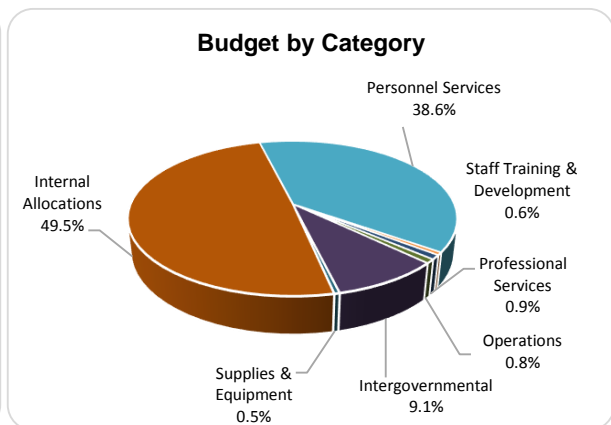
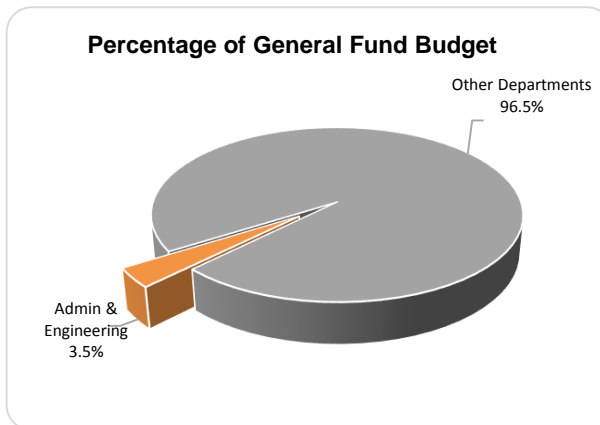
- **Central Garage**
Provides maintenance and safety inspection of police patrol vehicles, general use vehicles, safety-sensitive equipment and routine repair of various large equipment items (see Internal Services Funds page xx for more detail).

- **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 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
	Actual	Actual	Budget	Budget
Personnel Services	\$ 548,705	\$ 518,279	\$ 582,727	\$ 639,445
Staff Training & Development	8,684	\$ 6,965	\$ 9,575	\$ 9,425
Professional Services	51,736	\$ 52,402	\$ 71,044	\$ 15,000
Supplies & Equipment	9,535	\$ 10,634	\$ 14,950	\$ 7,450
Operations	13,330	\$ 14,314	\$ 14,000	\$ 14,000
Intergovernmental	146,376	\$ 148,690	\$ 158,616	\$ 151,000
Internal Allocations	741,426	\$ 714,790	\$ 773,551	\$ 818,180
Total:	\$ 1,519,792	\$ 1,466,074	\$ 1,624,463	\$ 1,654,500

Funding Summary	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
	Actual	Actual	Budget	Budget
General Fund	\$ 493,534	\$ 143,025	\$ 516,395	\$ 423,202
Department Revenues	157,218	392,050	206,000	226,000
Recovery from Other Funds:				
Stormwater Fund	17,364	18,624	18,045	20,106
Wastewater Fund	347,628	372,288	360,716	402,119
Water Fund	504,048	540,088	523,307	583,073
Total:	\$ 1,519,792	\$ 1,466,074	\$ 1,624,463	\$ 1,654,500



Performance and Workload Measures	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Estimated
Number of CIP construction projects completed	3	9	8	12
Number of encroachment permits processed	391	384	416	400

Goals and Accomplishments

2017-18 Accomplishments

- ◆ Completed Design/Study for the following Projects:
 - ◆ ADA Self Evaluation and Transition Plan
 - ◆ Avenues 1-1 and 1-2 Sewer and Water Replacement Project
 - ◆ Crystal Springs Road Sewer Replacement Project
 - ◆ Crestmoor and Lomita Pump Stations and Force Main Replacement Project

2017-18 Accomplishments (Continued)

- ◆ Completed Design/Study for the following:
 - ◆ Cunningham Tank 1 Replacement Project
 - ◆ Lower San Bruno Avenues Medians
 - ◆ Mills Park Regulated Output Circuit Replacement Project
 - ◆ Trash Capture Device Feasibility Study
 - ◆ Crestmoor Canyon Sewer Replacement
 - ◆ El Camino Real and Angus Avenue Intersection Improvements Project
 - ◆ Masson Avenue Box Culvert Repair Project
 - ◆ Mills Park Regulated Output Circuit Replacement Project
 - ◆ San Antonio Avenue Sewer and Water Replacement Project
 - ◆ San Mateo Avenue Sewer and Water Replacement Project
 - ◆ Senior Center Deck Replacement Project
 - ◆ Downtown Parking Lot Rehabilitation Project
 - ◆ First Avenue Sewer Replacement Project
 - ◆ Spyglass Pump Station and Force Main Replacement Project
 - ◆ Streetlight Pole Replacement Project
 - ◆ Susan Drive Intersection Improvements Study
 - ◆ San Bruno Avenue and Cherry Intersection Improvements Study
 - ◆ Recreation and Aquatics Center Project Technical Assistance
 - ◆ Secured Grant Funding for OBAG2
 - ◆ Secured Grant for Local Street and Roads Paving Project
 - ◆ Secured Grant for TDA Article 3
 - ◆ Coordinated regional efforts on the appeal of Federal Emergency Management Agency (FEMA) flood impacts in San Bruno

- ◆ Completed Construction for the following:
 - ◆ Mills Park Regulated Output Circuit Replacement Project
 - ◆ Crestmoor Canyon Sewer Replacement
 - ◆ Senior Center Deck Replacement Project
 - ◆ San Mateo Avenue Sewer and Water Replacement Project
 - ◆ Masson Avenue Box Culvert Repair Project
 - ◆ Senior Center Reconstruction Project
 - ◆ Sidewalk Replacement Project
 - ◆ Pedestrian Crosswalk Improvements Project
 - ◆ Trenton Sewer Replacement Project
 - ◆ City Park Restrooms Replacement Project
 - ◆ 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)
 - ◆ Supported conceptual design development process for the new Recreation Center and Aquatics Center Project
 - ◆ Continued to support the Traffic Safety and Parking Committee (TSPC) review of traffic and circulation issues throughout the community
 - ◆ Supported review and evaluation of neighborhood parking issues and City Council TSPC and committee development of residential permit parking program recommendations
 - ◆ Conducted review of intersection improvements at Cherry and San Bruno Ave.
 - ◆ Represented the City on regional transportation programs and projects

2018-19 Goals and Objectives

- ◆ Complete Design/Study for the following:
 - ◆ Avenues 1-3 Sewer and Water Replacement Project
 - ◆ Street Rehabilitation Project
 - ◆ Advanced (Commercial) Water Meter Installation Project
 - ◆ Sneath Lane and Lake Drive Pump Stations
 - ◆ Arbor Court Pressure Regulator Replacement Project
 - ◆ Commodore Park Well Replacement Project
 - ◆ Crestmoor Canyon Soil Stability Study
 - ◆ Crestwood Drive Sewer Replacement Project
 - ◆ Crestwood Pump Station and Force Main Replacement Project
 - ◆ Florida Avenue Park Project
 - ◆ City Hall Security Project

- ◆ Complete Design/Study for the following:
 - ◆ Sweeny Ridge Tank Replacement Project
 - ◆ Avenues 3-1 Sewer and Water Replacement Project
 - ◆ Avenues 2-1 Sewer and Water Replacement Project
 - ◆ Avenues 2-2 Sewer Replacement Project
 - ◆ Pressure Regulating Stations at Rollingwood, Oakmont and Cunningham

- ◆ Complete Construction for the following:
 - ◆ Street Rehabilitation Project
 - ◆ Advanced (Commercial) Water Meter Installation Project
 - ◆ Avenues 1-1 and 1-2 Sewer and Water Replacement Project
 - ◆ Streetlight Pole Replacement Project
 - ◆ Trash Capture Device Installation Project
 - ◆ Crystal Springs Road Sewer Replacement Project
 - ◆ El Camino Real and Angus Avenue Intersection Improvements Project
 - ◆ Lower San Bruno Avenue Medians Project
 - ◆ Arbor Court Pressure Regulator Replacement Project
 - ◆ Spyglass Pump Station and Force Main Replacement Project
 - ◆ Florida Avenue Park Project
 - ◆ City Hall Security Project
 - ◆ Coordinate regional efforts on the emerging issue of sea level rise and potential impact to residents, commerce and infrastructure
 - ◆ Initiate project design for the new Recreation Center and Pool Project
 - ◆ Conduct public outreach and support implementation of new FEMA Flood Hazard map in San Bruno neighborhoods
 - ◆ Participate and provide guidance on the regional transportation programs such as Highway 101 Managed Lane Project and Get Us Moving Initiative
 - ◆ Assist in the review of traffic circulation studies in San Bruno

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Public Works Department Administration & Engineering

Personnel Services	2018-19 Budget	Description
5101 REGULAR SALARIES	\$788,493	Base salary and incentives for all department personnel and subject to benefits per applicable MOUs.
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.
5199 ALLOCATION TO PROJECTS	(\$549,391)	Engineering staff time to manage capital projects recovering direct salary and benefit charges.
5200 EMPLOYEE BENEFITS	\$399,843	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	\$639,445	

Staff Training & Development	2018-19 Budget	Description
6405 TRAINING/MEETINGS/CONFERENCES	\$3,875	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); and Mandatory safety training (\$375).
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); and Professional 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	\$9,425	

Professional Services		2018-19 Budget	Description
6401	PROFESSIONAL SERVICES	\$15,000	Engineering services related to geotechnical survey, core drilling, design, and analysis as needed (\$15,000).
Total Professional Services		\$15,000	

Supplies & Equipment		2018-19 Budget	Description
6001	OFFICE SUPPLIES	\$4,000	Supplies for daily operations.
6101	GAS AND OIL	\$2,000	Fuel for four vehicles.
6102	OPERATING SUPPLIES	\$1,450	Microsoft Project software annual licenses; and Safety equipment including hardhats, safety shoes and safety vests.
Total Supplies & Equipment		\$7,450	

Operations		2018-19 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		Budget	Description
7069	INTERGOVERNMENTAL-OTHER	\$151,000	C/CAG assessments calculated annually based on City's share of San Mateo County's population and trip generation.
Total Intergovernmental		\$151,000	

Internal Allocations	2018-19 Budget	Description
7901 INTERNAL SERVICE ALLOCATION	\$126,726	Internal service allocations for: Information technology support (\$60,640); Buildings and facilities maintenance (\$39,658); Self insurance cost (\$17,523); Central garage support (\$8,805); and Copier charges (\$100).
7902 INTERDEPARTMENTAL CHARGES	\$685,038	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	\$818,180	
Grand Total	\$1,654,500	

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Public Works Department Streets Maintenance Division

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

Overview

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

- **Discretionary Customer Service Activities**

Maintain aesthetics of City right-of-ways with an emphasis on downtown San Mateo Avenue. Periodically clean Susan Drive at the Evergreen Apartments and the Crestmoor Drive overpass. Collect abandoned large debris items (including shopping carts and appliances) on City property and roadways. Participate in annual community involved programs such as Operation Clean Sweep and the Posy Parade.

- **Responding to Urgent Community Needs**

Collaborate with the Engineering Division and the Traffic Safety and Parking Committee to install new pavement markings, striping, and signage. Maintain existing pavement markings and signage. Provide timely graffiti, trash, and vandalism abatement in public right-of-ways, and collaborate with Community Development to eliminate trash and debris on private property.

- **Routine Repair and Maintenance**

Perform routine pavement maintenance including pothole repairs and full depth spot repairs to prevent large-scale pavement deterioration. Refresh painted red zones, loading zones and accessible parking areas. Refresh painted and thermoplastic traffic legends, stop bars, and crosswalks. Maintain regulatory, warning, and guide signs. Maintain electronic speed monitoring devices, and illuminated crosswalks.

- **Regulatory Compliance**

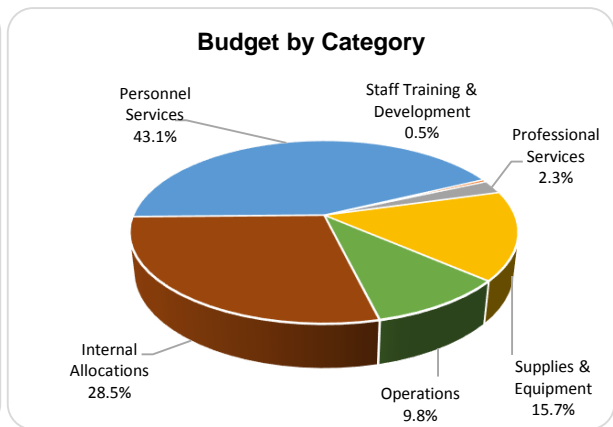
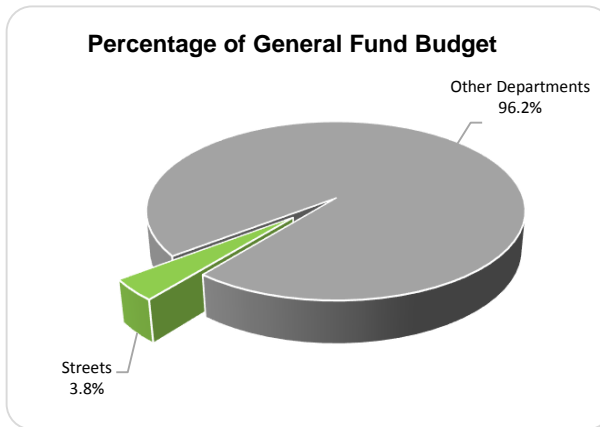
Respond to and repair roadway defects such as potholes, sinkholes, and separations that hinder safe vehicle travel. Proactively and reactively remove tripping hazards from sidewalks by replacing damaged areas of sidewalk or utilizing grinding methods. Replace damaged and/or weathered metal beam guardrail. Supervise contractors who provide emergency response and preventative maintenance for City owned streetlights and traffic signals. Provide above ground identification of City utilities prior to excavations. With the assistance of the Fire Department and San Mateo County Hazmat, remove abandoned hazardous materials from the City right-of-way. Maintain and facilitate disposal of Public Works Corporation Yard generated hazardous waste.

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Streets Maintenance Budget Summary

Budgeted Expenditures	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
	Actual	Actual	Budget	Budget
Personnel Services	\$ 689,374	\$ 777,248	\$ 737,454	\$ 771,578
Staff Training & Development	4,030	\$ 8,014	\$ 8,075	\$ 8,050
Professional Services	17,516	\$ 76,816	\$ 87,250	\$ 42,000
Supplies & Equipment	247,023	\$ 295,468	\$ 377,900	\$ 280,900
Operations	185,875	\$ 171,724	\$ 173,815	\$ 175,455
Internal Allocations	482,928	\$ 448,643	\$ 474,929	\$ 510,380
Total:	\$ 1,626,747	\$ 1,777,913	\$ 1,859,423	\$ 1,788,363

Funding Summary	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
	Actual	Actual	Budget	Budget
General Fund	\$ 781,384	\$ 932,550	\$ 1,015,723	\$ 937,663
Grant Revenues:				
C/CAG Vehicle Registration Fee	78,159	78,159	75,000	82,000
Caltrans Highway Grant	17,204	17,204	18,700	18,700
Gas Tax	750,000	750,000	750,000	750,000
Total:	\$ 1,626,747	\$ 1,777,913	\$ 1,859,423	\$ 1,788,363



Performance and Workload Measures	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Estimated
Average Citywide Pavement Condition Rating (0-100)	64	64	64	64
Number of pothole repairs completed	1,618	2,333	2,333	2,000
Amount of asphalt used for non-Capital road repair (square feet)	1,150	639	1,327	1,150
Amount of thermoplastic street markings installed (square feet)	5,054	7,500	2,751	3,500
Number of street light poles replaced	9	13	65	50

Goals and Accomplishments

2017-18 Accomplishments

- Completed equipment rehabilitation and upgrades to 8 intersection locations as part of the Traffic Signal Rehabilitation Capital Improvement Program (CIP) project
- Continual coordination with South San Francisco staff to maintain 17 traffic signal light locations with monthly inspections

2017-18 Accomplishments (Continued)

- ♦ Completed a traffic sign condition assessment, audit, and integration with the City's GIS management system in order to manage a coordinated replacement and maintenance program and track work orders
- ♦ Completed conversion of regulating output (RO) circuit streetlights in the lower portion of the Mill Park area over to a standard parallel circuit system, including replacement of 11 steel poles with new aluminum poles and footings
- ♦ Maintained temporary lighting system for the Mills Park areas until completion and removal at the end of the project
- ♦ Coordinated with the Glenview Neighborhood Phase 4 to replace 54 street light poles utilizing 36 from the Glenview area older corroded poles throughout the City
- ♦ Replaced 164 signs, straightened or replaced 127 damaged poles, replaced 62 damaged poles, and removed graffiti from 51 signs
- ♦ Coordinated with contractor to repair 41 street light outages
- ♦ Completed Geographic Information Systems (GIS) inventory and input of traffic infrastructure into asset management system including traffic signs and street lights
- ♦ Completed removal of graffiti on sidewalks, street light poles, traffic controller boxes and miscellaneous items within City right-of-way
- ♦ Completed 23 traffic work orders consisting of thermoplastic installation, signage repair and installation, and red curb painting
- ♦ Completed repairs and replacement of approximately 600 feet of guardrail at various locations were damaged due to vehicle accidents
- ♦ Assisted in the Community Day in the Park event, Operation Clean Sweep, annual Posy Parade, and 4th of July celebration
- ♦ Participated in the demonstrations at City Park for promoting Public Works Week
- ♦ Completed training in Hazardous Materials (HAZMAT), Hearing Testing, Respiratory Fit, Harassment Prevention, CPR and First Aid, Competent Trenching and Shoring, Fire, and Utility Locator Training for employee safety training

2018-19 Goals and Objectives

- ♦ Continue traffic signal rehabilitation and replacement program with an additional 6 (of 18 total) signalized intersections
- ♦ Implement sign replacement program which will include the replacement and upgrade to the all of the Stops signs that are required, then continue with other regulatory signs and the upgrade to street name signs this will be an ongoing project for the next 4 years to complete the recommendation and requirements from the sign audit
- ♦ Replace approximately 50 to 100 streetlight poles identified in poor condition to maintain uninterrupted service
- ♦ Assess 10-Year Plan for design and replacement of aging regulated output (RO) high voltage street light circuits
- ♦ Coordinate the replacement and repair of the chain-link fence at the Pine Box storm drain area between 1st Avenue and 7th Avenue
- ♦ Complete Pavement Management Project
- ♦ Coordinate and procure SB1 funding to supplement the Pavement Management Program

Public Works Department Streets Maintenance

Personnel Services	2018-19 Budget	Description
5101 REGULAR SALARIES	\$446,568	Base salary and incentives for all department personnel and subject to benefits per applicable MOUs.
5105 OVERTIME	\$35,000	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	\$270,010	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	\$771,578	

Staff Training & Development	2018-19 Budget	Description
6405 TRAINING/MEETINGS/CONFEREN	\$6,000	Mandatory safety trainings including Confined Space, Traffic Zone Safety, HAZMAT, and Equipment Operations (\$5,300); League of Cities Conference for 1 staff (\$525); and "Green Book Practices" Conference and training for 1 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	\$1,800	American Public Works Association, American Society of Civil Engineers, (ASCE), Underground Service Alert (USA), and California Street Light Association.
Total Staff Training & Development	\$8,050	

Professional Services	2018-19 Budget	Description
6411 CONTRACTUAL SERVICES	\$32,000	Guardrail contract repair services as needed (\$20,000); and repair damaged sidewalks to prevent or respond to a trip and fall (\$12,000).
6419 OTHER SERVICES	\$10,000	Hazardous waste material and disposal, recycling hazardous waste materials, San Mateo County fees, uniform cleaning, alarm services, fork lift fuel (\$10,000).
Total Professional Services	\$42,000	

Supplies & Equipment	2018-19 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	\$75,000	Asphalt and emulsion material, baserock, tools,saw blades (\$31,000); Pothole patch material, crack seal material, tools (\$20,000); Guard rail replacement materials, tools (\$8,000); Concrete/cement, baserock, tools (\$6,000); small tools and hardware, propane and yard supplies (\$5,000); and Uniforms and personal protective equipment(\$5,000).
6203 STREET LIGHT AND TRAFFIC SIG	\$184,400	Streetlight maintenance/repair and parts/material (\$85,500);Traffic signal maintenance and repair (\$39,000); TSPC/ Eng work orders for paint/markers and install signs, paint and markers (\$34,400); and traffic signs and poles maintenance (\$25,500).
Total Supplies & Equipment	\$280,900	

Operations	2018-19 Budget	Description
6450 COMMUNICATIONS	\$4,640	Usage charges for Department's dedicated fax and data lines, office telephone and various mobile devices.
6531 UTILITIES	\$168,815	PG&E utilities provided to the Corporation Yard (\$54,460); and PG&E utilities provided to the all streetlights (\$114,355).
6601 RENTAL & LEASES	\$2,000	Special equipment rental.
Total Operations	\$175,455	

Internal Allocations	2018-19 Budget	Description
7901 INTERNAL SERVICE ALLOCATION	\$336,798	Internal service allocations for: Self insurance cost (\$292,052); Central garage support (\$34,046); and Information technology support (\$10,700).
7902 INTERDEPARTMENTAL CHARGES	\$148,628	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	\$510,380	
Grand Total	\$1,788,363	

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Community Development
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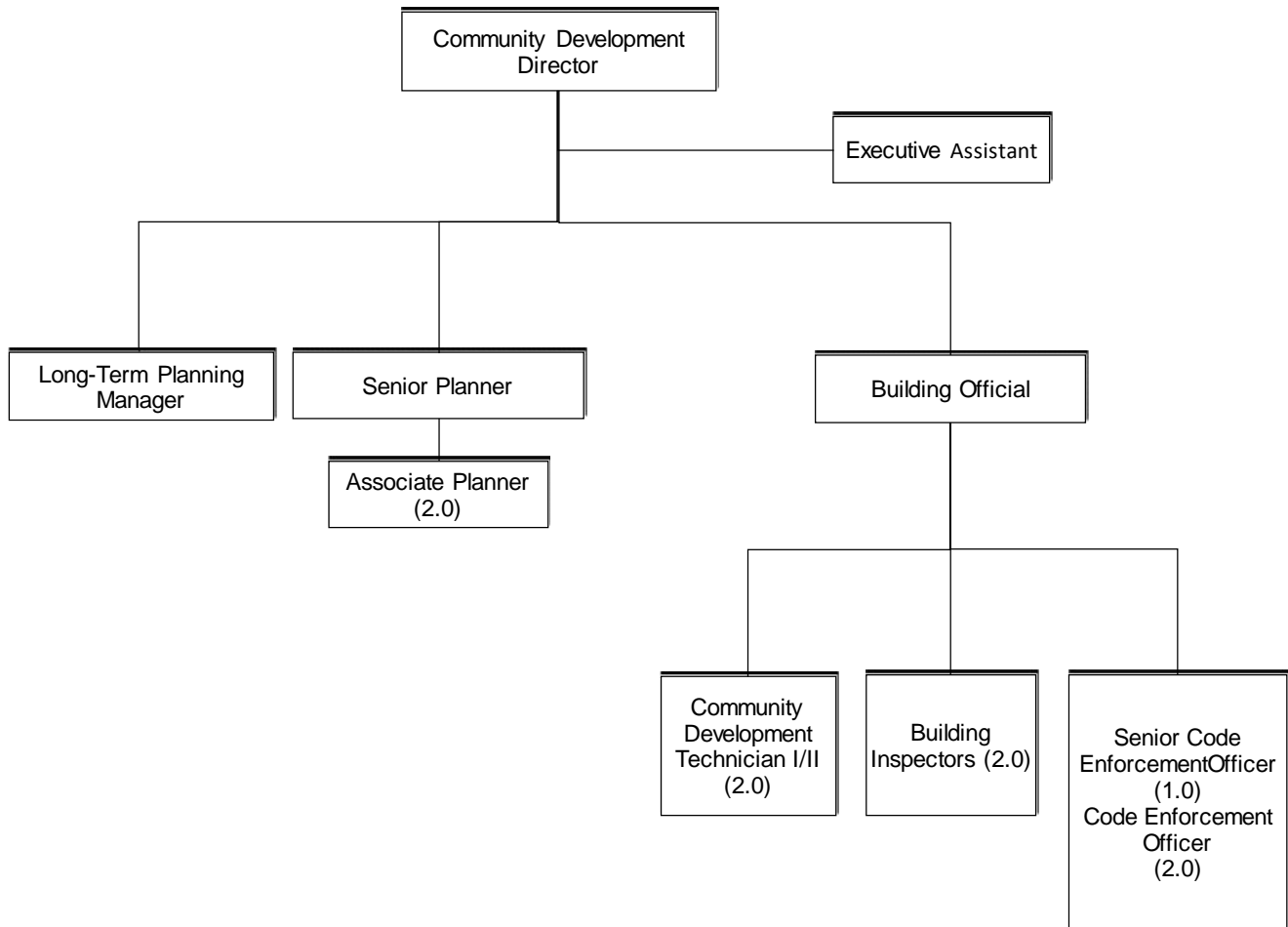
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Community Development Department

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** – Provides long-range planning services to the community, including assisting to prepare and maintain key policy and code documents (e.g., General Plan; Transit Corridors Specific Plan; and Zoning Code) as well as other planning services to address local and regional housing needs. Reviews and processes private development applications for compliance with applicable adopted policies and codes, includes environmental review, plan check, and inspection. 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.

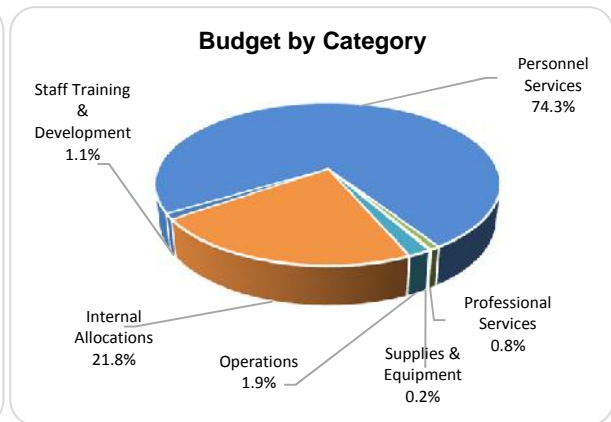
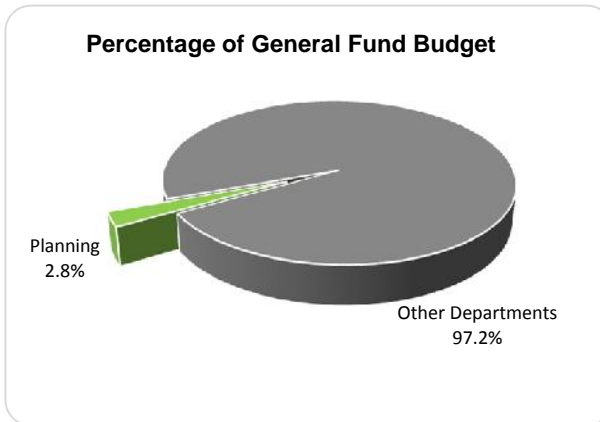
- **Building Inspection and Code Enforcement Division** - Reviews building permit applications; issues building and related permits; and inspects buildings and properties to ensure compliance with applicable building, mechanical, energy, disabled accessibility, plumbing, electrical and housing codes 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 for the Division and organization.

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Planning Division Budget Summary

Budgeted Expenditures	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budget	FY 2018-19 Budget
Personnel Services	\$ 859,423	\$ 890,676	\$ 923,883	\$ 965,529
Staff Training & Development	9,238	9,603	13,900	14,450
Professional Services	60,995	83,825	130,000	10,000
Supplies & Equipment	1,999	1,768	2,000	2,000
Operations	19,229	18,619	21,318	24,142
Internal Allocations	268,561	246,080	268,848	282,515
General Fund Sub-Total:	\$ 1,219,446	\$ 1,250,572	\$ 1,359,949	\$ 1,298,636
Special Revenue Fund Expenditures ^{1,2}	\$ 46,936	\$ 54,430	\$ 64,000	\$ 64,000
Total:	\$ 1,266,381	\$ 1,305,002	\$ 1,423,949	\$ 1,362,636

Funding Summary	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budget	FY 2018-19 Budget
General Fund	\$ 1,083,431	\$ 1,116,767	\$ 1,209,799	\$ 1,026,061
Department Revenues	136,014	133,805	150,150	272,575
Special Revenue Fund Revenues:				
BMR Housing in-Lieu ¹	37,500	37,500	39,500	39,500
Document Imaging ²	9,436	16,930	12,000	12,000
General Plan Maintenance ²	-	-	12,500	12,500
Total:	\$ 1,266,381	\$ 1,305,002	\$ 1,423,949	\$ 1,362,636



Performance and Workload Measures	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Estimated	FY 2018-19 Target
Number of residential permits processed	28	36	38	35
Number of second units processed	5	8	20	20
Number of commercial permits processed	38	44	50	45
Number of sign permits processed	30	21	21	25
Number of home occupation permits processed	58	48	69	65
Number of public engagement activities	54	33	69	90
Number of economic development activities	42	42	42	66

Note 1: BMR Housing in-Lieu information can be found in Special Revenue Funds section page 295

Note 2: Document Imaging and General Plan Maintenance information can be found in Special Revenue Funds section page 308

Goals and Accomplishments

2017-18 Accomplishments

- ♦ Made progress in completing a Draft Zoning Code Update (80% complete) to provide clear development standards within the TCP area
- ♦ Extended the planning horizon from 2020 to 2030 for drafting the City's Climate Action Plan to help meet the statewide goal of reducing greenhouse gas emissions 40 percent below 1990 levels by 2030. About 50% complete on the 2030 draft document
- ♦ Made progress on the Comprehensive Downtown Parking Management Plan (60% complete) 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
- ♦ Made substantial progress in preparation of the Bayhill Specific Plan (50% complete), including public outreach, stakeholder meetings, development of concept alternatives, and start of environmental review
- ♦ Prepared updates to the General Plan to achieve consistency with the Airport Land Use Compatibility Plan for the San Francisco International Airport and submitted to the Airport Land Use Commission staff for required review
- ♦ Completed entitlement processing for the Skyline College Residential Project, a 70-unit development consisting of 40 single-family homes and 30 apartments for faculty/staff housing, including 11 deed-restricted affordable units at Skyline College
- ♦ Made progress in processing the following projects that will provide housing, jobs and shopping opportunities and generally improve the overall community quality of life:
 - Completed pre-application review and public outreach, and began entitlement process for a mixed-use development at 111 San Bruno Avenue consisting of 60 dwelling units with approximately 8,500 square feet of groundfloor retail opposite the Caltrain Station
 - Completed pre-application review and public outreach, and began entitlement process for the Mills Park Plaza project, a mixed-use development consisting of about 400 dwelling units, approximately 30,000 square feet of groundfloor retail and underground parking
 - Completed pre-application review and public outreach, and began entitlement process for a multi-family residential development consisting of 24 townhouse units at 271 El Camino Real
 - Worked with YouTube in planning of a proposed 440,000 square foot office building at the Bayhill Office Park to provide additional space for YouTube's growing workforce
- ♦ Continued implementation of the TCP to promote a mix of residential and commercial uses located close to transit including work related to the Zoning Code Update, the Comprehensive Downtown Parking Management Plan, a Downtown Streetscape Plan, and entitlement processing of several private development projects
- ♦ Worked with the Chamber of Commerce to develop opportunities to serve the business community and maintain a positive business climate within San Bruno
- ♦ Made progress in implementing the Walk 'n Bike Plan, including a successful application to C/CAG for grant funds in the amount of \$385,200 for the Huntington/San Antonio Bicycle Corridor and Lomita Park Elementary Safe Routes to School Project, installed bike racks at various locations and obtained funding for a Fixit station at the BART station
- ♦ Continued 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
- ♦ Acquired and deployed hand held tablets for planners conducting inspections and surveys in the field to streamline data entry and entitlement processing

2018-19 Goals and Objectives

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

2018-19 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 and adopt the Bayhill Specific Plan to guide the future development and redevelopment of this important area as well as its integration with the wider community
- ♦ 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:
 - 111 San Bruno Avenue Mixed Use Development is an application for 60 residential units with approximately 8,500 square feet of 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 approximately 400 housing units and about 30,000 square feet of ground floor commercial uses
 - YouTube's proposed 400,000 square foot office building 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
- ♦ Increase San Bruno's affordable housing supply by ensuring that new residential development complies with the City's affordable housing requirements, utilizing the affordable housing funds to leverage creation affordable units, and amending the Municipal Code to restore inclusionary requirements for rental housing projects

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Community Development Department Planning Division

Personnel Services	2018-19 Budget	Description
5101 REGULAR SALARIES	\$628,960	Base salary and incentives for all department personnel and 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	\$329,469	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	\$965,529	

Staff Training & Development	2018-19 Budget	Description
6405 TRAINING/MEETINGS/CONFERENCES	\$8,000	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); National American Planning Association (APA) Conference in San Francisco, attendance for two staff members (\$2,000); 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	\$3,150	American Planning Association (APA) and American Institute of Certified Planner (AICP) dues for five staff members.
6702 PUBS & SUBSCRIPTIONS	\$300	Annual updated California Environmental Quality Act (CEQA) and Subdivision Map Act guidebooks.
Total Staff Training & Development	\$14,450	

Professional Services		2018-19 Budget	Description
6401	PROFESSIONAL SERVICES	\$10,000	Design Review Services (\$5,000); and CEQA Consultation (\$5,000);
Total Professional Services		\$10,000	

Supplies & Equipment		2018-19 Budget	Description
6001	OFFICE SUPPLIES	\$2,000	Supplies for daily operations.
Total Supplies & Equipment		\$2,000	

Operations		2018-19 Budget	Description
6112	POSTAGE	\$4,000	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 Bicycle and Pedestrian Master Plan (Walk 'n Bike Plan), Climate Action Plan, Downtown Comprehensive Parking Management Plan, General Plan, Housing Element, Streetscape Plan, Transit Corridors Plan, and Zoning Code.
6450	COMMUNICATIONS	\$3,542	Internal allocation charges for phones and phone service; monthly charges for modems and fax lines (\$1,718); and monthly charges for 4 Wifi Hotspot charges for Surface Pros (\$1,824).
6501	PUBLIC NOTICES	\$8,000	Newspaper legal notices for Planning Commission hearings.
6601	RENTAL & LEASES	\$3,600	Copier lease
Total Operations		\$24,142	

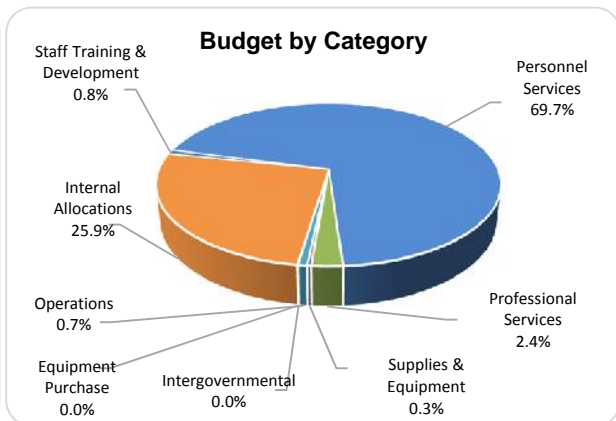
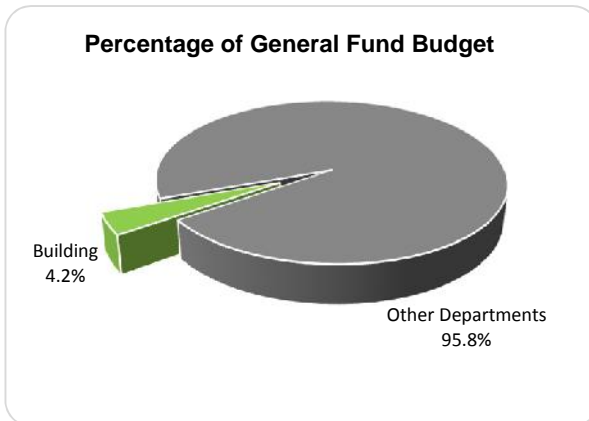
Internal Allocations	2018-19 Budget	Description
7901 INTERNAL SERVICE ALLOCATION	\$71,031	Internal service allocations for: Self insurance cost (\$10,783); Building and facilities maintenance (\$23,405); Information technology support (\$35,751); and Copier charges (\$1,092).
7902 INTERDEPARTMENTAL CHARGES	\$211,484	Allocation of services provided to this fund based on cost allocation plan conducted in 2005-06.
Total Internal Allocations	\$282,515	
Grand Total	\$1,298,636	

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Building Division Budget Summary

Budgeted Expenditures	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
	Actual	Actual	Budget	Budget
Personnel Services	\$ 1,095,299	\$ 1,178,070	\$ 1,357,212	\$ 1,383,496
Staff Training & Development	6,360	9,460	10,544	16,840
Professional Services	225,365	296,352	149,280	48,300
Supplies & Equipment	7,755	5,648	6,000	6,000
Operations	8,705	9,603	14,200	14,600
Equipment Purchase	-	62	500	500
Intergovernmental	4,550	4,778	-	-
Internal Allocations	465,960	443,340	521,203	514,435
Total:	\$ 1,813,994	\$ 1,947,313	\$ 2,058,939	\$ 1,984,171

Funding Summary	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
	Actual	Actual	Budget	Budget
General Fund	\$ 599,374	\$ 530,588	\$ 638,523	\$ -
Department Revenues	1,214,621	1,416,724	1,420,416	2,160,000
Total:	\$ 1,813,994	\$ 1,947,313	\$ 2,058,939	\$ 2,160,000



Performance and Workload Measures	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
	Actual	Actual	Estimated	Target
Number of residential building permits issued	1,392	1,123	1,344	1,480
Number of commercial building permits issued	231	199	77	85
Number of building inspections performed	9,397	7,727	7,722	8,495
Percent of inspections offered - next day	98%	98%	95%	98%
Number of code enforcement cases - Opened	245	483	656	700
Number of code enforcement cases - Closed	237	195	563	615

Goals and Accomplishments

2017-18 Accomplishments

- ◆ Placed multiple user-friendly forms and guides, including the CalGreen residential and non-residential mandatory measures, on the Community Development Department Website
- ◆ Implemented San Bruno Responds Customer Response Module (CRM) on the City website and as a mobile device application involving interdepartmental coordination and resulting in improved quality of life within the community
- ◆ Identified 20 vacant storefronts in the downtown and worked with business owners and property owners to achieve removal of paper and improved appearance of more than 50% of these storefronts
- ◆ Continued progress towards implementation of technology improvements to improve customer service and reduce costs including San Bruno Responds CRM and deployment of field handheld digital devices to building inspectors and code enforcement officers
- ◆ Hired an interim Code Enforcement Officer to review and close a large number of code cases and hired a new permanent Code Enforcement Officer to sustain the enhancement efforts to improve the quality of the community
- ◆ Scanned the backlog of building permits and plans for improved electronic searches using ONBASE for improved electronic searches by stakeholders and residents
- ◆ Sent staff members to training sessions related to Plan Check, Disability Access, and Planning Fundamentals
- ◆ Implemented over-the-counter plan check opportunities for both residential Solar Photovoltaic roof-top installations and electronic vehicle charging stations (EVCSs) to enhance sustainability and reduce carbon emissions
- ◆ Provided plan check and inspection services for repair of the Senior Center
- ◆ Completed inspection for occupancy of the 10th and final home constructed by Castle Companies in the Crestmoor explosion and fire rebuild area
- ◆ Pursued corrective actions and completed abatement of unsafe conditons related to major and complex Code Enforcement cases including removal of an extreme overstorage of materials in the Fleetwood niegborhood and the restoration of four residential properties located wthin the niegborhoods on the east side of El Camino Real

2018-19 Goals and Objectives

- ◆ Deploy online permitting capability for routine applications not requiring multi-departmental plan check reviews (e.g., water heater replacements; reroofs; sewer lateral repairs; small residential photovoltaic systems; and small electric vehicle charging stations (EVCSs))
- ◆ Finalize and distribute educational material to community members about the need to address the impact of illegal dumping
- ◆ Organize critical staff functions to increase proactive code enforcement measures to improve the quality of life within our neighborhoods and to maximize results in the revitalization efforts of our downtown by strategical redistribution of resources to provide daily area inspections in targeted areas or districts
- ◆ Provide support for preparation and adoption of a Development Impact Fee to enable construction of needed public improvements to support new development
- ◆ Continue training of staff for state mandated certifications, including Certified Accessibility Specialists (CASp)
- ◆ Finalize inspections and issue Certificates of Occupancy for major development projects, including 406-418 San Mateo Avenue, The Plaza; 841 San Bruno Avenue West, the Davita Dialysis Center; and 1250 Grundy, the SF Police Credit Union Building
- ◆ Perform building inspections on key major community projects including the 70-unit (40 detached single-family residential units and 30 attached multi-family units) Skyline Residential development and tenant improvements to YouTube-owned 1100 Grundy Avenue (approximately 100,000 square feet)

Community Development Department Building Inspection and Code Enforcement Division

Personnel Services	2018-19 Budget	Description
5101 REGULAR SALARIES	\$892,192	Base salary and incentives for all department personnel and subject to benefits per applicable MOUs.
5105 OVERTIME	\$1,000	Salary for non-benefited employees.
5200 EMPLOYEE BENEFITS	\$490,304	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	\$1,383,496	

Staff Training & Development	2018-19 Budget	Description
6405 TRAINING/MEETINGS/CONFERENCES	\$12,100	Travel and attendance costs for staff members to attend courses to maintain professional certifications and current knowledge; International Code Council (ICC), California Building Officials (CALBO), and California Code Enforcement Officers (CACEO) training and conference (\$5,700); and CASp Academy (\$6,400).
6406 PROFESSIONAL DEVELOPMENT	\$1,500	Professional development for the Building Official and 2 Building Inspectors in accordance with MOU.
6701 DUES & MEMBERSHIPS	\$2,440	International Code Council (ICC) (\$135); American Assn. of Code Enforcement Officers (AACE) (\$225); California Assn. of Building Officials (CALBO) (\$215); International Assn. of Electrical Inspectors (IAEI) (\$240); International Assn. Plumbing & Mechanical Officials (IAPMO) (\$250); California Assn. Building Inspection Group (CALBIG) (\$150); and Peninsula Building Inspection Group (PBIG) (\$50); Renewal of ICC/ICBO/IAPMO certifications (\$1,000); and National Fire Protection Association (NFPA) (\$175).
6702 PUBS & SUBSCRIPTIONS	\$800	Code interpretive manuals, mechanical, electrical, plumbing, building 1 & 2.
Total Staff Training & Development	\$16,840	

Professional Services		2018-19 Budget	Description
6401	PROFESSIONAL SERVICES	\$42,500	Graffiti and nuisance abatement services (\$40,000); and 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	\$5,800	Peninsula Conflict Resolution Center - facilitation of neighborhood and other disputes (\$5,020); and TrakIt annual credit card service fee for online processing of permit payments (\$780).
Total Professional Services		\$48,300	

Supplies & Equipment		2018-19 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	2018-19 Budget	Description
6112 POSTAGE	\$1,500	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	\$6,000	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 (\$4,000).
6501 PUBLIC NOTICES	\$100	Public notice and court record fees for Code Enforcement activities.
Total Operations	\$14,600	

Equipment Purchase	2018-19 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	2018-19 Budget	Description
7901 INTERNAL SERVICE ALLOCATION	\$92,986	Internal service allocations for: Self insurance cost (\$17,298); Building and facility maintenance (\$23,405); Information technology support (\$40,462); Central garage support (\$11,740); and Copier charges (\$81).
7902 INTERDEPARTMENTAL CHARGES	\$416,532	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	\$514,435	
Grand Total	\$1,984,171	



Community Services
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Community Services Department

Administration & Recreation Services

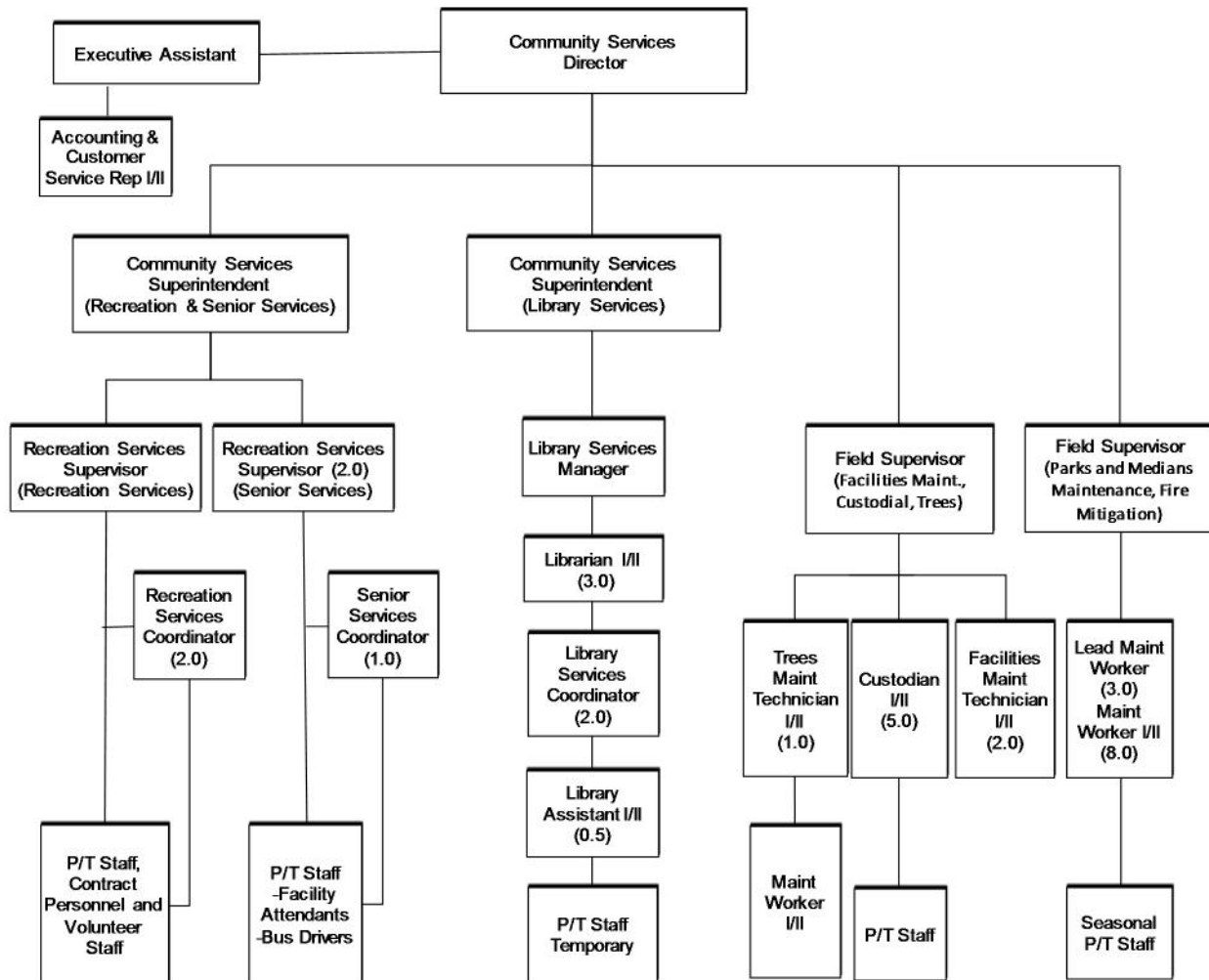
Parks Maintenance

Senior Services

Library Services

Building and Facilities (see Internal Service Fund page 263)

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 buildings 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 19 parks covering 71 acres, 9 baseball and softball fields, 6 soccer fields, 2 football fields, and the 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 2018-19 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.

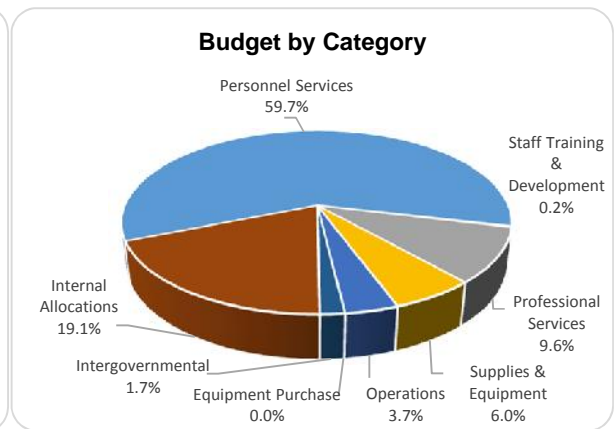
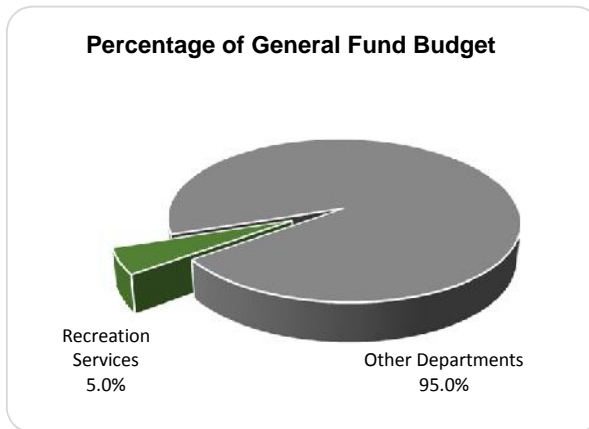
- **San Bruno Public Library** - Provide San Bruno residents and visitors to the community lifelong-learning and literacy materials and resources such as instruction, support, and access to computers to help them achieve personal growth goals. Through membership in the Peninsula Library System, the San 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 xx).

Administration & Recreation Services Budget Summary

Budgeted Expenditures	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budget	FY 2018-19 Budget
Personnel Services	\$ 1,213,002	\$ 1,282,498	\$ 1,345,881	\$ 1,397,042
Staff Training & Development	3,715	6,540	4,920	4,670
Professional Services	198,683	212,645	223,350	225,350
Supplies & Equipment	144,559	150,914	139,480	139,480
Operations	120,613	89,517	89,356	87,356
Equipment Purchase	9,505	3,500	5,000	-
Intergovernmental	39,900	39,900	39,900	39,900
Internal Allocations	411,456	336,001	425,974	446,071
Total:	\$ 2,141,432	\$ 2,121,515	\$ 2,273,861	\$ 2,339,869

Funding Summary	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budget	FY 2018-19 Budget
General Fund	\$ 484,145	\$ 462,930	\$ 472,861	\$ 531,869
Department Revenues	1,657,287	1,658,585	1,801,000	1,808,000
Total:	\$ 2,141,432	\$ 2,121,515	\$ 2,273,861	\$ 2,339,869



Performance and Workload Measures	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Estimated	FY 2018-19 Target
Number of participants in afterschool programs	526	530	495	530
Number of special events offered	24	26	28	28
Number of participants in summer camp	2,734	2,748	2,800	2,800

Goals and Accomplishments

2017-18 Accomplishments

- ◆ Administer and oversee the after school program locations in 21 classrooms including communication and collaboration with school administration staff regarding behavioral issues, classroom availability, and enrichment activities.
- ◆ Implemented new recreation registration and reservation software program that includes a mobile application and language translation.
- ◆ Increased participation in programs including mother/son special event participation with triple the number of participants since the previous year and winter vacation camp with double the number of participants since the previous year.
- ◆ Delivered community events including the 5th Annual Community Day in the Park, Easter Egg Hunt, Concerts in the Park, Halloween Happening, and Holiday Tree Lighting.
- ◆ Introduced Futsal league in the Parkside Middle School sports program with teams in all three grade levels.

2017-18 Accomplishments (Continued)

- ◆ Held new Dive In Movie Nights at the swimming pool on Friday evenings during the summer.
- ◆ Completed resurfacing the damaged fiberglass area of the swimming pool walls.
- ◆ Successfully relocated and coordinated various Recreation programs to the Recreation Center Gymnasium and St. Robert's Church due to accident at the Senior Center.
- ◆ Supported the comprehensive Community Facilities Vision Plan with community engagement and input for a new recreation center and year round swimming pool.
- ◆ Offered additional contract class program offerings for children five years of age and under to offer expanded enrichment programming for the community's youth.
- ◆ Developed a programmatic framework for aquatics activities and events in anticipation of the year-round aquatics center.
- ◆ Instituted Site Lead positions at each After School Adventures location to assist in oversight of Recreation Leaders and streamline communication with parents and school staff.
- ◆ Organized and implemented a successful exchange program with Sister City Narita Japan, hosting three delegates in March and one city staff member, two teachers and 10 students visiting Narita in July.

2018-19 Goals and Objectives

- ◆ Continue to work towards construction completion of the Earl/Glenview Park and Florida Avenue Park to provide neighborhood spaces for recreational activities and build neighborhood connections
- ◆ Develop After School Adventures programs at Allen and Belle Air Schools to accommodate additional student participation due to closure of El Crystal School.
- ◆ Update the After School Adventures and Summer Day Camp staff manual to increase safety awareness and identify industry standards and recreation trends.
- ◆ Partner with local middle school and high school to develop new classes, events, and programs that will be of interest to students.
- ◆ Develop plan for programming at alternate locations during construction of new Recreation Center and Aquatics facility.
- ◆ Continue to work with the Recreation and Aquatics Center Advisory Committee by contributing to the design of the new facility.

Community Services Department Recreation Services

Personnel Services	2018-19 Budget	Description
5101 REGULAR SALARIES	\$464,800	Base salary and incentives for all department personnel and 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	\$315,700	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	\$1,397,042	

Staff Training & Development	2018-19 Budget	Description
6405 TRAINING/MEETINGS/CONFERENCES	\$1,300	California Parks and Recreation annual conference held in Sacramento
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 PUBLS & SUBSCRIPTIONS	\$250	Publications for reference for programs and services
Total Staff Training & Development	\$4,670	

Professional Services		2018-19 Budget	Description
6411	CONTRACTUAL SERVICES	\$169,450	Contractual payments for enrichment instructors (\$119,570); Registration software annual service fee (\$16,600); Special event liability insurance (\$2,500); Credit card security fee (\$1,080) and credit card processing fees for new registration system (\$29,700).
6419	OTHER SERVICES	\$55,900	Adult sports official fees (\$22,000); Summer camp bus fees (\$13,500); Teen Dance DJ Fees (\$1,200); Middle school sports official fees (\$7,000); Elementary sports officials fees (\$2,100); Special events contract fees (\$10,100).
Total Professional Services		\$225,350	

Supplies & Equipment		2018-19 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 Adventures supplies (\$11,000); Adult sports supplies (\$10,000); Day camp supplies (\$20,250); Middle school sports supplies (\$8,000); Elementary school supplies (\$7,000); Special events supplies (\$11,000); Aquatics program supplies (\$30,000); Special needs program supplies (\$1,000); Carnival games for special events (\$600);
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		2018-19 Budget	Description
6112	POSTAGE	\$3,000	Postage for daily mailing
6141	PRINTING, COPYING & BINDING	\$15,000	Mailing (\$6,500) and printing (\$8,500) for three activity guides

Operations (Cont.)

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, office cell phones, data lines and fax machine
6531	UTILITIES	\$55,056	Electric and gas utilities for three recreational facilities

Total Operations \$87,356

	2018-19 Budget	Description
7069 INTERGOVERNMENTAL-OTHER	\$39,900	Annual payment to San Bruno Park School District for facilities used to run After School Adventures program
Total Intergovernmental	<u><u>\$39,900</u></u>	

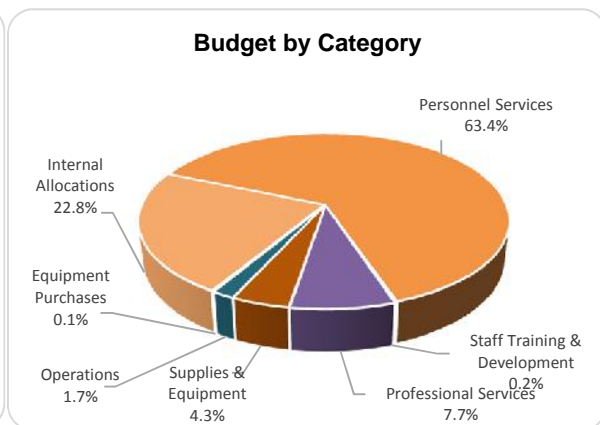
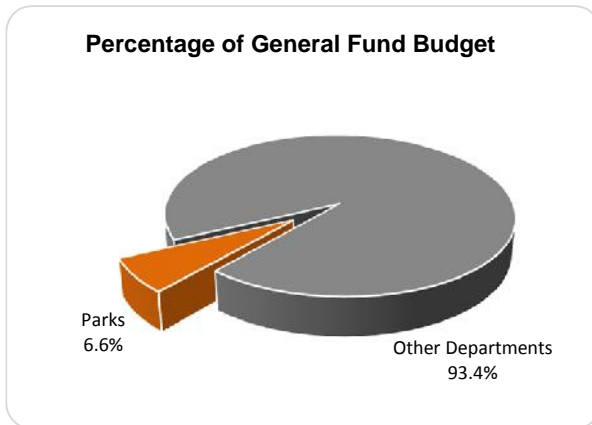
	2018-19 Budget	Description
7901 INTERNAL SERVICE ALLOCATION	\$276,710	Internal service allocations for: Self-insurance cost (\$29,655); Building and Facility Maintenance (\$199,071); Information Technology (\$42,114); Central Garage (\$5,870).
7902 INTERDEPARTMENTAL CHARGES	\$158,825	Allocation of services 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	<u><u>\$446,071</u></u>	
Grand Total	<u><u>\$2,339,869</u></u>	

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Parks Maintenance Budget Summary

Budgeted Expenditures	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budget	FY 2018-19 Budget
Personnel Services	\$ 1,475,354	\$ 1,478,059	\$ 1,869,593	\$ 1,962,011
Staff Training & Development	3,061	2,374	5,300	5,300
Professional Services	175,652	109,453	228,400	237,000
Supplies & Equipment	164,452	180,990	130,435	132,435
Operations	51,574	48,417	47,325	51,645
Equipment Purchase	2,374	4,220	7,400	2,800
Internal Allocations	683,028	589,793	767,529	704,989
Total:	\$ 2,555,495	\$ 2,413,307	\$ 3,055,982	\$ 3,096,180

Funding Summary	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budget	FY 2018-19 Budget
General Fund	\$ 2,548,655	\$ 2,377,439	\$ 2,867,291	\$ 3,059,080
Department Revenues	6,840	35,868	188,691	37,100
Total:	\$ 2,555,495	\$ 2,413,307	\$ 3,055,982	\$ 3,096,180



Performance and Workload Measures	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Estimated	FY 2018-19 Target
Acres of parks maintained	96	96	98	98
Linear miles of medians maintained	7.35	7.35	7.35	7.35
Number of picnic rentals supported	965	875	894	939
Number of new trees planted	75	100	100	75

Goals and Accomplishments

2017-18 Accomplishments

- ◆ Updated all park signs and provided dog waste dispensers in parks to allow on-leash dogs in parks per the change in the municipal code
- ◆ Completed landscaping to the western entrance of the Senior Center adjacent to the main driving entrance at the intersection of Crystal Springs and Cunningham Way to create an attractive City gateway
- ◆ Completed landscaping at 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
- ◆ In collaboration with the Public Works Department, assisted with the replacement of two public restroom facilities in the upper and lower areas of San Bruno City Park
- ◆ Maintained City medians to ensure an attractive and safe thoroughfare for pedestrians and commuters
- ◆ Completed restoration of park pathways at San Bruno City Park to maintain a safe parks pathway system

2017-18 Accomplishments (Continued)

- ◆ In collaboration with the Public Works 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
- ◆ Conducted ground breaking ceremony at Earl-Glenview Park
- ◆ Added staff 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
- ◆ Secured a multi-year tree service contract to complete pollarding of 261 trees and pruning of 161 trees and successfully completed the first year program.
- ◆ Provided field support and tree root pruning removal for the sidewalk repair/replacement project
- ◆ Completed tree inventory to include the number, location, and condition of trees in San Bruno

2018-19 Goals and Objectives

- ◆ Support the ongoing collaborative process and Community Facilities Vision Plan leading to the construction of the new Recreation and Aquatics Center
- ◆ Landscape the front of Fire Station No. 52 with drought tolerant plant material to conserve water
- ◆ Support administration of capital improvement projects by commencing the Commodore Dog Park revitalization and City Hall landscaping at Linden Avenue with the selection of a landscape architect
- ◆ In collaboration with the Public Works Department, complete final phase of the City medians project by installing new landscaping improvements in the medians on San Bruno Avenue from I-280 to Elm Avenue
- ◆ To ensure the sustainability of the urban forest, plant 75 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 build neighborhood connections
- ◆ Complete restoration of park pathways at Commodore Park to maintain a safe parks pathway system

Community Services Department Parks Maintenance

Personnel Services	2018-19 Budget	Description
5101 REGULAR SALARIES	\$1,175,461	Base salary and incentives for all department personnel and subject to benefits per applicable MOUs.
5102 PART-TIME SALARIES	\$48,000	Salary for non-benefitted employees.
5105 OVERTIME	\$20,000	Overtime pay in accordance with the applicable MOU for call outs, seasonal standby, and civic events. Overtime pay is only subject to Medicare and FICA employer contributions, where applicable.
5200 EMPLOYEE BENEFITS	\$718,550	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		
	\$1,962,011	

Staff Training & Development	2018-19 Budget	Description
6405 TRAINING/MEETINGS/CONFERENCES	\$3,700	Backflow Prevention Certification (\$200); Mandatory continuing education in pesticide and arborist regulation and applicator (\$2,600); National Playground Safety Institute (\$400); Meetings for landscaping and pesticide regulations, supervisory training, parks maintenance operations, and general staff meetings (\$500).
6406 PROFESSIONAL DEVELOPMENT	\$500	Professional development reimbursement for one mid-manager in accordance with MOU.
6701 DUES & MEMBERSHIPS	\$1,100	Pesticide Applicator Professional Association for five employees (\$500); International Society of Arboriculture for three employees (\$600).
Total Staff Training & Development		
	\$5,300	

Professional Services		2018-19 Budget	Description
6411	CONTRACTUAL SERVICES	\$234,500	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); Pruning and pollarding of street trees (\$160,600); Maintenance for Posy Park water feature (\$3,900).
6419	OTHER SERVICES	\$2,500	Annual maintenance fee for tree inventory database.
Total Professional Services		\$237,000	

Supplies & Equipment		2018-19 Budget	Description
6001	OFFICE SUPPLIES	\$800	Supplies for daily operations.
6101	GAS AND OIL	\$38,000	Fuel for division's vehicles.
6102	OPERATING SUPPLIES	\$93,635	Cleaning supplies to maintain five park restrooms, 18 park garbage receptacles, and bags for dog parks (\$8,500); 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		\$132,435	

Operations		2018-19 Budget	Description
6301	BUILDING AND GROUNDS MAINT	\$6,220	Repair and replacement parts for small power equipment not covered under Central Garage allocation including mowers, trimmers, and chainsaws. Allied Security Alarm for Parks Corporation Yard.

Operations (Cont.)

6450 COMMUNICATIONS	\$3,500	Allocation for local and long distance charges for seven office telephones, one fax and data line, and 12 month mobile phones/pagers.
6531 UTILITIES	\$36,105	Electric and gas service for parks facilities, including sports field lighting.
6601 RENTAL & LEASES	\$5,820	Porta potty rental at Pacific Heights Park and special equipment used occasionally (\$2,220); Rental for two trailers (\$3,600).
Total Operations	\$51,645	

Equipment Purchase	2018-19 Budget	Description
6650 TOOLS & EQPT. -\$25K	\$2,800	Replacement tools such as string trimmers, chain saws, edgers, and hand pruners for 4 crews.
Total Equipment Purchase	\$2,800	

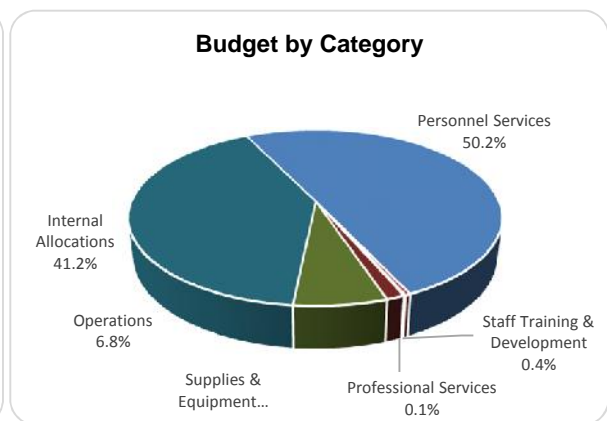
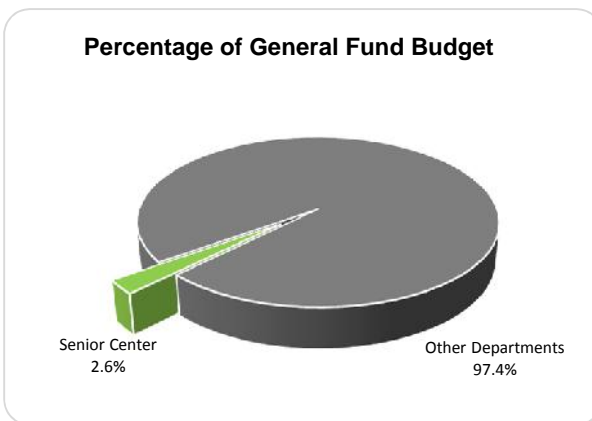
Internal Allocations	2018-19 Budget	Description
7901 INTERNAL SERVICE ALLOCATION	\$237,027	Internal service allocations for: Self-insurance cost (\$88,739); Building and facility maintenance (\$12,873); Information technology (\$20,950); and Central garage support (\$114,465).
7902 INTERDEPARTMENTAL CHARGES	\$398,613	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	\$704,989	
Grand Total	\$3,096,180	

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Senior Services Budget Summary

Budgeted Expenditures	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budget	FY 2018-19 Budget
Personnel Services	\$ 529,094	\$ 510,440	\$ 604,655	\$ 613,246
Staff Training & Development	5,998	2,419	4,825	4,825
Professional Services	339	1,078	11,420	1,500
Supplies & Equipment	17,630	11,753	16,365	16,365
Operations	76,726	82,264	85,601	82,800
Equipment Purchase	13,458	1,337	8,085	-
Internal Allocations	451,968	323,846	480,239	502,666
General Fund Sub-Total:	\$ 1,095,213	\$ 933,137	\$ 1,211,190	\$ 1,221,402
Special Revenue Fund Expenditures ¹	164,994	149,482	140,465	140,465
Total:	\$ 1,260,206	\$ 1,082,619	\$ 1,351,655	\$ 1,361,867

Funding Summary	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budget	FY 2018-19 Budget
General Fund	\$ 883,373	\$ 716,043	\$ 981,885	\$ 1,010,502
Department Revenues	8,035	24,115	23,000	23,000
Area Agency on Aging Grant ¹	159,465	149,482	140,465	140,465
Donations ¹	83,334	77,979	73,300	72,900
Senior Advisory Board	11,000	-	18,005	-
Nutrition Site Council	115,000	115,000	115,000	115,000
Total:	\$ 1,260,206	\$ 1,082,619	\$ 1,351,655	\$ 1,361,867



Performance and Workload Measures	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Estimated	FY 2018-19 Target
Annual attendance	71,489	72,950	66,511	73,000
Annual number of meals served	24,422	24,728	20,544	25,200
Number of referrals and information offered	424	316	218	440
Number of senior special events offered	25	12	25	25
Number of senior trips offered	32	18	25	26

Goals and Accomplishments

2017-18 Accomplishments

- ◆ Expanded the Sunday dance program to include a quarterly baby boomer dance to attract the younger active adults

Note 1: Area Agency on Aging information can be found in Special Revenue Funds section page 297

2017-18 Accomplishments (Continued)

- ◆ Included Capuchino Interact and Leadership classes in senior special events to allow for intergenerational interaction with the senior population
- ◆ Worked with Public Works to complete the reconstruction at the Senior Center including new stage, floors, paint, and added community bulletin boards in the multi-purpose room
- ◆ Worked with Public Works to complete the deck replacement project to include new railings and benches
- ◆ Relocated all senior classes, nutrition lunch program, meetings and events to St. Roberts Church and Recreation Center to accommodate all programming following a vehicle accident that caused severe damage to the center and returned all programs to the newly repaired and reopened Senior Center following completion of the repair work.
- ◆ Offered performances, demonstrations, and safety seminars during the lunch program to expand participation and showcase enrichment and healthy activities
- ◆ Offered a variety of educational seminars including iphone/ipad consultations, social media information, Living Well with Chronic Conditions class, Art Appreciation, Laughter Yoga, Living Will, Probate and Trust Presentation, and Tax Assistance
- ◆ Presented an anti-bullying seminar to provide seniors with skills and information to address unwelcome interactions
- ◆ Held a volunteer recognition party offering lunch, entertainment, and a small gift for over 140 volunteers to thank them for their services throughout the year

2018-19 Goals and Objectives

- ◆ Expand educational seminars and services to include offerings catered to veterans
- ◆ Increase awareness of the Voluntary Membership program by expanding outreach and advertising
- ◆ Partner with San Mateo Adult School to add educational language classes such as English as a Second Language and foreign languages
- ◆ Increase participation in existing programs such as senior softball and initiate new active senior groups such as a Biking/Cycling Club, Mah Jong Club, and Brain Games and Trivia Group
- ◆ Resurrect quarterly Friday Social events for the senior community
- ◆ Hold a Memorial bocce ball tournament

Community Services Department Senior Services

Personnel Services	2018-19 Budget	Description
5101 REGULAR SALARIES	\$344,620	Base salary and incentives for all department personnel and subject to benefits per applicable MOUs.
5102 PART-TIME SALARIES	\$65,330	Salary for non-benefited employees.
5200 EMPLOYEE BENEFITS	\$203,296	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	\$613,246	

Staff Training & Development	2018-19 Budget	Description
6405 TRAINING/MEETINGS/CONFERENCES	\$3,000	California Parks and Recreation Society state conference in Sacramento for 2 staff members (\$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 two mid-managers in accordance with MOU.
6701 DUES & MEMBERSHIPS	\$825	American Society on Aging (\$525); California Parks and Recreation Society (\$150); Safe food handling certification (\$150)
Total Staff Training & Development	\$4,825	

Professional Services		2018-19 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		2018-19 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 copy machine and copies charges.
Total Supplies & Equipment		\$16,365	

Operations		2018-19 Budget	Description
6112	POSTAGE	\$900	Postage for mailing calendar, advertisements, 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	\$77,000	Electric, gas, and garbage service for senior center.
Total Operations		\$82,800	

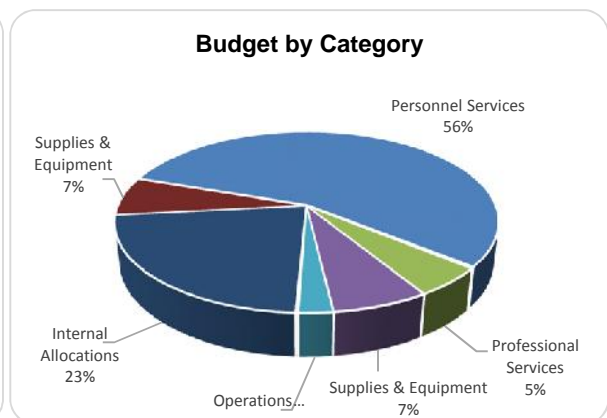
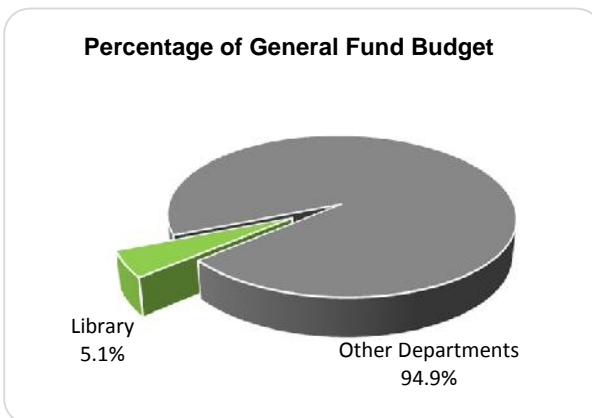
Internal Allocations	2018-19 Budget	Description
7901 INTERNAL SERVICE ALLOCATION	\$430,773	Internal service allocations for: Self-insurance cost (\$10,108); Building and facility maintenance (\$382,410); Information technology (\$29,450); and Central garage support (\$8,805).
7902 INTERDEPARTMENTAL CHARGES	\$70,517	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	\$502,666	
Grand Total	\$1,221,402	

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Library Services Budget Summary

Budgeted Expenditures	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budget	FY 2018-19 Budget
Personnel Services	\$ 1,119,390	\$ 1,260,414	\$ 1,367,588	\$ 1,422,564
Staff Training & Development	4,277	4,826	4,500	4,500
Professional Services	127,006	140,455	137,792	134,223
Supplies & Equipment	161,614	161,417	173,600	177,600
Operations	57,112	59,200	63,394	62,594
Equipment Purchase	21,773	14,235	7,364	4,664
Internal Allocations	524,088	453,037	553,443	579,183
Total:	\$ 2,015,260	\$ 2,093,584	\$ 2,307,681	\$ 2,385,328

Funding Summary	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budget	FY 2018-19 Budget
General Fund	\$ 1,927,752	\$ 2,017,893	\$ 2,229,181	\$ 2,312,328
Department Revenues	48,508	36,692	39,500	34,000
State Library Revenues	39,000	39,000	39,000	39,000
Total:	\$ 2,015,260	\$ 2,093,584	\$ 2,307,681	\$ 2,385,328



Performance and Workload Measures	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Estimated	FY 2018-19 Target
Number of Homework Center attendees	3,512	3,220	2,954	3,200
Number of books checked out annually	218,985	236,836	235,951	236,000
Number of participants in the Summer Reading Program	1,941	2,082	2,230	2,200
Annual number of special programs	308	409	403	400
Number of storytime attendees	6,334	8,103	8,306	8,300
Number of reference questions answered	24,022	24,943	24,361	24,000
Number of internet sessions provided (wired & wireless)	72,648	70,549	69,112	69,000

Goals and Accomplishments

2017-18 Accomplishments

- ◆ Added five open hours per week which contributed to a 7.25% increase in Library visits
- ◆ Implemented laptop and wifi hotspot lending program, resulting in over 500 checkouts
- ◆ Introduced digital magazine service which has resulted in 389 downloads
- ◆ In conjunction with the Culture and Arts Commission, hosted three art gallery exhibitions

2017-18 Accomplishments (Continued)

- ◆ Obtained grant to upgrade capacity of public wifi system
- ◆ In partnership with the Senior Center, conducted weekly outreach visits to the Senior Center to issue library cards, check out library materials and provide information about the library
- ◆ Conducted 99 Summer Reading programs for children and families
- ◆ 29 teens volunteered 351 hours of service in support of the Summer Reading program
- ◆ Received grant to purchase bilingual books which resulted in the addition of 478 books to children's collection
- ◆ Implemented Quick Picks program making high-demand titles available to San Bruno patrons only
- ◆ Obtained grant for two 3D printers which have resulted in six 3D-printing programs for homework center students and volunteers
- ◆ Conducted eight Google Code workshops for homework center students and volunteers
- ◆ Hosted science fair with 213 attendees featuring hands-on STEM (Science, Technology, Engineering, and Mathematics) activities
- ◆ In partnership with the Recreation Services Division, provided storytimes and multiple STEM 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
- ◆ Hosted Narita Sister City delegation and Belle Air third grade students, book sharing time and a Kamishibai performance
- ◆ In partnership with the Police Department and Fire Department, held four superhero storytimes including the Great Shakeout, averaging 68 attendees each
- ◆ Homework Center volunteers logged over 300 hours of service through February 2018
- ◆ Received Seton Medical Center grant to host 24 family nutrition workshop sessions
- ◆ Conducted eclipse education activities in addition to distributing 750 eclipse glasses

2018-19 Goals and Objectives

- ◆ Implement public online streaming service
- ◆ Install upgraded wireless access points to improve public wireless experience
- ◆ Increase the number of multi-language children's books by 25%
- ◆ Install electronic device charging station for public use
- ◆ Replace five adult study carrels and 20 adult chairs
- ◆ 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	2018-19 Budget	Description
5101 REGULAR SALARIES	\$774,947	Base salary and incentives for all department personnel and subject to benefits per applicable MOUs.
5102 PART-TIME SALARIES	\$174,000	Salary for non-benefitted employees.
5200 EMPLOYEE BENEFITS	\$473,617	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	\$1,422,564	

Staff Training & Development	2018-19 Budget	Description
6405 TRAINING/MEETINGS/CONFERENCES	\$2,100	Peninsula Library System meetings and workshops (\$360); California Library Association annual conference (\$1,740).
6406 PROFESSIONAL DEVELOPMENT	\$1,000	Professional development reimbursement for 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		2018-19 Budget	Description
6419	OTHER SERVICES	\$134,223	Peninsula Library System (PLS) management, interlibrary item delivery costs including Internet Archive deliveries & JPA fees (\$78,652); Hardware & system maintenance (\$19,886); Online homework help service (\$6,500); Safari computer & technical e-books (\$413); Gale database subscription for national journals, newspapers & academic press, and Tumblebooks children's ebook library (\$8,394); EBSCO database service for book covers licensing (\$826); Discover & Go museum pass program (\$450); Asian Art Museum passes (\$300) Maintenance of Bibliocommons catalog user interface and mobile library application for smartphones (\$4,135); 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 (\$1,182); Digital microfilm maintenance (\$700); Public computers filtering software (\$700).
Total Professional Services		\$134,223	

Supplies & Equipment		2018-19 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	\$159,000	Print books, e-books, cds, dvds, and other audiovisual materials; print magazines, periodicals, and newspaper subscriptions for library use and circulation (\$141,000); Quicks Picks browsing collection (\$10,000); E-magazine subscription (\$4,000); and Online streaming service (\$4,000).
6304	MAINTENANCE	\$600	Monthly copier usage charges.
Total Supplies & Equipment		\$177,600	

Operations	2018-19 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	\$5,250	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 (\$2,850); and Mobile wireless hotspot data plan (\$2,400).
6531 UTILITIES	\$43,194	Electric and gas utility charges for Library facility.
6601 RENTAL & LEASES	\$5,700	Monthly lease payments for public and staff photocopier machines.
Total Operations	\$62,594	

Equipment Purchase	Budget	
6650 TOOLS & EQPT. -\$25K	\$4,664	Replacement PCs for public internet stations (\$4,264); Domain controller for public computer security (\$400);
Total Equipment Purchase	\$4,664	

Internal Allocations	2018-19 Budget	Description
7901 INTERNAL SERVICE ALLOCATION	\$289,515	Internal service allocations for: Self-insurance cost (\$20,218); Building and facility maintenance (\$209,994); Information technology (\$59,303).
7902 INTERDEPARTMENTAL CHARGES	\$282,695	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	\$579,183	
Grand Total	\$2,385,328	

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	2018-19 Budget	Description
5200 EMPLOYEE BENEFITS	\$225,000	Earned vacation and sick leave payout upon General Fund employee separation, including retirement, in accordance with MOU.
5214 RETIREE HEALTH INS.	\$103,000	Benefits to a limited number of retired employees per MOU.
Total Personnel Services	\$328,000	

Professional Services	2018-19 Budget	Description
6419 OTHER SERVICES	\$7,300	Voluntary employees' beneficiary association administration fees (\$3,000); Document shredding (\$2,100); and debt obligation continuing disclosures service (\$2,200).
Total Professional Services	\$7,300	

Operations	2018-19 Budget	Description
6531 UTILITIES	\$200,000	General Fund facilities water (\$181,780) and sewer (\$18,220) charges.
6910 CONTINGENCIES/OTHER	\$56,000	Credit card fees for business tax and various city departments.
Total Operations	\$256,000	

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

Internal Allocations	2018-19 Budget	Description	
7901	INTERNAL SERVICE ALLOCATION	\$23,312	Internal service allocations for information technology support to Emergency Operations Center (EOC).
7902	INTERDEPARTMENTAL CHARGES	(\$4,954,713)	Allocation of services provided to this fund based on cost allocation plan conducted in 2005-06.
8999	NON-OPERATING TRANSFERS	\$1,402,983	Transfer to General Debt Service Fund to pay for 2011 fire apparatus lease (\$38,498), 2017 fire apparatus lease (\$182,754), pension obligation bond principal and interest (\$1,179,931), and administration fees (\$1,800).
Total Internal Allocations		(\$3,528,418)	
Grand Total		(2,931,818)	

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.

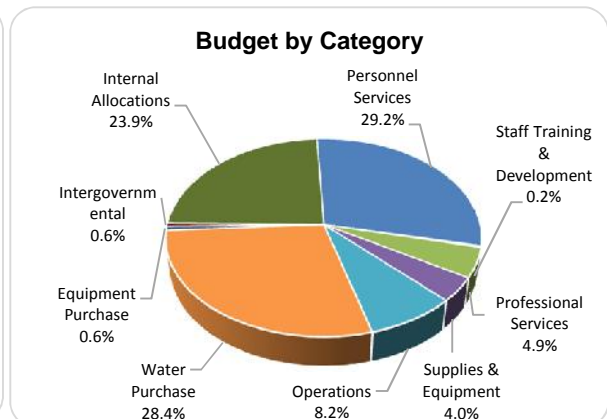
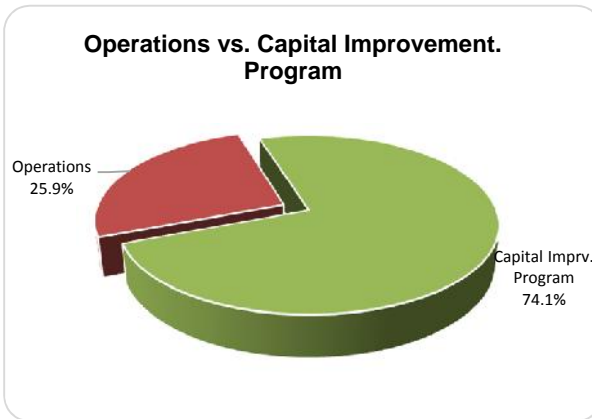
- **Regulatory Compliance**

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 Budget Summary

Budgeted Expenses	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budget	FY 2018-19 Budget
Personnel Services	\$ 2,202,561	\$ 2,351,919	\$ 2,614,305	\$ 2,703,364
Staff Training & Development	21,946	\$ 23,500	\$ 28,800	\$ 23,050
Professional Services	532,647	\$ 474,479	\$ 522,383	\$ 449,000
Supplies & Equipment	427,291	\$ 324,476	\$ 374,000	\$ 369,500
Operations	870,182	\$ 617,700	\$ 692,387	\$ 754,370
Water Purchase	2,899,124	\$ 2,221,399	\$ 2,997,392	\$ 2,625,000
Equipment Purchase	21,383	\$ 38,707	\$ 55,400	\$ 56,900
Intergovernmental	47,115	\$ 49,196	\$ 51,833	\$ 51,733
Internal Allocations	1,944,227	\$ 1,999,013	\$ 2,088,258	\$ 2,210,102
Total:	\$ 8,966,475	\$ 8,100,388	\$ 9,424,758	\$ 9,243,019

Revenue Summary	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budget	FY 2018-19 Budget
Water Service Revenues	\$ 12,373,942	\$ 14,040,177	\$ 14,190,000	\$ 15,479,295
Connection & Capacity Fees	101,500	45,208	80,000	192,299
Other Revenues	285,284	274,260	79,000	71,000
Total:	\$ 12,760,726	\$ 14,359,645	\$ 14,349,000	\$ 15,742,594



Performance and Workload Measures	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Estimated
Number of main break repairs/broken valve replacements performed	114	107	90	100
Water savings achieved through efficiency programs (percent of total sales)	21%	18%	15%	15%

Goals and Accomplishments

2017-18 Accomplishments

- ◆ Installed 82 fully automated commercial water meters to businesses along San Mateo Avenue
- ◆ Reduced total system-wide water consumption by 18% in 2017 compared to 2013. The Water Board target for San Bruno was an 8% reduction

2017-18 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
- ◆ Completed the annual Water Report to the State Water Resources Control Board (Water Board)
- ◆ Completed the annual Water Loss Audit to the State Water Resources Control Board (Water Board)
- ◆ Completed annual San Bruno Consumer Confidence Report newsletter of water usage and conservation programs
- ◆ Prepared a twice yearly report to the State Water Board to provide effects of any seawater intrusion into the underground drinking water basin
- ◆ Completed 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 flushing of City-wide hydrants to remove sediments that build up in the water pipes
- ◆ Completed 3 Bay Area Water Supply & Conservation Agency (BAWSCA) landscape & Lawn-Be-Gone community conservation classes
- ◆ Completed security assessment of water facilities
- ◆ Completed training in Hazardous Materials (HAZMAT), Hearing Testing, Respiratory Fit, Harassment Prevention, CPR and First Aid, Competent Trenching and Shoring, Fire, and Utility Locator Training for employee safety training

2018-19 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 annual Water Loss Audit to the State Water Quality Control Board reporting on the City's amount and sources of City water loss
- ◆ 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 restrictions
- ◆ Review and implement recommended improved security features at water system facilities which may include installing electronic locks, security cameras, and gates
- ◆ 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)

Public Works Department Water Supply

Personnel Services	2018-19 Budget	Description
5101 REGULAR SALARIES	\$1,617,734	Base salary and incentives for all department personnel and subject to benefits per applicable MOUs.
5105 OVERTIME	\$125,000	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	\$920,630	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	\$2,703,364	

Staff Training & Development	2018-19 Budget	Description
6405 TRAINING/MEETINGS/CONFEREN	\$14,150	Mandatory safety trainings including Confined Space, Traffic Zone Safety, HAZMAT, and Equipment Operations (\$14,150).
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).
Total Staff Training & Development	\$23,050	

Professional Services		2018-19 Budget	Description
6401	PROFESSIONAL SERVICES	\$92,000	SCADA support services (\$40,000); Water quality analysis and regulatory compliance (\$22,000); Scan and digitize as-built drawings (\$20,000); and Annual Water Loss Audit (\$10,000).
6402	LEGAL EXPENSES	\$2,000	Outside legal counsel assistance with conjunctive use program evaluation and water policy.
6411	CONTRACTUAL SERVICES	\$190,000	Contract repair of water mains, wells, tanks, pumps, motors, and related services (\$180,000); and Certification of water testing equipment (\$10,000).
6419	OTHER SERVICES	\$165,000	Weekly bacteriological testing and special yearly well testing (Voc, Soc, Mtbe, Chrome 6) (\$68,500); Department of Public Health mandated cross-connection testing (\$47,000); Asset management system annual support and license (\$19,000); Stray electrical current testing (\$13,000); Consumer Confident Report printing (\$5,500); Cleaning and laundry services (\$4,000); Security alarm monitoring (\$3,000); and Water quality regulatory inspections (\$5,000).
Total Professional Services		\$449,000	

Supplies & Equipment		2018-19 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	\$145,000	Chemicals at four wells (\$94,000); Building, yard, and shop supplies (\$10,000); Field supplies (\$16,000); Uniforms and safety equipment (\$13,000); AWWA water system treatment and management standards CD-ROM (\$7,000); and Water quality testing wells (\$5,000).
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).
Total Supplies & Equipment		\$369,500	

Operations	2018-19 Budget	Description
6112 POSTAGE	\$2,000	Allocation of postage required for outside correspondence.
6301 BUILDING AND GROUNDS MAINT	\$13,000	Landscaping and miscellaneous maintenance of wells and pump stations.
6450 COMMUNICATIONS	\$25,638	Internal allocation of a shared fax line, office telephone, mobile phones, and radios (\$25,278); and Annual GPS unit data plan for one Water truck (\$360).
6502 COMMUNITY PROMOTION	\$54,500	High-efficiency toilet rebate program (\$20,000); "Lawn Be Gone" water-efficient landscape conversion rebate program (\$15,500); "Earthcapades" school education program (\$10,000); and Large Landscape Audit (\$5,000). Low-flow aerators for bathroom and kitchen faucets (\$4,000).
6531 UTILITIES	\$400,000	Energy costs for four wells and eight pump stations.
6601 RENTAL & LEASES	\$259,232	Rentals and leases for well and water pump station locations (\$257,232); and Emergency and special equipment rental (\$2,000).
Total Operations	\$754,370	

Equipment Purchase	2018-19 Budget	Description
6650 TOOLS & EQPT. -\$25K	\$56,900	Water quality testing equipment (Hach testers) (\$9,300); Water sampling stations (4) (\$9,000); Confined Space safety equipment (gas monitors, body harnesses, fall arrestors) (\$8,200); Water treatment chemical storage tanks (\$7,600); Access control lock sets (\$7,400); Portable soil compactors (\$6,400); Hydro-flushing and monitoring valves (\$6,000); and Hydro-flushing equipment (\$3,000).
Total Equipment Purchase	\$56,900	

Water Purchase	2018-19 Budget	Description
7061 WATER PURCHASES-SF	\$2,625,000	Water purchases from San Francisco Public Utilities Commission (SFPUC) (\$2,400,000); and Water purchases from North Coast County Water District (NCCWD) (\$225,000).
Total Water Purchase	\$2,625,000	

Intergovernmental	2018-19 Budget	Description
7041 COUNTY SVCE.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	2018-19 Budget	Description
7901 INTERNAL SERVICE ALLOCATION	\$540,760	Internal servcie allocations for: Self insurance Self insurance cost (\$410,897); Central garage support (\$70,440); Information technology support (\$35,758); and Building and facilities maintenance (\$23,665).
7902 INTERDEPARTMENTAL CHARGES	\$1,669,342	General administration allocation (\$639,800); Public works administration allocation (\$583,072); and Revenue services allocation (\$446,468).
Total Internal Allocations	\$2,210,102	
Grand Total	\$9,243,019	

Public Works Department Wastewater Division

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

Overview

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

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

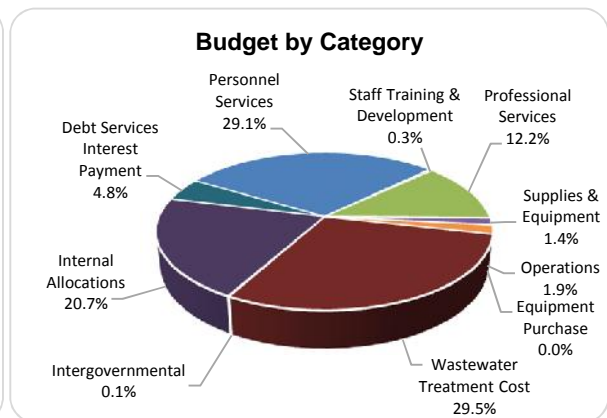
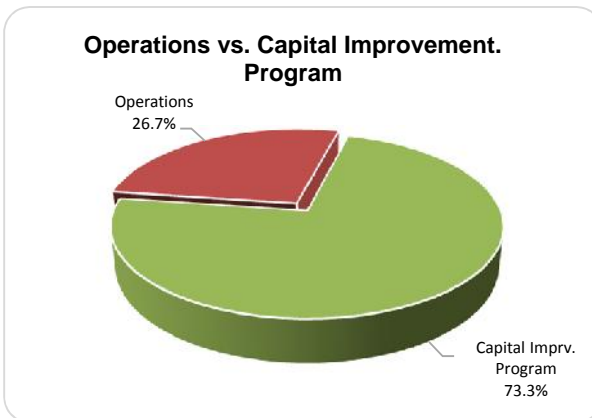
- **Sewer Collection System Maintenance and Operation**
Manage non-emergency rehabilitation and replacement of sanitary sewer system components including manholes and main replacement or rehabilitation. Best practices include a computerized work order system, data display of remote sanitary sewer pumping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

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Wastewater Enterprise Budget Summary

Budgeted Expenses	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budget	FY 2018-19 Budget
Personnel Services	\$ 1,927,206	\$ 1,940,095	\$ 2,385,572	\$ 2,489,420
Staff Training & Development	13,311	\$ 21,725	\$ 30,050	\$ 28,000
Professional Services	1,327,143	\$ 892,443	\$ 1,064,434	\$ 1,042,000
Supplies & Equipment	165,537	\$ 129,518	\$ 123,500	\$ 122,500
Operations	175,491	\$ 156,851	\$ 137,767	\$ 161,228
Equipment Purchase	14,350	\$ 4,382	\$ 64,000	\$ -
Wastewater Treatment Cost	3,047,191	\$ 3,088,418	\$ 3,159,479	\$ 2,519,104
Intergovernmental	6,860	\$ 955	\$ 6,860	\$ 6,860
Internal Allocations	1,583,865	\$ 1,584,495	\$ 1,650,345	\$ 1,772,882
Debt Services Interest Payment	475,134	452,813	434,484	406,466
Total:	\$ 8,736,087	\$ 8,271,695	\$ 9,056,491	\$ 8,548,460

Revenue Summary	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budget	FY 2018-19 Budget
Wastewater Service Revenues	\$ 14,645,617	\$ 15,680,062	\$ 16,454,000	\$ 17,287,269
Connection & Capacity Fees	36,116	76,893	55,000	285,058
Other Revenues	114,031	166,737	91,000	91,000
Total:	\$ 14,795,764	\$ 15,923,692	\$ 16,600,000	\$ 17,663,327



Performance and Workload Measures	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Estimated
Number of Sanitary Sewer Overflows (SSOs) / Consent Decree Maximum*	10 11	1 8	2 6	2 4
Number of manholes repaired	37	7	8	8
Number of lateral spot repairs	59	2	10	10
Number of mainline spot repairs	64	100	100	100

*SSOs/Consent Decree Maximum reported on calendar year basis

Goals and Accomplishments

2017-18 Accomplishments

- ◆ There were two (2) Sanitary Sewer Overflows (SSO) during FY 2017-18 which is below the maximum number of six (6) allowed by the Consent Decree (CD) with the San Francisco Bay Keeper
- ◆ Completed 477 video inspections of sewer pipes and manholes to assess maintenance and repair needs to maintain reliability of the system
- ◆ Completed 107 sewer main spot repairs to maintain operations and minimize sanitary sewer overflows

2017-18 Accomplishments (Continued)

- ◆ Completed 201 sewer lateral inspections with 114 repairs during Calendar Year 2017 as part of the City's Point of Sale sewer lateral certification program. Through April of Fiscal Year 2017-18 (July 1 to June 30), there have been 154 inspections and 71 repairs completed.
- ◆ Prepared the annual Sanitary Sewer Overflow Report required by Baykeeper and the California Regional Water Control Board
- ◆ Completed Sharp Park Private Sharp Park Private Sewer Lateral Replacement Grant Program to address historical water intrusion in this neighborhood and submitted to the State Water Board for final acceptance
- ◆ 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 security assessment of water facilities
- ◆ Participated in various school district education events, including the "Touch a Truck" event, etc.
- ◆ Completed training in Hazardous Materials (HAZMAT), Hearing Testing, Respiratory Fit, Harassment Prevention, CPR and First Aid, Competent Trenching and Shoring, Fire, and Utility Locator Training for employee safety training

2018-19 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
- ◆ Manage the point-of-sale private sewer lateral inspection and replacement program
- ◆ Complete at least 20 Grade 3 sewer main spot repairs to minimize the number of sewer overflows and maintain an operating system
- ◆ Complete video inspection of 360 sewer main and manhole locations as part of the new re-occurring video sewer pipe inspection program for continual reliability of the system
- ◆ Review and implement recommended improved security features at water system facilities which may include installing electronic locks, security cameras, and gates
- ◆ Update GIS sewer maps to match newly completed sewer pipeline projects

Public Works Department Wastewater Enterprise

Personnel Services	2018-19 Budget	Description
5101 REGULAR SALARIES	\$1,482,227	Base salary and incentives for all department personnel and subject to benefits per applicable MOUs.
5105 OVERTIME	\$125,000	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	\$857,193	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	\$2,489,420	

Staff Training & Development	2018-19 Budget	Description
6405 TRAINING/MEETINGS/CONFEREN	\$18,000	Mandatory safety trainings (including Confined Space, Traffic Zone Safety, HAZMAT, and Equipment Operations) (\$14,500); 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	\$8,000	Bay Area Clean Water Agency (BACWA) dues (\$2,400); State Water Resources Control Board (\$2,100); California Water Environment Association (CWEA) dues (\$2,300); and Underground Service Alert (\$1,200).
Total Staff Training & Development	\$28,000	

Professional Services		2018-19 Budget	Description
6401	PROFESSIONAL SERVICES	\$65,000	Scan and digitize as-built drawings (\$15,000); State-mandated background sampling and Sanitary Sewer Overflow (SSO) sampling (\$20,000); Update standard operating procedures and input of Wastewater asset inventory (\$15,000); and Fats, oils and grease outreach program (\$15,000).
6402	LEGAL EXPENSES	\$2,000	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	\$75,000	Root treatment for sewer mains (\$31,000); Asset management system annual license and support (\$18,000); 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 (\$3,000).
Total Professional Services		\$1,042,000	

Supplies & Equipment		2018-19 Budget	Description
6001	OFFICE SUPPLIES	\$4,500	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		\$122,500	

Operations	2018-19 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	\$18,160	Internal allocation of a shared fax line, office telephone, mobile phones, and radios (\$16,720); and Annual data plans for four Wastewater vehicle GPS units (\$1,440).
6531 UTILITIES	\$39,000	Utilities for all pump stations and portion of the Corporation Yard.
6601 RENTAL & LEASES	\$103,768	Lease of City-owned property (\$92,768); Emergency excavation equipment rental (\$5,000) Emergency generator rental (\$5,000); and small truck rental (\$1,000).
Total Operations	\$161,228	

Wastewater Treatment Cost	2018-19 Budget	Description
7062 WASTE TREATMENT-SSF	\$2,519,104	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	\$2,519,104	

Intergovernmental	2018-19 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	2018-19 Budget	Description
7901 INTERNAL SERVICE ALLOCATION	\$620,791	Internal service allocations for: Self insurance cost (\$515,809); Central garage support (\$58,700); Information technology support (\$22,617); and Building and facilities maintenance (\$23,665).
7902 INTERDEPARTMENTAL CHARGES	\$1,152,091	Revenue services allocation (\$372,863); Public works administration allocation (\$402,119); and General administration allocation (\$377,108).
Total Internal Allocations	\$1,772,882	
Grand Total	\$8,141,994	

Public Works Department Stormwater Division

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

Overview

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

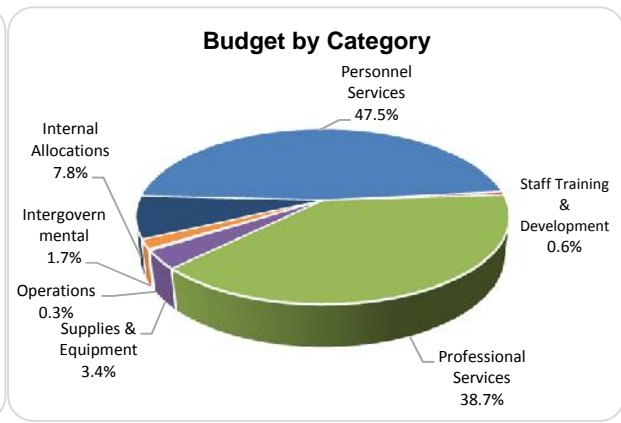
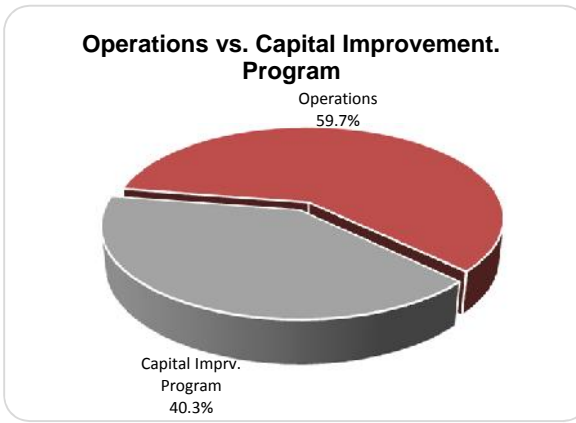
- **Discretionary Customer Service Activities**
Provide sandbags for resident and business owner use during the wet season. Respond and assist residents with drainage and runoff issues.
- **Routine Repair and Maintenance**
Maintain and repair City owned valley gutters by removing sediment, debris, and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

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Stormwater Enterprise Budget Summary

Budgeted Expenses	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budget	FY 2018-19 Budget
Personnel Services	\$ 283,358	\$ 372,042	\$ 493,198	\$ 554,741
Staff Training & Development	2,961	\$ 4,280	\$ 6,735	\$ 6,600
Professional Services	26,976	\$ 125,629	\$ 460,740	\$ 451,150
Supplies & Equipment	44,044	\$ 37,891	\$ 39,530	\$ 39,530
Operations	11,876	\$ 1,736	\$ 3,300	\$ 3,350
Intergovernmental	11,552	\$ 17,158	\$ 19,800	\$ 19,800
Internal Allocations	86,340	\$ 66,480	\$ 82,571	\$ 91,516
Total:	\$ 467,108	\$ 625,216	\$ 1,105,874	\$ 1,166,687

Funding Summary	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budget	FY 2018-19 Budget
Stormwater Fund	\$ -	\$ -	\$ 426,874	\$ 478,687
Stormwater Operating Revenues	560,458	560,458	600,000	600,000
Grant Reimbursement:				
C/CAG Vehicle Registration Fee	85,097	85,097	75,000	80,000
Other Revenues	17,880	17,880	4,000	8,000
Total:	\$ 663,435	\$ 663,435	\$ 1,105,874	\$ 1,166,687



Performance and Workload Measures	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Estimated	FY 2018-19 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	941	928	1,000	2,250

Goals and Accomplishments

2017-18 Accomplishments

- ◆ Submitted annual Stormwater Report for San Francisco Bay Regional Water Quality Control Board as required by the Municipal Regional Stormwater Permit (MRP)
- ◆ Completed Trash Capture Device Feasibility Study and installed 117 trash capture devices in high impact Stormwater collection areas to comply with Regional Water Quality Control Board long-term trash reduction goals
- ◆ Provided citywide coordination and on-going updates during severe storm events

2017-18 Accomplishments (Continued)

- ◆ Completed annual six scheduled sidewalk pressure washing of downtown sidewalks to remove gum, soils, and debris, and to support a safe and clean public environment
- ◆ Purchased two additional, portable illegal dumping monitoring cameras. Without adequate follow-up enforcement, the cameras have not been effective at deterring illegal dumping. The number of incident responses doubled from 941 in 2015-16 to 1,910 in 2016-17, with similar numbers expected in 2017-18.
- ◆ Provided ongoing monitoring, and coordination for San Bruno Underpass flooding that could affect flooding and interrupt traffic
- ◆ Participated in San Mateo Countywide Pollution Prevention Programs, Trash Committee, Municipal Maintenance Work Shops and Assessment training
- ◆ San Mateo County (Water Pollution Prevention Program) completed trash assessment for 107 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 3 broken storm drain inlet structures to main stormwater flow and minimize flooding
- ◆ Removed and cleaned storm drain tops, deployed additional street sweeper, and inspected 15 hillside areas subject to potential earth movement during and after all rain events
- ◆ Completed video inspection of 1,644 feet of storm drain mains at 23 locations and 1,106 feet of culverts at 7 locations to assess maintenance and repair needs
- ◆ Completed video inspection of 3 broken storm drain inlet structures to assess conditions and develop a repair schedule
- ◆ Responded to and picked up trash and debris at 1,910 locations
- ◆ Completed training in Hazardous Materials (HAZMAT), Hearing Testing, Respiratory Fit, Harassment Prevention, CPR and First Aid, Competent Trenching and Shoring, Fire, and Utility Locator Training for employee safety training

2018-19 Goals and Objectives

- ◆ Coordinate and monitor on-going San Francisco Bay Regional Water Quality Control Board Stormwater initiatives
- ◆ Complete small annual trash capture device inspections and cleaning program in order to meet requirements of the MRP
- ◆ Develop the next phase of trash capture device installations recommended in the City's 2017 Feasibility Study to meet 2019's 80% and 2022's 100% trash reduction requirements of the MRP
- ◆ Complete annual Stormwater Report for San Francisco Bay Regional Water Quality Control Board as required by the Municipal Regional Stormwater Permit (MRP) in coordination with Community Services and Community Development Departments
- ◆ Continue culvert inspection and condition assessment program

Public Works Department Stormwater Enterprise

Personnel Services	2018-19 Budget	Description
5101 REGULAR SALARIES	\$312,121	Base salary and incentives for all department personnel and subject to benefits per applicable MOUs.
5102 PART-TIME SALARIES	\$20,000	Part-Time Salaries
5105 OVERTIME	\$17,500	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	\$195,120	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	\$10,000	Temporary staff for seasonal storm cleaning, sandbag construction, wet weather preparation, and customer service response.
Total Personnel Services	\$554,741	

Staff Training & Development	2018-19 Budget	Description
6405 TRAINING/MEETINGS/CONFEREN	\$5,500	Mandatory safety trainings (including Confined Space, Traffic Zone Safety, HAZMAT, and Equipment Operations) (\$5,000); and Bi-monthly 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 1/2 of a mid-manager (50% Stormwater, 50% Streets) in accordance with MOU.
6701 DUES & MEMBERSHIPS	\$850	Underground Service Alert (\$500); and California Water Environment Association (CWEA) (\$350).
Total Staff Training & Development	\$6,600	

Professional Services	2018-19 Budget	Description
6401 PROFESSIONAL SERVICES	\$153,600	Condition assessment of stormwater culverts and storm mains (\$150,000); Geotechnical surveys to respond to rain events when necessary (\$2,500); and Engineering Data Services for uploading NPDES charges on San Mateo County tax roll (\$1,100).
6411 CONTRACTUAL SERVICES	\$283,800	Stormwater contract spot repair, including replacement of conveyance pipe, culverts, catch basins, inlets, emergency response, and other related services as needed (\$250,000); Sidewalk pressure washing of downtown San Mateo Avenue (\$28,800); and Contract repair of storm drain grates and mains (\$5,000).
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	\$451,150	

Supplies & Equipment	2018-19 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	2018-19 Budget	
6112 POSTAGE	\$550	Annual valley gutter maintenance notice.
6450 COMMUNICATIONS	\$1,800	Annual data plans for GPS units for two Street Sweeper 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	\$3,350	

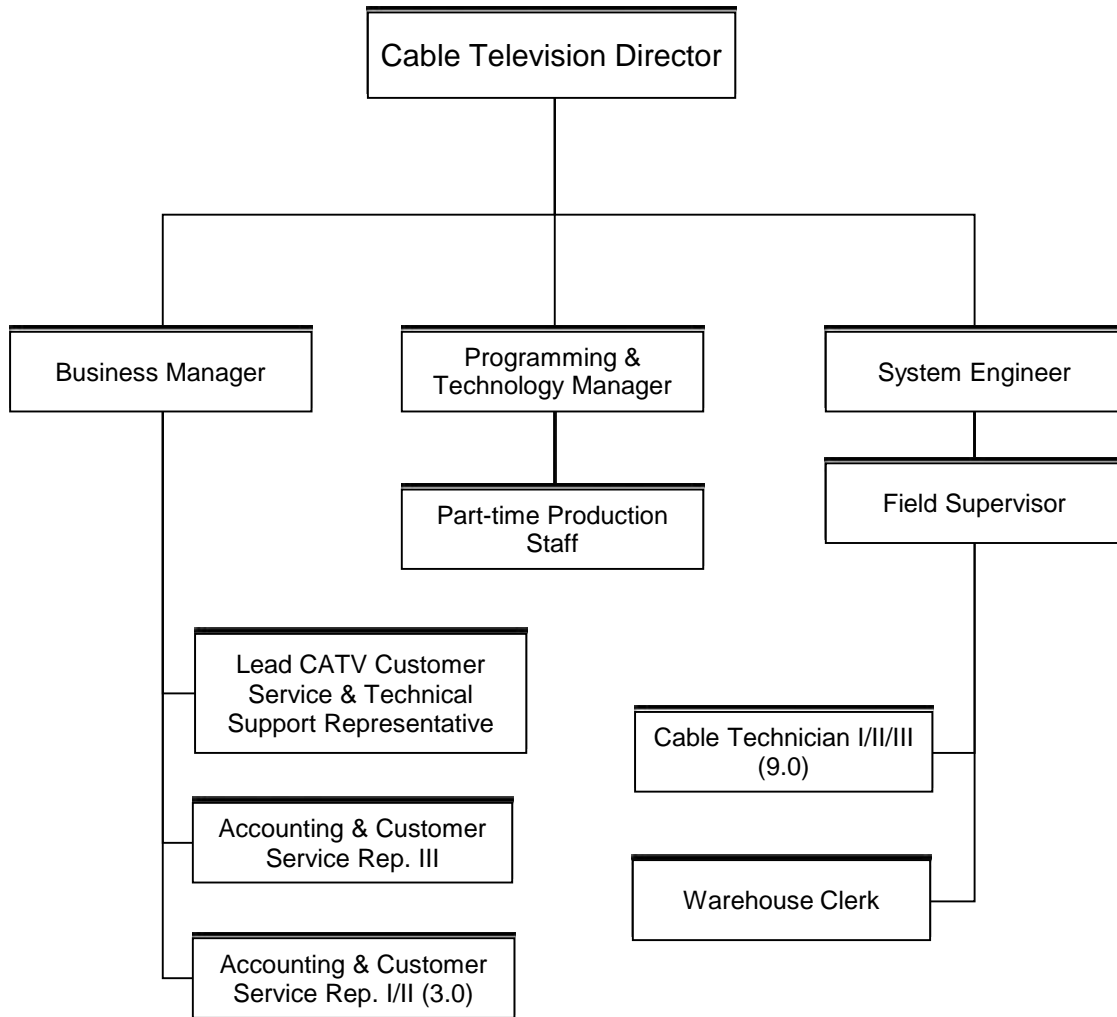
Intergovernmental	2018-19 Budget	Description
7041 COUNTY SVCE.CHARGES	\$200	County assessment service charge.
7069 INTERGOVERNMENTAL-OTHER	\$19,600	California State Water Resources Control Board permit fees.
Total Intergovernmental	\$19,800	

Internal Allocations	2018-19 Budget	Description
7901 INTERNAL SERVICE ALLOCATION	\$37,146	Internal service allocations for: Central garage support (\$29,350); Self insurance cost (\$6,740); and Information technology support (\$1,056).
7902 INTERDEPARTMENTAL CHARGES	\$54,370	Public works administration allocation (\$20,106); and General administration allocation (\$34,264).
Total Internal Allocations	\$91,516	
Grand Total	\$1,166,687	

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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 an 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 1000 Mbps down and 1000Mbps up (Fiber to the Home areas).

- **Wi-Fi Internet Service**

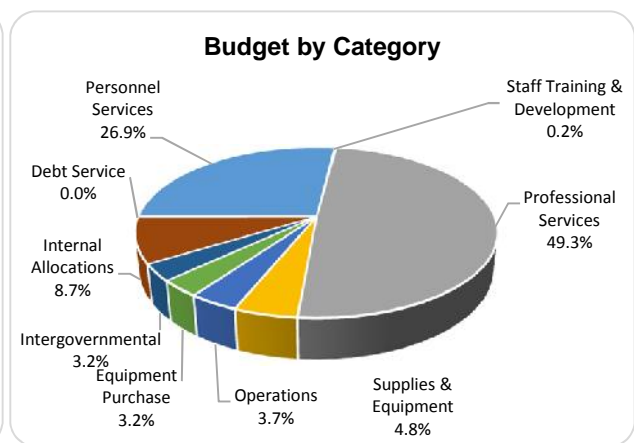
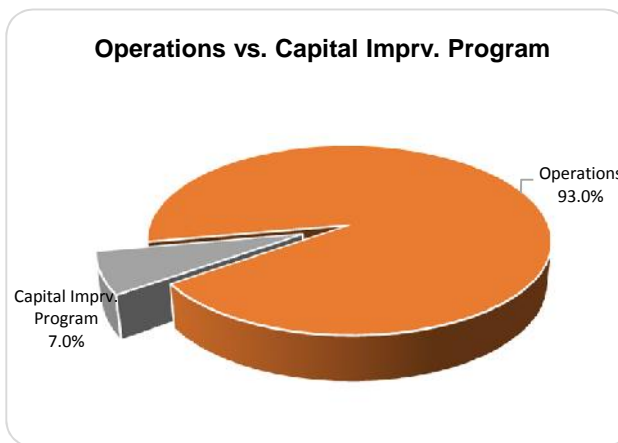
Wi-Fi Internet service to residences, Senior Center, and other City facilities. Service to expand to other areas within the City based on feasibility and demand.

- **Voice Over Internet Protocol Phone Service (VoIP)**
Residential VoIP phone service comprising of unlimited local calling, unlimited domestic long distance, unlimited international calling to 20 countries that are included in the calling plan, and a standard set of calling features such as voicemail, caller ID, call waiting and call forwarding among others; and international calling to hundreds of other countries at very low per minute calling rates.
- **Commercial Voice and Data Services**
Commercial voice using multimedia terminal adapters or as a hosted IP PBX service with additional value added services available such as eFax (Internet based fax) and 1-800 Virtual Number service. Dedicated IP Ethernet, point-to-point Ethernet transport with symmetrical speeds up to 1000 Mbps are also available.
- **Over The Top TV Services**
Select Video Services available for viewing on mobile devices. 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 Television Budget Summary

Budgeted Expenses	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
	Actual	Actual	Budget	Budget
Personnel Services	2,393,057	2,653,331	2,851,826	2,976,583
Staff Training & Development	9,233	11,218	18,084	17,334
Professional Services	5,292,397	5,327,632	5,415,950	5,452,760
Supplies & Equipment	222,953	339,582	405,273	529,550
Operations	377,880	380,471	427,044	413,018
Equipment Purchase	241,850	295,606	482,850	350,000
Intergovernmental	519,258	377,456	352,047	352,670
Internal Allocations	1,343,226	1,258,020	1,137,446	960,420
Debt Service	512	5,675	4,809	3,938
Total:	10,400,366	10,648,991	11,095,329	11,056,273

Revenue Summary	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
	Actual	Actual	Budget	Budget
Basic Service	3,012,075	3,079,748	3,779,338	3,218,314
Internet Service Fees	3,029,756	3,675,310	4,366,562	4,453,000
Pay-Per-View Services	681,879	638,655	670,250	690,250
Digital Service	1,140,730	1,131,679	1,350,000	1,100,000
International Programming	109,128	105,544	114,090	114,090
Fees & Taxes	339,169	338,660	349,257	349,257
Voice Service	399,306	400,337	410,000	430,000
Fiber Leasing	108,252	95,352	126,000	156,000
TV Guide Magazine	2,512	2,340	2,500	2,500
Commercial Phone & Data	149,794	169,349	168,000	168,000
Other Receipts	318,055	243,808	302,900	245,000
Total:	9,290,656	9,880,780	11,638,897	10,926,411



Performance and Workload Measures	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
	Actual	Estimated	Target	Target
Internet Service Subscribers	6,337	6,460	6,600	7,260
Service Calls	2,607	2,550	2,400	2,400
New Customer Installations	1,208	1,031	1,200	1,500
Total Homes Served	7,559	7,481	7,600	8,300
Total Video Programs Recorded/Live	82	82	85	85

Goals and Accomplishments

2017-18 Accomplishments

- ◆ Completed Fiber to the Home (FTTH) construction at Crystal Springs
- ◆ Completed the majority of the Peninsula Place FTTH construction and cutover
- ◆ Began WiFi deployment to internet customers
- ◆ Upgraded Camera systems to improve coverage of public meetings
- ◆ Completed independent industry expert review of the financial and operational feasibility of a City wide

2018-19 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
- ◆ Develop and market "Business Class" telephony and internet services, including GPON pricing/deployment
- ◆ Offer a home security product
- ◆ Re-Brand system, and expand marketing efforts to recapture market shares in the face of increasing competition from deployment of new technologies by AT&T and others
- ◆ Develop MDU (National Ave., Commodore) marketing and service deployment plan and institute
- ◆ Complete update of the system routers and installation of new equipment
- ◆ Continue to expand Channel One programming in conjunction with other City Departments to promote use of the Channel as a vital public information and education resource

Cable Television Cable Operations

Personnel Services	2018-19 Budget	Description
5101 REGULAR SALARIES	\$1,875,003	Base salary and incentives for all department personnel and subject to benefits per applicable MOUs.
5102 PART-TIME SALARIES	\$9,000	Salary for non-benefited employees.
5105 OVERTIME	\$70,000	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.
5152 TRANSPORTATION ALLOWANCE	\$3,600	Monthly auto allowance (\$300 per month) in accordance with MOU.
5200 EMPLOYEE BENEFITS	\$1,018,980	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred ompensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays.
Total Personnel Services	\$2,976,583	

Staff Training & Development	2018-19 Budget	Description
6405 TRAINING/MEETINGS/CONFEREN	\$8,600	National Cable Television Cooperative WEC (NCTC) (One Employee) (\$1,500); Great Lakes Data Billing System Conference (One Employee) (\$1,500); Society of Cable Television Engineers (SCTE) (\$1,500); Online Courses (\$450); and National Cable TelevisionInsttiute (NCTI) (One Employee) (\$3,650);
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 (\$1,134); and California Cable Telecommunications Associations (\$4,400).

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

Total Staff Training & Development \$17,334

Professional Services	2018-19 Budget	Description
6401 PROFESSIONAL SERVICES	\$63,000	Professional Service for negotiations of Retransmission Consent (\$3,000); Sales services (\$60,000).
6402 LEGAL EXPENSES	\$2,000	Legal reviews of Retransmission Agreement, contract renewals and new service contracts.
6411 CONTRACTUAL SERVICES	\$4,510,000	Standard Pay Per View (\$34,500); Video on Demand (VOD) Pay Per View (\$45,345); National Cable Television Cooperative (NCTC) programming license fees (\$3,218,756); Direct affiliation programming license fees (\$1,148,904); TV Guide Magazine (\$2,400); Off-air programming via fiber (\$14,400); and TV Everywhere Programming License Fees (\$45,695).
6412 INTERNET SERVICE FEES	\$745,445	Internet Service Provider Level 3 (\$67,200); Internet, Phone and Cable technical support services Zcorum (\$360,400); Momentum Telecom fully hosted VOIP service (\$174,400); Internet Service provider Astound (\$67,270); Internet Service Provider TBD 3rd circuit (\$67,200); 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	\$5,452,760	

Supplies & Equipment	2018-19 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	\$37,000	Uniforms for cable employees (\$5,250); Field supplies for installation of services (\$31,000); Videotapes, CDs, DVDs and cases (\$500); and Gaffer tape, batteries, video/audio adaptors (\$250).
6304 MAINTENANCE	\$470,550	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 Contoller (\$84,200); Wincable annual billing software license (\$26,925); Wincable billing system support (\$29,950); RGB equipment support (\$9,000); Arista copier maintenance (\$825); License fees for Cable Leakage Tests (\$1,200); Smartnet Support for replacement of Cisco Network Switches/Routers for Internet Network (\$203,100); Smartnet monitoring services (\$95,700); Electronic maintenance and repairs of plant, converters, office equipment and headend equipment (\$9,000); Maintenance of audio and visual equipment (\$1,250); Bay Cities Fire Protection Monitoring and Supression Equipment (\$5,400); and Replacement parts for audio visual equipment (\$500).
Total Supplies & Equipment	\$529,550	

Operations	2018-19 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 data lines, 17 mobile phones, 5 wi fi units.
6502 COMMUNITY PROMOTION	\$8,000	In-House marketing promotions with bill inserts, bill messaging, social media, print and video advertisements and direct mail printing (\$8,000).
6531 UTILITIES	\$230,000	Water and garbage fees (\$9,574); and Electric service for cable headend, office, warehouse, and 25 field power supply units (\$220,426).
6541 LICENSING FEES	\$3,100	ASCAP/BMI music license fee (\$2,500); and Adobe Creative Cloud Software License fee (\$600).
6601 RENTAL & LEASES	\$90,800	Utility pole rental fees (\$20,300); fiber lease (\$54,000); and co-location site rental (\$16,500).
Total Operations	\$413,018	

Equipment Purchase	2018-19 Budget	
6650 TOOLS & EQPT. -\$25K	\$350,000	Replacement of back up batteries for field power supplies (\$5,000); 4 node upgrades (\$15,000); satellite digital receivers (\$15,000); power supply replacements 8 units (\$15,000); tools for technicians (\$9,000); cable tech meter replacements (\$6,000); EMTA's for residential phone service (\$5,250); remote control replacements (\$12,000); fiber optic system transmitter and receiver systems (\$13,000); 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 (\$15,000); power /sweep meters for signal testing (\$5,000); I Guide Upgrade Equipment (\$7,500); 2 Apex 1000 units to replace SEM units (\$20,000); lap tops with protective covering for field technicians (\$2,500); video monitors and shelving (\$3,000); audio system for council meetings (\$13,500); Headend Monitoring System (\$10,000); and UPS replacement at Headend (18,000).
Total Equipment Purchase		\$350,000

Intergovernmental	2018-19 Budget	Description
7041 COUNTY SVCE.CHARGES	\$70	Special assessment charges on Cable property - Mosquito abatement.
7063 CITY TAXES & FEES	\$349,257	Franchise Fee (\$290,000); Copyright Fees (\$13,257); and VOIP Taxes & Fees (\$46,000).
7069 INTERGOVERNMENTAL-OTHER	\$3,343	SAMCAT Annual Dues (\$2,000); and LAFCO Share (\$1,343).
Total Intergovernmental		\$352,670

Internal Allocations		2018-19 Budget	
7901	INTERNAL SERVICE ALLOCATION	\$193,556	Internal service allocations for: Self insurance cost (\$37,293); Building and facilities maintenance (\$42,259); Information technology support (\$55,304); and Central garage support (\$58,700).
7902	INTERDEPARTMENTAL CHARGES	\$341,864	General administration allocation (\$341,864).
8926	CATV EQUITY EARN.TRANSF.	\$375,000	Equity earnings transfer.
Total Internal Allocations		\$910,420	

Debt Service	2018-19 Budget	Description
9002 INTEREST	\$3,938	Annual interest payment for loan agreement (Shelter Creek Fiber to Home project).
Total Debt Service	\$3,938	
Grand Total	\$11,006,273	

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**

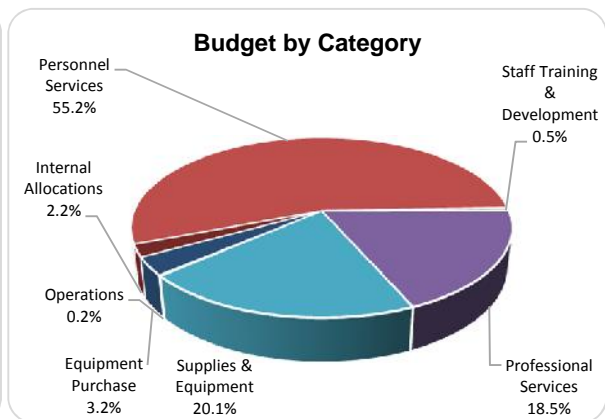
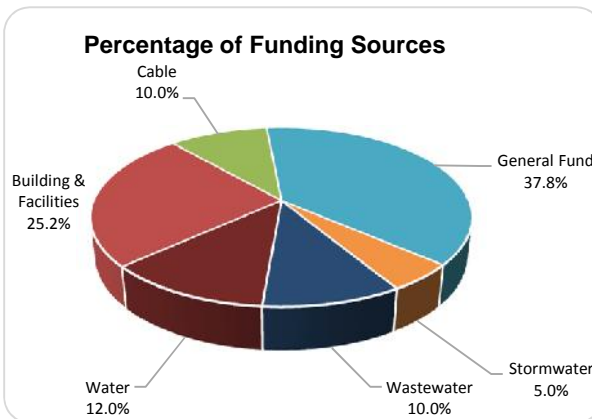
Provide general use vehicles for City employees who do not regularly use a City vehicle in the performance of their duties. Central Garage maintains the City's fuel storage and delivery system. Provide regularly scheduled and custom repair to a wide variety of tools and equipment.

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Central Garage Budget Summary

Budgeted Expenses	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budget	FY 2018-19 Budget
Personnel Services	\$ 312,744	\$ 303,456	\$ 347,740	\$ 361,824
Staff Training & Development	930	\$ 1,000	\$ 1,825	\$ 3,325
Professional Services	115,088	\$ 116,261	\$ 111,300	\$ 121,300
Supplies & Equipment	127,959	\$ 153,354	\$ 132,000	\$ 132,000
Operations	879	\$ 859	\$ 1,232	\$ 1,232
Internal Allocations	12,996	\$ 13,266	\$ 16,028	\$ 14,472
Total:	\$ 570,596	\$ 588,196	\$ 610,125	\$ 655,253

Funding Summary	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budget	FY 2018-19 Budget
Central Garage Fund	\$ -	\$ 377,696	\$ 110,125	\$ 68,253
Recovery from Other Funds:				
Building & Facilities	7,488	2,526	6,000	147,924
Cable Fund	62,436	21,050	50,000	58,700
General Fund	385,860	130,089	309,000	221,886
Stormwater Fund	31,224	10,525	25,000	29,350
Wastewater Fund	62,436	21,050	50,000	58,700
Water Fund	74,928	25,260	60,000	70,440
Total:	\$ 624,372	\$ 588,196	\$ 610,125	\$ 655,253



Performance and Workload Measures	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Estimated
Number of vehicles maintained	143	144	144	146
Number of vehicles identified for replacement	10	20	13	10

Goals and Accomplishments

2017-18 Accomplishments

- ◆ Coordinated purchase of 27 vehicles approved in the combined 2015-16 and 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
- ◆ Completed a review of a potential vehicle leasing program and did not find compatible vendors or other agencies with successful programs.
- ◆ Completed a review for potential electric vehicle charging stations at various City facilities. Future installation can be pursued with Council direction and funding.

2018-19 Goals and Objectives

- ◆ Complete annual assessment of the current fleet to schedule repairs, provide preventative maintenance, and identify for future replacement
- ◆ Review opportunities to reduce the size of the fleet as a way of reducing ongoing operation costs and decreasing the environmental impact
- ◆ Coordinate purchase, registration, and distribution of any 2018-19 Council-approved fleet and equipment replacements and acquisitions

Public Works Department Central Garage

Personnel Services	2018-19 Budget	Description
5101 REGULAR SALARIES	\$209,084	Base salary and incentives for all department personnel and 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	\$122,740	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	\$361,824	

Staff Training & Development	2018-19 Budget	Description
6405 TRAINING/MEETINGS/CONFEREN	\$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).
6702 PUBS & SUBSCRIPTIONS	\$1,750	Shop Key online repair manual subscription.
Total Staff Training & Development	\$3,325	

Professional Services		2018-19 Budget	
6411	CONTRACTUAL SERVICES	\$100,000	Contract repair of City vehicles and equipment including transmissions, inspections for boom trucks, and body repair (\$83,000); 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 not anticipated (\$14,300); and Annual support for Fleet Computer Maintenance Management System (\$7,000).
Total Professional Services		\$121,300	

Supplies & Equipment		2018-19 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		2018-19 Budget	Description
6450	COMMUNICATIONS	\$454	Usage charges for fax and data lines, office telephones, pagers, radios, and various mobile devices.
6531	UTILITIES	\$778	Allocation of PG&E services to the Corporation Yard.
Total Operations		\$1,232	

Equipment Purchase	2018-19 Budget	Description
6650 TOOLS & EQPT. -\$25K	\$21,100	Digital high-speed tire balancer (\$6,500); Engine diagnostic scanning systems (\$5,300); Master Mechanic tool set (\$5,100); Rolling tool chest (\$3,200); and Two, 3-ton hydraulic jacks (\$1,000).
Total Equipment Purchase	\$21,100	

Internal Allocations	2018-19 Budget	Description
7901 INTERNAL SERVICE ALLOCATION	\$14,472	Internal service allocations for: Information technology support (\$8,406); and Self insurance cost (\$6,066).
Total Internal Allocations	\$14,472	
Grand Total	\$655,253	

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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:

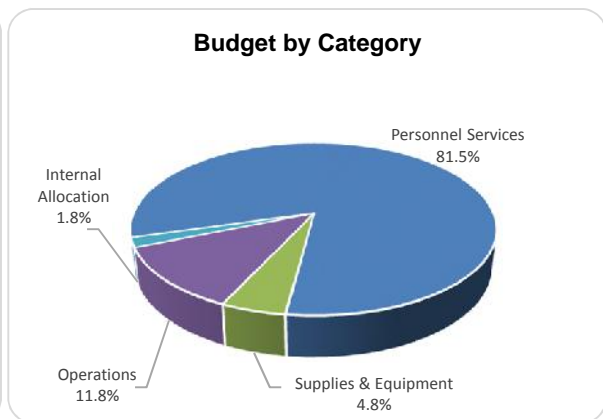
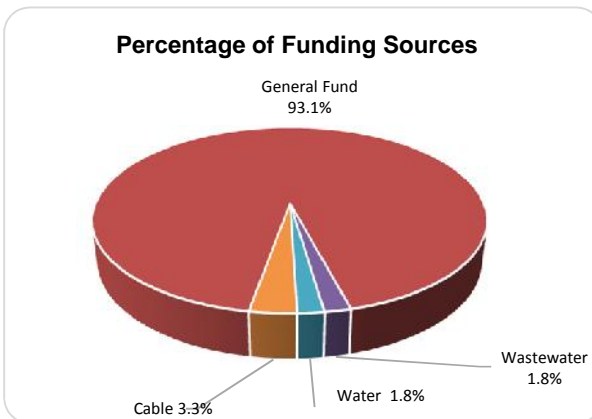
- **Custodial Services**
Provide routine custodial services at 17 City facilities to ensure a clean, well maintained environment for use by the community and City employees.
- **Facility Management and Routine Preventative Maintenance**
Ensure proper maintenance of all City facilities by City staff and 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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Building & Facilities Budget Summary

Budgeted Expenditures	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budget	FY 2018-19 Budget
Personnel Services	\$ 783,832	\$ 804,384	\$ 951,525	\$ 975,544
Staff Training & Development	139	500	500	500
Professional Services	152,157	109,979	69,600	52,100
Supplies & Equipment	70,906	75,279	78,200	57,700
Operations	229,311	209,435	132,064	141,718
Equipment Purchase	3,815	233	40,725	3,000
Internal Allocations	21,648	15,648	19,709	21,541
Total:	\$ 1,261,808	\$ 1,215,457	\$ 1,292,323	\$ 1,252,103

Funding Summary	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budget	FY 2018-19 Budget
Building & Facilities Fund	\$ 107,110	\$ 466,257	\$ 33,243	\$ -
Recovery from Other Funds				
General Fund	1,071,558	694,608	1,169,686	1,318,011
Water Fund	21,016	13,973	22,597	25,849
Wastewater Fund	21,016	13,973	22,597	25,849
Cable Fund	37,528	24,326	40,351	46,159
Technology Fund	3,580	2,320	3,849	4,403
Total:	\$ 1,261,808	\$ 1,215,457	\$ 1,292,323	\$ 1,420,271



Performance and Workload Measures	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Estimated	FY 2018-19 Target
Number of work orders completed	1,352	1,365	1,426	1,497
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

2017-18 Accomplishments

- Completed repairs for the pool prior to the 2018 swim season, which included smoothing of concrete surfaces by bleachers, replacing valves, leaking pipes, pool pump, and new pool grates, and repaired delaminating fiberglass around the inlets of the pool

2017-18 Accomplishments (Continued)

- ◆ Managed Police Plaza, Cable office, Parks Corporation Yard, and Recreation Center Painting Project
- ◆ Replaced carpets and linoleum flooring and installed automatic gate at Cable TV Facility
- ◆ Completed routine preventative maintenance at all City facilities
- ◆ Replaced light bulbs in all rooms in City Hall and the Library with LED bulbs to reduce energy costs
- ◆ Replaced tables and chairs at the Senior Center for City Council meetings and City Hall conference rooms 115 and 101

2018-19 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
- ◆ Replace Library generator
- ◆ Upgrade heating, ventilation, and air conditioning (HVAC) systems in Police Department, Library, and Cable
- ◆ Replace HVAC outdated software at multiple City facilities

Community Services Department Building & Facilities

Personnel Services	2018-19 Budget	Description
5101 REGULAR SALARIES	\$590,502	Base salary and incentives for all department personnel and subject to benefits per applicable MOUs.
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	\$379,042	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	\$975,544	

Staff Training & Development	2018-19 Budget	Description
6406 PROFESSIONAL DEVELOPMENT	\$500	Personal and professional development for one mid-manager.
Total Staff Training & Development	\$500	

Professional Services	2018-19 Budget	Description
6411 CONTRACTUAL SERVICES	\$52,100	Emergency repairs to facilities, equipment, and fixtures.
Total Professional Services	\$52,100	

Supplies & Equipment		2018-19 Budget	Description
6001	OFFICE SUPPLIES	\$400	Supplies needed for operations and for the HVAC computer system.
6101	GAS AND OIL	\$1,500	Gas and oil for utility van and custodial trucks
6102	OPERATING SUPPLIES	\$55,800	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 (\$1,800).
Total Supplies & Equipment		\$57,700	

Operations		2018-19 Budget	Description
6301	BUILDING AND GROUNDS MAINT	\$88,960	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); Floor cleaning (\$5,000); 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); HVAC system software update (\$10,360).
6450	COMMUNICATIONS	\$1,323	5 cell phones for custodial personnel.
6531	UTILITIES	\$51,435	Gas, electric, and garbage charges for City Hall and Library.
Total Operations		\$141,718	

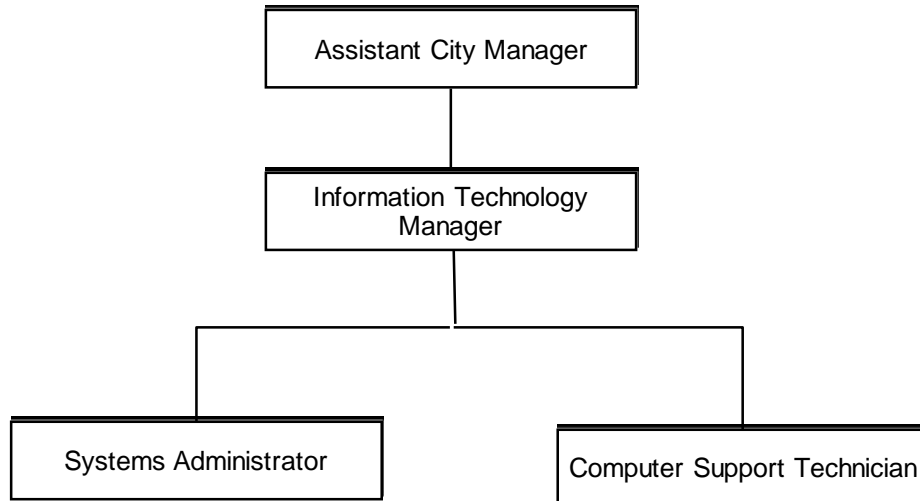
Equipment Purchase	2018-19 Budget	Description
6650 TOOLS & EQPT. -\$25K	\$3,000	Replacement tools such as vacuums, polishers, and hand tools to maintain facilities on a daily basis.
Total Equipment Purchase	\$3,000	

Internal Allocations	2018-19 Budget	Description
7901 INTERNAL SERVICE ALLOCATION	\$21,541	Internal service allocation for: Self-insurance cost (\$11,907); Information technology (\$2,590); and Central garage support (\$7,044).
Total Internal Allocations	\$21,541	
Grand Total	\$1,252,103	

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Information Technology

Information Technology



Information Technology

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

Overview

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

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

- **Centralized Phone Management**

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

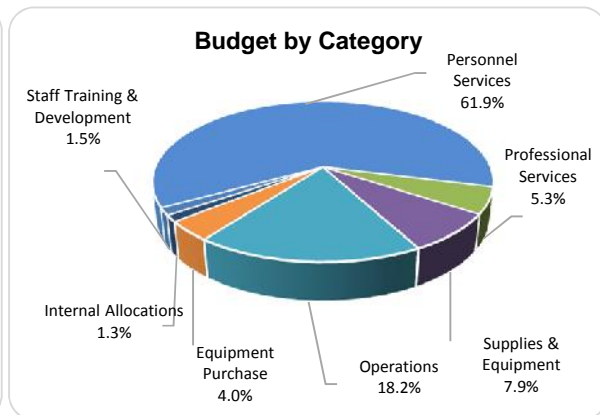
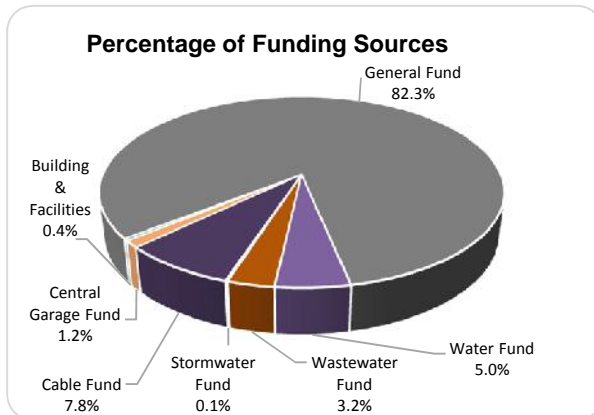
- **Web Site Development & Administration**

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

Information Technology Budget Summary

Budgeted Expenditures	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budget	FY 2018-19 Budget
Personnel Services	\$ 429,126	\$ 429,100	\$ 473,389	\$ 502,745
Staff Training & Development	6,244	11,251	12,065	12,065
Professional Services	8,175	8,398	34,795	42,895
Supplies & Equipment	51,962	56,770	64,895	63,810
Operations	96,462	91,173	143,805	147,735
Equipment Purchase	50,984	42,195	64,481	32,310
Internal Allocations	9,340	8,192	9,889	10,558
Total:	\$ 652,294	\$ 647,079	\$ 803,319	\$ 812,118

Funding Summary	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budget	FY 2018-19 Budget
Technology Fund	\$ -	\$ -	\$ 63,539	\$ 102,118
Recovery from Other Funds:				
General Fund	602,208	565,570	607,428	584,269
Water Fund	35,160	34,482	37,178	35,758
Wastewater Fund	21,768	28,194	23,475	22,617
Stormwater Fund	984	982	1,098	1,056
Cable Fund	49,800	51,374	57,492	55,304
Central Garage Fund	7,656	7,807	10,416	8,406
Building & Facilities	3,684	2,406	2,693	2,590
Total:	\$ 721,260	\$ 690,815	\$ 803,319	\$ 812,118



Performance and Workload Measures	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Estimated	FY 2018-19 Target
Number of software applications supported	26	26	26	25
Number of network servers supported	52	58	58	62
Number of Desktop Computers replaced	13	19	7	5
Network Uptime (Percentage)	100%	100%	100.00%	100.00%

Goals and Accomplishments

2017-18 Accomplishments

- ◆ Implemented paperless archive project for City Clerk's office. Started the process to digitize historical documents dating back over 100 years and made available online to the public and City staff
- ◆ Implemented enhanced security and virus threat prevention, detection, and response (remediation) solution to combat the increasing sophistication of new threats and attacks
- ◆ Implemented Web site accessibility and quality assurance software SiteImprove. Includes quality Assurance, spelling, and broken link checking
- ◆ In the process of upgrading Citrix infrastructure to improve compatibility with newer versions of web browsers, printers, software applications, and enhance network security by use of encryption and network monitoring and control features. Upgrade provides an improved user experience regardless of the type of device accessing the network or the location (remote access) of the user
- ◆ Evaluated an off-site Disaster Recovery solution to bring the City's data and network infrastructure online in the event of a disaster or outage
- ◆ Replaced City's data backup and archive system with new server and LTO-7 data backup drive system
- ◆ Upgraded Geographic Information System (GIS) system to version 10.5.1 and updated the satellite imagery (photos) with new highly detailed 2017 color satellite images
- ◆ Upgraded Structured Query Language Database (MaintStar CMMS) Server from version 2008 to Structured Query Language 2014
- ◆ Replaced main Finance payroll and accounts payable check printer
- ◆ Completed fire suppression system testing at four City facilities
- ◆ Continued training of City staff in computer threats, risk, and network security
- ◆ Implemented paperless agenda packets for City Council
- ◆ Supported the police department with implementation of Body Camera Software

2018-19 Goals and Objectives

- ◆ Rebuild and upgrade the operating system of four network servers: CRW/TrakIT, User Profiles, Print Server, and Geographic Information System (GIS) servers
- ◆ Will work in coordination with City Attorney to implement email retention policy. Implementation includes automatic management and removal of items in a consistent manner, to ensure proper adherence to adopted policy
- ◆ Continue to focus Geographic Information Systems (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 (ERP) suite replacement/upgrade project plan for fiscal year 2019-20 implementation
- ◆ 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
- ◆ Support City staff on all network applications & equipment, wireless devices, telephones, and other technology related services
- ◆ 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
- ◆ Continue to evaluate solutions to help digitize departments' paper documents

Information Technology

Personnel Services	2018-19 Budget	Description
5101 REGULAR SALARIES	\$318,994	Base salary and incentives for all department personnel and subject to benefits per applicable MOUs.
5105 OVERTIME	\$2,900	After-hours work - maintenance and upgrades.
5200 EMPLOYEE BENEFITS	\$177,491	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	\$3,360	LearnIT training vouchers for City staff.
Total Personnel Services	\$502,745	

Staff Training & Development	2018-19 Budget	Description
6405 TRAINING/MEETINGS/CONFERENCES	\$10,400	Computer-based training subscription for IT staff (\$3,200); Firewall admin training course (\$2,600); OnBase Systems admin courses for IT staff (\$2,800); and Vmware/Citrix systems admin training (\$1,800).
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		2018-19 Budget	Description
6401	PROFESSIONAL SERVICES	\$42,895	San Bruno Fire CADLink server twice yearly upgrades and quarterly State Fire Marshal reports (\$7,500); SanBruno Fire incident reporting software - Quarterly State Fire Marshal reports (\$1,000); Umbrella technical support (\$6,600); Network consultant / engineer - Citrix, Firewall, and Microsoft (\$3,875); and GIS consultant (\$23,920).
Total Professional Services		\$42,895	

Supplies & Equipment		2018-19 Budget	Description
6001	OFFICE SUPPLIES	\$1,000	Small computer and networking components.
6102	OPERATING SUPPLIES	\$19,500	Toner and other printer consumables for department printers and multifunction devices.
6304	MAINTENANCE	\$43,310	Data storage system support/maintenance (\$13,500); Website hosting (\$4,800); Server support/maintenance (\$1,205); VMware vCenter and Disaster Recovery software - two locations (\$14,100); Internet Firewall support/maintenance - two firewalls (\$8,200); Printer/Plotter Scanner maintenance - Engineering (\$1,100); and City Hall Data Center fire suppression monitoring (\$405).
Total Supplies & Equipment		\$63,810	

Operations	2018-19 Budget	Description
6112 POSTAGE	\$300	Postage costs for IT correspondence.
6450 COMMUNICATIONS	\$5,000	Internal allocation of data lines, office telephone charges, mobile phones, and wireless internet devices.
6541 LICENSING FEES	\$118,784	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 (\$25,835); Microsoft Exchange Online email subscription (\$13,324); Citrix XenApp Server (\$9,300); Citrix Netscaler licensing (\$1,300); Symantec Antivirus (Servers and Police Plaza) (\$700); 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	\$147,735	

Equipment Purchase	2018-19 Budget	Description
6650 TOOLS & EQPT. -\$25K	\$32,310	Desktop PC replacements (Police) (\$10,700); Desktop PC replacements (911 Dispatch - Police) (\$4,200); Desktop PC replacements (Various Departments) (\$3,500); Monitor replacements (\$1,125); Library PCs and peripherals (\$2,475); Printer replacements (Engineering and PW Corpyard) (\$2,300); Laptop replacement (IT Staff) (\$1,550); Cisco phone replacements (\$960); Data backup data cartridges (\$1,275); Desktop battery backup units (\$825); and operating systems on new Citrix site (\$3,400).
Total Equipment Purchase	\$32,310	

Internal Allocations	2018-19 Budget	Description
7901 INTERNAL SERVICE ALLOCATION	\$10,558	Building and facilities maintenance (\$4,031); copier charges (\$12); and internal service allocations for self insurance costs (\$6,515).
Total Internal Allocations	\$10,558	
Grand Total	\$812,118	

Self Insurance Funds

Workers' Compensation

General Liability

Unemployment Insurance

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Self Insurance

Workers' Compensation

Overview

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

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

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

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

General Liability

Overview

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

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

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

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

Unemployment Insurance

Overview

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

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

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

Personnel Allocation

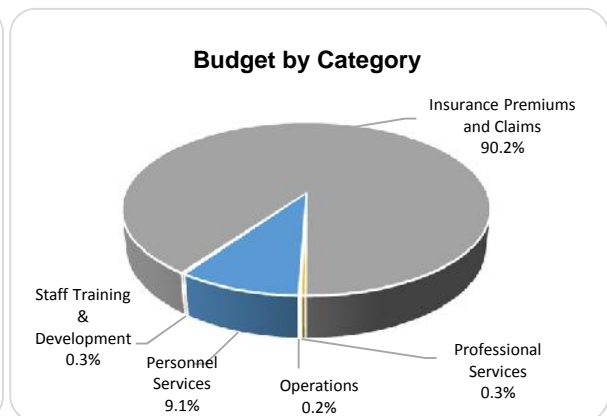
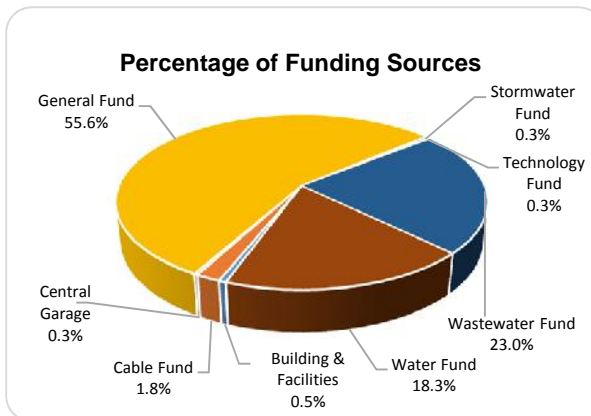
The summary below presents an estimate of the amount of staff time that is spent working on activities associated with Self Insurance programs.

Classification	Workers Compensation	Liability	Total
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 Budget Summary

Budgeted Expenses	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budget	FY 2018-19 Budget
Personnel Services	\$ 104,293	\$ 178,837	\$ 189,113	\$ 204,398
Staff Training & Development	4,536	1,750	5,825	5,825
Insurance Premiums and Claims	2,526,771	2,227,537	1,875,431	2,025,431
Professional Services	7,000	11,368	7,000	7,400
Operations	-	-	3,500	3,500
Total:	\$ 2,642,600	\$ 2,419,492	\$ 2,080,869	\$ 2,246,554

Funding Summary	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budget	FY 2018-19 Budget
Recovery from Other Funds:				
Building & Facilities	\$ 10,476	\$ 10,716	\$ 11,019	\$ 11,907
Cable Fund	35,604	36,396	37,414	40,438
Central Garage	5,340	5,459	5,612	6,066
General Fund	1,148,688	1,123,406	1,154,841	1,248,182
Stormwater Fund	5,928	6,066	6,236	6,740
Technology Fund	5,736	5,864	6,028	6,515
Wastewater Fund	454,032	464,245	477,236	515,809
Water Fund	361,692	369,819	380,167	410,897
Total:	\$ 2,027,496	\$ 2,021,971	\$ 2,078,553	\$ 2,246,554



Budgeted Expenses by Ins. Type	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budget	FY 2018-19 Budget
Workers' Compensation	\$ 1,369,333	\$ 1,442,553	\$ 702,412	\$ 876,512
General Liabilities	1,267,558	960,542	1,337,257	1,343,842
Unemployment Insurance	5,709	16,397	41,200	26,200
Total:	\$ 2,642,600	\$ 2,419,492	\$ 2,080,869	\$ 2,246,554

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Self Insurance Workers' Compensation

Personnel Services	2018-19 Budget	Description
5101 REGULAR SALARIES	\$55,868	Base salary and incentives for all department personnel and subject to benefits per applicable MOUs.
5200 EMPLOYEE BENEFITS	\$31,219	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	\$87,087	

Staff Training & Development	2018-19 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	2018-19 Budget	Description
6401 PROFESSIONAL SERVICES	\$2,100	Actuarial review of city self insurance program
Total Professional Services	\$2,100	

Insurance Premium & Claims	2018-19 Budget	Description
6521 INSURANCE PREMIUMS	\$138,000	Excess workers compensation premium
6525 CLAIMS	\$550,000	Worker's compensation claims paid
6529 OTHER INSURANCE COSTS	\$90,000	Third-party claim adjustment services
Total Insurance Premium & Claims	\$778,000	

Operations	2018-19 Budget	Description
6408 MEDICAL EXAMS	\$3,500	Medical examinations
Total Operations	\$3,500	
Grand Total	\$876,512	

Self Insurance General Liability

Personnel Services	2018-19 Budget	Description
5101 REGULAR SALARIES	\$81,262	Base salary and incentives for all department personnel and subject to benefits per applicable MOUs.
5200 EMPLOYEE BENEFITS	\$36,049	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	\$117,311	
Professional Services	2018-19 Budget	Description
6401 PROFESSIONAL SERVICES	\$4,100	Actuarial review of city self insurance program.
Total Professional Services	\$4,100	
Insurance Premium & Claims	2018-19 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	\$1,343,842	

Self Insurance Unemployment Insurance

Professional Services	2018-19 Budget	Description
6401 PROFESSIONAL SERVICES	\$1,200	E-Group Unemployment Insurance Services administrative fees.
Total Professional Services	\$1,200	
Insurance Premium & Claims	2018-19 Budget	Description
6525 CLAIMS	\$25,000	Reimbursement to State of California for former employees claiming unemployment benefits.
Total Insurance Premium & Claims	\$25,000	
Grand Total	\$26,200	

Special Revenue Funds
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Special Revenue Funds

In-Lieu

Agency On Aging

Police Asset Forfeiture

Solid Waste

Restricted Revenues

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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.

Professional Services	2018-19 Budget	Description
6401 PROFESSIONAL SERVICES	\$39,500	HIP Housing Program (\$30,000); Life Moves (\$7,500); and 21 Elements (\$2,000).
Total Professional Services	\$39,500	

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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.

Personnel Services	2018-19 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	2018-19 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	2018-19 Budget	Description
8999 NON-OPERATING TRANSFERS	\$72,900	Transfer donations to the General Fund to support Senior Services nutrition and transportation program.
Total Internal Allocations	\$72,900	
Grand Total	\$213,365	

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Police Asset Forfeiture Fund

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

Funding Source: Equitable Sharing - Airport (Project# 80942)

Staff Training & Development	2018-19 Budget	Description
6405 TRAINING/MEETINGS/CONFERENCES	\$35,000	Police Management Training.
Total Staff Training & Development	\$35,000	

Professional Services	2018-19 Budget	Description
6419 OTHER SERVICES	\$3,475	Lexipol LE implementation service.
Total Professional Services	\$3,475	

Equipment Purchase	2018-19 Budget	Description
8014 OTHER EQUIPMENT	\$90,072	Body Camera Program.
Total Equipment Purchase	\$90,072	
Equitable Sharing - Airport Total	\$128,547	

Funding Source: Asset Forfeiture - San Mateo County DARE/DAE (Project# 80944)

Operations	2018-19 Budget	Description
6502 COMMUNITY PROMOTION	\$5,000	Promotional supplies for community outreach events.
Total Operations	\$5,000	
Grand Total	\$133,547	

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Public Works Department Solid Waste Division

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

Overview

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

The division performs the following services:

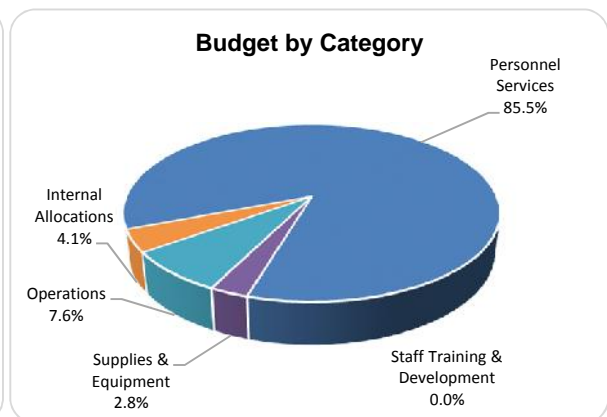
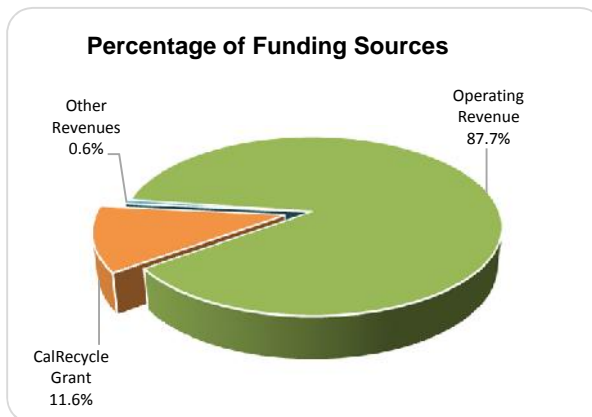
- **Discretionary Customer Service Activities**
Assists with the implementation of resident and business engagement efforts such as Operation Clean Sweep, the Green Business program, and others. Identify funding opportunities to increase citywide beautification efforts.
- **Best Practices to Optimize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

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Solid Waste Budget Summary

Budgeted Expenditures	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budget	FY 2018-19 Budget
Personnel Services	\$ 58,774	\$ 62,068	\$ 65,410	\$ 63,775
Staff Training & Development	-	-	\$ 450	\$ -
Professional Services	7,292	\$ 4,636	\$ -	\$ -
Supplies & Equipment	804	\$ 1,723	\$ 2,100	\$ 2,100
Operations	5,474	\$ 12,899	\$ 8,700	\$ 5,700
Internal Allocations	2,856	\$ 2,697	\$ 2,867	\$ 3,051
Total:	\$ 75,200	\$ 84,023	\$ 79,527	\$ 74,626

Funding Summary	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budget	FY 2018-19 Budget
Operating Revenue	75,809	79,185	80,320	83,034
CalRecycle Grant	11,628	11,525	11,000	11,000
Other Revenues	9,751	2,342	600	600
Total:	\$ 97,188	\$ 93,052	\$ 91,920	\$ 94,634



Performance and Workload Measures	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Estimated
Number of Operation Clean Sweep volunteers	125	260	250	250
Average amount of waste diversion per capita per year	3.7	3.6	3.5	3.5

Goals and Accomplishments

2017-18 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

2018-19 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 2017 Annual Waste Diversion Report to CalRecycle
- ◆ Support annual Operation Clean Sweep Program

Public Works Department Solid Waste Division

Personnel Services	2018-19 Budget	Description
5101 REGULAR SALARIES	\$39,718	Base salary and incentives for all department personnel and subject to benefits per applicable MOUs.
5200 EMPLOYEE BENEFITS	\$24,057	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	\$63,775	

Supplies & Equipment	2018-19 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	2018-19 Budget	Description
6112 POSTAGE	\$700	Utility insert to promote various recycling programs (\$350); and Utility insert for Operation Clean Sweep (\$350).
6502 COMMUNITY PROMOTION	\$5,000	Purchase of recycling containers for distribution to businesses and schools (\$3,000); Promotional material for community outreach recycling and organics program (\$1,000); and Promotional materials for annual Operation Clean Sweep (\$1,000).
Total Operations	\$5,700	

Internal Allocations	2018-19 Budget	
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7902 INTERDEPARTMENTAL CHARGES	\$3,051	Allocation of services provided to this fund based on cost allocation plan conducted in 2005-06.
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Total Internal Allocations	<u>\$3,051</u>	
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Grand Total	<u><u>\$74,626</u></u>	
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Restricted Revenues Fund

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.

Funding Source: Permit Revenue City Art Program Fee

Operations	2018-19 Budget	Description
6409 SPECIAL PROJECTS	\$17,500	Community Day in the Park art project (\$1,000) and traffic signal controller box art project (\$16,500).
Total Operations	\$17,500	

Professional Services	2018-19 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	\$20,300	

Funding Source: Permit Revenue Document Imaging Fee

Professional Services	2018-19 Budget	Description
6419 OTHER SERVICES	\$12,000	Digital plans imaging service.
Document Imaging Fee Total	\$12,000	

Funding Source: Permit Revenue General Plan Maintenance Fee

Professional Services	2018-19 Budget	Description
6401 PROFESSIONAL SERVICES	\$12,500	Housing element implementation (\$12,000); Grand Boulevard Initiative (\$500).
General Plan Maintenance Fee Total	\$12,500	

Restricted Revenues Fund

Funding Source: Friends of the Library Donations

Operations	2018-19 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	2018-19 Budget	Description
6102 OPERATING SUPPLIES	\$8,000	Supplies to support Arbor Day and other tree planting activities.

Tree Planting Restricted Revenue Total \$8,000

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

Personnel Services	2018-19 Budget	Description
5105 OVERTIME	\$19,800	Community Day in the Park event overtime.

Total Personnel Services \$19,800

Operations	2018-19 Budget	Description
6409 SPECIAL PROJECTS	\$43,200	Community Day in the Park: Publicity (\$5,900); Rides (\$29,000); Entertainment (\$5,200); Food/Beverage Inspection (\$1,000); Logistics (\$2,100).

Total Operations \$43,200

Community Day in the Park Total \$63,000

Grand Total \$121,800

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2018-23 Capital Improvement Program

Capital Improvement Program (Insert Divider)

2018-23 Capital Improvement Program

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2018-23 Capital Improvement Program

Financial Summaries
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2018-23 Capital Improvement Program

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2018-23 Capital Improvement Program

2018-19 Program Funding Summary

Fund	Estimated Carry-Over	New Request	Total Funding for 2018-19
Water Capital Program	\$ 13,768,832	\$ 12,636,015	\$ 26,404,847
Wastewater Capital Program	19,914,150	6,125,428	26,039,578
Stormwater Capital Program	336,155	450,000	786,155
Cable Capital Program	779,521	10,000,000	10,779,521
Parks and Facilities Capital Program	9,142,836	1,763,750	10,906,586
Street Capital Program	8,621,651	1,681,326	10,302,977
Technology Capital Program	58,803	-	58,803
Operating Program	24,473	2,500	26,973
Total	\$ 52,646,421	\$ 32,659,019	\$ 85,305,440

2018-23 Capital Improvement Program

2018-23 Five-Year Summary Project Category

Project Category	2018-19		2018/19	2019/20	2020/21	2021/22	2022/23	Total 2018-23 Budget	Unfunded Priorities
	Estimated Carryover	New Request							
Water	\$ 13,768,832	\$ 12,636,015	\$ 26,404,847	\$ 6,950,000	\$ 7,300,000	\$ 6,200,000	\$ 4,160,000	\$ 51,014,847	\$ -
Wastewater	19,914,150	6,125,428	26,039,578	10,473,300	6,761,675	4,113,800	6,810,000	54,198,353	-
Stormwater	336,155	450,000	786,155	1,000,000	200,000	1,500,000	-	3,486,155	-
Cable Television	779,521	10,000,000	10,779,521	525,000	525,000	525,000	525,000	12,879,521	-
Parks and Facilities	9,142,836	1,763,750	10,906,586	5,896,000	37,654,000	10,000,000	-	64,456,586	-
Street Improvements	8,621,651	1,681,326	10,302,977	4,158,371	3,032,000	1,750,000	100,000	19,343,348	-
Technology	58,803	-	58,803	300,000	-	-	-	358,803	-
Operating Programs	24,473	2,500	26,973	-	-	-	-	26,973	-
Unfunded Priorities	-	-	-	-	-	-	-	-	-
Total	\$ 52,646,421	\$ 32,659,019	\$ 85,305,440	\$ 29,302,671	\$ 55,472,675	\$ 24,088,800	\$ 11,595,000	\$ 205,764,586	\$ -

2018-23 Capital Improvement Program

2018-23 Five-Year Summary Funding Source

Funding Source	2018-19		2018/19	2019/20	2020/21	2021/22	2022/23	Total 2018-23 Budget	Unfunded Priorities
	Estimated Carryover	New Request							
ABAG	\$ 7,385	\$ -	\$ 7,385	\$ -	\$ -	\$ -	\$ -	\$ 7,385	\$ -
Cable TV Fund	56,000	-	56,000	200,000	-	-	-	256,000	-
Crestmoor Trust Fund	4,672,931	-	4,672,931	-	-	-	-	4,672,931	-
Equipment Reserve Fund	-	208,000	208,000	86,000	154,000	-	-	448,000	-
Gas Tax	677,902	328,326	1,006,228	1,563,171	750,000	610,000	50,000	3,979,399	-
General Fund Capital Reserve	6,396,714	1,998,250	8,394,964	2,367,000	610,000	1,700,000	-	13,071,964	-
General Fund Reserve	5,000	-	5,000	-	-	-	-	5,000	-
Lifeline Grant (Prop 1B)	231,377	-	231,377	-	-	-	-	231,377	-
Loan Proceeds	400,476	-	400,476	525,000	525,000	525,000	525,000	2,500,476	-
Measure A	1,836,444	345,000	2,181,444	1,000,000	1,000,000	860,000	50,000	5,091,444	-
MTC OBAG 2 Grant	154,000	(32,000)	122,000	673,000	792,000	-	-	1,587,000	-
MTC TDA Article 3 Grant	4,393	-	4,393	385,200	-	-	-	389,593	-
California Public Utilities Commission (CPUC) Fine to PG&E	-	1,000,000	1,000,000	2,500,000	2,500,000	-	-	6,000,000	-
Safe Routes to Transit	429,212	-	429,212	-	-	-	-	429,212	-
San Bruno Community Foundation	2,330,822	-	2,330,822	2,500,000	35,000,000	10,000,000	-	49,830,822	-
SMC Transportation Authority Grant	650,000	-	650,000	-	-	-	-	650,000	-
Streets Capital	-	-	-	80,000	80,000	80,000	-	240,000	-
To Be Determined	379,045	10,000,000	10,379,045	-	-	-	-	10,379,045	-
Technology Fee	25,288	-	25,288	-	-	-	-	25,288	-
TLC Grant	706,450	-	706,450	-	-	-	-	706,450	-
Unfunded	-	-	-	-	-	-	-	-	-
Wastewater Fund	19,914,150	6,150,428	26,064,578	10,473,300	6,761,675	4,113,800	6,810,000	54,223,353	-
Water Fund	13,768,832	12,661,015	26,429,847	6,950,000	7,300,000	6,200,000	4,160,000	51,039,847	-
Total	\$ 52,646,421	\$ 32,659,019	\$ 85,305,440	\$ 29,302,671	\$ 55,472,675	\$ 24,088,800	\$ 11,595,000	\$ 205,764,586	\$ -

2018-23 Capital Improvement Program

2018-23 Five-Year Summary by Project

Water Capital Project Title	Project Cost	2018-19		2018/19	2019/20	2020/21	2021/22	2022/23	Total 2018-23 Budget
		Estimated Carryover	New Request						
Advanced Water Meter	\$ 6,016,610	\$ 1,193,797	\$ -	\$ 1,193,797	\$ -	\$ -	\$ -	\$ -	\$ 1,193,797
Commodore Park Well Replacement	2,483,016	1,506,119	-	1,506,119	-	-	-	-	1,506,119
Main Improvement and Replacement Program	30,851,709	6,204,349	4,655,000	10,859,349	3,850,000	3,600,000	6,000,000	3,960,000	28,269,349
Pressure Reg. Station Improvement & Replacement	2,300,000	959,268	900,000	1,859,268	400,000	-	-	-	2,259,268
Pump Station Improvement & Replacement	1,300,000	897,401	400,000	1,297,401	-	-	-	-	1,297,401
Tank Improvement and Replacement Program	15,749,232	2,988,912	6,500,000	9,488,912	2,500,000	3,500,000	-	-	15,488,912
Well Rehabilitation	1,316,469	18,985	181,015	200,000	200,000	200,000	200,000	200,000	1,000,000
Total	\$ 60,017,036	\$ 13,768,832	\$ 12,636,015	\$ 26,404,847	\$ 6,950,000	\$ 7,300,000	\$ 6,200,000	\$ 4,160,000	\$ 51,014,847

Wastewater Capital Project Title	Total Project Cost	2018-19		2018/19	2019/20	2020/21	2021/22	2022/23	Total 2018-23 Budget
		Estimated Carryover	New Request						
Main Improvement and Replacement	\$ 47,314,346	\$ 10,365,240	\$ 7,270,000	\$ 17,635,240	\$ 8,170,000	\$ 5,890,000	\$ 3,710,000	\$ 6,310,000	\$ 41,715,240
Pump Station Improvement and Replacement	11,841,000	4,820,358	2,000,000	6,820,358	1,500,000	-	-	-	8,320,358
Water Quality Control Plant Upgrades	7,680,162	4,728,552	(3,144,572)	1,583,980	803,300	871,675	403,800	500,000	4,162,755
Total	\$ 66,835,508	\$ 19,914,150	\$ 6,125,428	\$ 26,039,578	\$ 10,473,300	\$ 6,761,675	\$ 4,113,800	\$ 6,810,000	\$ 54,198,353

2018-23 Capital Improvement Program

2018-23 Five-Year Summary by Project

Stormwater Capital Project Title	Total Project Cost	2018-19		2018/19	2019/20	2020/21	2021/22	2022/23	Total 2018-23 Budget
		Estimated Carryover	New Request						
Green Infrastructure Development Plan	\$ 150,000	\$ -	\$ 150,000	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000
Spyglass Drive Storm Drain Improvements	1,300,000	-	300,000	300,000	1,000,000	-	-	-	1,300,000
Trash Capture Device Installation	2,100,000	336,155	-	336,155	-	200,000	1,500,000	-	2,036,155
Total	\$ 3,550,000	\$ 336,155	\$ 450,000	\$ 786,155	\$ 1,000,000	\$ 200,000	\$ 1,500,000	\$ -	\$ 3,486,155

Cable Capital Project Title	Total Project Cost	2018-19		2018/19	2019/20	2020/21	2021/22	2022/23	Total 2018-23 Budget
		Estimated Carryover	New Request						
Cable System Upgrade Program	\$ 2,689,873	\$ 400,476	\$ -	\$ 400,476	\$ 525,000	\$ 525,000	\$ 525,000	\$ 525,000	\$ 2,500,476
MDU Build-out Fiber to the Home	11,400,000	379,045	10,000,000	10,379,045	-	-	-	-	10,379,045
Total	\$ 14,089,873	\$ 779,521	\$ 10,000,000	\$ 10,779,521	\$ 525,000	\$ 525,000	\$ 525,000	\$ 525,000	\$ 12,879,521

2018-23 Capital Improvement Program

2018-23 Five-Year Summary by Project

Parks & Facilities Capital Project Title	Total Project Cost	2018-19		2018/19	2019/20	2020/21	2021/22	2022/23	Total 2018-23 Budget
		Estimated Carryover	New Request						
Cable TV Facility Improvements	\$ 256,000	\$ 56,000	\$ -	\$ 56,000	\$ 200,000	\$ -	\$ -	\$ -	\$ 256,000
City Facilities Security Improvements	230,000	187,385	30,000	217,385	-	-	-	-	217,385
City Tree Management Program	375,000	167,452	-	167,452	-	-	-	-	167,452
Civic Center Facility Improvements	224,339	38,822	-	38,822	-	-	-	-	38,822
Commodore Park Improvements	150,000	150,000	(130,000)	20,000	130,000	-	-	-	150,000
Crestmoor Neighborhood Reconstruction	33,851,732	4,672,931	-	4,672,931	-	-	-	-	4,672,931
Fire Station 52 Facility Improvements	200,000	74,250	125,750	200,000	-	-	-	-	200,000
Fire Station 52 Facility Improvements	6,000,000	-	1,000,000	1,000,000	2,500,000	2,500,000	-	-	6,000,000
Fireman's Hall Roof Replacement	30,000	30,000	-	30,000	-	-	-	-	30,000
Florida Avenue Park	2,048,495	1,413,575	250,000	1,663,575	-	-	-	-	1,663,575
Library Facility Improvements	340,000	-	140,000	140,000	200,000	-	-	-	340,000
Parks Corporation Yard Facility Improvements	125,000	125,000	-	125,000	-	-	-	-	125,000
Police Station Facility Improvements	340,000	-	60,000	60,000	280,000	-	-	-	340,000
Police Station Facility Security Improvement	618,000	133,446	238,000	371,446	86,000	154,000	-	-	611,446
Public Works Corp Yard Facility Improvements	50,000	-	50,000	50,000	-	-	-	-	50,000
Senior Center Facility Improvements	216,646	18,897	-	18,897	-	-	-	-	18,897
Swimming Pool / Recreation Center	50,000,000	2,075,078	-	2,075,078	2,500,000	35,000,000	10,000,000	-	49,575,078
Total	\$ 95,055,212	\$ 9,142,836	\$ 1,763,750	\$ 10,906,586	\$ 5,896,000	\$ 37,654,000	\$ 10,000,000	\$ -	\$ 64,456,586

2018-23 Capital Improvement Program

2018-23 Five-Year Summary by Project

Streets Capital Project Title	Total Project Cost	2018-19		2018/19	2019/20	2020/21	2021/22	2022/23	Total 2018-23 Budget
		Estimated Carryover	New Request						
Accessible Pedestrian Ramps at Various Locations	\$ 795,000	\$ 189,138	\$ -	\$ 189,138	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	\$ 489,138
Bicycle & Pedestrian Improvement Program	1,817,986	211,263	8,000	219,263	592,200	1,002,000	-	-	1,813,463
Caltrain Grade Separation	1,801,709	674,007	-	674,007	-	-	-	-	674,007
Downtown Parking Lot Improvement	100,000	99,959	-	99,959	-	-	-	-	99,959
Pavement Management Program	17,340,681	4,224,635	1,328,326	5,552,961	2,536,171	1,000,000	1,000,000	-	10,089,132
Pedestrian Safety and Traffic-Calming Program	2,365,182	211,969	45,000	256,969	100,000	100,000	100,000	100,000	656,969
Sidewalk Repair Program	2,796,634	273,608	-	273,608	150,000	150,000	150,000	-	723,608
Street Medians & Grand Boulevard Improvement	1,150,000	706,450	300,000	1,006,450	-	-	-	-	1,006,450
Streetlight Pole Replacement Program	1,521,230	319,403	-	319,403	400,000	400,000	400,000	-	1,519,403
Streetlight Replacement Program	886,696	97,544	-	97,544	-	-	-	-	97,544
Traffic Signal Rehabilitation Program	1,750,000	506,862	-	506,862	280,000	280,000	-	-	1,066,862
Transit Corridor Pedestrian Connection Improvement	1,180,000	1,106,813	-	1,106,813	-	-	-	-	1,106,813
Total	\$ 33,505,118	\$ 8,621,651	\$ 1,681,326	\$ 10,302,977	\$ 4,158,371	\$ 3,032,000	\$ 1,750,000	\$ 100,000	\$ 19,343,348

2018-23 Capital Improvement Program

2018-23 Five-Year Summary by Project

Technology Capital Project Title	Total Project Cost	2018-19		2018/19	2019/20	2020/21	2021/22	2022/23	Total 2018-23 Budget
		Estimated Carryover	New Request						
Agenda Preparation and Document Mgmt Solutions	\$ 43,000	\$ 33,515	\$ -	\$ 33,515	\$ -	\$ -	\$ -	\$ -	\$ 33,515
Digital Permit and Mgmt System Improvement	94,000	25,288	-	25,288	-	-	-	-	25,288
Financial Software Replacement	300,000	-	-	-	300,000	-	-	-	300,000
Total	\$ 437,000	\$ 58,803	\$ -	\$ 58,803	\$ 300,000	\$ -	\$ -	\$ -	\$ 358,803

Operating Program Project Title	Total Project Cost	2018-19		2018/19	2019/20	2020/21	2021/22	2022/23	Total 2018-23 Budget
		Estimated Carryover	New Request						
Operating Program	\$ 77,500	\$ 24,473	\$ 2,500	\$ 26,973	\$ -	\$ -	\$ -	\$ -	\$ 26,973

2018-23 Capital Improvement Program

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2018-23 Capital Improvement Program

2018-23 Five-Year Summary by Project

Unfunded Priorities Project Title	Total Project Cost	2018-19		2018/19	2019/20	2020/21	2021/22	2022/23	Total 2018-23 Budget
		Estimated Carryover	New Request						
City Facilities Replacement	\$ 150,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Stormwater Infrastructure Improvement	16,810,000	-	-	-	-	-	-	-	-
Other Improvement	6,050,000	-	-	-	-	-	-	-	-
Total	\$172,860,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-

Grand Total	Total Project Cost	2018-19		2018/19	2019/20	2020/21	2021/22	2022/23	Total 2018-23 Budget
		Estimated Carryover	New Request						
Grand Total	\$ 446,427,247	\$ 52,646,421	\$ 32,659,019	\$ 85,305,440	\$ 29,302,671	\$ 55,472,675	\$ 24,088,800	\$ 11,595,000	\$ 205,764,586

2018-23 Capital Improvement Program

Water Capital
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2018-23 Capital Improvement Program

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Water Capital

2018-23 Five-Year Summary by Project and Funding Source

Project Title	Prior Appropriations	2018/19		2018/19	2019/20	2020/21	2021/22	2022/23	Total 2018-23 Budget
		Estimated Carryover	New Request						
Advanced Water Meter	\$ 6,016,610	\$ 1,193,797	\$ -	\$ 1,193,797	\$ -	\$ -	\$ -	\$ -	\$ 1,193,797
Commodore Park Well Replacement	2,483,016	1,506,119	-	1,506,119	-	-	-	-	1,506,119
Main Improvement and Replacement Program	8,786,709	6,204,349	4,655,000	10,859,349	3,850,000	3,600,000	6,000,000	3,960,000	28,269,349
Pressure Reg. Station Improvement & Replacement	1,000,000	959,268	900,000	1,859,268	400,000	-	-	-	2,259,268
Pump Station Improvement & Replacement	900,000	897,401	400,000	1,297,401	-	-	-	-	1,297,401
Tank Improvement and Replacement Program	3,249,232	2,988,912	6,500,000	9,488,912	2,500,000	3,500,000	-	-	15,488,912
Well Rehabilitation	335,454	18,985	181,015	200,000	200,000	200,000	200,000	200,000	1,000,000
Total	\$ 22,771,021	\$ 13,768,832	\$ 12,636,015	\$26,404,847	\$ 6,950,000	\$ 7,300,000	\$ 6,200,000	\$ 4,160,000	\$ 51,014,847
Funding Sources									
Water Fund	\$ 22,771,021	\$ 13,768,832	\$ 12,636,015	\$26,404,847	\$ 6,950,000	\$ 7,300,000	\$ 6,200,000	\$ 4,160,000	\$ 51,014,847

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

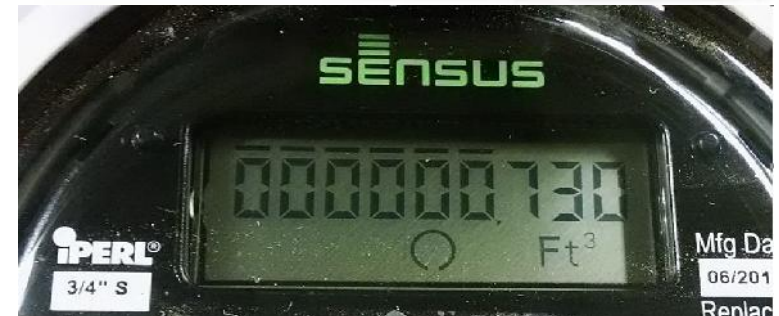
Total Project Cost: \$ 6,016,610

DEPARTMENT: Public Works

PROJECT APPROPRIATIONS	Prior Appropriations	2018/19		2018/19	2019/20	2020/21	2021/22	2022/23	Total 2018-23 Budget
		Estimated Carryover	New Request						
Installation	\$ 6,016,610	\$ 1,193,797	\$ -	\$ 1,193,797	\$ -	\$ -	\$ -	\$ -	\$ 1,193,797
FUNDING SOURCES									
Water Fund	\$ 6,016,610	\$ 1,193,797	\$ -	\$ 1,193,797	\$ -	\$ -	\$ -	\$ -	\$ 1,193,797

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. Commercial water meters were installed in 2017-18 along San Mateo Avenue, from Angus Avenue to El Camino Real. Installation of the remaining advanced meters at all commercial premises will be completed in 2018-19.



Project Details

Initial Funding Year	2013/14
Target Completion Year	2018/19
Expended as of June 30, 2018	\$4,822,813

Water Capital

Well Replacement

Commodore Park Well Replacement

PROJECT #: 84709

Total Project Cost: \$ 2,483,016

DEPARTMENT: Public Works

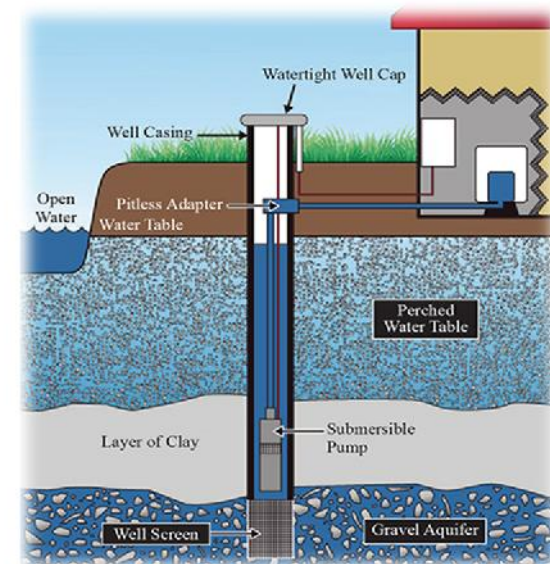
PROJECT APPROPRIATIONS	Prior Appropriations	2018/19		2018/19	2019/20	2020/21	2021/22	2022/23	Total 2018-23 Budget
		Estimated Carryover	New Request						
Design and Construction	\$ 2,483,016	\$ 1,506,119	\$ -	\$ 1,506,119	\$ -	\$ -	\$ -	\$ -	\$ 1,506,119
FUNDING SOURCES									
Water Fund	\$ 2,483,016	\$ 1,506,119	\$ -	\$ 1,506,119	\$ -	\$ -	\$ -	\$ -	\$ 1,506,119

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

The construction of the test well was completed in 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 ongoing with the San Francisco Public Utility Commission (SFPUC) over ownership and operations of this future facility. Design and construction for the well facility will proceed once these discussions are concluded.

Project Details

Initial Funding Year	2009/10
Target Completion Year	2018-19
Expended as of June 30, 2018	\$976,897



Water Capital

Water Mains

Water Main Improvement and Replacement Program Map



2018-23 Capital Improvement Program

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Water Capital

Water Mains

Water Main Improvement and Replacement Program Summary

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

Total Project Cost: \$ 30,851,709

DEPARTMENT: Public Works

PROJECT APPROPRIATIONS	Prior Appropriations	2018/19		2018/19	2019/20	2020/21	2021/22	2022/23	Total 2018-23 Budget
		Estimated Carryover	New Request						
Design and Construction	\$ 8,786,709	\$ 6,204,349	\$ 4,655,000	\$ 10,859,349	\$ 3,850,000	\$ 3,600,000	\$ 6,000,000	\$ 3,960,000	\$ 28,269,349
FUNDING SOURCES									
Water Fund	\$ 8,786,709	\$ 6,204,349	\$ 4,655,000	\$ 10,859,349	\$ 3,850,000	\$ 3,600,000	\$ 6,000,000	\$ 3,960,000	\$ 28,269,349

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 2012 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 Antonio Avenue and the eastern portion of the City south of I-380, also known as “the Avenues”.

Projects to be completed in 2018-19 include construction of new water main lines in the Avenues 1-1, 1-2 and 1-3 areas, and design of the improvements in the Avenues 2-1 and 3-1 areas.

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, 2018	\$2,582,360

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			2018/19							Total
PROJECT APPROPRIATIONS	Project #	Prior Appropriations	Estimated Carryover	New Request	2018/19	2019/20	2020/21	2021/22	2022/23	2018-23 Budget
San Mateo Avenue	84151	\$ 2,579,437	\$ 277,770	\$ -	\$ 277,770	\$ -	\$ -	\$ -	\$ -	\$ 277,770
San Antonio Avenue	11006	1,072,500	1,051,473	-	1,051,473	-	-	-	-	1,051,473
Avenues No. 1-1	84153	2,124,920	1,995,205	300,000	2,295,205	-	-	-	-	2,295,205
Avenues No. 1-2	11002	2,664,852	2,538,087	200,000	2,738,087	-	-	-	-	2,738,087
Avenues No. 1-3	11007	300,000	296,815	3,720,000	4,016,815	-	-	-	-	4,016,815
Avenues No. 2-1	11008	45,000	45,000	135,000	180,000	-	-	-	-	180,000
Avenues No. 3-1	11009	-	-	300,000	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	3,960,000	4,260,000
Avenues No. 4-2	Unassigned	-	-	-	-	-	-	-	300,000	300,000
Total		\$ 8,786,709	\$ 6,204,349	\$ 4,655,000	\$ 10,859,349	\$ 3,850,000	\$ 3,600,000	\$ 6,000,000	\$ 3,960,000	\$ 28,269,349
FUNDING SOURCES										
Water Fund		\$ 8,786,709	\$ 6,204,349	\$ 4,655,000	\$ 10,859,349	\$ 3,850,000	\$ 3,600,000	\$ 6,000,000	\$ 3,960,000	\$ 28,269,349

Water Capital

Service Connections

Pressure Regulator Station Improvement & Replacement Summary

PROJECT #: 11005 | 11016 | 11017 | 11018 | 11019 | 11020

Total Project Cost: \$ 2,300,000

DEPARTMENT: Public Works

PROJECT APPROPRIATIONS	Prior Appropriations	2018/19		2018/19	2019/20	2020/21	2021/22	2022/23	Total 2018-23 Budget
		Estimated Carryover	New Request						
Design and Installation	\$ 1,000,000	\$ 959,268	\$ 900,000	\$ 1,859,268	\$ 400,000	\$ -	\$ -	\$ -	\$ 2,259,268
FUNDING SOURCES									
Water Fund	\$ 1,000,000	\$ 959,268	\$ 900,000	\$ 1,859,268	\$ 400,000	\$ -	\$ -	\$ -	\$ 2,259,268

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

A condition assessment of the regulating stations was completed in 2016-17. The Arbor Court regulating station is currently under design, with construction to begin in 2018-19. Design and construction is planned to be completed for the regulating stations at Rollingwood Drive, and Oakmont Avenue in 2018-19. Replacement of Glenview Drive station and rehabilitation of the station at Piedmont Avenue are also planned for completion during 2018-19.



Project Details

Initial Funding Year	2016/17
Target Completion Year	2019-20
Expended as of June 30, 2018	\$ 40,732

Water Capital

Water Wells

Pressure Regulator Station Improvement Program - Project Detail

PROJECT #: 11005 | 11016 | 11017 | 11018 | 11019 | 11020

DEPARTMENT: Public Works

PROJECT APPROPRIATIONS	Project #	Prior Appropriations	2018/19		2018/19	2019/20	2020/21	2021/22	2022/23	Total 2018-23 Budget
			Estimated Carryover	New Request						
Arbor Court	11005	\$ 400,000	\$ 359,268	\$ -	\$ 359,268	\$ -	\$ -	\$ -	\$ -	\$ 359,268
Rollingwood Drive	11016	100,000	100,000	400,000	500,000	-	-	-	-	500,000
Oakmont Drive	11017	100,000	100,000	400,000	500,000	-	-	-	-	500,000
Cunningham Drive	11018	400,000	400,000	(400,000)	-	400,000	-	-	-	400,000
Glenview Drive	11019	-	-	400,000	400,000	-	-	-	-	400,000
Piedmont Avenue	11020	-	-	100,000	100,000	-	-	-	-	100,000
Total		\$ 1,000,000	\$ 959,268	\$ 900,000	\$ 1,859,268	\$ 400,000	\$ -	\$ -	\$ -	\$ 2,259,268
FUNDING SOURCES										
Water Fund		\$ 1,000,000	\$ 959,268	\$ 900,000	\$ 1,859,268	\$ 400,000	\$ -	\$ -	\$ -	\$ 2,259,268

Water Capital

Pump Stations

Water Pump Station Improvement and Replacement Program Summary

PROJECT #: 11004 | 11003 | 11012 | 11021

Total Project Cost: \$ 1,300,000

DEPARTMENT: Public Works

PROJECT APPROPRIATIONS	Prior Appropriations	2018/19		2018/19	2019/20	2020/21	2021/22	2022/23	Total 2018-23 Budget
		Estimated Carryover	New Request						
Design and Construction	\$ 900,000	\$ 897,401	\$ 400,000	\$ 1,297,401	\$ -	\$ -	\$ -	\$ -	\$ 1,297,401
FUNDING SOURCES									
Water Fund	\$ 900,000	\$ 897,401	\$ 400,000	\$ 1,297,401	\$ -	\$ -	\$ -	\$ -	\$ 1,297,401

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 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 2018-19.

Funding has been programmed for the design and construction of backup generators at Whitman and Princeton Pump Stations as these locations do not have on-site generators. The design and construction of the generators for the Whitman and Princeton pump station facilities will be completed in 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, 2018	\$2,599



Water Capital

Pump Stations

Water Pump Station Improvement and Replacement Program - Project Detail

PROJECT #: 11004 | 11003 | 11012 | 11021

DEPARTMENT: Public Works			2018/19							Total
PROJECT APPROPRIATIONS	Project #	Prior Appropriations	Estimated Carryover	New Request	2018/19	2019/20	2020/21	2021/22	2022/23	2018-23 Budget
Sneath Lane Pump Station	11004	\$ 200,000	\$ 198,765	\$ -	\$ 198,765	\$ -	\$ -	\$ -	\$ -	\$ 198,765
Lake Drive Pump Station	11003	200,000	198,636	-	198,636	-	-	-	-	198,636
Whitman Pump Station Generator	11012	500,000	500,000	-	500,000	-	-	-	-	500,000
Princeton Pump Station Generator	11021	-	-	400,000	400,000	-	-	-	-	400,000
Total		\$ 900,000	\$ 897,401	\$ 400,000	\$ 1,297,401	\$ -	\$ -	\$ -	\$ -	\$ 1,297,401
FUNDING SOURCES										
Water Fund		\$ 900,000	\$ 897,401	\$ 400,000	\$ 1,297,401	\$ -	\$ -	\$ -	\$ -	\$ 1,297,401

Water Capital

Water Tanks

Water Tank Improvement and Replacement Program Summary

PROJECT #-85100 | 11022

Total Project Cost: \$ 15,749,232

DEPARTMENT: Public Works	Prior Appropriations	2018/19		2018/19	2019/20	2020/21	2021/22	2022/23	Total 2018-23 Budget
		Estimated Carryover	New Request						
PROJECT APPROPRIATIONS									
Design and Construction	\$ 3,249,232	\$ 2,988,912	\$ 6,500,000	\$ 9,488,912	\$ 2,500,000	\$ 3,500,000	\$ -	\$ -	\$ 15,488,912
FUNDING SOURCES									
Water Fund	\$ 3,249,232	\$ 2,988,912	\$ 6,500,000	\$ 9,488,912	\$ 2,500,000	\$ 3,500,000	\$ -	\$ -	\$ 15,488,912

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. 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.

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, 2018	\$260,320



Water Capital

Water Tanks

Water Tank Improvement and Replacement Program - Project Detail

PROJECT #: 85100 | 11022

DEPARTMENT: Public Works			2018/19							Total
PROJECT APPROPRIATIONS	Project #	Prior Appropriations	Estimated Carryover	New Request	2018/19	2019/20	2020/21	2021/22	2022/23	2018-23 Budget
Cunningham Drive Tank Retrofit	85100	\$ 3,249,232	\$ 2,988,912	\$ 6,000,000	\$ 8,988,912	\$ -	\$ -	\$ -	\$ -	\$ 8,988,912
Princeton Tank Replacement	Unassigned	-	-	-	-	500,000	3,500,000	-	-	4,000,000
Sweeney Ridge Tank Replacement	11022	-	-	500,000	500,000	2,000,000	-	-	-	2,500,000
Total		\$ 3,249,232	\$ 2,988,912	\$ 6,500,000	\$ 9,488,912	\$ 2,500,000	\$ 3,500,000	\$ -	\$ -	\$ 15,488,912
FUNDING SOURCES										
Water Fund		\$ 3,249,232	\$ 2,988,912	\$ 6,500,000	\$ 9,488,912	\$ 2,500,000	\$ 3,500,000	\$ -	\$ -	\$ 15,488,912

Water Capital

Water Wells

Well Rehabilitation Program Summary

PROJECT #: 84707 | 11013 | 11014 | 11015

Total Project Cost: \$ 1,316,469

DEPARTMENT: Public Works

PROJECT APPROPRIATIONS	Prior Appropriations	2018/19		2018/19	2019/20	2020/21	2021/22	2022/23	Total 2018-23 Budget
		Estimated Carryover	New Request						
Well Rehabilitation	\$ 335,454	\$ 18,985	\$ 181,015	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,000,000
FUNDING SOURCES									
Water Fund	\$ 335,454	\$ 18,985	\$ 181,015	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,000,000

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. The Commodore Well is currently inactive awaiting construction of a replacement well and will eventually be included in the rotating rehabilitation schedule. Rehabilitation of the City Park Well is scheduled for 2018-19.



Project Details

Initial Funding Year	2009/10
Target Completion Year	On-going
Expended as of June 30, 2018	\$316,469

Water Capital

Water Wells

Well Rehabilitation Program - Project Detail

PROJECT #: 84707 | 11013 | 11014 | 11015

DEPARTMENT: Public Works

PROJECT APPROPRIATIONS	Project #	Prior Appropriations	2018/19		2018/19	2019/20	2020/21	2021/22	2022/23	Total 2018-23 Budget
			Estimated Carryover	New Request						
Corporation Yard Well (17)	84707	\$ 85,454	\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ 200,000
Lions Field Well (20)	11013	175,000	18,985	(18,985)	-	-	-	200,000	-	200,000
City Park Well (18)	11014	-	-	200,000	200,000	-	-	-	200,000	400,000
Forest Lane Well (16)	11015	75,000	-	-	-	-	200,000	-	-	200,000
Total		\$ 335,454	\$ 18,985	\$ 181,015	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,000,000
FUNDING SOURCES										
Water Fund		\$ 335,454	\$ 18,985	\$ 181,015	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,000,000

2018-23 Capital Improvement Program

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2018-23 Capital Improvement Program

Wastewater Capital
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2018-23 Capital Improvement Program

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Wastewater Capital

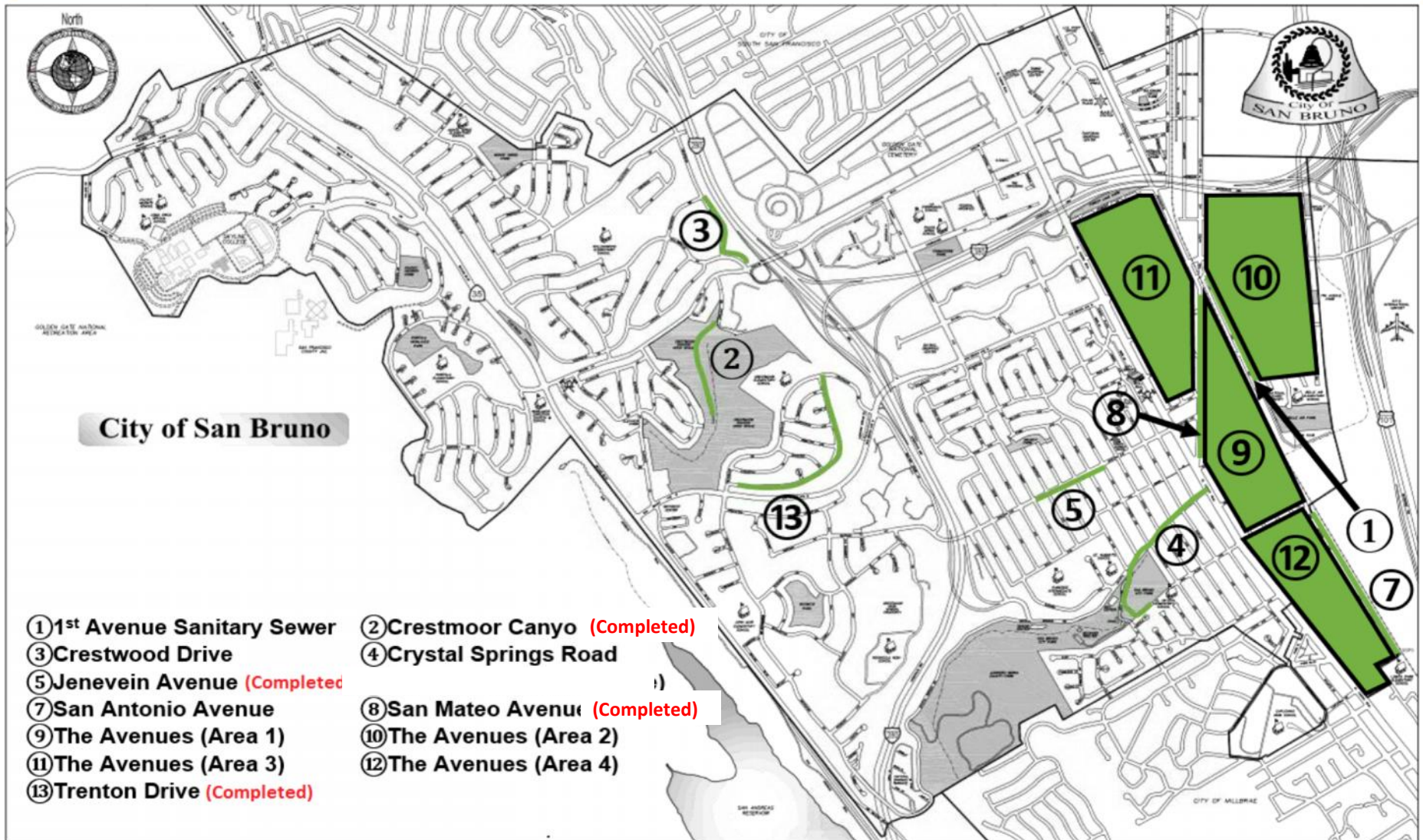
2018-23 Five-Year Summary by Project and Funding Source

PROJECT TITLE	Prior Appropriations	2018/19		2018/19	2019/20	2020/21	2021/22	2022/23	Total 2018-23 Budget
		Estimated Carryover	New Request						
Main Improvement and Replacement	\$ 15,964,346	\$ 10,365,240	\$ 7,270,000	\$ 17,635,240	\$ 8,170,000	\$ 5,890,000	\$ 3,710,000	\$ 6,310,000	\$ 41,715,240
Pump Station Improvement and Replacement	8,341,000	4,820,358	2,000,000	6,820,358	1,500,000	-	-	-	8,320,358
Water Quality Control Plant Upgrades	8,245,959	4,728,552	(3,144,572)	1,583,980	803,300	871,675	403,800	500,000	4,162,755
Total	\$ 32,551,305	\$ 19,914,150	\$ 6,125,428	\$26,039,578	\$10,473,300	\$ 6,761,675	\$ 4,113,800	\$ 6,810,000	\$ 54,198,353
FUNDING SOURCES									
Wastewater Fund	\$ 32,551,305	\$ 19,914,150	\$ 6,125,428	\$26,039,578	\$10,473,300	\$ 6,761,675	\$ 4,113,800	\$ 6,810,000	\$ 54,198,353

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.

Sewer Main Improvement & Replacement Map



2018-23 Capital Improvement Program

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Wastewater Capital

Sewer Mains

Sewer Main Improvement & Replacement Summary

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

Total Project Cost: \$ 47,314,346

DEPARTMENT: Public Works

PROJECT APPROPRIATIONS	Prior Appropriations	2018/19		2018/19	2019/20	2020/21	2021/22	2022/23	Total 2018-23 Budget
		Estimated Carryover	New Request						
Design and Construction	\$ 15,964,346	\$ 10,365,240	\$ 7,270,000	\$ 17,635,240	\$ 8,170,000	\$ 5,890,000	\$ 3,710,000	\$ 6,310,000	\$ 41,715,240
FUNDING SOURCES									
Wastewater Fund	\$ 15,964,346	\$ 10,365,240	\$ 7,270,000	\$ 17,635,240	\$ 8,170,000	\$ 5,890,000	\$ 3,710,000	\$ 6,310,000	\$ 41,715,240

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.

During 2017-18, sewer mains were replaced along San Mateo Avenue and Crestmoor Canyon.

Sewer main replacements are scheduled in the following areas during the next five years: Crystal Springs Road, 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.

Projects to be completed in 2018-19 include construction of new wastewater main lines in the Avenues 1-1, 1-2 and 1-3 areas, and design of the improvements in the Avenues 2-1, 2-2 and 3-1 areas. 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, 2018	\$2,799,553

Wastewater Capital

Sewer Mains

Sewer Main Improvement & Replacement - Project Detail

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

DEPARTMENT: Public Works

PROJECT TITLE	Project #	Prior Appropriations	2018/19		2018/19	2019/20	2020/21	2021/22	2022/23	Total 2018-23 Budget
			Estimated Carryover	New Request						
Pipeline Repair/Grade 5	84322	\$ 2,006,578	\$ 1,384,567	\$ -	\$ 1,384,567	\$ -	\$ -	\$ -	\$ -	\$ 1,384,567
1st Avenue Sanitary Sewer Line	84339	1,028,022	1,011,243	-	1,011,243	-	-	-	-	1,011,243
Jenevein Avenue	84340	2,120,193	529,798	-	529,798	-	-	-	-	529,798
Crystal Springs Road	84342	3,320,000	3,178,659	-	3,178,659	-	-	-	-	3,178,659
Crestwood Drive	31006	1,200,000	1,005,683	-	1,005,683	-	-	-	-	1,005,683
San Antonio Avenue	31007	900,000	900,000	-	900,000	-	-	-	-	900,000
Avenues No. 1-1	84343	2,090,000	1,973,593	300,000	2,273,593	-	-	-	-	2,273,593
Avenues No. 1-2	31001	200,000	83,053	3,270,000	3,353,053	-	-	-	-	3,353,053
Avenues No. 1-3	31008	300,000	298,644	2,630,000	2,928,644	-	-	-	-	2,928,644
Avenues No. 2-1	31009	-	-	400,000	400,000	2,110,000	-	-	-	2,510,000
Avenues No. 2-2	31010	-	-	370,000	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	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	5,000,000	5,300,000
Avenues No. 4-2	Unassigned	-	-	-	-	-	-	300,000	1,310,000	1,610,000
Total		\$ 15,964,346	\$ 10,365,240	\$ 7,270,000	\$ 17,635,240	\$ 8,170,000	\$ 5,890,000	\$ 3,710,000	\$ 6,310,000	\$ 41,715,240
FUNDING SOURCES										
Wastewater Fund		\$ 15,964,346	\$ 10,365,240	\$ 7,270,000	\$ 17,635,240	\$ 8,170,000	\$ 5,890,000	\$ 3,710,000	\$ 6,310,000	\$ 41,715,240

Wastewater Capital

Pump Stations

Wastewater Pump Station Improvement & Replacement Summary

PROJECT #: 85111 | 31003 | 31004 | 31005

Total Project Cost: \$ 11,841,000

DEPARTMENT: Public Works

PROJECT APPROPRIATIONS	Prior Appropriations	2018/19		2018/19	2019/20	2020/21	2021/22	2022/23	Total 2018-23 Budget
		Estimated Carryover	New Request						
Design and Construction	\$ 8,341,000	\$ 4,820,358	\$ 2,000,000	\$ 6,820,358	\$ 1,500,000	\$ -	\$ -	\$ -	\$ 8,320,358
FUNDING SOURCES									
Wastewater Fund	\$ 8,341,000	\$ 4,820,358	\$ 2,000,000	\$ 6,820,358	\$ 1,500,000	\$ -	\$ -	\$ -	\$ 8,320,358

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 began in 2018-19.

Design was completed for the Lomita and Crestmoor pump stations in 2017-18, with construction planned for 2018-19. Construction for the Crestwood pump station is scheduled for 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, 2018	\$3,520,642



Wastewater Capital

Pump Stations

Wastewater Pump Station Improvement & Replacement - Project Detail

PROJECT #: 85111 | 31003 | 31004 | 31005

DEPARTMENT: Public Works

PROJECT TITLE	Project #	Prior Appropriations	2018/19		2018/19	2019/20	2020/21	2021/22	2022/23	Total 2018-23 Budget
			Estimated Carryover	New Request						
Spyglass Pump Station	85111	\$ 3,291,000	\$ 427,645	\$ -	\$ 427,645	\$ -	\$ -	\$ -	\$ -	\$ 427,645
Crestmoor Pump Station	31003	2,200,000	1,978,268	-	1,978,268	-	-	-	-	1,978,268
Crestwood Pump Station	31004	1,000,000	794,040	2,000,000	2,794,040	1,500,000	-	-	-	4,294,040
Lomita Pump Station	31005	1,850,000	1,620,405	-	1,620,405	-	-	-	-	1,620,405
Total		\$ 8,341,000	\$ 4,820,358	\$ 2,000,000	\$ 6,820,358	\$ 1,500,000	\$ -	\$ -	\$ -	\$ 8,320,358
FUNDING SOURCES										
Wastewater Fund		\$ 8,341,000	\$ 4,820,358	\$ 2,000,000	\$ 6,820,358	\$ 1,500,000	\$ -	\$ -	\$ -	\$ 8,320,358

Wastewater Capital

Water Quality Control Plant

Water Quality Control Plant

PROJECT #: 85708

Total Project Cost: \$ 7,680,162

DEPARTMENT: Public Works

PROJECT APPROPRIATIONS	Prior Appropriations	2018/19		2018/19	2019/20	2020/21	2021/22	2022/23	Total 2018-23 Budget
		Estimated Carryover	New Request						
Water Quality Control Plant Improvements	\$ 8,245,959	\$ 4,728,552	\$ (3,144,572)	\$ 1,583,980	\$ 803,300	\$ 871,675	\$ 403,800	\$ 500,000	\$ 4,162,755
FUNDING SOURCES									
Wastewater Fund	\$ 8,245,959	\$ 4,728,552	\$ (3,144,572)	\$ 1,583,980	\$ 803,300	\$ 871,675	\$ 403,800	\$ 500,000	\$ 4,162,755

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.

Significant upcoming projects include Digester and Wet Weather Improvements, Secondary Clarifiers Rehabilitation, Switchgear and Cogen Controls Upgrades, Sea Level Rise Planning, Plant-wide Painting program, and improvements to the Vactor-Sweeper Waste Receiving Station.

Additional funding is included for 2018-19 for new project construction cost estimates, primarily for Digester and Wet Weather Improvements.



Project Details

Initial Funding Year	2011/12
Target Completion Year	On-going
Expended as of June 30, 2018	\$3,517,407

2018-23 Capital Improvement Program

Stormwater Capital
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2018-23 Capital Improvement Program

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Stormwater Capital

2018-23 Five-Year Summary by Project and Funding Source

PROJECT TITLE	Prior Appropriations	2018/19		2018/19	2019/20	2020/21	2021/22	2022/23	Total 2018-23 Budget
		Estimated Carryover	New Request						
Green Infrastructure Development Plan	\$ -	\$ -	\$ 150,000	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000
Spyglass Drive Storm Drain Improvements	-	-	300,000	300,000	1,000,000	-	-	-	1,300,000
Trash Capture Device Installation	400,000	336,155	-	336,155	-	200,000	1,500,000	-	2,036,155
Total	\$ 400,000	\$ 336,155	\$ 450,000	\$ 786,155	\$ 1,000,000	\$ 200,000	\$ 1,500,000	\$ -	\$ 3,486,155
FUNDING SOURCES									
General Fund Capital Reserve	\$ 400,000	\$ 336,155	\$ 450,000	\$ 786,155	\$ 1,000,000	\$ 200,000	\$ 1,500,000	\$ -	\$ 3,486,155

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.

Stormwater Capital

Stormwater Mains

Green Infrastructure Improvement Program

PROJECT #: 21005

Total Project Cost: \$ 150,000

DEPARTMENT: Public Works

PROJECT APPROPRIATIONS	Prior Appropriations	2018/19		2018/19	2019/20	2020/21	2021/22	2022/23	Total 2018-23 Budget
		Estimated Carryover	New Request						
Plan Development	\$ -	\$ -	\$ 150,000	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000
FUNDING SOURCES									
General Fund Capital Reserve	\$ -	\$ -	\$ 150,000	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000

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.

This is a new project and funding is necessary to complete the City's Green Infrastructure Plan during 2018-19.



Project Details

Initial Funding Year	2018/19
Target Completion Year	2018/19
Expended as of June 30, 2018	\$ -

Stormwater Capital

Trash Capture Devices

Spyglass Drive Storm Drain Improvements

PROJECT #: 21011

Total Project Cost: \$ 1,300,000

DEPARTMENT: Public Works

PROJECT APPROPRIATIONS	Prior Appropriations	2018/19		2018/19	2019/20	2020/21	2021/22	2022/23	Total 2018-23 Budget
		Estimated Carryover	New Request						
Design and Installation	\$ -	\$ -	\$ 300,000	\$ 300,000	\$ 1,000,000	\$ -	\$ -	\$ -	\$ 1,300,000
FUNDING SOURCES									
General Fund Capital Reserve	\$ -	\$ -	\$ 300,000	\$ 300,000	\$ 1,000,000	\$ -	\$ -	\$ -	\$ 1,300,000

Project Description: This project will be designed to mitigate flooding issues during intense storm events. The proposed project will install new 48-inch diameter pipeline from the drain inlet to a new manhole. A new 36-inch pipeline will be installed from the new manhole to the end of Spyglass Drive and connecting to the existing storm drain system. The completion of the project will benefit the residents that encounter flooding issues during storm events.

Staff submitted a grant application to CalOES and FEMA on November 1, 2017 for the construction project. CalOES notified staff on April 18, 2018 that the City's project was not selected under FEMA's Hazard Mitigation Grant Program Disasters. However, it is being considered for a subsequent funding round. If the grant is approved, the grant will supplement 75 percent of the construction cost and the City to fund the remaining 25 percent. It is unknown whether the City will receive the grant.

The project's funding is being allocated to complete the final design for bid and construction in 2018-19.

Project Details

Initial Funding Year	2018/19
Target Completion Year	2019-20
Expended as of June 30, 2018	\$ -

Stormwater Capital

Trash Capture Devices

Trash Capture Device Design and Installation

PROJECT #: 21003

Total Project Cost: \$ 2,100,000

DEPARTMENT: Public Works

PROJECT APPROPRIATIONS	Prior Appropriations	2018/19		2018/19	2019/20	2020/21	2021/22	2022/23	Total 2018-23 Budget
		Estimated Carryover	New Request						
Design and Installation	\$ 400,000	\$ 336,155	\$ -	\$ 336,155	\$ -	\$ 200,000	\$ 1,500,000	\$ -	\$ 2,036,155
FUNDING SOURCES									
General Fund Capital Reserve	\$ 400,000	\$ 336,155	\$ -	\$ 336,155	\$ -	\$ 200,000	\$ 1,500,000	\$ -	\$ 2,036,155

Project Description: This project will install trash capture devices in key areas of the City to catch and hold solids, including small trash, sediments, and cigarette butts, and allow stormwater to continue flowing into San Francisco Bay. This project is intended to comply with Regional Water Quality Control Board requirements to significantly reduce stormwater contaminants entering San Francisco Bay. The Water Board requires agencies to reduce trash discharges by 70 percent from 2009 levels by 2017, 80 percent by 2019, and 100% reduction by 2022, or no visual impact.

A Feasibility Study completed during 2017-18 provided recommended trash capture device installation locations and construction cost estimates. The Feasibility Study recommended installing a combination of small and large trash capture devices. Installation of approximately 188 small trash capture devices will be completed by Summer 2018 and this will help reach the 80% trash reduction by 2019. Recommendations for how to meet the 100% trash reduction target by 2022 will be provided during 2020-21 and may include installing two to three large trash capture devices where stormwater exits San Bruno, or installing more small trash capture devices which will require additional, on-going maintenance.



Project Details

Initial Funding Year	2016/17
Target Completion Year	2020/21
Expended as of June 30, 2018	\$ 63,845

2018-23 Capital Improvement Program

Cable Capital
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2018-23 Capital Improvement Program

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Cable Capital

2018-23 Five-Year Summary by Project and Funding Source

PROJECT TITLE	Prior Appropriations	2018/19		2018/19	2019/20	2020/21	2021/22	2022/23	Total
		Estimated Carryover	New Request						2018-23 Budget
Cable System Upgrade Program	\$ 589,873	\$ 400,476	\$ -	\$ 400,476	\$ 525,000	\$ 525,000	\$ 525,000	\$ 525,000	\$ 2,500,476
Citywide Fiber to the Home	1,400,000	379,045	10,000,000	10,379,045	-	-	-	-	10,379,045
Total	\$ 1,989,873	\$ 779,521	\$ 10,000,000	\$ 10,779,521	\$ 525,000	\$ 525,000	\$ 525,000	\$ 525,000	\$ 12,879,521
FUNDING SOURCES									
Loan proceeds	\$ 589,873	\$ 400,476	\$ -	\$ 400,476	\$ 525,000	\$ 525,000	\$ 525,000	\$ 525,000	\$ 2,500,476
To Be Determined	1,400,000	379,045	10,000,000	10,379,045	-	-	-	-	10,379,045
Total	\$ 1,989,873	\$ 779,521	\$ 10,000,000	\$ 10,779,521	\$ 525,000	\$ 525,000	\$ 525,000	\$ 525,000	\$ 12,879,521

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.

Cable Capital

Infrastructure

Cable System Upgrade Program

PROJECT #: 41001 | 41004

Total Project Cost: \$ 2,689,873

DEPARTMENT: Cable

PROJECT APPROPRIATIONS	Prior Appropriations	2018/19		2018/19	2019/20	2020/21	2021/22	2022/23	Total 2018-23 Budget
		Estimated Carryover	New Request						
System Upgrades	41001 \$ 289,873	\$ 100,476	\$ -	\$ 100,476	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 900,476
Internet Service Router Replacement	41004 300,000	300,000	-	300,000	325,000	325,000	325,000	325,000	1,600,000
Total	\$ 589,873	\$ 400,476	\$ -	\$ 400,476	\$ 525,000	\$ 525,000	\$ 525,000	\$ 525,000	\$ 2,500,476
FUNDING SOURCES									
Loan proceeds	\$ 589,873	\$ 400,476	\$ -	\$ 400,476	\$ 525,000	\$ 525,000	\$ 525,000	\$ 525,000	\$ 2,500,476

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.

In 2017-18 The City Council approved a \$1.69 million project to replace Internet Routing systems used by all commercial businesses, City of San Bruno networks, Schools and residential Internet customers to maintain and upgrade performance citywide. That project is in process.



Project Details

Initial Funding Year	2016/17
Target Completion Year	On-going
Expended as of June 30, 2018	\$ 189,397

Cable Capital

Infrastructure

Fiber to the Home (FTTH)

PROJECT #: 41002 | 41003

Total Project Cost: \$ 11,400,000

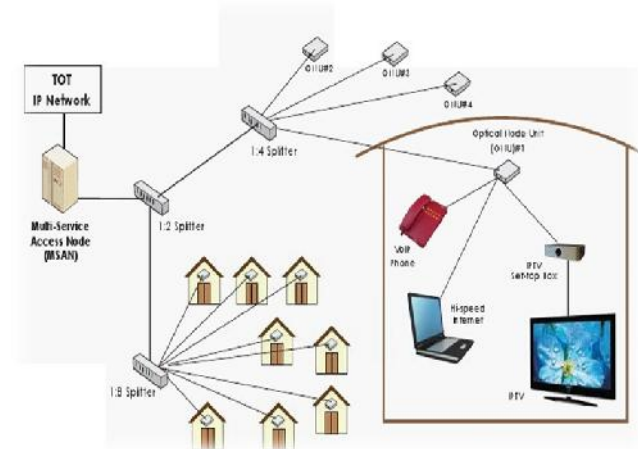
DEPARTMENT: Cable

PROJECT APPROPRIATIONS	Project #	Prior Appropriations	2018/19		2018/19	2019/20	2020/21	2021/22	2022/23	Total 2018-23 Budget
			Estimated Carryover	New Request						
Citywide - Other	41002	\$ -	\$ -	\$ 10,000,000	\$ 10,000,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000,000
Multiple Dwelling Unit	41003	1,400,000	379,045	-	379,045	-	-	-	-	379,045
Total		\$ 1,400,000	\$ 379,045	\$ 10,000,000	\$ 10,379,045	\$ -	\$ -	\$ -	\$ -	\$ 10,379,045
FUNDING SOURCES										
To Be Determined		\$ 1,400,000	\$ 379,045	\$ 10,000,000	\$ 10,379,045	\$ -	\$ -	\$ -	\$ -	\$ 10,379,045

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. San Bruno Cable is continuing to evaluate a citywide Fiber to the Home (FTTH) state-of-the-art infrastructure project to recapture and grow subscriber counts and to assure best available technology for San Bruno residents. FTTH was installed at the Shelter Creek Condominium Complex in 2016-17 and expanded installation of FTTH is continuing at Peninsula Place Condominiums and Crystal Springs Terrace Apartments during 2017-18.

The project scope includes replacement of all outside wiring, removal of field electronics, and the installation of fiber optic cable related equipment inside each customer's home to provide advanced technology services. These include telephone, TV, home security, TV Everywhere services, Wi-Fi services and high speed internet service up to Gigabit speeds.

Financing in the amount of \$10 million will be required to complete a FTTH upgrade citywide.



Project Details

Initial Funding Year	2017/18
Target Completion Year	2018/19
Expended as of June 30, 2018	\$ -

2018-23 Capital Improvement Program

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2018-23 Capital Improvement Program

Parks & Facilities Capital
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2018-23 Capital Improvement Program

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Parks & Facilities

2018-23 Five-Year Summary by Funding

FUNDING SOURCES	Prior Appropriations	2018/19		2018/19	2019/20	2020/21	2021/22	2022/23	Total 2018-23 Budget
		Estimated Carryover	New Request						
ABAG Grant	\$ 20,000	\$ 7,385	\$ -	\$ 7,385	\$ -	\$ -	\$ -	\$ -	\$ 7,385
Cable TV Fund	56,000	56,000	-	56,000	200,000	-	-	-	256,000
Crestmoor Trust Fund	33,851,732	4,672,931	-	4,672,931	-	-	-	-	4,672,931
Equipment Reserve Fund	-	-	208,000	208,000	86,000	154,000	-	-	448,000
General Fund Capital Reserve	2,944,391	2,126,442	505,750	2,632,192	610,000	-	-	-	3,242,192
General Fund Reserve	169,339	5,000	-	5,000	-	-	-	-	5,000
California Public Utilities Commission (CPUC) Fine to PG&E	-	-	1,000,000	1,000,000	2,500,000	2,500,000	-	-	6,000,000
San Bruno Community Foundation	2,700,000	2,275,078	-	2,275,078	2,500,000	35,000,000	10,000,000	-	49,775,078
Wastewater Fund	-	-	25,000	25,000	-	-	-	-	25,000
Water Fund	-	-	25,000	25,000	-	-	-	-	25,000
Total	\$ 39,741,462	\$ 9,142,836	\$ 1,763,750	\$ 10,906,586	\$ 5,896,000	\$ 37,654,000	\$ 10,000,000	\$ -	\$ 64,456,586

This program provides for the improvement and development of the City's facilities, infrastructure, and major equipment used to deliver services to the community, much of which are several decades old. At this time, no dedicated or ongoing revenue resource exists to support the Parks and Facilities Capital Fund. Instead, funding for the Parks and Facilities Capital Fund comes from a variety of sources, including the General Fund, Park-In-Lieu Fund, grant funds, and transfers from other City funds.

Capital investment in the Parks & Facilities are currently driven by City Council approved policies and Parks & Recreation Facilities Master Plan. This plan identifies improvements for specific recreational facilities in San Bruno. A community-wide Facilities Master Plan would be desirable to anticipate future building capital needs and assist with long-term capital funding.

Parks & Facilities

2018-23 Five-Year Summary by Project

PROJECT TITLE	Prior Appropriations	2018/19		2018/19	2019/20	2020/21	2021/22	2022/23	Total 2018-23 Budget
		Estimated Carryover	New Request						
Cable TV Facility Improvements	\$ 56,000	\$ 56,000	\$ -	\$ 56,000	\$ 200,000	\$ -	\$ -	\$ -	\$ 256,000
City Facilities Security Improvements	200,000	187,385	30,000	217,385	-	-	-	-	217,385
City Tree Management Program	375,000	167,452	-	167,452	-	-	-	-	167,452
Civic Center Facility Improvements	224,339	38,822	-	38,822	-	-	-	-	38,822
Commodore Park Dog Run Improvements	150,000	150,000	(130,000)	20,000	130,000	-	-	-	150,000
Crestmoor Neighborhood Reconstruction	33,851,732	4,672,931	-	4,672,931	-	-	-	-	4,672,931
Fire Station 52 Facility Improvements	74,250	74,250	125,750	200,000	-	-	-	-	200,000
Fire Station 52 Replacement	-	-	1,000,000	1,000,000	2,500,000	2,500,000	-	-	6,000,000
Fireman's Hall Roof Replacement	30,000	30,000	-	30,000	-	-	-	-	30,000
Florida Avenue Park	1,798,495	1,413,575	250,000	1,663,575	-	-	-	-	1,663,575
Library Facility Improvements	-	-	140,000	140,000	200,000	-	-	-	340,000
Parks Corporation Yard Facility Improvements	125,000	125,000	-	125,000	-	-	-	-	125,000
Police Station Facility Improvements	-	-	60,000	60,000	280,000	-	-	-	340,000
Police Station Facility Security Improvements	140,000	133,446	238,000	371,446	86,000	154,000	-	-	611,446
Public Works Corporation Yard Facility Improvements	-	-	50,000	50,000	-	-	-	-	50,000
Senior Center Facility Improvements	216,646	18,897	-	18,897	-	-	-	-	18,897
Swimming Pool / Recreation Center	2,500,000	2,075,078	-	2,075,078	2,500,000	35,000,000	10,000,000	-	49,575,078
Total	\$ 39,741,462	\$ 9,142,836	\$ 1,763,750	\$ 10,906,586	\$ 5,896,000	\$ 37,654,000	\$ 10,000,000	\$ -	\$ 64,456,586

Parks & Facilities

Facilities

Cable TV Facility Improvements

PROJECT #: 51006

Total Project Cost: \$ 256,000

DEPARTMENT: Community Services/Public Works

PROJECT APPROPRIATIONS	Prior Appropriations	2018/19		2018/19	2019/20	2020/21	2021/22	2022/23	Total 2018-23 Budget
		Estimated Carryover	New Request						
Cable TV Facility HVAC Installation	\$ 56,000	\$ 56,000	\$ -	\$ 56,000	\$ 200,000	\$ -	\$ -	\$ -	\$ 256,000
FUNDING SOURCES									
Cable Fund	\$ 56,000	\$ 56,000	\$ -	\$ 56,000	\$ 200,000	\$ -	\$ -	\$ -	\$ 256,000

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. Installation of the new flooring and carpeting has been completed and the exterior roll-up security door will be installed by the end of calendar year 2018. Design of the HVAC system is scheduled during the 2018-19 fiscal year, with construction and installation anticipated for 2019-20.

Project Details

Initial Funding Year	2017/18
Target Completion Year	2018/19
Expended as of June 30, 2018	\$0



Parks & Facilities

Facilities

City Facilities Security Improvement

PROJECT #: 87101|51005

Total Project Cost: \$ 230,000

DEPARTMENT: Community Services/Public Works			2018/19							Total
PROJECT APPROPRIATIONS	Project #	Prior Appropriations	Estimated Carryover	New Request	2018/19	2019/20	2020/21	2021/22	2022/23	2018-23 Budget
Design and Installation - Main Counter	87101	\$ 170,000	\$ 157,429	\$ 30,000	\$ 187,429	\$ -	\$ -	\$ -	\$ -	\$ 187,429
Reconfiguration - HR/IT	51005	30,000	29,956	-	29,956	-	-	-	-	29,956
Total		\$ 200,000	\$ 187,385	\$ 30,000	\$ 217,385	\$ -	\$ -	\$ -	\$ -	\$ 217,385
FUNDING SOURCES										
ABAG Risk Management Funds		\$ 20,000	\$ 7,385	\$ -	\$ 7,385	\$ -	\$ -	\$ -	\$ -	\$ 7,385
General Fund Capital Reserve		180,000	180,000	30,000	210,000	-	-	-	-	210,000
Total		\$ 200,000	\$ 187,385	\$ 30,000	\$ 217,385	\$ -	\$ -	\$ -	\$ -	\$ 217,385

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, 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 during 2018-19. 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 Division. 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	2018/19
Expended as of June 30, 2018	\$12,571

Parks & Facilities

Parks

City Tree Management Program

PROJECT #: 87102

Total Project Cost: \$ 375,000

DEPARTMENT: Community Services

PROJECT APPROPRIATIONS	Prior Appropriations	2018/19		2018/19	2019/20	2020/21	2021/22	2022/23	Total 2018-23 Budget
		Estimated Carryover	New Request						
Tree Removal and Pruning	\$ 375,000	\$ 167,452	\$ -	\$ 167,452	\$ -	\$ -	\$ -	\$ -	\$ 167,452
FUNDING SOURCES									
General Fund Capital Reserve	\$ 375,000	\$ 167,452	\$ -	\$ 167,452	\$ -	\$ -	\$ -	\$ -	\$ 167,452

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

In 2018-19, the Community Services Department will schedule and complete the removal of approximately 80 trees, with pruning to be completed on an additional 36 trees. The number of trees continuing to need pruning and removal will grow as the species reach the end of their lifespan. Tree management services, with funding from either the Capital or Operating programs, is anticipated to go on indefinitely.



Project Details

Initial Funding Year	2013/14
Target Completion Year	2018/19
Expended as of June 30, 2018	\$207,548

Parks & Facilities

Facilities

Civic Center Facility Improvements

PROJECT #: 83885 | 87110

Total Project Cost: \$ 224,339

DEPARTMENT: Community Services

PROJECT APPROPRIATIONS	Prior Appropriations	2018/19		2018/19	2019/20	2020/21	2021/22	2022/23	Total 2018-23 Budget
		Estimated Carryover	New Request						
Civic Center Improvement	\$ 224,339	\$ 38,822	\$ -	\$ 38,822	\$ -	\$ -	\$ -	\$ -	\$ 38,822
FUNDING SOURCES									
General Fund Reserve	\$ 169,339	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 5,000
General Fund Capital Reserve	55,000	33,822	-	33,822	-	-	-	-	33,822
Total	\$ 224,339	\$ 38,822	\$ -	\$ 38,822	\$ -	\$ -	\$ -	\$ -	\$ 38,822

Project Description: Current capital improvements to the Civic Central include:

1. Converting the current landscaping along Linden Avenue into a drought tolerant demonstration garden
2. Re-designing the parking along Linden Avenue adjacent to the Library and the parking lot adjacent to Fire Station No. 51 to accommodate more parking spaces

Design for the demonstration garden and parking projects is scheduled to be completed during 2018-19. A construction cost and future schedule will be provided once the design is completed.

Additional funding is included for 2018-19 to complete project designs.



Project Details

Initial Funding Year	2004/05
Target Completion Year	2018/19
Expended as of June 30, 2018	\$185,517

Parks & Facilities

Parks

Commodore Park Dog Run Improvements

PROJECT #: 51007

Total Project Cost: \$ 150,000

DEPARTMENT: Community Services

PROJECT APPROPRIATIONS	Prior Appropriations	2018/19		2018/19	2019/20	2020/21	2021/22	2022/23	Total 2018-23 Budget
		Estimated Carryover	New Request						
Design and Construction	\$ 150,000	\$ 150,000	\$ (130,000)	\$ 20,000	\$ 130,000	\$ -	\$ -	\$ -	\$ 150,000
FUNDING SOURCES									
General Fund Capital Reserve	\$ 150,000	\$ 150,000	\$ (130,000)	\$ 20,000	\$ 130,000	\$ -	\$ -	\$ -	\$ 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 be completed in 2018-19 with construction anticipated in Fall 2019.



Project Details

Initial Funding Year	2017/18
Target Completion Year	2018/19
Expended as of June 30, 2018	\$0

Parks & Facilities

Crestmoor Reconstruction

Crestmoor Neighborhood Reconstruction

PROJECT #: 10002

Total Project Cost: \$ 33,851,732

DEPARTMENT: Community Services

PROJECT APPROPRIATIONS	Prior Appropriations	2018/19		2018/19	2019/20	2020/21	2021/22	2022/23	Total 2018-23 Budget
		Estimated Carryover	New Request						
Design and Construction	\$ 32,101,732	\$ 4,126,321	\$ -	\$ 4,126,321	\$ -	\$ -	\$ -	\$ -	4,126,321
Earl/Glenview Park	1,750,000	546,610	-	546,610	-	-	-	-	546,610
Total	\$ 33,851,732	\$ 4,672,931	\$ -	\$ 4,672,931	\$ -	\$ -	\$ -	\$ -	\$ 4,672,931
FUNDING SOURCES									
Crestmoor Trust Fund	\$ 33,851,732	\$ 4,672,931	\$ -	\$ 4,672,931	\$ -	\$ -	\$ -	\$ -	\$ 4,672,931

Project Description: Full replacement of above and below ground public infrastructure is in progress throughout the entire Crestmoor neighborhood funded through a \$50 million trust fund established by PG&E immediately following the devastating PG&E gas transmission pipeline explosion in September 2010. Included in the infrastructure replacement project is replacement of all water and wastewater mainlines, private sewer laterals to each home street, sidewalks and streetlights.

The Earl/Glenview Park will replace a former “tot lot” playground area that was destroyed in the Septemeber 2010 PG&E gas pipeline explosion and resulting fire. The new park complex consists of two elements: an eastern site at Claremont Drive and Glenview Drive and a western site at Earl Avenue and Glenview Drive. The park design vision includes: gateway elements with signage, heritage trees, scored paving, and seating and flexible event spaces, play structures for children, sports court with seat wall and park overlook, an adventure course, an overlook with seating and paving, drought-tolerant plant material, and urban forest buffer with trees and low maintenance ground cover.

Construction of the park began in February 2018 with completion expected in Fall 2018.

Project Details

Initial Funding Year	2010/11
Target Completion Year	2018/19
Expended as of June 30, 2018	\$29,178,801

Glenview and Claremont Drives



Parks & Facilities

Facilities

Fire Station 52 Facility Improvements

PROJECT #: 51010

Total Project Cost: \$ 200,000

DEPARTMENT: Community Services/Fire Department

PROJECT APPROPRIATIONS	Prior Appropriations	2018/19		2018/19	2019/20	2020/21	2021/22	2022/23	Total 2018-23 Budget
		Estimated Carryover	New Request						
Fire Station 52	\$ 74,250	\$ 74,250	\$ 125,750	\$ 200,000	\$ -	\$ -	\$ -	\$ -	200,000
FUNDING SOURCES									
General Fund Capital Reserve	\$ 74,250	\$ 74,250	\$ 125,750	\$ 200,000	\$ -	\$ -	\$ -	\$ -	200,000

Project Description: The Fire Station 52 project will incorporate short-term projects to add a gender neutral restroom, roof repairs, and a kitchen remodel. It is anticipated that the short-term improvements will be undertaken while a replacement station is being designed. The scope of the project is being evaluated to include only the most urgent items and depending upon the schedule for construction of a new station, the planned kitchen remodel may be eliminated from the project.

Additional funding is included for 2018-19 to complete these improvements.



Project Details

Initial Funding Year	2017/18
Target Completion Year	2018/19
Expended as of June 30, 2018	\$0

Parks & Facilities

Facilities

Fire Station 52 Replacement

PROJECT #: 51011

Total Project Cost: \$ 6,000,000

DEPARTMENT: Community Services/Fire Department	Prior Appropriations	2018/19		2018/19	2019/20	2020/21	2021/22	2022/23	Total 2018-23 Budget
		Estimated Carryover	New Request						
PROJECT APPROPRIATIONS									
Fire Station 52	\$ -	\$ -	\$ 1,000,000	\$ 1,000,000	\$ 2,500,000	\$ 2,500,000	\$ -	\$ -	\$ 6,000,000
FUNDING SOURCES									
California Public Utilities Commission (CPUC) Fine to PG&E	\$ -	\$ -	\$ 1,000,000	\$ 1,000,000	\$ 2,500,000	\$ 2,500,000	\$ -	\$ -	\$ 6,000,000

Project Description: Following the 2010 PG&E gas pipeline explosion in San Bruno's Crestmoor neighborhood, the City played an active role in several investigative proceedings before the California Public Utilities Commission (CPUC). One of those cases was recently concluded with a portion of the penalty fine to PG&E being directed to San Bruno. The City Council previously considered several projects related to the explosion and its aftermath to be completed with any funding that may be available to the City as a result of the disaster. Replacement of Fire Station 52 was identified as the highest priority for use of any such funds.

This building, constructed in the mid-1950's, serves as San Bruno's second fire station, providing coverage to the western half of the City. The station houses on duty firefighters, trucks, and other fire equipment and is a critical component of the City's public safety infrastructure.

It is currently in poor repair and it lacks many of the modern-day amenities considered necessary for fire service delivery. Replacement of the station will provide the necessary facilities for Fire Department staff and operations, and will allow the Department to properly store and secure apparatus and equipment. In addition, a new station may be designed to include a neighborhood meeting room and activity space.

Project Details

Initial Funding Year	2018/19
Target Completion Year	2023/24
Expended as of June 30, 2018	\$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	2018/19		2018/19	2019/20	2020/21	2021/22	2022/23	Total 2018-23 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 be completed during fiscal year 2018-19.



Project Details

Initial Funding Year	2013/14
Target Completion Year	2018/19
Expended as of June 30, 2018	\$ -

Parks & Facilities

Parks

Florida Avenue Park

PROJECT #: 51001 | 51004

Total Project Cost: \$ 2,048,495

DEPARTMENT: Community Services/Public Works

PROJECT APPROPRIATIONS	Project #	Prior Appropriations	2018/19		2018/19	2019/20	2020/21	2021/22	2022/23	Total 2018-23 Budget
			Estimated Carryover	New Request						
Site Demolition and Clean Up	51001	\$ 490,000	\$ 176,612	\$ -	\$ 176,612	\$ -	\$ -	\$ -	\$ -	\$ 176,612
Park Planning, Design, and Construction	51001	1,123,432	1,106,515	250,000	1,356,515	-	-	-	-	1,356,515
Wood Carving Restoration/Preservation	51004	185,063	130,448	-	130,448	-	-	-	-	130,448
Total		\$ 1,798,495	\$ 1,413,575	\$ 250,000	\$ 1,663,575	\$ -	\$ -	\$ -	\$ -	\$ 1,663,575
FUNDING SOURCES										
General Fund Capital Reserve		\$ 1,598,495	\$ 1,213,575	\$ 250,000	1,463,575	\$ -	\$ -	\$ -	\$ -	\$ 1,463,575
San Bruno Community Foundation		200,000	200,000	-	200,000	-	-	-	-	200,000
Total		\$ 1,798,495	\$ 1,413,575	\$ 250,000	\$ 1,663,575	\$ -	\$ -	\$ -	\$ -	\$ 1,663,575

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. The Structures on the property were subsequently demolished and the lot was cleared and prepared for construction of the new 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. The park design was completed in Fall 2017 and the project was bid for construction. Unfortunately, due to difficulties in the project design plans, construction was placed on hold for revision of the design plans. The additional design work is now being completed so the project can be re-bid for construction in Fall 2018. Construction is scheduled to be completed during 2018-19. 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.

Additional funding is included for 2018-19 in anticipation of a revised construction project budget.



Project Details

Initial Funding Year	2015/16
Target Completion Year	2019/20
Expended as of June 30, 2018	\$384,920

Parks & Facilities

Facilities

Library Facility Improvements

PROJECT #: 51012|51013

Total Project Cost: \$ 340,000

DEPARTMENT: Community Services/Public Works

PROJECT APPROPRIATIONS	Project #	Prior Appropriations	2018/19		2018/19	2019/20	2020/21	2021/22	2022/23	Total 2018-23 Budget
			Estimated Carryover	New Request						
Library Facility HVAC Installation	51012	\$ -	\$ -	\$ 60,000	\$ 60,000	\$ 200,000	\$ -	\$ -	\$ -	\$ 260,000
Library Generator Installation	51013	-	-	80,000	80,000	-	-	-	-	80,000
Total		\$ -	\$ -	\$ 140,000	\$ 140,000	\$ 200,000	\$ -	\$ -	\$ -	\$ 340,000
FUNDING SOURCES										
General Fund Capital Reserve		\$ -	\$ -	\$ 140,000	\$ 140,000	\$ 200,000	\$ -	\$ -	\$ -	\$ 340,000

Project Description:

Two of the three HVAC heating and cooling systems at the Library, one for the basement and one for the Children's area, are no longer functioning efficiently and are incurring expensive energy bills. Replacement parts are no longer available due to the age of the systems. Design for new HVAC systems are scheduled for 2018-19. A construction cost estimate and schedule will be provided following design.

The generator that serves the Library is located at City Hall and is original to the circa 1950's building. The generator is no longer functioning. Engineering design is required due to the difficult construction conditions and is scheduled for 2018-19. The construction cost estimate will be provided at the end of the project design.



Project Details

Initial Funding Year	2018-19
Target Completion Year	2018/19
Expended as of June 30, 2018	\$0

Parks & Facilities

Facilities

Parks Corporation Yard Facility Improvements

PROJECT #: 51008

Total Project Cost: \$ 125,000

DEPARTMENT: Community Services

PROJECT APPROPRIATIONS	Prior Appropriations	2018/19		2018/19	2019/20	2020/21	2021/22	2022/23	Total 2018-23 Budget
		Estimated Carryover	New Request						
Facility Improvements	\$ 125,000	\$ 125,000	\$ -	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ 125,000
FUNDING SOURCES									
General Fund Capital Reserve	\$ 125,000	\$ 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 Parks Division staff and has not been updated or significantly improved for many years. The current project, funded by the prior year's appropriation, is recommended to replace the outside wood sheathing and gutters of the utility building, update the parks staff room, and install one new ADA-compliant shower and toilet room.

Conditions at the Corporation Yard will be evaluated at the end of this project to determine if any further maintenance improvements are recommended.



Project Details

Initial Funding Year	2017/18
Target Completion Year	2018/19
Expended as of June 30, 2018	\$0

Parks & Facilities

Facilities

Police Facility Improvements

PROJECT #: 51014

Total Project Cost: \$ 340,000

DEPARTMENT: Community Services/Public Works

PROJECT APPROPRIATIONS	Prior Appropriations	2018/19		2018/19	2019/20	2020/21	2021/22	2022/23	Total 2018-23 Budget
		Estimated Carryover	New Request						
Police Facility HVAC Installation	\$ -	\$ -	\$ 60,000	\$ 60,000	\$ 280,000	\$ -	\$ -	\$ -	\$ 340,000
FUNDING SOURCES									
General Fund Capital Reserve	\$ -	\$ -	\$ 60,000	\$ 60,000	\$ 280,000	\$ -	\$ -	\$ -	\$ 340,000

Project Description: This project will install a heating and cooling system at the Police Station. The current system is deteriorated and rusty and can no longer draw in air sufficiently to cool the coils and the building. Project work will include replacement of the HVAC coil units and related systems. Design of the HVAC system is scheduled during 2018-19 with construction and installation anticipated for 2019-20.



Project Details

Initial Funding Year	2018-19
Target Completion Year	2018/19
Expended as of June 30, 2018	\$0

Parks & Facilities

Facilities

Police Station Facility Security Improvements

PROJECT #: 51002 | 51003 | 51015

DEPARTMENT: Community Services/Public Works				2018/19							Total
PROJECT APPROPRIATIONS	Project #	Prior Appropriations	Estimated Carryover	New Request	2018/19	2019/20	2020/21	2021/22	2022/23	2018-23 Budget	
Installation - Gate and Fence	51002	\$ 140,000	\$ 133,446	\$ 30,000	\$ 163,446	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 163,446
Radio System Replacement	51015	-	-	208,000	208,000	86,000	154,000	-	-	-	448,000
TOTAL		\$ 140,000	\$ 133,446	\$ 238,000	\$ 371,446	\$ 86,000	\$ 154,000	\$ -	\$ -	\$ -	\$ 611,446
FUNDING SOURCES											
General Fund Capital Reserve		\$ 140,000	\$ 133,446	\$ 30,000	\$ 163,446	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 163,446
Equipment Reserve Funds		-	-	208,000	208,000	86,000	154,000	-	-	-	448,000
TOTAL		\$ 140,000	\$ 133,446	\$ 238,000	\$ 371,446	\$ 86,000	\$ 154,000	\$ -	\$ -	\$ -	\$ 611,446

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. The improvements include:

1. A security gate and fence to separate and protect employee vehicles from patrons using BART's ground floor parking area. Design has been delayed to further coordinate with BART and is estimated to be completed in 2018-19.
2. Replacement of the facility's 20-year old radio system, including the electronic hardware infrastructure and replacing all of the portable radio units. Equipment Reserve funding has been planned and set aside for the radio replacement project.

Additional funding is included for 2018-19 to complete the security gate and fence.

Project Details

Initial Funding Year	2015/16
Target Completion Year	2020/21
Expended as of June 30, 2018	\$6,554



Parks & Facilities

Facilities

Public Works Corporation Yard Facility Improvements

PROJECT #: 51016

Total Project Cost: \$ 50,000

DEPARTMENT: Public Works

PROJECT APPROPRIATIONS	Prior Appropriations	2018/19		2018/19	2019/20	2020/21	2021/22	2022/23	Total 2018-23 Budget
		Estimated Carryover	New Request						
Design - Parking	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
FUNDING SOURCES									
Wastewater Fund	\$ -	\$ -	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000
Water Fund	-	-	25,000	25,000	-	-	-	-	25,000
Total	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000

Project Description: This project will evaluate solutions for additional parking spaces along Huntington Avenue. There is currently insufficient parking on-site at the Public Works Corporation Yard and staff rely on street parking. Congestion and demand for parking in the area has increased over the last few years and staff have difficulty locating parking. Engineering design, with recommended alternatives, is scheduled to be completed in 2018-19.



Project Details

Initial Funding Year	2018/19
Target Completion Year	2018/19
Expended as of June 30, 2018	\$ -

Parks & Facilities

Facilities

Senior Center Improvements

PROJECT #: 83315

Total Project Cost: \$ 216,646

DEPARTMENT: Community Services/Public Works

PROJECT APPROPRIATIONS	Prior Appropriations	2018/19		2018/19	2019/20	2020/21	2021/22	2022/23	Total 2018-23 Budget
		Estimated Carryover	New Request						
Design and Construction	\$ 216,646	\$ 18,897	\$ -	\$ 18,897	\$ -	\$ -	\$ -	\$ -	\$ 18,897
FUNDING SOURCES									
General Fund Capital Reserve	\$ 216,646	\$ 18,897	\$ -	\$ 18,897	\$ -	\$ -	\$ -	\$ -	\$ 18,897

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 replacement of the deck with a composite material was completed in 2017-18. New deck railings and benches were also installed as part of the project.

Additional funding is included in 2018-19 to install bollards and minor final project improvements.



Project Details

Initial Funding Year	2014/15
Target Completion Year	2018/19
Expended as of June 30, 2018	\$197,749

Parks & Facilities

Facilities

Swimming Pool / Recreation Center

PROJECT #: 51009

Total Project Cost: \$ 50,000,000

DEPARTMENT: Community Services

PROJECT APPROPRIATIONS	Prior Appropriations	2018/19		2018/19	2019/20	2020/21	2021/22	2022/23	Total 2018-23 Budget
		Estimated Carryover	New Request						
Design and Construction	\$ 2,500,000	\$ 2,075,078	\$ -	\$ 2,075,078	\$ 2,500,000	\$ 35,000,000	\$ 10,000,000	\$ -	\$ 49,575,078
FUNDING SOURCES									
San Bruno Community Foundation	\$ 2,500,000	\$ 2,075,078	\$ -	\$ 2,075,078	\$ 2,500,000	\$ 35,000,000	\$ 10,000,000	\$ -	\$ 49,575,078

Project Description: In 2013, the San Bruno Community Foundation was created by the San Bruno City Council to manage a restitution settlement from Pacific Gas and Electric Company (PG&E) following the 2010 gas pipeline explosion in San Bruno's Crestmoor neighborhood. Following a broad board community input process to elicit recommendations from the public and community representatives on how to prioritize the settlement funds, the City Council authorized the design and construction of a combined aquatic and recreation center complex.

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 four 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.

Conceptual design for the combined facility was completed during 2017-18 the next steps will be to complete schematic project design and develop construction drawings over the next year. Once completed, the project is expected to begin an approximate 2 year construction period in 2019-20.



Project Details

Initial Funding Year	2017/18
Target Completion Year	2020/21
Expended as of June 30, 2018	\$424,922

2018-23 Capital Improvement Program

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2018-23 Capital Improvement Program

Streets Capital
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2018-23 Capital Improvement Program

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Streets Capital

2018-23 Five-Year Summary by Project

PROJECT TITLE	Prior Appropriations	2018/19		2018/19	2019/20	2020/21	2021/22	2022/23	Total 2018-23 Budget
		Estimated Carryover	New Request						
Accessible Pedestrian Ramps at Various Locations	\$ 495,000	\$ 189,138	\$ -	\$ 189,138	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	\$ 489,138
Bicycle and Pedestrian Improvement Program	215,786	211,263	8,000	219,263	592,200	1,002,000	-	-	1,813,463
Caltrain Grade Separation	1,801,709	674,007	-	674,007	-	-	-	-	674,007
Downtown Parking Lot Improvement	100,000	99,959	-	99,959	-	-	-	-	99,959
Pavement Management Program	11,476,184	4,224,635	1,328,326	5,552,961	2,536,171	1,000,000	1,000,000	-	10,089,132
Pedestrian Safety and Traffic-Calming Program	1,920,182	211,969	45,000	256,969	100,000	100,000	100,000	100,000	656,969
Sidewalk Repair Program	2,346,634	273,608	-	273,608	150,000	150,000	150,000	-	723,608
Street Medians & Grand Boulevard Improvement	850,000	706,450	300,000	1,006,450	-	-	-	-	1,006,450
Streetlight Pole Replacement Program	321,230	319,403	-	319,403	400,000	400,000	400,000	-	1,519,403
Streetlight Replacement Program	886,696	97,544	-	97,544	-	-	-	-	97,544
Traffic Signal Rehabilitation Program	1,190,000	506,862	-	506,862	280,000	280,000	-	-	1,066,862
Transit Corridor Pedestrian Connection Improvement	1,180,000	1,106,813	-	1,106,813	-	-	-	-	1,106,813
Total	\$ 22,783,421	\$ 8,621,651	\$ 1,681,326	\$ 10,302,977	\$ 4,158,371	\$ 3,032,000	\$ 1,750,000	\$ 100,000	\$ 19,343,348

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

2018-23 Five-Year Summary by Funding Source

FUNDING SOURCES	Prior Appropriations	2018/19		2018/19	2019/20	2020/21	2021/22	2022/23	Total 2018-23 Budget
		Estimated Carryover	New Request						
ABAG Grant	\$ 128,260	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CIWMB Grant	25,030	-	-	-	-	-	-	-	-
Crestmoor Trust Fund	-	-	-	-	-	-	-	-	-
Gas Tax	4,072,202	677,902	328,326	1,006,228	1,563,171	750,000	610,000	50,000	3,979,399
General Fund Capital Reserve	4,959,089	3,891,726	1,040,000	4,931,726	457,000	410,000	200,000	-	5,998,726
Homeowner Participation	183,070	-	-	-	-	-	-	-	-
Lifeline Grant (Prop 1B)	362,082	231,377	-	231,377	-	-	-	-	231,377
Measure A	7,870,718	1,820,847	345,000	2,165,847	1,000,000	1,000,000	860,000	50,000	5,075,847
MTC OBAG 2 Grant	154,000	154,000	(32,000)	122,000	673,000	792,000	-	-	1,587,000
MTC TDA Article 3 Grant	4,393	4,393	-	4,393	385,200	-	-	-	389,593
Prop 1B Funding	1,304,416	-	-	-	-	-	-	-	-
Recognized Obligation Payments Schedule (ROPS)	338,209	-	-	-	-	-	-	-	-
Safe Routes to Transit	500,000	429,212	-	429,212	-	-	-	-	429,212
San Bruno Community Foundation	263,952	55,744	-	55,744	-	-	-	-	55,744
State Local Partnership Program	431,000	-	-	-	-	-	-	-	-
SMC Transportation Authority Grant	650,000	650,000	-	650,000	-	-	-	-	650,000
Streets Capital	802,000	-	-	-	80,000	80,000	80,000	-	240,000
TLC Grant	735,000	706,450	-	706,450	-	-	-	-	706,450
To Be Determined	-	-	-	-	-	-	-	-	-
Total	\$ 22,783,421	\$ 8,621,651	\$ 1,681,326	\$ 10,302,977	\$ 4,158,371	\$ 3,032,000	\$ 1,750,000	\$ 100,000	\$ 19,343,348

Streets Capital

Pedestrian Ramps

Accessible Pedestrian Ramps at Various Locations

PROJECT #: 82702

Total Project Cost: \$ 795,000

DEPARTMENT: Public Works

PROJECT APPROPRIATIONS	Prior Appropriations	2018/19		2018/19	2019/20	2020/21	2021/22	2022/23	Total 2018-23 Budget
		Estimated Carryover	New Request						
Design and Construction	\$ 495,000	\$ 189,138	\$ -	\$ 189,138	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	\$ 489,138
FUNDING SOURCES									
Gas Tax	\$ 110,000	\$ 49,536	\$ -	\$ 49,536	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	\$ 79,536
Measure A	310,000	139,602	-	139,602	10,000	\$ 10,000	10,000	-	169,602
Streets Capital	75,000	-	-	-	80,000	\$ 80,000	80,000	-	240,000
Total	\$ 495,000	\$ 189,138	\$ -	\$ 189,138	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	\$ 489,138

Project Description: This program identifies and prioritizes areas requiring repair and installation of accessible curb ramp improvements, in compliance with the Americans with Disabilities Act (ADA). Work is conducted annually, guided by the General Plan's "Pedestrian Emphasis Zones", the Transit Corridors Plan, and recommendations from the Bicycle and Pedestrian Advisory Committee (BPAC).

The ADA Transition Plan was completed in 2017-18 and included a list of recommended locations to install curb ramps throughout the City, primarily in locations without an existing curb ramp or where the ramps do not meet federal ADA specifications. The project work plan includes installation of approximately 20 curb ramps annually.

Project Details

Initial Funding Year	2008/09
Target Completion Year	On-going
Expended as of June 30, 2018	\$ 305,862



Streets Capital

Bicycles & Pedestrians

Bicycle and Pedestrian Improvement Program

PROJECT #: 60008 | 60010 | 60012

Total Project Cost: \$ 1,817,986

DEPARTMENT: Public Works/Community Development

PROJECT APPROPRIATIONS	Prior Appropriations	2018/19		2018/19	2019/20	2020/21	2021/22	2022/23	Total 2018-23 Budget
		Estimated Carryover	New Request						
Planning and Construction	\$ 215,786	\$ 211,263	\$ 8,000	\$ 219,263	\$ 592,200	\$ 1,002,000	\$ -	\$ -	\$ 1,813,463
FUNDING SOURCES									
Various Funding	\$ 215,786	\$ 211,263	\$ 8,000	\$ 219,263	\$ 592,200	\$ 1,002,000	\$ -	\$ -	\$ 1,813,463

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. During 2017-18, bicycle racks were installed in various locations throughout the City, including the Library and the Recreation Center. Additional bicycle racks are planned in later years once funding is identified.

Additional funding for 2018-19 is included 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, 2018	\$4,523



Streets Capital

Street Rehabilitation

Bicycle and Pedestrian Improvement Program - Project Detail

PROJECT #: 60008 | 60010 | 60012

DEPARTMENT: Public Works/Community Development			2018/19							Total
PROJECT APPROPRIATIONS	Project #	Prior Appropriations	Estimated Carryover	New Request	2018/19	2019/20	2020/21	2021/22	2022/23	2018-23 Budget
Bicycle Rack Installation	60008	\$ 18,786	\$ 14,263	\$ -	\$ 14,263	\$ -	\$ -	\$ -	\$ -	\$ 14,263
Huntington Avenue Improvements	60010	197,000	197,000	(42,000)	155,000	-	1,002,000	-	-	1,157,000
Huntington/San Antonio Bicycle Corridor	60012	-	-	50,000	50,000	592,200	-	-	-	642,200
Total		\$ 215,786	\$ 211,263	\$ 8,000	\$ 219,263	\$ 592,200	\$ 1,002,000	\$ -	\$ -	\$ 1,813,463
FUNDING SOURCES										
General Fund Capital Reserve		\$ 57,393	\$ 52,870	\$ 40,000	\$ 92,870	\$ 207,000	\$ 210,000	\$ -	\$ -	\$ 509,870
MTC OBAG 2 Grant		154,000	154,000	(32,000)	122,000	-	792,000	-	-	914,000
MTC TDA Article 3 Grant		4,393	4,393	-	4,393	385,200	-	-	-	389,593
Total		\$ 215,786	\$ 211,263	\$ 8,000	\$ 219,263	\$ 592,200	\$ 1,002,000	\$ -	\$ -	\$ 1,813,463

Streets Capital

Caltrain Grade Separation

Caltrain Grade Separation

PROJECT #: 82707

Total Project Cost: \$ 1,801,709

DEPARTMENT: Public Works

PROJECT APPROPRIATIONS	Prior Appropriations	2018/19		2018/19	2019/20	2020/21	2021/22	2022/23	Total 2018-23 Budget
		Estimated Carryover	New Request						
Design and Construction	\$ 1,801,709	\$ 674,007	\$ -	\$ 674,007	\$ -	\$ -	\$ -	\$ -	\$ 674,007
FUNDING SOURCES									
Street Capital	\$ 527,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Recognized Obligation Payments Schedule (ROPS)	338,209	-	-	-	-	-	-	-	-
General Fund Capital Reserve	800,000	674,007	-	674,007	-	-	-	-	674,007
Measure A	136,500	-	-	-	-	-	-	-	-
Total	\$ 1,801,709	\$ 674,007	\$ -	\$ 674,007	\$ -	\$ -	\$ -	\$ -	\$ 674,007

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 2018-19.

Project Details

Initial Funding Year	2009/10
Target Completion Year	2018/19
Expended as of June 30, 2018	\$1,127,702



Streets Capital

Parking Improvements

Downtown Parking Lot Improvement

PROJECT #: 82106

Total Project Cost: \$ 100,000

DEPARTMENT: Community Development

PROJECT APPROPRIATIONS	Prior Appropriations	2018/19		2018/19	2019/20	2020/21	2021/22	2022/23	Total 2018-23 Budget
		Estimated Carryover	New Request						
Design and Construction	\$ 100,000	\$ 99,959	\$ -	\$ 99,959	\$ -	\$ -	\$ -	\$ -	\$ 99,959
FUNDING SOURCES									
Measure A	\$ 100,000	\$ 99,959	\$ -	\$ 99,959	\$ -	\$ -	\$ -	\$ -	\$ 99,959

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 an improved aesthetic for the parking lots.



Project Details

Initial Funding Year	2014/15
Target Completion Year	Not determined
Expended as of June 30, 2018	\$ 41

Streets Capital

Street Rehabilitation

Pavement Management Program Summary

PROJECT #: 60005 | 60006 | 60007 | 60013 | 60014

Total Project Cost: \$ 17,340,681

DEPARTMENT: Public Works/Community Services	Prior Appropriations	2018/19		2018/19	2019/20	2020/21	2021/22	2022/23	Total 2018-23 Budget
		Estimated Carryover	New Request						
PROJECT APPROPRIATIONS									
Design and Construction	\$ 11,476,184	\$ 4,224,635	\$ 1,328,326	\$ 5,552,961	\$ 2,536,171	\$ 1,000,000	\$ 1,000,000	\$ -	\$ 10,089,132
FUNDING SOURCES									
Various Funding	\$ 11,476,184	\$ 4,224,635	\$ 1,328,326	\$ 5,552,961	\$ 2,536,171	\$ 1,000,000	\$ 1,000,000	\$ -	\$ 10,089,132

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 2018-19. This program will also include rehabilitation of City park pathways and facility parking lots.

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, 2018	\$7,251,549

Streets Capital

Street Rehabilitation

Pavement Management Program - Project Detail

PROJECT #: 60005 | 60006 | 60007 | 60013 | 60014

DEPARTMENT: Public Works/Community Services			2018/19							Total
PROJECT APPROPRIATIONS	Project #	Prior Appropriations	Estimated Carryover	New Request	2018/19	2019/20	2020/21	2021/22	2022/23	2018-23 Budget
Street Rehabilitation	60005	\$ 10,826,184	\$ 3,686,588	\$ 1,000,000	\$ 4,686,588	\$ 1,725,171	\$ 1,000,000	\$ 1,000,000	\$ -	\$ 8,411,759
Masson Avenue Street Rehabilitation	60013	-	-	258,326	258,326	-	-	-	-	258,326
Huntington/San Antonio Ave Street Rehab	60014	-	-	70,000	70,000	761,000	-	-	-	831,000
Public Parking Lot Rehabilitation	60006	500,000	464,554	-	464,554	-	-	-	-	464,554
Park Pathways & City Facility Parking Lot Rehabilitation	60007	150,000	73,493	-	73,493	50,000	\$ -	-	-	123,493
Total		\$ 11,476,184	\$ 4,224,635	\$ 1,328,326	\$ 5,552,961	\$ 2,536,171	\$ 1,000,000	\$ 1,000,000	\$ -	\$ 10,089,132
FUNDING SOURCES										
Measure A		\$ 4,797,868	\$ 1,096,379	\$ -	\$ 1,096,379	\$ 600,000	\$ 600,000	\$ 600,000	\$ -	\$ 2,896,379
Gas Tax		2,092,900	478,256	328,326	806,582	1,213,171	400,000	400,000	-	2,819,753
MTC OBAG 2 Grant		-	-	-	-	673,000	-	-	-	673,000
Prop 1B Funding		1,304,416	-	-	-	-	-	-	-	-
State Local Partnership Program Grant		431,000	-	-	-	-	-	-	-	-
Streets Capital		200,000	-	-	-	-	-	-	-	-
General Fund Capital Reserve		2,650,000	2,650,000	1,000,000	3,650,000	50,000	-	-	-	3,700,000
Total		\$ 11,476,184	\$ 4,224,635	\$ 1,328,326	\$ 5,552,961	\$ 2,536,171	\$ 1,000,000	\$ 1,000,000	\$ -	\$ 10,089,132

Streets Capital

Neighborhood Traffic

Pedestrian Safety and Traffic-Calming Program Summary

PROJECT #: 82662 | 60003

Total Project Cost: \$ 2,365,182

DEPARTMENT: Public Works

PROJECT APPROPRIATIONS	Prior Appropriations	2018/19		2018/19	2019/20	2020/21	2021/22	2022/23	Total 2018-23 Budget
		Estimated Carryover	New Request						
Study, Design, and Construction	\$ 1,920,182	\$ 211,969	\$ 45,000	\$ 256,969	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 656,969
FUNDING SOURCES									
Various Funding	\$ 1,920,182	\$ 211,969	\$ 45,000	\$ 256,969	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 656,969

Project Description: This program evaluates the traffic and pedestrian safety concerns, possible alternatives, and implements improvement projects to improve safety and enhance the livability of neighborhoods. Program activities include traffic speed and volume studies, speed limit evaluations, education efforts, police enforcement, pedestrian warning systems installation in the downtown and in high volume pedestrian locations near schools, traffic sign installation, parking restrictions, parking studies, and minor traffic calming capital projects. Each request by a neighborhood, resident, or business is presented to the Traffic Safety and Parking Commission (TSPC) for consideration and approval by the City Council.

See the project detail on the following page.

Project Details

Initial Funding Year	2007/08
Target Completion Year	On-going
Expended as of June 30, 2018	\$ 1,708,213



Streets Capital

Neighborhood Traffic

Pedestrian Safety and Traffic-Calming Program - Project Detail

PROJECT #: 82662|60003

Total Project Cost: \$ 2,365,182

DEPARTMENT: Public Works

PROJECT APPROPRIATIONS	Project #	Prior Appropriations	2018/19		2018/19	2019/20	2020/21	2021/22	2022/23	Total 2018-23 Budget
			Estimated Carryover	New Request						
Belle Air School Improvement	82662	\$ 157,252	\$ 101,225	\$ -	\$ 101,225	\$ -	\$ -	\$ -	\$ -	\$ 101,225
Pedestrian Warning Systems	60003	263,952	55,744	-	55,744	-	-	-	-	55,744
Studies and Construction	82662	1,498,978	55,000	45,000	100,000	100,000	\$ 100,000	100,000	100,000	500,000
Total		\$ 1,920,182	\$ 211,969	\$ 45,000	\$ 256,969	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 656,969
FUNDING SOURCES										
Gas Tax		\$ 631,989	\$ 5,000	\$ -	\$ 5,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 205,000
Lifeline Grant (Prop 1B)		157,252	101,225	-	101,225	-	-	-	-	101,225
Measure A		866,989	50,000	45,000	95,000	50,000	50,000	50,000	50,000	295,000
San Bruno Community Foundation		263,952	55,744	-	55,744	-	-	-	-	55,744
Total		\$ 1,920,182	\$ 211,969	\$ 45,000	\$ 256,969	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 656,969

Streets Capital

Sidewalks

Sidewalk Repair Program

PROJECT #: 83908

Total Project Cost: \$ 2,796,634

DEPARTMENT: Public Works

PROJECT APPROPRIATIONS	Prior Appropriations	2018/19		2018/19	2019/20	2020/21	2021/22	2022/23	Total 2018-23 Budget
		Estimated Carryover	New Request						
Repairs	\$ 2,346,634	\$ 273,608	\$ -	\$ 273,608	\$ 150,000	\$ 150,000	\$ 150,000	\$ -	\$ 723,608
FUNDING SOURCES									
Gas Tax	\$ 837,313	\$ 31,295	\$ -	\$ 31,295	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	\$ 181,295
Measure A	968,131	112,161	-	112,161	100,000	100,000	100,000	-	412,161
ABAG Grant	128,260	-	-	-	-	-	-	-	-
CIWMG Grant	25,030	-	-	-	-	-	-	-	-
Homeowner Participation	183,070	-	-	-	-	-	-	-	-
Lifeline Grant (Prop 1B)	204,830	130,152	-	130,152	-	-	-	-	130,152
Total	\$ 2,346,634	\$ 273,608	\$ -	\$ 273,608	\$ 150,000	\$ 150,000	\$ 150,000	\$ -	\$ 723,608

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. Priority is given to repair locations with the greatest sidewalk uplift.



Project Details

Initial Funding Year	2004/05
Target Completion Year	On-going
Expended as of June 30, 2018	\$2,073,026

Streets Capital

Street Medians

Street Medians & Grand Boulevard Improvement Project

PROJECT #: 82101

Total Project Cost: \$ 1,150,000

DEPARTMENT: Public Works

PROJECT APPROPRIATIONS	Prior Appropriations	2018/19		2018/19	2019/20	2020/21	2021/22	2022/23	Total 2018-23 Budget
		Estimated Carryover	New Request						
Design and Construction	\$ 850,000	\$ 706,450	\$ 300,000	\$ 1,006,450	\$ -	\$ -	\$ -	\$ -	\$ 1,006,450
FUNDING SOURCES									
TLC Grant	\$ 735,000	\$ 706,450	\$ -	\$ 706,450	\$ -	\$ -	\$ -	\$ -	\$ 706,450
Gas Tax	57,500	-	-	-	-	-	-	-	-
Measure A	57,500	-	300,000	300,000	-	-	-	-	300,000
Total	\$ 850,000	\$ 706,450	\$ 300,000	\$ 1,006,450	\$ -	\$ -	\$ -	\$ -	\$ 1,006,450

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 completed during 2017-18 following delays due to CalTrans permitting issues. Due to higher than expected bids for project construction received in Spring 2018, the City Council directed that the project scope and design be re-evaluated to focus on pedestrian improvements and reduce overall project costs. The project is scheduled to be completed by the end of 2018-19.



Project Details

Initial Funding Year	2004/05
Target Completion Year	2018/19
Expended as of June 30, 2018	\$143,550

Streets Capital

Streetlights

Streetlight Pole Replacement Program

PROJECT #: 60004

Total Project Cost: \$ 1,521,230

DEPARTMENT: Public Works

PROJECT APPROPRIATIONS	Prior Appropriations	2018/19		2018/19	2019/20	2020/21	2021/22	2022/23	Total 2018-23 Budget
		Estimated Carryover	New Request						
Installation	\$ 321,230	\$ 319,403	\$ -	\$ 319,403	\$ 400,000	\$ 400,000	\$ 400,000	\$ -	\$ 1,519,403
FUNDING SOURCES									
Gas Tax	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	\$ 300,000
General Fund Capital Reserve	250,000	248,173	-	248,173	200,000	200,000	200,000	-	848,173
Measure A	71,230	71,230	-	71,230	100,000	100,000	100,000	-	371,230
Total	\$ 321,230	\$ 319,403	\$ -	\$ 319,403	\$ 400,000	\$ 400,000	\$ 400,000	\$ -	\$ 1,519,403

Project Description: There are approximately 2,100 streetlight poles owned and operated by the City of San Bruno. As streetlight poles and their foundation age, they corrode and become brittle. Many San Bruno poles are over 60-80 years old, made of concrete and steel, and have visible cracks, fractures, extensive corrosion, and other structural defects. A 2015 condition assessment identified 680 street light poles as structurally deficient and recommended for replacement. New poles are made of more durable aluminum. The priority replacement schedule is based on condition and is reviewed annually.

The work plan schedule gives priority to replace the most damaged poles first, and where possible, to group locations geographically and by pole type to minimize costs. A total of 36 street light poles will be replaced in the Pacific Heights Neighborhood in 2018-19. The tentative schedule for next work plan is to replace poles in areas east of El Camino Real.

Project Details

Initial Funding Year	2016/17
Target Completion Year	2020/21
Expended as of June 30, 2018	\$ 1,827



2018-23 Capital Improvement Program

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Streets Capital

Streetlights

Streetlight Replacement Project Summary

PROJECT #: 60009

Total Project Cost: \$ 886,696

DEPARTMENT: Public Works

PROJECT APPROPRIATIONS	Prior Appropriations	2018/19		2018/19	2019/20	2020/21	2021/22	2022/23	Total 2018-23 Budget
		Estimated Carryover	New Request						
Design and Installation	\$ 886,696	\$ 97,544	\$ -	\$ 97,544	\$ -	\$ -	\$ -	\$ -	\$ 97,544
FUNDING SOURCES									
Various Funding	\$ 886,696	\$ 97,544	\$ -	\$ 97,544	\$ -	\$ -	\$ -	\$ -	\$ 97,544

Project Description: This project work plan is as follows:

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 2018-19, 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 2019-20 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 were converted to parallel circuit in 2017-18.



Project Details

Initial Funding Year	2008/09
Target Completion Year	2024/25
Expended as of June 30, 2018	\$ 789,152

Streets Capital

Traffic Signals

Street Light Replacement - Project Detail

PROJECT #: 60009

DEPARTMENT: Public Works

PROJECT APPROPRIATIONS	Project #	Prior Appropriations	2018/19		2018/19	2019/20	2020/21	2021/22	2022/23	Total 2018-23 Budget
			Estimated Carryover	New Request						
Mills Park Neighborhood RO	60009	\$ 886,696	\$ 97,544	\$ -	\$ 97,544	\$ -	\$ -	\$ -	\$ -	\$ 97,544
RO Streetlight System Conversion	Unassigned	-	-	-	-	-	-	-	-	-
Total		\$ 886,696	\$ 97,544	\$ -	\$ 97,544	\$ -	\$ -	\$ -	\$ -	\$ 97,544
FUNDING SOURCES										
General Fund Capital Reserve		\$ 886,696	\$ 97,544	\$ -	\$ 97,544	\$ -	\$ -	\$ -	\$ -	\$ 97,544
To Be Determined		-	-	-	-	-	-	-	-	-
Total		\$ 886,696	\$ 97,544	\$ -	\$ 97,544	\$ -	\$ -	\$ -	\$ -	\$ 97,544

Streets Capital

Traffic Signals

Traffic Signal Rehabilitation Program Summary

PROJECT #: 10009|60001

Total Project Cost: \$ 1,750,000

DEPARTMENT: Public Works

PROJECT APPROPRIATIONS	Prior Appropriations	2018/19		2018/19	2019/20	2020/21	2021/22	2022/23	Total 2018-23 Budget
		Estimated Carryover	New Request						
Installation	\$ 1,190,000	\$ 506,862	\$ -	\$ 506,862	\$ 280,000	\$ 280,000	\$ -	\$ -	\$ 1,066,862
FUNDING SOURCES									
Various Funding	\$ 1,190,000	\$ 506,862	\$ -	\$ 506,862	\$ 280,000	\$ 280,000	\$ -	\$ -	\$ 1,066,862

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.

See the project detail on the following page.



Project Details

Initial Funding Year	2014/15
Target Completion Year	2020/21
Expended as of June 30, 2018	\$ 683,138

Streets Capital

Traffic Signals

Traffic Signal Rehabilitation Program - Project Detail

PROJECT #: 10009|60001

DEPARTMENT: Public Works

PROJECT APPROPRIATIONS	Project #	Prior Appropriations	2018/19		2018/19	2019/20	2020/21	2021/22	2022/23	Total 2018-23 Budget
			Estimated Carryover	New Request						
Traffic Signal Installation	60001	\$ 785,000	\$ 262,316	\$ -	\$ 262,316	\$ 220,000	\$ 220,000	\$ -	\$ -	\$ 702,316
Traffic Signal Priority Control System - City	10009	230,000	69,546	-	69,546	60,000	60,000	-	-	189,546
Traffic Signal Priority Control System - State	10009	175,000	175,000	-	175,000	-	-	-	-	175,000
Total		\$ 1,190,000	\$ 506,862	\$ -	\$ 506,862	\$ 280,000	\$ 280,000	\$ -	\$ -	\$ 1,066,862
FUNDING SOURCES										
General Fund Capital Reserve		\$ 315,000	\$ 169,132	\$ -	\$ 169,132	\$ -	\$ -	\$ -	\$ -	\$ 169,132
Gas Tax		342,500	113,815	-	113,815	140,000	140,000	-	-	393,815
Measure A		532,500	223,915	-	223,915	140,000	140,000	-	-	503,915
Total		\$ 1,190,000	\$ 506,862	\$ -	\$ 506,862	\$ 280,000	\$ 280,000	\$ -	\$ -	\$ 1,066,862

Streets Capital

Transit Corridor

Transit Corridor Pedestrian Connection Improvement

PROJECT #: 82709

Total Project Cost: \$ 1,180,000

DEPARTMENT: Public Works

PROJECT APPROPRIATIONS	Prior Appropriations	2018/19		2018/19	2019/20	2020/21	2021/22	2022/23	Total 2018-23 Budget
		Estimated Carryover	New Request						
San Bruno Ave/Huntington Ave Improvements	\$ 850,000	\$ 779,212	\$ -	\$ 779,212	\$ -	\$ -	\$ -	\$ -	\$ 779,212
ECR/Angus Intersection Improvements	330,000	327,601	-	327,601	-	-	-	-	327,601
Total	\$ 1,180,000	\$ 1,106,813	\$ -	\$ 1,106,813	\$ -	\$ -	\$ -	\$ -	\$ 1,106,813
FUNDING SOURCES									
Safe Routes To Transit	\$ 500,000	\$ 429,212	\$ -	\$ 429,212	\$ -	\$ -	\$ -	\$ -	\$ 429,212
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	27,601	-	27,601	-	-	-	-	27,601
Total	\$ 1,180,000	\$ 1,106,813	\$ -	\$ 1,106,813	\$ -	\$ -	\$ -	\$ -	\$ 1,106,813

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 Avenue to install green infrastructure bulb-outs at several intersections to meet new MRP requirements and provide shorter crossing distance for pedestrians. Design and construction is scheduled to be completed in 2018-19.

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 2017-18. Project construction is scheduled for 2018-19 pending final Caltrans approval.



Project Details

Initial Funding Year	2010/11
Target Completion Year	2018/19
Expended as of June 30, 2018	\$ 73,187

2018-23 Capital Improvement Program

Technology Capital
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2018-23 Capital Improvement Program

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Technology Capital

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

PROJECT TITLE	Prior Appropriations	2018/19		2018/19	2019/20	2020/21	2021/22	2022/23	Total 2018-23 Budget
		Estimated Carryover	New Request						
Agenda Preparation and Document Mgt Solution	\$ 43,000	\$ 33,515	\$ -	\$ 33,515	\$ -	\$ -	\$ -	\$ -	\$ 33,515
Digital Permit and Mgmt System Improvement	94,000	25,288	-	25,288	-	-	-	-	25,288
Financial Software Replacement	-	-	-	-	300,000	-	-	-	300,000
Total	\$ 137,000	\$ 58,803	\$ -	\$ 58,803	\$ 300,000	\$ -	\$ -	\$ -	\$ 358,803
FUNDING SOURCES									
General Fund Capital Reserve	\$ 43,000	\$ 33,515	\$ -	\$ 33,515	\$ 300,000	\$ -	\$ -	\$ -	\$ 333,515
Technology Fee	94,000	25,288	-	25,288	-	-	-	-	25,288
Total	\$ 137,000	\$ 58,803	\$ -	\$ 58,803	\$ 300,000	\$ -	\$ -	\$ -	\$ 358,803

The Technology Capital Improvement Fund provides for major upgrades and improvements to the technology infrastructure supporting City operations. The Technology Capital Fund ensures a coordinated approach to defining and addressing the organization's current and future technology needs. All improvements in this Fund are intended to provide employees with access to efficient technological tools necessary to deliver excellent customer service to all customers. The departments benefiting from specific upgrades or the City's various operating funds generate the Technology Capital Fund's revenues.

Technology Capital

Management Systems

Agenda Preparation and Document Management Solution

PROJECT #: 81008

Total Project Cost: \$ 43,000

DEPARTMENT: Information Technology

PROJECT APPROPRIATIONS	Prior Appropriations	2018/19		2018/19	2019/20	2020/21	2021/22	2022/23	Total 2018-23 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. The selected software 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 fully paperless distribution of agenda packets, paperless meetings, and to support other commissions and committees.

Project Details

Initial Funding Year	2014/15
Target Completion Year	2018/19
Expended as of June 30, 2018	\$9,485

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	2018/19		2018/19	2019/20	2020/21	2021/22	2022/23	Total 2018-23 Budget
		Estimated Carryover	New Request						
Design and Implementation	\$ 94,000	\$ 25,288	\$ -	\$ 25,288	\$ -	\$ -	\$ -	\$ -	\$ 25,288
FUNDING SOURCES									
Technology Fee	\$ 94,000	\$ 25,288	\$ -	\$ 25,288	\$ -	\$ -	\$ -	\$ -	\$ 25,288

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 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	2018/19
Expended as of June 30, 2018	\$68,712



Technology Capital

Financial Software

Financial Software Replacement

PROJECT #: 81011

Total Project Cost: \$ 300,000

DEPARTMENT: Information Technology/Finance

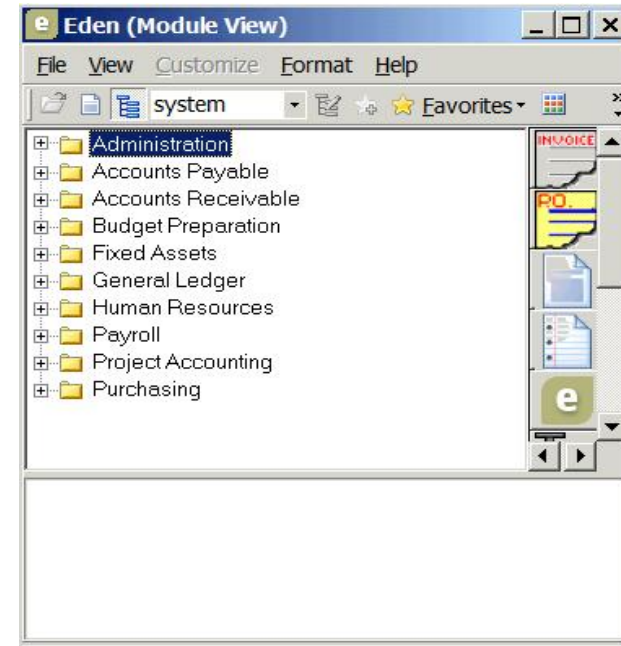
PROJECT APPROPRIATIONS	Prior Appropriations	2018/19		2018/19	2019/20	2020/21	2021/22	2022/23	Total 2018-23 Budget
		Estimated Carryover	New Request						
Implementation	\$ -	\$ -	\$ -	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ 300,000
FUNDING SOURCES									
General Fund Capital Reserve	\$ -	\$ -	\$ -	\$ -	\$ 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 2018-19 with implementation estimated for 2019-20.

Project Details

Initial Funding Year	2017/18
Target Completion Year	2019/20
Expended as of June 30, 2018	\$ -



2018-23 Capital Improvement Program

Operating Program and Plan
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2018-23 Capital Improvement Program

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Operating Programs and Plans

2018-23 Five-Year Summary by Project

PROJECT TITLE	Prior Appropriations	2018/19		2018/19	2019/20	2020/21	2021/22	2022/23	Total 2018-23 Budget
		Estimated Carryover	New Request						
Climate Action Plan	\$ 55,000	\$ 8,876	\$ 2,500	\$ 11,376	\$ -	\$ -	\$ -	\$ -	\$ 11,376
Scott Street Grade Separation	20,000	15,597	-	15,597	-	-	-	-	15,597
Total	\$ 75,000	\$24,473	\$ 2,500	\$ 26,973	\$ -	\$ -	\$ -	\$ -	\$ 26,973

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

2018-23 Five-Year Summary Funding Source

FUNDING SOURCES	Prior Appropriations	2018/19		2018/19	2019/20	2020/21	2021/22	2022/23	Total 2018-23 Budget
		Estimated Carryover	New Request						
General Fund Capital Reserve	\$ 15,000	\$ 8,876	\$ 2,500	\$ 11,376	\$ -	\$ -	\$ -	\$ -	\$ 11,376
DOE Grant	40,000	-	-	-	-	-	-	-	-
Measure A	20,000	15,597	-	15,597	-	-	-	-	15,597
Total	\$ 75,000	\$24,473	\$ 2,500	\$26,973	\$ -	\$ -	\$ -	\$ -	\$ 26,973

Operating Programs and Plans

Climate Action Plan

Estimated balance: \$8,876

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

Scott Street Grade Separation

Estimated balance: \$15,597

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.

2018-23 Capital Improvement Program

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2018-23 Capital Improvement Program

Unfunded Priorities
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Unfunded Priorities Capital Improvement Program

2018-23 Summary of Unfunded Priorities

PROJECT TITLE	Total Project Cost
City Facilities Replacement	\$ 150,000,000
Stormwater Infrastructure Improvements	16,810,000
Other Improvements	6,050,000
Total	\$ 172,860,000

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.

Unfunded Priorities Capital Improvement Program

City Facilities Replacement

Total Project Cost: \$150,000,000

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.

*** Library Year of Construction: 1954 Size: 16,766 sq.ft. Estimated Replacement Cost: \$45.0 million**

The San Bruno Public Library is a three-level building consisting of a main floor with children's area, a basement area, and mezzanine. The library was last significantly remodeled in 1990 and many improvements and repairs to the facility have been deferred until recently with the intent that a new library would be built.

In the last two years a number of improvements have been completed at the Library including ADA improvements to the public bathroom, laptop seating on the mezzanine level and the installation of a wheelchair lift to provide access to the mezzanine level.

Unfunded Priorities Capital Improvement Program

*** Parks Maintenance Yard** **Year of Construction: 1954** **Size: 14,491 sq.ft.** **Estimated Replacement Cost: \$3.0 million**

The Parks Maintenance Yard Facility serves as the main office for the Parks Division offices along with a lunch break room and workshop, and storage for parks equipment, supplies and materials, trucks, and other parks equipment.

The current work plan includes painting the exterior of the building and replacing the wood wall of the parking bay.

*** Police Plaza** **Year of Construction: 2000** **Size: 23,000 sq.ft.** **Estimated Replacement Cost: \$30.0 million**

Police Plaza is the administrative office for Police Department staff, dispatch center, temporary holding facility, storage for police vehicles, and equipment. As the building approaches ten years of age, due to the heavy use of the facility a number of needs are anticipated in the next five years including repair of the generator, exterior stucco repairs and painting, HVAC upgrades, flooring replacement, and roof repairs. The current work plan includes exterior patching and painting.

The current five-year Capital Improvement Program foresees preparation of a Master Plan to identify the current and future needs for the Corporation Yard. The Master Plan would evaluate the current facility's needs, future needs, alternative solutions, and a comprehensive plan with various steps/phases to be implemented in the future. Each phase would provide an additional amenity while preserving the benefits of the previous phases.

*** Senior Center** **Year of Construction: 1987** **Size: 12,700 sq.ft.** **Estimated Replacement Cost: \$15.0 million**

The Senior Center serves as a recreational facility providing educational and entertainment activities for the City's senior population and is used for City Council meetings and other public meetings. The Senior Center is also used as the cooking facility to provide a daily senior lunch program.

Recent improvements to the Senior Center include a replacement of the multi-purpose floor in 2004, a new roof which was completed in 2008, and replacement of the restroom automatic door opening mechanical system in 2015. The current work plan includes replacing the exterior deck.

Unfunded Priorities Capital Improvement Program

Stormwater Infrastructure Improvements

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.

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Equipment Purchase
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2018-19 Equipment Purchase Funding Summary

		Equipment Replacement	Vehicle Replacement	Total
Total Request by Fund:				
	Cable Fund	-	108,000	108,000
	General Fund	-	\$ 186,000	186,000
	General Fund Equipment Reserve	\$ 190,000	\$ 28,000	\$ 218,000
	Stormwater Fund	-	295,000	295,000
	Water Fund	-	37,000	37,000
	Total	\$ 190,000	\$ 654,000	\$ 844,000
Expenditures by Department:				
Cable	Service Truck	\$ -	\$ 28,000	\$ 28,000
	Service Van	-	80,000	\$ 80,000
Community Svc	Stump Grinder	75,000	-	\$ 75,000
	Brush Chipper	75,000	-	\$ 75,000
	Equipment Trailers (2)	30,000	-	\$ 30,000
Fire	Thermal Imaging Camera	10,000	-	\$ 10,000
Police	Marked Vehicles (4)	-	186,000	\$ 186,000
Pool Fleet	Pool Vehicle	-	28,000	\$ 28,000
Stormwater	Sweeper Vehicle	-	295,000	\$ 295,000
Water	Service Van	-	37,000	\$ 37,000
	Total	\$ 190,000	\$ 654,000	\$ 844,000

2018-19 Vehicle Replacement List

Department	Current Vehicle		Proposed Replacement Vehicle		Replacement Cost	Funding Source
Cable	1999	Chevrolet	Venture	Ford	Escape SUV	\$28,000 Cable Fund
Cable	2000	Chevrolet	Astro Van	Ford	Transit Van	\$40,000 Cable Fund
Cable	2000	Chevrolet	Astro Van	Ford	Transit Van	\$40,000 Cable Fund
Police (marked)	2010	GO-4	Parking enforcement	GO-4	Parking enforcement	\$37,000 General Fund
Police (marked)	2009	Ford	Crown Explorer (K-9)	Ford	Police Interceptor (K-9)	\$55,000 General Fund
Police (marked)	2011	Ford	Crown Explorer	Ford	Police Interceptor	\$47,000 General Fund
Police (marked)	2011	Ford	Crown Explorer	Ford	Police Interceptor	\$47,000 General Fund
Pool Vehicle	1999	Chevrolet	Blazer	Ford	Escape SUV	\$28,000 Equipment Reserve
Stormwater	2007	International	Street sweeper	Tymco	Street sweeper	\$295,000 Stormwater Fund
Water	2005	Ford	Van	Ford	Transit Van	\$37,000 Water Fund
Total Vehicle Request					\$654,000	

Funding Summary	
Total General Fund (Police Marked Vehicles)	\$186,000
Total General Fund Equipment Reserve	\$28,000
Total Cable Fund	\$108,000
Total Stormwater Fund	\$295,000
Total Water Fund	\$37,000
Total Funding Source	\$654,000

2018-19 Vehicle Replacement Acquisition Descriptions

Cable

Service Truck (641-6470-8013) \$28,000

Replacement of a 1999 Chevrolet Venture SUV with over 53,000 miles. As a result of high repetitive, daily usage and constant wear and tear damages, this vehicle has reached the end of its useful life. This vehicle is expected to have very little resell value within the State of California. Replacement cost of this vehicle with a Ford Escape SUV is estimated at \$28,000, including sales tax, preparation, and delivery.

Service Vans - 2 (641-6470-8013) \$80,000

This is a replacement for two 2000 Chevrolet service vans with over 70,000 miles and 65,000 miles and that have reached the end of their 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 costs for each vehicle with a Ford Transit Van, estimated at \$40,000, for a combined cost of \$80,000 including sales tax, preparation, and delivery.

Pool Fleet

Pool Vehicle (703-1560-8013) \$28,000

A 1999 Chevrolet Blazer with over 36,000 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 Escape SUV is estimated at \$28,000, including sales tax and delivery.

Water

Service Van (611-6170-8013) \$37,000

A 2005 Ford Van with over 55,000 miles serves as a mobile water quality testing van. It is used daily to test the water quality at City water wells and tanks, and as needed during special projects where water quality testing services are needed such as the annual hydrant flushing program and during water main break repairs. It also serves as a command vehicle during neighborhood-wide water interruptions, fires, and other emergencies. 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. The replacement cost of this vehicle with a similar Ford Transit Van, is estimated at \$37,000, including sales tax, customization, preparation, and delivery.

Stormwater

Street Sweeper (621-6270-8013) \$295,000

Replacement of a 2007 International Street Sweeper with over 50,000 miles. The Department operates two large street sweepers. A primary sweeper is used daily to complete street sweeping routes. A secondary sweeper serves as the backup street sweeper during repairs, and is also used

for special projects, and during the Fall for enhanced leaf pick. These vehicles are true “workhorses” and receive hard usage despite accumulating relatively low mileage. The Department has been achieving about 10 years of service per sweeper, which is an excellent track record for our equipment replacement program. The new replacement sweeper will serve as the primary sweeper vehicle and the other will serve as the secondary and backup sweeper. The replacement cost of this sweeper with a similar Tymco Street Sweeper is estimated at \$295,000, including sales tax, preparation, and delivery.

Police

Marked Parking Enforcement Vehicle (001-2010-6650) \$37,000

A 2010 GO-4 vehicle with over 60,000 miles, used for parking enforcement patrols is scheduled for replacement due to its maintenance history, age, and lack of safety features. The replacement cost for a similar GO-4 parking enforcement vehicle is estimated at \$37,000, including sales tax, preparation, and delivery.

Marked Police K-9 Vehicle (001-2010-6650) \$55,000

Replacement of a 2009 Police Department K-9 marked vehicle with 95,000 miles. The Department, typically replaces two to three marked vehicles a year based on the accumulated mileage and condition of the vehicles. The City delayed replacing any marked vehicles during fiscal year 2017-18. The replacement cost for this vehicle with a similar Ford Police Interceptor with special K-9 customizations is estimated at \$55,000, including sales tax and delivery.

Marked Police Vehicles - 2 (001-2010-6650) \$94,000

The Police Department intends to replace four marked police vehicles. The Department, typically replaces two to three marked vehicles a year based on the accumulated mileage and condition of the vehicles. The City delayed replacing any marked vehicles during fiscal year 2017-18. Two 2011 Ford Crown Victoria’s, each with approximately 90,000 miles, will be replaced with two Ford Police Interceptors. The cost for one Ford Police Interceptor is estimated at \$47,000, for a combined replacement cost of \$94,000, including sales tax, preparation and delivery.

Total Vehicle Replacement \$654,000

2018-19 Equipment Replacement Acquisition Description

General Fund Equipment

Community Services

Stump Grinder (703-1560-8013) \$75,000

The Department intends to replace a 1993 stump grinder used to grind out tree stumps and roots that are too difficult to remove by hand. This stump grinder is suffering from maintenance, rust, and wear and tear damages after over 25 years of constant use, and has reached the end of its useful life. Replacement cost of this stump grinder with a similar model is estimated at \$75,000, including sales tax, preparation, and delivery.

Brush Chipper (703-1560-8013) \$75,000

The Department intends to replace a 2003 brush chipper used to cut brush and tree limbs into smaller sized wood chips used as mulch and filler in City parks. This brush chipper is suffering from maintenance, rust, and wear and tear damages after over 15 years of constant use, and has reached the end of its useful life. Replacement cost of this brush chipper with a similar model is estimated at \$75,000, including sales tax, preparation, and delivery.

Equipment Trailers - 2 (703-1560-8013) \$30,000

The Department intends to replace two trailers used to haul maintenance equipment to project sites. The two trailers include a 1991 and a 2002 Trailevator. These trailers are 27 and 16 years respectively, and after constant usage, with rust, wear and tear damages, these equipment trailers have reached the end of their useful life. The replacement cost for one similar trailer is estimated at \$15,000, for a combined replacement cost of \$30,000, including sales tax, preparation and delivery.

General Fund Equipment

Fire

Thermal Imaging Camera (703-1560-8014) \$10,000

The Department needs to replace one thermal imaging camera that have exceeded its life span and become unreliable. The 2010 camera is eight years old and the useful life is between 5 to 10 years. Thermal imaging cameras allow crews to detect heat in all fire operations. They are especially helpful in finding heat sources in extreme fire conditions and on investigations when fire might be hidden in areas within the wall, ceilings and attics. Funding is available in the Equipment Reserve Fund.

Total Equipment Replacement \$190,000

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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, 2018 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, 2018:	\$6,018,385
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, 2018:	\$5,995,000
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, 2018:	\$5,860,000
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, 2018:	\$37,395
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:	\$616,132
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, 2018:	\$8,820,000
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, 2018:	\$826,268
Interest Rate:	0.525%
Funding Source:	General Fund Capital Reserve

2017 Water Revenue Bonds

Purpose:	Fund improvements to the Water System
Maturity Date:	2047
Original Amount:	\$11,615,000
Outstanding Principal as of July 1, 2018:	\$11,615,000
Interest Rate:	3% to 5%
Funding Source:	Water Fund

2017 Wastewater Revenue Bonds

Purpose:	Fund improvements to the Wastewater System
Maturity Date:	2047
Original Amount:	\$24,470,000
Outstanding Principal as of July 1, 2018:	\$24,470,000
Interest Rate:	3% to 5%
Funding Source:	Wastewater Fund

Annual Debt Service Budget

	2017-18	2018-19
General Fund		
2011 Fire Apparatus Lease Purchase Financing		
Principal	36,323	37,395
Interest	2,175	1,103
	38,498	38,498
2017 E-One Pumper Fire Engine and Aerial Ladder Fire Truck		
Principal	168,714	171,918
Interest	14,040	10,836
	182,754	182,754
2013 Pension Obligation Bonds		
Principal	830,000	855,000
Interest	345,681	324,931
	1,175,681	1,179,931
Total General Fund	1,396,933	1,401,183

Successor Agency to the San Bruno Redevelopment Agency		
2000 Certificates of Participation		
Principal	315,000	335,000
Interest	330,468	314,403
Total Successor Agency to the San Bruno Redevelopment Agency Fund	645,468	649,403

Water Fund		
2017 Water Revenue Bond		
Principal	-	120,000
Interest	272,194	474,400
Total Water Fund	272,194	594,400

Annual Debt Service Budget (Cont.)

	2017-18	2018-19
Wastewater Fund		
2013 Certificates of Participation		
Principal	280,000	295,000
Interest	258,975	247,575
	538,975	542,575
State Revolving Fund		
Principal	872,513	894,831
Interest	175,509	153,191
	1,048,022	1,048,022
2017 Wastewater Revenue Bond		
Principal	-	245,000
Interest	573,459	999,700
	573,459	1,244,700
Total Wastewater Fund	2,160,456	2,834,297

	2017-18	2018-19
Cable Fund		
Fiber to the Home at Shelter Creek Condominiums Loan		
Principal	165,461	166,331
Interest	4,809	3,938
Total Cable Fund	170,270	170,269
Total Annual Debt Service Obligations	4,645,321	5,650,552

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City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: June 26, 2018

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 Resolutions

-) Approving 2018-19 Operating and 2018-23 Capital Improvement Program Budget
-) Approving City Appropriations (Gann) Limit for 2018-19

BACKGROUND:

The proposed 2018-19 Operating and Capital Improvement Budget has been presented for City Council review and consideration. The proposed budget continues prior years' proactive efforts containing expenditures and using 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 delivering a financial plan that is balanced with expenditures contained at levels that can reasonably be supported by on-going revenues, and that supports a work program targeted to meet the specific needs and interests of the San Bruno community. The City Council conducted three study sessions to review the proposed 2018-19 Operating and the 2018-23 Capital Improvement Program Budget on June 11, 12, and June 18, 2018. At the study sessions, staff highlighted department service and presented recommended service enhancements.

DISCUSSION:

The proposed budget incorporates estimated revenues and planned expenditures for all Funds. For the coming year, the continued modest economic growth allows the City Council the opportunity to consider some limited new initiatives to help position the City for the future.

Total projected General Fund revenue for 2018-19 is \$45,610,300, an increase of \$2,072,000 or 5% over the 2017-18 Amended Budget. A majority of the projected 2018-19 General Fund revenue comes from taxes in six different categories. Sales tax, property tax, transient occupancy tax (TOT or hotel/motel tax), motor vehicle license fees, card room regulatory fees, and business taxes make up nearly 68% of the total revenue. Sales tax at \$7,317,200, 24% of total revenues and property tax at \$10,692,000, at 35%, represent the largest categories of revenues supporting General Fund operations.

Proposed 2018-19 expenditures are approximately \$2,072,000 higher than the 2017-18 Amended Budget. The increase in expenditures results from the increased cost of providing services; including the increased salary, health benefit, and employee retirement contribution costs in accordance with current Memorandums of Understanding with the bargaining units.

For the coming year, the Budget projects a General Fund revenue/expenditure gap of (\$1,431,100) and proposes a strategy to cover this amount in addition to limited supplemental expenditures presented as service level enhancements to improve City operations.

Detailed descriptions for all proposed enhancements can be found in the proposed 2018-19 Operating and Capital Budget Program Budget document in the Service Enhancement Section. The total cost of the proposed enhancements, net of associated new revenue, in the General Fund is \$1,072,600.

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.

The proposed budget projects \$47,041,436 in General Fund expenditures supporting operations and service delivery across all City departments. This total is an increase of \$1.4 million, or 3.2% compared to the 2017-18 Amended Budget. This is a 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 year. The following table summarizes 2018-19 financial information compared to the prior year:

General Fund	2016-17 Actual Budget	2017-18 Amended Budget	2017-18 Estimated Actual	2018-19 Proposed Budget	Change from 2017-18 Amended Budget
Revenue	\$ 42,311,249	\$ 43,538,312	\$ 43,774,769	\$ 45,610,332	\$ 2,072,020
Expenditure	\$ 41,284,185	\$ 45,577,653	\$ 43,280,195	\$ 47,041,436	\$ 1,463,783
Difference	\$ 1,027,064	\$ (2,039,341)	\$ 494,574	\$ (1,431,104)	

The proposed budget includes total General Fund revenues of \$45,610,332. This amount represents an increase of \$2,072,020 over the 2017-18 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 2017-18 revenues and expenditures for the City’s Enterprise Funds to the amounts proposed for 2018-19.

Fund	2017-18 Amended Budget	2017-18 Estimated Actual	2018-19 Proposed Budget	Change from 2017-18 Amended
Water				
Revenue	\$ 14,349,000	\$ 14,872,822	\$ 15,742,594	\$ 1,393,594
Expenditure	\$ 9,424,758	\$ 8,465,125	\$ 9,243,019	\$ (184,739)
Wastewater				
Revenue	\$ 16,600,000	\$ 16,657,983	\$ 17,663,327	\$ 1,063,327
Expenditure	\$ 8,992,862	\$ 8,622,154	\$ 8,548,460	\$ (444,402)
Stormwater				
Revenue	\$ 679,000	\$ 653,535	\$ 688,000	\$ 9,000
Expenditure	\$ 1,105,874	\$ 746,584	\$ 1,166,687	\$ 60,813
Cable				
Revenue	\$ 11,638,897	\$ 10,073,109	\$ 10,926,411	\$ (712,486)
Expenditure	\$ 11,095,328	\$ 10,618,268	\$ 11,056,273	\$ (39,055)

The City completed a comprehensive review of the operating and capital needs in the Water and Wastewater Enterprises and established a new multi-year utility rate schedule in April 2017. The rate analysis 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. The Water & Sewer Rate Study resulted in an adopted 5% annual increase to the water and wastewater utility rates through 2021-22. The 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 2018-19 Cable Operating Budget reflects a reduction of \$200,000 in the Equity Earnings Transfer to the General Fund.

With this revenue and the \$200,000 reduction in transfers, the Cable Enterprise Operating Budget projects a \$101,000 deficit in 2018-19. For 2018-19, budgeted operating expenditures are anticipated to increase by \$133,000 above the 2017-18 amount.

Internal Service 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 \$4,843,825 across all operations for 2018-19. The largest single category of internal service costs is for Self-Insurance at \$2,246,554.

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 2018-19 Capital Improvement Program identifies 47 funded projects/programs organized in 8 different categories. A total of \$205,764,600 in necessary capital investment is programmed through the CIP to assure rehabilitation, replacement, and improvement of City facilities and infrastructure. A total of \$105,000,000 is the expected cost of scheduled improvements to the City's water and wastewater systems.

The following chart summarizes the total proposed 2018-19 appropriations by category.

Water	\$ 51,014,800
Wastewater	\$ 54,198,400
Stormwater	\$ 3,486,200
Cable Television	\$ 12,879,500
Parks and Facilities	\$ 64,456,600
Streets	\$ 19,343,300
Technology	\$ 358,800
Operating Programs	\$ 26,900

New projects appearing in the proposed Capital Improvement Program in 2018-19 include the following:

- Green Infrastructure Development Plan
- Spyglass Drive Storm Drain Improvement Project
- Fire Station 52 Facility Improvement Project
- Library Facility Improvement Project
- Police Station Facilities Improvement Project
- Public Works Corporation Yard Facilities Improvement Project

Existing projects that were previously shown and have been significantly expanded or changed in the 2018-19 Capital Improvement Program include:

- ✓ 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. The additional appropriation will allow for completing the approved project scope.
- ✓ Street Median & Grand Boulevard Improvement Project – The project funding provides for an additional appropriation of \$1,006,500 for completing the approved project scope.

GANN LIMIT

Voters approved Proposition 4 and 111, known as the Gann Initiatives, which place a limit on the amount of tax-generated revenue (proceeds of taxes) that a local agency can receive and appropriate each year. The limit is based on actual 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 2017-18 Appropriation Limit is adjusted by the cost-of-living factor (3.67%) and the population factor (.50%) provided by the Department of Finance; establishing the 2018-19 Appropriation Limit at \$42,758,505. 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 \$29,451,200. The City's Appropriations Subject to limit are \$13,307,300 below the 2018-19 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 11, 12 and 18, 2018. General Fund revenues are projected to be \$1,431,100 lower than expenditures in 2018-19. This deficit is balanced by using 2017-18 Fund Balance of \$932,000 and a transfer from General Fund Balance of \$500,000—leaving a projected Fund Balance of \$2,318,400 as of June 30, 2019. 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 2018-19 Capital Improvement Program work program identifies \$32,659,000 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, 2018. 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 resolutions approving 2018-19 Operating and 2018-23 Capital Improvement Program Budget and approving City Appropriations (Gann) Limit for 2018-19.

ATTACHMENTS:

1. Proposed Supplemental Enhancements Summary
2. Resolution Approving 2018-19 Operating and the 2018-23 Capital Improvement Program Budget
3. Resolution Authorizing Preliminary Expenditure Appropriation
4. Resolution Approving the City's Appropriation Limit (Gann Limit) of \$42,758,505 for 2018-19.

DATE PREPARED:

June 19, 2018

RESOLUTION NO. 2018 - 63

RESOLUTION APPROVING 2018-19 OPERATING AND 2018-23 CAPITAL IMPROVEMENT PROGRAM BUDGET

WHEREAS, the City Manager transmitted the 2018-19 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 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 11, June 12, and June 18, 2018; and

WHEREAS, the City Council considered Supplemental Enhancement, 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 plan to carry out the program; and

WHEREAS, the San Bruno Planning Commission reviewed the capital improvement projects contained in the above budget, on June 5, 2018 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 forty-seven funded projects in the 2018-19 work-plan; and

WHEREAS, the City Council, being fully advised and informed and having fully reviewed the Proposed 2018-19 Operating and Capital Budget, finds and determines that the Proposed Budget should be adopted and prepared in final form; and

WHEREAS, the Proposed 2018-19 Operating Budget includes a proposed transfer of \$500,000 from the General Fund Reserve to the General Fund Operating Budget to replace sales tax revenues anticipated to be lost to the recent closure of an auto dealership in San Bruno; and

WHEREAS, the City has received new information that supports an increase to sales tax revenues of \$500,000 above the amount shown in the Proposed Budget and elimination of the proposed transfer of the General Fund Reserves.

NOW THEREFORE BE IT RESOLVED, the City Council of the City of San Bruno adopts the total Operating Revenue appropriation of \$98,611,569 Transfers In appropriations of \$7,345,920, Operating Budget appropriations of \$84,701,763 and Transfers Out appropriations of \$6,459,489 for 2018-19; 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 2018-19 Operating and the 2018-23 Capital Improvement Program Budget are hereby appropriated.

SECTION 2: that the 2018-19 Proposed Capital Improvement work program an funding is hereby approved including new budget appropriations totaling \$32,659,019 and carryover appropriation from 2017-18 in the total estimated amount of \$52,646,421 for a total 2018-19 Capital Improvement Program Budget of \$85,305,440.


---oOo---

I hereby certify that foregoing **Resolution No. 2018 - 63** was introduced and adopted by the San Bruno City Council at a regular meeting on June 26, 2018, by the following vote:

AYES: Councilmembers: Davis, M. Medina, O'Connell, Salazar, Mayor R. Medina

NOES: Councilmembers: None

ABSENT: Councilmembers: None



Melissa Thurman, CMC
City Clerk

RESOLUTION NO. 2018 - 64

**RESOLUTION APPROVING CITY'S APPROPRIATIONS LIMIT
(GANN LIMIT) OF \$42,758,505 FOR 2018-19**

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 2018-19 and is set forth in that certain document Appropriations Limit Calculation for Fiscal Year 2018-19, 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 3.67% and the San Mateo County population change of 0.50%;
2. The Appropriation Limit for 2018-19 is established at \$42,758,505; and
3. The City Council reserves the right to recalculate this Appropriations Limit utilizing Non-Residential Assessed Valuation.

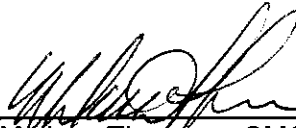
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I hereby certify that foregoing **Resolution No. 2018 - 64**
was introduced and adopted by the San Bruno City Council at a regular meeting on
June 26, 2018, by the following vote:

AYES: Councilmembers: Davis, M. Medina, O'Connell, Salazar, Mayor R. Medina

NOES: Councilmembers: None

ABSENT: Councilmembers: None



Melissa Thurman, CMC
City Clerk

**City of San Bruno
2018-19 Gann Appropriation Limit
6/13/2018**

Attachment A

2017-18 Appropriation Limit		\$ 41,039,622
Calculation of 2018-19 Adjustment Factor		
Annual Change Factors		
Cost of Living Adjustment Factors for 2018-19		
California Per Capita Personal Income (CPCPI)	3.67%	
Population Adjustment Factors for 2018-19		
San Mateo County Population Change	0.50%	
Adjustment Factor for 2018-19		
(1 +0.0367) x (1 + 0.0050)		<u>1.04188350</u>
2018-19 Appropriation Limit		<u>42,758,505</u>
2018-19 Estimated Tax Proceeds Subject to Appropriations Limit		
Property Taxes		
Current Secured & Unsecured	7,515,000	
Pass-Thru from RDA	434,000	
Redevelopment Property Tax Trust Fund (RPTTF) Property Tax	1,381,000	
Excess ERAF	800,000	
In-Lieu of Vehicle License Fees	4,826,000	
Supplemental Taxes	305,000	
Property Transfer Tax	200,000	
Homeowner's Property Tax Exemption	39,000	
Subtotal - Property Taxes	<u>15,500,000</u>	
General Sales Tax	7,197,158	
Hotel/Motel Tax	3,472,000	
Business Taxes	4,459,533	
Vehicle License Fee & Off-Highway License	22,000	
Interest Earned from Proceeds of Taxes	<u>201,702</u>	
Total Estimated Taxes Subject to Appropriations Limit		30,852,393
2018-19 Proposed Appropriations Excluded from Limit		
2011 Fire Apparatus	38,498	
2017 Fire Apparatus	182,754	
2013 POB	<u>1,179,931</u>	
Total Proposed Appropriations Excluded from Limit		<u>(1,401,183)</u>
2018-19 Appropriations Subject to Limit		<u>29,451,210</u>
Over (Under) Appropriations Limit		<u>\$ (13,307,295)</u>
Percent Over (Under)	-31%	

City of San Bruno
2018-19 Gann Appropriation Limit
6/13/2018

Attachment B

Fiscal Year Ending June 30,	Adjustment Factor	Gann Limit	Appropriation Subject to Limit	Over/(Under) Limit
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)
2019	4.19%	42,758,505	29,451,210	(13,307,295)

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City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: July 10, 2018
TO: Honorable Mayor and Members of the City Council
FROM: Connie Jackson, City Manager
Jim O'Leary, Interim Finance Director
SUBJECT: Adopt Resolution Approving Service Level Enhancements for Fiscal Year 2018-19 Operating Budget

BACKGROUND:

Staff presented the proposed 2018-19 Operating and Capital Improvement Budget for City Council review and consideration at three Budget study sessions on June 11, 12, and June 18, 2018. At the study sessions, staff summarized highlights of the overall proposed General Fund and Enterprise Fund base budgets, departmental base budgets and work programs for the coming year as well as recommended program and service level enhancements. The base budgets are generally prepared to continue all of the City's programs and services at the current levels. Consistent with the City Council's ongoing budget preparation policy and guidance, the budgets continue prior years' proactive efforts to contain expenditures at the lowest reasonable amount necessary to continue services.

The City Council conducted a Public Hearing on the Budgets at the regular City Council meeting held on June 26, 2018. At the Public Hearing staff presented an overview of the proposed Budgets and the recommended service enhancements. The City Council adopted the base budgets and asked staff to return to City Council at a future date for further consideration of the recommended service enhancements.

The complete Proposed 2018-19 Operating and the 2018-23 Capital Improvement Program Budgets are available on the City's website, www.sanbruno.ca.gov, and are available for public viewing at the City Clerk's Office in City Hall or at the San Bruno Library.

DISCUSSION:

As reported to the City Council during the Budget study sessions and in the City Manager's introductory letter to the Budgets, the City's standard conservative budgeting practice resulted in the overall 2018-19 General Fund Operating Budget increasing by only approximately 3% over the prior year. While some individual expenditure categories showed unavoidable and significantly higher than 3% increases, other proposed expenditures were deliberately reduced to contain total costs. As a result, there is little or no flexibility in the base departmental Operating Budgets to address

ongoing or emerging operational problems or changes to departmental services to more effectively respond to community needs and interests.

In order to address the most important of the unmet service needs and operational improvements identified by staff through the Budget development process, each year the Proposed Budget presented to the City Council includes a limited list of recommended Supplemental Enhancements. This approach to budget development highlights and provides the City Council an opportunity to consider all proposed changes to the base budget and all new items in an open and transparent manner.

For 2018-19, the list of recommended General Fund and Enterprise Fund Supplemental Enhancements includes a total of 15 items at a total all funds net cost of \$1,072,552. That list, including a detailed explanation of each item is attached to this report for reference.

Following the City Council's consideration of the Budgets at the June 26th Public Hearing and the Council's approval of the base Operating and Capital Budgets at that meeting, staff has re-reviewed and revised the list of recommended Supplemental Enhancements to eliminate some items and to provide additional clarification and explanation of the urgent need for each remaining item on the list. These revisions to the previously recommended 2018-19 Enhancements reflect and respond to the City Council's request for additional review to reduce costs and to clarify the need for each proposed item.

A revised list of proposed Enhancements is attached to this report. The revised list eliminates two items for the previously proposed list (on call custodial services and custodial vehicle), adds the establishment of the Building Inspector I/II classification that was negotiated in the most recent Mid-Management MOU and is reorganized to facilitate and streamline review.

FISCAL IMPACT:

In total the revised recommended 2018-19 Supplemental Enhancements reflect a total net all funds cost of \$1,034,036. As discussed in the Proposed 2018-19 Operating Budget, this amount can be funded through appropriation of the prior year ending fund balance. As also discussed in the Proposed Budget and at the Budget Study Sessions, going forward the City Council has recognized a need for development and implementation of a comprehensive strategy to generate new on-going revenues to support service delivery at the levels needed and expected by San Bruno residents. Completion of these initiatives will be critical to the City's ability to continue funding for both base and supplemental service levels in future years.

ALTERNATIVES:

1. Consider each recommended service enhancement individually for approval or denial.
2. Do not approve the recommended services enhancements as presented and direct staff to further review all or a portion of the recommended enhancements.

RECOMMENDATION:

Adopt Resolution Approving Service Level Enhancements for Fiscal Year 2018-19 Operating Budget

ATTACHMENTS:

1. Resolution
2. Recommended Supplemental Enhancements Summary

DATE PREPARED:

June 29, 2018

RESOLUTION NO. 2018 - 66

**RESOLUTION APPROVING SERVICE LEVEL ENHANCEMENTS FOR FISCAL YEAR
2018-19 OPERATING BUDGET**

WHEREAS, the City Manager transmitted the 2018-19 Proposed Operating and Capital Budget to the City Council in accordance with the Municipal Code Section 2.12.060; and

WHEREAS, the City Council completed review of the Proposed Budgets at Study Sessions held on June 11, 12 and 18, 2018; and

WHEREAS, the City's budget development approach across all operations and funds adheres to the City Council's ongoing policy to contain all costs at the lowest amounts possible to maintain service delivery at the existing levels; and

WHEREAS, the City Council held duly noticed public hearing and approved the base 2018-19 Operating and Capital Improvement Program Budgets at the regular June 26, 2018 meeting; and

WHEREAS, the Proposed Operating Budget includes a limited list of on-going and one-time Supplemental Enhancement items that are recommended to improve and/or expand existing service levels in response to identified City Council priorities and community needs; and

WHEREAS, at the June 26, 2018 meeting the City Council requested that staff return with additional review and information regarding the recommended Supplemental Enhancement items to reduce total proposed costs and provide additional explanation regarding the need and urgency for each recommended item; and

WHEREAS, the City Council, being fully advised and informed and having fully reviewed the recommended 2018-19 Supplemental Enhancement items, finds and determines that the Proposed Budget should be adopted.

NOW THEREFORE BE IT RESOLVED, the City Council of the City of San Bruno approves the recommended Supplemental Level Enhancement for fiscal year 2018-19 identified in the attachments to this resolution and authorizes appropriation of \$873,630 to cover the cost of these items.

Resolution 2018-66 Motions on Following Page

I hereby certify that foregoing **Resolution No. 2018 - 66**
was introduced and adopted by the San Bruno City Council at a regular meeting on
July 10, 2018, by the following votes:

Vote to approve to continue existing service levels, excluding the addition of 1 FTE limited-term Associate Planner position.

AYES: Davis, M. Medina, O'Connell and Mayor Medina

NOES: Salazar

Motion carried 4-1 with Councilmember Salazar opposed by roll call vote.

Vote to approve the addition of 1 FTE limited-term Associate Planner position.

AYES: Davis, M. Medina, O'Connell, Salazar and Mayor Medina

NOES: None

Motion carried unanimously by roll call vote.

Vote to approve the addition of 2 FTE Maintenance Workers I/II, to approve the replacement of Out-of-Compliance Traffic Signs, to approve the Fencing Sections Surrounding Pine Box Culvert between 1st and 7th Avenue.

AYES: Davis, O'Connell, and Mayor Medina

NOES: M. Medina, Salazar

Motion carried 3-2 with Councilmembers M. Medina and Salazar opposed by roll call vote.

Vote to not approve the addition of 1 FTE Parks & Facilities Services Manager.

AYES: Davis, M. Medina, Salazar and Mayor Medina

NOES: O'Connell

Motion carried 4-1 with Councilmember O'Connell opposed by roll call vote.

Vote to approve the addition of 1 FTE Fire Fighter/Prevention Management and the elimination of PT Inspector.

AYES: Davis, M. Medina, O'Connell, Salazar and Mayor Medina

NOES: None

Motion carried unanimously by roll call vote.

Vote to approve the position of Contract Counter Technician.

AYES: Davis, O'Connell, Salazar

NOES: M. Medina and Mayor Medina

Motion carried 3-2 with Councilmembers M. Medina and Mayor Medina opposed by roll call vote.

Vote to approve the addition of 1 FTE Public Safety Dispatcher.

AYES: Davis, M. Medina, O'Connell, Salazar and Mayor Medina

NOES: None

Motion carried unanimously by roll call vote.



Melissa Thurman, CMC
City Clerk

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GLOSSARY OF TERMS

- Accounting Period** – The City of San Bruno’s fiscal year is divided into 12 accounting periods. Each accounting period is a month and may have two or three pay periods.
- Accounting System** – The total structure of records and procedures which identify, record, classify, summarize and report information on the financial position and results of operations of a government.
- Accrual Basis of Accounting** – A method of accounting in which transactions are recognized at the time they are incurred, as opposed to when cash is received and spent.
- Accomplishment** – Programs and activities successfully completed in the prior fiscal year.
- Adopted Budget** – The annual City budget as approved by City Council on or before June 30 for the fiscal year beginning July 1. This adopted budget establishes the legal authority for the expenditure of funds.
- Amended Budget** – The Adopted Budget plus/minus any mid-year City Council actions.
- Americans with Disabilities Act (ADA)** – Americans with Disabilities Act, Public Law 336 of the 101st Congress, enacted July 26, 1990. The ADA prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, State and local government services, public accommodations, commercial facilities, and transportation. It also mandates the establishment of telecommunications device for the deaf (TDD)/telephone relay services.
- Appropriation** – A legal authorization granted by the City Council to make expenditures and to incur obligations for specific purposes. For purposes of the Capital Improvement Program budget, appropriations are automatically renewed, for the life of the project, unless altered or revoked. For the operating budget, the unexpended and unencumbered appropriations lapse at the end of the fiscal year.
- Appropriations Limit** – Proposition 4 approved by the voters in 1980 limits the amount of money that cities may spend each year. This limit is set each year based on the amount that was appropriated in 1978-79 and adjusted each year for population growth and a cost-of-living factor.
- Appropriation Ordinance** – The official enactment by the City Council to establish legal authority for City officials to expend and obligate resources.
- Assessed Valuation** – (Related to Gann Limit Appropriation). A valuation set upon real estate or other property by the County Assessor which approximates fair-market value of real or personal property. In California, the assessed valuation is subject to ad valorem tax levy is governed by Proposition 13 and AB8 (1978).
- Asset Type** – Capital assets are generally large and expensive and expected to last for at least one year but may be required for decades of public use and include complex underground water distribution and wastewater collection systems to buildings, parks, streets, and bridges.
- Asset Management** – Asset management is a strategic, comprehensive approach that involves systematic data collection and the analysis to provide City management with a framework for making sound decisions each fiscal year. Asset managers must make decisions on when and how to inspect, maintain, repair, renew, and replace a diverse set of existing facilities in a cost effective manner.
- Balanced Budget** – A balanced budget is defined as a budget where the anticipated operating revenues and other financing resources including carryover of outstanding encumbrances from prior year are equal to or exceed operating expenditures.

Budget – A plan of financial operation embodying an estimate of proposed expenditures for a given period of time and the proposed means of financing them. San Bruno's operating budget encompasses a fiscal year from July 1 through June 30.

Budget Amendment – The Council has the sole responsibility for adopting the City's budget, and may amend or supplement the budget at any time after adoption. The City Manager has the authority to approve administrative adjustments to the budget as outlined in the Financial Policies set by Council.

Budgetary Basis – This refers to the basis of accounting used to estimate financing sources and uses in the budget. This generally takes one of three forms: cash, accrual or modified accrual.

Building Permit Fee – Fee required for new construction or for any alteration or addition to a residence or commercial building. The fee is based on valuation. Electrical or plumbing/mechanical work also requires a similar permit with an itemized fee schedule.

Business License Tax – A type of excise tax imposed on businesses for the privilege of conducting business in the community. The tax is most commonly based on gross receipts or levied at a flat rate.

Capital Assets – Assets of significant value and having a useful life of greater than two years (the term Fixed Assets is also used).

Capital Budget – A plan of proposed capital expenditures and the appropriations to finance them. The capital budget is usually enacted as part of the complete annual budget that includes both an operating component and a capital component. The capital budget should be based on a Capital Improvement Program (CIP) and is typically the first year of a multi-year CIP.

Capital Improvement Project – Projects which purchase or construct capital assets. Typically capital improvements projects include new street improvements, park equipment replacements, major construction of public facilities, water, wastewater and stormwater infrastructure replacements, major maintenance/repair projects such as street resurfacing or modifications to public facilities, and the acquisition of real property such as land.

Capital Improvement Program – A comprehensive five-year plan of implementing proposed capital projects which identifies priorities as to need, cost, and method of financing during the next five years. The first year of the CIP is typically adopted as the annual capital budget.

Capital Projects Fund – Fund type used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds).

Capital Outlay – Expenditure for the acquisition of equipment and furniture with a useful life of two or more years and an acquisition cost of \$10,000 or more per unit. Capital Outlay is budgeted in the operating budget.

Carryover Appropriations – Unexpended project cost previously appropriated and designated for future design/construction activities. Carryover appropriations include encumbered funds dedicated to approved service or construction contracts as well as unencumbered funds for future planned work efforts.

Certificates of Participation (COP) – Debt instrument, commonly called COP that provides long-term financing through a lease or through an installment agreement.

Community Development Block Grant – Federal grant allocated according to pre-determined formulas and for use within a pre-approved broad functional area such as the CDBG.

Contingency – An amount set aside for emergency or unanticipated expenditures and revenue shortfalls.

Contractual Services – Services rendered to a government by private firms, individuals, or other governmental agencies. Examples include maintenance agreements and professional consulting services.

Debt Service – Payment of interest and repayment of principal to holders of the City's debt instruments.

Debt Service Fund – A government fund type used to account for the accumulation of resources and the payment of, principal and interest on the City's bonds, Certificates of Participation (C.O.P.), and other long-term obligations.

Department – A major organizational unit of the City, which has been assigned overall management responsibility for an operation or a group of related operations within a functional area. In San Bruno, Department Heads are the chief administrators within a department. Program Managers typically report to either the Department Head or his/her assistant.

Development Impact Fees – Fees placed on the development of land or conditions required for the approval of a development project such as the donation ("dedication" or "exaction") of certain lands (or money) to specific public uses. The fees are typically justified as an offset to the future impact that development will have on existing infrastructure.

Division – An organizational unit within a City department.

Encumbrances – An anticipated expenditure committed for the payment of goods and services not yet received or paid for. They are commitments against an approved budget for unperformed (executed) contracts for goods and services. They cease to be encumbrances when the obligations are paid or otherwise terminated.

Enterprise Fund – Used to account for operations that are financed and operated in a manner similar to private business enterprises – where the intent of the City Council is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user fees and charges or where the City Council has decided that periodic determination of net income is appropriate.

Equipment Charges – Charges or "rental fees" charged to user departments to defray the cost of maintaining the equipment used and to replace the equipment when it exceeds its useful life.

Equity – The net assets of a fund (i.e. the assets less the liabilities on a fund balance sheet).

Expenditure – The payment of cash for an asset obtained or goods and services obtained. Note: An encumbrance is not an expenditure; an encumbrance reserves funds to be expended. (See Encumbrances.)

Expense – Charges incurred for operations, maintenance, interest or other charges.

Fee – A charge to the consumer for the cost of providing a particular service. California government fees may not exceed the estimated reasonable cost of providing the particular service or facility for which the fee is charged, plus overhead.

Fines, Forfeitures and Penalties – Revenues received and/or bail monies forfeited upon conviction of a misdemeanor or municipal infraction.

Fiscal Year – The period designated by the City for the beginning and ending of financial transactions. The fiscal year begins July 1 and ends June 30.

Fixed Assets – Assets of long-term character that are intended to continue to be held or used, such as land, buildings, machinery, furniture or other equipment. The city has defined such assets as those with an expected life in excess of two years and an acquisition cost in excess of \$10,000.

Forfeiture – See fines, forfeitures and penalties.

Franchise Act of 1937 – Like the Broughton Act, restricts franchise collections to 2% of gross annual receipts, but includes a minimum fee of 1/2% of gross annual receipts for electric franchises or 1 % of gross annual receipts for gas or water franchises operating within the city limits.

Franchise Fee – A regulatory fee charged to a franchisee for “rental” or “toll” for the use of city streets and rights-of-way utility companies for the privilege of doing business in the City of San Bruno, i.e. garbage franchise fee, gas and electric franchise fee, and Cable TV franchise fee.

Full Service City – A city that is financially responsible for the major categories of municipal services including police, fire, planning and parks services. San Bruno is a full service City.

Full Time Equivalent (FTE) – The numeric equivalent of a staff position based on the amount of time that a regular, full-time employee normally works in a year. Full-time employees are paid for 2,080 hours in a year equating 1.0 FTE. Correspondingly, a part-time employee who worked 1,040 hours would equate to 0.5 FTE.

Fund – Municipal governments organize and operate their accounting systems on a fund basis. A fund is an independent financial and accounting entity with a self-balancing set of accounts used to record all financial transactions relating to revenues, expenditures, assets and liabilities related to the specific purpose for which the fund was created.

Fund Balance – The amount of financial resources immediately available for use. Generally, this represents the difference between unrestricted current assets over current liabilities. Fund Balance is future classified as designated, undesignated, reserved, and unreserved.

Fund Classifications – One of the three categories (governmental, proprietary, and fiduciary) used to classify fund types.

Fund Type – One of eleven classifications into which all individual funds can be categorized. Governmental fund types include the general fund, special revenue funds, debt service funds, capital projects funds, and permanent funds. Proprietary fund types include enterprise funds and internal service funds. Fiduciary fund types include pension (and other employee benefit) trust funds, investment trust funds, private-purpose trust funds, and agency funds.

Gann Limit (Proposition 4 – 1979) – This initiative, now Article XIII B of the state Constitution, was drafted to be a companion measure to Proposition 13, Article XIII A of the Constitution. Article XIII B limits growth in government spending to changes in population and inflation.

Gas Tax – Share of revenue derived from the State taxes on gasoline.

General Fund – The primary operating fund of the City. It is used to account for financial resources that are not legally or contractually required to be accounted for in another fund. With the exception of subvention or grant revenues restricted for specific uses, General Fund resources can be utilized for any legitimate governmental purpose.

General Obligation (G.O.) Bonds -Bonds issued through a governmental entity which have the legal authority to levy a tax on real and personal property located within the governmental boundaries at any rate necessary to collect enough money each year to pay for principal and interest due.

General Revenue – Those revenues that are not associated with a specific expenditure, such as property taxes (other than voter approved indebtedness), sales tax, and business license tax.

- General Tax – A tax imposed for general governmental purposes, the proceeds of which are deposited into the general fund. A majority vote of the electorate is required to impose, extend or increase any general tax. See also "special tax."
- Government Accounting Standards Board (GASB) – A standard-setting body, associated with the Financial Accounting Foundation, which prescribes standard accounting practices for governmental organizations.
- Governmental Funds – Funds generally used to account for tax-supported activities. There are five different types of governmental funds: the general fund, special revenue funds, debt service funds, capital projects funds and permanent funds.
- Grants – Contributions of cash or other assets from another governmental agency to be used or expended for a specified purpose, activity or facility.
- Hotel/Motel Tax – also known as Transient Occupancy Tax – Tax levied by cities on persons staying 30 days or less in room(s) in a hotel, inn, motel, or other lodging facility. The tax is currently 12% of receipts.
- Infrastructure – The physical assets of a government (i.e. streets, water and sewer systems, public buildings and parks).
- Investment Earnings – Income resulting from the prudent investment of idle cash. The types of investments are controlled by the City's Investment Policy in accordance with the California Government Code.
- Investment Portfolio – The collection of securities held by an individual or institution.
- Internal Service Funds – Proprietary fund type that may be used to account for any activity that provides goods or services to other funds, departments, or agencies of the City on a cost reimbursement basis.
- Joint Powers Authority – The Joint Exercise of Powers Act authorizes local public agencies to exercise common powers and to form joint powers authorities ("JPAs") for purpose of jointly receiving or providing specific services.
- Legal Level of Budgetary Control – The lowest level at which a government's management may not reallocate resources without special approval from the legislative body.
- Levy – (verb) To impose taxes, special assessments or service charges for the support of governmental activities; (noun) the total amount of taxes, and/or special assessments and/or service charges imposed by a governmental agency.
- Line Item – The description of an object of expenditure, i.e. salaries, supplies, contract services, etc.
- Liquidity – The ability to convert assets or securities into cash promptly with minimum risk of principal.
- Local Agency Investment Fund (LAIF) – A special fund in the state treasury. Local governments may deposit in this fund through the state treasurer for investment purposes.
- Maintenance of Effort (MOE) – A requirement, often as a condition of an intergovernmental subvention or supplemental tax, to maintain a level of spending at a certain level. Maintenance of Effort requirements are intended to prevent or limit the use of the additional revenues to supplant existing revenues such that the new revenues result in an increase in the level of program spending and services.
- Materiality – The magnitude of an omission or misstatement of accounting information that, in the light of surrounding circumstance, makes it probable that the judgment of a reasonable person relying on the information would have been changed or influenced by the omission or misstatement. The objective of accountability in governmental financial reporting requires materiality to be judged in both a quantitative and qualitative manner (involves such issues as legal and contractual compliance).

- Modified Accrual Basis** – A basis of accounting in which revenues are recognized when measurable and available and expenditures are recorded when the related fund liability is incurred, except for principal and interest on general long-term debt, claims and judgments, and accumulated unpaid vacation, sick pay and other employee benefit amounts, which are recognized as expenditures to the extent they have matured.
- Net Position** – The equity associated with (the difference between) general government wide assets and liabilities. Proprietary Fund equity is also classified as Net Positions. Net Positions are future classified as restricted and unrestricted.
- Non-Departmental** – This department has the sole purpose of accounting for all expenditures that the City cannot specifically designate to any operating department.
- Operating Budget** – The operating budget provides a plan for current expenditures and the proposed means of financing them. In a broader sense, the annual operating budget is a statement of what services the municipality will deliver to its citizens.
- Ordinance** – A formal legislative enactment by the City Council. It has the full force and effect of law within City boundaries unless pre-empted by a higher form of law. An Ordinance has a higher legal standing than a Resolution and is typically codified in a city's municipal code.
- PERS** – acronym for State of California's Public Employee's Retirement System (PERS) for the City's employees.
- Prior-Year Encumbrances** – Obligations from previous fiscal years in the form of purchase orders or contracts. They cease to be an encumbrance when the obligations are paid or otherwise terminated.
- Property Tax** – An ad valorem tax imposed on real property (land and permanently attached improvements) and tangible personal property (movable property).
- Proprietary Funds** – Funds that focus on the determination of operating income, changes in net assets (or cost recovery), financial position, and cash flows. There are two different types of proprietary funds: enterprise funds and internal service funds.
- Reimbursement for State Mandated Costs** – Article XIII B, Section 6 of the California Constitution which requires the state to reimburse local agencies for the cost of state-imposed programs. Process is commonly called "SB 90" after its original 1972 legislation.
- Recreation Fees** – Charges for services provided to participants of Community and Recreation Services' classes, activities, and recreational sports.
- Regulatory Fee** – A charge imposed on a regulated action to pay for the cost of public programs or facilities necessary to regulate a business or other activity or mitigate the impacts of the fee payer on the community. A regulatory fee does not include a charge on a property or a property owner solely due to property ownership.
- Rents and Concessions** – Charges for rentals of City facilities.
- Reserves** – An account which the City uses either to set aside revenues that it does not need to spend in the current fiscal year or to earmark revenues for a specific future purpose such as to protect the City from emergencies or unanticipated expenditures.
- Resolution** – A special or temporary order of a legislative body requiring less formality than an ordinance.
- Restricted Net Positions** – net positions with constraints placed on the use either by 1) external groups, such as creditors, grantors, contributors, or laws or regulations of other governments; or 2) law through constitutional provisions or enabling legislation.

- Revenue – Sources of income that the City receives during a fiscal year. Examples of revenue include taxes, intergovernmental grants, charges for services, resources carried forward from the prior year, operating transfers from other funds, and other financing sources such as the proceeds derived from the sale of fixed assets.
- Sales Tax – Of the \$0.09 sales tax paid on every \$1.00 spent when shopping in San Bruno, approximately \$0.01 is returned to the City.
- Secured Property – As the property tax is guaranteed by placing a lien on the real property, secured property is that real property in which the value of the lien on the real property and personal property located thereon is sufficient to assure payment of the tax.
- Securities – Investment instruments such as bonds, stocks and other instruments of indebtedness or equity.
- Service Charges – Charges imposed to support services to individuals or to cover the cost of providing such services. The fees charged are limited to the cost of providing the service or regulation required (plus overhead).
- Service Level Enhancements – New program expenditures or capital equipment, which a City department adds to their basic budget to enhance the quality and/or quantity of service they provide the public.
- Supplies and Contractual Services – The category of line items that describe non-salary and non capital outlay expenditures.
- Special Revenue Fund – Used to account for specific revenues that are legally or otherwise set aside for restricted use e.g. gas tax receipts are set aside in such a fund to be used solely for street improvements.
- Supplemental Appropriation – An additional appropriation made by the governing body after the budget year has started.
- Tax – Compulsory charge levied by a government for the purposes of financing services performed for the common benefit of the people. This term does not include specific charges made against particular persons or property for current or permanent benefit, such as special assessments.
- Teeter Plan – Enacted in 1949, an alternative method for allocating delinquent property tax revenues, authorized by Revenue and Taxation Code section 4701, in which the County Auditor allocates property tax revenues based on the total amount of property taxes billed, but not yet collected. The county government then collects and keeps the delinquency, penalty and interest payments. The City of San Bruno is on the teeter plan.
- Transfers In/Out – Amounts transferred from one fund to another to assist in financing the services for the recipient fund.
- Undesignated Unreserved Fund Balance – Available expendable financial resources in a governmental fund that are not the object of tentative management plans (designations).
- Unrestricted Net Positions – That portion of net positions that is neither restricted nor invested in capital assets (net of related debt).
- Unsecured Property – As the property tax is guaranteed by placing a lien on the real property, unsecured property is that real property in which the value of the lien is not sufficient to assure payment of the property tax.
- Use Tax – A tax imposed on the use or storage of tangible personal property when sales tax is not paid.
- User Fee – Fees charged for the use of a public service or program such as for recreation programs or public document retrieval. User fees for property-related services are referred to as property-related fees.

Utility Connection Fee – Utility connection fees or capacity fees are imposed on the basis of a voluntary decision to connect to a utility system or to acquire the right to use additional capacity.

Vehicle License Fee (VLF) – VLF is fee for privilege of operating vehicle on public streets. VLF is levied annually at 2% of the market value of motor vehicles and is imposed by the state "in lieu" of local property taxes. VLF is also called Motor Vehicle in-Lieu Tax. See VLF in Lieu Property Tax Swap.

Yield – The annual rate of return on an investment, expressed as a percentage of the investment.

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End of Budget**