




*Photo: Earl/Glenview Park and Crestmoor Reconstruction Ribbon Cutting Ceremony October 27, 2018*

# CITY OF SAN BRUNO
# ADOPTED FY2019-20
# OPERATING AND CAPITAL BUDGET

Prepared by the Finance Department

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CITY OF SAN BRUNO
Jovan D. Grogan
*City Manager*
OFFICE OF THE CITY MANAGER

June 25, 2019

Honorable Mayor and Members of the City Council:

It is my privilege to transmit the Adopted Fiscal Year (FY) 2019-20 Operating and Capital Improvements Program (CIP) Budgets for your review, consideration and action to approve.

It's an exciting time to be in San Bruno! Opportunities and challenges abound. Since being appointed as City Manager nearly a year ago, I have witnessed the community's passion to seize opportunities and work through challenges with a single purpose that can best be described as an unspoken commitment to leave our city *better – and more beautiful – than we found it*.

The City of San Bruno's top priority continues to be providing our residents and businesses with high-quality services as well as identify ways to enhance infrastructure maintenance and expand the services that the community expects and deserves.

As you know, the City has embarked on a fiscal sustainability effort as part of our FY2019-20 budgeting process and to inform future planning. In March 2019, the City conducted a Community Priorities Survey to ask residents about whether they are satisfied with the services we provide and obtain input on community priorities. Some of the priorities identified by our community included:

- Increasing pothole and other street hazard repair;
- Increasing ongoing street maintenance programs;
- Maintaining neighborhood police patrols;
- Attracting and maintaining local businesses;
- Maintaining city parks and playgrounds; and
- Maintaining and repairing park structures for children and youth.

Enhancing services and programs to meet these priorities is a challenge that we must face head on.

On the positive side, the City continues to benefit from a strong local and regional economy. Development activity and interest from the private sector to invest in the City's transit corridor and commercial areas remains high. And, prudent financial planning and the fact that the adopted FY2019-20 budget calls for the thresholds in the City's reserve policy funds to be met, means that the City has time to develop budgetary solutions and put corrective actions in place.

The adopted FY2019-20 budget is based on the philosophy of living within our means, while also recognizing that there are some improvements to City services and organizational enhancements that are critical to continuing to provide high-quality services to the community

and maintain City assets in a safe manner. **The Adopted FY2019-20 General Fund operating budget includes a budgetary deficit of $325,103. This is down from the budgetary deficit in the amended budget from the current fiscal year of $2,141,276.** This is largely the result of increasing assumptions regarding the City's major revenue sources (property tax, sales tax, and permit revenue), combined with limiting growth in expenditures (which includes no assumption for cost-of-living adjustments (COLAs) for the labor contracts that expire at the end of 2019). A summary of the adopted General Fund budget and enhancements are discussed later in this transmittal letter.

Through the adopted budget, the City will be able to maintain core service levels as well as make modest enhancements in a few notable areas (e.g. development permit processing, parks and facilities management staffing, weekend library services, and fleet maintenance). However, the adopted budget reflects tough choices to not enhance needed services due to financial constraints in both the operating and capital budgets. There are remaining millions of dollars' worth of deferred capital improvements and maintenance, and the City is not able to meet the needs and service priorities of the community in several areas –most notably regarding annual roadway rehabilitation and pothole repairs. There is currently a $6 million funding gap the City's annual roadway maintenance program.

In general, the City of San Bruno's fiscal condition is stable, but not sustainable. The backlog of deferred maintenance to public infrastructure and future growth in employee costs (both direct compensation and long-term post-employment liabilities) will continue to significantly impact the health of the City's General Fund. In addition, funding the needed and State-mandated improvements to the City's stormwater system cannot be accomplished within existing resources and remains a significant financial challenge. The City's current parcel assessment for the stormwater system does not cover the system's annual operating and capital improvement cost. The stormwater fund is projected to have an approximately $800,000 deficit in the adoptedFY2019-20 budget and the projected FY2020-21 budget and beyond is projected to run a deficit beginning and approximately $350,000 and into several million dollars by FY2023-24. This, of course, cannot happen, and the General Fund will need to provide additional financial support to the stormwater fund, additional revenues will need to be generated, and/or stormwater related operating expenses will be reduced and capital projects will be deferred.

In addition, a constantly changing statewide legislative and regulatory environment continues to add unfunded mandates and significant costs to the City's operations. Coupled with historical State takeaways of local funds, these mandates constitute historical and ongoing takeaways of local funds.

There are 4 bargaining units whose contracts expire on December 31, 2019. These units represent employees from all levels of the organization and comprise about 2/3's of the City's workforce. As noted above, the FY2019-20 budget does not include salary increase for these 4 bargaining units, beyond the contract expiration. The Police and Fire bargaining units' MOUs will expire in December 2020 and a 3% negotiated salary increase through December 31, 2020 is included in the FY2019-20 budget.

New in this year's adopted budget is a long-range forecast for all of the City's major funds. In recent years, a long-range forecast was only prepared for the Capital Improvement Program (CIP) Budget. The long-range forecasts and their projects are discussed later in this transmittal letter.

## OVERVIEW

The adopted 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. The Adopted 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. This year, a specific focus was applied to budgeting for projects that will be started and/or completed in the coming fiscal year. This allows for a more accurate projection of expenditures and is also an illustration of the fact that staff plans to allocate time to make progress on current/open projects that were funded in prior years.

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 adopted and recommended program and service enhancements for FY2019-20 is presented in the attachment to this letter.

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 and approved by the City Council during the City Council's April 9, 2019 Strategic Planning and Goal Setting Session and include:

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

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 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 ten months, key department staff have formed an internal advisory committee to work with the architecture firm (Group 4) in progressing the new Recreation and Aquatics Center (RAC) Project through schematic design and development of construction drawings. 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. Taxpayers will not bear the cost of constructing this center, as 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. Two members of the City Council, Planning Commission, Park and Recreation Commission and San Bruno Community Foundation have met monthly over the past several months to review progress and advise in key decisions on the design of the new facility.

- By the middle of 2019, the City expects to finally complete full replacement of all underground water, sewer and stormwater pipelines as well as all sidewalks, streets and streetlights throughout the entire Crestmoor 2 neighborhood. More than 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 Park with a beautiful, expanded park designed by neighborhood residents and containing amenities for all ages which had its grand opening in October 2018. 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.

- At the southern gateway to downtown, 83 new, modern apartments are finishing construction and had its first tenant occupancy in May 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.

- As part of the City's ongoing aggressive water and sewer infrastructure replacement and improvement program, the City completed full replacement of the underground water and sewer mainlines throughout the City. These projects were delivered on time and within budget and were completed with minimal disruption to business activity in the downtown and other areas throughout the City and will assure reliable service to an area previously impacted by service failures due to aged, damaged and deteriorating underground pipelines.

- In the Bayhill Office Park, work on a new Bayhill Specific Plan to outline a new vision for the area is ongoing and expected to be completed in early 2020. 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, Peninsula Place and Crystal Springs Terrance apartment multi-family complexes has shown positive results with a 68% subscriber penetration. FTTH offers a strong, reliable network and data speeds of up to 1 gigabyte 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 Cable department completed a major upgrade to the core Internet equipment by replacing routers throughout the system. A new rate card was implemented to offer competitive pricing for priority Internet, television and telephone packages. And staff have been working diligently to renegotiate many of the department's long-standing contracts to reduce operating expenses and run a leaner operation.

- On May 1, 2019, the City's comprehensive Development Impact Fee (DIF) program took effect. This program requires residential and commercial developers to pay an impact fee that will be used to improve and expand infrastructure throughout the City. Impact fees will be a core revenue source to help fund infrastructure projects in the years to come.

## 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, transient occupancy (hotel/motel) tax, business license tax, and sales tax. These revenues collectively comprise over 50% of total General Fund revenues.

For FY2019-20, the Adopted Operating Budget projects approximately $50,500,000 in total General Fund expenditures to support operations and service delivery across all City departments. This amount represents an increase of $2,067,519, or 5% compared to the FY2018-19 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 adopted 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 Adopted Budget projects approximately $50,100,000 in General Fund revenue. The FY2018-19 year-end projection for the General Fund shows revenues exceeding expenditures by $268,154 and a year-end fund balance of $2,440,255. 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 came from staff position vacancies that occurred 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 Adopted 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 adopted General Fund revenues and expenditures compared to the prior year.

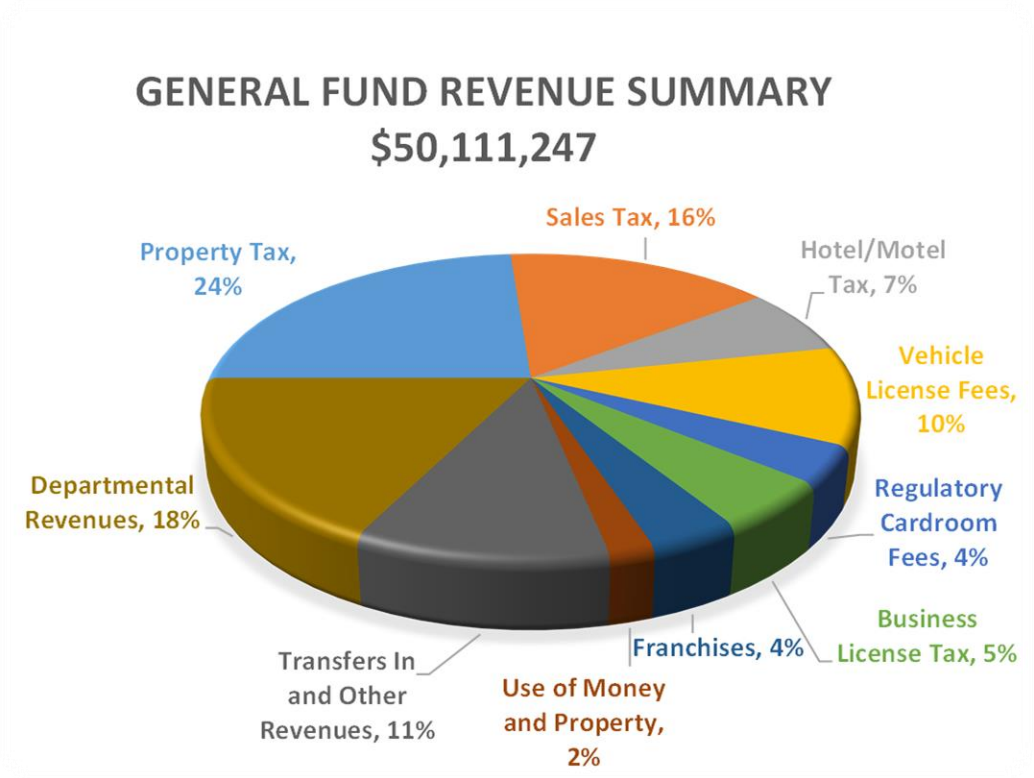
| General Fund Summary | FY2018-19 Adopted Budget | FY2018-19 Amended Budget | FY2018-19 Estimated Actual | FY2019-20 Adopted Budget |
|---|---|---|---|---|
| Beginning Fund Balance | $2,172,100 | $2,172,100 | $2,172,100 | $2,440,200 |
| Revenue | 46,110,300 | 46,227,500 | 47,102,000 | 50,111,200 |
| Expenditure | 47,041,400 | 48,368,800 | 46,833,800 | 50,436,300 |
| Surplus (Deficit) | (931,100) | (2,141,300) | 268,154 | (325,103) |
| **Ending Fund Balance** | **$1,240,900** | **$30,800** | **$2,440,200** | **$2,115,100** |

**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 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.

Entering FY2019-20, 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 enough 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 $50,111,200 projected for FY2019-20 represent an increase of $3,906,100 over the FY2018-19 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.

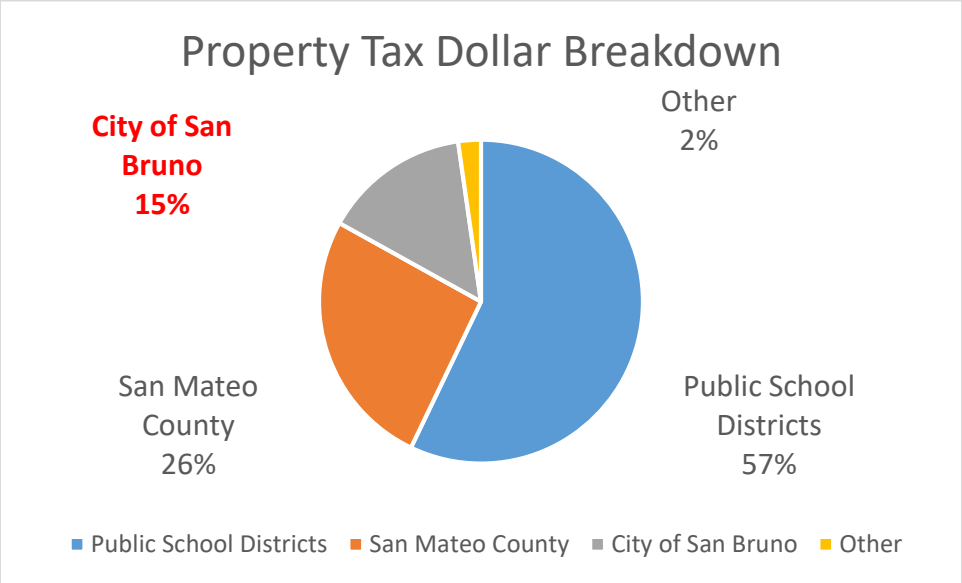



The City of San Bruno has historically been a "low tax" City. In comparing the City's adopted budget to that of other cities in San Mateo County, San Bruno's General Fund taxes per capita ranked at the low end with Daly City and Pacifica at $664.45 according to the State of California Controller's Office, Cities Annual Report from FY2015-16. San Mateo, Redwood City, South San Francisco and Burlingame have much higher taxes per capita.

| Jurisdiction | Total General Fund Taxes per Capita |
|---|---|
| Daly City | $566.25 |
| Pacifica | $658.81 |
| **San Bruno** | **$664.45** |
| San Mateo | $1,051.42 |
| Redwood City | $1,145.45 |
| South San Francisco | $1,177.39 |
| Burlingame | $2,053.03 |

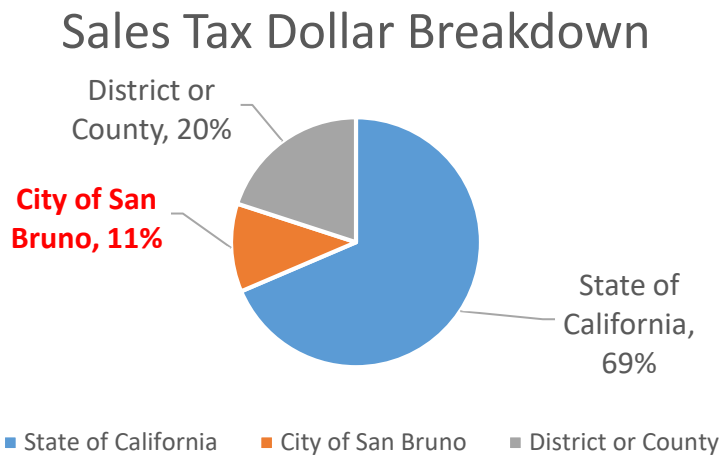
***Property Tax –*** Compared to other cities throughout California, San Bruno receives a relatively low amount of the total property tax collected in the City. As a "low tax city", San Bruno only receives about 12 1/2 cents from every property tax dollar paid in San Bruno. An additional 2 cents of property tax revenue have come to the City in recent years from the Educational Revenue Augmentation Fund, or ERAF, but this is not a consistent or reliable revenue source to fund on-going operations in the long term. The remainder of property taxes paid by property owners in the City goes to San Mateo County, school districts, and special districts. 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 12% over the estimated year end amount for FY2018-19 to $11,241,600.




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 are projected at $2,012,000 in the FY2019-20. 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 FY2019-20 total Sales Tax revenue is anticipated to increase by $74,800 from the prior year's budgeted amount and a decrease of $392,000 from the amount estimated to be collected in FY2018-19.



***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 $35,000 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 FY2019-20, an additional $52,300 has been budgeted compared to the current year budget.

***Use of Money & Property –*** The equity transfer from the Cable Enterprise represented a significant portion of this revenue category in prior fiscal years. 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 FY2015-16. The equity transfer has been gradually reduced from a high of about $1,000,000 to being eliminated in the FY2019-20 budget. The equity transfer will be reevaluated as part of the Cable business plan to implement Fiber-to-the-Home.

***Departmental Revenue -*** Three Departments account for 85% 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 $8,803,100, a 31% increase compared to the FY2018-19 budget.

**General Fund Expenditures**

In developing the Budgets, staff across all departments have 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 were directed to evaluate many expenditure line items to determine if it is necessary and to evaluate any available lower cost alternatives.

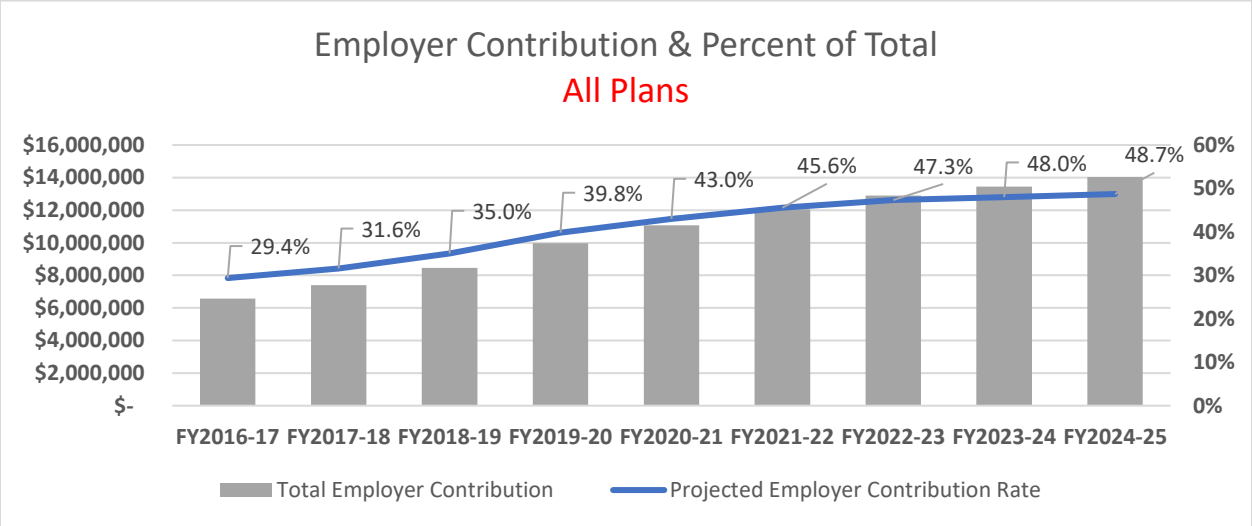
Significant highlights, changes, and comparison of FY2018-19 budgeted expenditures to the FY2019-20 adopted expenditures follows:

***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 approximately 50% of total expenditures (salaries, retirement costs, and employee medical costs are over 70% of total expenditures). The total budget for Regular and Part-Time Salaries across all General Fund departments is $21,302,400.

The FY2019-20 Adopted Budget includes salary adjustments in accordance with all employee bargaining unit agreements. As noted earlier in this letter, four of the City's collective bargaining contracts expire on December 31, 2019. No additional cost-of-living adjustments (COLAs) have been included in the adopted budget for these contracts. In the coming months, staff will initiate the collective bargaining process for the expiring agreements and schedule meetings with to the City Council for authority and direction.

***PERS Retirement -*** Employee retirement benefits total $8,193,100, or 39% of the cost of employee salaries. This amount represents an increase of $952,300 compared to the FY2018-19 amount. The City continues to experience significant impacts from increasing costs for retirement benefits through the CalPERS system. Beginning in FY2018-19, 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 you can see in the graph below, the City's contribution to the CalPERS, on both a cost and percentage contribution, increases each year throughout the 5 year financial planning period.




As a strategy to address this problem, State legislation implemented 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 hiring of 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 the City's workforce transitions from a substantial number of Classic or tenured CalPERS members to new members. 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 FY2020-21.

***Employee Medical Premiums -*** Employee medical benefits are provided through the Teamster's Health and Welfare Trust and amount to $4,843,700, a $176,700 increase compared to the FY2018-19 Budget. The Trust notifies the City of the projected premium increase at the end of each calendar year.

***Training/Meetings/Conferences -*** Total projected FY2019-20 Training/Meetings/Conferences expenditures decreased by $103,800 to $250,100 over the prior year Budget amounts. The decrease is due to Police Department removal of one-time training from FY2018-19 for Site Assessment Training ($52,000) and Mindfulness Training ($75,000). We received grants from the San Bruno Community Foundation to cover these costs in FY2018-19. The Police

Department is the source for most of this expense as they are required to complete (POST) California Peace Officer Standards and Training ($102,200) which is mandated.

***Internal Service Allocation -*** For FY2019-20, the Internal Service Allocation transfer amounts to $2,640,900. This amount covers the cost of expenditures required to support operations of the Central Garage, Building & Facilities Division and the Information Technology Division.

## Long-Range Financial Forecast

This budget cycle, City Staff have developed the first long-range financial forecast for all the City's major funds. The City has historically articulated a long-range financial need and plan for the CIP budget; however, operating revenues and expenditures and the implications on fund balances have not been a standardized budget practice in prior years. Multi-year budgeting and long-range financial forecasting is a key government best practice. Developing a methodology with conservative revenue and realistic expenditure assumptions to review, as it relates to budget decisions and trade-offs, allows for more fiscally responsible decisions. It also provides additional data and direction for revenue enhancement planning and expenditure controls.

A summary of the long-range financial forecast for the City's major funds, including major assumptions, can be found below.

### General Fund

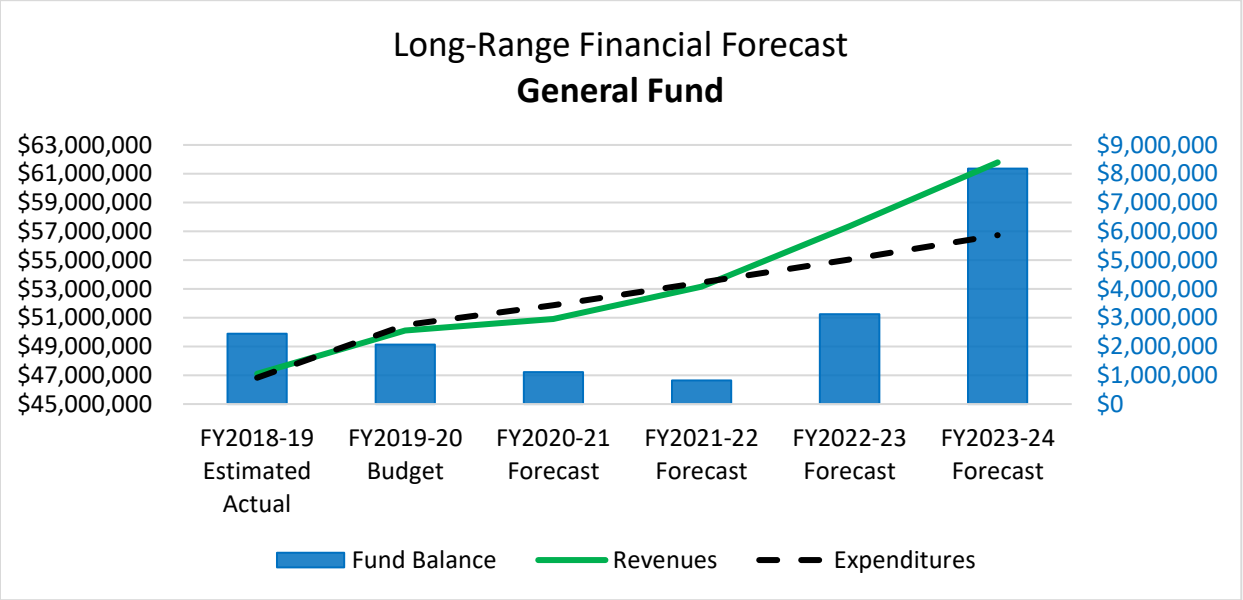
| | FY2018-19 Estimated Actual | FY2019-20 Adopted Budget | FY2020-21 Forecast | FY2021-22 Forecast | FY2022-23 Forecast | FY2023-24 Forecast |
|---|---|---|---|---|---|---|
| **Revenues** | $47,102,037 | **$50,111,247** | $50,899,922 | $53,152,203 | $57,348,866 | $61,787,176 |
| **Expenditures** | $46,833,883 | **$50,436,351** | $51,805,241 | $53,390,298 | $54,992,007 | $56,672,667 |
| **Fund Balance** | $2,440,255 | **$2,115,152** | $1,109,833 | $971,737 | $3,328,596 | $8,443,104 |

The General Fund is not expected to recognize significant revenue growth in the upcoming 4 fiscal years through FY2022-23. The economy continues to be strong with increasing property values, low unemployment and healthy tax revenues from sales and use, transient occupancy and business license taxes. Property tax annual increases have been strong in recent years, and the financial forecast assumes a 6% annual, conservative increase. All other tax revenues are anticipated to achieve 3% or less annual growth year over year.

At the time the FY2019-20 budget is being adopted, more than 10 projects have engaged the City's Community and Economic Development Department and are in the development pipeline. The City will recognize both one-time and ongoing revenues from development including Planning and Building permits, as well as water and sewer capacity charges, development impact fees, ongoing water and wastewater utility billing and an annual stormwater assessment, and eventually increased property, sales and business license property taxes. Development projects often experience delays and timing issues, so forecasting revenue to occur in a specific fiscal year is challenging. The long-range financial forecast considers revenue assumptions for most revenue sources based on existing timelines but discounted heavily to account for potential delays in development.

In the coming 3 fiscal years, the General Fund will continue to experience significant pressure from pension and health insurance costs as well as annual inflationary increases for materials, supplies, equipment and various contracts. The forecast does not assume any additional

position increases from what is being adopted in the FY2019-20 budget. Without any additional revenues or expenditure reductions, the General Fund Balance is forecasted to drop to about $1,200,000 in FY2020-21 and $970,000 in FY2021-22 – well below the target fund balance articulated in the City's reserve policy.




**Need for New Revenues**

As discussed above, the Adopted 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 FY2020-21. 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 continued focused discussion on strategies to address this situation at a Study Session on February 19, 2019 and will continue further focused evaluation over the coming year. Staff have already initiated the following revenue enhancement strategies that are currently underway in order to maximize the revenue generated from existing revenue sources:

- **Development Impact Fee (DIF) Program** – The City Council adopted a comprehensive development impact fee program including fees to fund community, public safety, general government, transportation and utility capital projects in the future. DIFs are 1-time fees paid by developers on new development to pay for infrastructure improvements and will fund development's "fair share" of the total project cost. A conservative estimate of total fee revenue to be generated through 2040 is $130 Million.

- **Cost Allocation Plan (CAP) and User Fee Study (UF)** – The City's master fee schedule has not been comprehensively reviewed in many years. In order to ensure that the City's fees for services provided are accurate, allowable and cost recoverable, staff are updating its cost allocation plan to ensure full cost recovery of City costs not directly associated to a service being provided, re-baselining fees in the master fee schedule based on fully-loaded staff costs and re-aligning fees to City services.

- **Water and Wastewater Utility Billing Improvements** – Finance Department staff manage all utility billing processes for water, wastewater and garbage charges. Staff have recently updated a standardized policy for bringing delinquent accounts into compliance, which includes offering payment plans, recommending low income assistance to qualified customers and issuing hang tags for discontinuation of service, when necessary. Approximately 650 customer accounts have been brought back into "good standing" during a 3-month period in FY2018-19.

- **Business License Tax Audit** – Staff have initiated audit processes for vendors conducting business with the City and other entities that conduct business within the City to ensure compliance with the business license municipal code. It is expected that the audit will result in bringing multiple businesses into compliance resulting in additional tax revenue to the City.

- **Transient Occupancy Tax Audit** – Staff have initiated audit processes for the 12 hotel operators in the City to compare the accuracy of filed lodging tax returns with activity summaries, revenue recovery reports and other documents to ensure accurate and timely tax filings are submitted to the City.

Staff expect these efforts to result in additional revenue to the City over time; however, the additional revenue will not be adequate to fund all priority projects and strategic initiatives approved by the City Council and articulated in the Operating and Capital Budgets. Staff have contracted with a public opinion polling firm to conduct a Community Priorities Survey to gain feedback from the community on priorities to be addressed if a revenue measure, such as a sales tax increase measure, was to be approved on an upcoming ballot. At the time, or shortly thereafter, the City Council receives the adopted Operating and Capital Budgets for FY2019-20, the City Council will also consider approving of a revenue enhancement to be included in the November 2019 ballot.

## ENTERPRISE FUNDS

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

The 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 adopted expenditure, relieves some pressure for further customer rate increases that might otherwise be required to cover cost increases associated with staff time and acquisition of necessary supplies, contract services, and other operating expenses.

The 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 FY2021-22. The new rates for FY2019-20 are reflected in the revenue projections for the coming year's Budget.

The following table shows a comparison of the FY2018-19 revenues and expenditures for the City's Enterprise Funds to the amounts adopted for FY2019-20.

| Fund | FY2018-19 Amended Budget | FY2018-19 Estimated Actual | FY2019-20 Adopted Budget | Change from FY2018-19 Amended |
|---|---|---|---|---|
| **Water** | | | | |
| Revenue | $ 15,742,600 | $ 15,914,900 | $ 16,583,200 | $ 840,600 |
| Expenditure | $ 9,485,800 | $ 8,268,200 | $ 10,027,100 | $ 541,300 |
| | | | | |
| **Wastewater** | | | | |
| Revenue | $ 17,663,300 | $ 18,158,300 | $ 18,621,600 | $ 958,300 |
| Expenditure | $ 8,786,500 | $ 7,893,500 | $ 9,116,200 | $ 329,700 |
| | | | | |
| **Stormwater** | | | | |
| Revenue | $ 688,000 | $ 677,300 | $ 679,000 | $ (9,000) |
| Expenditure | $ 1,597,700 | $ 1,336,300 | $ 1,222,800 | $ (374,900) |
| | | | | |
| **Cable** | | | | |
| Revenue | $ 10,926,400 | $ 9,845,400 | $ 9,907,100 | $ (1,019,300) |
| Expenditure | $ 11,048,400 | $ 10,248,500 | $ 9,437,600 | $ (1,610,800) |

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

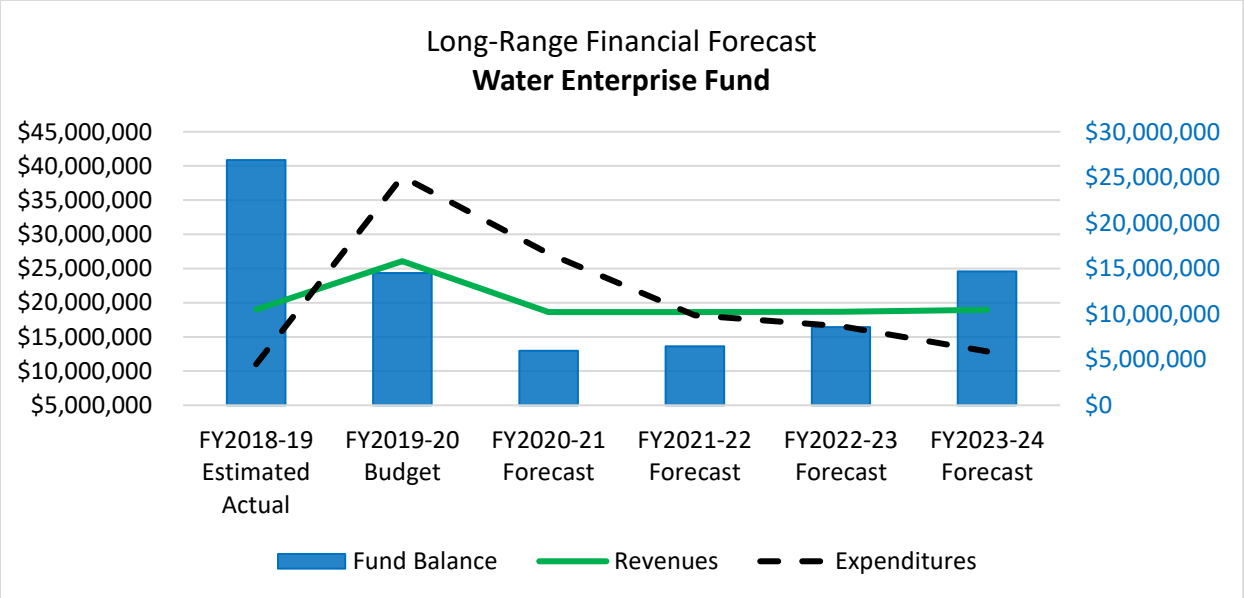
For FY2019-20, Water Enterprise costs are anticipated to increase compared to the prior year budget with total operating expenditures of $10,027,198. Once operating expenditures are

covered, the remaining revenue amount of $6,556,062 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 FY2019-24 Capital Improvement Program.

The long-range financial forecast for the Water fund is strong but has its challenges. The annual rate increases through FY2020-21 will yield additional, annual revenues to support ongoing operations and priority capital improvements. The capital projects are large and complex and require multi-million-dollar investments in a short period of time. The fund is forecasted to experience a dramatic drop in fund balance through FY2021-22 but is expected to rebound to a healthier balance thereafter.




**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 vactor 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. With continued good performance, the City looks forward to completing the compliance agreement requirements and closing it during the coming year.

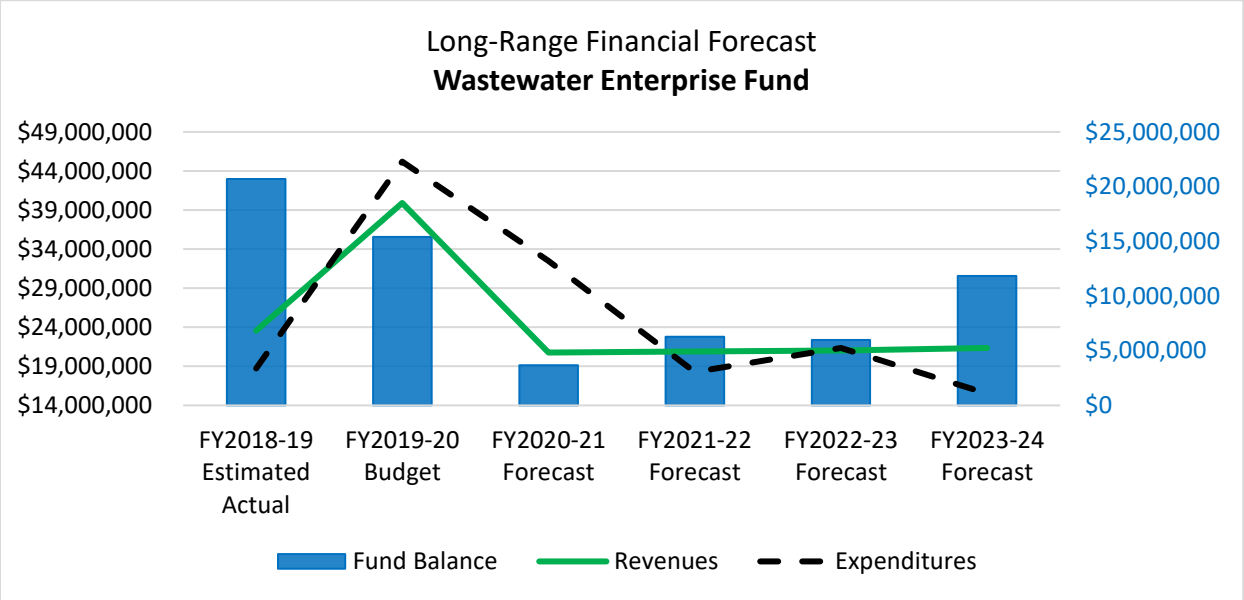
The City's established five-year wastewater rate program took effect July 1, 2017 and provides for annual 5% rate increases through June 30, 2022. Wastewater system revenues are anticipated to increase by approximately $958,300 in FY2019-20 over the prior year budgeted amount. Total system revenues for FY2019-20 are projected to be $18,621,600 and operating costs are budgeted at $9,116,200.

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 FY2019-24 Capital Improvement Program.

The long-range financial forecast for the Wastewater fund is strong but also has its challenges. Like the water enterprise fund, the annual rate increases through FY2020-21 will yield additional, annual revenues to support ongoing operations and priority capital improvements. The capital projects are large and complex and required multi-million-dollar investments in a

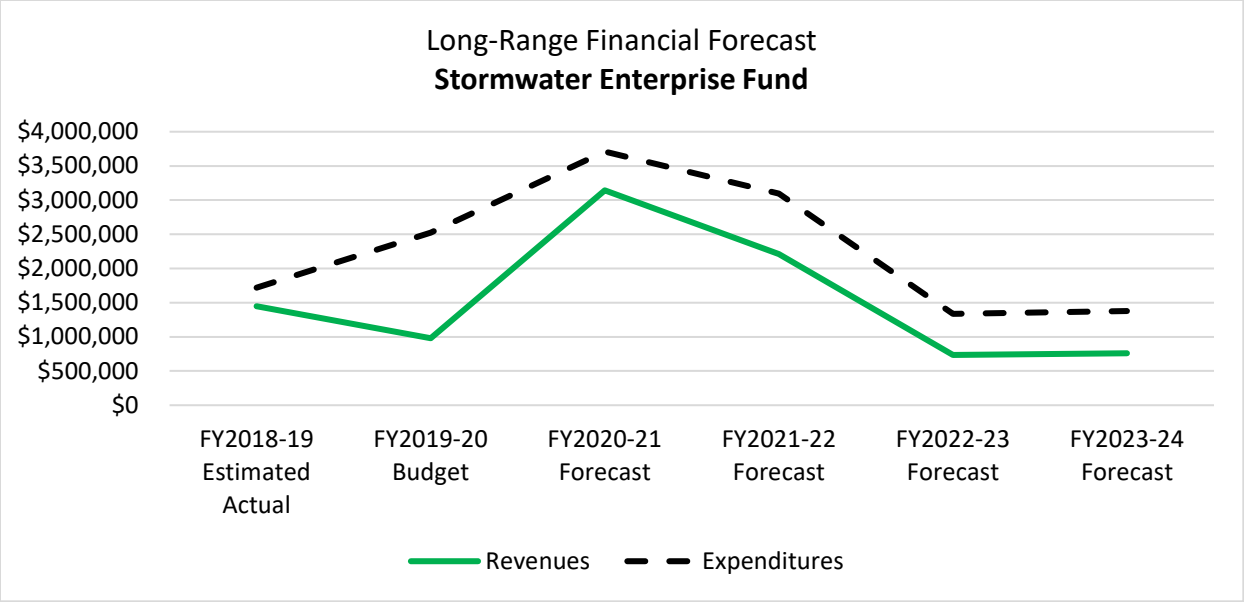
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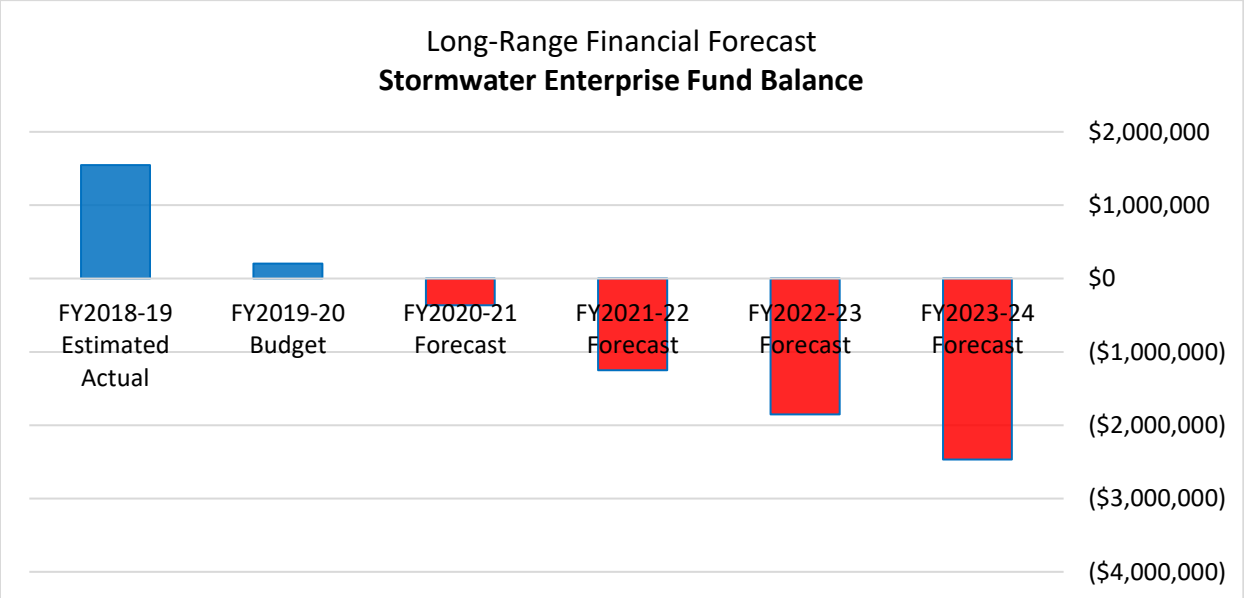

**Stormwater Enterprise**

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

In recent years, many cities have asked voters to approve of a dedicated funding source as the annual property tax assessment has proven to be inadequate to fund ongoing operations and necessary equipment and capital investments to meet federal requirements. The FY2018-19 adopted budget approved of 2 additional maintenance workers to provide trash capture device cleaning and maintenance to ensure we meet federal standards. Over the past 5 months, Finance and Public Works staff have worked closely to delay and/or minimize operating expenses as well as propose a budget for FY2019-20 that does not yield a negative fund balance.




The long-range financial forecast, without any additional dedicated revenue to support the enterprise, is projected to yield a negative fund balance beginning in FY2020-21 with the negative fund balance increasing each year thereafter. The City will need to consider other funding sources, including the General Fund, to fund required Stormwater operations as well as a potential, dedicated funding source in the future.




**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 that is estimated to reach approximately $15.6 Million by the end of FY2018-19.

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 FY2015-16, these transfer amounts have gradually been reduced to $375,000 for FY2018-19. The transfer has been eliminated in the FY2019-20 budget, and the Cable Enterprise Operating Budget projects a small surplus for the first time in recent years.

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.

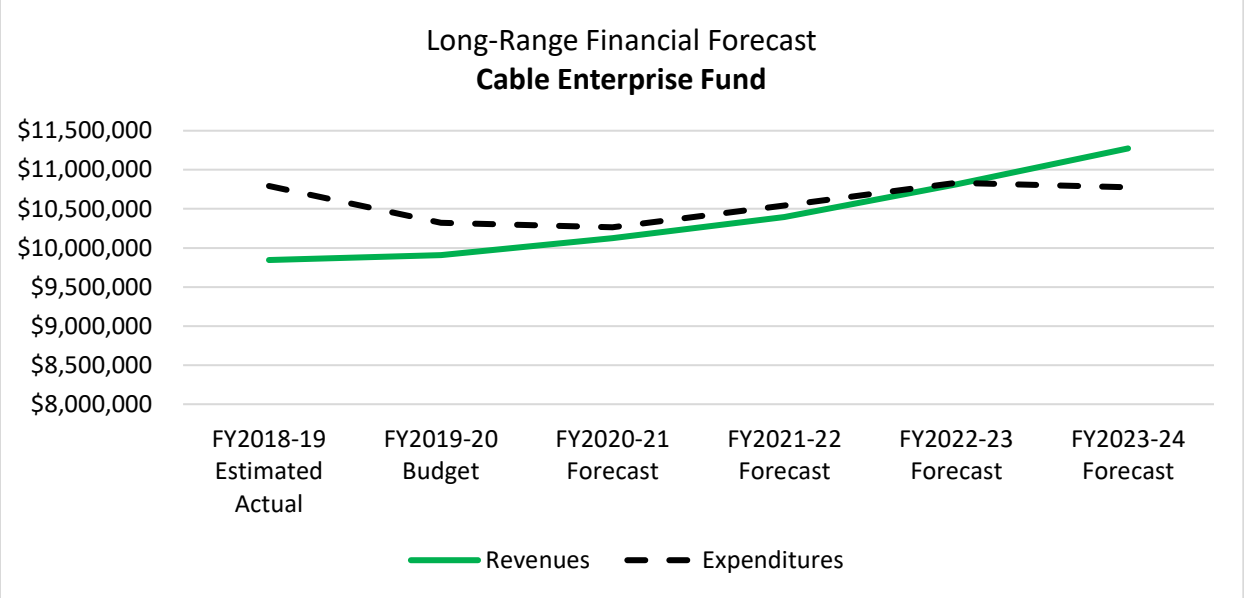
However, the future vitality of San Bruno Cable now requires an additional, and even more costly investment to build a fiber to the home (FTTH) system throughout the entire community. FTTH would afford the City a very stable and nearly maintenance-free infrastructure for delivery

of an even wider spectrum of technology services – importantly including internet speeds up to 1 gigabit.

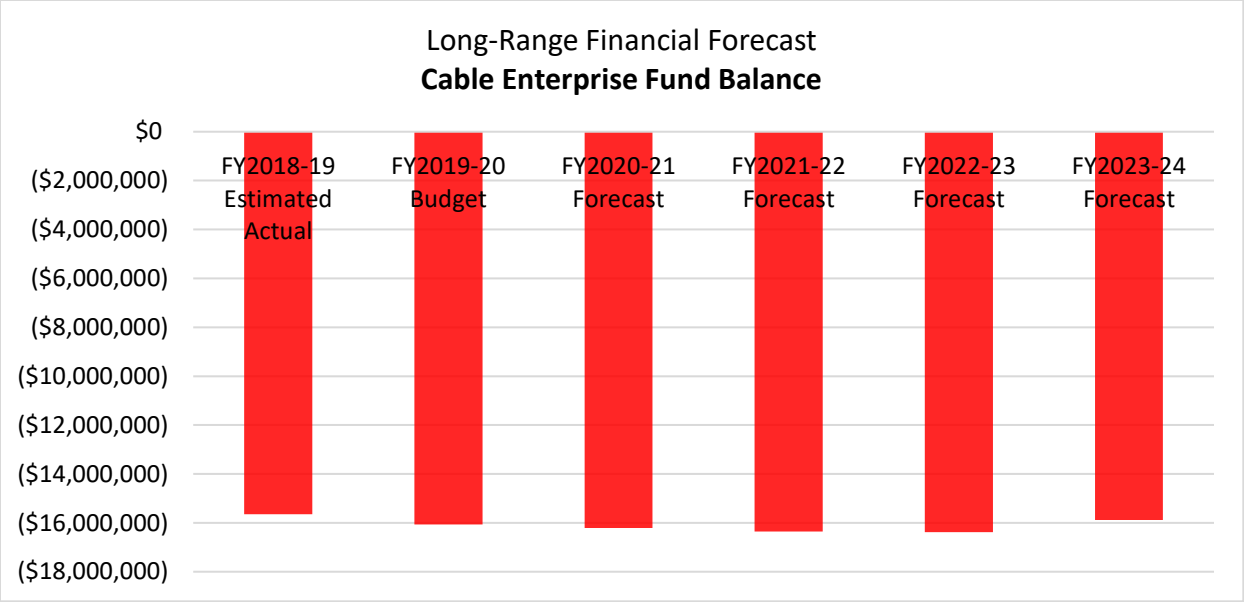
From here and beyond the multi-family complexes already implemented, a City-wide deployment of FTTH is projected to cost approximately $12,300,000. This amount would need to be provided upfront and would increase the Enterprise deficit for a period of years until subscriber counts and associated revenues increase sufficiently to generate adequate funds to cover the cost. City staff are currently exploring ways to fund the FTTH project and the future direction of the Enterprise and its newly created Business Plan hinge on this important project.

The Cable Enterprise is positioned to stabilize operations, implement technological improvements to serve existing customers and attract new customers and become fiscally solvent in the coming years. 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 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.

With the great strides made in FY2018-19 to control expenses and focus on higher margin business, annual operating revenues are expected to yield a slight budget surplus over operating and equipment expenditures. Planned capital expenditures and annual repayment of the debt to the General Fund for the recently completed router replacement project result in a slight budget deficit.




In the long-range financial forecast, the negative fund balance is not expected to change significantly from the approximate $16 Million in FY2019-20 over the next 4 years.




## 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 $5,403,554 across all operations for FY2019-20. 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 adopted 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 FY2019-20 Capital Improvement Program identifies 60 funded projects/programs organized in 9 categories. A total of $223,326,900 in capital investment is programmed through the 5-year CIP to assure rehabilitation, replacement, and improvement of City facilities and infrastructure. A total of $134,753,700 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 adopted capital projects over the next 5 fiscal years in each of the established project categories.

| Project Categories | Total Funding |
|---|---|
| **Water** | $ 57,589,600 |
| **Wastewater** | $ 77,164,100 |
| **Stormwater** | $ 5,249,400 |
| **Cable** | $ 1,209,900 |
| **Parks and Facilities** | $ 67,225,500 |
| **Police** | $ 523,300 |
| **Streets** | $ 11,023,400 |
| **Technology** | $ 3,341,700 |
| **Total** | **$ 223,326,900** |

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 6 projects in the adopted Capital Improvement Program were completed during the FY2018-19 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:

- San Mateo Avenue Water Replacement Project
- Spyglass Pump Station
- Fiber to the Home for Multiple Dwelling Units
- Civic Center Improvements
- Wood Carving Restoration
- Caltrain – Grade Separation

New projects for FY2019-20 in the adopted Capital Improvement Program include:

- Crestmoor Canyon Slope Stability Project
- Regional Stormwater Capture Project
- City Facilities Door Access & Management System
- Dispatch & Records Ergonomic Updates
- Strategic Software Needs Assessment & Upgrade
- Data Security Business Continuity, Disaster Recovery Improvement

Pavement management and sidewalk repair projects are adopted to be expanded with additional funding in FY2019-20.

While the comprehensive CIP is not limited to projects for which funding has been identified, the CIP generally includes a more limited presentation on adopted projects for which funding is not

available. The FY2019-20 CIP Budget includes $478,260,000 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 city-wide paving for residential streets and roads, 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. Additionally, development impact fees will be a critical funding sources to implement capital projects in the future.

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 fiscal year. With the prior fiscal year General Fund balance being used to cover Operating Budget needs in the next fiscal year, the balance in the General Fund Capital is $5,343,300 and inadequate to cover any additional planned capital improvement needs in the coming year and beyond, but will not be enough to address unfunded capital projects or ongoing structural deficits, deferred residential street repair and maintenance on San Bruno's 89 miles of streets and roads, some of which have not had major repair in over 30 years. As identified, this is an important issue prompting the need for a strategic plan to increase ongoing General Fund revenues on an ongoing basis.

## CONCLUSION AND ACKNOWLEDGEMENTS

Although the City's General Fund budget is balanced for FY2019-20 (with the use of $325,100 from the fund balance in the General Fund), the budget does not address or plan for all of our long-term liabilities and the increasing cost for existing levels of roadway maintenance, employee pensions and ADA transition plan projects as well as the deferred maintenance in the City's residential streets and roads, parks, playgrounds, the library, public safety facilities (Police Station, Fire Stations 51 and 52), stormwater system, street light poles, and other public facilities/infrastructure. The backlog is neither new nor surprising given the City's historical inability to finance needed improvements for several decades and only made worst by the Great Recession. Through the ongoing efforts around the City's Fiscal Sustainability project, we must continue to partner with our community to face these challenges and developing solutions that maintain San Bruno as a great place to live, work and raise a family.

I want to personally thank each employee that works to move San Bruno forward each and every day.

The budget team led by Finance Director Keith DeMartini includes Accounting Manager Darlene Wong, Financial Services Manager Esther Garibay-Fernandes, Accountant Charlyn He, Payroll Specialist Benjie Lin, Assistant to the City Manager Jennifer Dianos, Assistant City Manager Tami Yuki, and Public Works Management Analysts Robert Wood and Jacinta Liang worked long hours and provided wise analysis to make sure this Adopted Budget contains clear, accurate and understandable information to make it easy for the City Council and members of the public to use. I truly appreciate their contributions and their support.



Jovan D. Grogan
City Manager

## Summary of Adopted Budget Enhancements

| Budget Enhancement Request | City Council Priority & Focus Area | New Ongoing Cost | One-Time Costs | New Revenue / Allocation / (Expenditure) | Net Impact on Fund |
|---|---|---|---|---|---|
| ***General Fund*** | | | | | |
| **Finance** | | | | | |
| Investment professional consulting services - The Finance Department does not currently have any dedicated financial investment staff. Other San Mateo County cities still have a dedicated Treasurer position that manages banking and investment functions or they contract with a professional consulting firm to manage banking services and investment functions. San Bruno's investment policy was last updated in March of 2018, but it does not meet industry standards and best practices with flexibility and range of investment vehicles, internal controls and procedures. An advisor is proposed to assist with a revised policy and recommend additional investment vehicles and management strategies to maximize investment income and retain strong internal controls. Overtime, this effort will likely result in additional investment income that will more than pay for the consulting services. | Fiscal Stability and Economic Vitality | 8,000 | | | 8,000 |
| Municipal financial advisor consulting services - The City currently has a municipal financial advisor that manages debt issuances. The financial advisor also provides additional services relates to the City's debt portfolio and can assist with developing and improving reserve, debt and other policies and procedures and assist with long-range financial forecasting. The advisor will also assist with develop revenue enhancement strategies for underfunded operating and capital priorities. | Fiscal Stability and Economic Vitality | 6,000 | | | 6,000 |
| **Finance Total** | | **$14,000** | **$0** | **$0** | **$14,000** |
| **Building** | | | | | |
| The In-House Contract Plans Examiner provides expedited building permit plan reviews related to correcting identified non-permitted construction activities and closing related code enforcement cases as well as offers expedited reviews "over the counter" for small construction projects including small business tenant improvements, residential alterations, and small residential additions. The budged amount will provide 8 hours of staffing per week. This was a one-time FY2018-19 adopted supplemental enhancement in the amount of $37,000, but it will not automatically carry over to FY2019-20. However, the budget has authorized this on a "one-time" basis for several years as there is no City staff position to fulfill this essential function of the Building Division. Without this position, building permits cannot be reviewed in house for compliance with applicable code requirements, and must all be sent outside the City for review, which generally results in a 2-3 week review cycle. This will negatively impact contractors and property owners, as well as small business owners who often seek expedited reviews "over the counter" for small construction projects. | Proactive Planning | 47,320 | | | 47,320 |

## Summary of Adopted Budget Enhancements

| Budget Enhancement Request | City Council Priority & Focus Area | New Ongoing Cost | One-Time Costs | New Revenue / Allocation / (Expenditure) | Net Impact on Fund |
|---|---|---|---|---|---|
| Add 1.0 Building Division Assistant Planner (LTE) – The two-year limited term Assistant Planner will provide public service counter customer services assistance, review building permit applications for compliance with zoning code requirements, and prepare and present staff reports and entitlements for small and mid-level planning applications. This will allow more advanced City Planning Division staff to manage and complete more development projects and long-range planning projects. These include the YouTube Phase I development project, Bayhill Specific Plan and Zoning Code Update. The budgeted amount will provide 40 hours of staffing per week. This position will supplement the two existing City staff Associate Planner positions. This was a one-time FY2018-19 adopted supplemental enhancement in the amount of $139,610, but it will not automatically carry over to FY2019-20. Without this position, it is likely that the time required for the City to process and approve Planning Applications, review and approve building permits, and provide responses to public service inquiries will take longer. It will also result in delays for the completion of City initiated long-range planning projects. Funding for this position is anticpated to come from an increase in building permit revenues in FY2019-20. The Community and Economic Development Department anticipates a high volume of building permits in FY2019-20 resulting in an increase of revenues from, but not limited to, YouTube Phase I $1.5M, Skyline Residental-40 SFR units $285K, and the San Bruno Recreation and Aquatics Center $220K. For FY2020-21, estimated revenues for Mills Park project (mixed-use apartments/commercial) are $1.1M. | Proactive Planning | 63,494 | | | 63,494 |
| Add 1.0 Community Development Technician I (LTE) – The two-year limited term Community Development Technician I serves to assist with processing large building permits that require more complex administrative processing such as the YouTube Phase I project. This will supplement the two existing City staff Community Development Technician positions. This was a one-time FY2018-19 adopted supplemental enhancement in the amount of $135,200, but it will not automatically carry over to FY2019-20. Without this position, the time required for the City to process and issue building permits will be longer, and the wait times at the Building Division public service counter will be longer. It could also potentially result in counter closures during periods of staff absences. Funding for this position is anticpated to come from an increase in building revenues in FY19-20. The Community and Economic Development Department anticipates a high volume of building permits in FY2019-20 resulting in an increase of revenues from, but not limited to, YouTube Phase I $1.5M, Skyline Residental-40 SFR units $285K, and the San Bruno Recreation and Aquatics Center $220K. For FY2020-21, estimated revenues for Mills Park project (mixed-use apartments/commercial) are $1.1M. | Proactive Planning | 51,917 | | | 51,917 |
| **Building Total** | | **$162,731** | **$0** | **$0** | **$162,731** |

## Summary of Adopted Budget Enhancements

| Budget Enhancement Request | City Council Priority & Focus Area | New Ongoing Cost | One-Time Costs | New Revenue / Allocation / (Expenditure) | Net Impact on Fund |
|---|---|---|---|---|---|
| **Recreation** | | | | | |
| The City of San Bruno offers the annual Community Day in the Park since 2014. Beginning with the June 2016 event, San Bruno Community Foundation committed to providing the funding for the event in conjunction with community benefactors, to continue the event without using the General Fund. The Community Foundation and the benefactors have continued to fund the event for 2017, 2018, and 2019. It is anticipated the funding will no longer be made available through the Community Foundation beginning with the June 2020 event. Staff will work in conjunction with the Community Foundation to help secure donations from community benefactors. It is anticipated that General Fund money would be needed to fill the gap between the expenses and the donations and revenue generated by ride wrist band sales. | Strengthen Community Connections and Engagement | 56,785 | | 35,000 | 21,785 |
| **Recreation Total** | | **$56,785** | **$0** | **$35,000** | **$21,785** |
| **Parks Maintenance** | | | | | |
| Wildfire Mitigation Plan -<br>The Community Services Department oversees the Fire Hazard Mitigation Program with the Fire Department providing input and direction. The program prioritizes major right of ways, easements and open space in San Bruno. While these efforts have been successful in preventing loss from wildfires, staff recognize the need for a thorough assessment of the potential hazards in San Bruno. In January 2019, the City Council approved Anchor Point LLC to execute a Wildfire Hazard and Risk Assessment for the City. Anchor Point uses their proprietary National Hazard and Risk Model (No-Harm) to provide a thorough science based assessment of the wild land fire risk in San Bruno. Anchor Point is conducting the No-Harm study (to be completed in fall 2019), web mapping, and will provide a data visualization platform. Based on the No-Harm Assessment data that we will be receiving in fall 2019, we will need to address the areas of concern. This comprehensive risk assessment will be providing us sound direction for fire mitigation for San Bruno. In order to move forward with the recommendations, we will need additional funds to complete the work. Current fire mitigation funds go to addressing right of ways. Additional funding would go toward mitigation of open space areas and easements. | Protect and Improve Community Aesthetics and Safety | | 75,000 | | 75,000 |
| **Parks Maintenance Total** | | **0** | **75,000** | **0** | **75,000** |

## Summary of Adopted Budget Enhancements

| Budget Enhancement Request | City Council Priority & Focus Area | New Ongoing Cost | One-Time Costs | New Revenue / Allocation / (Expenditure) | Net Impact on Fund |
|---|---|---|---|---|---|
| **Library Services** | | | | | |
| Enhance public service on Saturdays by introducing materials delivery from other libraries within the Peninsula Library System and increasing the number of public programs offered. By providing delivery on Saturdays, patrons with pending holds would be able to receive those holds more quickly. For highly popular materials with long hold lists, an extra day of delivery would result in less waiting time for these materials. For library materials without pending holds, Saturday delivery would result in those materials being returned to their shelves more quickly. The Library has a robust public programming schedule on weekdays, offering at least one program every day and often more than one. However, Saturday programming is currently sparse. The Library maintains a skeleton staff on Saturdays. This means there is one employee to staff each public desk as well as a Library Page to shelve materials. Increasing the number of staff members on Saturday with current funding would mean leaving the operation short-handed on weekdays. While a skeleton crew can offer basic Library service to the public, it cannot offer additional services such as special programs. In response to significant public requests for Saturday programming, the Library has started offering a periodic adult astronomy program on a trial basis. The program has been offered twice and has averaged 20 attendees. This positive response demonstrates a need for additional Saturday programming. The Library proposes to host a minimum of 10 Saturday programs during the fiscal year. The programs presented would vary in topics and cost. The additional funding would pay for program presenters and supplies, as well as an additional Saturday staff member to host the programs. | Stregthen Community Connections and Engagement | 4,671 | | | 4,671 |
| **Library Services Total** | | **$4,671** | **$0** | **$0** | **$4,671** |

### *Internal Service Funds*

| | | | | | |
|---|---|---|---|---|---|
| **Building and Facilities** | | | | | |
| Develop an ADA transition plan for city facilities and the public right-of-way around the facilities. Title II of the ADA requires that public entities having responsibility for or authority over facilities, streets, road, sidewalks, and/or other areas meant for public use to develop a Transition Plan to make their facilities meet the standards for programming accessibility. Annual cost to comply with ADA transition plan is anticipated to be: Year 1: $36,250, Year 2: $15,320, Year 3: $12,550. | Rehabilitation and Replacement of Critical Community Facilities and Infrastructure | | 36,250 | | 36,250 |
| Perform regular testing and inspection of 5 fire alarm systems, 5 backflow preventers, 4 sprinkler systems, 4 stat-s clean agent systems, 1 kitchen hood system, and provide written report of all services performed. Annual cost ranges from $45,000 to $48,000. | Rehabilitation and Replacement of Critical Community Facilities and Infrastructure | 46,000 | | | 46,000 |
| **Building and Facilities Total** | | **$46,000** | **$36,250** | **$0** | **$82,250** |
| **General Fund Impact** | | **$42,780** | **$33,713** | **$0** | **$76,493** |

## Summary of Adopted Budget Enhancements

| Budget Enhancement Request | City Council Priority & Focus Area | New Ongoing Cost | One-Time Costs | New Revenue / Allocation / (Expenditure) | Net Impact on Fund |
|---|---|---|---|---|---|
| **Information Technology** | | | | | |
| Replace Citrix Desktop with Microsoft Office 365 - Citrix Desktop, is the software San Bruno employees use to access their documents, email, budget information, and department specific applications such as building permits issuance. Citrix has been in use for over ten years. Frequent issues with Citrix require IT resources to diagnose and remedy resulting in interruptions in staff work responsibilities and loss of productivity for City and IT staff. To remain viable, Citrix must be upgraded requiring substantial IT resources to upgrade and provide future support. As a result, IT has evaluated new software to replace Citrix and recommending Microsoft Office 365. Office 365 is the desktop platform used by most City's statewide. Office 365 is cloud based and fully managed by Microsoft. Freeing up IT staff to support growing technology needs. Migrating from Citrix to Office 365 is estimated to take six months to one year. | Organizational Health and Employee Success | 44,220 | | | 44,220 |
| Digitized Plan Check Review Systems - The Community and Economic Development Department routinely sends out building permit project plan documents on paper to multiple departments for review/comments/approvals. The proposal will replace this paper intensive workflow with digital plan review computer workstations and software at each department. This will allow staff to review and approve a digital version of the plans, eliminate permit plan copying fees, and speed up the overall process to review and approve plan checks by reducing the delay for the paper documents to be transported around the City. | Proactive Planning | | 30,000 | | 30,000 |
| Satellite phones at a cost of $500 each for the San Bruno Emergency Operations Center. Cost includes a one year calling service plan of $1,000 per phone. These phones will provide emergency calling capability (and received calls) to any US phone number in the event of a catastrophic disaster that renders all other means of communications in the EOC inoperable | Protect and Improve Community Aesthetics and Safety | 6,000 | | | 6,000 |
| **Information Technology Total** | | **$50,220** | **$30,000** | **$0** | **$80,220** |
| **General Fund Impact** | | **$41,683** | **$24,900** | **$0** | **$66,583** |

## Summary of Adopted Budget Enhancements

| Budget Enhancement Request | City Council Priority & Focus Area | New Ongoing Cost | One-Time Costs | New Revenue / Allocation / (Expenditure) | Net Impact on Fund |
|---|---|---|---|---|---|
| ***Enterprise Funds*** | | | | | |
| **Water** | | | | | |
| Update Water Master Plan - The Master Plan identifies the next five year, ten year, and long term strategies for maintaining and improving water system performance to meet existing and future fire flows; water demands; and guide capital expenditures for the City's water system. Work tasks include updating water demand projections; evaluating the City's water supply sources; evaluating adequate water tank storage capacity; evaluating adequate water main capacity to maintain fire flow demands; completing a condition assessment and seismic reliability of aging facilities and water mains; and recommending project priorities that guide development of the capital improvement program. The Master Plan is to be updated approximately every five years, and was last updated in 2012. | Rehabilitation and Replacement of Critical Community Facilities and Infrastructure | | 200,000 | | 200,000 |
| Tank Inspection, Cleaning and sediment removal - Need to clean interior of water tanks and remove sediment. | | | 100,000 | | 100,000 |
| Update state-mandated drinking water Emergency Response Plan - The Emergency Response Plan (ERP) defines how the City will respond to emergencies and/or disasters that are likely to affect its water quality and normal day to day operation of the distribution system. The goal of the Response Plan is to continue minimum service levels and mitigate the public health risks from drinking water contamination that may occur during a disaster or other emergency events and in order to provide reliable water service and minimize public health risks from unsafe drinking water during those events. The Emergency Response Plan is to be updated every five years, and the entire Plan was last updated in 2005. | | | 80,000 | | 80,000 |
| Water Main Citywide leak detection assessment - State is requiring leak detection assessments and reduction in leak volum. Results will assist with Master Plan and CIP location priorities. | | | 50,000 | | 50,000 |
| Contract repair of water mains, wells, tanks, pumps, motors and related services - based on historical and anticipated main breaks and repairs. | | | 200,000 | | 200,000 |
| Contract concrete repair - On-call concrete repair services contract to comply with new purchasing policy guidelines. | | 100,000 | | | 100,000 |
| **Water Total** | | **$100,000** | **$630,000** | **$0** | **$730,000** |
| **Wastewater** | | | | | |
| State-mandated air quality assessment of pump station diesel generators - State-mandated (CARB) air quality inspection assessment and report of the wastewater pump station diesel generators. This is a new/ongoing program and work will be completed by a certified inspection company. | Rehabilitation and Replacement of Critical Community Facilities and Infrastructure | 15,000 | | | 15,000 |
| **Wastewater Total** | | **$15,000** | **$0** | **$0** | **$15,000** |

## Summary of Adopted Budget Enhancements

| Budget Enhancement Request | City Council Priority & Focus Area | New Ongoing Cost | One-Time Costs | New Revenue / Allocation / (Expenditure) | Net Impact on Fund |
|---|---|---|---|---|---|
| **Cable** | | | | | |
| Community Promotion Increase - Increase to support new Logo/rebranding through targeted special community promotion activities - This amount is an enhancement to the $8,000 budeted for community promotions included in the regular budget. This enhancement is a one time cost to promote the new logo and rate card through targeted special community promotion activities. The planned promotional activities include the following:<br>a) New product promotions in large apartment complexes already installed with fiber: Activities will include 3 additional waves of door to door flyer distribution across 2,500 apartment units , 3-5 weekend/holiday manned booths with TV set displays ($4,000)<br>b) Business Promotions: Planned activity includes a direct mailer to 1,500 businesses with messaging to promote new enterprise internet and phone packages ($3,000). | Fiscal Stability and Economic Vitality | | 7,000 | | 7,000 |
| **Cable Total** | | **$0** | **$7,000** | **$0** | **$7,000** |
| **Total Supplemental Requests** | | **$449,407** | **$778,250** | **$35,000** | **$1,192,657** |
| **Total General Fund Costs** | | **$322,650** | **$133,613** | **$35,000** | **$421,262** |
| **General Fund ongoing costs net of ongoing revenue** | | **$287,650** | | | |

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# City and Community Information

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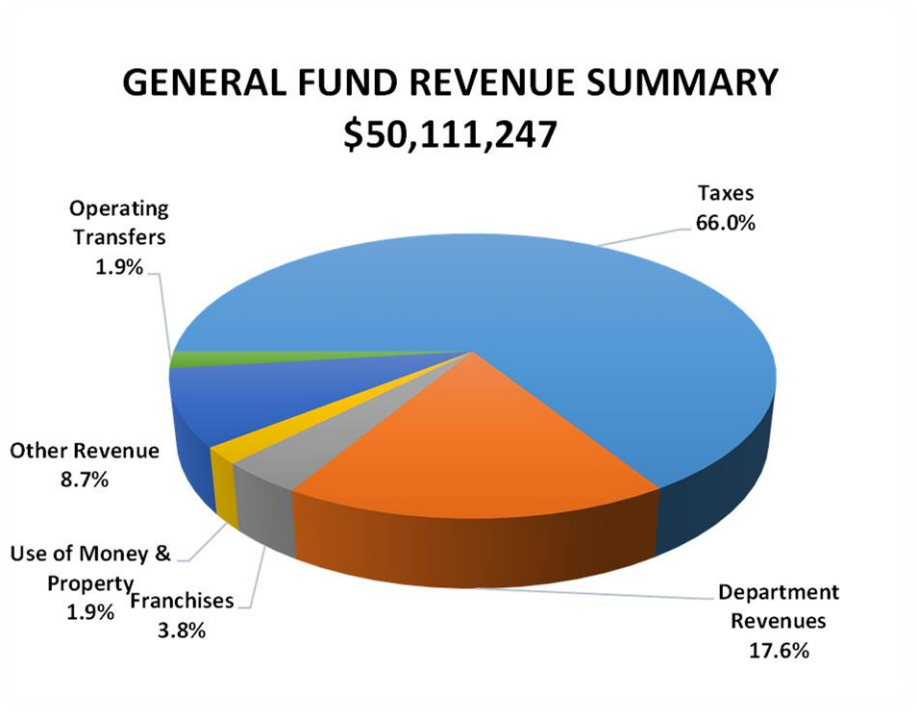
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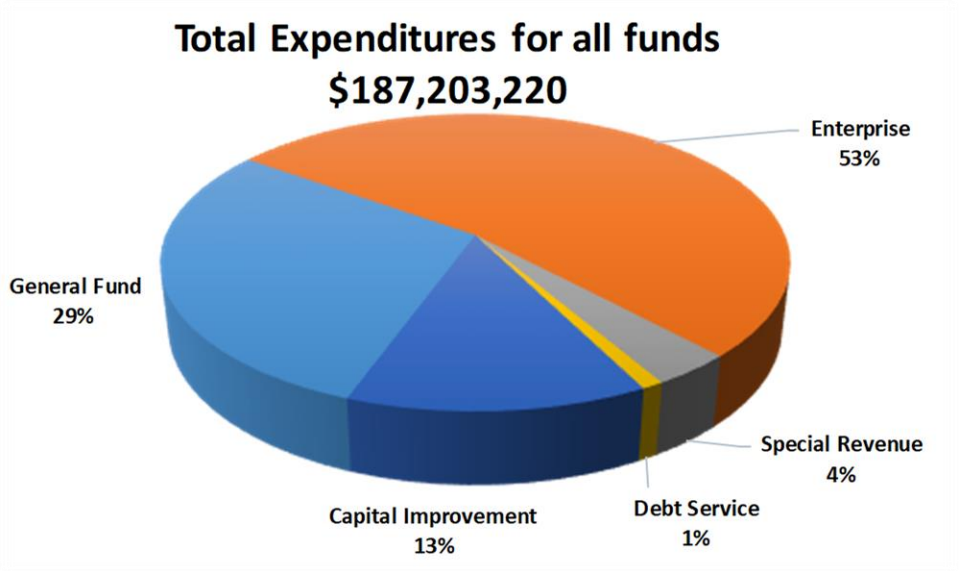
# CITY OF SAN BRUNO

OPERATING AND CAPITAL BUDGET OVERVIEW
for the Fiscal Year ending FY2019-20

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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 FY2019-20 equals $187.2 million. The City expenditure budget includes $53.2 million in the General Fund and $133.9 million in Other Funds (i.e. Capital Improvement Program, Water, Wastewater, Cable, Grant Funds, Internal Service Funds, etc.). The City's General Fund Budget is approximately 27% of the total Operating Budget in FY2019-20. The City's General Fund Budget provides most 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 the Operating Budget and the Capital Improvement Program (CIP). The Operating Budget and Capital Improvement Program are combined into one, comprehensive budget document.

### Operating Budget

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

The Operating Budget is divided into 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.

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.

## FY2020-24 Capital Improvement Program

| | FY2019-20 | | | | | | | Total |
|---|---|---|---|---|---|---|---|---|
| Project Category | Estimated Carryover | New Request | Total Appropriations | FY2020-21 Projected New Request | FY2021-22 Projected New Request | FY2022-23 Projected New Request | FY2023-24 Projected New Request | FY2020-24 Budget Projection |
| Water | $ 26,076,937 | $ 1,862,706 | $ 27,939,643 | $ 16,150,000 | $ 6,600,000 | $ 4,460,000 | $ 2,440,000 | $ 57,589,643 |
| Wastewater | 27,218,557 | 7,565,543 | 34,784,100 | 21,860,000 | 6,910,000 | 8,800,000 | 4,810,000 | $ 77,164,100 |
| Stormwater | 799,446 | 500,000 | 1,299,446 | 2,450,000 | 1,500,000 | - | - | $ 5,249,446 |
| Cable Television | 10,413,020 | (10,003,126) | 409,894 | 200,000 | 200,000 | 200,000 | 200,000 | $ 1,209,894 |
| Parks and Facilities | 17,172,591 | 3,247,927 | 20,420,518 | 30,305,000 | 16,500,000 | - | - | $ 67,225,518 |
| Police Department | 133,310 | 390,000 | 523,310 | - | - | - | - | $ 523,310 |
| Street Improvements | 3,412,191 | 3,329,193 | 6,741,384 | 2,282,000 | 1,000,000 | 500,000 | 500,000 | $ 11,023,384 |
| Technology | 36,697 | 105,000 | 141,697 | 1,100,000 | 1,100,000 | 1,000,000 | - | $ 3,341,697 |
| Unfunded Priorities | - | - | - | - | - | - | - | $ - |
| **Total** | **$ 85,262,749** | **$ 6,997,243** | **$ 92,259,992** | **$ 74,347,000** | **$ 33,810,000** | **$ 14,960,000** | **$ 7,950,000** | **$223,326,992** |

## II. Budget Development Process

On February 12, 2019, the Finance Department distributed the FY2019-20 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 and prioritized;
- Reserve funds are funded in the budget in accordance with City Council direction;
- All department budgets and any budget proposals for service level enhancements must be in line with the following City Council priorities:
    - Implementation of the Transit Corridor Vision to Revitalize Downtown and Commercial Corridor;
    - Assure Rehabilitation & Replacement of Critical Community Facilities and Infrastructure;
    - Grow City Revenues to Assure On-Going Fiscal Stability and Economic Vitality;
    - Continue to Strengthen Community Connections and Engagement;
    - Protect and Improve Community Aesthetics and Safety;
    - Continue Proactive Planning for the Future of San Bruno;
- All department budgets and any proposals for service level enhancements must be in line with the City Manager's Performance Goals; and
- Continue to look for opportunities for reprioritization of existing resources to better meet service delivery, efficiencies and cost savings.

Budget Calendar

| Date | Item |
|---|---|
| February 12, 2019 | Budget manual distributed to Departments |
| February 11-25, 2019 | Budget kick-off meetings with Departments |
| March 11, 2019 | Goals and objectives, accomplishments and performance measures due |
| April 19, 2019 | Budget requests due |
| May 6, 2019 | Meet and review budget requests |
| May 10, 2019 | Final budget due from Departments |
| May 24, 2019 | Proposed operating and CIP budget distributed to City Council |
| May 29, 2019 | City Council budget retreat |
| June 11, 2019 | City Council budget study session |
| June 25, 2019 | 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 to City Council.

## III. Constitutional Spending Limits

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

Article XIII (B) limitation for FY2019-20 is $44,529,041. The Gann spending limitation is calculated by taking the prior year's limitation $42,758,505 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 FY2019-20 have been calculated to be $33,041,337, which is $12,487,704 less than the appropriation limit. Therefore, the City of San Bruno is in compliance with Article XIII of the California Constitution for FY2019-20.

## IV. Key Budget Assumptions

Several budget assumptions were included in the Budget for FY2019-20. 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 12% from FY2018-19 estimated actuals.
B. Sales Tax revenues are estimated to increase by 1% from the FY2018-19 adopted budget.
C. Transient Occupancy Tax is estimated to increase by 2% from the FY2018-19 adopted budget.
D. Overall Department revenues are estimated to increase by 31% from the FY2018-19 adopted budget primarily due to increased permit revenue in the Building Department.

## V. General Fund

| | 2016-17 Actual | 2017-18 Actual | 2018-19 Adopted Budget | 2018-19 Amended Budget | 2018-19 Estimated Actual | 2019-20 Budget |
|---|---|---|---|---|---|---|
| Beginning Fund Balance, July 1 | $ 1,727,835 | $ 2,754,900 | $ 2,172,101 | $ 2,172,101 | $ 2,172,101 | $ 2,440,255 |
| Revenues | | | | | | |
| Taxes | 28,612,152 | 29,649,571 | 31,288,691 | 31,288,691 | 32,369,403 | 33,097,802 |
| Departmental Revenues | 5,942,777 | 6,132,904 | 6,649,183 | 6,743,906 | 6,545,349 | 8,803,119 |
| Franchises | 1,823,810 | 1,835,944 | 1,869,096 | 1,869,096 | 1,857,128 | 1,903,000 |
| Use of Money & Property | 1,331,761 | 1,234,594 | 1,312,000 | 1,312,000 | 1,432,452 | 961,691 |
| Other Revenue | 3,633,769 | 3,794,014 | 4,029,462 | 4,029,462 | 3,934,424 | 4,381,636 |
| Transfer In from Other Funds | 966,980 | 1,115,127 | 961,900 | 984,400 | 963,280 | 964,000 |
| Total Revenues | 42,311,249 | 43,762,154 | 46,110,332 | 46,227,555 | 47,102,037 | 50,111,247 |
| Expenditures | | | | | | |
| General Administration | 4,120,442 | 4,335,387 | 4,817,936 | 5,035,772 | 4,877,479 | 5,442,221 |
| Public Safety | 25,618,111 | 27,341,342 | 29,386,869 | 29,719,987 | 28,681,138 | 31,400,489 |
| Public Works | 3,243,987 | 3,226,010 | 3,442,863 | 3,741,081 | 3,688,678 | 3,985,771 |
| Community Development | 3,197,884 | 3,442,673 | 3,282,807 | 3,733,240 | 3,549,311 | 3,631,872 |
| Community Services | 7,561,543 | 8,638,951 | 9,042,779 | 9,070,570 | 8,661,185 | 9,732,544 |
| Non-Departmental | 702,024 | 617,331 | 619,912 | 619,912 | 927,824 | 508,555 |
| Internal Allocations | (4,379,002) | (4,655,074) | (4,954,713) | (4,954,713) | (4,954,713) | (5,629,906) |
| Transfer to Other Funds | 1,219,195 | 1,398,333 | 1,402,983 | 1,402,983 | 1,402,983 | 1,364,805 |
| Total Expenditures | 41,284,185 | 44,344,953 | 47,041,436 | 48,368,832 | 46,833,883 | 50,436,351 |
| Surplus (Deficit) | 1,027,064 | (582,799) | (931,103) | (2,141,276) | 268,154 | (325,103) |
| | | | | - | | |
| **Ending Fund Balance, June 30** | **$ 2,754,900** | **$ 2,172,101** | **$ 1,240,998** | **$ 30,825** | **$ 2,440,255** | **$ 2,115,152** |

### Revenue Growth

General Fund estimated revenues are $50.1 million for FY 2019-20. This represents an increase of approximately $3.9 million when compared to the FY2018-19 Amended Budget.

| **Economic Growth:** | **FY2019-20** |
|---|---|
| **Taxes:** | |
| Property Taxes | $1,234,360 |
| Sales & Use Tax | $74,842 |
| Transient Occupancy Tax | $68,275 |
| Vehicle License Fees | $354,000 |
| Regulatory Cardroom Fees | $62,809 |
| Business Taxes | $14,825 |
| Franchise Fees | $33,904 |
| Use of Money & Property | ($350,309) |
| Transfers In & Other Revenues | $331,774 |
| Department Revenues | $2,059,213 |
| **Total Increases to Revenue** | **$3,883,692** |

## 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, FY2019-20 General Fund budget expenditures, with approved Supplemental Enhancements, increased by $2,067,519 (4%) 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 CalPERS, medical insurance and capital expenditures.

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

| **Expenditure** | **FY2019-20** |
|---|---|
| Salary & Benefits | $ 1,652,185 |
| Services & Supplies | $ (269,531) |
| Other Charges | $ 722,964 |
| Capital | $ - |
| Debt Service & Transfers Out | $ (38,178) |
| Total Increases /(Decreases) to Expenditures | $ 2,067,519 |

## 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 in 2019 including the completion of the new Earl/Glenview Park.

With the passage of the Downtown and Transit Corridors Economic Enhancement Initiative (Measure N), San Bruno has already begun implementing the Transit Corridors Plan (TCP) which will result in economic enhancements in the downtown area. Major development is underway including an 83 residential unit, mixed-use development at the south end of San Mateo Avenue nearing completion called the Aperture and a 62 residential unit, mixed use development at the north end of San Mateo Avenue under construction at 111 San Bruno Avenue.

A major residential project is currently under construction near Skyline College for 40 single-family detached homes and 30 apartment units for college faculty and staff.

**FUTURE**

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. Development is expected to continue in the Transit Corridors Plan area in the coming years. The City also began a streetscape planning effort in FY2018-19 to create a cohesive and more enjoyable street design with modernized and attractive design features, signage, landscaping and street furnishings on San Mateo Avenue.

A major update to the Bayhill Specific Plan is underway which will integrate the office Park with its surroundings, near downtown, the Transit Corridor and public transit and major freeways. The plan will promote multimodal connectivity and is the current home of YouTube and Walmart.com, the City's largest employers. A major planned expansion is currently being reviewed by City staff for the YouTube office space.

The Mills Park Plaza is currently undergoing planning review and consists of two, 5-story, mixed use buildings that would extend along El Camino Real from San Bruno Avenue to Angus Avenue. Approximately 400 total dwelling units and 54,000 square feet of ground floor retail are planned.

**CITY GEOGRAPHY**



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

**CITY AUTHORITY**

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

## ELECTED OFFICIALS

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

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

| Role | Name | Term Expiration |
|---|---|---|
| Mayor | Rico Medina | December 2020 |
| Vice Mayor | Irene O'Connell | November 2019 |
| Member | Michael Salazar | December 2020 |
| Member | Laura Davis | December 2020 |
| 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……....….Irene O'Connell

Council Member…….....Laura Davis

Council Member……...…...Marty Medina

Council Member……..…….Michael Salazar

## ADMINISTRATIVE PERSONNEL

City Manager……...…....Jovan D. Grogan

City Clerk……..Melissa Thurman

Assistant City Manager……..…….....Tami Yuki

City Attorney..…….....Marc Zafferano

Finance Director…….....Keith DeMartini

Community & Economic Development Director……...Darcy Smith

Community Services Director……..……...…….…Joanne Magrini

Fire Chief……...……..…….....Dave Cresta

Police Chief……..…….…….…..Ed Barberini

Public Works Director…….....Jimmy Tan

Cable Director……..……..…..……Sandeep Krishnamurthy

# COMMISSIONS, BOARDS, AND COMMITTEES

**Planning Commission**
Linda Mason, Chair
Sophie Lagacè, Vice Chair
Rick Biasotti
Tom Hamilton
Mary Lou Johnson
Kelly Lethin
Valentine Morgan
City Council Liaison: Rico Medina

**Parks and Recreation Commission**
Mike Palmer, Chair
Kris Gonzales, Vice-Chair
Lorry Greenberg
Nadia Koshafa, Youth Rep.
Jessica Martinucci
Alexander Melendrez
Dave Nigel
Lucy Zamattia
Michael Zastrow
City Council Liaison: Irene O'Connell

**Culture & Arts Commission**
Pamela Gamble, Chair
Melissa Rohlfs, Vice Chair
Jeanne George
Pamela Madden
Janet Monaghan
Judy Puccini
Melodie Tobin
City Council Liaison: Michael Salazar

**Personnel Board**
Ed Fuentes, Chair
Joe Roberts, Vice Chair
Ed Comerford
City Council Liaison: Michael Salazar

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

**Senior Citizens Advisory Committee**
Bill Goff, Chair
Flori Green, Vice Chair
Dorothy Carmichael
Herb Chu, AARP Rep
Bunny Epperson
Karen Hornung, Treasurer
Barbara Luzaich, Nutrition Site
Joanne Tracey
City Council Liaison: Irene O'Connell

**Bicycle & Pedestrian Advisory Committee**
David Nigel, Chair
Adam Cozzette, Vice Chair
Walter Bird
Adam Cozzette
Matt Gaines
Henry Mar
Cecile Riborozo
Gus Sinks
City Council Liaison: Marty Medina

**Citizens Crime Prevention Committee**
Deanna Robinson, Chair
Rhonda Boone, Vice Chair
Linda Boscono
Peter Carey
Mary Mahon
Robert Riechel
Richard Wong
City Council Liaison: Laura Davis

**Community Preparedness Committee**
George Peponis, Chair
Malcolm Robinson, Vice Chair
Trisha Howard
Ron LaPedis
Janet Lutus
City Council Liaison: Laura Davis

**Traffic Safety and Parking Committee**
Marco Durazo
John Giuseponi
John Lampros
Stephen Seymour
Scott Thomas
City Council Liaison: Marty 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

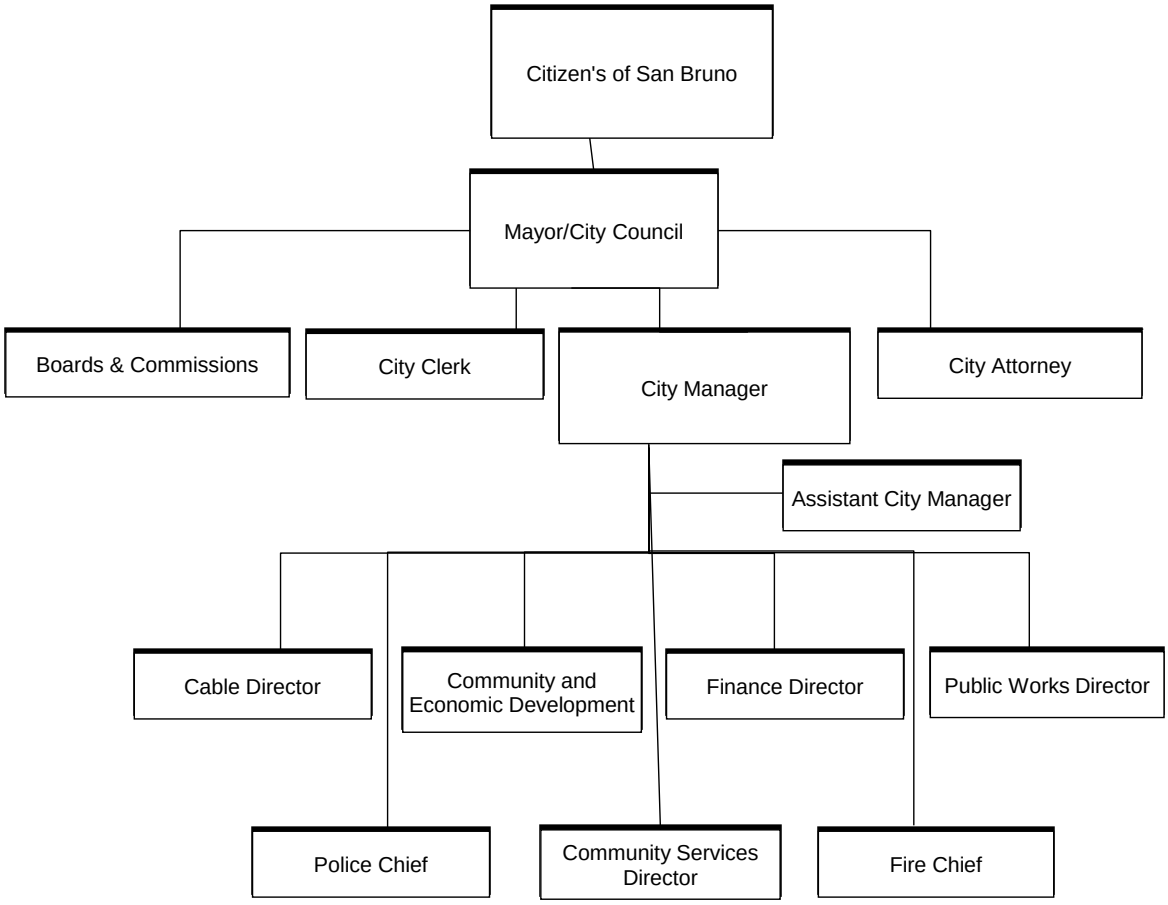
San Bruno will be the Peninsula City of choice in which to live, learn, work, shop and play.

# Priority Focus Areas

The City Council reviews priority areas of focus as part of the development of the annual operating and capital improvement program budgets. The priority areas of focus can and do change over time, based on interest, need and resources. Below are the approved City Council's Priority Focus Areas for FY2019-20 (not listing in any order of preference or priority.

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

# 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 measureable.

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

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

## BUDGETARY POLICY

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

1. Public meetings are conducted to obtain public comments. The City Council annually adopts the budget for the ensuing fiscal year prior to July 1st.

2. Legally adopted budgets and formal budgetary integration is employed as a management control device during the year for all Governmental, Proprietary and Fiduciary Fund Types.

3. Budgets for the General, Major Special Revenue, and Capital Project Funds are adopted on a basis consistent with accounting principles generally accepted in the United States of America (GAAP).

4. Under Article XIII B of the California Constitution (the GANN Spending Limitation Initiative), the City is restricted as to the amount of annual appropriations from the proceeds of taxes, and if proceeds of taxes exceed allowed appropriations, the excess must either be refunded to the State Controller, returned to the taxpayers through revised tax rates or revised fees schedules, or an excess in one year may be offset against a deficit in the following year.

5. Appropriations, except for those encumbered under purchase orders, lapse at the end of the fiscal year. Encumbered amounts are then carried over for the coming year.

6. Budgeted appropriations for the various governmental funds become effective each July 1. The City Council may amend the budget during the fiscal year. The legal level of budgetary control has been established at the fund level.

**INVESTMENT POLICY**

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

1. To ensure compliance with all State and Local laws governing the investment of monies in the custody of the 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 2019-20

| Fund Title | Projected Fund Balance as of July 1, 2019 | Operating Revenue | Capital Revenue | Transfers In | Total Resources |
|---|---|---|---|---|---|
| General Fund: | $ 2,440,255 | $ 49,147,247 | $ - | $ 964,000 | $ 50,111,247 |
| Reserves: | | | | | |
| General Fund Reserve | 12,525,666 | 9,000 | - | 233,822 | 242,822 |
| General Fund One-Time Revenues | 318,555 | 225,000 | - | - | 225,000 |
| General Fund Capital Improvement / One-Time Initiative Reserve | 5,809,444 | 3,063 | - | 1,353,097 | 1,356,160 |
| Emergency Disaster Reserve | 3,198,517 | 85,000 | - | - | 85,000 |
| General Fund Equipment Reserve | 4,220,594 | - | - | 340,600 | 340,600 |
| Enterprise Funds*: | | | | | |
| Water | 26,882,473 | 16,583,260 | 9,495,000 | - | 26,078,260 |
| Stormwater | 1,546,482 | 679,000 | 200,000 | 300,000 | 1,179,000 |
| Wastewater | 20,691,679 | 18,621,632 | 21,283,625 | - | 39,905,257 |
| Cable Television | (15,373,065) | 9,907,120 | - | - | 9,907,120 |
| Internal Services Funds: | | | | | |
| Central Garage | 3,441 | 810,000 | - | 73,497 | 883,497 |
| Buildings & Facilities Maintenance | 58,192 | 1,514,000 | - | 249,176 | 1,763,176 |
| Information Technology | 213,285 | 833,000 | - | 179,889 | 1,012,889 |
| Self-Insurance | 957,919 | 2,246,554 | - | - | 2,246,554 |
| Special Revenue Funds: | | | | | |
| Gas Tax | 766,468 | 1,797,003 | - | - | 1,797,003 |
| Measure A | 825,990 | 1,015,000 | - | - | 1,015,000 |
| Street Special Revenue | 323,587 | 3,200 | - | - | 3,200 |
| Police Asset Forfeiture | 813,976 | 110,000 | - | - | 110,000 |
| Citizens Option for Public Safety | 153,948 | 131,400 | - | - | 131,400 |
| Federal/State Grants | 45 | 75,000 | - | - | 75,000 |
| Solid Waste | 373,678 | 98,219 | - | - | 98,219 |
| Library Special Revenue | 51,106 | 800 | - | - | 800 |
| Development Impact Fee | - | 6,742,981 | - | - | 6,742,981 |
| Park & Below Market Rate In-Lieu | 3,854,342 | 40,000 | - | - | 40,000 |
| Area Agency on Aging | 33,574 | 229,470 | - | - | 229,470 |
| Restricted Donations | 2,568,406 | 277,000 | - | - | 277,000 |
| City as Successor Housing Agency | 685,407 | - | - | - | - |
| Crestmoor (Glenview) Recovery | 691,150 | - | 1,134,448 | 100,000 | 1,234,448 |
| Capital Project Funds: | | | | | |
| Parks & Facilities Capital | 4,044,878 | - | 11,170,955 | 1,323,200 | 12,494,155 |
| Streets Capital | 5,162,727 | - | 2,245,805 | 2,945,000 | 5,190,805 |
| Technology Capital | 100,779 | - | - | 105,000 | 105,000 |
| Debt Service Fund | 636 | - | - | 1,716,831 | 1,716,831 |
| **GRAND TOTAL** | **$ 83,944,135** | **$ 111,183,949** | **$ 45,529,833** | **$ 9,884,112** | **$ 166,597,895** |

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

# Summary of Funds (Continued)

## Fiscal Year 2019-20

| Fund Title | Operating Budget | Capital Improvement Program (Including Carryover) | Transfers Out | Total Appropriations | Projected Fund Balance as of June 30, 2020 |
|---|---|---|---|---|---|
| General Fund: | $ 49,071,546 | $ - | $ 1,364,805 | $ 50,436,351 | $ 2,115,152 |
| Reserves: | | | | | |
| General Fund Reserve | - | - | - | - | 12,768,488 |
| General Fund One-Time Revenues | - | - | 225,000 | 225,000 | 318,555 |
| General Fund Capital Improvement / One-Time Initiative Reserve | - | - | 1,822,227 | 1,822,227 | 5,343,377 |
| Emergency Disaster Reserve | - | - | - | - | 3,283,517 |
| General Fund Equipment Reserve | - | 464,250 | 312,000 | 776,250 | 3,784,944 |
| Enterprise Funds*: | | | | | |
| Water | 10,508,368 | 27,939,643 | - | 38,448,011 | 14,512,722 |
| Stormwater | 1,222,784 | 1,299,446 | - | 2,522,230 | 203,252 |
| Wastewater | 10,414,132 | 34,784,100 | - | 45,198,232 | 15,398,704 |
| Cable Television | 9,560,671 | 409,894 | 352,027 | 10,322,592 | (15,788,537) |
| Internal Services Funds: | | | | | |
| Central Garage | 709,551 | - | - | 709,551 | 177,388 |
| Buildings & Facilities Maintenance | 1,457,094 | - | - | 1,457,094 | 364,274 |
| Information Technology | 980,939 | - | - | 980,939 | 245,235 |
| Self-Insurance | 2,444,844 | - | - | 2,444,844 | 759,629 |
| Special Revenue Funds: | | | | | |
| Gas Tax | 1,760 | - | 1,938,000 | 1,939,760 | 623,711 |
| Measure A | - | - | 1,550,000 | 1,550,000 | 290,990 |
| Street Special Revenue | - | - | - | - | 326,787 |
| Police Asset Forfeiture | 250,572 | - | 78,000 | 328,572 | 595,404 |
| Citizens Option for Public Safety | - | - | 100,000 | 100,000 | 185,348 |
| Federal/State Grants | 75,000 | - | - | 75,000 | 45 |
| Solid Waste | 80,001 | - | - | 80,001 | 391,896 |
| Library Special Revenue | - | - | 39,000 | 39,000 | 12,906 |
| Development Impact Fee | - | - | - | - | 6,742,981 |
| Park & Below Market Rate In-Lieu | 39,850 | - | - | 39,850 | 3,854,492 |
| Agency on Aging | 154,270 | - | 75,000 | 229,270 | 33,774 |
| Restricted Donations | 68,200 | - | 75,000 | 143,200 | 2,702,206 |
| City as Successor Housing Agency | - | - | - | - | 685,407 |
| Crestmoor (Glenview) Recovery | - | 1,925,598 | - | 1,925,598 | (0) |
| Capital Project Funds: | | | | | |
| Parks & Facilities Capital | - | 15,297,283 | 838,447 | 16,135,730 | 403,303 |
| Streets Capital | - | 6,741,384 | 674,007 | 7,415,391 | 2,938,141 |
| Technology Capital | - | 141,697 | - | 141,697 | 64,082 |
| Debt Service Fund | 1,716,831 | - | - | 1,716,831 | 636 |
| **GRAND TOTAL** | **$ 88,756,413** | **$ 89,003,295** | **$ 9,443,513** | **$ 187,203,220** | **$ 63,338,809** |

# General Fund

## Four Year Summary

## Long Range Financial Plan

| | 2016-17 Actual | 2017-18 Actual | 2018-19 Adopted Budget | 2018-19 Amended Budget | 2018-19 Estimated Actual | 2019-20 Budget | 2020-21 Forecast | 2021-22 Forecast | 2022-23 Forecast | 2023-24 Forecast |
|---|---|---|---|---|---|---|---|---|---|---|
| Beginning Fund Balance, July 1 | $ 1,727,835 | $ 2,754,900 | $ 2,172,101 | $ 2,172,101 | $ 2,172,101 | $ 2,440,255 | $ 2,115,152 | $ 1,209,833 | $ 971,737 | $ 3,328,596 |
| Revenues | | | | | | | | | | |
| Taxes | 28,612,152 | 29,649,571 | 31,288,691 | 31,288,691 | 32,369,403 | 33,097,802 | 34,698,703 | 36,494,816 | 40,310,308 | 44,357,091 |
| Departmental Revenues | 5,942,777 | 6,132,904 | 6,649,183 | 6,743,906 | 6,545,349 | 8,803,119 | 7,802,429 | 8,064,777 | 8,246,616 | 8,433,137 |
| Franchises | 1,823,810 | 1,835,944 | 1,869,096 | 1,869,096 | 1,857,128 | 1,903,000 | 1,935,520 | 1,969,016 | 2,003,516 | 2,039,052 |
| Use of Money & Property | 1,331,761 | 1,234,594 | 1,312,000 | 1,312,000 | 1,432,452 | 961,691 | 966,905 | 972,171 | 977,490 | 982,862 |
| Other Revenue | 3,633,769 | 3,794,014 | 4,029,462 | 4,029,462 | 3,934,424 | 4,381,636 | 4,513,085 | 4,648,477 | 4,787,932 | 4,931,570 |
| Transfer In from Other Funds | 966,980 | 1,115,127 | 961,900 | 984,400 | 963,280 | 964,000 | 983,280 | 1,002,946 | 1,023,005 | 1,043,465 |
| Total Revenues | 42,311,249 | 43,762,154 | 46,110,332 | 46,227,555 | 47,102,037 | 50,111,247 | 50,899,922 | 53,152,203 | 57,348,866 | 61,787,176 |
| Expenditures | | | | | | | | | | |
| General Administration | 4,120,442 | 4,335,387 | 4,817,936 | 5,035,772 | 4,877,479 | 5,442,221 | 5,461,287 | 5,656,026 | 5,825,707 | 6,031,378 |
| Public Safety | 25,618,111 | 27,341,342 | 29,386,869 | 29,719,987 | 28,681,138 | 31,400,489 | 32,342,504 | 33,312,779 | 34,312,162 | 35,341,527 |
| Public Works | 3,243,987 | 3,226,010 | 3,442,863 | 3,741,081 | 3,688,678 | 3,985,771 | 4,105,344 | 4,228,504 | 4,355,359 | 4,486,020 |
| Community Development | 3,197,884 | 3,442,673 | 3,282,807 | 3,733,240 | 3,549,311 | 3,631,872 | 3,740,828 | 3,853,053 | 3,968,645 | 4,087,704 |
| Community Services | 7,561,543 | 8,638,951 | 9,042,779 | 9,070,570 | 8,661,185 | 9,732,544 | 10,024,520 | 10,325,256 | 10,635,014 | 10,954,064 |
| Non-Departmental | 702,024 | 617,331 | 619,912 | 619,912 | 927,824 | 508,555 | 523,812 | 539,526 | 555,712 | 572,383 |
| Internal Allocations | (4,379,002) | (4,655,074) | (4,954,713) | (4,954,713) | (4,954,713) | (5,629,906) | (5,798,803) | (5,972,767) | (6,151,950) | (6,336,509) |
| Transfer to Other Funds | 1,219,195 | 1,398,333 | 1,402,983 | 1,402,983 | 1,402,983 | 1,364,805 | 1,405,749 | 1,447,922 | 1,491,359 | 1,536,100 |
| Total Expenditures | 41,284,185 | 44,344,953 | 47,041,436 | 48,368,832 | 46,833,883 | 50,436,351 | 51,805,241 | 53,390,298 | 54,992,007 | 56,672,667 |
| Surplus (Deficit) | 1,027,064 | (582,799) | (931,103) | (2,141,276) | 268,154 | (325,103) | (905,319) | (238,096) | 2,356,859 | 5,114,508 |
| | | | | - | | | | | | |
| **Ending Fund Balance, June 30** | **$ 2,754,900** | **$ 2,172,101** | **$ 1,240,998** | **$ 30,825** | **$ 2,440,255** | **$ 2,115,152** | **$ 1,209,833** | **$ 971,737** | **$ 3,328,596** | **$ 8,443,104** |

# General Fund

## Four Year Revenue Summary

## Long Range Financial Plan

| | 2016-17 Actual | 2017-18 Actual | 2018-19 Amended Budget | 2018-19 Estimated Actual | 2019-20 Budget | Change in Budget | 2020-21 Forecast | 2021-22 Forecast | 2022-23 Forecast | 2023-24 Forecast |
|---|---|---|---|---|---|---|---|---|---|---|
| Taxes | | | | | | | | | | |
| Property Taxes | $ 8,931,475 | $ 9,920,147 | $ 10,692,000 | $ 11,241,576 | $ 11,926,360 | 12% | $12,890,590 | $13,965,622 | $16,419,187 | $19,052,279 |
| Sales Taxes | 7,833,099 | 7,321,095 | 7,817,158 | 8,284,097 | 7,892,000 | 1% | 8,010,380 | 8,130,536 | 8,598,994 | 9,079,677 |
| Hotel/Motel Taxes | 3,286,913 | 3,424,660 | 3,472,000 | 3,505,223 | 3,540,275 | 2% | 3,611,081 | 3,734,999 | 3,862,430 | 3,993,465 |
| Vehicle License Fees | 4,329,287 | 4,576,283 | 4,848,000 | 4,909,295 | 5,202,000 | 7% | 5,514,120 | 5,844,967 | 6,195,665 | 6,567,405 |
| Regulatory Cardroom Fee | 1,781,208 | 1,843,532 | 1,897,338 | 1,904,512 | 1,960,147 | 3% | 2,018,951 | 2,079,520 | 2,141,906 | 2,206,163 |
| Business Taxes | 2,450,170 | 2,563,854 | 2,562,195 | 2,524,701 | 2,577,020 | 1% | 2,653,580 | 2,739,172 | 3,092,126 | 3,458,103 |
| Subtotal | 28,612,152 | 29,649,571 | 31,288,691 | 32,369,403 | 33,097,802 | 6% | 34,698,703 | 36,494,816 | 40,310,308 | 44,357,091 |
| Franchises | | | | | | | | | | |
| PG&E/AT&T | 564,828 | 549,188 | 556,000 | 548,726 | 549,000 | -1% | 549,000 | 549,000 | 549,000 | 549,000 |
| Recology San Bruno | 976,458 | 1,014,131 | 1,033,096 | 1,047,123 | 1,084,000 | 5% | 1,116,520 | 1,150,016 | 1,184,516 | 1,220,052 |
| Cable Television In-Lieu | 282,524 | 272,625 | 280,000 | 261,279 | 270,000 | -4% | 270,000 | 270,000 | 270,000 | 270,000 |
| Subtotal | 1,823,810 | 1,835,944 | 1,869,096 | 1,857,128 | 1,903,000 | 2% | 1,935,520 | 1,969,016 | 2,003,516 | 2,039,052 |
| Use of Money & Property | | | | | | | | | | |
| Interest Earnings | (29,220) | 16,592 | 290,000 | 400,000 | 350,000 | 21% | 350,000 | 350,000 | 350,000 | 350,000 |
| Rentals | 405,693 | 410,430 | 512,000 | 515,576 | 521,399 | 2% | 526,613 | 531,879 | 537,198 | 542,570 |
| Cable Equity Earnings | 775,000 | 575,000 | 375,000 | 375,000 | - | -100% | - | - | - | - |
| Other | 180,288 | 232,572 | 135,000 | 141,876 | 90,292 | -33% | 90,292 | 90,292 | 90,292 | 90,292 |
| Subtotal | 1,331,761 | 1,234,594 | 1,312,000 | 1,432,452 | 961,691 | -27% | 966,905 | 972,171 | 977,490 | 982,862 |
| Transfers in & Other Revenues | | | | | | | | | | |
| Transfers from Other Funds | 966,980 | 1,115,127 | 984,400 | 963,280 | 964,000 | -2% | 983,280 | 1,002,946 | 1,023,005 | 1,043,465 |
| Other | 3,633,769 | 3,794,014 | 4,029,462 | 3,934,424 | 4,381,636 | 9% | 4,513,085 | 4,648,477 | 4,787,932 | 4,931,570 |
| Subtotal | 4,600,749 | 4,909,141 | 5,013,862 | 4,897,704 | 5,345,636 | 7% | 5,496,365 | 5,651,423 | 5,810,936 | 5,975,034 |
| Departmental Revenues | | | | | | | | | | |
| Police | 1,600,650 | 1,636,174 | 1,650,215 | 1,774,309 | 2,019,055 | 22% | 2,039,246 | 2,059,638 | 2,080,234 | 2,101,037 |
| Fire | 427,862 | 646,582 | 317,316 | 550,725 | 537,237 | 69% | 553,354 | 569,955 | 587,053 | 604,665 |
| Public Works Engineering | 392,050 | 293,782 | 226,000 | 288,282 | 263,000 | 16% | 270,890 | 279,017 | 287,387 | 296,009 |
| Public Works Streets | 101,424 | 105,447 | 100,700 | 112,877 | 110,800 | 10% | 114,124 | 117,548 | 121,074 | 124,706 |
| Planning | 133,805 | 185,662 | 272,575 | 155,880 | 180,000 | -34% | 185,400 | 190,962 | 196,691 | 202,592 |
| Building | 1,416,726 | 1,464,125 | 2,160,000 | 1,800,602 | 3,744,629 | 73% | 2,650,777 | 2,817,918 | 2,902,456 | 2,989,529 |
| Recreation Services | 1,658,585 | 1,640,920 | 1,808,000 | 1,660,879 | 1,735,000 | -4% | 1,769,700 | 1,805,094 | 1,841,196 | 1,878,020 |
| Parks Maintenance | 35,868 | 36,459 | 37,100 | 37,486 | 38,700 | 4% | 39,861 | 41,057 | 42,289 | 43,557 |
| Senior Services | 139,115 | 78,302 | 138,000 | 136,309 | 146,000 | 6% | 150,380 | 154,891 | 159,538 | 164,324 |
| Library Services | 36,692 | 45,451 | 34,000 | 28,000 | 28,698 | -16% | 28,698 | 28,698 | 28,698 | 28,698 |
| Subtotal | 5,942,777 | 6,132,904 | 6,743,906 | 6,545,349 | 8,803,119 | 31% | 7,802,429 | 8,064,777 | 8,246,616 | 8,433,137 |
| **Total** | **$ 42,311,249** | **$ 43,762,154** | **$ 46,227,555** | **$ 47,102,037** | **$ 50,111,247** | **8%** | **$50,899,922** | **$53,152,203** | **$57,348,866** | **$61,787,176** |

# General Fund

## Four Year Expenditure Summary

## Long Range Financial Plan

| | 2016-17 Actual | 2017-18 Actual | 2018-19 Amended Budget | 2018-19 Estimated Actual | 2019-20 Budget | Change in Budget | 2020-21 Forecast | 2021-22 Forecast | 2022-23 Forecast | 2023-24 Forecast |
|---|---|---|---|---|---|---|---|---|---|---|
| General Government | | | | | | | | | | |
| City Council | $ 162,596 | $ 210,928 | $ 183,052 | $ 168,586 | $ 167,582 | -8% | $172,609 | $177,788 | $183,121 | $188,615 |
| City Clerk | 288,850 | 410,879 | 352,806 | 343,810 | 623,338 | 77% | 497,838 | 543,673 | $559,983 | 607,683 |
| City Treasurer | 74,472 | 48,379 | - | - | - | 0% | - | - | - | - |
| City Attorney | 447,659 | 481,702 | 486,061 | 541,215 | 545,054 | 12% | 561,406 | 578,248 | 595,595 | 613,463 |
| City Manager | 839,677 | 910,111 | 1,099,616 | 1,019,727 | 1,158,675 | 5% | 1,193,435 | 1,229,238 | 1,266,115 | 1,304,099 |
| Human Resources | 425,492 | 380,620 | 526,052 | 483,358 | 597,182 | 14% | 615,097 | 633,550 | 652,557 | 672,134 |
| Finance | | | | | | | | | | |
| Administration | 986,484 | 948,191 | 1,372,253 | 1,255,361 | 1,278,668 | -7% | 1,317,028 | 1,356,539 | 1,397,235 | 1,439,152 |
| Revenue Services | 895,211 | 944,576 | 1,015,932 | 1,065,422 | 1,071,722 | 5% | 1,103,874 | 1,136,990 | 1,171,100 | 1,206,233 |
| Subtotal | 4,120,442 | 4,335,387 | 5,035,772 | 4,877,479 | 5,442,221 | 8% | 5,461,287 | 5,656,026 | 5,825,707 | 6,031,378 |
| Police | 15,733,557 | 17,124,354 | 18,612,932 | 17,715,199 | 19,643,409 | 6% | 20,232,711 | 20,839,693 | 21,464,883 | 22,108,830 |
| Fire | 9,884,554 | 10,216,988 | 11,107,055 | 10,965,939 | 11,757,080 | 6% | 12,109,792 | 12,473,086 | 12,847,279 | 13,232,697 |
| Public Works | | | | | | | | | | |
| Admin. & Engineering | 1,466,074 | 1,634,872 | 1,710,218 | 1,862,686 | 1,931,865 | 13% | 1,989,821 | 2,049,515 | 2,111,001 | 2,174,331 |
| Streets Maintenance | 1,777,913 | 1,591,138 | 2,030,863 | 1,825,992 | 2,053,906 | 1% | 2,115,523 | 2,178,989 | 2,244,359 | 2,311,689 |
| Subtotal | 3,243,987 | 3,226,010 | 3,741,081 | 3,688,678 | 3,985,771 | 7% | 4,105,344 | 4,228,504 | 4,355,359 | 4,486,020 |
| Community Development | | | | | | | | | | |
| Planning | 1,250,572 | 1,224,344 | 1,563,246 | 1,354,705 | 1,348,067 | -14% | 1,388,509 | 1,430,164 | 1,473,069 | 1,517,261 |
| Building Inspection | 1,947,313 | 2,218,329 | 2,169,994 | 2,194,606 | 2,283,805 | 5% | 2,352,319 | 2,422,889 | 2,495,575 | 2,570,443 |
| Subtotal | 3,197,884 | 3,442,673 | 3,733,240 | 3,549,311 | 3,631,872 | -3% | 3,740,828 | 3,853,053 | 3,968,645 | 4,087,704 |
| Community Services | | | | | | | | | | |
| Recreation Services | 2,121,515 | 2,366,703 | 2,339,869 | 2,323,944 | 2,566,552 | 10% | 2,643,549 | 2,722,855 | 2,804,541 | 2,888,677 |
| Parks Maintenance | 2,413,307 | 2,847,765 | 3,133,780 | 2,915,656 | 3,322,108 | 6% | 3,421,771 | 3,524,424 | 3,630,157 | 3,739,062 |
| Senior Services | 933,137 | 1,138,514 | 1,211,593 | 1,091,667 | 1,328,899 | 10% | 1,368,766 | 1,409,829 | 1,452,124 | 1,495,688 |
| Library | 2,093,584 | 2,285,969 | 2,385,328 | 2,329,918 | 2,514,985 | 5% | 2,590,435 | 2,668,148 | 2,748,192 | 2,830,638 |
| Subtotal | 7,561,543 | 8,638,951 | 9,070,570 | 8,661,185 | 9,732,544 | 7% | 10,024,520 | 10,325,256 | 10,635,014 | 10,954,064 |
| Non-Departmental | 702,024 | 617,331 | 619,912 | 927,824 | 508,555 | -18% | 523,812 | 539,526 | 555,712 | 572,383 |
| Cost Allocation | (4,379,002) | (4,655,074) | (4,954,713) | (4,954,713) | (5,629,906) | 14% | (5,798,803) | (5,972,767) | (6,151,950) | (6,336,509) |
| Subtotal | (3,676,978) | (4,037,743) | (4,334,801) | (4,026,889) | (5,121,351) | 18% | (5,274,992) | (5,433,241) | (5,596,239) | (5,764,126) |
| Expenditures Subtotal | 40,064,990 | 42,946,619 | 46,965,849 | 45,430,900 | 49,071,546 | 4% | 50,399,492 | 51,942,377 | 53,500,648 | 55,136,567 |
| Transfer Out to Debt Service | 1,219,195 | 1,398,333 | 1,402,983 | 1,402,983 | 1,364,805 | -3% | 1,405,749 | 1,447,922 | 1,491,359 | 1,536,100 |
| Subtotal | 1,219,195 | 1,398,333 | 1,402,983 | 1,402,983 | 1,364,805 | -3% | 1,405,749 | 1,447,922 | 1,491,359 | 1,536,100 |
| **Total** | **$ 41,284,185** | **$ 44,344,953** | **$ 48,368,832** | **$ 46,833,883** | **$ 50,436,351** | **4%** | **$ 51,805,241** | **$ 53,390,298** | **$ 54,992,007** | **$ 56,672,667** |

# 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

## Long Range Financial Plan

| | 2016-17 Actual | 2017-18 Actual | 2018-19 Amended Budget | 2018-19 Estimated Actual | 2019-20 Budget | 2020-21 Forecast | 2021-22 Forecast | 2022-23 Forecast | 2023-24 Forecast |
|---|---|---|---|---|---|---|---|---|---|
| Beginning Fund Balance, July 1 | $ 9,559,714 | $ 15,089,457 | $ 18,861,279 | $ 18,861,279 | $ 26,882,473 | $ 14,512,722 | $ 5,976,253 | $ 6,450,600 | $ 8,583,271 |
| Revenues | | | | | | | | | |
| Operating Revenues | 14,040,177 | 15,189,058 | 15,479,295 | 15,364,864 | 16,253,260 | 17,130,134 | 18,079,283 | 18,338,431 | 18,597,579 |
| Capacity Charges | 99,354 | 23,543 | 30,000 | 162,000 | 30,000 | 1,211,105 | 227,275 | 30,000 | 30,000 |
| Grant and Other Revenues | 111,434 | 99,619 | 192,299 | 68,050 | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 |
| Interest Income | 108,680 | 249,676 | 41,000 | 320,000 | 250,000 | 262,500 | 275,625 | 275,625 | 275,625 |
| Total Revenues | 14,359,645 | 15,561,896 | 15,742,594 | 15,914,914 | 16,583,260 | 18,653,739 | 18,632,183 | 18,694,056 | 18,953,204 |
| Total Operating Expenses | 8,100,388 | 8,274,771 | 9,485,874 | 8,268,194 | 10,027,198 | 10,528,558 | 11,054,986 | 11,607,735 | 12,188,122 |
| **Operating Surplus (Deficit)** | **6,259,257** | **7,287,125** | **6,256,720** | **7,646,720** | **6,556,062** | **8,125,181** | **7,577,197** | **7,086,321** | **6,765,082** |
| Non-Operating Revenues (Expenses) | | | | | | | | | |
| Capital Improvement Program | (264,029) | (2,801,565) | (26,661,254) | (2,231,065) | (27,939,643) | (16,150,000) | (6,600,000) | (4,460,000) | (200,000) |
| Debt Service Payment and Fees | - | (518,365) | (474,400) | (437,461) | (431,170) | (461,650) | (452,850) | (443,650) | (434,050) |
| Equipment Purchase | (466,174) | (195,372) | (37,000) | (37,000) | (50,000) | (50,000) | (50,000) | (50,000) | (50,000) |
| Capital Reimbursements | 688 | - | - | | | - | - | - | - |
| Debt Proceeds | - | - | 12,600,000 | 3,105,000 | 9,495,000 | - | - | - | - |
| Transfer In | - | - | - | - | | - | - | - | - |
| Transfer Out | - | - | (25,000) | (25,000) | - | - | - | - | - |
| **Non-Operating Surplus (Deficit)** | **(729,515)** | **(3,515,303)** | **(14,597,654)** | **374,474** | **(18,925,813)** | **(16,661,650)** | **(7,102,850)** | **(4,953,650)** | **(684,050)** |
| Change in Fund Balance | 5,529,742 | 3,771,822 | (8,340,934) | 8,021,194 | (12,369,751) | (8,536,469) | 474,347 | 2,132,671 | 6,081,032 |
| **Ending Fund Balance, June 30** | **$ 15,089,457** | **$ 18,861,279** | **$ 10,520,345** | **$ 26,882,473** | **$ 14,512,722** | **$ 5,976,253** | **$ 6,450,600** | **$ 8,583,271** | **$ 14,664,302** |

# 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

## Long Range Financial Plan

| | 2016-17 Actual | 2017-18 Actual | 2018-19 Amended Budget | 2018-19 Estimated Actual | 2019-20 Budget | 2020-21 Forecast | 2021-22 Forecast | 2022-23 Forecast | 2023-24 Forecast |
|---|---|---|---|---|---|---|---|---|---|
| Beginning Fund Balance, July 1 | $ 1,761,665 | $ 3,319,798 | $ 1,819,291 | $ 1,819,291 | $ 1,546,482 | $ 203,252 | $ (363,245) | $ (1,252,016) | $ (1,853,228) |
| Revenues | | | | | | | | | |
| Operating Revenues | 561,040 | 560,655 | 600,000 | 561,236 | 565,000 | 578,610 | 593,755 | 619,860 | 646,357 |
| Reimbursements | 229,207 | 84,512 | 80,000 | 92,072 | 90,000 | 90,000 | 90,000 | 90,000 | 90,000 |
| Interest Income | 20,299 | 24,425 | 8,000 | 24,000 | 24,000 | 24,360 | 24,725 | 25,096 | 25,473 |
| Total Revenues | 810,546 | 669,592 | 688,000 | 677,308 | 679,000 | 692,970 | 708,481 | 734,957 | 761,830 |
| Expenses | | | | | | | | | |
| Stormwater Operations | 625,216 | 749,000 | 1,597,751 | 1,336,300 | 1,222,784 | 1,259,468 | 1,297,252 | 1,336,169 | 1,376,254 |
| **Operating Surplus (Deficit)** | **185,329** | **(79,407)** | **(909,751)** | **(658,992)** | **(543,784)** | **(566,498)** | **(588,771)** | **(601,212)** | **(614,424)** |
| Non-Operating Revenues (Expenses) | | | | | | | | | |
| Capital Improvement Program | (444,532) | (1,117,015) | (881,936) | (383,816) | (1,299,446) | (2,450,000) | (1,500,000) | - | - |
| Equipment Purchase | - | (33,214) | (295,000) | - | - | - | (300,000) | - | - |
| Capital Reimbursements | 245,390 | - | - | - | 200,000 | - | - | - | - |
| Transfer In | 1,616,945 | 742,130 | 770,000 | 770,000 | 300,000 | 2,450,000 | 1,500,000 | - | - |
| Transfer Out | (45,000) | (1,013,000) | - | - | - | - | - | - | - |
| **Non-Operating Surplus (Deficit)** | **1,372,803** | **(1,421,100)** | **(406,936)** | **386,184** | **(799,446)** | **-** | **(300,000)** | **-** | **-** |
| Change in Fund Balance | 1,558,133 | (1,500,507) | (1,316,687) | (272,808) | (1,343,230) | (566,498) | (888,771) | (601,212) | (614,424) |
| **Ending Fund Balance, June 30** | **$ 3,319,798** | **$ 1,819,291** | **$ 502,603** | **$ 1,546,482** | **$ 203,252** | **$ (363,245)** | **$ (1,252,016)** | **$ (1,853,228)** | **$ (2,467,652)** |

# 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

## Long Range Financial Plan

| | 2016-17 Actual | 2017-18 Actual | 2018-19 Amended Budget | 2018-19 Estimated Actual | 2019-20 Budget | 2020-21 Forecast | 2021-22 Forecast | 2022-23 Forecast | 2023-24 Forecast |
|---|---|---|---|---|---|---|---|---|---|
| Beginning Fund Balance, July 1 | $ 13,180,784 | $ 15,651,475 | $ 15,827,894 | $ 15,827,894 | $ 20,691,679 | 15,398,704 | 3,669,803 | 6,289,282 | 5,985,060 |
| Revenues | | | | | | | | | |
| Operating Revenues | 15,680,062 | 16,526,011 | 17,287,269 | 17,320,405 | 18,151,632 | $ 19,137,779 | $ 20,208,020 | $ 20,525,102 | $ 20,842,184 |
| Capacity Charges | 76,893 | 118,323 | 285,058 | 319,200 | 50,000 | 1,186,003 | 232,403 | 50,000 | 50,000 |
| Other Revenues | 46,159 | 104,046 | 10,000 | 8,750 | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 |
| Interest Income | 120,578 | 283,802 | 81,000 | 510,000 | 410,000 | 430,500 | 452,025 | 452,025 | 452,025 |
| Total Revenues | 15,923,692 | 17,032,182 | 17,663,327 | 18,158,355 | 18,621,632 | 20,764,282 | 20,902,448 | 21,037,127 | 21,354,209 |
| Total Operating Expenses | 7,818,882 | 7,976,816 | 8,786,493 | 7,893,478 | 9,116,241 | 9,387,732 | 9,857,118 | 10,349,974 | 10,867,473 |
| **Operating Surplus (Deficit)** | **8,104,810** | **9,055,365** | **8,876,834** | **10,264,877** | **9,505,391** | **11,376,550** | **11,045,329** | **10,687,152** | **10,486,735** |
| Non-Operating Revenues (Expenses) | | | | | | | | | |
| Capital Improvement Program | (4,775,415) | (5,986,526) | (29,781,045) | (9,496,375) | (34,784,100) | (21,860,000) | (7,210,000) | (9,810,000) | (3,500,000) |
| Debt Service Payment and Fees | (1,578,645) | (2,532,895) | (1,400,466) | (1,296,092) | (1,247,891) | (1,195,450) | (1,165,850) | (1,131,375) | (1,093,925) |
| Equipment Purchase | (76,263) | (368,997) | - | - | (50,000) | (50,000) | (50,000) | (50,000) | (50,000) |
| Capital Reimbursements | - | - | - | - | - | - | - | - | - |
| Debt Proceeds | - | - | 26,700,000 | 5,416,375 | 21,283,625 | - | - | - | - |
| Transfer In | 796,203 | 9,471 | - | - | - | - | - | - | - |
| Transfer Out | - | | (25,000) | (25,000) | - | - | - | - | - |
| **Non-Operating Surplus (Deficit)** | **(5,634,120)** | **(8,878,947)** | **(4,506,511)** | **(5,401,092)** | **(14,798,366)** | **(23,105,450)** | **(8,425,850)** | **(10,991,375)** | **(4,643,925)** |
| Change in Fund Balance | 2,470,690 | 176,419 | 4,370,322 | 4,863,785 | (5,292,975) | (11,728,900) | 2,619,479 | (304,223) | 5,842,810 |
| **Ending Fund Balance, June 30** | **$ 15,651,475** | **$ 15,827,894** | **$ 20,198,216** | **$ 20,691,679** | **$ 15,398,704** | **$ 3,669,803** | **$ 6,289,282** | **$ 5,985,060** | **$ 11,827,870** |

# 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

## Long Range Financial Plan

| | 2016-17 Actual | 2017-18 Actual | 2018-19 Amended Budget | 2018-19 Estimated Actual | 2019-20 Budget | 2020-21 Forecast | 2021-22 Forecast | 2022-23 Forecast | 2023-24 Forecast |
|---|---|---|---|---|---|---|---|---|---|
| Beginning Fund Balance, July 1 | $ (9,293,038) | $ (11,176,226) | $ (14,706,114) | $ (14,706,114) | $ (15,373,065) | $ (15,788,537) | $ (15,927,460) | $ (16,077,121) | $ (16,094,879) |
| Revenues | | | | | | | | | |
| Basic Service (incl Local Orig.) | 3,079,748 | 3,026,881 | 3,218,314 | 2,853,022 | 2,871,320 | 2,900,033 | 2,929,034 | 2,958,324 | 2,987,907 |
| Internet Service Fees (incl Wi-Fi) | 3,675,310 | 4,007,749 | 4,453,000 | 4,023,569 | 4,614,500 | 4,905,802 | 5,232,275 | 5,694,547 | 6,179,932 |
| Pay-Per-View Services | 638,655 | 608,138 | 690,250 | 573,000 | 407,000 | 366,300 | 329,670 | 296,703 | 267,033 |
| Digital Service | 1,131,679 | 1,069,261 | 1,100,000 | 1,016,000 | 800,000 | 736,000 | 677,120 | 622,950 | 573,114 |
| International Programming | 105,544 | 99,702 | 114,090 | 94,000 | 75,000 | 69,000 | 63,480 | 58,402 | 53,729 |
| Fees & Taxes | 338,660 | 326,502 | 349,257 | 309,500 | 233,000 | 214,360 | 197,211 | 181,434 | 166,920 |
| Voice Service | 400,337 | 387,269 | 430,000 | 368,000 | 368,000 | 368,000 | 368,000 | 368,000 | 368,000 |
| Fiber Leasing | 95,352 | 108,252 | 156,000 | 306,000 | 180,000 | 180,000 | 180,000 | 180,000 | 180,000 |
| TV Guide Magazine | 2,340 | 2,078 | 2,500 | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 |
| Commercial Phone & Data | 169,349 | 144,552 | 168,000 | 104,000 | 185,000 | 212,750 | 244,663 | 281,362 | 323,566 |
| Other Receipts | 243,808 | 203,396 | 245,000 | 196,324 | 171,300 | 171,300 | 171,300 | 171,300 | 171,300 |
| Total Revenues | 9,880,780 | 9,983,781 | 10,926,411 | 9,845,415 | 9,907,120 | 10,125,545 | 10,394,752 | 10,815,022 | 11,273,502 |
| Expenses | | | | | | | | | |
| Operating Expenses | 9,589,722 | 11,437,636 | 10,324,160 | 9,247,421 | 9,088,351 | 9,361,002 | 9,641,832 | 9,931,087 | 10,229,019 |
| Pass Thru Fees | 376,180 | 358,321 | 349,257 | 345,000 | 349,257 | 349,257 | 349,257 | 349,257 | 349,257 |
| Equity Earnings Transfer | 775,000 | 575,000 | 375,000 | 375,000 | - | - | - | - | - |
| Interest Expense | - | - | - | - | - | - | - | - | - |
| Total Expenses | 10,740,902 | 12,370,957 | 11,048,417 | 9,967,421 | 9,437,608 | 9,710,259 | 9,991,089 | 10,280,344 | 10,578,276 |
| **Operating Surplus (Deficit)** | **(860,122)** | **(2,387,176)** | **(122,006)** | **(122,006)** | **469,512** | **415,287** | **403,664** | **534,678** | **695,225** |
| Non-Operating Revenues (Expenses) | | | | | | | | | |
| Capital Improvement Program | (959,050) | (1,049,180) | (12,434,670) | (188,979) | (409,894) | (200,000) | (200,000) | (200,000) | (200,000) |
| Debt Service Payment and Fees | (5,675) | (4,809) | (3,938) | (3,938) | (3,063) | (2,183) | (1,298) | (409) | - |
| Equipment Purchase | (28,341) | (32,723) | (108,000) | - | (120,000) | - | - | - | - |
| Transfer In | - | - | - | - | - | - | - | - | - |
| Transfer Out | (30,000) | (56,000) | - | (352,027) | (352,027) | (352,027) | (352,027) | (352,027) | - |
| **Non-Operating Surplus (Deficit)** | **(1,023,065)** | **(1,142,713)** | **(12,546,608)** | **(544,944)** | **(884,984)** | **(554,210)** | **(553,325)** | **(552,436)** | **(200,000)** |
| Change in Fund Balance | (1,883,188) | (3,529,889) | (12,668,614) | (666,950) | (415,472) | (138,923) | (149,661) | (17,758) | 495,225 |
| **Ending Fund Balance, June 30** | **$ (11,176,226)** | **$ (14,706,114)** | **$ (27,374,728)** | **$ (15,373,065)** | **$ (15,788,537)** | **$ (15,927,460)** | **$ (16,077,121)** | **$ (16,094,879)** | **$ (15,599,653)** |

# Reserves Summary

## 3-Year Reserve Trend Compared to Reserve Policy Target

| Reserve Item | Fund No. | 2017-18 Actual | 2018-19 Budget | 2018-19 Amended Budget | 2018-19 Estimtated Actual | 2019-20 Budget | Change in Budget | Reserve Policy Target 2019-20 Budget | Reserve Target vs. 2019-20 Budget |
|---|---|---|---|---|---|---|---|---|---|
| General Fund Balance | | | | | | | | | |
| Contingency (Fund Balance) | 001 | $2,754,900 | $2,318,371 | $30,825 | $2,440,255 | $ 2,115,152 | -9% | $1,500,000 | $ 615,152 |
| Reserve (25% of annual expense) | 002 | 12,068,696 | 12,092,486 | 12,068,696 | 12,525,666 | 12,768,488 | 6% | 12,609,088 | 159,400 |
| Capital Improvements | 004 | 8,108,710 | 5,618,377 | 4,865,371 | 5,809,444 | 5,343,377 | -5% | 5,000,000 | 343,377 |
| Emergency Disaster | 136 | 3,126,534 | 3,155,502 | 3,163,034 | 3,198,517 | 3,283,517 | 4% | 3,000,000 | 283,517 |
| **Subtotal General Fund** | | **$ 26,058,839** | **$ 23,184,736** | **$ 20,127,925** | **$ 23,973,882** | **$ 23,510,534** | **1%** | **$ 22,109,088** | **$ 1,401,446** |
| Internal Service Fund Balance | | | | | | | | | |
| Central Garage | 701 | 120,381 | 100,352 | 52,128 | 3,441 | 177,388 | 77% | 177,388 | - |
| Building & Facilities | 702 | 12,194 | 190,356 | 53,144 | 58,192 | 364,274 | 91% | 364,274 | - |
| Technology | 707 | 259,713 | 122,665 | 157,595 | 213,285 | 245,235 | 100% | 245,235 | - |
| **Subtotal Internal Service Funds** | | **$ 392,288** | **$ 413,373** | **$ 262,867** | **$ 274,918** | **$ 786,896** | **90%** | **$ 786,896** | **$ -** |
| **Total** | | **$ 26,451,127** | **$ 23,598,109** | **$ 20,390,792** | **$ 24,248,800** | **$ 24,297,430** | **3%** | **$ 22,895,984** | **$ 1,401,446** |

**Reserve Requirements**

General Fund Reserve: 25% of annual operating expenditures
Central Garage: 25% of annual department budgeted expenditures
Building & Facilities: 25% of annual department budgeted expenditures
Technology: 25% of annual department budgeted expenditures

# 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

## Long Range Financial Plan

| | 2016-17 Actual | 2017-18 Actual | 2018-19 Amended Budget | 2018-19 Estimated Actual | 2019-20 Budget | 2020-21 Forecast | 2021-22 Forecast | 2022-23 Forecast | 2023-24 Forecast |
|---|---|---|---|---|---|---|---|---|---|
| Beginning Fund Balance, July 1 | $ 7,843,338 | $ 3,369,591 | $ 7,282,442 | $ 7,282,442 | $ 5,149,508 | $ 4,850,647 | $ 755,917 | $ (9,873,813) | $ (10,717,733) |
| Advance to Cable (Non-Spendable) | 1,156,323 | 991,728 | 826,268 | 826,268 | 659,936 | 492,729 | 324,643 | 155,671 | |
| Revenues | | | | | | | | | |
| Interest from Advance to Cable | 5,675 | 4,809 | 3,938 | 3,938 | 3,063 | 2,183 | 1,298 | 409 | 0 |
| PUC Penalties Assessed on PG&E | - | 6,000,000 | - | - | - | | | | |
| Total Revenues | 5,675 | 6,004,809 | 3,938 | 3,938 | 3,063 | 2,183 | 1,298 | 409 | - |
| Non-Operating Revenue (Expenditure) | | | | | | | | | |
| Transfer in from General Fund | - | - | - | - | - | - | - | - | - |
| Transfer in from One-Time Revenue | 317,124 | 148,897 | 423,000 | 423,000 | - | - | - | - | - |
| Transfer in from Stormwater Capital | - | 1,013,000 | - | - | - | - | - | - | - |
| Transfer in from Parks & Facilities Capital | - | 163,319 | 130,000 | 514,426 | 327,063 | - | - | - | - |
| Transfer in from Streets Capital | - | 215,575 | - | 207,620 | 674,007 | - | - | - | - |
| Transfer in from Cable Fund | - | - | - | 352,027 | 352,027 | 352,027 | 352,027 | 352,027 | - |
| Transfer out to Equipment Reserve | - | (4,569) | - | - | - | | | | |
| Transfer out to Debt Service Fund - Router Replacement | - | - | (352,027) | (352,027) | (352,027) | (352,027) | (352,027) | (352,027) | - |
| Transfer out to Stormwater Capital | (1,469,000) | (412,500) | (770,000) | (770,000) | (300,000) | (2,450,000) | (1,500,000) | - | - |
| Transfer out to Parks & Facilities Capital | (1,684,421) | (1,060,078) | (1,638,250) | (1,638,250) | (858,200) | (305,000) | (8,000,000) | - | - |
| Transfer out to Streets Capital | (1,807,720) | (2,321,062) | (1,040,000) | (1,040,000) | (207,000) | (410,000) | (200,000) | - | - |
| Transfer out to Technology Capital | - | - | - | - | (105,000) | (1,100,000) | (1,100,000) | (1,000,000) | - |
| Subtotal | (4,644,017) | (2,257,418) | (3,247,277) | (2,303,204) | (469,130) | (4,265,000) | (10,800,000) | (1,000,000) | - |
| Change in Fund Balance | (4,638,342) | 3,747,391 | (3,243,339) | (2,299,266) | (466,067) | (4,262,817) | (10,798,701) | (999,591) | - |
| **Ending Fund Balance, June 30** | **$ 4,361,319** | **$ 8,108,710** | **$ 4,865,371** | **$ 5,809,444** | **$ 5,343,377** | **$ 1,080,560** | **$ (9,718,141)** | **$ (10,717,733)** | **$ (10,717,733)** |

# General Fund Reserve

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

## Four Year Summary

| | 2016-17 Actual | 2017-18 Actual | 2018-19 Amended Budget | 2018-19 Estimated Actual | 2019-20 Budget |
|---|---|---|---|---|---|
| Beginning Fund Balance, July 1 | $10,971,553 | $11,565,541 | $12,068,696 | $12,068,696 | $12,525,666 |
| Revenues | 9,885 | 14,958 | - | 9,000 | 9,000 |
| Expenditures | 10,000 | 10,000 | - | - | - |
| Non-Operating Revenue (Expenditure) | | | | | |
| Transfer in from General Fund | - | - | - | - | - |
| Transfer in from One-Time Revenue | 594,103 | 498,197 | - | 447,970 | 225,000 |
| Transfer in from Capital Projects | - | - | - | - | 8,822 |
| Transfer to General Fund | - | - | - | - | - |
| Subtotal | 594,103 | 498,197 | - | 447,970 | 233,822 |
| Change in Fund Balance | 593,988 | 503,155 | - | 456,970 | 242,822 |
| **Ending Fund Balance, June 30** | **$11,565,541** | **$12,068,696** | **$12,068,696** | **$12,525,666** | **$12,768,488** |

# General Fund One Time Revenues

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

## Four Year Summary

| | 2016-17 Actual | 2017-18 Actual | 2018-19 Amended Budget | 2018-19 Estimated Actual | 2019-20 Budget |
|---|---|---|---|---|---|
| Beginning Fund Balance, July 1 | $ 278,654 | $ 277,824 | $ 699,849 | $ 699,849 | $ 318,555 |
| Revenues | | | | | |
| Excess ERAF | 832,115 | 551,768 | - | 445,977 | 225,000 |
| Other one time recoveries | 99,866 | 528,622 | - | 55,000 | - |
| Total Revenues | 931,981 | 1,080,389 | - | 500,977 | 225,000 |
| Expenditures | | | | | |
| Crossing Hotel parcel | 11,585 | 11,270 | - | 11,270 | - |
| Total Expenditures | 11,585 | 11,270 | - | 11,270 | - |
| Non-Operating Revenue (Expenditure) | | | | | |
| Capital Improvement Reserve | (604,102) | (148,897) | (423,030) | (423,030) | - |
| General Fund Reserve | (317,124) | (498,197) | - | (447,970) | (225,000) |
| Subtotal | (921,226) | (647,094) | (423,030) | (871,000) | (225,000) |
| Change in Fund Balance | (830) | 422,025 | (423,030) | (381,294) | - |
| **Ending Fund Balance, June 30** | **$ 277,824** | **$ 699,849** | **$ 276,819** | **$ 318,555** | **$ 318,555** |

# 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

| | 2016-17 Actual | 2017-18 Actual | 2018-19 Amended Budget | 2018-19 Estimated Actual | 2019-20 Budget |
|---|---|---|---|---|---|
| Beginning Fund Balance, July 1 | $ 3,059,683 | $ 3,082,507 | $ 3,126,534 | $ 3,126,534 | $ 3,198,517 |
| Revenues | 22,823 | 44,027 | 36,500 | 71,983 | 85,000 |
| Change in Fund Balance | 22,823 | 44,027 | 36,500 | 71,983 | 85,000 |
| **Ending Fund Balance, June 30** | **$ 3,082,507** | **$ 3,126,534** | **$ 3,163,034** | **$ 3,198,517** | **$ 3,283,517** |

# 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

| | 2016-17 Actual | 2017-18 Actual | 2018-19 Amended Budget | 2018-19 Estimated Actual | 2019-20 Budget |
|---|---|---|---|---|---|
| Beginning Fund Balance, July 1 | $ 6,884,677 | $ 5,615,761 | $ 5,098,605 | $ 5,098,605 | $ 4,220,594 |
| Revenues | 15,235 | 38,177 | - | 3,040 | - |
| Expenditures | | | | | |
| Equipment and Vehicle Purchases | 2,549,597 | 298,094 | 1,013,651 | 1,013,651 | 464,250 |
| Fire Apparatus Debt Service | 1,089,000 | - | - | - | - |
| Total Expenditures | 3,638,597 | 298,094 | 1,013,651 | 1,013,651 | 464,250 |
| Non-Operating Revenue (Expenditure) | | | | | |
| Other Financing Source | 1,873,846 | (595,407) | - | - | - |
| Transfer In from General Fund | 480,600 | 490,169 | 340,600 | 340,600 | 340,600 |
| Transfer Out to Parks & Facilities Fund | - | - | (208,000) | (208,000) | (312,000) |
| Transfer Out to General Fund | - | (152,000) | - | - | - |
| Subtotal | 2,354,446 | (257,238) | 132,600 | 132,600 | 28,600 |
| Change in Fund Balance | (1,268,916) | (517,156) | (881,051) | (878,011) | (435,650) |
| **Ending Fund Balance, June 30** | **$ 5,615,761** | **$ 5,098,605** | **$ 4,217,554** | **$ 4,220,594** | **$ 3,784,944** |

# 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

| | 2016-17 Actual | 2017-18 Actual | 2018-19 Amended Budget | 2018-19 Estimated Actual | 2019-20 Budget |
|---|---|---|---|---|---|
| Beginning Fund Balance, July 1 | $ 607,902 | $ 230,206 | $ 120,381 | $ 120,381 | $ 3,441 |
| Charge for Services | 210,500 | 500,335 | 587,000 | 587,000 | 810,000 |
| Expenses | | | | | |
| Operating Expenses | 588,196 | 610,160 | 655,253 | 703,940 | 709,551 |
| Non-Operating Revenues (Expenses) | | | | | |
| Transfer In | - | - | - | - | 73,497 |
| Change in Fund Balance | (377,696) | (109,825) | (68,253) | (116,940) | 173,946 |
| **Estimated Fund Balance, June 30** | **$ 230,206** | **$ 120,381** | **$ 52,128** | **$ 3,441** | **$ 177,388** |

# 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

| | 2016-17 Actual | 2017-18 Actual | 2018-19 Amended Budget | 2018-19 Estimated Actual | 2019-20 Budget |
|---|---|---|---|---|---|
| Beginning Fund Balance, July 1 | $ 611,745 | $ 150,809 | $ 12,194 | $ 12,194 | $ 58,192 |
| Charge for Services | 758,500 | 1,271,857 | 1,300,271 | 1,334,514 | 1,514,000 |
| Expenses | | | | | |
| Operating Expenses | 1,219,436 | 1,410,472 | 1,259,321 | 1,288,516 | 1,457,094 |
| Non-Operating Revenues (Expenses) | | | | | |
| Transfer In | - | - | - | - | 249,176 |
| Change in Fund Balance | (460,936) | (138,615) | 40,950 | 45,998 | 306,082 |
| **Ending Fund Balance, June 30** | **$ 150,809** | **$ 12,194** | **$ 53,144** | **$ 58,192** | **$ 364,274** |

# 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

| | 2016-17 Actual | 2017-18 Actual | 2018-19 Amended Budget | 2018-19 Estimated Actual | 2019-20 Budget |
|---|---|---|---|---|---|
| Beginning Fund Balance, July 1 | $ 218,554 | $ 254,234 | $ 259,713 | $ 259,713 | $ 213,285 |
| Charge for Services | 690,972 | 739,793 | 710,000 | 710,000 | 833,000 |
| Expenses | | | | | |
| Operating Expenses | 655,292 | 734,314 | 812,118 | 756,428 | 980,939 |
| Non-Operating Revenues (Expenses) | | | | | |
| Transfer In | - | - | - | - | 179,889 |
| Change in Fund Balance | 35,680 | 5,479 | (102,118) | (46,428) | 31,950 |
| **Ending Fund Balance, June 30** | **$ 254,234** | **$ 259,713** | **$ 157,595** | **$ 213,285** | **$ 245,235** |

# 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

| | 2016-17 Actual | 2017-18 Actual | 2018-19 Amended Budget | 2018-19 Estimated Actual | 2019-20 Budget |
|---|---|---|---|---|---|
| Beginning Fund Balance, July 1 | $ 2,428,610 | $ 2,386,089 | $ 1,030,436 | $ 1,030,436 | $ 957,919 |
| Charge for Services | 2,021,971 | 2,437,798 | 2,246,554 | 2,246,554 | 2,246,554 |
| Expenses | | | | | |
| Workers Compensation Expenses | 937,553 | 1,870,750 | 876,512 | 906,797 | 962,818 |
| General Liability Expenses | 1,110,542 | 1,921,657 | 1,343,842 | 1,410,752 | 1,465,826 |
| Unemployment Expenses | 16,397 | 1,044 | 26,200 | 1,522 | 16,200 |
| Total Expenses | 2,064,492 | 3,793,451 | 2,246,554 | 2,319,071 | 2,444,844 |
| Change in Fund Balance | (42,521) | (1,355,653) | - | (72,517) | (198,290) |
| **Ending Fund Balance, June 30** | **$ 2,386,089** | **$ 1,030,436** | **$ 1,030,436** | **$ 957,919** | **$ 759,629** |

# Gas Tax

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

## Four Year Summary

| | 2016-17 Actual | 2017-18 Actual | 2018-19 Amended Budget | 2018-19 Estimated Actual | 2019-20 Budget |
|---|---|---|---|---|---|
| Beginning Fund Balance, July 1 | $ 45,398 | $ 121,794 | $ 163,061 | $ 163,061 | $ 766,468 |
| Revenues | | | | | |
| Highway Users Tax | 887,258 | 926,879 | 865,352 | 922,940 | 1,061,372 |
| SB1 Road Maintenance and Rehab | - | 316,902 | 728,432 | 759,052 | 733,631 |
| Investment Income | 898 | 1,731 | 959 | 1,500 | 2,000 |
| Total Revenues | 888,156 | 1,245,512 | 1,594,743 | 1,683,493 | 1,797,003 |
| Expenditures | | | | | |
| Annual Gas Tax Reporting fee | 1,760 | 1,744 | 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 | (60,000) | (452,500) | (328,326) | (328,326) | (1,188,000) |
| Non-Operating Surplus (Deficit) | (810,000) | (1,202,500) | (1,078,326) | (1,078,326) | (1,938,000) |
| Change in Fund Balance | 76,396 | 41,267 | 514,657 | 603,407 | (142,757) |
| **Ending Fund Balance, June 30** | **$ 121,794** | **$ 163,061** | **$ 677,718** | **$ 766,468** | **$ 623,711** |

# 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

| | 2016-17 Actual | 2017-18 Actual | 2018-19 Amended Budget | 2018-19 Estimated Actual | 2019-20 Budget |
|---|---|---|---|---|---|
| Beginning Fund Balance, July 1 | $ 1,361,832 | $ 1,955,726 | $ 1,938,365 | $ 1,938,365 | $ 825,990 |
| Revenues | | | | | |
| 1/2 cent sales tax allocation | 944,278 | 1,010,949 | 950,000 | 1,086,134 | 1,000,000 |
| Investment Income | 11,132 | 19,099 | 10,000 | 14,500 | 15,000 |
| Total Revenues | 955,410 | 1,030,048 | 960,000 | 1,100,634 | 1,015,000 |
| Non-Operating Revenue (Expenditure) | | | | | |
| Transfer In from Streets Capital | 90,000 | - | - | - | - |
| Transfer Out to Streets Capital | (451,516) | (1,047,408) | (2,213,009) | (2,213,009) | (1,550,000) |
| Subtotal | (361,516) | (1,047,408) | (2,213,009) | (2,213,009) | (1,550,000) |
| Change in Fund Balance | 593,894 | (17,361) | (1,253,009) | (1,112,375) | (535,000) |
| **Ending Fund Balance, June 30** | **$ 1,955,726** | **$ 1,938,365** | **$ 685,356** | **$ 825,990** | **$ 290,990** |

# Street Special Revenue Fund

This fund is restricted for street improvement and mitigation.

## Four Year Summary

| | 2016-17 Actual | 2017-18 Actual | 2018-19 Amended Budget | 2018-19 Estimated Actual | 2019-20 Budget |
|---|---|---|---|---|---|
| Beginning Fund Balance, July 1 | $ 314,024 | $ 316,631 | $ 320,383 | $ 320,383 | $ 323,587 |
| Revenues | | | | | |
| Investment Income | 2,607 | 3,752 | 2,600 | 3,204 | 3,200 |
| Total Revenues | 2,607 | 3,752 | 2,600 | 3,204 | 3,200 |
| Change in Fund Balance | 2,607 | 3,752 | 2,600 | 3,204 | 3,200 |
| **Ending Fund Balance, June 30** | **$ 316,631** | **$ 320,383** | **$ 322,983** | **$ 323,587** | **$ 326,787** |

# 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 Deparment 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

| | 2016-17 Actual | 2017-18 Actual | 2018-19 Amended Budget | 2018-19 Estimated Actual | 2019-20 Budget |
|---|---|---|---|---|---|
| Beginning Fund Balance, July 1 | $ 123,952 | $ 438,221 | $ 595,157 | $ 595,157 | $ 813,976 |
| Revenues | | | | | |
| Asset Forfeiture Allocation | 2,616 | 5,681 | 5,000 | 8,590 | 5,000 |
| DOJ Equitable Sharing - Airport | 325,679 | 138,911 | 140,000 | 327,105 | 80,000 |
| DOJ Equitable Sharing - DEA Metro One | - | 97,454 | 130,000 | 38,416 | 20,000 |
| Investment Income | 3,290 | 6,453 | 3,000 | 3,000 | 5,000 |
| Total Revenues | 331,585 | 248,499 | 278,000 | 377,111 | 110,000 |
| Expenditures | | | | | |
| Operating Supplies | - | 44,496 | - | 752 | - |
| Training/Meeting/Conferences | - | - | 35,000 | 35,000 | 50,000 |
| Other Services | 790 | 17,184 | 3,475 | 7,600 | - |
| Community Promotion | - | 6,410 | 5,000 | 7,823 | 7,500 |
| Safety Equipment | 16,527 | 23,474 | 90,072 | 107,117 | 193,072 |
| Total Expenditures | 17,317 | 91,564 | 133,547 | 158,291 | 250,572 |
| Non-Operating Revenue (Expenditures) | | | | | |
| Transfer out to capital | - | - | - | - | (78,000) |
| Subtotal | - | - | - | - | (78,000) |
| Change in Fund Balance | 314,269 | 156,936 | 144,453 | 218,820 | (218,572) |
| **Ending Fund Balance, June 30** | **$ 438,221** | **$ 595,157** | **$ 739,610** | **$ 813,976** | **$ 595,404** |

# 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

| | 2016-17 Actual | 2017-18 Actual | 2018-19 Amended Budget | 2018-19 Estimated Actual | 2019-20 Budget |
|---|---|---|---|---|---|
| Beginning Fund Balance, July 1 | $ 41,990 | $ 72,096 | $ 112,908 | $ 112,908 | $ 153,948 |
| Revenues | | | | | |
| SLESF Fund | 129,323 | 139,416 | 128,000 | 139,674 | 130,000 |
| Investment Income | 783 | 1,396 | 700 | 1,366 | 1,400 |
| Total Revenues | 130,106 | 140,812 | 128,700 | 141,040 | 131,400 |
| Non-Operating Revenue (Expense) | | | | | |
| Transfer Out: | (100,000) | (100,000) | (100,000) | (100,000) | (100,000) |
| Change in Fund Balance | 30,106 | 40,812 | 28,700 | 41,040 | 31,400 |
| **Ending Fund Balance, June 30** | **$ 72,096** | **$ 112,908** | **$ 141,608** | **$ 153,948** | **$ 185,348** |

# 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

| | 2016-17 Actual | 2017-18 Actual | 2018-19 Amended Budget | 2018-19 Estimated Actual | 2019-20 Budget |
|---|---|---|---|---|---|
| Beginning Fund Balance, July 1 | $ - | $ 1,553 | $ (719) | $ (719) | $ 45 |
| Revenues | | | | | |
| Grant Revenue | 89,964 | 21,246 | - | 56,719 | 75,000 |
| Investment Income | 82 | 46 | - | 45 | - |
| Total Revenues | 90,046 | 21,292 | - | 56,764 | 75,000 |
| Expenditures | | | | | |
| Salaries and Benefits | 25,478 | 23,564 | - | 56,000 | 75,000 |
| Supplies | 1,000 | - | - | - | - |
| Contract/Other Services | 36,153 | - | - | - | - |
| Meetings/Conferences | 1,067 | - | - | - | - |
| Other Equipment | 24,795 | - | - | - | - |
| Total Grant Expenditures | 88,493 | 23,564 | - | 56,000 | 75,000 |
| Non-Operating Revenues (Expenditures) | | | | | |
| Transfer In | - | - | - | - | - |
| Change in Fund Balance | 1,553 | (2,272) | - | 764 | - |
| **Ending Fund Balance, June 30** | **$ 1,553** | **$ (719)** | **$ (719)** | **$ 45** | **$ 45** |

# 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

| | 2016-17 Actual | 2017-18 Actual | 2018-19 Amended Budget | 2018-19 Estimated Actual | 2019-20 Budget |
|---|---|---|---|---|---|
| Beginning Fund Balance, July 1 | $ 268,963 | $ 286,321 | $ 331,677 | $ 331,677 | $ 373,678 |
| Revenues | | | | | |
| 1% AB 939 Fee | 79,185 | 80,984 | 83,034 | 81,388 | 83,034 |
| State of California | 11,525 | 11,604 | 11,000 | 11,513 | 11,685 |
| Interest Earnings | 2,342 | 3,804 | 600 | 3,407 | 3,500 |
| Reimbursements | 8,329 | 14,679 | - | | |
| Total Revenues | 101,381 | 111,071 | 94,634 | 96,308 | 98,219 |
| Expenditures | | | | | |
| Solid Waste Operations | 84,023 | 65,715 | 78,326 | 54,307 | 80,001 |
| Change in Fund Balance | 17,358 | 45,356 | 16,308 | 42,001 | 18,218 |
| **Ending Fund Balance, June 30** | **$ 286,321** | **$ 331,677** | **$ 347,985** | **$ 373,678** | **$ 391,896** |

# 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

| | 2016-17 Actual | 2017-18 Actual | 2018-19 Amended Budget | 2018-19 Estimated Actual | 2019-20 Budget |
|---|---|---|---|---|---|
| Beginning Fund Balance, July 1 | $ 165,031 | $ 127,140 | $ 89,277 | $ 89,277 | $ 51,106 |
| Revenues | | | | | |
| Inter-Library Loan Program | - | | - | - | - |
| Interest Earnings | 1,109 | 1,137 | 650 | 829 | 800 |
| Total Revenues | 1,109 | 1,137 | 650 | 829 | 800 |
| Non-Operating Revenue (Expense) | | | | | |
| Transfer Out: | | | | | |
| General Fund Library Cost | (39,000) | (39,000) | (39,000) | (39,000) | (39,000) |
| Change in Fund Balance | (37,891) | (37,863) | (38,350) | (38,171) | (38,200) |
| **Ending Fund Balance, June 30** | **$ 127,140** | **$ 89,277** | **$ 50,927** | **$ 51,106** | **$ 12,906** |

# Development Impact Fees

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

## Four Year Summary

| | 2016-17 Actual | 2017-18 Actual | 2018-19 Amended Budget | 2018-19 Estimated Actual | 2019-20 Budget |
|---|---|---|---|---|---|
| Beginning Fund Balance, July 1 | $ - | $ - | $ - | $ - | $ - |
| Revenues | | | | | |
| Community Facilities Impact Fee | - | - | - | - | 3,246,678 |
| Public Safety Impact Fee | - | - | - | - | 222,184 |
| General Government Impact Fee | - | - | - | - | 348,577 |
| Transportation Impact Fee | - | - | - | - | 2,287,896 |
| Utilities Impact Fee | - | - | - | - | 637,646 |
| Investment Income | - | - | - | - | - |
| Total Revenues | - | - | - | - | 6,742,981 |
| Non-Operating Revenue (Expenditure) | | | | | |
| Transfer Out to Capital Projects | - | - | - | - | - |
| Subtotal | - | - | - | - | - |
| Change in Fund Balance | - | - | - | - | 6,742,981 |
| **Ending Fund Balance, June 30** | **$ -** | **$ -** | **$ -** | **$ -** | **$ 6,742,981** |

# 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

| | 2016-17 Actual | 2017-18 Actual | 2018-19 Amended Budget | 2018-19 Estimated Actual | 2019-20 Budget |
|---|---|---|---|---|---|
| Beginning Fund Balance, July 1 | $ 3,533,441 | $ 3,525,060 | $ 3,533,482 | $ 3,533,482 | $ 3,854,342 |
| Revenues | | | | | |
| Development Fees | | | | | |
| BMR Housing in-lieu | - | - | - | 320,000 | - |
| Park in-lieu | - | - | - | - | - |
| Interest Earnings | 29,119 | 41,522 | 16,000 | 40,360 | 40,000 |
| Total Revenues | 29,119 | 41,522 | 16,000 | 360,360 | 40,000 |
| Expenditures | | | | | |
| 21 Elements | - | 3,100 | 2,000 | 2,000 | 2,350 |
| HIP Housing Program | 30,000 | 30,000 | 30,000 | 30,000 | 30,000 |
| Lifemoves Homesharing Program | 7,500 | - | 7,500 | 7,500 | 7,500 |
| Total Expenditures | 37,500 | 33,100 | 39,500 | 39,500 | 39,850 |
| Change In Fund Balance | (8,381) | 8,422 | (23,500) | 320,860 | 150 |
| **Ending Fund Balance, June 30** | **$ 3,525,060** | **$ 3,533,482** | **$ 3,509,982** | **$ 3,854,342** | **$ 3,854,492** |

# 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

| | 2016-17 Actual | 2017-18 Actual | 2018-19 Amended Budget | 2018-19 Estimated Actual | 2019-20 Budget |
|---|---|---|---|---|---|
| Beginning Fund Balance, July 1 | $ 32,560 | $ 32,860 | $ 33,374 | $ 33,374 | $ 33,574 |
| Revenues | | | | | |
| Area Agency on Aging Grant | | | | | |
| Transportation Program | 19,405 | 28,416 | 19,405 | 29,055 | 29,055 |
| Congregate Nutrition Program | 130,077 | 105,232 | 121,060 | 125,215 | 125,215 |
| Senior Center Donations | 77,979 | 56,122 | 72,900 | 76,040 | 75,000 |
| Investment Income | 300 | 514 | 350 | 200 | 200 |
| Total Revenues | 227,761 | 190,284 | 213,715 | 230,510 | 229,470 |
| Expenditures | | | | | |
| Transportation Program | 19,405 | 28,416 | 19,405 | 29,055 | 29,055 |
| Congregate Nutrition Program | 130,077 | 105,232 | 121,060 | 125,215 | 125,215 |
| Total Expenditures | 149,482 | 133,648 | 140,465 | 154,270 | 154,270 |
| Non-Operating Revenues (Expenditures) | | | | | |
| Transfer Out | (77,979) | (56,122) | (72,900) | (76,040) | (75,000) |
| Change in Fund Balance | 300 | 514 | 350 | 200 | 200 |
| **Ending Fund Balance, June 30** | **$ 32,860** | **$ 33,374** | **$ 33,724** | **$ 33,574** | **$ 33,774** |

# 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

| | 2016-17 Actual | 2017-18 Actual | 2018-19 Amended Budget | 2018-19 Estimated Actual | 2019-20 Budget |
|---|---|---|---|---|---|
| Beginning Fund Balance, July 1 | $ 1,181,922 | $ 1,451,592 | $ 1,639,861 | $ 1,639,861 | $ 2,568,406 |
| Revenues | | | | | |
| City art program | 56,017 | 54,839 | 55,000 | 65,010 | 60,000 |
| Document imaging | 29,349 | 32,193 | 32,000 | 36,705 | 34,000 |
| General plan maintenance | 33,460 | 4,314 | 5,000 | 9,915 | 6,000 |
| Investment income | 11,303 | 18,952 | 8,000 | 18,045 | 22,000 |
| Library donations & grants | 29,954 | 35,427 | 15,500 | 14,538 | 18,000 |
| Other revenues | 127,240 | 108,597 | 32,000 | 51,349 | 40,000 |
| San Bruno Community Foundation | 186,047 | 28,225 | 30,000 | 30,000 | - |
| Senior Center Bequests | - | - | - | 754,000 | - |
| Tree Planting Restricted Revenue | 5,915 | 7,055 | 5,000 | 12,410 | 7,000 |
| Technology fee | 82,275 | 90,702 | 80,000 | 102,022 | 90,000 |
| Total Revenues | 561,560 | 380,305 | 262,500 | 1,093,994 | 277,000 |
| Expenditures | | | | | |
| City art program | 5,334 | 2,736 | 20,300 | 11,590 | 20,700 |
| Document imaging | 16,930 | 6,250 | 12,000 | 12,000 | 12,000 |
| General plan maintenance | - | - | 12,500 | 72,500 | 17,500 |
| Library donations & grants | 7,262 | 32,911 | 6,000 | 17,829 | 10,000 |
| Other activities | 39,327 | 54,906 | 40,000 | 14,514 | - |
| San Bruno Community Foundation | 216,748 | 28,225 | 30,000 | 30,000 | - |
| Tree Planting program | 6,289 | 4,958 | 8,000 | 6,941 | 8,000 |
| Technology fee program | - | 4,046 | - | 74 | - |
| Total Expenditures | 291,890 | 134,032 | 128,800 | 165,448 | 68,200 |
| Non-Operating Revenue (Expenditures) | | | | | |
| Transfers Out: | | | | | |
| Capital Improvement | - | (58,005) | - | - | (75,000) |
| Subtotal | - | (58,005) | - | - | (75,000) |
| Change in Fund Balance | 269,670 | 188,269 | 133,700 | 928,546 | 133,800 |
| **Ending Fund Balance, June 30** | **$ 1,451,592** | **$ 1,639,861** | **$ 1,773,561** | **$ 2,568,406** | **$ 2,702,206** |

# City as Successor Housing Agency

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

## Four Year Summary

| | 2016-17 Actual | 2017-18 Actual | 2018-19 Amended Budget | 2018-19 Estimated Actual | 2019-20 Budget |
|---|---|---|---|---|---|
| Beginning Fund Balance, July 1 | $ 501,129 | $ 665,564 | $ 685,407 | $ 685,407 | $ 685,407 |
| Non-Operating Revenue (Expense) | | | | | |
| Transfer In | 164,435 | 19,843 | - | - | - |
| Change in Fund Balance | 164,435 | 19,843 | - | - | - |
| Unrestricted Fund Balance, July 1 | | | | | |
| **Ending Fund Balance, June 30** | **$ 665,564** | **$ 685,407** | **$ 685,407** | **$ 685,407** | **$ 685,407** |

# 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

| | 2016-17 Actual | 2017-18 Actual | 2018-19 Amended Budget | 2018-19 Estimated Actual | 2019-20 Budget |
|---|---|---|---|---|---|
| Beginning Fund Balance, July 1 | $ 882,181 | $ 788,285 | $ 1,111,150 | $ 1,111,150 | $ 691,150 |
| Revenues | | | | | |
| Other Revenues | 6,230,426 | 5,436,098 | 8,066,336 | 2,272,993 | 1,134,448 |
| Expenditures | | | | | |
| Recovery Activities | 1,182,800 | 628,174 | - | - | - |
| Total Expenditures | 1,182,800 | 628,174 | - | - | - |
| Non-Operating Revenue (Expenditure) | | | | | |
| Capital Outlay | (3,059,195) | (4,145,958) | (4,672,931) | (2,692,993) | (1,925,598) |
| Transfer In | - | - | - | - | 100,000 |
| Transfer Out | (2,082,327) | (339,101) | - | - | - |
| Subtotal | (5,141,522) | (4,485,059) | (4,672,931) | (2,692,993) | (1,825,598) |
| Change in Fund Balance | (93,896) | 322,865 | 3,393,405 | (420,000) | (691,150) |
| **Ending Fund Balance, June 30** | **$ 788,285** | **$ 1,111,150** | **$ 4,504,555** | **$ 691,150** | **$ (0)** |

# 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

| | 2016-17 Actual | 2017-18 Actual | 2018-19 Amended Budget | 2018-19 Estimated Actual | 2019-20 Budget |
|---|---|---|---|---|---|
| Beginning Fund Balance, July 1 | $ 2,247,329 | $ 2,945,145 | $ 2,818,450 | $ 2,818,450 | $ 4,044,878 |
| Revenues | | | | | |
| Grants and Donations | - | 616,563 | 8,781,851 | 791,836 | 11,170,955 |
| Total Revenues | - | 616,563 | 8,781,851 | 791,836 | 11,170,955 |
| Transfer In | | | | | |
| Cable TV Fund | 30,000 | 56,000 | - | - | - |
| General Fund Capital Reserve | 1,684,421 | 1,060,078 | 1,638,250 | 1,638,250 | 858,200 |
| General Fund Equipment Reserve | - | - | 208,000 | 208,000 | 312,000 |
| Restricted Revenues Fund | - | 40,000 | - | - | 75,000 |
| Asset Forfeiture Fund | - | - | - | - | 78,000 |
| Wastewater Fund | - | - | 25,000 | 25,000 | - |
| Water Fund | - | - | 25,000 | 25,000 | - |
| Total Transfer In | 1,714,421 | 1,156,078 | 1,896,250 | 1,896,250 | 1,323,200 |
| Expenditures | | | | | |
| Capital Improvement Program | 1,016,605 | 1,736,016 | 12,796,272 | 947,232 | 15,297,283 |
| Total Expenditures | 1,016,605 | 1,736,016 | 12,796,272 | 947,232 | 15,297,283 |
| Transfer Out | - | (163,319) | (130,000) | (514,426) | (838,447) |
| Change in Fund Balance | 697,816 | (126,694) | (2,248,171) | 1,226,428 | (3,641,575) |
| **Ending Fund Balance, June 30** | **$ 2,945,145** | **$ 2,818,450** | **$ 570,280** | **$ 4,044,878** | **$ 403,303** |

# 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

| | 2016-17 Actual | 2017-18 Actual | 2018-19 Amended Budget | 2018-19 Estimated Actual | 2019-20 Budget |
|---|---|---|---|---|---|
| Beginning Fund Balance, July 1 | $ 1,596,093 | $ 2,827,863 | $ 4,764,920 | $ 4,764,920 | $ 5,162,727 |
| Revenues | | | | | |
| Grants | 133,240 | 569,293 | 2,175,432 | 1,118,334 | 2,245,805 |
| Reimbursements | - | 222,549 | 55,744 | 25,283 | - |
| Total Revenues | 133,240 | 791,843 | 2,231,176 | 1,143,617 | 2,245,805 |
| Transfer In | | | | | |
| Gas Tax | 60,000 | 452,500 | 328,326 | 328,326 | 1,188,000 |
| General Fund Capital Reserve | 1,807,720 | 2,421,062 | 1,040,000 | 1,040,000 | 207,000 |
| General Fund Reserve | - | - | - | - | - |
| Measure A | 451,516 | 947,408 | 707,527 | 707,527 | 1,550,000 |
| Total Transfer In | 2,319,237 | 3,820,970 | 2,075,853 | 2,075,853 | 2,945,000 |
| Expenditures | | | | | |
| Capital Improvement Program | 1,130,708 | 2,460,181 | 9,839,976 | 2,821,663 | 6,741,384 |
| Total Expenditures | 1,130,708 | 2,460,181 | 9,839,976 | 2,821,663 | 6,741,384 |
| Transfer Out | (90,000) | (215,575) | - | - | (674,007) |
| Change in Fund Balance | 1,231,770 | 1,937,057 | (5,532,947) | 397,807 | (2,224,586) |
| **Ending Fund Balance, June 30** | **$ 2,827,863** | **$ 4,764,920** | **$ (768,027)** | **$ 5,162,727** | **$ 2,938,141** |

# 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

| | 2016-17 Actual | 2017-18 Actual | 2018-19 Amended Budget | 2018-19 Estimated Actual | 2019-20 Budget |
|---|---|---|---|---|---|
| Beginning Fund Balance, July 1 | $ 239,131 | $ 186,660 | $ 141,515 | $ 141,515 | $ 100,779 |
| Transfer In | | | | | |
| General Fund Capital Reserve | - | - | - | - | 105,000 |
| Stormwater Fund | 45,000 | - | - | - | - |
| Total Transfer In | 45,000 | - | - | - | 105,000 |
| Expenditures | | | | | |
| Capital Improvement Program | 97,471 | 45,145 | 54,963 | 40,736 | 141,697 |
| Total Expenditures | 97,471 | 45,145 | 54,963 | 40,736 | 141,697 |
| Change in Fund Balance | (52,471) | (45,145) | (54,963) | (40,736) | (36,697) |
| **Ending Fund Balance, June 30** | **$ 186,660** | **$ 141,515** | **$ 86,552** | **$ 100,779** | **$ 64,082** |

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# Personnel Summaries

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# City Personnel Summaries
# FY2019-20 Budget

| Department | FY2014-15 Budget | FY2015-16 Budget | FY2016-17 Budget | FY2017-18 Budget | FY2018-19 Budget | FY2019-20 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 | 2.00 | 2.00 | 2.00 |
| City Treasurer | 1.00 | 1.00 | 1.00 | 0.50 [1] | - [1] | - [1] |
| Legal Services | 1.25 | 1.25 | 1.25 | 1.25 | 1.25 | 1.25 |
| City Manager | 3.00 | 3.00 | 3.00 | 4.00 | 4.00 | 4.00 |
| Human Resources | 2.25 | 2.25 | 2.25 | 2.25 | 2.25 | 2.25 |
| Finance | | | | | | |
| Administration | 5.00 | 5.00 | 5.50 | 5.50 | 5.00 | 5.00 |
| Revenue Services | 5.00 | 5.00 | 4.50 | 4.50 | 5.00 | 5.00 |
| Police | 62.50 | 64.00 | 64.00 | 67.50 | 69.00 | 69.00 |
| Fire | 33.30 | 34.55 | 35.00 | 35.00 | 36.00 | 36.00 |
| Public Works | | | | | | |
| Admin. & Engineering | 6.70 | 6.70 | 6.70 | 6.70 | 6.70 | 6.70 |
| Streets Maintenance | 5.70 | 5.80 | 5.80 | 5.80 | 5.70 | 5.70 |
| Community Development | | | | | | |
| Planning | 4.50 | 5.75 | 5.75 | 5.25 | 6.25 | 5.25 |
| Building | 7.50 | 8.25 | 8.25 | 8.75 | 8.75 | 10.75 |
| Community Services | | | | | | |
| Recreation | 4.75 | 4.90 | 4.90 | 4.90 | 4.90 | 4.90 |
| Parks Maintenance | 14.30 | 13.05 | 13.05 | 15.05 | 15.05 | 15.05 |
| Senior Services | 3.45 | 3.65 | 3.65 | 3.65 | 3.65 | 3.65 |
| Library Services | 7.55 | 7.85 | 7.85 | 7.85 | 7.85 | 7.85 |
| Subtotal | 174.50 | 178.75 | 179.20 | 185.45 | 188.35 | 189.35 |
| **Special Revenues** | | | | | | |
| Solid Waste | 0.35 | 0.45 | 0.45 | 0.45 | 0.45 | 0.45 |
| Crestmoor/Glenview Recovery | 3.70 | 3.70 | 2.00 | 0.50 | - | - |
| Subtotal | 4.05 | 4.15 | 2.45 | 0.95 | 0.45 | 0.45 |
| **Internal Services** | | | | | | |
| Central Garage | 2.35 | 2.35 | 2.35 | 2.35 | 2.35 | 2.35 |
| Buildings and Facilities | 6.45 | 7.05 | 7.05 | 8.05 | 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 | 12.80 | 13.40 | 13.40 | 14.40 | 14.40 | 14.40 |
| **Enterprise Funds** | | | | | | |
| Water Enterprise | 17.45 | 17.45 | 17.95 | 17.95 | 17.95 | 17.95 |
| Stormwater Enterprise | 4.15 | 3.95 | 3.95 | 3.95 | 6.05 | 6.05 |
| Wastewater Enterprise | 16.30 | 16.30 | 16.80 | 16.80 | 16.80 | 16.80 |
| Cable Enterprise | 20.00 | 20.00 | 20.00 | 20.00 | 20.00 | 20.00 |
| Subtotal | 57.90 | 57.70 | 58.70 | 58.70 | 60.80 | 60.80 |
| **Total Positions (all funds)** | 249.25 | 254.00 | 253.75 | 259.50 | 264.00 | 265.00 |

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

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# Departmental Personnel
## FY2019-20 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 | | |
|---|---|---|---|---|
| Classification | City Attorney's Office | Workers Compensation | Liability | Total |
| City Attorney | 0.75 | - | 0.25 | 1.00 |
| Legal Secretary | 0.50 | 0.25 | 0.25 | 1.00 |
| Total | 1.25 | 0.25 | 0.50 | 2.00 |

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

| Finance | General Fund | | |
|---|---|---|---|
| Classification | Administration | Revenue Services | Total |
| Finance Director | 1.00 | - | 1.00 |
| Accounting Manager | 1.00 | - | 1.00 |
| Financial Services Manager | 0.50 | 0.50 | 1.00 |
| Accountant | 0.50 | 0.50 | 1.00 |
| Lead Accounting & Customer Services Representative | - | 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 | 7.00 | 7.00 |
| Police Clerk I/II | 5.00 | 5.00 |
| Community Services Officer II | 5.00 | 5.00 |
| Digital Evidence Officer (CSOII) | 1.00 | 1.00 |
| Management Analyst I/II | 1.00 | 1.00 |
| Total | 69.00 | 69.00 |

| Fire | General Fund |
|---|---|
| Classification | Fire |
| Fire Chief | 1.00 |
| Battalion Chief | 4.00 |
| Fire Captain | 9.00 |
| Firefighter | 20.00 |
| Firefighter/Prevention Management | 1.00 |
| Secretary | 1.00 |
| Total | 36.00 |

| Community Development | General Fund | | |
|---|---|---|---|
| Classification | Planning | Building Inspection & Code Enforcement | Total |
| Community Development Director | 0.50 | 0.50 | 1.00 |
| Building Official | - | 1.00 | 1.00 |
| Planning and Housing Manager | 1.00 | - | 1.00 |
| Building Inspector | - | 2.00 | 2.00 |
| Senior Planner | 1.00 | - | 1.00 |
| Associate Planner | 2.00 | - | 2.00 |
| Assistant Planner –Limited Term | - | 1.00 | 1.00 |
| Senior Code Enforcement Officer | - | 2.00 | 2.00 |
| Code Enforcement Officer | - | 1.00 | 1.00 |
| Community Development Technician I/II | 0.25 | 1.75 | 2.00 |
| Community Development Technician – Limited Term | - | 1.00 | 1.00 |
| Executive Assistant | 0.50 | 0.50 | 1.00 |
| Total | 5.25 | 10.75 | 16.00 |

| Community Services | General Fund | | | | Internal Services Fund | |
|---|---|---|---|---|---|---|
| Classification | Recreation Services | Park Maint. | Senior Services | Library | Buildings & Facilities | Total |
| Community Services Director | 0.25 | 0.25 | 0.10 | 0.15 | 0.25 | 1.00 |
| Community Services Superintendent | 0.65 | - | 0.35 | 1.00 | - | 2.00 |
| Library Services Manager | - | - | - | 1.00 | - | 1.00 |
| Recreation Services Supervisor | 1.00 | - | 1.00 | - | - | 2.00 |
| Recreation Services Coordinator | 2.00 | - | 1.00 | - | - | 3.00 |
| 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 |
| Custodial Services Leader | - | - | - | - | 1.00 | 1.00 |
| Custodian | - | - | - | - | 4.00 | 4.00 |
| Librarian | - | - | - | 3.00 | - | 3.00 |
| Library Services Coordinator | - | - | - | 2.00 | - | 2.00 |
| Library Assistant | - | - | - | 0.50 | - | 0.50 |
| Accounting & Customer Services Representative I/II | 0.40 | 0.20 | 0.10 | 0.10 | 0.20 | 1.00 |
| Executive Assistant | 0.60 | 0.10 | 0.10 | 0.10 | 0.10 | 1.00 |
| Food Service Coordinator | - | - | 1.00 | - | - | 1.00 |
| Total | 4.90 | 15.05 | 3.65 | 7.85 | 8.05 | 39.50 |

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

| Public Works | General Fund | | Enterprise Funds | | | Internal Services Fund | Special Revenue Fund | |
|---|---|---|---|---|---|---|---|---|
| Classification | Admin. & Engineering | Streets | Water | Stormwater | Wastewater | Central Garage | Solid Waste | Total |
| 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 | 5.00 | 8.00 | - | - | 25.00 |
| 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 | 6.05 | 16.80 | 2.35 | 0.45 | 56.00 |

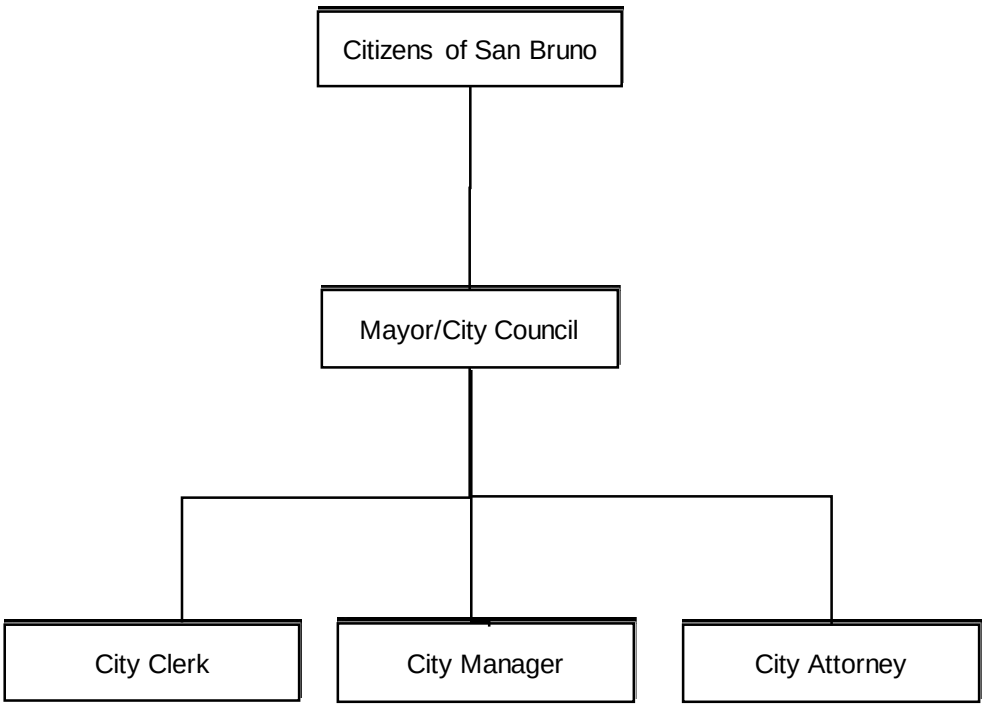
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# City Council
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# City Council

# 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**

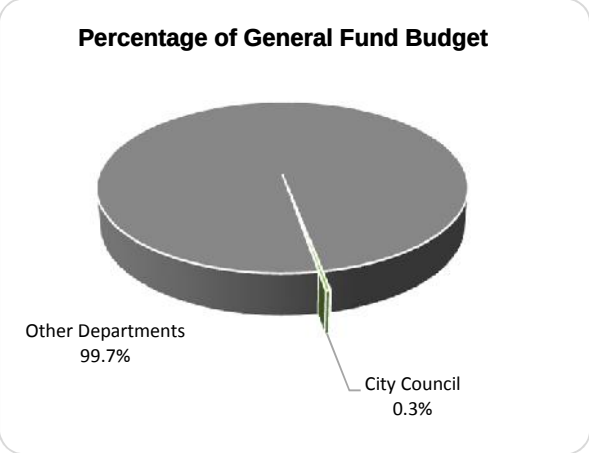
  Represent the residents of San Bruno by setting the City's policies and developing new laws and regulations for the betterment of the City. The City Council appoints the City Manager to oversee all City employees and direct work programs set by the City Council. The City Council also appoints the City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

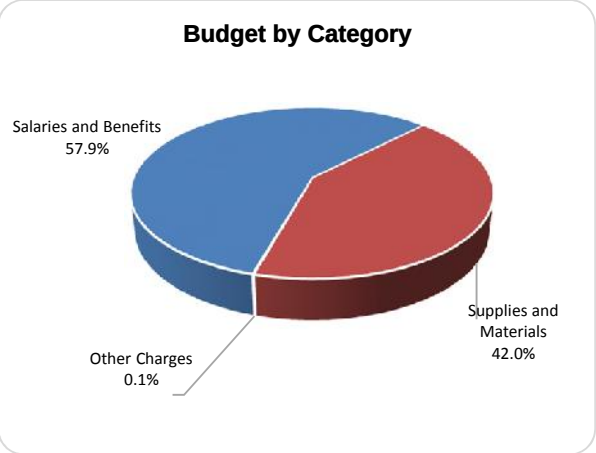
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# City Council Budget Summary

| Funding Summary | FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Budget | FY 2019-20 Budget |
|---|---|---|---|---|
| General Fund | $ 83,236 | $ 126,565 | $ 93,258 | $ 65,032 |
| General Administration Recovery from Other Funds: | | | | |
| Water Fund | 36,369 | 38,662 | 41,151 | 46,997 |
| Wastewater Fund | 21,437 | 22,788 | 24,255 | 27,701 |
| Stormwater Fund | 1,948 | 2,071 | 2,204 | 2,517 |
| Cable Fund | 19,433 | 20,658 | 21,988 | 25,112 |
| Solid Waste | 173 | 184 | 196 | 224 |
| **Total:** | **$ 162,596** | **$ 210,928** | **$ 183,052** | **$ 167,582** |

| Budgeted Expenditures | FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Budget | FY 2019-20 Budget |
|---|---|---|---|---|
| Salaries and Benefits | $ 91,363 | $ 80,298 | $ 84,754 | $ 97,064 |
| Supplies and Materials | 71,233 | 130,630 | 98,158 | 70,378 |
| Other Charges | - | - | 140 | 140 |
| **Total:** | **$ 162,596** | **$ 210,928** | **$ 183,052** | **$ 167,582** |




| Performance and Workload Measures | FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Estimated | FY 2019-20 Target |
|---|---|---|---|---|
| Number of City Council Meetings Held | 63 | 50 | 53 | 55 |
| Number of Ordinances Approved | 19 | 6 | 11 | 10 |
| Number of Resolutions Approved | 112 | 128 | 124 | 120 |

## Goals and Accomplishments

### FY2018-19 Accomplishments

- Represented the City of San Bruno on several County and Regional Agency Boards and Committees, including Airport Land Use Committee (ALUC), Association of Bay Area Governments (ABAG), Bay Area Water Supply and Conservation (BAWSCA), City/County Association of Governments (CCAG), Caltrain Modernization Local Policymaker Group, Peninsula Clean Energy Advisory Committee, and San Mateo County Advanced Life Support Joint Powers Authority, among several others
- Transitioned to newly appointed City Clerk, provided support during the new hire process
- Transitioned to newly appointed City Manager, provided support during the new hire process, and conducted Swearing-in Ceremony
- Conducted goal and priority setting meetings to provide direction and support to staff for the development of the City Council Priority Focus Areas and Related Strategic Initiatives for fiscal year 2019-20
- Continued 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
- Adopted the conceptual design as presented, for the new Recreation and Aquatics Center project, and initiated the next phase of the project consisting of schematic design and construction drawings
- Conducted another successful Community Day in the Park and collaborated with the San Bruno Lions Club to deliver annual Posy Parade to bring the community together for a full day of festivities
- Hosted a four-day Polling Center in City Hall for the November 2018 elections
- Represented San Bruno at several regional conferences, including the League of California Cities annual conference, and the progress seminar
- Attended several community events hosted by the City, as well as partnering agencies within San Bruno and within San Mateo County
- Worked with the City Clerk's Office to fill several vacancies on the City's Boards, Commissions and Committees

### FY2019-20 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
- Revisit long-term revenue strategies to maintain quality public services, and for future fiscal stability
- Adopt priority strategies to provide staff direction on fiscal year 2020-21 and future year work programs, that align with the community interest and the City's long term strategies
- Hold November 2019 municipal election City Council, including recognition ceremonies for outgoing/incoming elected officials
- Support staff to nearly complete schematic design and construction drawings for the new Recreation and Aquatics Center with a goal to bid the construction project

**City of San Bruno**
**City Council Expenditure**
Fiscal Year FY2019-20
Department 001-1110

**Expenditures**

| Account | Expenditure Account Title | FY2018-19 Budget | FY2019-20 Budget | $ Change in Budget - FY19 vs FY20 | Notable Changes |
|---|---|---|---|---|---|
| | **Salaries** | **$ 29,160** | **$ 29,160** | **$ -** | |
| | **Fringe Benefits** | **$ 55,594** | **$ 67,904** | **$ 12,310** | Health insurance and pension |
| | **Total Salaries & Benefits** | **$ 84,754** | **$ 97,064** | **$ 12,310** | |
| 6001 | OFFICE SUPPLIES | 1,000 | **1,000** | - | |
| 6112 | POSTAGE | 50 | **50** | - | |
| 6141 | PRINTING, COPYING & BINDING | 30,000 | **-** | (30,000) | Move City FOCUS newsletter, three issues per year to City Manager's Office budget |
| 6405 | TRAINING/MEETINGS/CONFERENCES | 12,700 | **12,700** | - | |
| 6409 | SPECIAL PROJECTS | 8,500 | **8,500** | - | |
| 6450 | COMMUNICATIONS | 3,008 | **2,528** | (480) | |
| 6502 | COMMUNITY PROMOTION | 3,000 | **3,000** | - | |
| 6701 | DUES & MEMBERSHIPS | 39,900 | **42,600** | 2,700 | Increase of Association of Bay Area Governments and League of California Cities Dues and Memberships |
| | **Total Supplies & Materials** | **$ 98,158** | **$ 70,378** | **$ (27,780)** | |
| 7901 | INTERNAL SERVICE ALLOCATIONS | 140 | **140** | - | |
| | **Total Other Charges** | **$ 140** | **$ 140** | **$ -** | |
| | | | | | |
| **(B)** | **Total Expenditures** | **$ 183,052** | **$ 167,582** | **$ (15,470)** | |

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# General Administration
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# General Administration

City Clerk's Office

City Manager's Office

City Attorney's Office

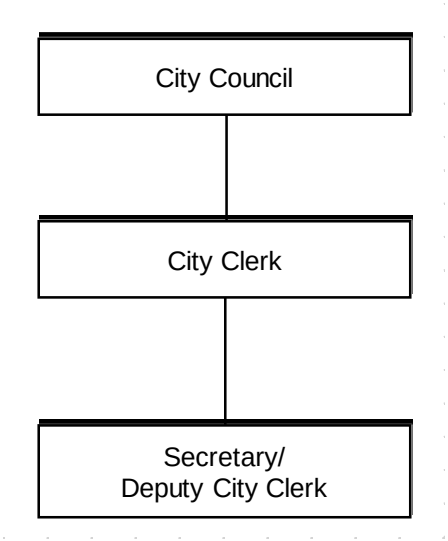
Human Resources Department

Finance Department

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# 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 City Clerk's Office is responsible for maintaining the historical records of all official City meeting minutes, ordinances, and resolutions. As the official elections officer, the City Clerk is responsible for conducting municipal elections to assist compliance with all requirements of law. The City Clerk 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.

The City Clerk's Office provides the following services:

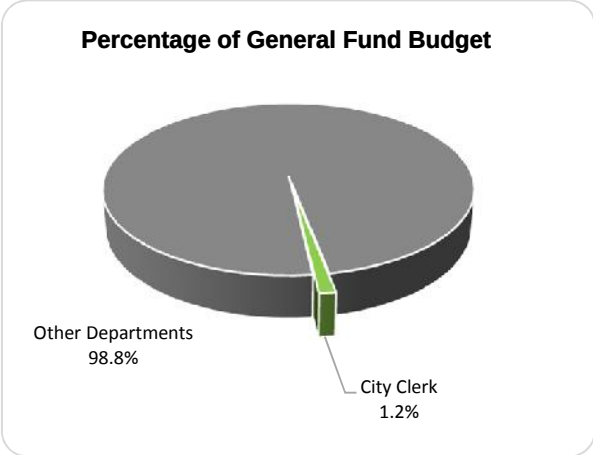
- Oversight of all of the City Council legislative processes, including compliance with the Ralph M. Brown Act
- Serve as the Official Elections Officer for local elections
- Provide administrative support to the City Council, and serve as the liaison between the City Council and the public
- Generate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

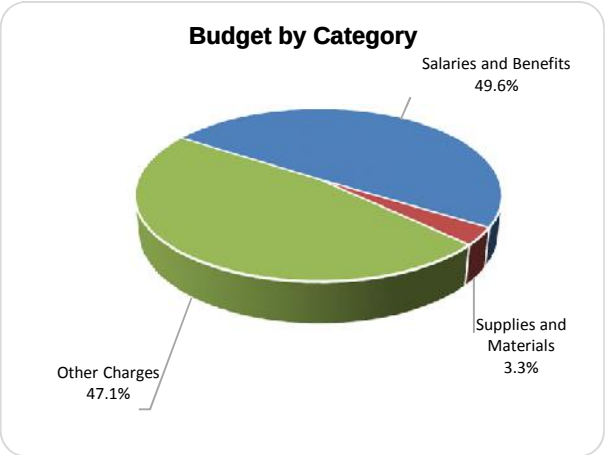
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# City Clerk Budget Summary

| Funding Summary | FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Budget | FY 2019-20 Budget |
|---|---|---|---|---|
| General Fund | $ 179,977 | $ 295,142 | $ 229,620 | $ 482,651 |
| General Administration Recovery from Other Funds: | | | | |
| Water Fund | 49,894 | 53,040 | 56,454 | 64,474 |
| Wastewater Fund | 29,408 | 31,263 | 33,275 | 38,002 |
| Stormwater Fund | 2,672 | 2,840 | 3,023 | 3,453 |
| Cable Fund | 26,660 | 28,341 | 30,165 | 34,450 |
| Solid Waste | 238 | 253 | 269 | 307 |
| **Total:** | **$ 288,850** | **$ 410,879** | **$ 352,806** | **$ 623,338** |

| Budgeted Expenditures | FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Budget | FY 2019-20 Budget |
|---|---|---|---|---|
| Salaries and Benefits | $ 252,599 | $ 230,329 | $ 306,554 | $ 309,087 |
| Supplies and Materials | 14,045 | 24,791 | 17,557 | 20,457 |
| Other Charges | 22,205 | 155,759 | 28,695 | 293,794 |
| **Total:** | **$ 288,850** | **$ 410,879** | **$ 352,806** | **$ 623,338** |




| Performance and Workload Measures | FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Estimated | FY 2019-20 Target |
|---|---|---|---|---|
| Number of Meeting Minutes Transcribed | 52 | 50 | 53 | 55 |
| Number of Bid Openings Conducted | 20 | 15 | 11 | 15 |
| Number of Notarial Acts | 50 | 40 | 70 | 80 |
| Statement of Economic Interests (Form 700) Filed | 90 | 101 | 85 | 90 |

## Goals and Accomplishments

**FY2018-19 Accomplishments**

- Completed document imaging scanning process for Ordinances, Resolutions, Minute Books and Legislative History Index Cards
- Implemented new software to electronically process all FPPC forms for an online records repository for Annual Form 700s and Campaign Filings
- Completed "Safe and Sane" Fireworks safety oversight and processed violation appeals in coordination with the San Bruno Police Department
- Held a successful Commissions, Boards and Committees Appreciation Event, honoring past members and celebrating incoming members
- Assisted with community-wide events, including Operation Clean Sweep and supported the Beautification Awards
- Created electronic logs for a ten-year period for Claims and Contract Management
- Promoted the city-wide agenda notification list, and added over 75 residents' email addresses to the system, updating them on upcoming agendas for all city-held public meetings
- Updated city-meeting speaker cards, in accordance with the Brown Act
- Hosted a four-day voting center for the November 2018 midterm election, and assisted over 3,000 San Bruno citizens on November 6, 2018 at City Hall
- Successfully completed recruitments for vacancies on several Commissions, Boards and Committees, and managed applicant interviews and appointments with the City Council

**FY2019-20 Goals and Objectives**

- Implement software to assist the public with submissions of public records requests, and to maintain an electronic repository for completed and processed public records requests
- Provide transparency to the public regarding all city-held public meetings, by maintaining the agenda notification list and updating the city website accordingly
- Conduct a local election in November 2019
- Conduct City Clerk "meet and greets" at Community Day in the Park, to offer information about the City Clerk Department, and upcoming city news and election updates
- Continue to review and identify key areas of operations within the City Clerk department to improve procedures to remain efficient and organized
- Identify and implement an agenda management software system

**City of San Bruno**
**Department of City Clerk Expenditure**
Fiscal Year FY2019-20
Department 001-1120

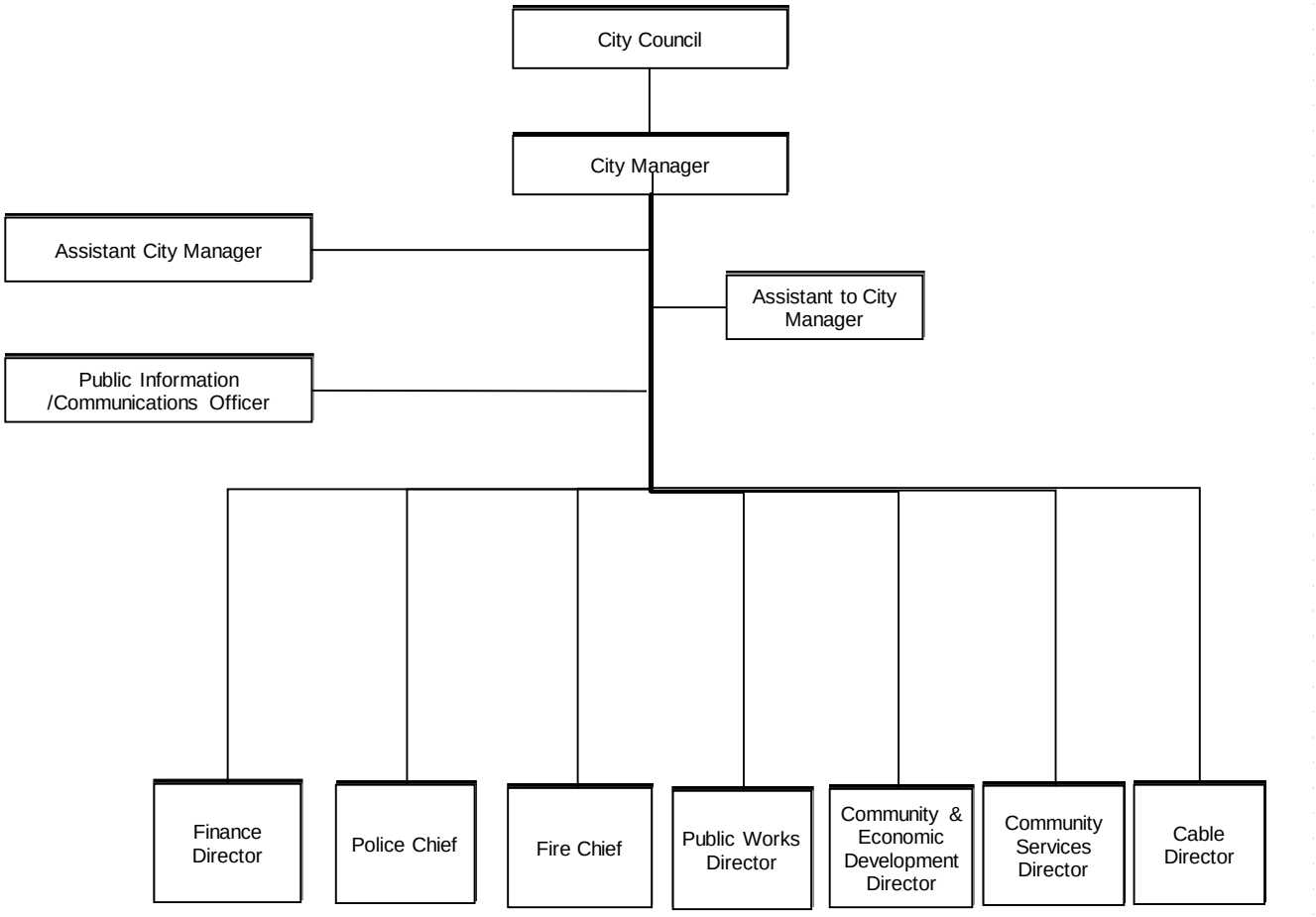
**Expenditures**

| Account | Expenditure Account Title | FY2018-19 Budget | FY2019-20 Budget | $ Change in Budget - FY19 vs FY20 | Notable Changes |
|---|---|---|---|---|---|
| | **Salaries** | **$ 196,758** | **$ 193,413** | **$ (3,345)** | |
| | **Fringe Benefits** | **$ 109,796** | **$ 115,674** | **$ 5,878** | |
| | **Total Salaries & Benefits** | **$ 306,554** | **$ 309,087** | **$2,533** | |
| 6001 | OFFICE SUPPLIES | 2,000 | **5,000** | 3,000 | Purchase books for minutes and ordinances |
| 6112 | POSTAGE | 250 | **250** | - | |
| 6401 | PROFESSIONAL SERVICES | 4,600 | **-** | (4,600) | |
| 6405 | TRAINING/MEETINGS/CONFERENCES | 2,500 | **7,000** | 4,500 | Additional training and conference |
| 6450 | COMMUNICATIONS | 807 | **807** | - | |
| 6501 | PUBLIC NOTICES | 4,500 | **4,500** | - | |
| 6701 | DUES & MEMBERSHIPS | 400 | **400** | - | |
| 6702 | PUBS & SUBSCRIPTIONS | 2,500 | **2,500** | - | |
| | **Total Supplies & Materials** | **$ 17,557** | **$ 20,457** | **$ 2,900** | |
| 7043 | ELECTIONS | - | **261,360** | 261,360 | 2 elections November 2019 & March 2020 |
| 7901 | INTERNAL SERVICE ALLOCATIONS | 28,695 | **32,434** | 3,739 | |
| | **Total Other Charges** | **$ 28,695** | **$ 293,794** | **$ 265,099** | |
| | | | | | |
| **(B)** | **Total Expenditures** | **$ 352,806** | **$ 623,338** | **$ 270,532** | |

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# City Manager's Office

# City Manager



# City Manager's Office

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

## Overview

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

The primary services provided include:

- **City Council Policy Development and Strategic Planning**
  Work with the City Council and staff to facilitate identification and work program planning to ensure equitable delivery of City services, to preserve and enhance community quality of life, and to address emerging community interests, goals and priorities.

- **Management and Oversight of Organization**
  Oversee and ensure delivery of all City services and operations, including critical public safety services, in a customer-focused manner to ensure implementation of City Council policy and priorities in a manner consistent with best management and professional practice.

- **Community Relations and Outreach**
  Coordinate with all departments to assure that public information is available to any interested person and provide outreach on topics of importance to a well-informed citizenry and to promote public involvement in City programs and policy development.

- **Budget Development, Management, and Implementation**
  Oversee development and delivery of annual budgets and services consistent with City Council strategic, long-term goal setting and budget policies. Evaluate all operations to assure best available methods for cost efficient service delivery.

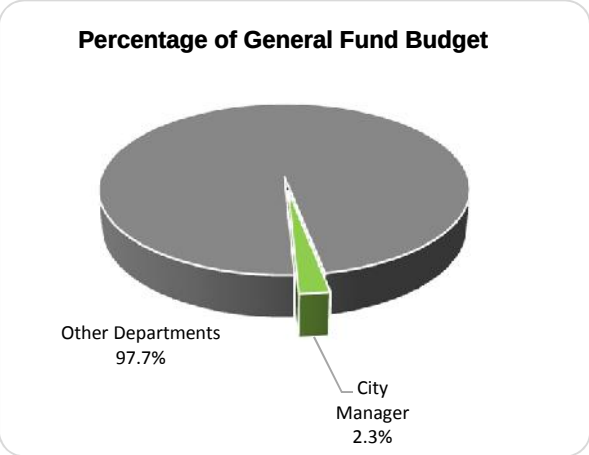
- **External Organization Relations**
  Ensure positive and proactive representation of City interests at regional and statewide organizations.

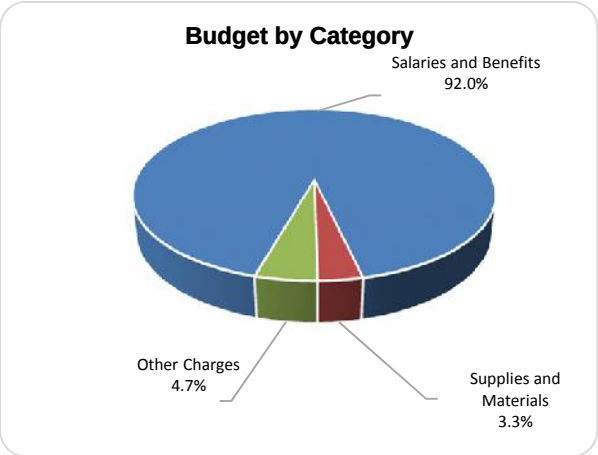
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# City Manager Budget Summary

| Funding Summary | FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Budget | FY 2019-20 Budget |
|---|---|---|---|---|
| General Fund | $ 634,974 | $ 692,501 | $ 868,001 | $ 894,153 |
| General Administration Recovery from Other Funds: | | | | |
| Water Fund | 93,812 | 99,726 | 106,145 | 121,225 |
| Wastewater Fund | 55,294 | 58,780 | 62,564 | 71,452 |
| Stormwater Fund | 5,024 | 5,341 | 5,684 | 6,492 |
| Cable Fund | 50,126 | 53,287 | 56,716 | 64,774 |
| Solid Waste | 447 | 476 | 506 | 578 |
| **Total:** | **$ 839,677** | **$ 910,111** | **$ 1,099,616** | **$ 1,158,675** |

| Budgeted Expenditures | FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Budget | FY 2019-20 Budget |
|---|---|---|---|---|
| Salaries and Benefits | $ 794,296 | $ 852,224 | $ 1,035,455 | $ 1,065,503 |
| Supplies and Materials | 8,549 | 10,876 | 15,788 | 38,788 |
| Other Charges | 36,833 | 47,011 | 48,373 | 54,384 |
| **Total:** | **$ 839,677** | **$ 910,111** | **$ 1,099,616** | **$ 1,158,675** |




| Performance and Workload Measures | FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Estimated | FY 2019-20 Target |
|---|---|---|---|---|
| Number of City Council Agendas Prepared | 63 | 60 | 52 | 50 |
| Number of Staff Reports Reviewed | 173 | 164 | 175 | 153 |
| Number of Press Releases Issued | 2 | 2 | 2 | 3 |

## Goals and Accomplishments

**FY2018-19 Accomplishments**

- Assisted the City Council with the transition to a new City Clerk
- Assisted the City Council with the selection and transition to a new City Manager, and the establishment of the current Senior Leadership Team
- Filled vital/key positions throughout the City with new full-time employees, including four new Department Directors
- Conducted review of San Bruno Municipal Cable, including the development of a comprehensive business plan to consider a City-wide Fiber to the Home (FTTH) program
- Conducted Park Ribbon Cutting event to open the Earl-Glenview Park in the Crestmoor neighborhood, a milestone achievement in the rebuilding of the Crestmoor neighborhood, and neared completion of the neighborhood construction
- Worked with Federal Emergency Management Agency (FEMA) to hold a community meeting for property owners affected by the inclusion of portions of San Bruno in the San Francisco Bay Coastal Study Flood maps, and in an effort to keep the community informed of FEMA's new requirements
- Adopted a floodplain management ordinance in accordance to FEMA standards to protect affected properties identified within the flood hazard zone in San Bruno
- Completed the Development Impact Fee Study and implemented fee ordinance to ensure private developer's participation in covering costs of providing City infrastructure, services and programs
- Supported the progression of private development projects in town to enhance the local community, including local business expansion and several mixed-use commercial/residential projects
- Continued work on the Environmental Impact Report (EIR) for the Bayhill Specific Plan to ensure private development supports and blends with the local community growth and interest
- Continued succession planning by offering local and regional job-related training to city staff, such as customer service, technology and supervisory/leadership academies
- 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 eighth consecutive year
- Continued collaboration with the San Bruno Community Foundation and was awarded two new local community grants: training for the executive team in Essential Emergency Management Concepts and emergency preparedness; and, for the support of the sister city cultural exchange program with San Bruno's sister city, Narita, Japan
- Completed the conceptual design of the new Recreation and Aquatics Center project, funded by the San Bruno Community Foundation, through a series of community engagement meetings/workshops, and initiated the next phase (Phase II) in the development of the new facility, consisting of schematic design and construction drawings in preparation of the construction bid process
- Continued collaboration with the San Bruno Park School District and San Mateo Union High School District to assure strong and efficient support for youth of the community
- Continued support of the capital infrastructure rehabilitation, replacement and improvement program, including the completion of Downtown Parking Lot Rehabilitation Project, First Avenue Sewer Replacement Project, Sidewalk Repair Program, and Trash Capture Device Installation Project, and several other high priority projects
- Initiated the framework for a residential parking permit pilot program to mitigate neighborhood parking issues and identified key initiatives to assist in reducing parking issues in the downtown area and surrounding residential areas
- Supported the issuance of Certificate of Participation (COPs) 2019 series to refinance the bonds from the 2000 COPs issued to build the Police Department facility resulting in a net savings to the City and received a AA+ credit rating, which is a very high grade rating
- Initiated a Comprehensive Fiscal Sustainability Project to identify measures of ensuring future fiscal resources while continuing to provide high quality service, which includes review of operation costs and efficiencies, economic development, revenue resources, etc
- Worked collaboratively with the City Council to develop strategic initiatives for development of the 2019-20 Operating and Capital Improvement Program Budget

**FY2019-20 Goals and Objectives**

- Continue to support the City Council by providing clear policy level information for their review and consideration to ensure City services to the San Bruno community
- Develop the annual program to support the City Council approved prioirty focus areas:
  - Implement Transit Corridor Vision to Revitalize Downtown and Commercial Corridor;
  - Assure Rehabilitation & Replacement of Critical Community Facilities and Infrastructure;
  - Grow City Revenues to Assure On-Going Fiscal Stability and Economic Vitality;
  - Continue to Strengthen Community Connections and Engagement;
  - Protect and Improve Community Aesthetics and Safety;
  - Continue Proactive Planning for the Future of San Bruno; and,
  - Organizational Health and Employee Success
- Implement the 2019-20 operating budget and deliver projects identified in the capital program as presented in the 2019-24 Capital Improvement Program, with an ongoing review of cost reduction strategies when applicable
- Continue emergency preparedness training to all employees
- Complete construction drawings and prepare construction bid for the new Recreation and Aquatics Center project, including the coordination of the Recreation Advisory Committee to continue to receive input from subcommittee members of the City Council, Parks and Recreation Commission, and Planning Commission
- Complete several longterm planning projects to create the vision for San Bruno, including the Bayhill Specific Plan, San Mateo Avenue Streetscape Plan, Comprehensive Fiscal Sustainability Project, and the evaluation of critical emergency response facilities
- Complete development of the new Florida Ave Park for the benefit of the community in an area that does not currently have a neighborhood park
- Close out the Crestmoor Neighborhood Rebuild Project and trust, after completing restoration and improvements to the neighborhood as a result of the September 2010 gas pipeline explosion
- Continue to evaluate and review citywide parking issues including the implementaiton of a parking permit program, downtown parking, wrong way parking,and sidewalk parking
- Complete negotiations for four bargaining unit labor agreements that have expiring Memorandum of Understandings (MOUs)
- Continue to strengthen community connections and engagement by expanding the City's social media presence to engage the public in civil activities and events, as well as continue to provide updates to the community on key topics and projects through the traditional means of communication, ie. City website, citywide mailers, messaging boards, special events, and use of local channel 1
- Continue to evaluate and review community issues that are raised to improve neighborhood quality of life and ensure equal, fair and adequate city-wide services
- Continue to lead staff in the delivery high quality services to the San Bruno community

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**City of San Bruno**
**Department of City Manager's Office Expenditure**
Fiscal Year FY2019-20
Department 001-1210

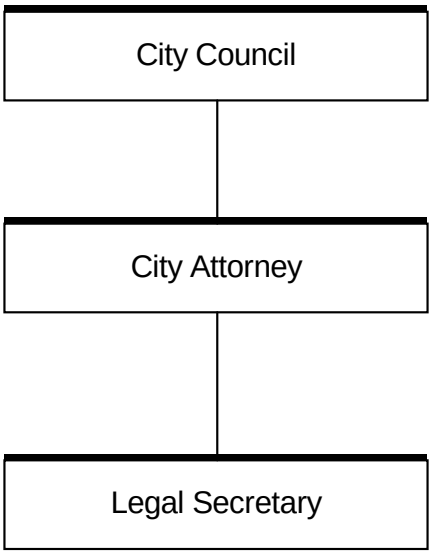
**Expenditures**

| Account | Expenditure Account Title | FY2018-19 Budget | FY2019-20 Budget | $ Change in Budget - FY19 vs FY20 | Notable Changes |
|---|---|---|---|---|---|
| | **Salaries** | **$ 699,147** | **$ 710,815** | **$ 11,668** | Cost of living and step increases |
| | **Fringe Benefits** | **$ 336,308** | **$ 354,688** | **$ 18,380** | Health insurance and pension |
| | **Total Salaries & Benefits** | **$ 1,035,455** | **$ 1,065,503** | **$ 30,048** | |
| 6001 | OFFICE SUPPLIES | 1,000 | **1,000** | - | |
| 6102 | OPERATING SUPPLIES | 250 | **250** | - | |
| 6112 | POSTAGE | 200 | **200** | - | |
| 6141 | PRINTING, COPYING & BINDING | - | **21,000** | 21,000 | Move City FOCUS newsletter, three issues per year from City Council budget |
| 6405 | TRAINING/MEETINGS/CONFERENCES | 6,500 | **8,500** | 2,000 | Citywide managers team meeting and annual all employee meeting |
| 6406 | PROFESSIONAL DEVELOPMENT | 3,000 | **3,000** | - | |
| 6450 | COMMUNICATIONS | 1,988 | **1,988** | - | |
| 6701 | DUES & MEMBERSHIPS | 2,350 | **2,350** | - | |
| 6702 | PUBS & SUBSCRIPTIONS | 500 | **500** | - | |
| | **Total Supplies & Materials** | **$ 15,788** | **$ 38,788** | **$ 23,000** | |
| 7901 | INTERNAL SERVICE ALLOCATIONS | 48,373 | **54,384** | 6,011 | |
| | **Total Other Charges** | **$ 48,373** | **$ 54,384** | **$ 6,011** | |
| | | | | | |
| **(B)** | **Total Expenditures** | **$ 1,099,616** | **$ 1,158,675** | **$ 59,059** | |

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# 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.

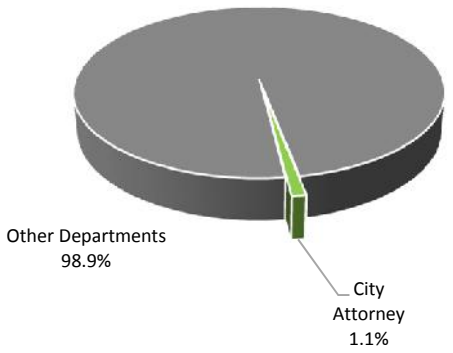
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# City Attorney Budget Summary

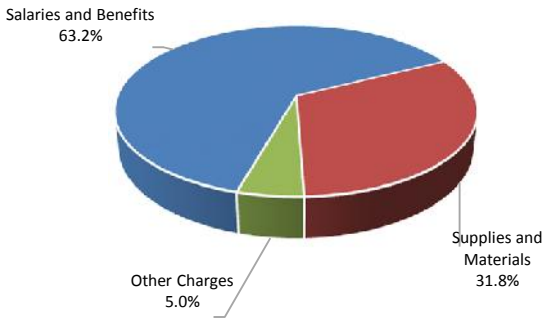
| Funding Summary | FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Budget | FY 2019-20 Budget |
|---|---|---|---|---|
| General Fund | $ 223,444 | $ 243,352 | $ 232,370 | $ 255,320 |
| General Administration Recovery from Other Funds: | | | | |
| Water Fund | 102,753 | 109,231 | 116,262 | 132,780 |
| Wastewater Fund | 60,565 | 64,383 | 68,527 | 78,262 |
| Stormwater Fund | 5,503 | 5,850 | 6,226 | 7,111 |
| Cable Fund | 54,904 | 58,365 | 62,122 | 70,948 |
| Solid Waste | 490 | 521 | 554 | 633 |
| **Total:** | **$ 447,659** | **$ 481,702** | **$ 486,061** | **$ 545,054** |

| Budgeted Expenditures | FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Budget | FY 2019-20 Budget |
|---|---|---|---|---|
| Salaries and Benefits | $ 299,425 | $ 312,700 | $ 325,568 | $ 344,508 |
| Supplies and Materials | 129,939 | 145,431 | 136,177 | 173,177 |
| Other Charges | 18,295 | 23,571 | 24,316 | 27,369 |
| **Total:** | **$ 447,659** | **$ 481,702** | **$ 486,061** | **$ 545,054** |

**Percentage of General Fund Budget**




**Budget by Category**




| Performance and Workload Measures | FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Estimated | FY 2019-20 Target |
|---|---|---|---|---|
| Number of Claims Received | 45 | 42 | 24 | 42 |
| Number of Public Records Act Requests and Subpoenas | 54 | 139 | 92 | 139 |
| Number of Contracts Reviewed | 86 | 91 | 88 | 91 |

## Goals and Accomplishments

**FY2018-19 Accomplishments**

- Obtained court-ordered receivership for correction of nuisance conditions at substandard rental property
- Obtained 2nd abatement warrant for complete clean up of distressed property
- Drafted agreements for successful Fiber to the Home projects
- Worked with staff to draft ordinances relating to inclusionary housing, cable rates, telecommunications facilities, and ongoing municipal code update project
- 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, participation in CPUC proceeding relating to PG&E's illegal ex parte communications with the CPUC, monitoring PG&E bankruptcy proceedings, and participating in restitution efforts relating to ongoing PG&E criminal probation proceeding
- 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
- Continued to lead City's risk pool (PLAN JPA) transition to lower-cost provider of management risk services, reducing overall pool costs to all member agencies
- Managed various claim and litigation matters to successful conclusion

**FY2019-20 Goals and Objectives**

- Continue update of Municipal Code, including ordinance revisions to address revenue generation in the 21st century economy, develop and implement revised purchasing and bid procedures, and modernize code to address current and anticipated circumstances and City Council priorities
- Support all City departments and operations to minimize risk and liability
- Continue resolving longstanding and complex code enforcement matters
- Continue supporting the City's interests in various ongoing proceedings involving PG&E and the CPUC
- Work with staff to ensure that City interests are addressed in ongoing development projects throughout the City

**City of San Bruno**
**Department of City Attorney Expenditure**
Fiscal Year FY2019-20
Department 001-1140

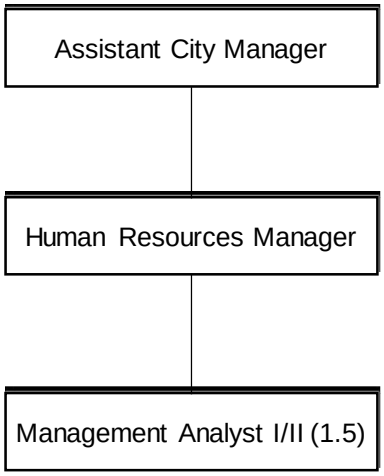
**Expenditures**

| Account | Expenditure Account Title | FY2018-19 Budget | FY2019-20 Budget | $ Change in Budget - FY19 vs FY20 | Notable Changes |
|---|---|---|---|---|---|
| | **Salaries** | **$ 221,440** | **$ 231,343** | **$ 9,903** | Cost of living and step increases |
| | **Fringe Benefits** | **$ 104,128** | **$ 113,165** | **$ 9,037** | Health insurance and pension |
| | **Total Salaries & Benefits** | **$ 325,568** | **$ 344,508** | **$ 18,940** | |
| 6001 | OFFICE SUPPLIES | 900 | **900** | - | |
| 6112 | POSTAGE | 400 | **400** | - | |
| 6402 | LEGAL EXPENSES | 113,000 | **150,000** | 37,000 | Cellsites and other litigations |
| 6405 | TRAINING/MEETINGS/CONFERENCES | 3,750 | **2,950** | (800) | |
| 6450 | COMMUNICATIONS | 552 | **552** | - | |
| 6701 | DUES & MEMBERSHIPS | 1,775 | **1,775** | - | |
| 6702 | PUBS & SUBSCRIPTIONS | 15,500 | **16,500** | 1,000 | |
| 6703 | TRAVEL/VEHICLE USE | 300 | **100** | (200) | |
| | **Total Supplies & Materials** | **$ 136,177** | **$ 173,177** | **$ 37,000** | |
| 7901 | INTERNAL SERVICE ALLOCATIONS | 24,316 | **27,369** | 3,053 | |
| | **Total Other Charges** | **$ 24,316** | **$ 27,369** | **$ 3,053** | |
| | | | | | |
| **(B)** | **Total Expenditures** | **$ 486,061** | **$ 545,054** | **$ 58,993** | |

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# 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.

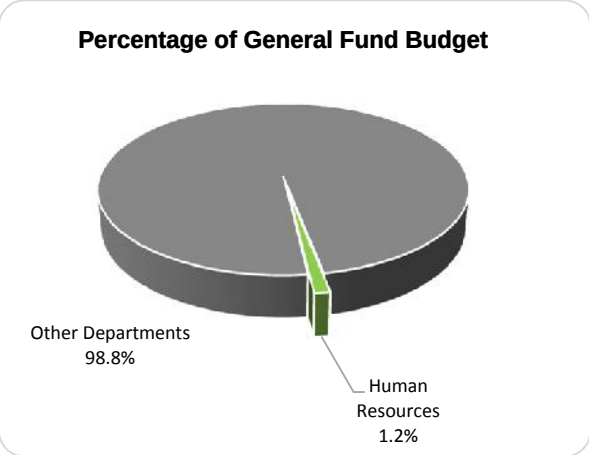
- **Employee Labor Relations**

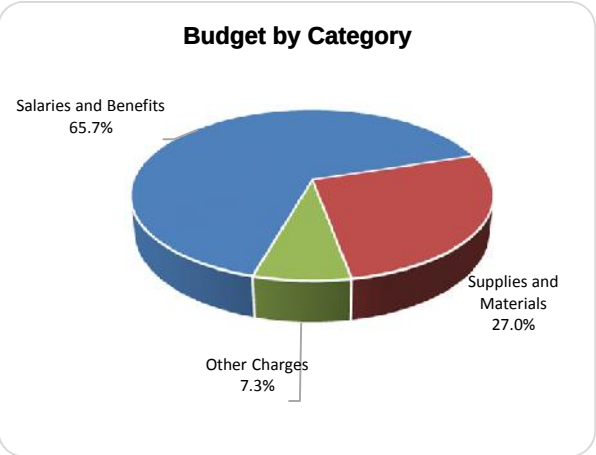
  Human Resources strives to build and maintain a positive relationships with its employees and labor organizations. The Department represents the City in negotiations, ensures fair and even implementation of negotiated agreements, seeks mutually beneficial resolution for issues, and continually works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

# Human Resources Budget Summary

| Funding Summary | FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Budget | FY 2019-20 Budget |
|---|---|---|---|---|
| General Fund | $ 216,466 | $ 158,416 | $ 289,545 | $ 327,075 |
| General Administration Recovery from Other Funds: | | | | |
| Water Fund | 95,793 | 101,832 | 108,386 | 123,785 |
| Wastewater Fund | 56,462 | 60,021 | 63,885 | 72,961 |
| Stormwater Fund | 5,130 | 5,453 | 5,805 | 6,629 |
| Cable Fund | 51,185 | 54,412 | 57,914 | 66,142 |
| Solid Waste | 457 | 486 | 517 | 590 |
| **Total:** | **$ 425,492** | **$ 380,620** | **$ 526,052** | **$ 597,182** |

| Budgeted Expenditures | FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Budget | FY 2019-20 Budget |
|---|---|---|---|---|
| Salaries and Benefits | $ 236,556 | $ 218,673 | $ 365,893 | $ 392,177 |
| Supplies and Materials | 161,512 | 126,929 | 124,265 | 161,265 |
| Other Charges | 27,424 | 35,018 | 35,894 | 43,740 |
| **Total:** | **$ 425,492** | **$ 380,620** | **$ 526,052** | **$ 597,182** |




| Performance and Workload Measures | FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Estimated | FY 2019-20 Target |
|---|---|---|---|---|
| Number of Applications Processed | 1,388 | 816 | 950 | 900 |
| Number of Recruitments Completed | 30 | 28 | 25 | 25 |
| Number of New Full-Time Employees Onboarded | 11 | 39 | 32 | 25 |
| Number of Employee Service Recognitions | 41 | 44 | 29 | 27 |

## Goals and Accomplishments

**FY2018-19 Accomplishments**

- Successfully conducted 30 recruitments including four Department Heads
- Onboarded 35 new full-time employees for key positions throughout the City including 5 executive team
- Recognized tenure of 29 employees ranging from 5 to 35 years of service with City's service awards program as part of the Employee Appreciation initiative and annual Employee Appreciation Luncheon
- Successfully negotiated labor agreements for two bargaining units with expiring MOUs
- Enhanced City's Safety Training Program by working with risk management consultant to create standardized training matrices and offer required safety training
- Expanded annual Health Fair in conjunction with the Open Enrollment period to provide information on health, wellness, and financial resources
- Worked with Personnel Board to adopt and revise job descriptions that reflect the current needs of the City and industry standards
- Administered mandatory anti-harassment training to employees with supervisory duties
- Offered countywide training classes for employees to enhance skills on a wide range of topics including technology, public speaking, and supervisory academies via a regional training consortium
- Increased employee enrollment in commuter benefits programs
- Continue to save storage costs and the environment by converting Citywide documents from paper-based to electronic fillable format, when possible
- Offered an enhanced Employee Assistant Program (EAP) with online 24/7 tools

**FY2019-20 Goals and Objectives**

- Ensure a safe working environment and meet OSHA and other regulatory requirements by enhancing the City's Safety Training Program and utilizing online training database to engage employees in different City locations and during various shifts
- Continue to support City Manager and Departments with City's recruitment and selection process
- Provide 24/7 access to up-to-date employee benefits information via City intranet
- Negotiate labor agreements for four bargaining units with expiring MOUs
- Launch Citywide Wellness Program to include wellness seminars and activities including a walking club
- Administer mandatory anti-harassment training to all City employees via in-person and online delivery
- Identify career growth opportunities as well as technical and profesional training needs within each department
- Continue to administer the Employee Recognition Program to foster employee morale and appreciation
- Perform a comprehensive review of job descriptions with Departments and Personnel Board to ensure accuracy and current standards
- Research lower cost vendors for City's supplemental benefit programs such as life insurance and long-term disability
- Research Workers Compensation administrator options to enhance case management, delivery of services, and reduce claim costs
- 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

**City of San Bruno**
**Department of Human Resources Expenditure**
Fiscal Year FY2019-20
Department 001-1220

**Expenditures**

| Account | Expenditure Account Title | FY2018-19 Budget | FY2019-20 Budget | $ Change in Budget - FY19 vs FY20 | Notable Changes |
|---|---|---|---|---|---|
| | **Salaries** | **$ 235,292** | **$ 247,289** | **$ 11,997** | Cost of living and step increases |
| | **Fringe Benefits** | **$ 130,601** | **$ 144,888** | **$ 14,287** | Health insurance and pension |
| | **Total Salaries & Benefits** | **$ 365,893** | **$ 392,177** | **$ 26,284** | |
| 6001 | OFFICE SUPPLIES | 950 | **950** | - | |
| 6112 | POSTAGE | 200 | **200** | - | |
| 6141 | PRINTING, COPYING & BINDING | 300 | **300** | - | |
| 6401 | PROFESSIONAL SERVICES | 37,000 | **65,000** | 28,000 | Consulting services to assist with labor negotiations for bargaining units with expiring MOUs |
| 6404 | EMP. ASSISTANCE | 8,150 | **8,150** | - | |
| 6405 | TRAINING/MEETINGS/CONFERENCES | 20,800 | **20,800** | - | |
| 6406 | PROFESSIONAL DEVELOPMENT | 1,000 | **1,000** | - | |
| 6407 | EXAM SERVICES | 11,500 | **11,500** | - | |
| 6408 | MEDICAL EXAMS | 11,000 | **20,000** | 9,000 | Increased based on FY18-19 estimated actual increase |
| 6409 | SPECIAL PROJECTS | 6,000 | **6,000** | - | |
| 6413 | SPECIALIZED SERVICES | 19,000 | **19,000** | - | |
| 6450 | COMMUNICATIONS | 1,335 | **1,335** | - | |
| 6501 | PUBLIC NOTICES | 6,230 | **6,230** | - | |
| 6701 | DUES & MEMBERSHIPS | 500 | **500** | - | |
| 6703 | TRAVEL/VEHICLE USE | 300 | **300** | - | |
| | **Total Supplies & Materials** | **$ 124,265** | **$ 161,265** | **$ 37,000** | |
| 7901 | INTERNAL SERVICE ALLOCATIONS | 35,894 | **43,740** | 7,846 | |
| | **Total Other Charges** | **$ 35,894** | **$ 43,740** | **$ 7,846** | |
| | | | | | |
| **(B)** | **Total Expenditures** | **$ 526,052** | **$ 597,182** | **$ 71,130** | |

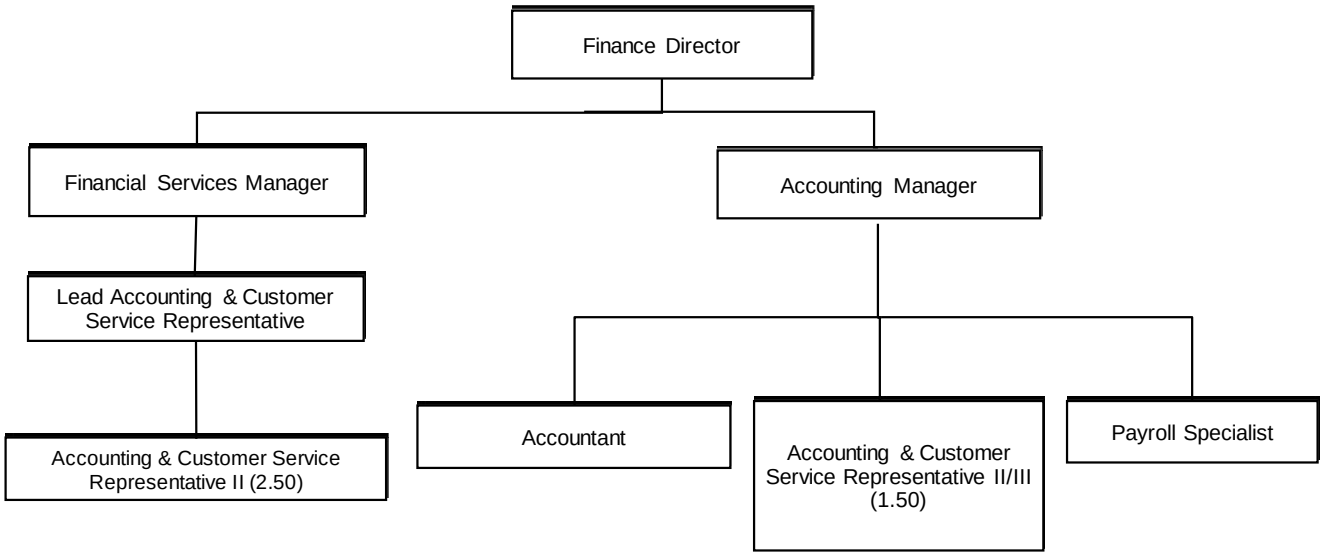
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# Finance Department

Administration

Revenue Services

# Finance


Finance Director
Financial Services Manager
Accounting Manager
Lead Accounting & Customer Service Representative
Accounting & Customer Service Representative II (2.50)
Accountant
Accounting & Customer Service Representative II/III (1.50)
Payroll Specialist

# 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, financial stewardship through managing the City's investments, 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 (CAFR) and prepare special reports for State and Federal Agencies, Grant Administrators, and bondholders as required.

- **Budget**
  Lead the annual budget development process and support the City Council in their priority setting, budget review, analysis and adoption of the budget and fiscal priorities. Report on the financial status of the City to City Council.

- **Revenue 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. Manage the annual business license renewal process. Maintain the City's master fee schedule.

- **Accounts Payable and Receivable**
  Provide weekly payment for services and supplies rendered by vendors and bi-weekly payroll for City employees. 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

- **Payroll**
  Process biweekly payroll for all City employees, including issuing quarterly and annual payroll tax filings.

- **Banking and Investments**

  Invest City funds in high yield investments that maintain safety of principal and sufficient liquidity to meet operating requirements. Manage the City's banking relationship to ensure timely deposits, payment and credit card processing.

- **Purchasing and Administration**

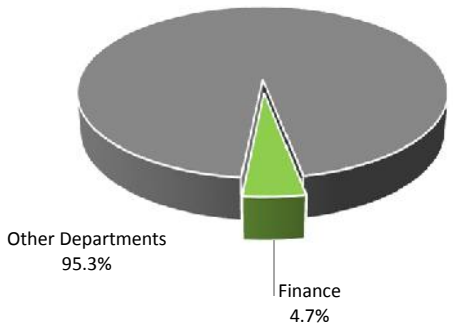
  Administer competitive bids, execute agreements with vendors, issue purchase orders, pay vendor invoices in a timely manner, and implement internal controls through maintaining and updating administrative policies and procedures. Assess business processes for internal control and efficiency improvements.

# Finance Administration & Revenue Services Budget Summary

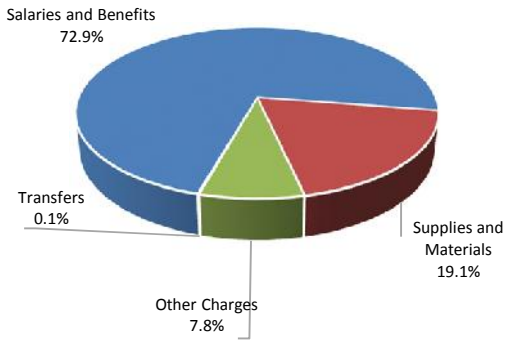
| Funding Summary | FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Budget | FY 2019-20 Budget |
|---|---|---|---|---|
| General Fund | $ 698,742 | $ 673,607 | $ 1,107,012 | $ 961,214 |
| General Administration Recovery from Other Funds: | | | | |
| Water Fund | 583,085 | 643,864 | 657,870 | 710,255 |
| Wastewater Fund | 451,653 | 468,641 | 498,016 | 535,834 |
| Stormwater Fund | 9,066 | 9,638 | 11,321 | 12,930 |
| Cable Fund | 138,342 | 96,160 | 112,958 | 129,006 |
| Solid Waste | 807 | 858 | 1,008 | 1,151 |
| **Total:** | **$ 1,881,695** | **$ 1,892,768** | **$ 2,388,185** | **$ 2,350,390** |

| Budgeted Expenditures | FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Budget | FY 2019-20 Budget |
|---|---|---|---|---|
| Salaries and Benefits | $ 1,259,477 | $ 1,098,762 | $ 1,605,211 | $ 1,714,468 |
| Supplies and Materials | 491,882 | 636,719 | 617,791 | 449,157 |
| Other Charges | 127,377 | 154,998 | 162,895 | 184,477 |
| Transfers | 2,960 | 2,288 | 2,288 | 2,288 |
| **Total:** | **$ 1,881,695** | **$ 1,892,768** | **$ 2,388,185** | **$ 2,350,390** |

**Percentage of General Fund Budget**




**Budget by Category**



| Performance and Workload Measures | FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Estimated | FY 2019-20 Target |
|---|---|---|---|---|
| Number of high-risk internal audit issues identified | n/a | n/a | 0 | 0 |
| Maintain a credit rating of “very high” or “highest” | Yes | Yes | Yes | Yes |
| The City’s budget is adopted by June 30th | Yes | Yes | Yes | Yes |
| General Fund and other reserves are met as defined in the City’s Reserve Policy | Yes | Yes | Yes | Yes |
| Finalize the audit and publish the Comprehensive Annual Financial Report (CAFR) within 180 days after the end of the fiscal year | Yes | Yes | Yes | Yes |
| The City’s annual financial statements receive an unmodified opinion from the External Auditors with no significant deficiencies or material weaknesses | Yes | Yes | Yes | Yes |
| The City’s Comprehensive Annual Financial Report (CAFR) receives the Government Finance Officers Association Award of Excellence in Financial Reporting | Yes | TBD | Yes | Yes |
| Number of W-2’s issued by January 31 | 454 | 462 | 480 | 480 |
| Number of invoices processed | 11,903 | 12,126 | 11,792 | 12,200 |
| Number of business licenses issued | 2,978 | 2,495 | 2,464 | 2,800 |
| Number of utility bills generated | 74,291 | 75,352 | 75,464 | 75,841 |

## Goals and Accomplishments

**FY2018-19 Accomplishments**

**Departmental Efficiency/Effectiveness Improvements**

- Develop a new, comprehensive purchasing policy that modernizes, streamlines and standardizes procedures and practices across the City and ensure all applicable staff receive adequate training
- Develop a new, comprehensive cash handling policy that streamlines and increases internal controls across the City and ensure all applicable staff receive adequate training
- Develop a new, comprehensive utility billing policy that defines billing, notice, service shut-off and collections procedures as well as digitizing applications
- Develop a new, comprehensive business license policy that standardizes procedures for annual renewals, new applications and ensuring compliance of City vendors as well as digitizing applications
- Improve and standardize the biweekly payroll audit including implementing an enhanced Personnel Action Form (PAF), executing employee agreements and reconciling City positions
- Implement a banking remote service scanner at City Hall and the Cable Department to enhance internal controls, deposit funds more quickly and improve customer account updates and bank reconciliation
- Add categories for business license and utility billing on the San Bruno Responds service request tool to serve the public
- Assist departments in developing a needs assessment of functionality required for an enterprise-wide solution that addresses permitting, inspection, business licensing and fee collection

**Financial Stewardship**

- Manage the City’s debt portfolio to ensure optimal liquidity and borrowing capacity is maintained. Refinanced the debt for the Police Facility with a more favorable debt service rate saving money for the City and other taxing entities

- Provide financial support and leadership for strategic City initiatives, including the Recreation and Aquatic Center, Cable Department's Fiber-to-the-Home project and the Bayhill Specific Plan and YouTube Development Agreement

**Accounting and Financial Operations Management**

- Completed preparation of the City's Comprehensive Annual Financial Report (CAFR) as of June 30, 2018
- Invest City funds in high yield investments that maintain safety of principal and sufficient liquidity to meet operating requirements. Revise the investment policy to allow for investment in additional financial instruments
- Review the garbage rate application annually and ensure contract and public noticing requirements are met
- Maintain and update the City's master fee schedule in coordination with the annual budget process, including updating fees with new development impact fees, indexing, cost allocation plan and user fee study, development in-lieu fees, among other changes
- Manage the annual business license renewal process and provide customer service to maintain accounts in good standing
- Obtain approval of the Successor Agency payment schedules from the County Countywide Oversight Board, including refinancing the Certificates of Participation (COP) of the Police Facility and obtaining approval of the Last and Final ROPs
- Conduct external audits of property, business, sales and transient occupancy taxes to ensure adequate assessment and maximum collection of taxes to fund City operations

**Budget Management**

- Under the City Manager's leadership and direction, lead the annual budget development process and support the City Council in their priority setting, budget review, analysis and adoption of the budget and fiscal priorities
- Manage and monitor the budget to ensure that resources are received and spent in accordance with City policies
- Ensure the adopted budget is balanced
- Ensure the minimum reserve policy requirements are met or exceeded

**Strategic Initiative**

- Implement a Development Impact Fee (DIF) Program

**FY2019-20 Goals and Objectives**

**Departmental Efficiency/Effectiveness Improvements**

- Conduct a risk assessment and gap analysis of existing citywide financial and administrative policies and procedures and develop a plan and timeline to update applicable policies and procedures
- Develop a new, comprehensive payroll policy that articulates roles and responsibilities of departments, human resources and finance staff as well as mitigates risk
- Develop a control plan to review City vendors to ensure business license compliance and accuracy of payments
- In coordination with departments, develop a contract monitoring and compliance process to ensure compliance with the City's purchasing policy, including contract terms and conditions, purchase orders, business license and insurance
- Collaborate on the development of an IT application strategic plan
- Conduct a needs assessment of functionality required for an Enterprise Resource Planning (ERP) application, develop a gap analysis of requirements not being met and develop a plan to leverage existing applications as well as a plan for future applications
- Explore cloud-based, enterprise data applications that allows for more collaborative, data-driven decision making using budget, financial, operational and performance data that allows for more advanced long-range budgeting and priority setting

**Financial Stewardship**

- Manage the City's debt portfolio to ensure optimal liquidity and borrowing capacity is maintained
- Provide financial support and leadership for strategic City initiatives, including the Recreation and Aquatic Center, Cable Department's Fiber-to-the-Home project and the Bayhill Specific Plan and YouTube Development Agreement

**Budget Management**

- Report on the delivery and performance of capital projects of the City and support department directors and project managers in completing them on time and within budget
- Establish long-range financial forecasting as a regular component of the City's budgeting and resource allocation practices. Begin by developing a 10-year forecast for major General Fund revenues and expenditures

**Strategic Initiative**

- Comprehensive Fiscal Sustainability Project – Revenue Enhancements
- Execute a Cost Allocation Plan (CAP) and User Fee Study (UF)

**City of San Bruno**
**Department of Finance - Administration Expenditure**
Fiscal Year FY2019-20
Department 001-1250

**Expenditures**

| Account | Expenditure Account Title | FY2018-19 Budget | FY2019-20 Budget | $ Change in Budget - FY19 vs FY20 | Notable Changes |
|---|---|---|---|---|---|
| | **Salaries** | **$ 605,177** | **$ 631,686** | **$ 26,509** | Cost of living and step increases |
| | **Fringe Benefits** | **$ 313,187** | **$ 344,194** | **$ 31,007** | Health insurance and pension |
| | **Total Salaries & Benefits** | **$ 918,364** | **$ 975,880** | **$ 57,516** | |
| 6001 | OFFICE SUPPLIES | 6,000 | **6,000** | - | |
| 6112 | POSTAGE | 6,400 | **6,400** | - | |
| 6141 | PRINTING, COPYING & BINDING | 250 | **250** | - | |
| 6304 | MAINTENANCE | 42,784 | **42,784** | - | |
| 6401 | PROFESSIONAL SERVICES | 278,369 | **108,518** | (169,851) | Remove 1-time audit services from FY18-19, increase sales tax audit in FY19-20. FY19-20 ongoing enhancements: Investment professional consulting services ($8,000) and Municipal financial advisor consulting services ($6,000). |
| 6405 | TRAINING/MEETINGS/CONFERENCES | 2,500 | **8,750** | 6,250 | Financial system conference, payroll certification, CPA continuing professional education |
| 6406 | PROFESSIONAL DEVELOPMENT | 2,750 | **1,500** | (1,250) | |
| 6419 | OTHER SERVICES | 18,500 | **18,500** | - | |
| 6450 | COMMUNICATIONS | 2,035 | **2,035** | - | |
| 6501 | PUBLIC NOTICES | 710 | **710** | - | |
| 6701 | DUES & MEMBERSHIPS | 675 | **1,650** | 975 | Additional GFOA membership and American Payroll Association membership |
| 6702 | PUBS & SUBSCRIPTIONS | 200 | **200** | - | |
| | **Total Supplies & Materials** | **$ 361,173** | **$ 197,297** | **$ (163,876)** | |
| 7901 | INTERNAL SERVICE ALLOCATIONS | 90,428 | **103,203** | 12,775 | |
| | **Total Other Charges** | **$ 90,428** | **$ 103,203** | **$ 12,775** | |
| 9079 | TRANSFERS TO RESERVES | 2,288 | **2,288** | - | |
| | **Total Transfers** | **$ 2,288** | **$ 2,288** | **$ -** | |
| | | | | | |
| **(B)** | **Total Expenditures** | **$ 1,372,253** | **$ 1,278,668** | **$ (93,585)** | |

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**City of San Bruno**
**Department of Finance - Revenue Services Expenditure**
Fiscal Year FY2019-20
Department 001-1251

**Expenditures**

| Account | Expenditure Account Title | FY2018-19 Budget | FY2019-20 Budget | $ Change in Budget - FY19 vs FY20 | Notable Changes |
|---|---|---|---|---|---|
| | **Salaries** | **$ 436,102** | **$ 452,986** | **$ 16,884** | |
| | **Fringe Benefits** | **$ 250,745** | **$ 285,602** | **$ 34,857** | |
| | **Total Salaries & Benefits** | **$ 686,847** | **$ 738,588** | **$ 51,741** | |
| 6001 | OFFICE SUPPLIES | 4,500 | **4,500** | - | |
| 6112 | POSTAGE | 35,280 | **30,000** | (5,280) | |
| 6304 | MAINTENANCE | 67,188 | **68,210** | 1,022 | Currency counter, utility billing and business license software maintenance |
| 6405 | TRAINING/MEETINGS/CONFERENCES | 2,750 | **4,000** | 1,250 | Move from 6406 for CPA continuing professional education training |
| 6406 | PROFESSIONAL DEVELOPMENT | 2,750 | **1,000** | (1,750) | |
| 6419 | OTHER SERVICES | 142,420 | **142,420** | - | |
| 6450 | COMMUNICATIONS | 1,410 | **1,410** | - | |
| 6701 | DUES & MEMBERSHIPS | 320 | **320** | - | |
| | **Total Supplies & Materials** | **$ 256,618** | **$ 251,860** | **$ (4,758)** | |
| 7901 | INTERNAL SERVICE ALLOCATIONS | 31,899 | **35,177** | 3,278 | |
| 7902 | INTERDEPARTMENTAL CHARGES | 40,568 | **46,097** | 5,529 | |
| | **Total Other Charges** | **$ 72,467** | **$ 81,274** | **$ 8,807** | |
| | | | | | |
| **(B)** | **Total Expenditures** | **$ 1,015,932** | **$ 1,071,722** | **$ 55,790** | |

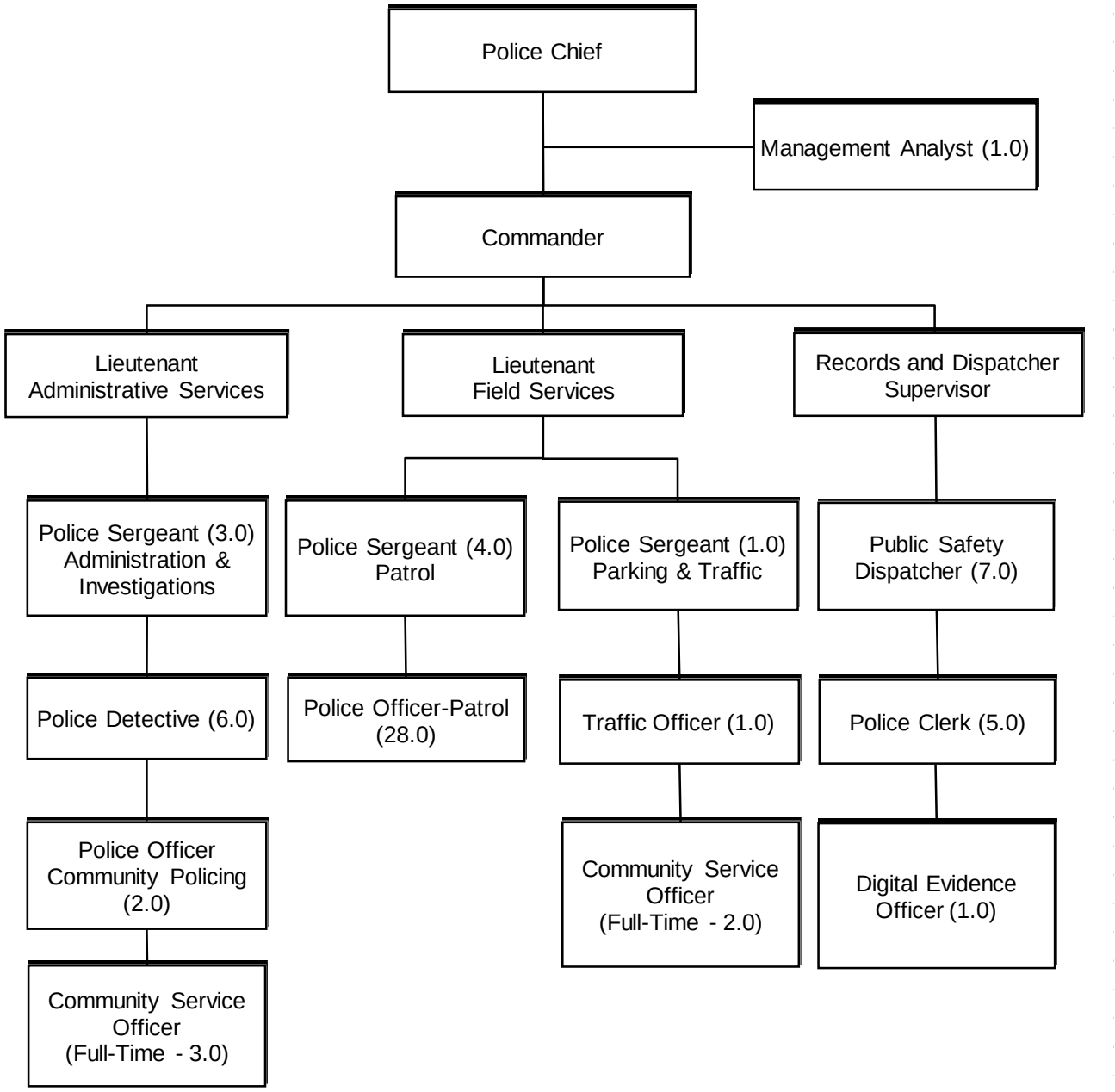
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# Police
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# Police Department

# Police


Police Chief
Management Analyst (1.0)
Commander
Lieutenant
Administrative Services
Lieutenant
Field Services
Records and Dispatcher
Supervisor
Police Sergeant (3.0)
Administration &
Investigations
Police Sergeant (4.0)
Patrol
Police Sergeant (1.0)
Parking & Traffic
Public Safety
Dispatcher (7.0)
Police Detective (6.0)
Police Officer-Patrol
(28.0)
Traffic Officer (1.0)
Police Clerk (5.0)
Police Officer
Community Policing
(2.0)
Community Service
Officer
(Full-Time - 2.0)
Digital Evidence
Officer (1.0)
Community Service
Officer
(Full-Time - 3.0)

# 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**

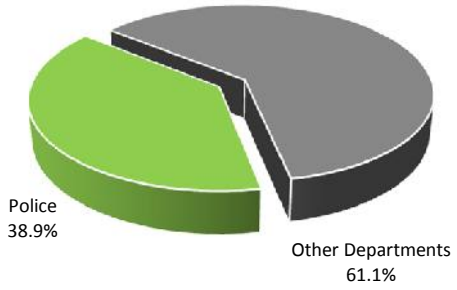
  Contracts with various public and private agencies allows the Police Department to provide a variety of services that include counseling and diversion programs for at-risk youth, crossing guard services at busy intersections, housing of prisoners, and animal control services.

# Police Department Budget Summary

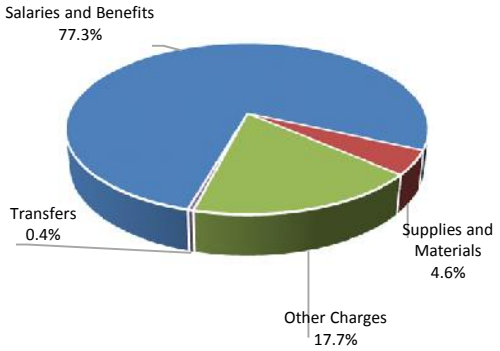
| Funding Summary | FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Budget | FY 2019-20 Budget |
|---|---|---|---|---|
| General Fund | $ 14,032,907 | $ 15,387,730 | $ 16,862,717 | $ 17,524,354 |
| Department Revenues | 1,600,650 | 1,636,623 | 1,650,215 | 2,019,055 |
| Supplemental Law Enforcement Services | 100,000 | 100,000 | 100,000 | 100,000 |
| **Total:** | **$ 15,733,557** | **$ 17,124,354** | **$ 18,612,932** | **$ 19,643,409** |

| Budgeted Expenditures | FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Budget | FY 2019-20 Budget |
|---|---|---|---|---|
| Salaries and Benefits | $ 12,031,239 | $ 13,261,996 | $ 14,234,907 | $ 15,190,074 |
| Supplies and Materials | 932,189 | 895,486 | 1,238,433 | 901,132 |
| Other Charges | 2,621,980 | 2,883,268 | 3,055,988 | 3,468,599 |
| Transfers | 148,150 | 83,604 | 83,604 | 83,604 |
| **Total:** | **$ 15,733,557** | **$ 17,124,354** | **$ 18,612,932** | **$ 19,643,409** |

**Percentage of General Fund Budget**




**Budget by Category**




| Performance and Workload Measures | FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Estimated | FY 2019-20 Target |
|---|---|---|---|---|
| Number of Crisis Intervention Trained Officers | 12 | 10 | 4 | 9 |
| Number of DUI Enforcement Programs | 10 | 10 | 8 | 8 |
| Number of Massage Business Compliance Checks | 12 | 12 | 10 | 12 |
| Number of Burglary Suppression Programs | 10 | 8 | 2 | 4 |
| Number of Pedestrian Safety / Enforcement Programs | 4 | 10 | 4 | 6 |
| Number of Vehicle Burglary Suppression Programs | N/A | 4 | 8 | 12 |
| Number of Criminal Street Gang Enforcement Programs (new measure) | N/A | 14 | 12 | 12 |
| Number of Programs Combatting the Sale of Alcoholic Beverages to Minors (new measure) | N/A | 6 | 4 | 4 |
| Number of Calls for Services | 42,965 | 42,638 | 43,908 | 47,778 |

## Goals and Accomplishments

**FY2018-19 Accomplishments**

- Trained four 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
- Continued to work with other city departments 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 the incorrect side of the street
- Support Services personnel continued to facilitate the development of neighborhood 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
- The Police Department continued to promote SMC ALERT registration at Police Day at Tanforan and various other events
- Four members of the department graduated from the Crisis Intervention Training (CIT) and all police officers received de-escalation training. Several of our officers successfully utilized skills learned in these courses while handling calls for service involving people experiencing a mental health crisis
- Completed a long-term training program that outlines mandated, essential and desirable training requirements for the department. These training requirements are constantly changing and our efforts will continue
- Police Personnel conducted ten massage establishment business compliance checks and several burglary suppression operations. Our personnel will continue to focus in these areas during this next fiscal year
- Police personnel participated in numerous community events such as Operation Clean Sweep, Community Day in the Park and other events
- Body-worn cameras, in-car video, and a digital evidence management solution has been acquired. All personnel have been trained and the equipment has been deployed in the field. The Digital Evidence Officer has also been hired and is managing the program
- Completed mindfulness and resiliency training to all staff
- Conducted site assessments, training, and exercises at City Hall as well as Parkside and Capuchino Schools
- Hosted and completed Rescue Task Force Training
- Received a $75,000 Office of Traffic Safety (OTS) Grant
- Implemented paperless processes to submit cases and evidence to the District Attorney’s Office
- Developed a Bayhill Business Park Stakeholders Group that meets regularly to discuss security related issues
- Worked with public partners, private partners, the Fire Department and Community Development Department to address public safety communication challenges in existing site and at new developments
- Issued all personnel safety tourniquets and NARCAN and provided the applicable training
- Completed the After Action Report for the YouTube Shooting Incident
- Provided safety and security training to employees other City Departments
- Participated in literacy programs with the San Bruno Park School District and San Bruno Library

**FY2019-20 Goals and Objectives**

- Enhance Traffic Safety and Prevent Impaired Driving
- Expand Services to Homeless in an Effort to Secure Permanent Housing
- Development of a Public Safety Unmanned Aircraft System (UAS)

- Replacement of the Police Department Public Safety Radio Infrastructure
- Secure a Public Safety Incident Command Vehicle
- Promote the Registering of Personal Surveillance Cameras with the Police Department
- Expand the San Bruno Police Reserve Program
- Ensure Compliance of Specific Business Types Identified by Code
- Secure Employee Parking Lot at the Police Department
- Development of Internal Support Processes for Police Personnel
- Conduct Site Assessments and Response Plans for Critical Locations
- 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
- Implement a 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
- Conduct massage establishment business compliance checks and residential burglary suppression operations
- Continue and enhance the Adopt a Unit program
- Participate in community events such as Operation Clean Sweep, Community Day in the Park, etc
- Continue to expand upon social media platforms to better serve the community in an open and transparent manner
- Continue to facilitate the development of Neighborhood Watch Groups
- 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.
- Implement Daily Training Bulletins to enhance staff's familiarity with policies and procedures
- Conduct and audit of the evidence/property room
- Work to secure a grant funded Mobile Command Vehicle
- Enhance neighborhood parking enforcement
- Implement site assessment templates and processes and public and private sites within the city
- Develop two mindfulness coaches and pursue a robust support and resiliency program for staff
- Develop a Citizen's Police Academy
- Enhance Traffic Safety and Prevent Impaired Driving
- Expand Services to Homeless in an Effort to Secure Permanent Housing
- Development of a Public Safety Unmanned Aircraft System (UAS)
- Promote the Registering of Personal Surveillance Cameras with the Police Department
- Expand the San Bruno Police Reserve Program
- Secure Employee Parking Lot at the Police Department

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**City of San Bruno**
**Department of Police Revenue & Expenditure**
Fiscal Year FY2019-20
Department 001-2010

**Revenues**

| Account | Revenue Account Title | FY2018-19 Budget | FY2019-20 Budget | $ Change in Budget - FY19 vs FY20 | Notable Changes |
|---|---|---|---|---|---|
| 4422 | P.O.S.T. REIMBURSE | $ 7,500 | **$ 7,500** | $ - | |
| 4434 | O.T.S.GRANT-POLICE ENFORCE. | 500 | **-** | (500) | |
| 4453 | S.M.NARC TASK FORCE | 70,000 | **70,000** | - | |
| 4522 | FINGERPRINTING | 2,000 | **2,000** | - | |
| 4523 | POLICE AUCT.PROCEEDS | 2,000 | **2,000** | - | |
| 4524 | CARDROOM APPLIC. | 40,000 | **5,000** | (35,000) | |
| 4525 | POLICE REPORTS | 10,000 | **10,000** | - | |
| 4527 | TOWED VEHICLE REPO | 1,000 | **1,000** | - | |
| 4528 | VEHICLE RELEASE | 30,000 | **30,000** | - | |
| 4529 | OTHER POLICE SVCE. | 5,600 | **5,600** | - | |
| 4530 | FALSE ALARM FEES | 7,500 | **5,000** | (2,500) | |
| 4681 | POLICE FINES REVENUE | 115,000 | **115,000** | - | |
| 4682 | PARKING FINES | 600,000 | **650,000** | 50,000 | |
| 4906 | MAINT.REIMB.-BART | 47,395 | **47,395** | - | |
| 4993 | REIMBURSEMENTS | 584,720 | **1,068,560** | 483,840 | YouTube Overtime Reimbursement |
| 4995 | OTHER REVENUE | 127,000 | **-** | (127,000) | Remove FY18-19 one-time grant of San Bruno Community Foundation reimbursement |
| 4999 | NON-OPERATING TRANSFERS | 100,000 | **100,000** | - | |
| **(A)** | **Total Revenues** | **$ 1,750,215** | **$ 2,119,055** | **$ 368,840** | |

**Expenditures**

| Account | Expenditure Account Title | FY2018-19 Budget | FY2019-20 Budget | $ Change in Budget - FY19 vs FY20 | Notable Changes |
|---|---|---|---|---|---|
| | **Salaries** | **$ 8,847,024** | **$ 9,373,045** | **$ 526,021** | Cost of living and step increases. Two Police Officers Youtube overtime ($483,840). FY19-20 ongoing enhancement Community Day in the Park overtime ($4,800). |
| | **Fringe Benefits** | **$ 5,387,883** | **$ 5,817,029** | **$ 429,146** | Health insurance and pension |
| | **Total Salaries and Benefits** | **$ 14,234,907** | **$ 15,190,074** | **$ 955,167** | |
| 6001 | OFFICE SUPPLIES | 35,000 | **35,000** | - | |
| 6101 | GAS AND OIL | 77,000 | **77,000** | - | |
| 6102 | OPERATING SUPPLIES | 33,420 | **33,420** | - | |
| 6112 | POSTAGE | 4,000 | **4,670** | 670 | |
| 6304 | MAINTENANCE | 106,032 | **87,426** | (18,606) | |
| 6309 | RADIO MAINTENANCE | 61,976 | **60,000** | (1,976) | |
| 6401 | PROFESSIONAL SERVICES | 152,209 | **158,709** | 6,500 | |
| 6405 | TRAINING/MEETINGS/CONFERENCES | 235,941 | **110,033** | (125,908) | Remove FY18-19 one-time Mindfullness Training and Site Assessment Training |
| 6406 | PROFESSIONAL DEVELOPMENT | 29,515 | **25,500** | (4,015) | |
| 6408 | MEDICAL EXAMS | 7,000 | **7,000** | - | |
| 6419 | OTHER SERVICES | 70,553 | **68,607** | (1,946) | |
| 6450 | COMMUNICATIONS | 78,303 | **78,303** | - | |
| 6531 | UTILILTIES | 125,000 | **125,000** | - | |
| 6650 | TOOLS & EQPT. -$25K | 220,734 | **29,084** | (191,650) | Remove FY18-19 purchase of four Marked Vehicles, budgeted in equipment reserve going forward |
| 6702 | PUBS & SUBSCRIPTIONS | 1,750 | **1,380** | (370) | |
| | **Total Supplies & Materials** | **$ 1,238,433** | **$ 901,132** | **$ (337,301)** | |
| 7041 | COUNTY SVCE.CHARGES | 643,924 | **724,675** | 80,751 | Contribution to the County Animal Care Shelter Facility and annual increase of Animal Control Services |
| 7901 | INTERNAL SERVICE ALLOCATIONS | 801,500 | **913,883** | 112,383 | Share of internal service departments |
| 7902 | INTERDEPARTMENTAL CHARGES | 1,610,564 | **1,830,041** | 219,477 | Cost allocation plan |
| | **Total Other Charges** | **$ 3,055,988** | **$ 3,468,599** | **$ 412,611** | |
| 9079 | TRANSFERS TO EQUIP. RESERVE | 83,604 | **83,604** | - | |
| | **Total Transfers** | **$ 83,604** | **$ 83,604** | **$ -** | |
| **(B)** | **Total Expenditures** | **$ 18,612,932** | **$ 19,643,409** | **$ 1,030,477** | |
| **(B) - (A)** | **General Fund Support** | **$ 16,862,717** | **$ 17,524,354** | **$ 661,637** | |

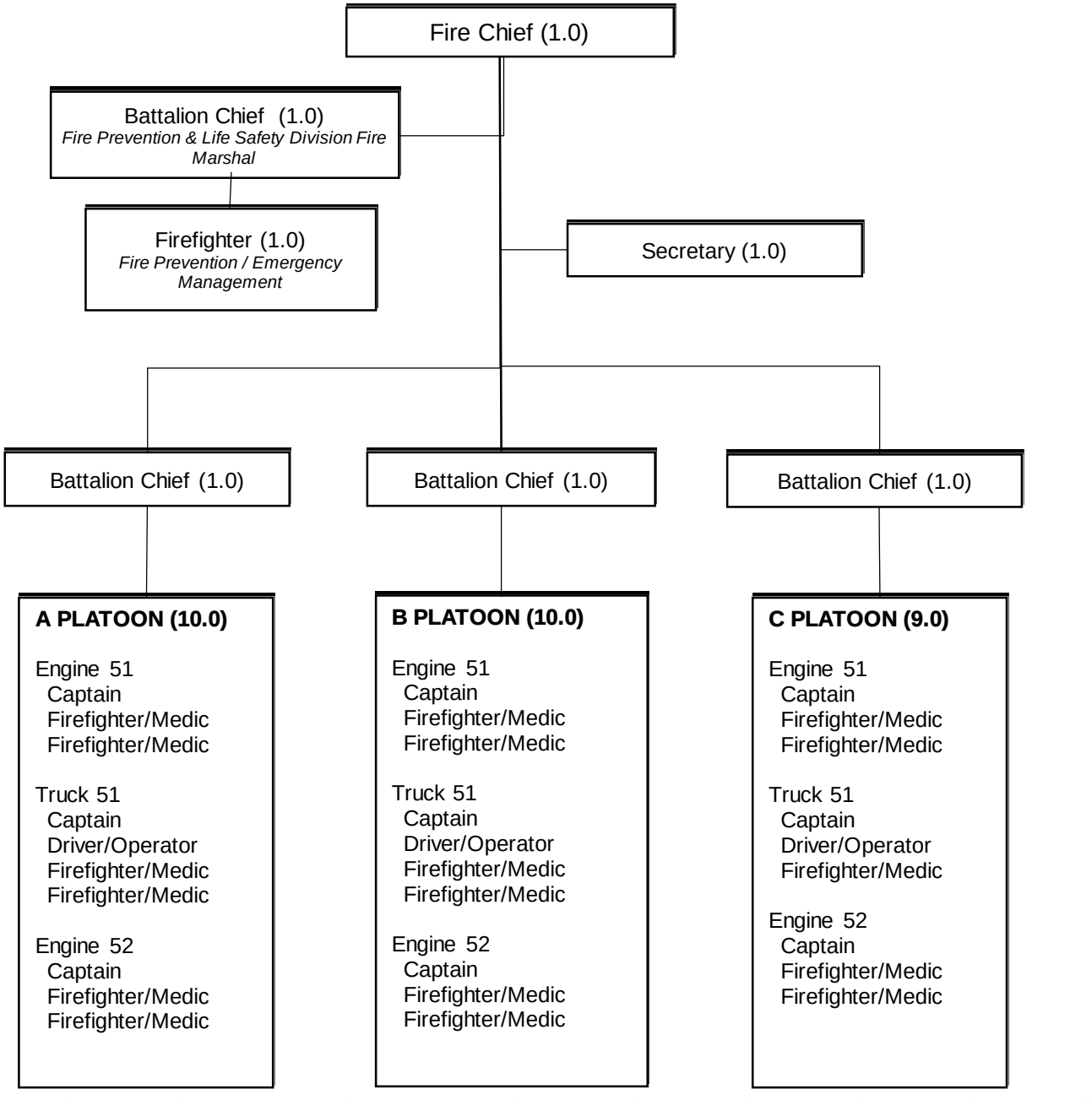
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# Fire
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# Fire Department

# Fire


Fire Chief (1.0)
Battalion Chief (1.0)
Fire Prevention & Life Safety Division Fire Marshal
Firefighter (1.0)
Fire Prevention / Emergency Management
Secretary (1.0)
Battalion Chief (1.0)
Battalion Chief (1.0)
Battalion Chief (1.0)
A PLATOON (10.0)
Engine 51
Captain
Firefighter/Medic
Firefighter/Medic
Truck 51
Captain
Driver/Operator
Firefighter/Medic
Firefighter/Medic
Engine 52
Captain
Firefighter/Medic
Firefighter/Medic
B PLATOON (10.0)
Engine 51
Captain
Firefighter/Medic
Firefighter/Medic
Truck 51
Captain
Driver/Operator
Firefighter/Medic
Firefighter/Medic
Engine 52
Captain
Firefighter/Medic
Firefighter/Medic
C PLATOON (9.0)
Engine 51
Captain
Firefighter/Medic
Firefighter/Medic
Truck 51
Captain
Driver/Operator
Firefighter/Medic
Engine 52
Captain
Firefighter/Medic
Firefighter/Medic

# 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.

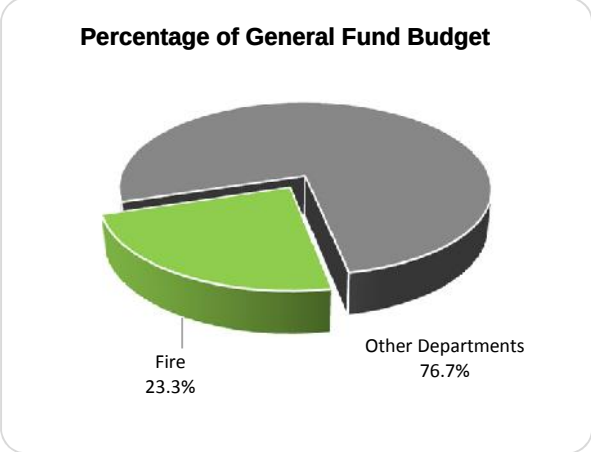
- **Community Preparedness**
  Coordinates the City's disaster preparedness program including upgrading resources in the EOC, participating in annual countywide emergency exercises, training staff in Web EOC and SMC Alert, and providing a Fire Department liaison to assist the Community Preparedness Committee. Provides certified personnel to coordinate Community Emergency Response Training (C.E.R.T.) twice annually to organizations and neighborhoods throughout the community.

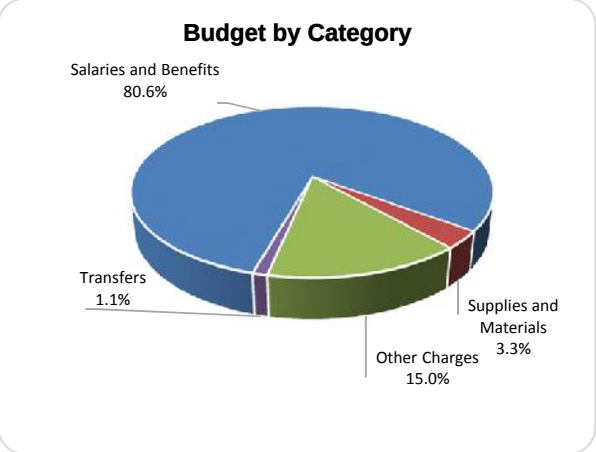
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# Fire Department Budget Summary

| Funding Summary | FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Budget | FY 2019-20 Budget |
|---|---|---|---|---|
| General Fund | $ 9,456,693 | $ 9,570,406 | $ 10,746,739 | $ 11,219,843 |
| Department Revenues | 427,862 | 646,582 | 317,316 | 537,237 |
| **Total:** | **$ 9,884,554** | **$ 10,216,988** | **$ 11,064,055** | **$ 11,757,080** |

| Budgeted Expenditures | FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Budget | FY 2019-20 Budget |
|---|---|---|---|---|
| Salaries and Benefits | $ 7,876,484 | $ 8,164,304 | $ 8,893,495 | $ 9,474,178 |
| Supplies and Materials | 384,662 | 385,825 | 422,172 | 390,844 |
| Other Charges | 1,454,999 | 1,536,671 | 1,618,201 | 1,761,871 |
| Transfers | 168,410 | 130,187 | 130,187 | 130,187 |
| **Total:** | **$ 9,884,554** | **$ 10,216,988** | **$ 11,064,055** | **$ 11,757,080** |




| Performance and Workload Measures | FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Estimated | FY 2019-20 Target |
|---|---|---|---|---|
| Emergency calls for service | 4,300 | 4,294 | 4,500 | 4,700 |
| Medical responses | 2,580 | 2,696 | 2,800 | 3,100 |
| Structure and other fire related responses | 146 | 153 | 160 | 180 |
| Participants completing CERT training | 50 | 40 | 40 | 40 |
| Employees and residents trained in CPR/AED | 150 | 146 | 220 | 150 |

## Goals and Accomplishments

**FY2018-19 Accomplishments**

- Continued to provide educational and training opportunities to all Fire Department employees to address succession planning needs. 3 Captains went through the Acting Battalion Chief process and 5 Firefighters went through the Acting Captain Process
- Held an open house during National Fire Prevention Week to showcasing the department's programs and provided safety and emergency preparedness information
- Examined and implemented safety initiatives and wellness program improvements to minimize and prevent work related injuries
- Provided two Community Emergency Response Training (CERT) classes to prepare residents and neighborhoods for emergencies and provided an awarness seminar to residents called "Get Ready"
- Implemented county-wide exposure reduction policies and procedures related to personnel protective equipment (PPE) to reduce Firefighter exposure to carcinogens
- Reviewed current Fire Code and adopted local amendments to increase fire safety and prevention activities within the community
- Responded out-of-county as part of a North San Mateo County Strike Team to the Camp and Car wildland fires
- 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 residents during community classes to increase safety measures within the community
- Completed 480 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 Emergency Operations Center (EOC) Training for City Staff
- Evaluated the current Records Management System and identified a replacement system to improve operations and efficiency
- 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
- Evaluated technological improvements related to operational and administrative procedures
- 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
- Purchased a Trailer and Shelter supplies to provide emergency shelter operations

**FY2019-20 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 address firefighter wellness
- 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
- Implement new Fire Report Management System Software including mobile fire inspections
- 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
- Develop a comprehensive Wildland Risk Assessment to provide sound direction for fire mitigation for San Bruno
- Provide mandated and specialized training to firefighters in conjunction with the Central San Mateo County Training Division
- Collaborate with the Police Department on the design and purchase of a Mobile Command Vehicle
- Collaborate the Police Department to conduct site assessments and develop response plans for critical facilities
- 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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**City of San Bruno**
**Department of Fire Revenue & Expenditure**
Fiscal Year FY2019-20
Department 001-2110

**Revenues**

| Account | Revenue Account Title | FY2018-19 Budget | FY2019-20 Budget | $ Change in Budget - FY19 vs FY20 | Notable Changes |
|---|---|---|---|---|---|
| 4581 | FIRE INSPECTION FEES | $ 56,000 | **$ 65,000** | $ 9,000 | |
| 4582 | FIRE PERMIT FEES | 20,000 | **210,000** | 190,000 | Large development project review |
| 4583 | FIRE PLAN CHECK | 5,000 | **58,000** | 53,000 | Large development project review |
| 4584 | FIRE CODE FEES | 95,000 | **95,000** | - | |
| 4585 | FIRE REIMBURSEMENTS | 47,208 | **47,208** | - | |
| 4995 | OTHER REVENUE | 94,108 | **62,029** | (32,079) | Remove FY18-19 one-time grant from San Bruno Community Foundation for Emergency Shelter Supplies |
| **(A)** | **Total Revenues** | **$ 317,316** | **$ 537,237** | **$ 219,921** | |

**Expenditures**

| Account | Expenditure Account Title | FY2018-19 Budget | FY2019-20 Budget | $ Change in Budget - FY19 vs FY20 | Notable Changes |
|---|---|---|---|---|---|
| | **Salaries** | **$ 5,708,156** | **$ 5,882,935** | **$ 174,779** | Cost of living and step increases |
| | **Fringe Benefits** | **$ 3,185,339** | **$ 3,591,243** | **$ 405,904** | Health insurance and pension |
| | **Total Salaries & Benefits** | **$ 8,893,495** | **$ 9,474,178** | **$ 580,683** | |
| 6001 | OFFICE SUPPLIES | 2,200 | **2,200** | - | |
| 6101 | GAS AND OIL | 36,000 | **36,000** | - | |
| 6102 | OPERATING SUPPLIES | 86,314 | **86,314** | - | |
| 6112 | POSTAGE | 500 | **500** | - | |
| 6304 | MAINTENANCE | 60,000 | **60,000** | - | |
| 6309 | RADIO MAINTENANCE | 5,000 | **5,000** | - | |
| 6401 | PROFESSIONAL SERVICES | 18,505 | **17,400** | (1,105) | Remove 1-time RMS contract. Add annual Fire RMS system licensing fee ($12,400), and review Emergency Responder Radio Coverage Systems for new development ($5,000). |
| 6405 | TRAINING/MEETINGS/CONFERENCES | 35,000 | **35,000** | - | |
| 6406 | PROFESSIONAL DEVELOPMENT | 3,500 | **3,500** | - | |
| 6419 | OTHER SERVICES | 13,100 | **16,600** | 3,500 | Health screening and testing for the Firefighter Wellness Program |
| 6450 | COMMUNICATIONS | 33,131 | **33,131** | - | |
| 6531 | UTILILTIES | 47,559 | **47,559** | - | |
| 6601 | RENTAL & LEASES | 5,390 | **5,390** | - | |
| 6650 | TOOLS & EQPT. -$25K | 72,923 | **39,200** | (33,723) | Remove FY18-19 one-time purchase for Emergency Shelter Supplies |
| 6701 | DUES & MEMBERSHIPS | 1,550 | **1,550** | - | |
| 6702 | PUBS & SUBSCRIPTIONS | 1,500 | **1,500** | - | |
| | **Total Supplies & Materials** | **$ 422,172** | **$ 390,844** | **$ (31,328)** | |
| 7041 | COUNTY SVCE.CHARGES | 58,257 | **60,004** | 1,747 | CPI increase of County-wide Emergency Services |
| 7069 | INTERGOVERNMENTAL-OTHER | 158,750 | **163,312** | 4,562 | CPI increase of shared joint training services and administration program agreement between Millbrae, San Bruno, San Mateo and Central County Fire Agencies |
| 7901 | INTERNAL SERVICE ALLOCATIONS | 469,945 | **480,402** | 10,457 | |
| 7902 | INTERDEPARTMENTAL CHARGES | 931,249 | **1,058,153** | 126,904 | Cost allocation plan |
| | **Total Other Charges** | **$ 1,618,201** | **$ 1,761,871** | **$ 143,670** | |
| 9079 | TRANSFERS TO EQUIP. RESERVE | 130,187 | **130,187** | - | |
| | **Total Transfers** | **$ 130,187** | **$ 130,187** | **$ -** | |
| **(B)** | **Total Expenditures** | **$ 11,064,055** | **$ 11,757,080** | **$ 693,025** | |
| **(B) - (A)** | **General Fund Support** | **$ 10,746,739** | **$ 11,219,843** | **$ 473,104** | |

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# Public Works
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# Public Works Department

Administration & Engineering

Streets Maintenance

Water (see Enterprise Funds)

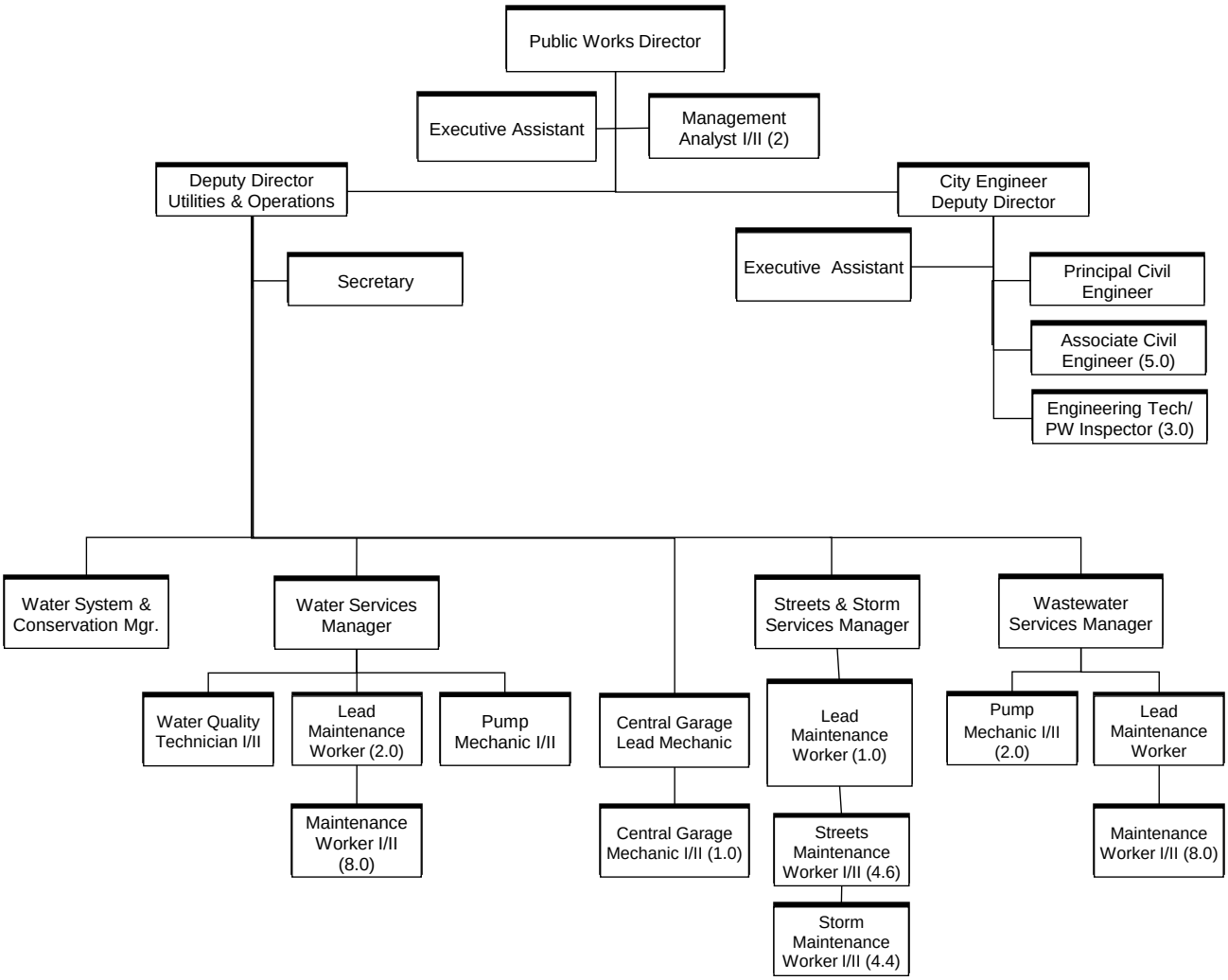
Wastewater (see Enterprise Funds)

Stormwater (see Enterprise Funds)

Central Garage (see Internal Service Funds)

Solid Waste (see Special Revenue Funds)

# Public Works



# Public Works Department

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

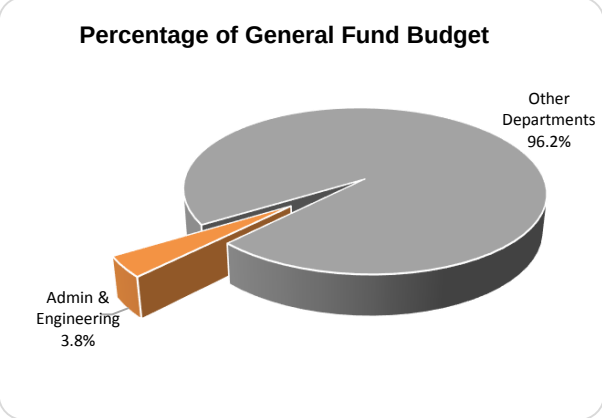
  Maintains compliance with AB 939 and SB106, mandating that the City work to meet waste reduction goals and assisting with the implementation of resident and business engagement efforts such as Operation Clean Sweep, the Green Business program, and others (see Special Revenue Funds page xx for more detail).

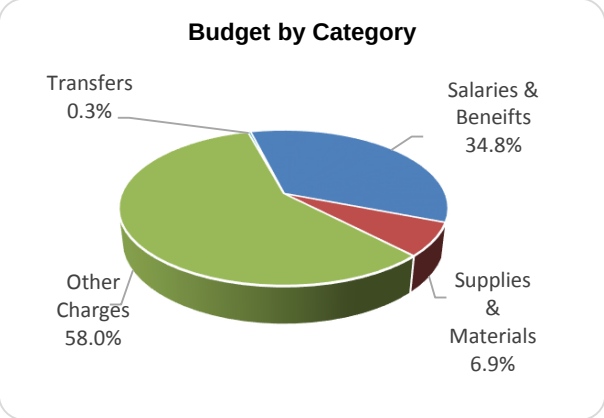
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# Administration & Engineering Budget Summary

| Funding Summary | FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Budget | FY 2019-20 Budget |
|---|---|---|---|---|
| General Fund | $ 849,791 | $ 382,161 | $ 478,920 | $ 498,812 |
| Department Revenues | 391,774 | 293,782 | 226,000 | 263,000 |
| Recovery from Other Funds: | | | | |
| Stormwater Fund | 18,624 | 19,179 | 20,106 | 23,401 |
| Wastewater Fund | 372,288 | 383,571 | 402,119 | 468,021 |
| Water Fund | 540,088 | 556,179 | 583,073 | 678,631 |
| **Total:** | **$ 2,172,565** | **$ 1,634,872** | **$ 1,710,218** | **$ 1,931,865** |

| Budgeted Expenditures | FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Budget | FY 2019-20 Budget |
|---|---|---|---|---|
| Salaries & Benefits | $ 518,279 | $ 633,876 | $ 639,445 | $ 671,470 |
| Supplies & Materials | 84,315 | 78,419 | 101,593 | 133,525 |
| Other Charges | 1,561,671 | 916,136 | 962,764 | 1,120,454 |
| Capital Outlays | 0 | 24 | 0 | 0 |
| Transfers | 8,300 | 6,416 | 6,416 | 6,416 |
| **Total:** | **$ 2,172,565** | **$ 1,634,872** | **$ 1,710,218** | **$ 1,931,865** |




| Performance and Workload Measures | FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Estimated | FY 2019-20 Target |
|---|---|---|---|---|
| Number of CIP construction projects completed | 9 | 8 | 11 | 19 |
| Number of encroachment permits processed | 384 | 311 | 372 | 375 |

## Goals and Accomplishments

**FY2018-19 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
  - Crestmoor and Lomita Pump Stations and Force Main Replacement Project
  - Crystal Springs Road Sewer Replacement Project

**FY2018-19 Accomplishments (Continued)**

- Completed Design/Study for the following Projects:
  - ♦ 2018 Street Rehabilitation Project
  - ♦ Advanced (Commercial) Water Meter Installation Project
  - ♦ Arbor Court Pressure Regulator Replacement Project
  - ♦ Avenues 1-3 Sewer and Water Replacement Project
  - ♦ Belle Air Parking Lot Improvement Project
  - ♦ City Hall Security Project
  - ♦ Crestmoor Canyon Soil Stability Study
  - ♦ Cunningham Tank (Tank 1) Replacement Project
  - ♦ Downtown Parking Lot Rehabilitation Project
  - ♦ El Camino Real and Angus Avenue Intersection Improvements Project
  - ♦ Green Infrastructure Plan
  - ♦ Lower San Bruno Avenues Medians
  - ♦ Navigable Slough Flood Management Study
  - ♦ Pine Box Culvert Fence Replacement Project
  - ♦ San Bruno/BART Fence and Gate Project
  - ♦ Street Sign Replacement Project
  - ♦ Transit Corridor Pedestrian Connection Improvement Project Along San Bruno Avenue from Green Avenue to Mills Avenue

- Completed Construction for the following:
  - ♦ Arbor Court Pressure Regulator Replacement Project
  - ♦ Belle Air Parking Lot Improvement Project
  - ♦ Bus Route Pedestrian Improvement Project
  - ♦ Downtown Parking Lot Rehabilitation Project
  - ♦ First Avenue Sewer Replacement Project
  - ♦ Lower San Bruno Avenue Medians Project
  - ♦ San Mateo Avenue Sewer and Water Replacement Project
  - ♦ Sidewalk Repair Project
  - ♦ Spyglass Pump Station and Force Main Replacement Project
  - ♦ Streetlight Pole Replacement Project
  - ♦ Trash Capture Device Installation Project

**FY2019-20 Goals and Objectives**

- Complete Design/Study for the following:
  - ♦ 2019 Slurry Seal Project
  - ♦ Avenues 2-1 Sewer and Water Replacement Project
  - ♦ Avenues 2-2 Sewer Replacement Project
  - ♦ Avenues 3-1 Sewer and Water Replacement Project
  - ♦ Commodore Park Well Replacement Project
  - ♦ Crestmoor Canyon Slope Stability Improvements Project
  - ♦ Crestwood Drive Sewer Replacement Project
  - ♦ Crestwood Pump Station and Force Main Replacement Project
  - ♦ Pressure Regulating Stations at Rollingwood, Oakmont, and Cunningham
  - ♦ Sidewalk Replacement Project
  - ♦ Sneath Lane and Lake Drive Pump Stations

**FY2019-20 Goals and Objectives (Continued)**

- Complete Design/Study for the following:
  - ♦ Spyglass Road Storm Drain Improvements Project
  - ♦ Sweeny Ridge Tank (Tank 7) Replacement Project

- Complete Construction for the following:
  - ♦ 2018 Street Rehabilitation Project
  - ♦ 2019 Slurry Seal Project
  - ♦ Advanced (Commercial) Water Meter Installation Project
  - ♦ Arbor Court Pressure Regulator Replacement Project
  - ♦ Avenues 1-1 and 1-2 Sewer and Water Replacement Project
  - ♦ Avenues 1-3 Sewer and Water Replacement Project
  - ♦ City Hall Security Project
  - ♦ Crystal Springs Road Sewer Replacement Project
  - ♦ Cunningham Tank 1 Replacement Project
  - ♦ El Camino Real and Angus Avenue Intersection Improvements Project
  - ♦ Florida Avenue Park Project
  - ♦ Pine Box Culvert Fence Replacement Project
  - ♦ San Bruno/BART Fence and Gate Project
  - ♦ Spyglass Pump Station and Force Main Replacement Project
  - ♦ Standby Emergency Generator Design for Whitman and Princeton Pump Stations
  - ♦ Street Sign Replacement Project
  - ♦ Streetlight Pole Replacement Project
  - ♦ Susan Drive Intersection Improvements Project
  - ♦ Trash Capture Device Installation Project

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**City of San Bruno**

**Department of Public Works - PW Admin Revenue & Expenditure**

Fiscal Year FY2019-20

Department 001-3010

**Revenues**

| Account | Revenue Account Title | FY2018-19 Budget | FY2019-20 Budget | $ Change in Budget - FY19 vs FY20 | Notable Changes |
|---|---|---|---|---|---|
| 4273 | TRANSPORTATION PERMIT | $ 3,000 | **$ 3,000** | $ - | |
| 4279 | STREET ENCROACH.PERM | 220,000 | **235,000** | 15,000 | |
| 4533 | SALE - PLANS/SPECS | 3,000 | **-** | (3,000) | |
| 4995 | OTHER REVENUE | - | **25,000** | 25,000 | |
| **(A)** | **Total Revenues** | **$ 226,000** | **$ 263,000** | **$ 37,000** | |

**Expenditures**

| Account | Expenditure Account Title | FY2018-19 Budget | FY2019-20 Budget | $ Change in Budget - FY19 vs FY20 | Notable Changes |
|---|---|---|---|---|---|
| | SALARIES | $ 788,993 | **$ 797,282** | $ 8,289 | Union MOU Cost of living adjustment |
| | ALLOCATION TO PROJECTS | (549,391) | **(549,391)** | - | Staff time billable to specific projects |
| | FRINGE BENEFITS | 399,843 | **423,579** | 23,736 | Medical and CalPers Benefits |
| | **Total Salaries & Benefits** | **$ 639,445** | **$ 671,470** | **$ 32,025** | |
| 6001 | OFFICE SUPPLIES | $ 4,000 | **$ 4,000** | $ - | |
| 6101 | GAS AND OIL | 2,000 | **3,000** | 1,000 | Increased cost of fuel |
| 6102 | OPERATING SUPPLIES | 1,450 | **3,000** | 1,550 | |
| 6112 | POSTAGE | 8,700 | **5,000** | (3,700) | |
| 6304 | MAINTENANCE | - | **1,100** | 1,100 | |
| 6401 | PROFESSIONAL SERVICES | 66,018 | **90,000** | 23,982 | Additional commercial business inspection, surveys, geotechnical engineering, traffic studies and as needed analyses |
| 6405 | TRAINING/MEETINGS/CONFERENCES | 3,875 | **3,875** | - | |
| 6406 | PROFESSIONAL DEVELOPMENT | 3,500 | **4,500** | 1,000 | |
| 6409 | SPECIAL PROJECTS | - | **-** | - | |
| 6450 | COMMUNICATIONS | 10,000 | **10,000** | - | |
| 6601 | RENTAL & LEASES | - | **7,000** | 7,000 | Moved from Equipment Reserve to Dept. |
| 6701 | DUES & MEMBERSHIPS | 2,000 | **2,000** | - | |
| 6702 | PUBS & SUBSCRIPTIONS | 50 | **50** | - | |
| 6703 | TRAVEL/VEHICLE USE | - | **-** | - | |
| | **Total Supplies & Materials** | **$ 101,593** | **$ 133,525** | **$ 31,932** | |
| 7069 | INTERGOVERNMENTAL-OTHER | $ 151,000 | **$ 191,000** | $ 40,000 | Control and Sea Level Rise Agency |
| 7901 | INTERNAL SERVICE ALLOCATIONS | 126,726 | **151,064** | 24,338 | Internal service department allocation |
| 7902 | INTERDEPARTMENTAL CHARGES | 685,038 | **778,390** | 93,352 | Cost Allocation Plan |
| | **Total Other Charges** | **$ 962,764** | **$ 1,120,454** | **$ 157,690** | |
| 8020 | CONSTRUCTION IN PROGRESS | $ - | **$ -** | $ - | |
| | **Total Capital Outlays** | **$ -** | **$ -** | **$ -** | |
| 9079 | TRANSFERS TO RESERVES | $ 6,416 | **$ 6,416** | $ - | |
| | **Total Transfers** | **$ 6,416** | **$ 6,416** | **$ -** | |
| | | | | - | |
| **(B)** | **Total Expenditures** | **$ 1,710,218** | **$ 1,931,865** | **$ 221,647** | |
| | | | | | |
| **(B) - (A)** | **General Fund Support** | **$ 1,484,218** | **$ 1,668,865** | **$ 184,647** | |

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# Public Works Department
## Streets Maintenance Division

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

## Overview

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

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

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

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

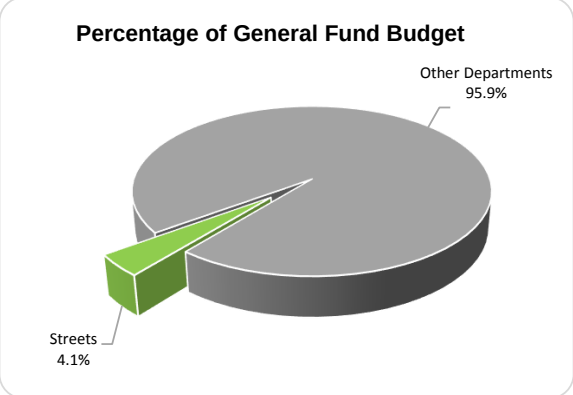
- **Regulatory Compliance**
  Respond to and repair roadway defects such as potholes, sinkholes, and separations that hinder safe vehicle travel. Proactively and reactively remove tripping hazards from sidewalks by replacing damaged areas of sidewalk or utilizing grinding methods. Replace damaged and/or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

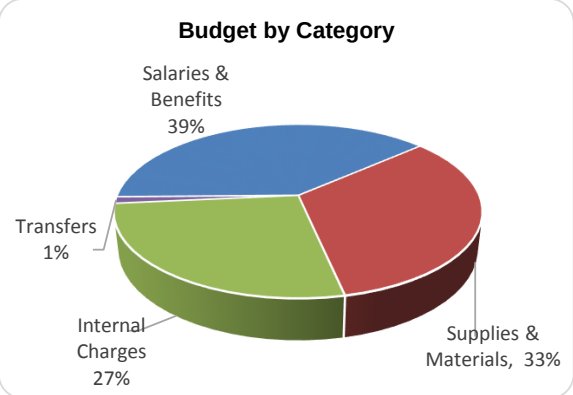
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## Streets Maintenance Budget Summary

| Funding Summary | FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Budget | FY 2019-20 Budget |
|---|---|---|---|---|
| General Fund | $ 917,528 | $ 735,691 | $ 1,122,663 | $ 1,193,106 |
| Grant Revenues: | | | | |
| C/CAG Vehicle Registration Fee | 82,623 | 85,512 | 82,000 | 90,000 |
| Caltrans Highway Grant | 16,500 | 17,092 | 18,700 | 18,700 |
| Gas Tax | 750,000 | 750,000 | 772,500 | 750,000 |
| Other Revenue | 2,244 | 2,843 | - | 2,100 |
| **Total:** | **$ 1,766,651** | **$ 1,588,295** | **$ 1,995,863** | **$ 2,051,806** |

| Budgeted Expenditures | FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Budget | FY 2019-20 Budget |
|---|---|---|---|---|
| Salaries & Benefits | $ 706,018 | $ 690,615 | $ 751,578 | $ 798,339 |
| Supplies & Materials | 614,234 | 425,594 | 733,905 | 678,605 |
| Internal Charges | 416,363 | 449,975 | 485,426 | 552,008 |
| Transfers | 32,280 | 24,954 | 24,954 | 24,954 |
| **Total:** | **$ 1,768,895** | **$ 1,591,138** | **$ 1,995,863** | **$ 2,053,906** |




| Performance and Workload Measures | FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Estimated | FY 2019-20 Target |
|---|---|---|---|---|
| Average Citywide Pavement Condition Rating (0-100) | 64 | 64 | 60 | 60 |
| Number of pothole repairs completed | 2,333 | 1,442 | 2,205 | 2,000 |
| Amount of asphalt used for non-Capital road repair (square feet) | 639 | 1,343 | 1,831 | 2,000 |
| Amount of red curb painting (lineal feet) | 5,330 | 13,877 | 4,708 | 4,000 |
| Amount of thermoplastic street markings installed (square feet) | 7,500 | 2,751 | 1,241 | 2,000 |
| Number of street light poles replaced | 13 | 65 | 44 | 50 |

## Goals and Accomplishments

**FY2018-19 Accomplishments**

- Completed equipment rehabilitation and upgrades to 6 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

**FY2018-19 Accomplishments (Continued)**

- Awarded a replacement and installation contract to bring the City's regulatory traffic signs into compliance with federal and state retro-reflectivity and condition standards
- Awarded a contract to replace and repair of the chain-link fence at the Pine Box storm drain area between 1st Avenue and 7th Avenue
- Replaced 113 signs, straightened 26 bent poles, straighten 41 signs, replaced 73 damaged poles, removed graffiti from 4 signs, installed new signs and poles and 19 locations and new signs at 16 locations
- Coordinated with contractor to repair 58 street light outages and the installation of 10 house shields in the Glenview neighborhood
- Completed removal of graffiti on sidewalks, street light poles, traffic controller boxes and miscellaneous items within City right-of-way
- Completed 24 traffic work orders consisting of thermoplastic installation, signage repair and installation, and red curb painting
- Installed Bike repair station at Bart for Community Development
- 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 Pavement Management Project
- Coordinated and procured SB1 funding to supplement the Pavement Management Program
- Completed training in Blood-borne Pathogens, Hazardous Materials (HAZMAT), Hearing Testing, Respiratory Fit, Harassment Prevention, CPR and First Aid, Backhoe/Loader/Forklift Operator, Confined Space/Fall Protection, Defensive Driver, Fire Extinguisher, and Utility Locator Training for employee safety training

**FY2019-20 Goals and Objectives**

- Continue traffic signal rehabilitation and replacement program with an additional 3 (of 18 total) signalized intersections
- Coordinate with Caltrans and Fire Department to install traffic signal priority control systems as part of the Traffic Signal Rehabilitation Capital Improvement Program (CIP) project
- Coordinate the replacement and repair of the chain-link fence at the Pine Box storm drain area between 1st Avenue and 7th Avenue
- Manage the sign replacement program to replace and upgrade all of the Stops signs, other regulatory signs, and street name signs. This project is estimated to be completed over the next 4 years, and follows the recommendations of a sign audit in order to bring City signs in compliance with state and federal standards
- 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
- Complete Pavement Management Project
- Coordinate and procure SB1 funding to supplement the Pavement Management Program
- Assess the purchase of an Asphalt Hot Mix trailer or truck to improve pothole and asphalt repairs

**City of San Bruno**

**Department of Public Works - Streets Revenue & Expenditure**

Fiscal Year FY2019-20

Department 001-4110

**Revenues**

| Account | Revenue Account Title | FY2018-19 Budget | FY2019-20 Budget | $ Change in Budget - FY19 vs FY20 | Notable Changes |
|---|---|---|---|---|---|
| 4545 | STREET MAINT. COSTS REIMBURSEMENTS | $ 18,700 | **$ 18,700** | $ - | |
| 4993 | REIMBURSEMENTS | 82,000 | **90,000** | 8,000 | |
| 4995 | OTHER REVENUE | - | **2,100** | 2,100 | |
| 4999 | NON-OPERATING TRANSFERS | 772,500 | **750,000** | (22,500) | Transfer from Gas Tax |
| **(A)** | **Total Revenues** | **$ 873,200** | **$ 860,800** | **$ (12,400)** | |

**Expenditures**

| Account | Expenditure Account Title | FY2018-19 Budget | FY2019-20 Budget | $ Change in Budget - FY19 vs FY20 | Notable Changes |
|---|---|---|---|---|---|
| | SALARIES | $ 481,568 | **$ 496,713** | $ 15,145 | Union MOU cost of living adj and Enhancement Day in the Park added |
| | FRINGE BENEFITS | 270,010 | **301,626** | 31,616 | Medical and CalPERS Benefits |
| | **Total Salaries & Benefits** | **$ 751,578** | **$ 798,339** | **$ 46,761** | |
| 6001 | OFFICE SUPPLIES | $ 500 | **$ 500** | $ - | |
| 6101 | GAS AND OIL | 21,000 | **23,000** | 2,000 | Increased cost of fuel |
| 6102 | OPERATING SUPPLIES | 75,000 | **75,000** | - | |
| 6203 | STREET LIGHT AND TRAFFIC SIGNALS | 356,900 | **334,400** | (22,500) | Expected reduction in supplies and equip. |
| 6401 | PROFESSIONAL SERVICES | - | **-** | - | |
| 6403 | PERSONNEL SERVICES | 20,000 | **20,000** | - | |
| 6405 | TRAINING/MEETINGS/CONFERENCES | 6,000 | **6,000** | - | |
| 6406 | PROFESSIONAL DEVELOPMENT | 250 | **250** | - | |
| 6409 | SPECIAL PROJECTS | - | **-** | - | |
| 6411 | CONTRACTUAL SERVICES | 67,000 | **32,000** | (35,000) | FY2018-19 One-Time Enhancement removed |
| 6419 | OTHER SERVICES | 10,000 | **10,000** | - | |
| 6450 | COMMUNICATIONS | 4,640 | **4,640** | - | |
| 6531 | UTILITIES | 168,815 | **168,815** | - | |
| 6601 | RENTAL & LEASES | 2,000 | **2,000** | - | |
| 6701 | DUES & MEMBERSHIPS | 1,800 | **2,000** | 200 | |
| 6702 | PUBS & SUBSCRIPTIONS | - | **-** | - | |
| | **Total Supplies & Materials** | **$ 733,905** | **$ 678,605** | **$ (55,300)** | |
| 7901 | INTERNAL SERVICE ALLOCATIONS | $ 336,798 | **$ 383,126** | $ 46,328 | Internal service department support |
| 7902 | INTERDEPARTMENTAL CHARGES | 148,628 | **168,882** | 20,254 | Cost Allocation Plan |
| | **Total Other Charges** | **$ 485,426** | **$ 552,008** | **$ 66,582** | |
| 9079 | TRANSFERS TO RESERVES | $ 24,954 | **$ 24,954** | $ - | |
| | **Total Transfers** | **$ 24,954** | **$ 24,954** | **$ -** | |
| **(B)** | **Total Expenditures** | **$ 1,995,863** | **$ 2,053,906** | **$ 58,043** | |
| **(A) - (B)** | **General Fund Support** | **$ (1,122,663)** | **$ (1,193,106)** | **$ (70,443)** | |

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# Community and Economic Development
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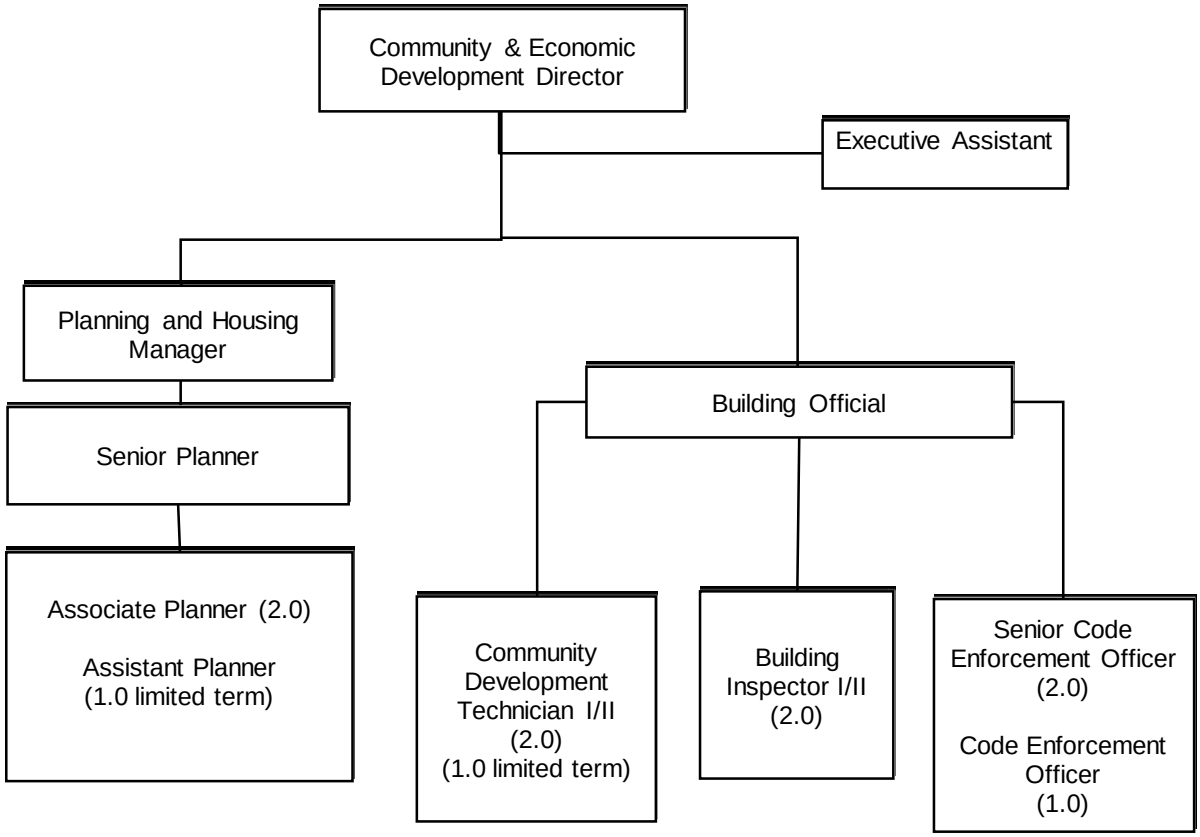
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# Community and Economic Development Department

Planning Division

Building Inspection & Code Enforcement Division

# Community and Economic Development



# Community and Economic Development

*The City of San Bruno Community and Economic 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 economic development, 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 and other community interactions. 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.

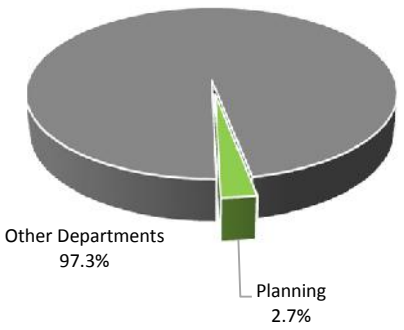
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# Planning Division Budget Summary

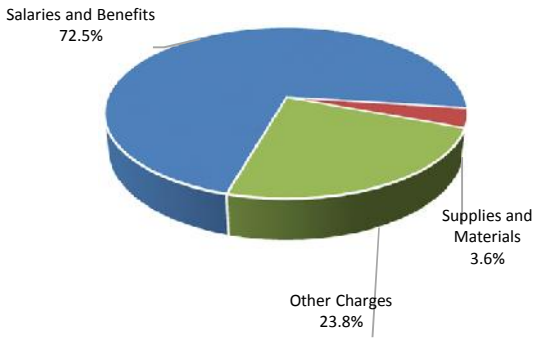
| Funding Summary | FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Budget | FY 2019-20 Budget |
|---|---|---|---|---|
| General Fund | $ 1,116,767 | $ 1,038,682 | $ 1,290,671 | $ 1,168,067 |
| Department Revenues | 133,805 | 185,661 | 272,575 | 180,000 |
| Special Revenue Fund Revenues: | | | | |
| BMR Housing in-Lieu [1] | 37,500 | 33,100 | 39,500 | 39,850 |
| Document Imaging [2] | 16,930 | 6,250 | 12,000 | 12,000 |
| General Plan Maintenance [2] | - | - | 12,500 | 17,500 |
| **Total:** | **$ 1,305,002** | **$ 1,263,694** | **$ 1,627,246** | **$ 1,417,417** |

| Budgeted Expenditures | FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Budget | FY 2019-20 Budget |
|---|---|---|---|---|
| Salaries and Benefits | $ 879,826 | $ 772,122 | $ 1,104,639 | $ 977,567 |
| Supplies and Materials | 124,665 | 179,862 | 176,092 | 49,050 |
| Other Charges | 246,080 | 272,359 | 282,515 | 321,450 |
| **General Fund Sub-Total:** | **$ 1,250,572** | **$ 1,224,344** | **$ 1,563,246** | **$ 1,348,067** |
| Special Revenue Fund Expenditures [1, 2] | $ 54,430 | $ 39,350 | $ 64,000 | $ 69,350 |
| **Total:** | **$ 1,305,002** | **$ 1,263,694** | **$ 1,627,246** | **$ 1,417,417** |

**Percentage of General Fund Budget**




**Budget by Category**




| Performance and Workload Measures | FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Estimated | FY 2019-20 Target |
|---|---|---|---|---|
| Number of residential permits processed | 36 | 17 | 21 | 22 |
| Number of second units processed | 8 | 22 | 21 | 20 |
| Number of commercial permits processed | 44 | 28 | 35 | 35 |
| Number of sign permits processed | 21 | 31 | 47 | 45 |
| Number of home occupation permits processed | 48 | 68 | 57 | 55 |
| Number of public engagement activities | 33 | 62 | 35 | 35 |
| Number of economic development activities | 42 | 42 | 55 | 60 |

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

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

## Goals and Accomplishments

**FY2018-19 Accomplishments**

- Completed the Downtown Parking Management Plan which provided a comprehensive plan for parking in the downtown. The plan includes the analysis of the existing parking supply and usage, future parking demand projections, recommended parking management strategies, and the analysis of potential options for future new parking supply
- Made progress in completing the Bayhill Specific Plan and associated EIR that will provide a cohesive, long-term, community driven vision for this key commercial district that is home to the largest office park in San Bruno, including the headquarters of YouTube
- Made progress in completing a Draft Zoning Code Update including a City Council meeting to review and provide input on the proposed revised Transit Corridors Plan parking requirements
- Initiated the San Mateo Avenue Streetscape Plan that will proivde a complete street and public spaces design plan for San Mateo Avenue. Completion of the community engagement process and the draft plan for review by the community
- Completed construction of several major development projects, including 406-418 San Mateo Avenue; 841 San Bruno Avenue West; and 1250 Grundy Lane
- Completed planning plan check reviews of building permits for key major projects including the 70-unit Skyline College residential development and major tenant improvements at 1100 Grundy Lane and Target
- Completed planning application entitlement process for two large projects: 1) 500 Sylvan Avenue, a 3-story multi-family rental project with nine units and 2) 111 San Bruno Avenue consisting of 62 multi-family dwelling units (11 affordable to moderate and low income households) and 7,600 sq. ft. of ground floor commercial uses, across from the Caltrain Station
- Made progress in completion of the planning application entitlement process for the following projects that will provide new housing, jobs and commercial opportunities for the community:

  - Mills Park, a 5-story mixed-use development with 425 multi-family rental units, an approximately 41,600 square foot grocery store, and 4,000 sq. ft. of ground floor commercial uses

  - YouTube Phase I project in the Bayhill Business Park consisting of two office buildings consisting of 440,000 square feet

  - Other development projects including a 24 unit residential project at 271 El Camino Real; a 29 unit residential development at Glenview Drive; and a 34-room hotel at 160 El Camino Real
- Assisted in the development of schematic plans and the environmental clearance and site assessment process for the San Bruno Recreation and Aquatic Center
- Worked with major property and business owners and the Chamber of Commerce to develop opportunities to serve the business community and maintain a positive business climate in the City
- Made progress in implementing the Walk ‘n Bike Plan, including installation of bicycle repairt 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 shopping center consistent with the City’s vision for this commercial property
- Provided technical support to the Finance Department for preparation and adoption of a Development Impact Fee

**FY2019-20 Goals and Objectives**

- Complete and adopt the Bayhill Specific Plan and certify the associated EIR that will provide a cohesive, long-term, community driven vision for this key commercial district that is home to the largest office park in San Bruno, including the headquarters of YouTube
- Complete and adopt the Zoning Code Update to provide clear development standards within the long-range plans including the General Plan and Transit Corridors Plan, and to ensure consistency with State Laws
- Complete and adopt the Muncipal Code amendments and associated Guidelines to regulate small wireless facilities

- Complete and adopt the Streetscape Plan to enhance the Downtown as the commercial center of the City
- Complete planning plan check reviews of building permits for key major projects including YouTube Phase I, 500 Sylvan Avenue, the City Recreation and Aquatic Center, and 111 San Bruno Avenue
- Complete planning application entitlement process for key major projects that provide for additional housing, jobs and retail growth and improve the overall quality of the community including YouTube Phase I, Mills Park, and the City Recreation and Aquatic Center
- Develop and implement a more robust economic development program and continue to work with major property and business owners and the Chamber of Commerce to develop opportunities to serve the business community and maintain a positive business climate in the City
- Continue implementation of the General Plan and Transit Corridors Plan to facilitate development projects to support revitalization of the downtown and commercial corridors and provide positive fiscal benefits to the City
- 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 developing an affordable housing program to utilize the City's affordable housing impact fee fund, and amending the Municipal Code to restore on-site affordable housing requirements for rental housing projects
- Complete and implement the results from the formal fee study of planning applications and building permit review activities to update the master fee schedule

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**City of San Bruno**
**Department of Community & Economic Development - Planning Revenue & Expenditure**
Fiscal Year FY2019-20
Department 001-3310

**Revenues**

| Account | Revenue Account Title | FY2018-19 Budget | FY2019-20 Budget | $ Change in Budget - FY19 vs FY20 | Notable Changes |
|---|---|---|---|---|---|
| 4511 | ZONE,VARIANCE,USE PERMIT | $ 60,000 | **$ 50,000** | $ (10,000) | |
| 4512 | ARCHITECTURAL REVIEW | 10,000 | **5,000** | (5,000) | |
| 4519 | PLANNING COST REIMBURSE | 200,000 | **125,000** | (75,000) | Reduced activity compared to FY2018-19 |
| 4546 | PARKING EXCEPT.FEE | 2,575 | **-** | (2,575) | |
| **(A)** | **Total Revenues** | **$ 272,575** | **$ 180,000** | **$ (92,575)** | |

**Expenditures**

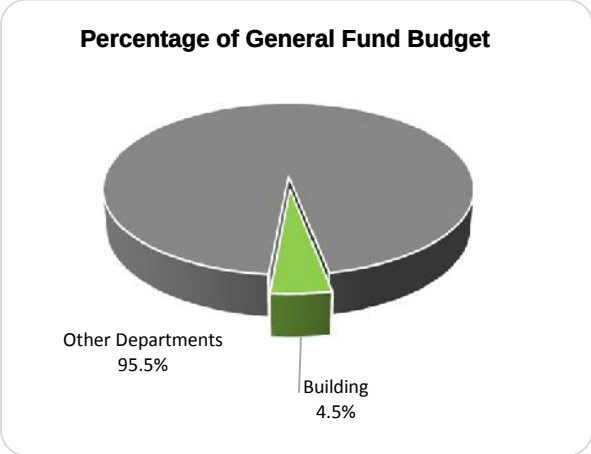
| Account | Expenditure Account Title | FY2018-19 Budget | FY2019-20 Budget | $ Change in Budget - FY19 vs FY20 | Notable Changes |
|---|---|---|---|---|---|
| | **Salaries** | **$ 731,727** | **$ 607,443** | **$ (124,284)** | Remove FY18-19 Enhancement 1 FTE Limited-Term Associate Planner position |
| | **Fringe Benefits** | **$ 372,912** | **$ 370,124** | **$ (2,788)** | |
| | **Total Salaries & Benefits** | **$ 1,104,639** | **$ 977,567** | **$ (127,072)** | |
| 6001 | OFFICE SUPPLIES | 2,000 | **2,000** | - | |
| 6112 | POSTAGE | 4,000 | **4,000** | - | |
| 6141 | PRINTING, COPYING & BINDING | 5,000 | **4,000** | (1,000) | |
| 6401 | PROFESSIONAL SERVICES | 135,000 | **10,000** | (125,000) | Remove FY18-19 budget amendment WRT SMA Streetscape Plan |
| 6405 | TRAINING/MEETINGS/CONFERENCES | 8,000 | **8,000** | - | |
| 6406 | PROFESSIONAL DEVELOPMENT | 3,500 | **3,000** | (500) | |
| 6450 | COMMUNICATIONS | 3,542 | **3,000** | (542) | |
| 6501 | PUBLIC NOTICES | 8,000 | **8,000** | - | |
| 6601 | RENTAL & LEASES | 3,600 | **3,600** | - | |
| 6701 | DUES & MEMBERSHIPS | 3,150 | **3,150** | - | |
| 6702 | PUBS & SUBSCRIPTIONS | 300 | **300** | - | |
| | **Total Supplies & Materials** | **$ 176,092** | **$ 49,050** | **$ (127,042)** | |
| 7901 | INTERNAL SERVICE ALLOCATIONS | 71,031 | **81,146** | $10,115 | |
| 7902 | INTERDEPARTMENTAL CHARGES | 211,484 | **240,304** | $28,820 | |
| | **Total Other Charges** | **$ 282,515** | **$ 321,450** | **$ 38,935** | |
| **(B)** | **Total Expenditures** | **$ 1,563,246** | **$ 1,348,067** | **$ (215,179)** | |
| **(B) - (A)** | **General Fund Support** | **$ 1,290,671** | **$ 1,168,067** | **$ (122,604)** | |

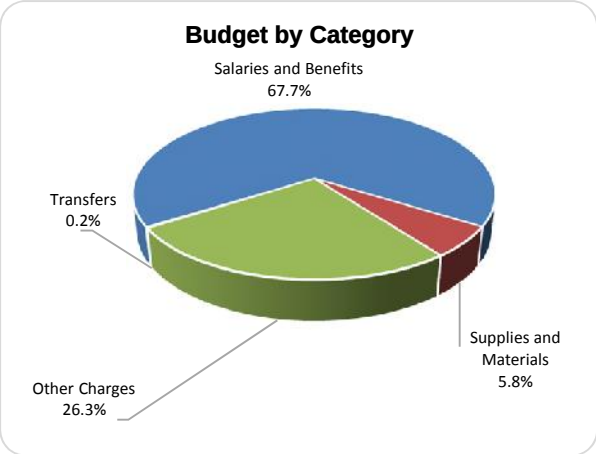
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# Building Division Budget Summary

| Funding Summary | FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Budget | FY 2019-20 Budget |
|---|---|---|---|---|
| General Fund | $ 530,588 | $ 754,205 | $ 9,994 | $ - |
| Department Revenues | 1,416,724 | 1,464,124 | 2,160,000 | 3,744,629 |
| **Total:** | **$ 1,947,313** | **$ 2,218,329** | **$ 2,169,994** | **$ 3,744,629** |

| Budgeted Expenditures | FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Budget | FY 2019-20 Budget |
|---|---|---|---|---|
| Salaries and Benefits | $ 1,091,561 | $ 1,088,956 | $ 1,397,119 | $ 1,546,084 |
| Supplies and Materials | 407,634 | 608,250 | 258,440 | 133,160 |
| Other Charges | 441,758 | 481,205 | 509,518 | 599,644 |
| Transfers | 6,360 | 39,917 | 4,917 | 4,917 |
| **Total:** | **$ 1,947,313** | **$ 2,218,329** | **$ 2,169,994** | **$ 2,283,805** |




| Performance and Workload Measures | FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Estimated | FY 2019-20 Target |
|---|---|---|---|---|
| Number of residential building permits issued | 1,123 | 1,330 | 1,008 | 1,000 |
| Number of commercial building permits i | 199 | 139 | 90 | 100 |
| Number of building inspections performed | 7,727 | 8,592 | 7,370 | 8,000 |
| Percent of inspections offered - next day | 98% | 95% | 95% | 95% |
| Number of code enforcement cases - Opened | 483 | 306 | 332 | 332 |
| Number of code enforcement cases - Closed | 195 | 291 | 302 | 312 |

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## Goals and Accomplishments

**FY2018-19 Accomplishments**

- Deployed digital hand held devices with upgraded land management tracking software and GIS mapping systems to building inspectors and code enforcement officers for field inspections to provide enhanced building inspection services and immediate reviews and results associated with real time code enforcement issues
- Deployed online permitting capability for routine applications not requiring multi-departmental plan check reviews (e.g., water heater replacements; reroofs; sewer lateral repairs; small residential solar photovoltaic systems; and small electric vehicle charging stations (EVCS)
- Added one FTE Code Enforcement Officer position to expand our proactive code enforcement efforts in revitalizing existing neighborhoods. Deployed collaborative enforcement approaches to engage the public in participation of maintaining uniform property maintenance with the shared benefit of improved neighborhood property values. Maximized outreach and presence in the downtown retail core to remove negative visual and access barriers to the shopping and dining experience via strategically distribution of code enforcement officers to provide daily compliance inspections
- Provided technical support to the Finance Department for preparation and adoption of a Development Impact Fee
- Continued training of staff for state mandated certifications, including Certified Accessibility Specialists (CASp)
- Finalized inspections and issued Temporary Certificates of Occupancy for major projects, including 406-418 San Mateo Avenue; 841 San Bruno Avenue West; and 1250 Grundy Lane
- Completed plan reviews for building permits for key major projects including the 70-unit Skyline College residential development and issued building permits for major tenant improvements at 1100 Grundy Lane and Target
- Performed preliminary design document plan reviews for major development projects including; YouTube Phase I Expansion Plan in the Bayhill Business Park consisting of two office buildings at 440,000 Sq. ft. with three story subterranean parking; Mills Park Project with 425 multi-family rental units, an approximately 41,600 square foot grocery store, and 4,000 sq. ft. of ground floor commercial uses. ; The San Bruno Recreation and Aquatic Center ; and 111 San Bruno Avenue consisting of 62 multi-family dwelling units and 7,600 sq. ft. of ground floor commercial uses
- Adopted a floodplain management ordinance in accordance to FEMA standards to protect affected properties identified within the flood hazard zone in San Bruno

**FY2019-20 Goals and Objectives**

- Complete research and development of electronic plan review technology, and submit for approval and implementation an interactive multi-departmental platform for sharing and conducting digital (paperless) plan reviews by all internal departments
- Expand current on-line building permitting opportunities to include homeowners for obtaining building permits for miscellaneous single task building permits such as water heater replacements, reroofing of single family dwelling units and enhancement of the current system capabilities to include on- line submittals of small room additions and kitchen and bathroom alterations
- Complete and implement the results from the formal fee study of building permits, inspection services, and code enforcement activities to update the master fee schedule
- Present and adopt the 2019 Building Codes and energy efficiency standards. Provide code update training to staff
- Develop and design a reorganization of the Community Development Customer Service Counter to include DIY services and enhancement to the current delivery of services to the public
- Provide inspection services for the construction of the Skyline College residential development, YouTube Phase I, tenant improvements at 1100 Grundy Lane, and the mixed use project at 111 San Bruno Avenue
- Collaborate with internal departments to implement an "on site" inspection service approach to effectively manage several large construction projects concurrently

- Complete planning application reviews and building permit submittal reviews for major development projects including: 500 Sylvan Avenue. YouTube Phase I, Mills Park, and the San Bruno Recreation and Aquatics Center
- Implement the newly adopted floodplain management ordinance in accordance to FEMA standards to protect affected properties identified within the flood hazard zone in San Bruno
- Continue to implemet collaborative enforcement approaches to engage the public in participation of maintaining uniform property maintenance with the shared benefit of improved neighborhood property values. Maximize outreach and presence in the downtown retail core to remove negative visual and access barriers to the shopping and dining experience via strategically distribution of code enforcement officers to provide daily compliance inspections

**City of San Bruno**
**Department of Community & Economic Development - Building Revenue & Expenditure**
Fiscal Year FY2019-20
Department 001-3320

**Revenues**

| Account | Revenue Account Title | FY2018-19 Budget | FY2019-20 Budget | $ Change in Budget - FY19 vs FY20 | Notable Changes |
|---|---|---|---|---|---|
| 4261 | BLDG.PERMITS-VALUE | $ 800,000 | **$ 2,085,720** | $ 1,285,720 | Permit issuances for major development projects |
| 4262 | PLUMBING PERMITS | 105,000 | **213,010** | 108,010 | Permit issuances for major development projects |
| 4263 | MECHANICAL PERMITS | 50,000 | **161,192** | 111,192 | Permit issuances for major development projects |
| 4264 | ELECTRICAL PERMITS | 85,000 | **194,192** | 109,192 | Permit issuances for major development projects |
| 4266 | PLAN CHECK FEES | 1,000,000 | **963,215** | (36,785) | |
| 4267 | SMIP 5% WITHHOLDING FEE | 200 | **200** | - | |
| 4268 | PLAN CHECK OTC | 30,000 | **30,000** | - | |
| 4270 | GREEN BUILDING FEE | 200 | **300** | 100 | |
| 4272 | DEMOLITION PERMIT | 3,000 | **6,000** | 3,000 | |
| 4503 | CODE ENFORCEMENT FINES | 32,000 | **32,000** | - | |
| 4509 | FEE FOR EXIST.2ND RES.UNITS | 18,500 | **22,200** | 3,700 | |
| 4510 | CONST/DEMOL.ADMIN FEE | 9,000 | **13,000** | 4,000 | |
| 4516 | SIGN PERMITS | 6,500 | **11,000** | 4,500 | |
| 4518 | BLDG.ADMIN.FEE | 400 | **400** | - | |
| 4684 | BLDG.CODE VIOL. FINES | 9,000 | **1,000** | (8,000) | |
| 4995 | OTHER REVENUE | 11,200 | **11,200** | - | |
| **(A)** | **Total Revenues** | **$ 2,160,000** | **$ 3,744,629** | **$ 1,584,629** | |

**Expenditures**

| Account | Expenditure Account Title | FY2018-19 Budget | FY2019-20 Budget | $ Change in Budget - FY19 vs FY20 | Notable Changes |
|---|---|---|---|---|---|
| | **Salaries** | **$ 905,326** | **$ 985,422** | **$ 80,096** | Include FY19-20 ongoing enhancements: two FTE two-year limited term positions |
| | **Fringe Benefits** | **$ 491,793** | **$ 560,662** | **$ 68,869** | Medical and pension cost increases |
| | **Total Salaries & Benefits** | **$ 1,397,119** | **$ 1,546,084** | **$ 148,965** | |
| 6001 | OFFICE SUPPLIES | 2,000 | **2,000** | - | |
| 6101 | GAS AND OIL | 3,000 | **3,000** | - | |
| 6102 | OPERATING SUPPLIES | 1,000 | **1,000** | - | |
| 6112 | POSTAGE | 1,500 | **1,500** | - | |
| 6141 | PRINTING, COPYING & BINDING | 7,000 | **6,100** | (900) | |
| 6401 | PROFESSIONAL SERVICES | 214,700 | **89,820** | (124,880) | Remove FY18-19 enhancements Contract Counter Technician ($135,200) and Contract Plans Examiner (37,000). Include FY19-20 ongoing enhancement The In-House Contract Plans Examiner ($47,320). |
| 6405 | TRAINING/MEETINGS/CONFERENCES | 12,100 | **12,100** | - | |
| 6406 | PROFESSIONAL DEVELOPMENT | 1,500 | **2,000** | 500 | |
| 6419 | OTHER SERVICES | 5,800 | **5,800** | - | |
| 6450 | COMMUNICATIONS | 6,000 | **6,000** | - | |
| 6501 | PUBLIC NOTICES | 100 | **100** | - | |
| 6650 | TOOLS & EQPT. -$25K | 500 | **500** | - | |
| 6701 | DUES & MEMBERSHIPS | 2,440 | **2,440** | - | |
| 6702 | PUBS & SUBSCRIPTIONS | 800 | **800** | - | |
| | **Total Supplies & Materials** | **$ 258,440** | **$ 133,160** | **$ (125,280)** | |
| 7901 | INTERNAL SERVICE ALLOCATIONS | 92,986 | **126,350** | 33,364 | Internal service department support |
| 7902 | INTERDEPARTMENTAL CHARGES | 416,532 | **473,294** | 56,762 | Cost Allocation Plan |
| | **Total Other Charges** | **$ 509,518** | **$ 599,644** | **$ 90,126** | |
| 9079 | TRANSFERS TO EQUIP. RESERVE | 4,917 | **4,917** | - | |
| | **Total Transfers** | **$ 4,917** | **$ 4,917** | **$ -** | |
| **(B)** | **Total Expenditures** | **$ 2,169,994** | **$ 2,283,805** | **$ 113,811** | |
| **(B) - (A)** | **General Fund Support** | **$ 9,994** | **$ (1,460,824)** | **$ (1,470,818)** | |

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# Community Services

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# Community Services Department

Administration & Recreation Services

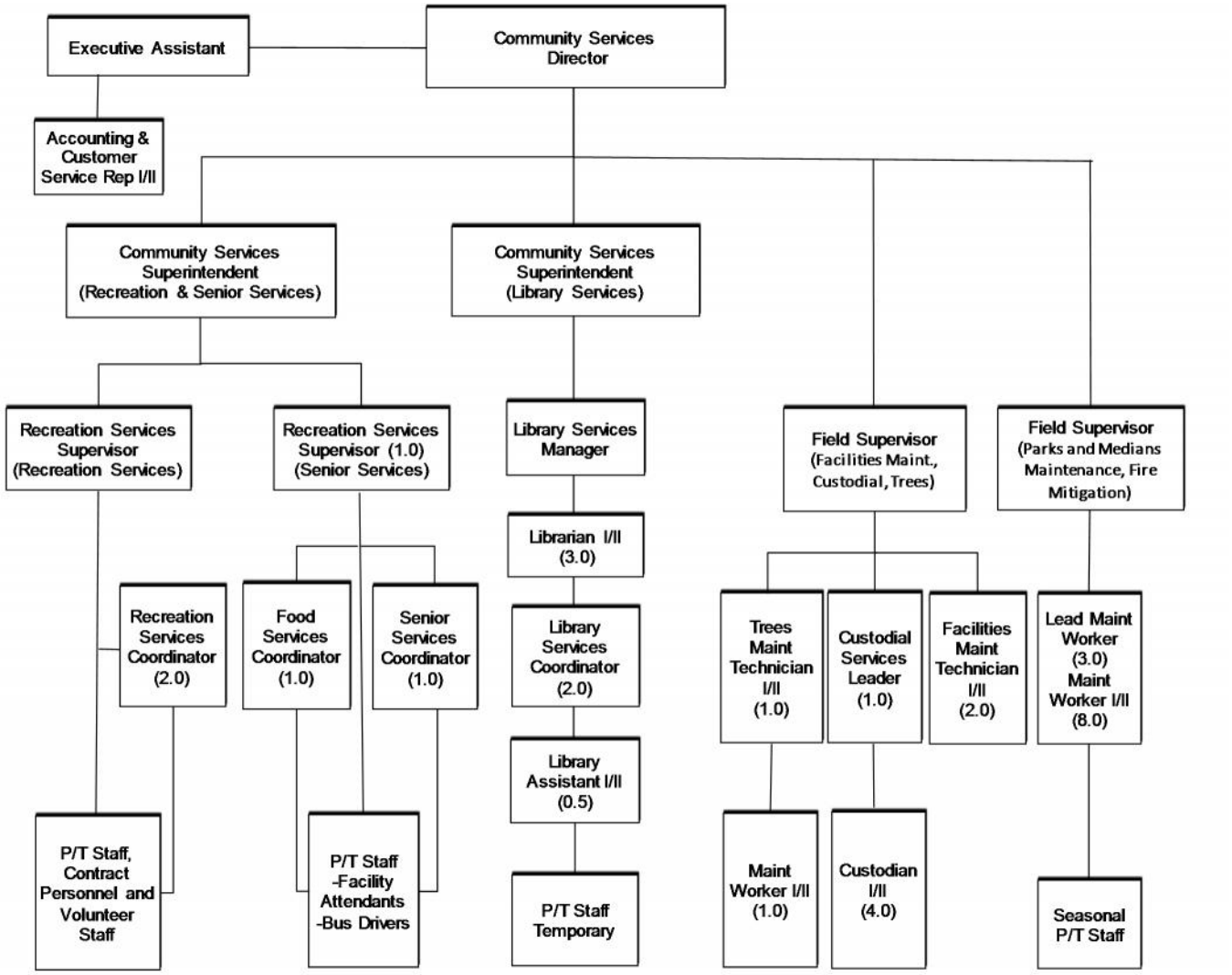
Parks Maintenance

Senior Services

Library Services

Building and Facilities (see Internal Service Fund)

# 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, medians, 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 seasonal 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, Goblin Grotto, and Holiday Tree Lighting to name a few.

- **Parks and Trees Maintenance** – Provides maintenance at all City parks, recreational areas, City facilities, and school sites covering 97 acres, with design and construction of an additional park underway at Florida Avenue. Responsible for care and cultivation of landscaping of 9 baseball and softball fields, 6 soccer fields, 2 football fields, and the Dog Park at Commodore Park. The Division maintains approximately 7.3 miles of street medians, approximately 7,250 trees, and 128 acres of open space and works in collaboration with the Fire Department for fire mitigation. The Division supports the City's Beautification Task Force in its delivery of community volunteer projects.

- **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 Center, and a nutrition and transportation grant provided by the non-profit Nutrition Site Council.

- **San Bruno Public Library** - Provides San Bruno residents and visitors to the community lifelong-learning and literacy materials and resources such as instruction, support, and access to internet computers and Wi-Fi to help them achieve personal growth goals. Offers an array of educational and personal enrichment services including story times, a homework center, summer reading program, and ESL classes as well as special programs and events throughout the year. Provides access to online services such as eBooks, eMagazines, research databases, streaming video, Tutor.com, and museum passes. Through membership in the Peninsula Library System, the San Bruno Public Library offers residents borrowing privileges 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.

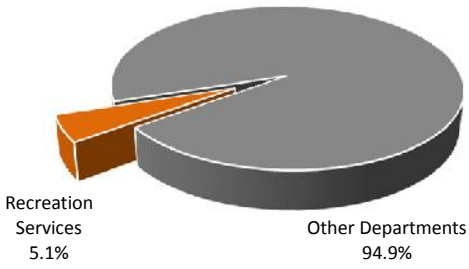
- **Buildings and Facilities** – Provide facility maintenance and management for 17 City facilities. This includes routine custodial services, maintenance and repair of building systems, fixtures and equipment, and manages contracts and vendor relationships necessary to ensure the City's buildings are maintained to efficiently and safely serve the community and City workforce (See Internal Service Funds page xx). Provide management and supervision of all construction projects such as HVAC upgrades, roof replacements, and facility improvements and renovations. Oversee the implementation of the ADA Transition Plan to incorporate the upgrades for year 1.

# Administration & Recreation Services Budget Summary

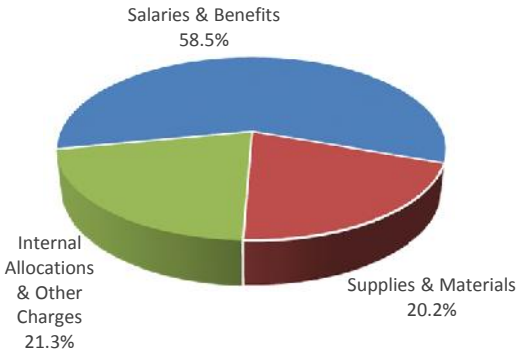
| Funding Summary | FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Budget | FY 2019-20 Budget |
|---|---|---|---|---|
| General Fund | $ 462,930 | $ 725,784 | $ 531,869 | $ 831,552 |
| Department Revenues | 1,658,585 | 1,640,919 | 1,808,000 | 1,735,000 |
| **Total:** | **$ 2,121,515** | **$ 2,366,703** | **$ 2,339,869** | **$ 2,566,552** |

| Budgeted Expenditures | FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Budget | FY 2019-20 Budget |
|---|---|---|---|---|
| Salaries & Benefits | $ 1,282,498 | $ 1,399,562 | $ 1,397,042 | $ 1,500,890 |
| Supplies & Materials | 463,116 | 501,267 | 456,856 | 518,361 |
| Internal Allocations & Other Charges | 375,901 | 465,874 | 485,971 | 547,301 |
| **Total:** | **$ 2,121,515** | **$ 2,366,703** | **$ 2,339,869** | **$ 2,566,552** |

**Percentage of General Fund Budget**




**Budget by Category**




| Performance and Workload Measures | FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Estimated | FY 2019-20 Target |
|---|---|---|---|---|
| Number of participants in afterschool programs | 530 | 465 | 451 | 451 |
| Number of special events offered | 26 | 28 | 28 | 28 |
| Number of participants in summer camp | 2,748 | 2,091 | 2,136 | 2,200 |

## Goals and Accomplishments

**FY2018-19 Accomplishments**

- Increased participation in programs such as open gym, special events, and holiday camps. Added new enrichment programs including 3D printing, foreign language, and cooking.
- Expanded the elementary flag football program by including City of Millbrae teams into the league to foster a beneficial program to the participants.
- Installed a monitor and computer in the lobby of the front office to provide ongoing promotion and advertisement of current recreation programs and services.
- Designed and created service anniversary pins to celebrate the longevity of the part time staff with the Community Services Department to increase staff morale.
- Worked in conjunction with the Parks Division to complete construction of the Earl/Glenview Park to provide neighborhood spaces for recreational activities and build neighborhood connections.

**FY2018-19 Accomplishments (Continued)**

- Expanded After School Adventures programs to two school sites to accommodate additional student participation due to closure of El Crystal School. Implemented ASA program at Allen School with an attendance of approximately 20 students.
- Updated the After School Adventures and Summer Day Camp staff manuals to increase safety awareness and identify industry standards and recreation trends.
- Continued to work with the internal steering committee, advisory committee, Group 4 Architects, and held technical meetings with staff to contribute to the design of the new Recreation and Aquatics facility.
- Implemented part time employee scheduling software for efficiencies in monitoring staffing hours and availability.
- Implemented and refined new registration and reservation system to fit the needs of the community and increased the number of online registration users.
- Offered the 6th Annual Community Day in the Park and increased participation in the children's area to include activities with youth based community groups, contract camps, and class instructors.
- Staff was able to alleviate an active waitlist for ASA and ASES programs of approximately 70 children at Parkside, John Muir, and Portola Schools.

**2019-20 Goals and Objectives**

- Introduce new aquatic camps to the public to provide a broader variety of ways to generate more interest in the pool in anticipation for the new Recreation and Aquatics Center.
- Continue to work with the new staff scheduling software to include summer camp, library, after school, and aquatics staff.
- Work with staff to develop a business and staffing plan for the new Recreation and Aquatics Center.
- Work with Civic software to develop and incorporate automatic payments into the system to provide convienence to the customers who make ongoing payments for various programs.
- Increase and retain part time staff for school year programming such as After School Adventures, ASES, and youth sports.
- Collaborate with all stakeholders for the successful completion of schematic design of the new Recreation and Aquatic Center and begin the process of developing construction documents.

**City of San Bruno**
**Community Services Department - Recreation Division Revenues & Expenditures**
Fiscal Year 2019-20
Department 001-5100

**Revenues**

| Account | Revenue Account Title | FY2018-19 Budget | FY2019-20 Budget | $ Change in Budget - FY19 vs FY20 | Notable Changes |
|---|---|---|---|---|---|
| 4560 | RECREATION FEES AND CHARGES | $ 885,000 | **$ 925,000** | $ 40,000 | Increase in after school programs, camps, and special events attendance |
| 4561 | AQUATIC PROGRAMS | 170,000 | **130,000** | (40,000) | Realign budget to current revenue level |
| 4562 | FACILITY RENTALS | 220,000 | **220,000** | - | |
| 4563 | SPORTS | 144,000 | **80,000** | (64,000) | Realign budget to current revenue level |
| 4564 | CONTRACT/FEE CLASSES | 164,000 | **120,000** | (44,000) | Realign budget to current revenue level |
| 4565 | ASES | 225,000 | **225,000** | - | |
| 4995 | OTHER REVENUE | - | **35,000** | 35,000 | Community Day in the Park sponsors, and ride wrist band sales |
| **(A)** | **Total Revenues** | **$ 1,808,000** | **$ 1,735,000** | **$ (73,000)** | |

**Expenditures**

| Account | Expenditure Account Title | FY2018-19 Budget | FY2019-20 Budget | $ Change in Budget - FY19 vs FY20 | Notable Changes |
|---|---|---|---|---|---|
| | SALARIES | $ 1,077,742 | **$ 1,154,547** | $ 76,805 | Cost of living and step increases |
| | FRINGE BENEFITS | 319,300 | **346,343** | 27,043 | Health insurance and pension |
| | **Total Salaries & Benefits** | **$ 1,397,042** | **$ 1,500,890** | **$ 103,848** | |
| 6001 | OFFICE SUPPLIES | 7,000 | **7,000** | - | |
| 6101 | GAS AND OIL | 1,000 | **1,000** | - | |
| 6102 | OPERATING SUPPLIES | 98,850 | **113,555** | 14,705 | Recreation program supplies for afterschool programs, day camp, school sports, aquatics programs, and special events |
| 6112 | POSTAGE | 3,000 | **1,000** | (2,000) | |
| 6141 | PRINTING, COPYING & BINDING | 15,000 | **18,000** | 3,000 | Production & mailing three Activity Guides |
| 6204 | SUPPLIES | 24,000 | **24,000** | - | |
| 6301 | BUILDING AND GROUNDS MAINTENANCE | 4,300 | **5,000** | 700 | |
| 6304 | MAINTENANCE | 8,630 | **10,000** | 1,370 | Copier lease payment and usage charges |
| 6405 | TRAINING/MEETINGS/CONFERENCES | 1,300 | **1,600** | 300 | |
| 6406 | PROFESSIONAL DEVELOPMENT | 2,000 | **2,000** | - | |
| 6409 | SPECIAL PROJECTS | - | **43,885** | 43,885 | Community Day in the Park publicity, rides, entertainment, food/beverage, and logistics |
| 6411 | CONTRACTUAL SERVICES | 169,450 | **169,380** | (70) | |
| 6419 | OTHER SERVICES | 55,900 | **55,900** | - | |
| 6450 | COMMUNICATIONS | 10,000 | **9,165** | (835) | |
| 6531 | UTILITIES | 55,056 | **55,056** | - | |
| 6701 | DUES & MEMBERSHIPS | 1,120 | **1,820** | 700 | |
| 6702 | PUBS & SUBSCRIPTIONS | 250 | **-** | (250) | |
| | **Total Supplies & Materials** | **$ 456,856** | **$ 518,361** | **$ 61,505** | |
| 7069 | INTERGOVERNMENTAL-OTHER | 39,900 | **39,900** | - | |
| 7901 | INTERNAL SERVICE ALLOCATIONS | 276,710 | **316,397** | 39,687 | Internal service fund department support |
| 7902 | INTERDEPARTMENTAL CHARGES | 158,825 | **180,468** | 21,643 | General administrative department support |
| 9079 | TRANSFERS TO RESERVES | 10,536 | **10,536** | - | |
| | **Total Allocations & Other Charges** | **$ 485,971** | **$ 547,301** | **$ 61,330** | |
| **(B)** | **Total Expenditures** | **$ 2,339,869** | **$ 2,566,552** | **$ 226,683** | |
| **(B) - (A)** | **General Fund Support** | **$ 531,869** | **$ 831,552** | **$ 299,683** | |

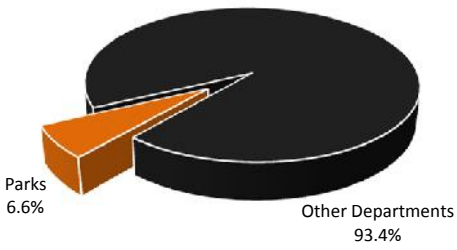
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# Parks Maintenance Budget Summary

| Funding Summary | FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Budget | FY 2019-20 Budget |
|---|---|---|---|---|
| General Fund | $ 2,377,439 | $ 2,659,306 | $ 3,096,680 | $ 3,283,408 |
| Department Revenues | 35,868 | 188,459 | 37,100 | 38,700 |
| **Total:** | **$ 2,413,307** | **$ 2,847,765** | **$ 3,133,780** | **$ 3,322,108** |

| Budgeted Expenditures | FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Budget | FY 2019-20 Budget |
|---|---|---|---|---|
| Salaries & Benefits | $ 1,478,059 | $ 1,561,726 | $ 1,962,011 | $ 1,928,081 |
| Supplies & Materials | 345,455 | 518,510 | 466,780 | 574,333 |
| Internal Allocations | 589,793 | 767,529 | 704,989 | 819,694 |
| **Total:** | **$ 2,413,307** | **$ 2,847,765** | **$ 3,133,780** | **$ 3,322,108** |

**Percentage of General Fund Budget**




**Budget by Category**




| Performance and Workload Measures | FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Estimated | FY 2019-20 Target |
|---|---|---|---|---|
| Acres of maintained landscaped areas (parks, city buildings, and school sites) | 96 | 96 | 97 | 98 |
| Acres of open space | 128 | 128 | 128 | 128 |
| Linear miles of medians maintained | 7.35 | 7.35 | 7.35 | 7.35 |
| Number of picnic rentals supported | 875 | 888 | 836 | 850 |
| Number of new trees planted | 100 | 100 | 100 | 71 |

## Goals and Accomplishments

**FY2018-19 Accomplishments**

- Supported the ongoing collaborative process from conceptual to schematic design of the new Recreation and Aquatics Center
- Completed restoration of park pathways at Grundy and Commodore Park to maintain a safe park pathway system
- Supported the ongoing efforts for final design and construction of Florida Avenue Park project
- Collaborated with the Public Works Department to complete the final phase and installation of landscaping improvements in the medians on San Bruno Ave from I-280 to Traeger Ave
- Continued support of the capital improvement project at the Commodore Dog Park
- Landscaped Fire Station 52 with drought tolerant plant material to conserve water
- Worked in conjunction with the Recreation Division to complete construction of the Earl/Glenview Park to provide neighborhood spaces for recreational activities and build neighborhood connections.

**FY2019-20 Goals and Objectives**

- Continue to support the ongoing Florida Avenue Park Project
- Complete restoration of park pathways at Pacific Heights Park to maintain a safe pathway system in compliance with the ADA transition plan
- Support the process of the Commodore Dog Park Master Plan and Revitalization
- Support Public Works with the Green Initiative Plan development and implementation
- Implement the ADA transition plan for City parks coordinating upgrades for year one
- In conjuction with the No-Harm Risk Assessment, develop an updated Wildfire Hazard Mitigation program in collaboration with the Fire Department
- Coordinate with West Coast Arborists to complete tree inventory updates (last done in 2010)
- Update the aging infrastucture of our irrigation systems in our parks and medians including valves and controllers
- Work in conjunction with WCA and the Tree Planting Program to provide trees for parks, medians, and private residences
- Work with West Coast Arborists on 4 year cycle of annual pruning and pollarding
- Continue to facilitate the use of San Bruno Responds/Accela for issues related to trees, parks, and medians
- In collaboration with other departments within the City, respond to storm related emergencies to help protect public safety

**City of San Bruno**
**Community Services Department - Parks Division Revenues & Expenditures**
Fiscal Year 2019-20
Department 001-5110

**Revenues**

| Account | Revenue Account Title | FY2018-19 Budget | FY2019-20 Budget | $ Change in Budget - FY19 vs FY20 | Notable Changes |
|---|---|---|---|---|---|
| 4284 | TREE MAINT.PERMIT | $ 3,500 | **$ 3,500** | - | |
| 4595 | FIELD MAINT.CHGE- PARKS | 32,800 | **34,400** | 1,600 | |
| 4995 | OTHER REVENUE | 800 | **800** | - | |
| **(A)** | **Total Revenues** | **$ 37,100** | **$ 38,700** | **$ 1,600** | |

**Expenditures**

| Account | Expenditure Account Title | FY2018-19 Budget | FY2019-20 Budget | $ Change in Budget - FY19 vs FY20 | Notable Changes |
|---|---|---|---|---|---|
| | SALARIES | $ 1,243,461 | **$ 1,189,671** | $ (53,790) | Net of attrition savings for divisions that have more than 10 employees and new Parks & Facilities Services Manager position shared with Building and Facilities Division (0.50 FTE) |
| | FRINGE BENEFITS | 718,550 | **738,410** | 19,860 | Health insurance and pension |
| | **Total Salaries & Benefits** | **$ 1,962,011** | **$ 1,928,081** | **$ (33,930)** | |
| 6001 | OFFICE SUPPLIES | 800 | **800** | - | |
| 6101 | GAS AND OIL | 38,000 | **43,000** | 5,000 | Fuel cost |
| 6102 | OPERATING SUPPLIES | 93,635 | **113,250** | 19,615 | Parks & park restrooms supplies, uniforms & safety boots |
| 6301 | BUILDING AND GROUNDS MAINTENANCE | 6,220 | **6,220** | - | |
| 6405 | TRAINING/MEETINGS/CONFERENCES | 3,700 | **3,700** | - | |
| 6406 | PROFESSIONAL DEVELOPMENT | 500 | **500** | - | |
| 6411 | CONTRACTUAL SERVICES | 272,100 | **348,520** | 76,420 | |
| 6419 | OTHER SERVICES | 2,500 | **-** | (2,500) | Removed tree inventory database maintenance fee |
| 6450 | COMMUNICATIONS | 3,500 | **6,215** | 2,715 | Tablet subscription and new cell phone plans |
| 6531 | UTILITIES | 36,105 | **39,000** | 2,895 | |
| 6601 | RENTAL & LEASES | 5,820 | **4,328** | (1,492) | |
| 6650 | TOOLS & EQPT. -$25K | 2,800 | **7,700** | 4,900 | Tools to maintain parks |
| 6701 | DUES & MEMBERSHIPS | 1,100 | **1,100** | - | |
| | **Total Supplies & Materials** | **$ 466,780** | **$ 574,333** | **$ 107,553** | |
| 7901 | INTERNAL SERVICE ALLOCATIONS | 237,027 | **297,412** | 60,385 | Internal service fund department support |
| 7902 | INTERDEPARTMENTAL CHARGES | 398,613 | **452,933** | 54,320 | General administrative department support |
| 9079 | TRANSFERS TO RESERVES | 69,349 | **69,349** | - | |
| | **Total Allocations** | **$ 704,989** | **$ 819,694** | **$ 114,705** | |
| **(B)** | **Total Expenditures** | **$ 3,133,780** | **$ 3,322,108** | **$ 188,328** | |
| **(B) - (A)** | **General Fund Support** | **$ 3,096,680** | **$ 3,283,408** | **$ 186,728** | |

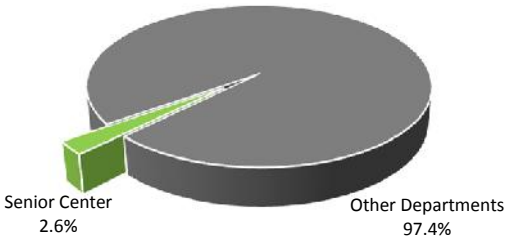
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# Senior Services Budget Summary

| Funding Summary | FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Budget | FY 2019-20 Budget |
|---|---|---|---|---|
| General Fund | $ 716,043 | $ 986,085 | $ 1,000,693 | $ 1,107,899 |
| Department Revenues | 24,115 | 13,302 | 23,000 | 31,000 |
| Donations [1] | 77,979 | 56,122 | 72,900 | 75,000 |
| Senior Advisory Board | - | 18,005 | - | - |
| Nutrition Site Council | 115,000 | 65,000 | 115,000 | 115,000 |
| **General Fund Sub-Total:** | **$ 933,137** | **$ 1,138,514** | **$ 1,211,593** | **$ 1,328,899** |
| Area Agency on Aging Grant [1] | 149,482 | 134,162 | 140,815 | 154,470 |
| | **$ 1,082,619** | **$ 1,272,676** | **$ 1,352,408** | **$ 1,483,369** |

| Budgeted Expenditures | FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Budget | FY 2019-20 Budget |
|---|---|---|---|---|
| Salaries & Benefits | $ 510,440 | $ 548,742 | $ 603,937 | $ 643,976 |
| Supplies & Materials | 98,851 | 109,532 | 104,990 | 107,590 |
| Internal Allocations | 323,846 | 480,239 | 502,666 | 577,333 |
| **General Fund Sub-Total:** | **$ 933,137** | **$ 1,138,514** | **$ 1,211,593** | **$ 1,328,899** |
| Area Agency on Aging Expenditures [1] | 149,482 | 133,648 | 140,465 | 154,270 |
| **Total:** | **$ 1,082,619** | **$ 1,272,162** | **$ 1,352,058** | **$ 1,483,169** |

**Percentage of General Fund Budget**




**Budget by Category**




| Performance and Workload Measures | FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Estimated | FY 2019-20 Target |
|---|---|---|---|---|
| Annual attendance | 72,950 | 66,139 | 70,016 | 73,000 |
| Annual number of meals served | 24,728 | 22,432 | 25,301 | 26,000 |
| Number of referrals and information offered | 316 | 229 | 258 | 300 |
| Number of senior special events offered | 12 | 23 | 26 | 26 |
| Number of senior trips offered | 18 | 24 | 29 | 30 |

## Goals and Accomplishments

**FY2018-19 Accomplishments**

- Included Capuchino Interact and Leadership volunteers in senior special events to allow for intergenerational interaction with the senior population.

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

**FY2018-19 Accomplishments (Continued)**

- Held a memorial bocce ball tournament in honor of long time volunteer Ken Kreisel.
- Completed the installation of the lift, stage curtains, and Ken Kreisel dedication bench at the Senior Center.
- Started new hula dancing class.
- Added new bulletin board to the front lobby area to streamline advertisements for programs and services offered through the division.
- Offered ongoing performances, demonstrations, and safety seminars during the lunch program to expand participation and showcase enrichment and healthy activities.
- Offered a variety of educational seminars and classes: iPhone/iPad consultations, social media, memory loss, dementia, Alzheimer's disease, veteran's services, free hearing screenings, artificial flower arranging, Living Well with Chronic Conditions, art appreciation, tax assistance, paper crafts, Spouse/Partner loss support group, and presentations on wills, trusts, and probate.
- Worked with Center for Independence of Individuals with Disabilities to hold an Emergency Preparedness Event with 168 participants in attendance.
- Held a volunteer recognition party offering lunch, entertainment, and a small gift to over 140 volunteers to thank them for their service throughout the year.
- Worked with facilities division staff to complete quarterly waxing and weekly buffing maintenance for the Multi-Purpose room floor.
- Celebrated the Senior Center's 32nd Anniversary with 215 participants.
- Researched and identified classes offered by outside organizations for English as a Second Language students who are looking for free classes.
- Coordinated with the CHP to offer an "Age Well/Drive Smart" seminar.
- Held seminar with the local VA where they presented the services that are offered to veterans in the community.
- Advertised the Senior Membership on the E-Newsletter, City Website, Senior Newsletter, and in three Activity Guides.

**FY2019-20 Goals and Objectives**

- Educate & introduce the public to the Senior Center Charitable Bequest program.
- Offer Spouse/Partner loss support group series through Mission Hospice & Home Care.
- Increase the Senior Center's social media outreach and communication.
- Increase the number of Voluntary Supporter Memberships at the San Bruno Senior Center.
- Introduce new musical performers and other forms of entertainment to the daily lunch program.
- Work with the Facilities Division to implement the ADA Transition Plan to incorporate the upgrades for year one.
- Work with Public Works and Community Development to replace the trash enclosure which was damaged in the June 2017 accident.
- Work with Public Works to restripe the parking lot to ADA specifications.

**City of San Bruno**
**Community Services Department - Senior Services Division Revenues & Expenditures**
Fiscal Year 2019-20
Department 001-5270

**Revenues**

| Account | Revenue Account Title | FY2018-19 Budget | FY2019-20 Budget | $ Change in Budget - FY19 vs FY20 | Notable Changes |
|---|---|---|---|---|---|
| 4562 | FACILITY RENTALS | $ 24,000 | **$ 24,000** | $ - | |
| 4570 | SENIOR CENTER FEES & CHARGES | 23,000 | **31,000** | 8,000 | Increase in private and non-profit rentals |
| 4993 | REIMBURSEMENTS | 91,000 | **91,000** | - | |
| 4999 | NON-OPERATING TRANSFERS | 72,900 | **75,000** | 2,100 | Donations for nutrition & transportation program |
| **(A)** | **Total Revenues** | **$ 210,900** | **$ 221,000** | **$ 10,100** | |

**Expenditures**

| Account | Expenditure Account Title | FY2018-19 Budget | FY2019-20 Budget | $ Change in Budget - FY19 vs FY20 | Notable Changes |
|---|---|---|---|---|---|
| | SALARIES | $ 424,466 | **$ 438,748** | $ 14,282 | Cost of living and step increases |
| | FRINGE BENEFITS | 179,471 | **205,228** | 25,757 | Health insurance and pension |
| | **Total Salaries & Benefits** | **$ 603,937** | **$ 643,976** | **$ 40,039** | |
| 6001 | OFFICE SUPPLIES | 3,500 | **3,500** | - | |
| 6101 | GAS AND OIL | 3,000 | **3,000** | - | |
| 6102 | OPERATING SUPPLIES | 2,265 | **2,650** | 385 | |
| 6112 | POSTAGE | 900 | **900** | - | |
| 6301 | BUILDING AND GROUNDS MAINTENANCE | 3,000 | **3,000** | - | |
| 6304 | MAINTENANCE | 7,600 | **10,100** | 2,500 | Copier lease payment and usage charges |
| 6403 | PERSONNEL SERVICES | - | **-** | - | |
| 6405 | TRAINING/MEETINGS/CONFERENCES | 3,000 | **3,000** | - | |
| 6406 | PROFESSIONAL DEVELOPMENT | 500 | **500** | - | |
| 6411 | CONTRACTUAL SERVICES | 1,500 | **1,700** | 200 | |
| 6419 | OTHER SERVICES | - | **-** | - | |
| 6450 | COMMUNICATIONS | 1,900 | **1,500** | (400) | |
| 6531 | UTILITIES | 77,000 | **77,000** | - | |
| 6650 | TOOLS & EQPT. -$25K | - | **-** | - | |
| 6701 | DUES & MEMBERSHIPS | 825 | **740** | (85) | |
| 6703 | TRAVEL/VEHICLE USE | - | **-** | - | |
| | **Total Supplies & Materials** | **$ 104,990** | **$ 107,590** | **$ 2,600** | |
| 7901 | INTERNAL SERVICE ALLOCATIONS | 430,773 | **495,831** | 65,058 | Internal service fund department support |
| 7902 | INTERDEPARTMENTAL CHARGES | 70,517 | **80,126** | 9,609 | General administrative department support |
| 9079 | TRANSFERS TO RESERVES | 1,376 | **1,376** | - | |
| | **Total Allocations** | **$ 502,666** | **$ 577,333** | **$ 74,667** | |
| **(B)** | **Total Expenditures** | **$ 1,211,593** | **$ 1,328,899** | **$ 117,306** | |
| **(B) - (A)** | **General Fund Support** | **$ 1,000,693** | **$ 1,107,899** | **$ 107,206** | |

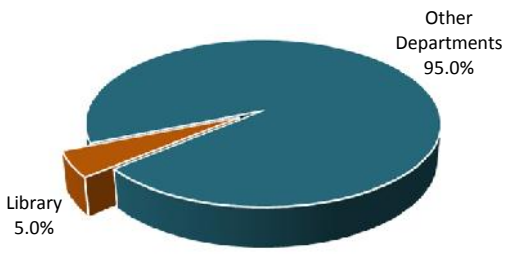
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# Library Services Budget Summary

| Funding Summary | FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Budget | FY 2019-20 Budget |
|---|---|---|---|---|
| General Fund | $ 2,017,893 | $ 2,201,518 | $ 2,312,328 | $ 2,447,287 |
| Department Revenues | 36,692 | 45,451 | 34,000 | 28,698 |
| State Library Revenues | 39,000 | 39,000 | 39,000 | 39,000 |
| **Total:** | **$ 2,093,584** | **$ 2,285,969** | **$ 2,385,328** | **$ 2,514,985** |

| Budgeted Expenditures | FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Budget | FY 2019-20 Budget |
|---|---|---|---|---|
| Salaries & Benefits | $ 1,260,414 | $ 1,343,926 | $ 1,422,564 | $ 1,463,949 |
| Supplies & Materials | 380,133 | 388,600 | 383,581 | 388,865 |
| Internal Allocations | 453,037 | 553,443 | 579,183 | 662,171 |
| **Total:** | **$ 2,093,584** | **$ 2,285,969** | **$ 2,385,328** | **$ 2,514,985** |

**Percentage of General Fund Budget**




**Budget by Category**




| Performance and Workload Measures | FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Estimated | FY 2019-20 Target |
|---|---|---|---|---|
| Number of Homework Center attendees | 3,220 | 2,487 | 2,457 | 2,702 |
| Number of books checked out annually | 236,836 | 240,651 | 259,153 | 276,000 |
| Number of participants in the Summer Reading Program | 2,082 | 2,230 | 3,038 | 3,000 |
| Annual number of special programs | 409 | 387 | 350 | 350 |
| Number of storytime attendees | 8,103 | 8,020 | 7,000 | 7,000 |
| Number of reference questions answered | 24,943 | 24,710 | 23,288 | 23,500 |
| Number of internet sessions provided (wired & wireless) | 70,549 | 78,803 | 85,318 | 88,000 |

## Goals and Accomplishments

**FY2018-19 Accomplishments**

- Launched Kanopy video streaming service with over 75 videos played in first month
- Installed upgraded wireless access points to meet new 802.11ac standard
- Exceeded goal of 25% increase in number of multi-language children's books
- Introduced children's Tagalog language books into Library collection

**FY2018-19 Accomplishments (Continued)**

- Installed electronic device charging station for public use
- Replaced five adult study carrels and 20 adult chairs
- 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 to 235 seniors
- Support the Culture and Arts Commission by delivering the annual Movies in the Park, Shakespeare in the Park, and Art in the Library
- Introduced Winter Reading Program offering encouragement and incentives for people to read during the months of December and January which produced 136 participants
- Launched automated renewals program which automatically renews checked out library materials through the library's computer system
- Hosted 3D Printer Open House with over 20 drop-in attendees who learned how the Library's Lulzbot 3D printer works and what it can do
- Completed inaugural Food for Fines program which resulted in collecting food from 114 patrons and clearning a total of $1,197 in overdue fines
- Conducted 111 Summer Reading programs for children and families in which a total of 5,832 people attended
- 29 teens volunteered 710 hours of service in support of the Summer Reading program
- Hosted science fair with 225 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
- In partnership with the Police Department, Fire Department, and Public Works, held four superhero storytimes including the Great Shakeout, averaging 57 attendees each
- Homework Center volunteers logged 191 hours of service through January 2019
- Provided STEM programming for Homework Center students each week with an average of 14 students participating each week
- Implemented digital library card program and issued over 50 digital cards which can be used to check out library ebooks without visiting the library

**2019-20 Goals and Objectives**

- Expand the daily Peninsula Library System delivery of library materials from five to six days per week, which will result in library patron holds being filled faster
- Double the number of Saturday programs offered to the public during the year, which will provide program times that are more convenient
- Offer public scanning service that will connect to the Library's Wifi system and send scanned items directly to patron email accounts
- 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
- Implement public 3D printing program which will allow individuals to create custom objects using a Library 3D printer
- Utilize When-to-Work staff scheduling software

**City of San Bruno**
**Community Services Department - Library Division Revenues & Expenditures**
Fiscal Year 2019-20
Department 001-5510

**Revenues**

| Account | Revenue Account Title | FY2018-19 Budget | FY2019-20 Budget | $ Change in Budget - FY19 vs FY20 | Notable Changes |
|---|---|---|---|---|---|
| 4550 | LIBRARY FEES AND CHARGES | $ 34,000 | **$ 27,000** | $ (7,000) | Overdue fines no longer assessed on hold materials |
| 4993 | REIMBURSEMENTS | - | **1,698** | 1,698 | Peninsual Library System reimbursement for Internet connection discount rate. |
| 4999 | NON-OPERATING TRANSFERS | 39,000 | **39,000** | - | State Funds for inter-library loan transfer |
| **(A)** | **Total Revenues** | **$ 73,000** | **$ 67,698** | **$ (5,302)** | |

**Expenditures**

| Account | Expenditure Account Title | FY2018-19 Budget | FY2019-20 Budget | $ Change in Budget - FY19 vs FY20 | Notable Changes |
|---|---|---|---|---|---|
| | SALARIES | $ 942,447 | **$ 972,369** | $ 29,922 | Cost of living and step increases |
| | FRINGE BENEFITS | 480,117 | **491,580** | 11,463 | Health insurance and pension |
| | **Total Salaries & Benefits** | **$ 1,422,564** | **$ 1,463,949** | **$ 41,385** | |
| 6001 | OFFICE SUPPLIES | 18,000 | **17,000** | (1,000) | Move to 6108 for increased book processing fees |
| 6108 | BOOKS & MATERIALS | 159,000 | **161,922** | 2,922 | Increased selection of e-books due to popularity |
| 6112 | POSTAGE | 450 | **450** | - | |
| 6301 | BUILDING AND GROUNDS MAINTENANCE | 1,000 | **1,000** | - | |
| 6304 | MAINTENANCE | 600 | **600** | - | |
| 6405 | TRAINING/MEETINGS/CONFERENCES | 2,100 | **2,100** | - | |
| 6406 | PROFESSIONAL DEVELOPMENT | 1,000 | **1,000** | - | |
| 6409 | SPECIAL PROJECTS | 7,000 | **8,000** | 1,000 | Saturday programming |
| 6419 | OTHER SERVICES | 134,223 | **141,279** | 7,056 | Peninsula Library System fees and Saturday delivery |
| 6450 | COMMUNICATIONS | 5,250 | **5,250** | - | |
| 6531 | UTILITIES | 43,194 | **41,500** | (1,694) | |
| 6601 | RENTAL & LEASES | 5,700 | **5,700** | - | |
| 6650 | TOOLS & EQPT. -$25K | 4,664 | **1,664** | (3,000) | Public computers relocated to Information Technology Budget |
| 6701 | DUES & MEMBERSHIPS | 1,350 | **1,350** | - | |
| 6703 | TRAVEL/VEHICLE USE | 50 | **50** | - | |
| | **Total Supplies & Materials** | **$ 383,581** | **$ 388,865** | **$ 5,284** | |
| 7901 | INTERNAL SERVICE ALLOCATIONS | 289,515 | **333,979** | 44,464 | Internal service fund department support |
| 7902 | INTERDEPARTMENTAL CHARGES | 282,695 | **321,219** | 38,524 | General administrative department support |
| 9079 | TRANSFERS TO RESERVES | 6,973 | **6,973** | - | |
| | **Total Allocations** | **$ 579,183** | **$ 662,171** | **$ 82,988** | |
| **(B)** | **Total Expenditures** | **$ 2,385,328** | **$ 2,514,985** | **$ 129,657** | |
| **(B) - (A)** | **General Fund Support** | **$ 2,312,328** | **$ 2,447,287** | **$ 134,959** | |

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# General Non Departmental

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**City of San Bruno**
**General Fund Non-Departmental Expenditures**
Fiscal Year 2019-20
Department 001-9010
Description - This department is responsible for expenditures benefiting the general operations of the City and not assigned to an individual department. Special non-departmental charges include the retiree medical reimbursement program and funding debt service payments.

| Account | Expenditure Account Title | FY2018-19 Budget | FY2019-20 Budget | $ Change in Budget - FY19 vs FY20 | Notable Changes |
|---|---|---|---|---|---|
| | SALARIES | $ - | **$ (188,000)** | $ (188,000) | Attrition assumption |
| | FRINGE BENEFITS | 328,000 | **398,000** | 70,000 | Employee separation pay & retiree health insurance |
| | **Total Salaries & Benefits** | **$ 328,000** | **$ 210,000** | **$ (118,000)** | |
| 6419 | OTHER SERVICES | 7,300 | **7,300** | - | |
| 6531 | UTILITIES | 200,000 | **200,000** | - | |
| 6910 | CONTINGENCIES/OTHER | 56,000 | **58,000** | 2,000 | Credit card fees |
| | **Total Supplies & Materials** | **$ 263,300** | **$ 265,300** | **$ 2,000** | |
| 7041 | COUNTY SERVICE CHARGES | 1,700 | **1,800** | 100 | |
| 7069 | INTERGOVERNMENTAL - OTHER | 3,600 | **4,200** | 600 | |
| 7901 | INTERNAL SERVICE ALLOCATIONS | 23,312 | **27,255** | 3,943 | Technology Support internal service fund allocation for Emergency Operations Center |
| 7902 | INTERDEPARTMENTAL CHARGES | (4,954,713) | **(5,629,906)** | (675,193) | Allocation of services provided to the General Fund |
| 8999 | NON-OPERATING TRANSFER | 1,402,983 | **1,364,805** | (38,178) | Transfer to General Debt Service Fund for pension obligation bond and fire apparatus principal and interest payments and administration fees. |
| | **Total Allocations** | **$ (3,523,118)** | **$ (4,231,846)** | **$ (708,728)** | |
| | **Total Expenditures** | **$ (2,931,818)** | **$ (3,756,546)** | **$ (824,728)** | |
| | **General Fund Support** | **$ (2,931,818)** | **$ (3,756,546)** | **$ (824,728)** | |

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# 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.

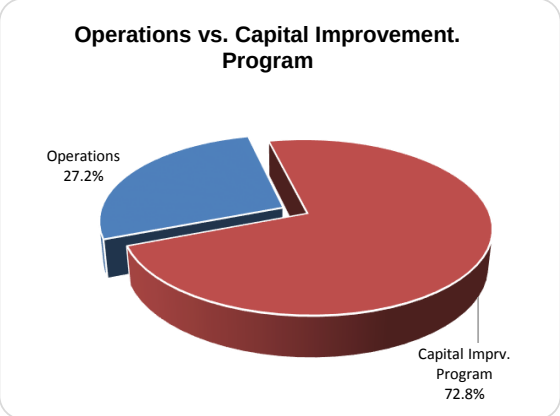
- **Regulatory Compliance**

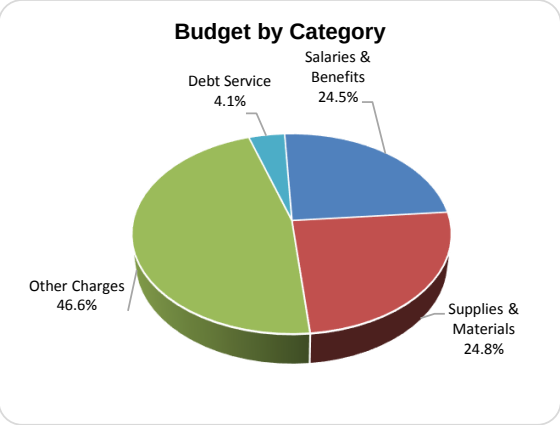
  Assure disinfection at five groundwater wells, treatment for iron and manganese at two wells, and maintenance and monitoring of storage tanks and pump station facilities. Complete Federal and State mandated water quality testing and related regulatory required analysis and reports each year including 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

| Revenue Summary | FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Budget | FY 2019-20 Budget |
|---|---|---|---|---|
| Water Service Revenues | $ 14,040,177 | $ 15,189,058 | $ 15,479,295 | $ 16,253,260 |
| Connection & Capacity Fees | 144,562 | 59,133 | 222,299 | 80,000 |
| Other Revenues | 174,906 | 313,705 | 41,000 | 250,000 |
| **Total:** | **$ 14,359,645** | **$ 15,561,896** | **$ 15,742,594** | **$ 16,583,260** |

| Budgeted Expenses | FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Budget | FY 2019-20 Budget |
|---|---|---|---|---|
| Salaries & Benefits | $ 2,098,641 | $ 2,621,129 | $ 2,663,364 | $ 2,558,185 |
| Supplies & Materials | 1,558,037 | 1,624,789 | 1,935,675 | 2,591,788 |
| Other Charges | 4,269,608 | 4,378,334 | 4,886,835 | 4,877,225 |
| Transfers | - | - | 25,000 | - |
| Debt Service Interest Payment | - | 518,365 | 474,400 | 431,170 |
| **Total:** | **$ 7,926,286** | **$ 9,142,617** | **$ 9,985,274** | **$ 10,458,368** |




| Performance and Workload Measures | FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Estimated | FY 2019-20 Target |
|---|---|---|---|---|
| Number of main break repairs/broken valve replacements performed | 107 | 77 | 81 | 80 |
| Water savings achieved through efficiency programs (percent of total sales) | 18% | 18% | 17% | 16% |

## Goals and Accomplishments

**FY2018-19 Accomplishments**

- Total water customer consumption was down 17% in 2018 compared to 2013. During the 2014 drought, the State requirement was an 8% reduction.
- 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)

**FY2018-19 Accomplishments (Continued)**

- 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 3 Bay Area Water Supply & Conservation Agency (BAWSCA) landscape & Lawn-Be-Gone community conservation classes
- Completed annual Cross-Connection Survey in conjunction with San Mateo County Environmental Health Services
- Installed new diesel emergency back-up water pump at Station 8, eliminating one non-compliant pump
- Completed training in Blood-borne Pathogens, Hazardous Materials (HAZMAT), Hearing Testing, Respiratory Fit, Harassment Prevention, CPR and First Aid, Backhoe/Loader/Forklift Operator, Confined Space/Fall Protection, Defensive Driver, Fire Extinguisher, and Utility Locator Training for employee safety training

**FY2019-20 Goals and Objectives**

- Update Water Master Plan
- Complete city-wide water system leak detection assessment
- Update state-mandated Drinking Water Emergency Response Plan
- Remove sediment and clean interior of all water tanks
- 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)

**City of San Bruno**

**Department of Public Works - Water Revenue & Expenditure**

Fiscal Year FY2019-20

Department 611-6110

**Revenues**

| Account | Revenue Account Title | FY2018-19 Budget | FY2019-20 Budget | $ Change in Budget - FY19 vs FY20 | Notable Changes |
|---|---|---|---|---|---|
| 4391 | INVESTMENT INCOME | $ 41,000 | **$ 250,000** | $ 209,000 | Higher Returns on Investment |
| 4810 | WATER OPERATIONS | 15,479,295 | **16,253,260** | 773,965 | Includes 5% Annual Rate Increase |
| 4811 | CONNECTION FEES | 192,299 | **50,000** | (142,299) | SF Fire Credit Union Connection fees |
| 4812 | WATER CAPACITY CHARGES | 30,000 | **30,000** | - | |
| **(A)** | **Total Revenues** | **$ 15,742,594** | **$ 16,583,260** | **$ 840,666** | |

**Expenditures**

| Account | Expenditure Account Title | FY2018-19 Budget | FY2019-20 Budget | $ Change in Budget - FY19 vs FY20 | Notable Changes |
|---|---|---|---|---|---|
| | SALARIES | $ 1,742,734 | **$ 1,638,204** | $ (104,530) | Union MOU cost of living adjustment, reduction due to attrition savings adjustment |
| | FRINGE BENEFITS | 920,630 | **919,981** | (649) | Medical and CalPERS benefits, reduction due to attrition savings adjustment |
| | **Total Salaries & Benefits** | **$ 2,663,364** | **$ 2,558,185** | **$ (105,179)** | |
| 6001 | OFFICE SUPPLIES | $ 2,500 | **$ 2,500** | $ - | |
| 6101 | GAS AND OIL | 35,500 | **32,000** | (3,500) | Increased cost of fuel |
| 6102 | OPERATING SUPPLIES | 145,000 | **145,000** | - | |
| 6109 | PARTS AND MATERIALS | 200,000 | **240,000** | 40,000 | Replacement parts needed |
| 6112 | POSTAGE | 2,000 | **3,000** | 1,000 | |
| 6301 | BUILDING & GROUNDS MAINTENANCE | 13,000 | **13,000** | - | |
| 6401 | PROFESSIONAL SERVICES | 151,020 | **514,000** | 362,980 | Added $430K Enhancement requests |
| 6402 | LEGAL EXPENSES | 2,000 | **2,000** | - | |
| 6403 | PERSONNEL SERVICES | 40,000 | **40,000** | - | |
| 6405 | TRAINING/MEETINGS/CONFERENCES | 14,150 | **14,150** | - | |
| 6406 | PROFESSIONAL DEVELOPMENT | 2,000 | **5,000** | 3,000 | |
| 6411 | CONTRACTUAL SERVICES | 290,336 | **505,000** | 214,664 | Added $300K Enhancement requests |
| 6419 | OTHER SERVICES | 200,000 | **210,000** | 10,000 | Increased Water quality testing |
| 6450 | COMMUNICATIONS | 25,638 | **25,638** | - | |
| 6502 | COMMUNITY PROMOTION | 54,500 | **35,000** | (19,500) | Toilet rebated decreased |
| 6531 | UTILITIES | 400,000 | **410,000** | 10,000 | Increased energy cost |
| 6601 | RENTAL & LEASES | 259,232 | **330,000** | 70,768 | One-time generator rental |
| 6650 | TOOLS & EQPT. -$25K | 91,900 | **58,600** | (33,300) | |
| 6701 | DUES & MEMBERSHIPS | 6,900 | **6,900** | - | |
| | **Total Supplies & Materials** | **$ 1,935,675** | **$ 2,591,788** | **$ 656,113** | |
| 7041 | COUNTY SVCE.CHARGES | $ 173 | **$ 200** | $ 27 | |
| 7061 | WATER PURCHASES-SF | 2,625,000 | **2,400,000** | (225,000) | reduced per SF Water for FY2019-20 |
| 7069 | INTERGOVERNMENTAL-OTHER | 51,560 | **51,560** | - | |
| 7901 | INTERNAL SERVICE ALLOCATIONS | 540,760 | **553,438** | 12,678 | |
| 7902 | INTERDEPARTMENTAL CHARGES | 1,669,342 | **1,872,027** | 202,685 | |
| | **Total Other Charges** | **$ 4,886,835** | **$ 4,877,225** | **$ (9,610)** | |
| 8999 | NON-OPERATING TRANSFER | $ 25,000 | **$ -** | $ (25,000) | One-time Funding-Parking Lot Proj #51016 |
| | **Total Transfers** | **$ 25,000** | **$ -** | **$ (25,000)** | |
| | Debt Services Interest payment | $ 474,400 | **$ 431,170** | $ (43,230) | |
| | **Total Debt Service** | **$ 474,400** | **$ 431,170** | **$ (43,230)** | |
| **(B)** | **Total Expenditures** | **$ 9,985,274** | **$ 10,458,368** | **$ 473,094** | |
| **(A) - (B)** | **Surplus / (Deficit)** | **$ 5,757,320** | **$ 6,124,892** | **$ 367,572** | |

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# Public Works Department
## Wastewater Division

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

## Overview

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

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

- **Sewer Collection System Maintenance and Operation**
  Manage non-emergency rehabilitation and replacement of sanitary sewer system components including manholes and main replacement or rehabilitation. Best practices include a computerized work order system, data display of remote sanitary sewer pumping stations, geographic information system (GIS) mapping, closed circuit televising of the collections system, safety training such as confined space entry, and other best practices as determined by Federal and State regulations.

- **Response to Urgent Community Needs**
  Provide around-the-clock customer service response to emergency calls related to sewer main and lateral sewer blockages and overflows. Other related service call tasks include root related issues and backflows into private property.

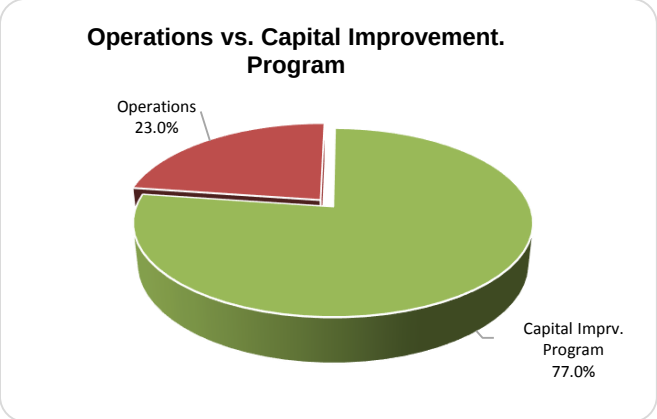
- **Regulatory Compliance**
  Provide preventative maintenance on sewer pipe mains, and pump stations. Activities include main line flushing, video inspection, manhole cleaning, pump maintenance, and mechanical rodding. Complete scheduled and emergency repairs of sewer mains, and manholes. Pipe repair tasks include pipe failures, structural decomposition, offsets, root intrusion, cracks, and pipe sagging. Manhole repairs include rim and lid replacement, minor cone failure, and basin failure. Conduct field investigations used to target needed Capital Improvement Projects.

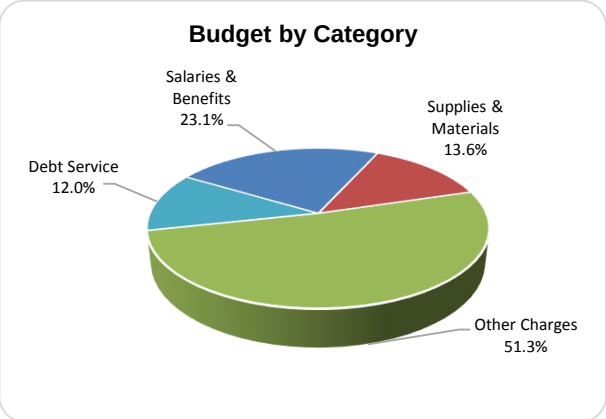
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# Wastewater Enterprise Budget Summary

| Revenue Summary | FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Budget | FY 2019-20 Budget |
|---|---|---|---|---|
| Wastewater Service Revenues | $15,680,062 | $16,526,011 | $17,287,269 | $18,151,632 |
| Connection & Capacity Fees | 76,893 | 118,323 | 285,058 | 50,000 |
| Other Revenues | 166,737 | 320,781 | 91,000 | 420,000 |
| **Total:** | **$15,923,692** | **$16,965,114** | **$17,663,327** | **$18,621,632** |

| Budgeted Expenses | FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Budget | FY 2019-20 Budget |
|---|---|---|---|---|
| Salaries & Benefits | $2,242,454 | $2,271,316 | $2,464,420 | $2,398,919 |
| Supplies & Materials | 1,216,620 | 1,236,105 | 1,398,728 | 1,404,728 |
| Other Charges | 4,673,868 | 4,795,166 | 4,923,345 | 5,312,594 |
| Transfers | 0 | 0 | 25,000 | 0 |
| Debt Services Interest Payment | 1,578,645 | 2,532,895 | 1,400,466 | 1,247,891 |
| **0** | **$1,578,645** | **$10,835,481** | **$10,211,959** | **$10,364,132** |




| Performance and Workload Measures | FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Estimated | FY 2019-20 Target |
|---|---|---|---|---|
| Number of Sanitary Sewer Overflows (SSOs) / Consent Decree Maximum* | 1\|8 | 2\|6 | 3\|4 | 2\|3 |
| Number of lateral spot repairs | 2 | 10 | 10 | 10 |
| Number of mainline spot repairs | 100 | 100 | 62 | 100 |

*SSOs/Consent Decree Maximum reported on calendar year basis

## Goals and Accomplishments

**FY2018-19 Accomplishments**

- There were three (3) Sanitary Sewer Overflows (SSO) during 2018 which is below the maximum number of four (4) allowed by the Consent Decree (CD) with the San Francisco Bay Keeper.
- There were three (3) Sanitary Sewer Overflows (SSO) during 2018 which is below the maximum number of four (4) allowed by the Consent Decree (CD) with the San Francisco Bay Keeper.
- Completed 107 sewer main spot repairs to maintain operations and minimize sanitary sewer overflows

**FY2018-19 Accomplishments (Continued)**

- Completed 201 sewer lateral inspections with 114 repairs during Calendar Year 2018 as part of the City's Point of Sale sewer lateral certification program. Through April of Fiscal Year 2018-19 (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 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 Blood-borne Pathogens, Hazardous Materials (HAZMAT), Hearing Testing, Respiratory Fit, Harassment Prevention, CPR and First Aid, Backhoe/Loader/Forklift Operator, Confined Space/Fall Protection, Defensive Driver, Fire Extinguisher, and Utility Locator Training for employee safety training

**FY2019-20 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

**City of San Bruno**

**Department of Public Works - Wastewater Revenue & Expenditure**

Fiscal Year FY2019-20

Department 631-6310

**Revenues**

| Account | Revenue Account Title | FY2018-19 Budget | FY2019-20 Budget | $ Change in Budget - FY19 vs FY20 | Notable Changes |
|---|---|---|---|---|---|
| 4391 | INVESTMENT INCOME | $ 81,000 | **$ 410,000** | $ 329,000 | Higher Returns on Investment |
| 4830 | SEWER OPERATIONS | 17,287,269 | **18,151,632** | 864,363 | Includes 5% Annual Increase |
| 4832 | SEWER CAPACITY CHARGES | 285,058 | **50,000** | (235,058) | SF Fire Credit Union Capacity Charges |
| 4833 | INSPECTION | 10,000 | **10,000** | - | |
| **(A)** | **Total Revenues** | **$ 17,663,327** | **$ 18,621,632** | **$ 958,305** | |

**Expenditures**

| Account | Expenditure Account Title | FY2018-19 Budget | FY2019-20 Budget | $ Change in Budget - FY19 vs FY20 | Notable Changes |
|---|---|---|---|---|---|
| | SALARIES | $ 1,607,227 | **$ 1,513,036** | $ (94,191) | Salary step increase adjustment |
| | FRINGE BENEFITS | 857,193 | **885,883** | 28,690 | Medical and CalPERS benefits |
| | **Total Salaries & Benefits** | **$ 2,464,420** | **$ 2,398,919** | **$ (65,501)** | |
| 6001 | OFFICE SUPPLIES | $ 4,500 | **$ 4,500** | $ - | |
| 6101 | GAS AND OIL | 18,000 | **24,000** | 6,000 | Increased cost of fuel |
| 6102 | OPERATING SUPPLIES | 100,000 | **100,000** | - | |
| 6112 | POSTAGE | 300 | **300** | - | |
| 6401 | PROFESSIONAL SERVICES | 85,000 | **95,000** | 10,000 | Added Enhancement request $15K |
| 6402 | LEGAL EXPENSES | 2,000 | **2,000** | - | |
| 6406 | PROFESSIONAL DEVELOPMENT | 2,000 | **2,000** | - | |
| 6409 | SPECIAL PROJECTS | - | **-** | - | |
| 6411 | CONTRACTUAL SERVICES | 900,000 | **900,000** | - | |
| 6419 | OTHER SERVICES | 75,000 | **76,000** | 1,000 | |
| 6450 | COMMUNICATIONS | 18,160 | **18,160** | - | |
| 6601 | RENTAL & LEASES | 103,768 | **103,768** | - | |
| 6650 | TOOLS & EQPT. -$25K | - | **13,000** | 13,000 | Replacing small generator and CCTV |
| 6701 | DUES & MEMBERSHIPS | 8,000 | **8,000** | - | |
| 6702 | PUBS & SUBSCRIPTIONS | - | **-** | - | |
| | **Total Supplies & Materials** | **$ 1,398,728** | **$ 1,404,728** | **$ 6,000** | |
| 7062 | WASTE TREATMENT-SSF | 3,143,603 | **3,373,685** | 230,082 | Increased SSF Plant costs |
| 7069 | INTERGOVERNMENTAL-OTHER | 6,860 | **15,500** | 8,640 | |
| 7901 | INTERNAL SERVICE ALLOCATIONS | 620,791 | **635,996** | 15,205 | |
| 7902 | INTERDEPARTMENTAL CHARGES | 1,152,091 | **1,287,413** | 135,322 | |
| | **FY2018-19 Accomplishments** | **$ 6,075,436** | **$ 5,312,594** | **$ 524,571** | |
| 8999 | NON-OPERATING TRANSFER | $ 25,000 | **$ -** | $ (25,000) | One-time Funding-Parking Lot Proj #51016 |
| | **Total Transfers** | **$ 25,000** | **$ -** | **$ (25,000)** | |
| | Debt Services Interest Payment | $ 1,400,466 | **$ 1,247,891** | $ (152,575) | South SF treatment plant annual debt svc |
| | **Total Debt Service** | **$ 1,400,466** | **$ 1,247,891** | | |
| **(B)** | **Total Expenditures** | **$ 11,364,050** | **$ 10,364,132** | **$ 440,070** | |
| **(A) - (B)** | **Surplus ((Deficit)** | **$ 6,299,277** | **$ 8,257,500** | **$ 518,235** | |

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# Public Works Department
## Stormwater Division

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

## Overview

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

- **Discretionary Customer Service Activities**
  Provide sandbags for resident and business owner use during the wet season. Respond and assist residents with drainage and runoff issues.

- **Routine Repair and Maintenance**
  Maintain and repair City owned valley gutters by removing sediment, debris, and vegetation to optimize storm flow. Maintain and repair storm drain mains, catch basins, and grates.

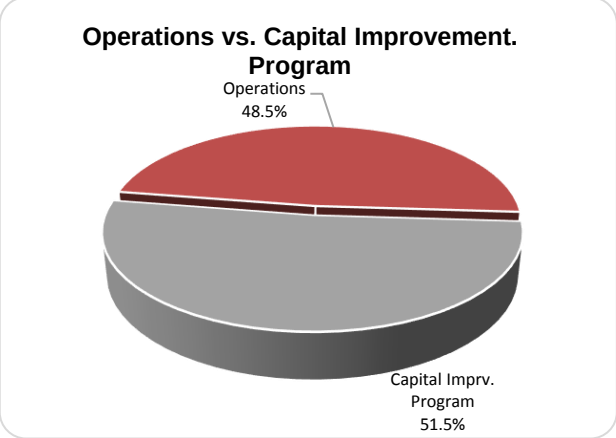
- **Regulatory Compliance and Best Management Practices**
  Perform semimonthly cleaning of all residential, commercial and industrial roadways. Clean storm grates and trash racks quarterly and provide regular street sweeping service in all residential and commercial areas of the City during periods of rainfall to prevent flooding. Inspect and/or install erosion control materials on hillsides at known slide locations during and after periods of rainfall. Implementation of the Long-Term Trash Reduction Plan to comply with the Municipal Regional Permit (MRP) in reducing the trash load to the storm drainage system to reach No Visual Impact by 2022. Respond to illicit discharges to the Storm Drain System.

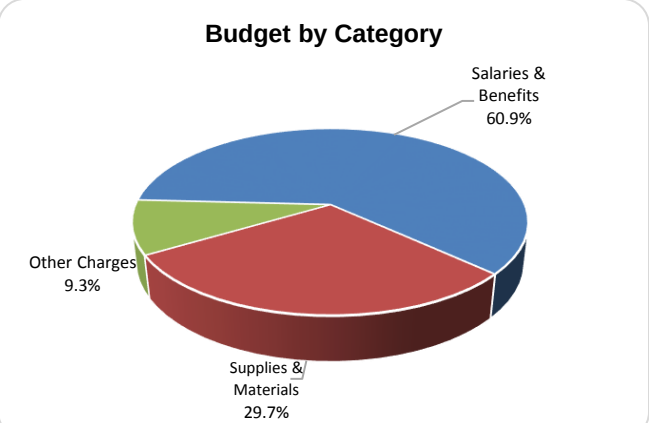
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# Stormwater Enterprise Budget Summary

| Funding Summary | FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Budget | FY 2019-20 Budget |
|---|---|---|---|---|
| Stormwater Fund | $ - | $ - | $ - | $ - |
| Investment Income | 20,299 | 24,425 | 8,000 | 24,000 |
| NPDES-Storm Fee | 561,040 | 560,655 | 600,000 | 565,000 |
| Street Sweeping Reimbursement | 229,207 | 84,512 | 80,000 | 90,000 |
| Other Revenue | - | 335 | 250,000 | 0 |
| **Total:** | **$ 810,546** | **$ 669,927** | **$ 938,000** | **$ 679,000** |

| Budgeted Expenses | FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Budget | FY 2019-20 Budget |
|---|---|---|---|---|
| Salaries & Benefits | $ 364,111 | $ 636,354 | $ 725,805 | $ 745,164 |
| Supplies & Materials | 177,468 | 70,843 | 760,630 | 363,380 |
| Other Charges | 83,638 | 98,044 | 111,316 | 114,240 |
| **Total:** | **$ 625,216** | **$ 805,241** | **$ 1,597,751** | **$ 1,222,784** |




| Performance and Workload Measures | FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Estimated | FY 2019-20 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 | 1,550 | 2,120 | 2,680 |
| Illegal dumping pickup incident responses | 928 | 1,799 | 1,400 | 1,400 |

## Goals and Accomplishments

**FY2018-19 Accomplishments**

- Awarded a contract for spot and emergency repair services of the City's stormwater collection system, with repairs and pipe replacements at the 500 block of 7th Avenue; 462 Beech and 489 Oak Avenues; and at Buckeye Park
- 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 188 trash capture devices in high impact Stormwater collection areas to comply with Regional Water Quality Control Board long-term trash reduction goals

**FY2018-19 Accomplishments (Continued)**

- Provided citywide coordination and on-going updates during severe storm events
- 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
- 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 74 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 and replaced 45 feet of pipe to maintain 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 3,141 feet of storm drain mains at 16 locations and 8,316 feet of culverts at 15 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 1,649 locations and 7 large homeless encampment abatements
- Completed training in Blood-borne Pathogens, Hazardous Materials (HAZMAT), Hearing Testing, Respiratory Fit, Harassment Prevention, CPR and First Aid, Backhoe/Loader/Forklift Operator, Confined Space/Fall Protection, Defensive Driver, Fire Extinguisher, and Utility Locator Training for employee safety training

**FY2019-20 Goals and Objectives**

- Manage and complete spot repairs of priority stormwater collection system locations
- Coordinate and monitor on-going San Francisco Bay Regional Water Quality Control Board Stormwater initiatives
- Complete 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

**City of San Bruno**

**Department of Public Works - Stormwater Revenue & Expenditure**

Fiscal Year FY2019-20

Departmen 621-6210

**Revenues**

| Account | Revenue Account Title | FY2018-19 Budget | FY2019-20 Budget | $ Change in Budget - FY19 vs FY20 | Notable Changes |
|---|---|---|---|---|---|
| 4391 | INVESTMENT INCOME | $ 8,000 | **$ 24,000** | $ 16,000 | |
| 4542 | NPDES-STORM FEE | 600,000 | **565,000** | (35,000) | Reduced based on historical Revenue |
| 4544 | STREET SWEEPING REIMBURSEMENT | 80,000 | **90,000** | 10,000 | |
| 4995 | OTHER REVENUE | 250,000 | **-** | (250,000) | One-time revenue for spot repair removed |
| **(A)** | **Total Revenues** | **$ 938,000** | **$ 679,000** | **$ (259,000)** | |

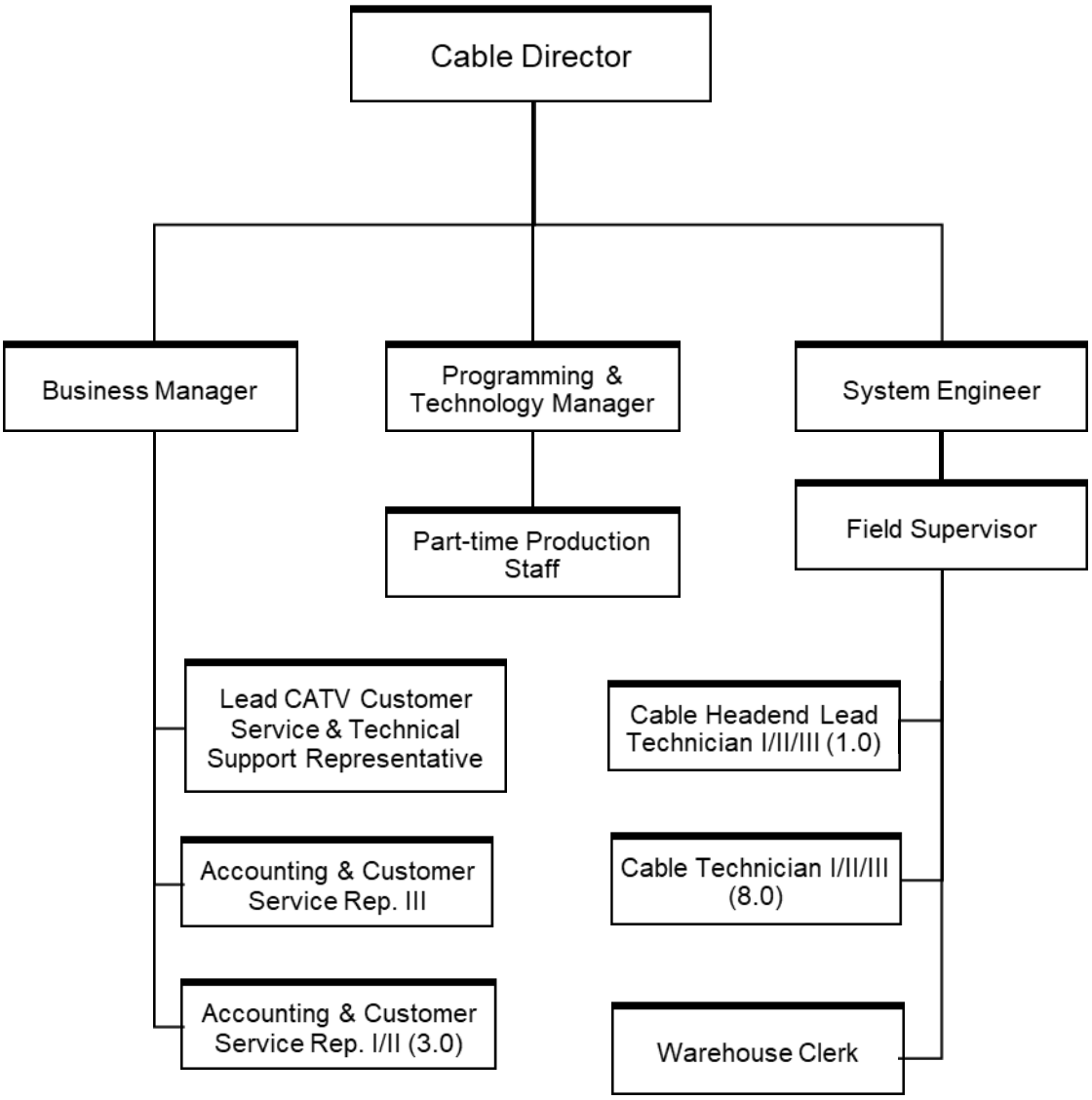
**Expenditures**

| Account | Expenditure Account Title | FY2018-19 Budget | FY2019-20 Budget | $ Change in Budget - FY19 vs FY20 | Notable Changes |
|---|---|---|---|---|---|
| | SALARIES | **$ 465,793** | **$ 458,341** | **$ (7,452)** | Salary step increase adjustment |
| | FRINGE BENEFITS | **260,012** | **286,823** | **26,811** | Medical and CalPERS benefits |
| | **Total Salaries & Benefits** | **$ 725,805** | **$ 745,164** | **$ 19,359** | |
| 6101 | GAS AND OIL | $ 18,000 | **$ 20,000** | $ 2,000 | Increased cost of fuel |
| 6102 | OPERATING SUPPLIES | 21,530 | **21,530** | - | |
| 6112 | POSTAGE | 550 | **550** | - | |
| 6401 | PROFESSIONAL SERVICES | 153,600 | **3,600** | (150,000) | Removed Condition Assessment of culverts & storm mains |
| 6403 | PERSONNEL SERVICES | 10,000 | **10,000** | - | |
| 6405 | TRAINING/MEETINGS/CONFERENCES | 5,500 | **5,500** | - | |
| 6406 | PROFESSIONAL DEVELOPMENT | 250 | **250** | - | |
| 6411 | CONTRACTUAL SERVICES | 533,800 | **283,800** | (250,000) | FY2018-19 One-Time Enhancement removed |
| 6419 | OTHER SERVICES | 13,750 | **14,500** | 750 | |
| 6450 | COMMUNICATIONS | 1,800 | **1,800** | - | |
| 6601 | RENTAL & LEASES | 1,000 | **1,000** | - | |
| 6701 | DUES & MEMBERSHIPS | 850 | **850** | - | |
| | **Total Supplies & Materials** | **$ 760,630** | **$ 363,380** | **$ (397,250)** | |
| 7041 | COUNTY SVCE.CHARGES | $ 200 | **$ 200** | $ - | |
| 7069 | INTERGOVERNMENTAL-OTHER | 19,600 | **19,600** | - | |
| 7901 | INTERNAL SERVICE ALLOCATIONS | 37,146 | **32,106** | (5,040) | |
| 7902 | INTERDEPARTMENTAL CHARGES | 54,370 | **62,334** | 7,964 | |
| | **Total Other Charges** | **$ 111,316** | **$ 114,240** | **$ 2,924** | |
| **(B)** | **Total Expenditures** | **$1,597,751** | **$1,222,784** | **$ (374,967)** | |
| **(A) - (B)** | **Surplus / (Deficit)** | **$ (659,751)** | **$ (543,784)** | **$ 115,967** | |

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# Cable Department

# Cable Department



# Cable Department

*San Bruno Cable delivers a full suite of value oriented broadband services including High Speed Internet, Digital Cable Television, High Definition Television, Video on Demand, Digital Video Recorders, Local Origination, , and Voice over Internet Protocol (VoIP) telephone services to residents and businesses in San Bruno over a 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 7,200 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.

- **Optimized 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.

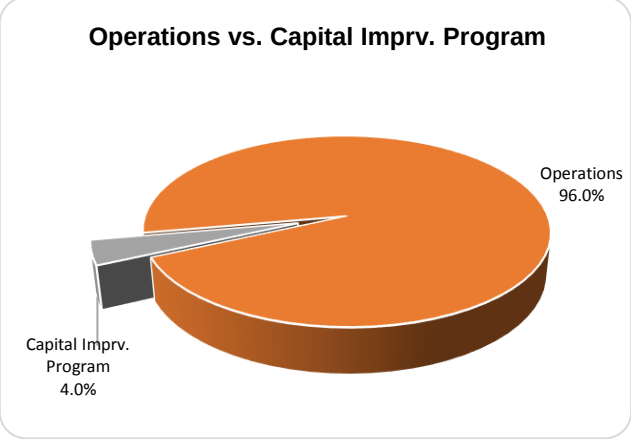
- **Over The Top TV Services**
  Select Video Services available for viewing on mobile devices. This enhancement to the traditional method of viewing on Television sets adds convenience to the user and assists in retaining video subscriptions.

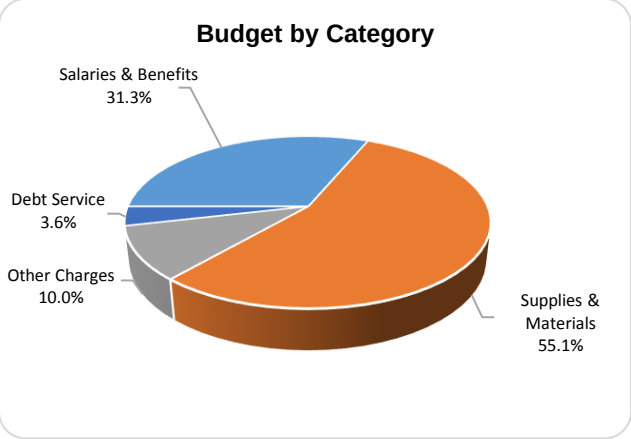
- **Local Origination Programming**
  Televise live City meetings, select school board meetings, and local events. The camera and editing equipment is also used to promote the Cable TV Department's programming, and services to meet contractual demands for promotion of select channels. Public service 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 Department Budget Summary

| Revenue Summary | FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Budget | FY 2019-20 Budget |
|---|---|---|---|---|
| Basic Service | $3,079,748 | $3,026,881 | $3,218,314 | $2,871,320 |
| Internet Service Fees | 3,675,310 | 4,007,749 | 4,453,000 | 4,614,500 |
| Pay-Per-View Services | 638,655 | 608,138 | 690,250 | 407,000 |
| Digital Service | 1,131,679 | 1,069,261 | 1,100,000 | 800,000 |
| International Programming | 105,544 | 99,702 | 114,090 | 75,000 |
| Fees & Taxes | 338,660 | 326,502 | 349,257 | 233,000 |
| Voice Service | 400,337 | 387,269 | 430,000 | 368,000 |
| Fiber Leasing | 95,352 | 108,252 | 156,000 | 180,000 |
| TV Guide Magazine | 2,340 | 2,078 | 2,500 | 2,000 |
| Commercial Phone & Data | 169,349 | 144,552 | 168,000 | 185,000 |
| Other Receipts | 243,808 | 203,396 | 245,000 | 171,300 |
| **Total:** | **$9,880,780** | **$9,983,781** | **$10,926,411** | **$9,907,120** |

| Budgeted Expenses | FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Budget | FY 2019-20 Budget |
|---|---|---|---|---|
| Salaries & Benefits | $2,632,331 | $3,228,121 | $2,985,401 | $3,064,537 |
| Supplies & Materials | 6,375,509 | 6,514,505 | 6,799,925 | 5,394,823 |
| Other Charges | 860,476 | 866,180 | 888,090 | 978,248 |
| CATV Equity Earn. Transf. | 775,000 | 574,550 | 375,000 | - |
| Non-Operating Transfer | 30,000 | 56,000 | - | - |
| Debt Service (FFTH Shelter Creek) | 5,675 | 4,809 | 3,938 | 3,063 |
| Debt Service (Cisco Router Lease) | - | - | - | 352,027 |
| **Total:** | **$10,678,991** | **$11,244,165** | **$11,052,355** | **$9,792,698** |




| Performance and Workload Measures | FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Actual | FY 2019-20 Target |
|---|---|---|---|---|
| Internet Service Subscribers | 6,460 | 6,600 | 7,260 | 7,109 |
| Service Calls | 2,550 | 2,400 | 2,400 | 2,400 |
| New Customer Installations | 1,031 | 1,200 | 1,500 | 1,112 |
| Total Homes Served | 7,481 | 7,600 | 8,300 | 7,805 |
| Total Video Programs Recorded/Live | 82 | 85 | 85 | 85 |

## Goals and Accomplishments

**FY2018-19 Accomplishments**

- Replaced electronic field taps with non-electronic units to assure reliability of the system
- Upgraded speeds for all levels of Internet service
- Developed and commenced marketing of "Business Class" telephony and internet services
- New rate card implemented; old rate card subscribers grandfathered
- Complete update of the system routers and installation of new equipment
- Completed fibrer deployment in Shelter Creek, Peninsula Place & Crystal Springs complexes
- Presented and obtained Council approval for fiber upgrade and business plan
- Completed iGuide upgrade to 15,000 set top boxes
- Renegotiated agreements to reduce operating costs:with credit card processor to reduce by 30%, wholesale telephone line vendor by 59% and network operations monitoring vendor by 52%

**FY2019-20 Goals and Objectives**

- Implement the Cable Enterprise's new business plan focusing on higher margin, internet based business.
- Pursue funding for the Fiber to the Home project.
- Complete enterprise rebranding
- Initiate rolling marketing campaigns in conjunction with fiber rollout phases
- Enhance website to include point of sale account functionality
- Complete Channel 1 Upgrade to High Definition and enable live streaming
- Analyze viewership data to reduce TV channel license fee loads
- Reduce customer complaints due to technical faults

**City of San Bruno**
**Cable Department**
Fiscal Year FY2019-20
Department 641-6410

**Revenues**

| Account | Revenue Account Title | FY2018-19 Budget | FY2019-20 Budget | $ Change in Budget - FY19 vs FY20 | Notable Changes |
|---|---|---|---|---|---|
| 48xx | BASIC SERVICE | $ 3,218,314 | **$ 2,871,320** | $ (346,994) | Expected decrease inline with current yr estimate |
| 48xx | INTERNET SERVICE FEES | 4,453,000 | **4,614,500** | 161,500 | Expected increases with new rate card and focus on higher margin business |
| 48xx | PAY-PER-VIEW SERVICES | 690,250 | **407,000** | (283,250) | Expected decrease with more users utilizing online services |
| 4862 | DIGITAL SERVICE | 1,100,000 | **800,000** | (300,000) | Expected decrease with more users utilizing online services |
| 4856 | INTERNATIONAL PROGRAMMING | 114,090 | **75,000** | (39,090) | |
| 48xx | FEES & TAXES | 349,257 | **233,000** | (116,257) | |
| 4864 | VOICE SERVICE | 430,000 | **368,000** | (62,000) | |
| 4866 | FIBER LEASING | 156,000 | **180,000** | 24,000 | |
| 4867 | TV GUIDE MAGAZINE | 2,500 | **2,000** | (500) | |
| 48xx | COMMERCIAL PHONE & DATA | 168,000 | **185,000** | 17,000 | |
| 48xx | OTHER RECEIPTS | 245,000 | **171,300** | (73,700) | |
| **(A)** | **Total Revenues** | **$ 10,926,411** | **$ 9,907,120** | **$ (1,019,291)** | |

**Expenditures**

| Account | Expenditure Account Title | FY2018-19 Budget | FY2019-20 Budget | $ Change in Budget - FY19 vs FY20 | Notable Changes |
|---|---|---|---|---|---|
| | SALARIES | $ 1,958,437 | **$ 1,927,258** | $ (31,179) | Salary step increase adjustment |
| | Fringe Benefits | 1,026,964 | **1,137,279** | 110,315 | Medical and CalPERs annual increase |
| | **Total Salaries & Benefits** | **$ 2,985,401** | **$ 3,064,537** | **$ 79,136** | |
| 6001 | OFFICE SUPPLIES | $ 9,000 | **$ 9,000** | $ - | |
| 6101 | GAS AND OIL | 13,000 | **11,400** | (1,600) | |
| 6102 | OPERATING SUPPLIES | 37,000 | **37,000** | - | |
| 6112 | POSTAGE | 42,000 | **30,000** | (12,000) | |
| 6304 | MAINTENANCE | 442,050 | **573,845** | 131,795 | |
| 6401 | PROFESSIONAL SERVICES | 63,000 | **63,000** | - | |
| 6402 | LEGAL EXPENSES | 2,000 | **2,000** | - | |
| 6405 | TRAINING/MEETINGS/CONFERENCES | 8,600 | **8,600** | - | |
| 6406 | PROFESSIONAL DEVELOPMENT | 3,000 | **2,500** | (500) | |
| 6409 | SPECIAL PROJECTS | 205,550 | **22,550** | (183,000) | Initial payment for router equipment in FY2018-19 |
| 6411 | CONTRACTUAL SERVICES | 4,510,000 | **3,450,000** | (1,060,000) | Renegotiated Contracts, expected savings |
| 6412 | INTERNET SERVICE FEES | 715,445 | **458,645** | (256,800) | Renegotiated Contracts, expected savings |
| 6419 | OTHER SERVICES | 132,315 | **97,515** | (34,800) | Renegotiated Contracts, expected savings |
| 6450 | COMMUNICATIONS | 16,568 | **16,568** | - | |
| 6502 | COMMUNITY PROMOTION | 8,000 | **15,000** | 7,000 | Added Enhancement request of $7K |
| 6531 | UTILITIES | 230,000 | **205,000** | (25,000) | |
| 6541 | LICENSING FEES | 3,100 | **5,000** | 1,900 | |
| 6601 | RENTAL & LEASES | 90,800 | **68,000** | (22,800) | |
| 6650 | TOOLS & EQPT. -$25K | 262,763 | **312,295** | 49,532 | |
| 6701 | DUES & MEMBERSHIPS | 5,534 | **6,705** | 1,171 | |
| 6702 | PUBS & SUBSCRIPTIONS | 200 | **200** | - | |
| | **Total Supplies & Materials** | **$ 6,799,925** | **$ 5,394,823** | **$ (1,405,102)** | |
| 7041 | COUNTY SVCE.CHARGES | $ 70 | **$ 70** | $ - | |
| 7063 | CITY TAXES & FEES | 349,257 | **349,257** | - | |
| 7069 | INTERGOVERNMENTAL-OTHER | 3,343 | **1,680** | (1,663) | |
| 7901 | INTERNAL SERVICE ALLOCATIONS | 193,556 | **238,791** | 45,235 | |
| 7902 | INTERDEPARTMENTAL CHARGES | 341,864 | **388,450** | 46,586 | |
| | **Total Other Charges** | **$ 888,090** | **$ 978,248** | **$ 90,158** | |
| 8926 | CATV EQUITY EARN.TRANSF. | $ 375,000 | **$ -** | $ (375,000) | Removed until Department shows Surplus |
| | **Total Transfers** | **$ 375,000** | **$ -** | **$ (375,000)** | |
| 9002 | Debt Service (FFTH Shelter Creek) | $ 3,938 | **$ 3,063** | $ (875) | |
| | Debt Service (Cisco Router Lease) | - | **352,027** | 352,027 | |
| | **Total Debt Service** | **$ 3,938** | **$ 355,090** | **$ 351,152** | |
| **(B)** | **Total Expenditures** | **$ 11,052,355** | **$ 9,792,698** | **$ (1,259,657)** | |
| **(A) - (B)** | **Surplus / (Deficit)** | **$ (125,944)** | **$ 114,422** | **$ 240,366** | |

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# Internal Service Funds

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# Internal Service Funds

Central Garage

Building & Facilities

Technology

Self Insurance

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# Public Works Department
## Central Garage Division

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

## Overview

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

The primary services provided include:

- **Preventive Maintenance and Repair**
  Provide service and safety inspection every 3,000 miles for 15 police patrol vehicles, service and safety inspections for 123 other vehicles every 5,000 miles or annually, additional safety inspections every 45 to 90 days for safety-sensitive equipment, and routine repair of various large equipment items. Provide timely and cost effective repairs that are performed in-house or by contract; contract repairs typically include transmission repair, front-end alignment, and body work/painting, as well as warranty or other cost-saving work.

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

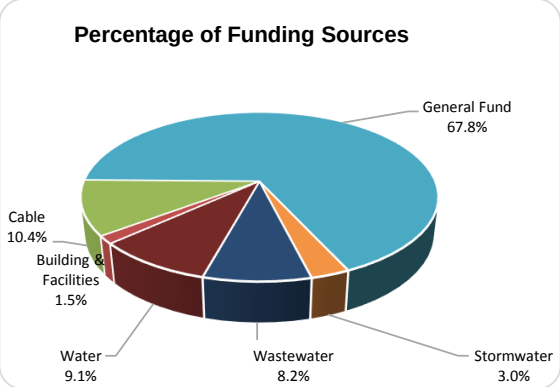
- **Support Services**
  Provide general use vehicles for City employees who do not regularly use a City vehicle in the performance of their duties. Central Garage maintains the City's fuel storage and delivery system. Provide regularly scheduled and custom repair to a wide variety of tools and equipment.

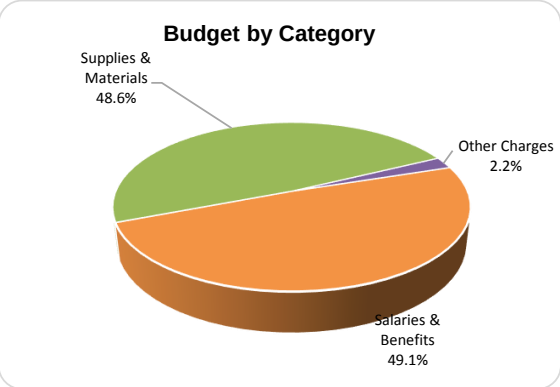
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# Central Garage Budget Summary

| Funding Summary | FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Budget | FY 2019-20 Budget |
|---|---|---|---|---|
| Central Garage Fund | $ 377,900 | $ 110,125 | $ - | $ - |
| Operating Charges | 210,500 | 500,000 | 587,000 | 810,000 |
| Parks & Facilities Fund | 73,497 | - | - | 73,497 |
| **Total:** | **$ 661,897** | **$ 610,125** | **$ 587,000** | **$ 883,497** |

| Budgeted Expenditures | FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Budget | FY 2019-20 Budget |
|---|---|---|---|---|
| Salaries & Benefits | $ 273,538 | $ 228,020 | $ 336,824 | $ 348,576 |
| Supplies & Materials | 301,596 | 366,112 | 303,957 | 345,057 |
| Other Charges | 13,266 | 16,028 | 14,472 | 15,918 |
| **Total:** | **$ 588,400** | **$ 610,160** | **$ 655,253** | **$ 709,551** |




| Performance and Workload Measures | FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Estimated | FY 2019-20 Target |
|---|---|---|---|---|
| Number of vehicles maintained | 144 | 144 | 146 | 146 |
| Number of vehicles identified for replacement | 20 | 13 | 10 | 10 |

## Goals and Accomplishments

**FY2018-19 Accomplishments**

- Coordinated purchase of 25 vehicles approved in the remaining 2016-17, 2017-18, and 2018-19 Equipment Budget to maintain a reliable fleet and minimize maintenance costs
- Completed a Vehicle Replacement Policy that includes a depreciation/amortization schedule and maintenance condition standards. The policy goals were to maintain a sustainable Equipment Reserve Fund and provide safe and available equipment within a transparent replacement program.
- Completed inspections of hazardous materials at the Corporation Yard in compliance with San Mateo County environmental regulations to ensure proper storage and safety

**FY2019-20 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 2019-20 Council-approved fleet and equipment replacements and acquisitions
- Continue to provide maintenance and repair of 146 vehicles and large pieces of equipment

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**City of San Bruno**

**Department of Public Works - Central Garage Revenue & Expenditure**

Fiscal Year FY2019-20

Department 701-1510

**Revenues**

| Account | Revenue Account Title | FY2018-19 Budget | FY2019-20 Budget | $ Change in Budget - FY19 vs FY20 | Notable Changes |
|---|---|---|---|---|---|
| 4911 | OPERATING CHARGES | $ 587,000 | **$ 810,000** | $ 223,000 | 0 |
| 4995 | OTHER REVENUE | - | **-** | - | |
| 4999 | NON-OPERATING TRANSFERS | - | **73,497** | 73,497 | Transfer in to meet Reserve Policy target |
| **(A)** | **Total Revenues** | **$ 587,000** | **$ 883,497** | **$ 296,497** | |

**Expenditures**

| Account | Expenditure Account Title | FY2018-19 Budget | FY2019-20 Budget | $ Change in Budget - FY19 vs FY20 | Notable Changes |
|---|---|---|---|---|---|
| | SALARIES | $ 214,084 | **$ 216,559** | $ 2,475 | Add 1.0 FTE Mechanic II,remove from Personnel $25K |
| | FRINGE BENEFITS | 122,740 | **132,017** | 9,277 | Medical & CalPERS Benefits |
| | **Total Salaries & Benefits** | **$ 336,824** | **$ 348,576** | **$ 11,752** | |
| 6001 | OFFICE SUPPLIES | $ 500 | **$ 500** | $ - | |
| 6101 | GAS AND OIL | 2,000 | **5,000** | 3,000 | Increased cost of fuel |
| 6102 | OPERATING SUPPLIES | 129,500 | **145,000** | 15,500 | Parts/Supplies to repair police patrol and older vehicles |
| 6403 | PERSONNEL SERVICES | 25,000 | **-** | (25,000) | Removed Personnel $25K, added 1.0 FTE Mechanic |
| 6405 | TRAINING/MEETINGS/CONFERENCES | 1,575 | **1,575** | - | |
| 6411 | CONTRACTUAL SERVICES | 100,000 | **150,000** | 50,000 | Cost Increase to reapir large diesel trucks |
| 6419 | OTHER SERVICES | 21,300 | **40,000** | 18,700 | Cost increase for oil/tire disposal & laundry services |
| 6450 | COMMUNICATIONS | 454 | **454** | - | |
| 6531 | UTILITIES | 778 | **778** | - | |
| 6650 | TOOLS & EQPT. -$25K | 21,100 | **-** | (21,100) | Tools & Equipment purchased in FY2018-19 |
| 6701 | DUES & MEMBERSHIPS | - | **-** | - | |
| 6702 | PUBS & SUBSCRIPTIONS | 1,750 | **1,750** | - | |
| | **Total Supplies & Materials** | **$ 303,957** | **$ 345,057** | **$ 41,100** | |
| 7901 | INTERNAL SERVICE ALLOCATIONS | $ 14,472 | **$ 15,918** | $ 1,446 | |
| | **Total Other Charges** | **$ 14,472** | **$ 15,918** | **$ 1,446** | |
| **(B)** | **Total Expenditures** | **$ 655,253** | **$ 709,551** | **$ 54,298** | |
| **(A) - (B)** | **Surplus ((Deficit)** | **$ (68,253)** | **$ 173,946** | **$ 242,199** | |

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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, Carlton Corners, Firemen's Hall, Public Works Corporation Yard, Parks Corporation Yard, Library, as well as restrooms and structures at City parks. The functional program areas of the division are provided through three service areas:

- **Custodial Services and Preventative Maintenance**
  Provide routine custodial services and preventative maintenance at 17 City facilities to ensure a clean, well maintained environment for use by the community and City employees.

- **Facility Management and Routine Preventative Maintenance**
  Ensure proper maintenance of all City facilities by City staff and contract services. Routine maintenance includes regular inspections and scheduled maintenance for emergency generators, heating and cooling systems, fire extinguishers, elevators, alarm systems, electrical systems, mechanized doors, and building amenities such as doors, flooring, windows, and lighting. The division coordinates work with user departments throughout the City and works in collaboration to prioritize projects and allocate budgeted resources.

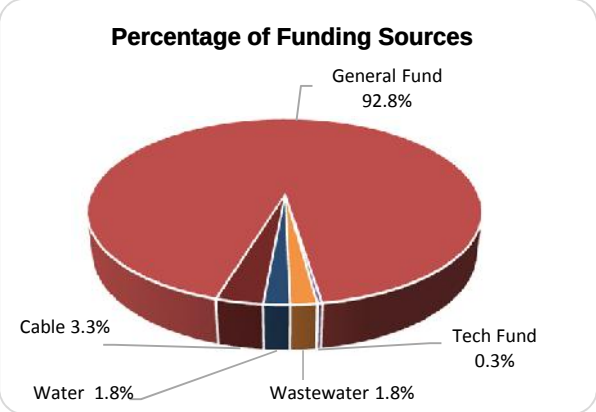
- **Repair Services**
  Provide repairs to City facilities which occur more routinely as facilities age. These repairs are often unanticipated and occur without warning. Examples include replacement of condensers in cooling systems, equipment part failures in generators, elevators and other electrical systems, and patching aging roofs.

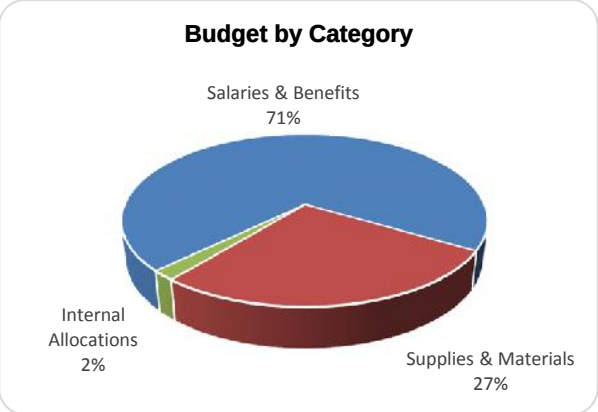
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# Building & Facilities Budget Summary

| Funding Summary | FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Budget | FY 2019-20 Budget |
|---|---|---|---|---|
| Building & Facilities Fund Balance | $ 466,257 | $ 147,413 | $ - | $ - |
| Recovery from Other Funds | | | | |
| General Fund | 694,608 | 1,169,686 | 1,206,651 | 1,404,992 |
| Water Fund | 13,973 | 22,597 | 23,665 | 27,555 |
| Wastewater Fund | 13,973 | 22,597 | 23,665 | 27,555 |
| Cable Fund | 24,326 | 40,351 | 42,259 | 49,205 |
| Technology Fund | 2,320 | 3,849 | 4,031 | 4,693 |
| Parks & Facilities Fund | - | - | - | 249,176 |
| **Total:** | **$ 1,215,457** | **$ 1,406,493** | **$ 1,300,271** | **$ 1,763,176** |

| Budgeted Expenditures | FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Budget | FY 2019-20 Budget |
|---|---|---|---|---|
| Salaries & Benefits | $ 804,384 | $ 885,297 | $ 982,762 | $ 1,029,374 |
| Supplies & Materials | 394,925 | 501,488 | 255,018 | 400,715 |
| Internal Allocations | 15,648 | 19,709 | 21,541 | 27,005 |
| **Total:** | **$ 1,214,957** | **$ 1,406,493** | **$ 1,259,321** | **$ 1,457,094** |




| Performance and Workload Measures | FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Estimated | FY 2019-20 Target |
|---|---|---|---|---|
| Number of work orders completed | 1,365 | 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

**FY2018-19 Accomplishments**

- Completed new deck for the Senior Center (managed by Public Works).
- LED lightbulbs upgrades at city facilities to reduce energy costs at City Hall, Library, Public Works Corp Yard, Cable TV, Fire Station 51, Police Department, Parks Corp Yard, and the Senior Center.

**FY2018-19 Accomplishments (Continued)**

- Replaced roof at Fire Station 52 (managed project).
- Library generator was connected to City Hall backup generator, eliminating the need for a replacement unit.

**FY2019-20 Goals and Objectives**

- Design and implementation of new HVAC systems at Police Department, Library, and Cable buildings.
- Replace blinds and carpets in Library.
- Maintenance and upgrades of Parks Corp Yard buildings.
- Replace backflow preventer Senior Center to meet code (managed by Public Works).
- Implement fire sprinkler alarm maintenance and inspection contract needed for several city facilities.
- Work with Public Works and Community Development to replace the trash enclosure which was damaged in the June 2017 accident.
- Work with Public Works to restripe the Senior Center parking lot to ADA specifications.
- Implement the ADA Transition Plan for all city facilities to incorporate the upgrades for year one.
- Conduct repairs and major maintenance of grandstand and concession stands at Tom Lara Field.
- Conduct a facilities needs assessment for all City facilities.
- Conduct major roof repairs needed at the Police Department, Fire Station 51, and the Senior Center.
- Collaborate with the Information Technology Department on the implementation of a City wide door access system (keyless entry).

**City of San Bruno**
**Community Services Department - Building & Facilities Division Revenues & Expenditures**
Fiscal Year 2019-20
Department 702-1520

**Revenues**

| Account | Revenue Account Title | FY2018-19 Budget | FY2019-20 Budget | $ Change in Budget - FY19 vs FY20 | Notable Changes |
|---|---|---|---|---|---|
| 4911 | OPERATING CHARGES | $ 1,300,271 | **$ 1,514,000** | $ 213,729 | Internal service fund department support |
| 4999 | NON-OPERATING TRANSFERS | - | **249,176** | 249,176 | Transfer in to meet Reserve Policy target |
| **(A)** | **Total Revenues** | **$ 1,300,271** | **$ 1,763,176** | **$ 462,905** | |

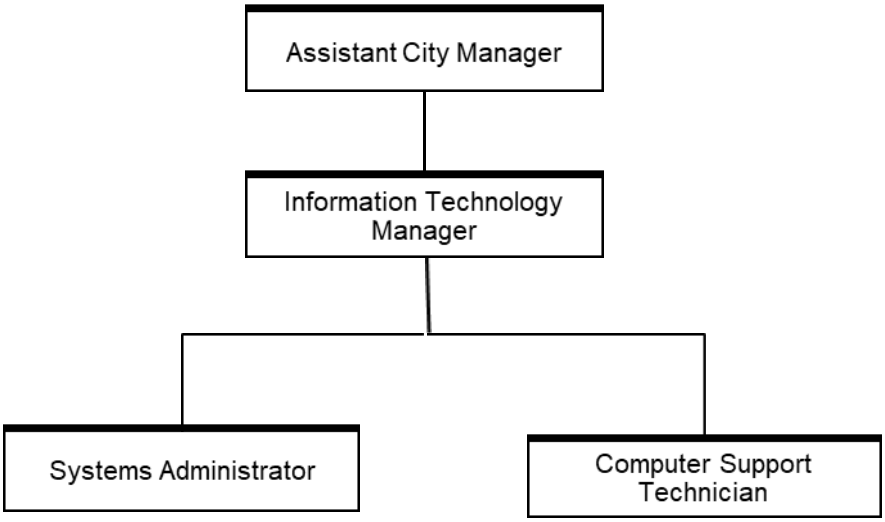
**Expenditures**

| Account | Expenditure Account Title | FY2018-19 Budget | FY2019-20 Budget | $ Change in Budget - FY19 vs FY20 | Notable Changes |
|---|---|---|---|---|---|
| | SALARIES | $ 602,898 | **$ 625,014** | $ 22,116 | Cost of living and step increases |
| | FRINGE BENEFITS | 379,864 | **404,360** | 24,496 | Health insurance and pension |
| | **Total Salaries & Benefits** | **$ 982,762** | **$ 1,029,374** | **$ 46,612** | |
| 6001 | OFFICE SUPPLIES | 400 | **400** | - | |
| 6101 | GAS AND OIL | 1,500 | **1,500** | - | |
| 6102 | OPERATING SUPPLIES | 55,800 | **109,650** | 53,850 | Increase in facilities janitorial, maintenance, & repair supplies, uniforms & safety boots; Supplies for ADA transition plan compliance |
| 6301 | BUILDING AND GROUNDS MAINTENANCE | 88,960 | **118,740** | 29,780 | Increase maintenance & testing fees for HVAC system & software, electrical work, & fire alarm; Increase floor & window cleaning |
| 6406 | PROFESSIONAL DEVELOPMENT | 500 | **500** | - | |
| 6411 | CONTRACTUAL SERVICES | 52,100 | **98,100** | 46,000 | Testing & inspection services for fire alarm, backflow preventer, sprinkler, clean agent, and kitchen hood systems. |
| 6450 | COMMUNICATIONS | 1,323 | **1,785** | 462 | |
| 6531 | UTILITIES | 51,435 | **51,435** | - | |
| 6650 | TOOLS & EQPT. -$25K | 3,000 | **18,605** | 15,605 | Increase for HVAC controller part |
| | **Total Supplies & Materials** | **$ 255,018** | **$ 400,715** | **$ 145,697** | |
| 7901 | INTERNAL SERVICE ALLOCATIONS | 21,541 | **27,005** | 5,464 | Internal service fund department support |
| | **Total Allocations** | **$ 21,541** | **$ 27,005** | **$ 5,464** | |
| **(B)** | **Total Expenditures** | **$ 1,259,321** | **$ 1,457,094** | **$ 197,773** | |
| **(A) - (B)** | **Surplus / (Deficit)** | **$ 40,950** | **$ 306,082** | **$ 265,132** | |

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# Information Technology

# Information Technology



# Information Technology

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

## Overview

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

- **Manage and Maintain the City's Core IT Infrastructure**
  The IT Division manages the daily operations of all IT systems (network, data center, storage systems, servers, databases, web services) and applies technology 'best practices' to deliver applications and to support business processes throughout the City organization.

- **Network and Data Security**
  The IT Division ensures the integrity and security of the City's digital assets and data by focusing on controlling access, detecting and eliminating external and internal cyber threats, and implementing controls to prevent misuse of City information and resources. The Division continually works towards elimination of spam and other threats that may compromise network and users' security.

- **Centralized Service Desk**
  The IT Division provides direct support to City employees for a variety of hardware and software products.

- **Business Applications and Management**
  The IT Division manages the planning, development, implementation and maintenance of all software systems and evaluates new technologies for operational efficiency.

- **City Department Solutions Management**
  The IT Division assists City Departments in meeting their objectives by understanding their business needs, recommending and implementing technology solutions to provide operational effectiveness and efficiency.

- **Staff Education & Training**
  The IT Division trains City employees on network features and software to increase users' proficiency with technology and coordinates employee access to other training opportunities for more advanced coursework.

- **Centralized Phone Management**

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

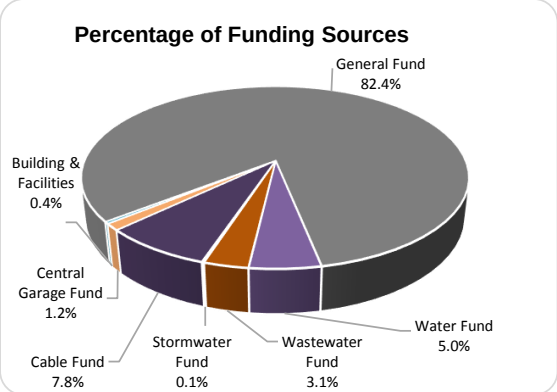
- **Web Site Development & Administration**

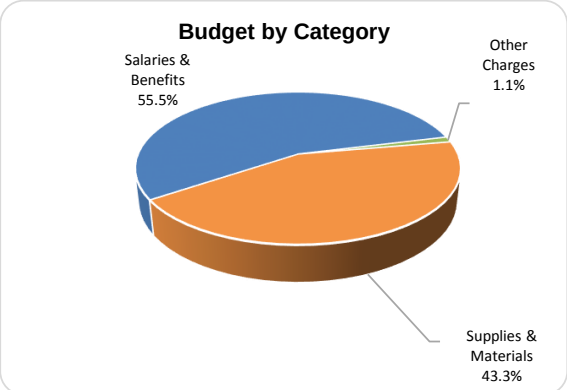
  The IT Division manages the City's official municipal website to ensure it is an effective online resource to our citizens regarding programs, events, and services offered by the City of San Bruno. The IT Division assists departments to ensure their information on the web is consistent, relevant, and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

# Information Technology Budget Summary

| Funding Summary | FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Budget | FY 2019-20 Budget |
|---|---|---|---|---|
| Technology Fund | $ - | $ 63,539 | $ 102,118 | $ - |
| Operating Charges | 739,780 | 739,780 | 710,000 | 833,000 |
| Parks & Facilities Fund | - | - | - | 179,889 |
| **Total:** | **$ 739,780** | **$ 803,319** | **$ 812,118** | **$ 1,012,889** |

| Budgeted Expenditures | FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Budget | FY 2019-20 Budget |
|---|---|---|---|---|
| Salaries & Benefits | $ 426,100 | $ 472,958 | $ 499,385 | $ 544,894 |
| Supplies & Materials | 212,786 | 243,260 | 302,175 | 424,825 |
| Other Charges | 8,192 | 9,883 | 10,558 | 11,220 |
| **Total:** | **$ 647,079** | **$ 726,101** | **$ 812,118** | **$ 980,939** |




| Performance and Workload Measures | FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Estimated | FY 2019-20 Target |
|---|---|---|---|---|
| Number of software applications supported | 26 | 26 | 25 | 31 |
| Number of network servers supported | 58 | 58 | 62 | 68 |
| Number of Desktop Computers replaced | 19 | 7 | 5 | 34 |
| Network Uptime (Percentage) | 100% | 100% | 100% | 100% |

## Goals and Accomplishments

**FY2018-19 Accomplishments**

- Worked with San Bruno Cable TV staff and network vendor, to replace end-of-life switches, routers, and firewalls in all City facilities including City Hall and Police Station.
- Upgraded virtual infrastructure to the most current version. Upgrade included VMware servers at primary City Hall site and disaster recovery site at Police Plaza.
- IT staff on a daily basis supported City technology users to diagnose and provide solutions to various problems with network, hardware, software, and phone systems
- Monitored City's firewall and responded as needed to security alerts. Periodically sent out phishing attack reminders to all City staff to be aware of email from unknown sources. Responded to security questions and concerns from staff when notified of a suspicious email to investigate email source and resolve validity concerns.
- Worked in conjunction with Police Department staff and their IT consultant on technical support required to maintain Police software and hardware. Collaborated with Police IT team on special projects as needed.
- Worked with Community Development staff to implement and bring online additional features of City's Permits and Planning Management System.
- Renewed IT Staff membership in Municipal Information Systems Association of California (MISAC) to stay informed with technology solutions from other municipalities.
- Worked with City GIS Consultant to initiate project to eliminate errors in City's coordinate geometry (COGO) database to improve accuracy in City's online mapping system.
- Initiated periodic audits of smart phone, tablet, and hot spot usage and modified data plans to save average of $500 month
- Worked with Public Works to start pilot project to create a process to scan, digitize, and define map coordinates for paper as-built drawings. When complete, this project will provide information and technology assessment to for proposed costs to digitize full City inventory of engineering as-built drawings.
- Began working with Community Development on pilot project using software technology, to replace paper with digitized plans and develop new processes for online plan review, comment, and approval by all City departments.
- Continued with training program to keep IT staff current on installed technologies and emerging industry technology trends

**FY2019-20 Goals and Objectives**

- If approved, replace City's Citrix desktop system with Microsoft's Office 365 Cloud desktop system. The current software has reached end of life and IT's recommendation is to move these functions to Microsoft's Cloud desktop technology.
- Continue with Public Works pilot program to scan and digitize engineering as-built drawings, and analyze and document the findings and prepare a cost proposal to fully scan all of Public Work's as-built drawing inventory.
- Perform an audit of older model City installed laptops and desktops to create a priority replacement list.
- Continue membership and participation in the Municipal Information Systems Association of California and attend annual Conference.
- Promote continued technology training for IT staff in VMWare, Geographic Information Systems, Firewall Security, Cisco Networking, and installed storage access network hardware.
- Work in conjunction with San Bruno Cable TV to overhaul wireless systems in City Hall to provide increased performance, building wide coverage, and improved security.
- If approved, continue with pilot project to install digitized plan check systems in Fire, Public Works, Police, and Community Services to automate plan check workflow with online processing versus paper documents.
- Improve remote access security for key staff by implementing two factor authentication (2FA) when logging into the City Hall network from a remote location.
- Continue to work with departments to improve manual workflow processes through applied technology and develop strategic plans for future technology acquisitions.
- With CIP approval, IT Staff will work with security professionals and City Directors to draft requirements, select vendor, implement a security information and event monitoring system to improve overall protection for City Internet access and communications.

**City of San Bruno**
**Department of Information Technology - IT Revenue & Expenditure**
Fiscal Year FY2019-20
Department 707-1530

**Revenues**

| Account | Revenue Account Title | FY2018-19 Budget | FY2019-20 Budget | $ Change in Budget - FY19 vs FY20 | Notable Changes |
|---|---|---|---|---|---|
| 4911 | OPERATING CHARGES | $ 710,000 | **$ 833,000** | $ 123,000 | Internal service fund department support |
| 4999 | NON-OPERATING TRANSFERS | - | **179,889** | 179,889 | Transfer in to meet Reserve Policy target |
| **(A)** | **Total Revenues** | **$ 710,000** | **$ 1,012,889** | **$ 302,889** | |

**Expenditures**

| Account | Expenditure Account Title | FY2018-19 Budget | FY2019-20 Budget | $ Change in Budget - FY19 vs FY20 | Notable Changes |
|---|---|---|---|---|---|
| | **Salaries** | **$ 321,894** | **$ 345,253** | **$ 23,359** | Cost of living adjustment and step increase |
| | **Fringe Benefits** | **$ 177,491** | **$ 199,641** | **$ 22,150** | Health insurance and pension increase |
| | **Total Salaries & Benefits** | **$ 499,385** | **$ 544,894** | **$ 45,509** | |
| 6001 | OFFICE SUPPLIES | 1,000 | **400** | (600) | |
| 6102 | OPERATING SUPPLIES | 19,500 | **19,500** | - | |
| 6112 | POSTAGE | 300 | **-** | (300) | |
| 6304 | MAINTENANCE | 43,310 | **22,950** | (20,360) | Equipment reallocated to other departments |
| 6401 | PROFESSIONAL SERVICES | 42,895 | **86,250** | 43,355 | GIS Project |
| 6403 | PERSONNEL SERVICES | 3,360 | **-** | (3,360) | |
| 6405 | TRAINING/MEETINGS/CONFERENCES | 10,400 | **17,000** | 6,600 | IT Training |
| 6406 | PROFESSIONAL DEVELOPMENT | 1,000 | **1,000** | - | |
| 6450 | COMMUNICATIONS | 5,000 | **11,000** | 6,000 | Service plans for satellite phones enhancement |
| 6541 | LICENSING FEES | 118,784 | **153,660** | 34,876 | Fire RMS system allocate to Fire, Microsoft office 365 enhancement |
| 6601 | RENTAL & LEASES | 23,651 | **23,000** | (651) | |
| 6650 | TOOLS & EQPT. -$25K | 32,310 | **89,400** | 57,090 | Citywide PC replacements, Digitized Plan Check System enhancement |
| 6701 | DUES & MEMBERSHIPS | 290 | **290** | - | |
| 6703 | TRAVEL/VEHICLE USE | 375 | **375** | - | |
| | **Total Supplies & Materials** | **$ 302,175** | **$ 424,825** | **$ 122,650** | |
| 7901 | INTERNAL SERVICE ALLOCATIONS | 10,558 | **11,220** | 662 | |
| | **Total Other Charges** | **$ 10,558** | **$ 11,220** | **$ 662** | |
| **(B)** | **Total Expenditures** | **$ 812,118** | **$ 980,939** | **$ 168,821** | |
| **(A) - (B)** | **Surplus ((Deficit)** | **$ (102,118)** | **$ 31,950** | **$ 134,068** | |

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# Self Insurance Funds

Workers' Compensation

General Liability

Unemployment Insurance

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# Self Insurance

## Workers' Compensation

### Overview

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

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

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

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

## General Liability

### Overview

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

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

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

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

## Unemployment Insurance

### Overview

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

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

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

## Personnel Allocation

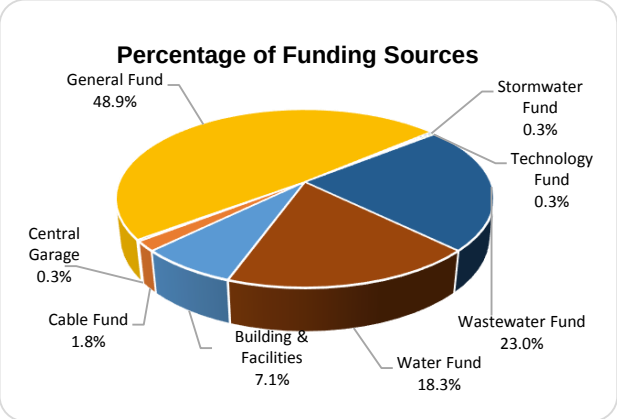
The summary below presents an estimate of the amount of staff time that is spent working on activities associated with Self Insurance programs.

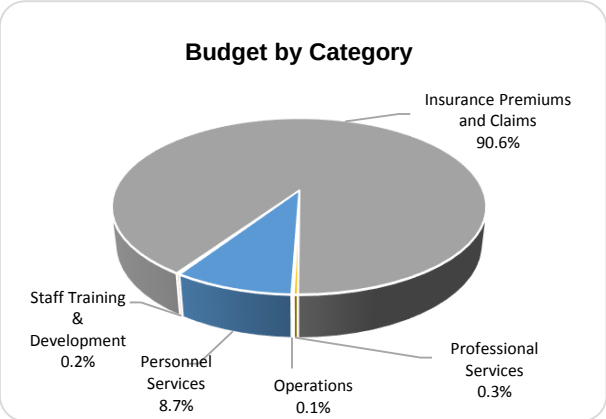
| Classification | Workers Compensation | Liability | Total |
|---|---|---|---|
| City Attorney | - | 0.25 | 0.25 |
| Human Resources Manager | 0.25 | - | 0.25 |
| Legal Secretary | 0.25 | 0.25 | 0.50 |
| **Total** | **0.50** | **0.50** | **1.00** |

# Self Insurance Budget Summary

| Funding Summary | FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Budget | FY 2019-20 Budget |
|---|---|---|---|---|
| Operating Charges | $ 2,021,971 | $ 2,078,553 | $ 2,078,568 | $ 2,246,554 |
| Reimbursements | $ - | $ 359,245 | $ - | $ - |
| Total: | $ 2,021,971 | $ 2,437,798 | $ 2,078,568 | $ 2,246,554 |

| Budgeted Expenses | FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Budget | FY 2019-20 Budget |
|---|---|---|---|---|
| Personnel Services | $ 178,837 | $ 189,465 | $ 204,398 | $ 213,091 |
| Staff Training & Development | 1,750 | - | 5,825 | 5,825 |
| Insurance Premiums and Claims | 2,227,537 | 3,523,140 | 2,025,431 | 2,215,028 |
| Professional Services | 11,368 | 80,791 | 7,400 | 7,400 |
| Operations | - | 56 | 3,500 | 3,500 |
| Total: | $ 2,419,492 | $ 3,793,451 | $ 2,246,554 | $ 2,444,844 |




| Budgeted Expenses by Ins. Type | FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Budget | FY 2019-20 Budget |
|---|---|---|---|---|
| Workers' Compensation | $ 1,442,553 | $ 1,870,751 | $ 876,512 | $ 962,818 |
| General Liabilities | 960,542 | 1,921,657 | 1,343,842 | 1,465,826 |
| Unemployment Insurance | 16,397 | 1,044 | 26,200 | 16,200 |
| Total: | $ 2,419,492 | $ 3,793,452 | $ 2,246,554 | $ 2,444,844 |

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**City of San Bruno**

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

Fiscal Year FY2019-20

Department 711-1540 / 1550 / 1570

**Revenues**

| Account | Revenue Account Title | FY2018-19 Budget | FY2019-20 Budget | $ Change in Budget - FY19 vs FY20 | Notable Changes |
|---|---|---|---|---|---|
| 4911 | OPERATING CHARGES | $ 2,078,568 | **$ 2,246,554** | $ 167,986 | |
| 4993 | REIMBURSEMENTS | - | **-** | - | |
| **(A)** | **Total Revenues** | **2,078,568** | **2,246,554** | **167,986** | |

**Expenditures**

| Account | Expenditure Account Title | FY2018-19 Budget | FY2019-20 Budget | $ Change in Budget - FY19 vs FY20 | Notable Changes |
|---|---|---|---|---|---|
| | **Salaries** | $55,868 | **$58,213** | $2,345 | |
| | **Fringe Benefits** | 31,219 | **33,180** | 1,961 | |
| 6401 | PROFESSIONAL SERVICES | 2,100 | **2,100** | - | |
| 6405 | TRAINING/MEETINGS/CONFERENCES | 5,600 | **5,600** | - | |
| 6408 | MEDICAL EXAMS | 3,500 | **3,500** | - | |
| 6521 | INSURANCE PREMIUMS | 138,000 | **150,000** | 12,000 | |
| 6525 | CLAIMS | 550,000 | **620,000** | 70,000 | Increased Worker's Compensation Claims |
| 6529 | OTHER INSURANCE COSTS | 90,000 | **90,000** | - | |
| 6701 | DUES & MEMBERSHIPS | 225 | **225** | - | |
| | **Supplies & Materials** | 789,425 | **871,425** | 82,000 | |
| | **Total Workers Compensation** | **$876,512** | **$962,818** | **$86,306** | |
| | **Salaries** | $81,262 | **$82,198** | $936 | |
| | **Fringe Benefits** | 36,049 | **39,500** | 3,451 | |
| 6401 | PROFESSIONAL SERVICES | 4,100 | **4,100** | - | |
| 6419 | OTHER SERVICES | - | **-** | - | |
| 6450 | COMMUNICATIONS | - | **-** | - | |
| 6521 | INSURANCE PREMIUMS | 935,031 | **1,052,628** | 117,597 | Increased General Liability Premiums |
| 6525 | CLAIMS | 287,400 | **287,400** | - | |
| | **Supplies & Materials** | 1,226,531 | **1,344,128** | 117,597 | |
| | **Total General Liability** | **$1,343,842** | **$1,465,826** | **$121,984** | |
| 6401 | PROFESSIONAL SERVICES | $1,200 | **$1,200** | $0 | |
| 6525 | CLAIMS | 25,000 | **15,000** | (10,000) | Reduced Unemployment Claims |
| | **Total Unemployment** | **$26,200** | **$16,200** | **($10,000)** | |
| **(B)** | **Total Ependitures** | **$2,246,554** | **$2,444,844** | **$198,290** | |
| **(A) - (B)** | **Surplus ((Deficit)** | **($167,986)** | **($198,290)** | **($30,304)** | |

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# 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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**City of San Bruno**
**BMR Housing In-Lieu**
Fiscal Year 2019-20
Department 131-3334
Description - Fees required by City ordinance to address the residents future housing needs.

**Revenues**

| Account | Revenue Account Title | FY2018-19 Budget | FY2019-20 Budget | $ Change in Budget - FY19 vs FY20 | Notable Changes |
|---|---|---|---|---|---|
| 4391 | INVESTMENT INCOME | $ 16,000 | **$ 40,000** | $ 24,000 | |
| **(A)** | **Total Revenues** | **$ 16,000** | **$ 40,000** | **$ 24,000** | |

**Expenditures**

| Account | Expenditure Account Title | FY2018-19 Budget | FY2019-20 Budget | $ Change in Budget - FY19 vs FY20 | Notable Changes |
|---|---|---|---|---|---|
| 6401 | PROFESSIONAL SERVICES | 39,500 | **39,850** | 350 | HIP Housing Program, Life Moves, 21 Elements |
| **(B)** | **Total Expenditures** | **$ 39,500** | **$ 39,850** | **$ 350** | |
| **(A) - (B)** | **Surplus / (Deficit)** | **$ (23,500)** | **$ 150** | **$ 23,650** | |

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**City of San Bruno**
**Area Agency on Aging**
Fiscal Year 2019-20
Department 132-527x

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

**Revenues**

| Account | Revenue Account Title | FY2018-19 Budget | FY2019-20 Budget | $ Change in Budget - FY19 vs FY20 | Notable Changes |
|---|---|---|---|---|---|
| 4474 | FEDERAL GRANTS | $ 140,465 | **$ 154,270** | $ 13,805 | Area Agency on Aging grant |
| 4930 | DONATIONS & CONTRIBUTIONS | 73,250 | **75,200** | 1,950 | Private donations |
| **(A)** | **Total Revenues** | **$ 213,715** | **$ 229,470** | **$ 15,755** | |

**Expenditures**

| Account | Expenditure Account Title | FY2018-19 Budget | FY2019-20 Budget | $ Change in Budget - FY19 vs FY20 | Notable Changes |
|---|---|---|---|---|---|
| 5102 | PART-TIME SALARIES | $ 19,405 | **$ 29,055** | $ 9,650 | Portion of Senior Services Transportation program salary paid by Area Agency on Aging grant. |
| | **Total Salaries & Benefits** | **$ 19,405** | **$ 29,055** | **$ 9,650** | |
| 6102 | OPERATING SUPPLIES | 121,060 | **125,215** | 4,155 | |
| | **Total Supplies & Materials** | **$ 121,060** | **$ 125,215** | **$ 4,155** | |
| 8999 | NON-OPERATING TRANSFER | 72,900 | **75,000** | 2,100 | Transfer donations to the General Fund to support Senior Services Nutrition and Transportation program. |
| | **Total Allocations** | **$ 72,900** | **$ 75,000** | **$ 2,100** | |
| **(B)** | **Total Expenditures** | **$ 213,365** | **$ 229,270** | **$ 15,905** | |
| **(A) - (B)** | **Surplus / (Deficit)** | **$ 350** | **$ 200** | **$ (150)** | |

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**City of San Bruno**
**Police Grant - Police Asset Forfeiture Expenditure**
Fiscal Year FY2019-20
Department 111-2010
Description - Police Asset Forfeiture is a program established to discourage crime. Revenue collected from asset seizures is designated for prevention programs, such as D.A.R.E. Funds received from the Deparment of Justice Equitable Sharing Program is used for specific law enforcement purposes such as training, education, equipment, drug and gang education, and other awareness programs.

**Revenues**

| Account | Revenue Account Title | FY2018-19 Budget | FY2019-20 Budget | $ Change in Budget - FY19 vs FY20 | Notable Changes |
|---|---|---|---|---|---|
| 4391 | INVESTMENT INCOME | $ 5,000 | **$ 5,000** | - | |
| 4680 | FEDERAL EQUITABLE SHARING FUNDS | 270,000 | **100,000** | (170,000) | |
| 4683 | ASSET FORFEITURE ALLOCATION | 3,000 | **5,000** | 2,000 | |
| **(A)** | **Total Revenues** | **$ 278,000** | **$ 110,000** | **$ (168,000)** | |

**Expenditures**

| Account | Expenditure Account Title | FY2018-19 Budget | FY2019-20 Budget | $ Change in Budget - FY19 vs FY20 | Notable Changes |
|---|---|---|---|---|---|
| **PROJECT # 80942 – Equiptable Sharing - AIRPORT** | | | | | |
| 6405 | TRAINING/MEETINGS/CONFERENCES | $ 35,000 | **$ 50,000** | $ 15,000 | Management Training |
| 6419 | OTHER SERVICES | 3,475 | **-** | (3,475) | Remove Lexipol LE implementation service |
| 6650 | TOOLS & EQPT. -$25K | - | **103,000** | 103,000 | Unmanned Ariel System (UAS) ($35,000). Automobile license readers to support the City's parking initiatives ($65,000). Satelline phones for emergency operations center ($3,000) and ongoing plans are paid through IT. |
| 8014 | OTHER EQUIPMENT | 90,072 | **90,072** | - | Body Camera Program (Year 3) |
| 8999 | NON-OPERATING TRANSFER | - | **78,000** | 78,000 | Transfer to Dispatch and Records capital project |
| | **Total Expenditures Project# 80942** | **$ 128,547** | **$ 321,072** | **$ 192,525** | |
| **PROJECT # 80944 - Asset Forfeiture - San Mateo County DARE/DAE** | | | | | |
| 6502 | COMMUNITY PROMOTION | 5,000 | **7,500** | 2,500 | Promotional Items for Community Events ($7,000) and Red Ribbons ($500) |
| | **Total Expenditures Project# 80944** | **$ 5,000** | **$ 7,500** | **$ 2,500** | |
| **(B)** | **Total Expenditures** | **$ 133,547** | **$ 328,572** | **$ 195,025** | |
| **(A) - (B)** | **Surplus / (Deficit)** | **$ 144,453** | **$ (218,572)** | **$ (363,025)** | |

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# Public Works Department
## Solid Waste Division

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

## Overview

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

The division performs the following services:

- **Discretionary Customer Service Activities**
  Assists with the implementation of resident and business engagement efforts such as Operation Clean Sweep, the Green Business program, and others. Identify funding opportunities to increase citywide beautification efforts.

- **Best Practices to Optimize Service**
  Publishes and distributes promotional materials to encourage waste diversion by residents. Develop and implement programs or policies to further encourage recycling and other alternatives to reduce waste stream. Coordinate outreach activity with Recology San Bruno.

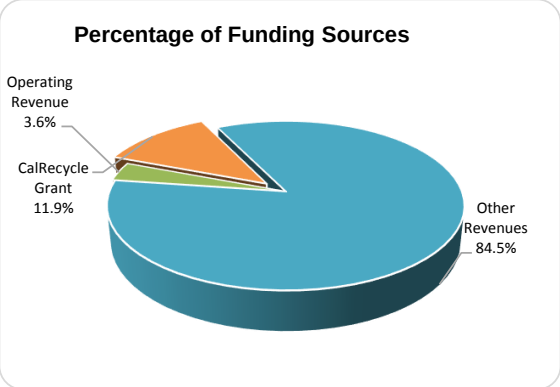
- **Regulatory Compliance**
  Submit Annual Waste Diversion Report to the California Integrated Waste Management Board that documents the City's compliance with AB 939 and SB 1016, mandating that the City works to meet waste reduction goals.

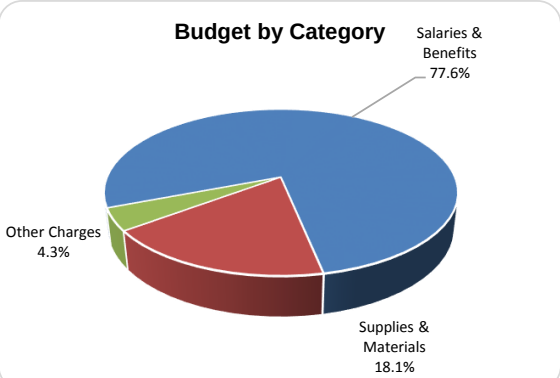
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# Solid Waste Budget Summary

| Funding Summary | FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Budget | FY 2019-20 Budget |
|---|---|---|---|---|
| Investment Income | $ 2,342 | $ 3,804 | $ 600 | $ 3,500 |
| Other State Grants | 11,525 | 11,604 | 11,000 | 11,685 |
| Assessments Revenue | 79,185 | 80,984 | 83,034 | 83,034 |
| Reimbursements | 8,329 | 14,679 | - | - |
| **Total:** | **$ 101,381** | **$ 111,071** | **$ 94,634** | **$ 98,219** |

| Budgeted Expenditures | FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Budget | FY 2019-20 Budget |
|---|---|---|---|---|
| Salaries & Benefits | $ 62,068 | $ 33,467 | $ 63,775 | $ 62,084 |
| Supplies & Materials | 19,258 | 29,383 | 11,500 | 14,450 |
| Other Charges | 2,697 | 2,865 | 3,051 | 3,467 |
| **Total:** | **$ 84,023** | **$ 65,715** | **$ 78,326** | **$ 80,001** |




| Performance and Workload Measures | FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Estimated | FY 2019-20 Target |
|---|---|---|---|---|
| Number of Operation Clean Sweep volunteers | 260 | 250 | 250 | 250 |
| Average amount of waste diversion per capita per year | 3.6 | 3.5 | 3.5 | 3.5 |

## Goals and Accomplishments

### FY2018-19 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

### FY2019-20 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 2018 Annual Waste Diversion Report to CalRecycle
- Support annual Operation Clean Sweep Program

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**City of San Bruno**

**Department of Public Works - Solidwaste Revenue & Expenditure**

Fiscal Year FY2019-20

Department 122-4130

**Revenues**

| Account | Revenue Account Title | FY2018-19 Budget | FY2019-20 Budget | $ Change in Budget - FY19 vs FY20 | Notable Changes |
|---|---|---|---|---|---|
| 4391 | INVESTMENT INCOME | $ 600 | **$ 3,500** | $ 2,900 | |
| 4439 | OTHER STATE GRANTS | 11,000 | **11,685** | 685 | |
| 4910 | ASSESSMENTS REVENUE | 83,034 | **83,034** | - | |
| 4993 | REIMBURSEMENTS | - | **-** | - | |
| **(A)** | **Total Revenues** | **$ 94,634** | **$ 98,219** | **$ 3,585** | |

**Expenditures**

| Account | Expenditure Account Title | FY2018-19 Budget | FY2019-20 Budget | $ Change in Budget - FY19 vs FY20 | Notable Changes |
|---|---|---|---|---|---|
| | SALARIES | **$ 39,718** | **$ 37,845** | **$ (1,873)** | Salary step increase adjustment |
| | FRINGE BENEFITS | **24,057** | **24,239** | **182** | Medical and CalPERS Benefits |
| | **Total Salaries & Benefits** | **$ 63,775** | **$ 62,084** | **$ (1,691)** | |
| 6001 | OFFICE SUPPLIES | $ 100 | **$ 100** | $ - | |
| 6102 | OPERATING SUPPLIES | 2,000 | **3,500** | 1,500 | Litter clean-up supplies for Clean Sweep |
| 6112 | POSTAGE | 700 | **850** | 150 | |
| 6502 | COMMUNITY PROMOTION | 8,700 | **10,000** | 1,300 | Recycling containers for businesses/schools |
| | **Total Supplies & Materials** | **$ 11,500** | **$ 14,450** | **$ 2,950** | |
| 7902 | INTERDEPARTMENTAL CHARGES | $ 3,051 | **$ 3,467** | $ 416 | |
| | **Total Other Charges** | **$ 3,051** | **$ 3,467** | **$ 416** | |
| 8020 | CONSTRUCTION IN PROGRESS | $ - | **$ -** | $ - | |
| | **Total Capital Outlays** | **$ -** | **$ -** | **$ -** | |
| **(B)** | **Total Expenditures** | **$ 78,326** | **$ 80,001** | **$ 1,675** | |
| **(A) - (B)** | **Surplus ((Deficit)** | **$ 16,308** | **$ 18,218** | **$ 1,910** | |

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**City of San Bruno**
**Restricted Revenue**
Fiscal Year 2019-20
Department 133-xxxx

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

**Revenues**

| Account | Revenue Account Title | FY2018-19 Budget | FY2019-20 Budget | $ Change in Budget - FY19 vs FY20 | Notable Changes |
|---|---|---|---|---|---|
| 4930 | DONATIONS & RESTRICTED REVENUES | $ 262,500 | **$ 277,000** | $ 14,500 | Restricted building permit revenue, such as city art, document imaging, and technology fees. |
| **(A)** | **Total Revenues** | **$ 262,500** | **$ 277,000** | **$ 14,500** | |

**Expenditures**

| Account | Expenditure Account Title | FY2018-19 Budget | FY2019-20 Budget | $ Change in Budget - FY19 vs FY20 | Notable Changes |
|---|---|---|---|---|---|
| 5105 | OVERTIME | $ 19,800 | **$ -** | $ (19,800) | Community Day in the Park overtime relocated to Police, Streets, Parks, Recreation Services, and Building and Facilities Budget |
| | **Total Salaries & Benefits** | **$ 19,800** | **$ -** | **$ (19,800)** | |
| 6102 | OPERATING SUPPLIES | 8,000 | **8,000** | - | |
| 6401 | PROFESSIONAL SERVICES | 24,500 | **29,500** | 5,000 | Zoning code update |
| 6409 | SPECIAL PROJECTS | 66,400 | **23,900** | (42,500) | Community Day in the Park publicity, rides, entertainment, food/beverage inspection, and logistics relocated to Recreation Services Budget |
| 6419 | OTHER SERVICES | 2,800 | **3,200** | 400 | |
| 6650 | TOOLS & EQUIP | - | **3,000** | 3,000 | Wifi hotspots and laptops for public library |
| 6702 | PUBS & SUBSCRIPTIONS | 300 | **600** | 300 | |
| | **Total Supplies & Materials** | **$ 102,000** | **$ 68,200** | **$ (33,800)** | |
| 8999 | NON-OPERATING TRANSFER | - | **75,000** | 75,000 | Transfer Senior Center bequest funds to Senior Center improvements capital project |
| | **Total Allocations** | **$ -** | **$ 75,000** | **$ 75,000** | |
| **(B)** | **Total Expenditures** | **$ 121,800** | **$ 143,200** | **$ 21,400** | |
| **(A) - (B)** | **Surplus / (Deficit)** | **$ 140,700** | **$ 133,800** | **$ (6,900)** | |

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# Capital Improvement Program

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# Financial Summaries

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# FY2020-24 Capital Improvement Program

## FY2019-20 Program Funding Summary

| Fund | Estimated Carry-Over | New Request | Total Funding for FY2019-20 |
|---|---|---|---|
| Water Capital Program | $ 26,076,937 | $ 1,862,706 | $ 27,939,643 |
| Wastewater Capital Program | 27,218,557 | 7,565,543 | 34,784,100 |
| Stormwater Capital Program | 799,446 | 500,000 | 1,299,446 |
| Cable Capital Program | 10,413,020 | (10,003,126) | 409,894 |
| Parks and Facilities Capital Program | 17,172,591 | 3,247,927 | 20,420,518 |
| Police Department | 133,310 | 390,000 | 523,310 |
| Street Capital Program | 3,412,191 | 3,329,193 | 6,741,384 |
| Technology Capital Program | 36,697 | 105,000 | 141,697 |
| **Total** | **$ 85,262,749** | **$ 6,997,243** | **$ 92,259,992** |

# FY2020-24 Capital Improvement Program

## FY2020-24 Five-Year Summary Project Category

| Project Category | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget | Unfunded Priorities |
|---|---|---|---|---|---|---|---|---|---|
| Water | $ 26,076,937 | $ 1,862,706 | $ 27,939,643 | $ 16,150,000 | $ 6,600,000 | $ 4,460,000 | $ 2,440,000 | $ 57,589,643 | $ - |
| Wastewater | 27,218,557 | 7,565,543 | 34,784,100 | 21,860,000 | 6,910,000 | 8,800,000 | 4,810,000 | 77,164,100 | - |
| Stormwater | 799,446 | 500,000 | 1,299,446 | 2,450,000 | 1,500,000 | - | - | 5,249,446 | - |
| Cable Television | 10,413,020 | (10,003,126) | 409,894 | 200,000 | 200,000 | 200,000 | 200,000 | 1,209,894 | - |
| Parks and Facilities | 17,172,591 | 3,247,927 | 20,420,518 | 30,305,000 | 16,500,000 | - | - | 67,225,518 | - |
| Police Department | 133,310 | 390,000 | 523,310 | - | - | - | - | 523,310 | - |
| Street Improvements | 3,412,191 | 3,329,193 | 6,741,384 | 2,282,000 | 1,000,000 | 500,000 | 500,000 | 11,023,384 | - |
| Technology | 36,697 | 105,000 | 141,697 | 1,100,000 | 1,100,000 | 1,000,000 | - | 3,341,697 | - |
| Unfunded Priorities | - | - | - | - | - | - | - | - | 478,259,999 |
| **Total** | **$ 85,262,749** | **$ 6,997,243** | **$ 92,259,992** | **$ 74,347,000** | **$ 33,810,000** | **$ 14,960,000** | **$ 7,950,000** | **$ 223,326,992** | **$ 478,259,999** |

# FY2020-24 Capital Improvement Program

## FY2020-24 Five-Year Summary Funding Source

| Funding Source | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget | Unfunded Priorities |
|---|---|---|---|---|---|---|---|---|---|
| ABAG | $ 7,429 | $ - | $ 7,429 | $ - | $ - | $ - | $ - | $ 7,429 | $ - |
| Bequest Funds | - | 75,000 | 75,000 | - | - | - | - | 75,000 | - |
| Cable TV Fund | 16,667 | 309,000 | 325,667 | 200,000 | 200,000 | 200,000 | 200,000 | 1,125,667 | - |
| Crestmoor Trust Fund | 5,359,120 | - | 5,359,120 | - | - | - | - | 5,359,120 | - |
| EPA WQIF | - | 200,000 | 200,000 | - | - | - | - | 200,000 | - |
| Equipment Reserve Fund | 133,310 | 312,000 | 445,310 | - | - | - | - | 445,310 | - |
| Gas Tax | 114,576 | 1,188,000 | 1,302,576 | 497,500 | 357,500 | 250,000 | 250,000 | 2,657,576 | - |
| General Fund Capital Reserve | 5,443,933 | 469,130 | 5,913,063 | 4,265,000 | 10,800,000 | 1,000,000 | - | 21,978,063 | - |
| General Fund Reserve | 8,822 | (8,822) | - | - | - | - | - | - | - |
| General Fund Reserve - One Time Revenue | 53,322 | - | 53,322 | - | - | - | - | 53,322 | - |
| Lifeline Grant (Prop 1B) | - | - | - | - | - | - | - | - | - |
| Loan Proceeds - (General Fund) | 413,020 | (312,126) | 100,894 | - | - | - | - | 100,894 | - |
| Measure A | 637,762 | 1,550,000 | 2,187,762 | 497,500 | 357,500 | 250,000 | 250,000 | 3,542,762 | - |
| MTC OBAG 2 Grant | 122,000 | 673,000 | 795,000 | 792,000 | - | - | - | 1,587,000 | - |
| MTC TDA Article 3 Grant | 4,393 | 385,200 | 389,593 | - | - | - | - | 389,593 | - |
| Police Asset Forfeiture Fund - Equitable Sharing (80942) | - | 78,000 | 78,000 | - | - | - | - | 78,000 | - |
| Recognized Obligation Payments Schedule (ROPS) | - | - | - | - | - | - | - | - | - |
| Recology Grant - GF Capital Reserve | - | - | - | - | - | - | - | - | - |
| Safe Routes to Transit | 352,640 | - | 352,640 | - | - | - | - | 352,640 | - |
| San Bruno Community Foundation | 8,571,486 | 2,500,612 | 11,072,098 | 30,000,000 | 8,500,000 | - | - | 49,572,098 | - |
| SMC Transportation Authority Grant | 650,000 | - | 650,000 | - | - | - | - | 650,000 | - |
| Streets Capital RDA | 17,492 | - | 17,492 | 85,000 | 85,000 | - | - | 187,492 | - |
| To Be Determined | 10,000,000 | (9,850,000) | 150,000 | - | - | - | - | 150,000 | - |
| Technology Fee | 11,282 | - | 11,282 | - | - | - | - | 11,282 | - |
| Unfunded | - | - | - | - | - | - | - | - | 478,259,999 |
| Wastewater Fund | 27,243,557 | 7,565,543 | 34,809,100 | 21,860,000 | 6,910,000 | 8,800,000 | 4,810,000 | 77,189,100 | - |
| Water Fund | 26,101,937 | 1,862,706 | 27,964,643 | 16,150,000 | 6,600,000 | 4,460,000 | 2,440,000 | 57,614,643 | - |
| **Total** | **$ 85,262,749** | **$ 6,997,243** | **$ 92,259,992** | **$ 74,347,000** | **$ 33,810,000** | **$ 14,960,000** | **$ 7,950,000** | **$ 223,326,992** | **$ 478,259,999** |

# FY2020-24 Capital Improvement Program

## FY2020-24 Five-Year Summary by Project

| Water Capital Project Title | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Advanced Water Meter | $ 6,016,610 | $ 1,167,950 | $ - | $ 1,167,950 | $ - | $ - | $ - | $ - | $ 1,167,950 |
| Commodore Park Well Replacement | 2,483,016 | 1,504,878 | - | 1,504,878 | - | - | - | - | 1,504,878 |
| Main Improvement and Replacement Program | 13,451,709 | 10,589,418 | 1,162,706 | 11,752,124 | 7,150,000 | 6,000,000 | 4,260,000 | 2,240,000 | 31,402,124 |
| Pressure Reg. Station Improvement & Replacement | 1,646,000 | 1,969,590 | - | 1,969,590 | - | 400,000 | - | - | 2,369,590 |
| Pump Station Improvement & Replacement | 1,300,000 | 1,283,414 | - | 1,283,414 | 3,000,000 | - | - | - | 4,283,414 |
| Tank Improvement and Replacement Program | 9,749,232 | 9,477,267 | 500,000 | 9,977,267 | 6,000,000 | - | - | - | 15,977,267 |
| Well Rehabilitation | 516,469 | 84,420 | 200,000 | 284,420 | - | 200,000 | 200,000 | 200,000 | 884,420 |
| **Total** | **$ 35,163,036** | **$ 26,076,937** | **$ 1,862,706** | **$ 27,939,643** | **$ 16,150,000** | **$ 6,600,000** | **$ 4,460,000** | **$ 2,440,000** | **$ 57,589,643** |

| Wastewater Capital Project Title | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Main Improvement and Replacement | $ 22,263,220 | $ 18,200,084 | $ 3,200,000 | $ 21,400,084 | $ 18,360,000 | $ 3,410,000 | $ 5,300,000 | $1,310,000.00 | $ 49,780,084 |
| Pump Station Improvement and Replacement | 11,711,000 | 7,667,473 | 2,165,543 | 9,833,016 | - | - | - | - | 9,833,016 |
| Water Quality Control Plant Upgrades | 5,101,387 | 1,351,000 | 2,200,000 | 3,551,000 | 3,500,000 | 3,500,000 | 3,500,000 | 3,500,000 | 17,551,000 |
| **Total** | **$ 39,075,607** | **$ 27,218,557** | **$ 7,565,543** | **$ 34,784,100** | **$ 21,860,000** | **$ 6,910,000** | **$ 8,800,000** | **$ 4,810,000** | **$ 77,164,100** |

# FY2020-24 Capital Improvement Program

## FY2020-24 Five-Year Summary by Project

| Stormwater Capital Project Title | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Crestmoor Canyon Slope Stability Project | $ - | $ - | $ 300,000 | $ 300,000 | $ 750,000 | $ - | $ - | $ - | $ 1,050,000 |
| Green Infrastructure Development Plan | 150,000 | 123,960 | - | 123,960 | - | - | - | - | 123,960 |
| Regional Stormwater Capture | - | - | 200,000 | 200,000 | - | - | - | - | 200,000 |
| Spyglass Drive Storm Drain Improvements | 370,000 | 354,171 | - | 354,171 | 1,500,000 | - | - | - | 1,854,171 |
| Trash Capture Device Installation | 400,000 | 321,315 | - | 321,315 | 200,000 | 1,500,000 | - | - | 2,021,315 |
| **Total** | **$ 920,000** | **$ 799,446** | **$ 500,000** | **$ 1,299,446** | **$ 2,450,000** | **$ 1,500,000** | **$ -** | **$ -** | **$ 5,249,446** |

| Cable Capital Project Title | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Cable Equipment Program | $ 289,873 | $ 100,894 | $ 309,000 | $ 409,894 | $ 200,000 | $ 200,000 | $ 200,000 | $ 200,000 | $ 1,209,894 |
| Fiber to the Home - Citywide | 10,000,000 | 10,000,000 | (10,000,000) | - | - | - | - | - | - |
| Fiber to the Home - Multi Dwelling | 1,400,000 | 312,126 | (312,126) | - | - | - | - | - | - |
| **Total** | **$ 11,689,873** | **$ 10,413,020** | **$ (10,003,126)** | **$ 409,894** | **$ 200,000** | **$ 200,000** | **$ 200,000** | **$ 200,000** | **$ 1,209,894** |

# FY2020-24 Capital Improvement Program

## FY2020-24 Five-Year Summary by Project

| Parks & Facilities Capital Project Title | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Cable TV Facility Improvements | $ 56,000 | $ 16,667 | $ - | $ 16,667 | $ - | $ - | $ - | $ - | $ 16,667 |
| City Facilities Main Counter Security Improvements | 200,000 | 187,429 | - | 187,429 | 40,000 | - | - | - | 227,429 |
| City Facilities Reconfiguration HR/IT | 30,000 | 29,956 | - | 29,956 | - | - | - | - | 29,956 |
| City Facitlities Door Access & Management Systems | - | - | - | - | 100,000 | - | - | - | 100,000 |
| City Hall Lanscaping | 30,000 | 30,000 | (30,000) | - | - | - | - | - | - |
| City Tree Management | 375,000 | 121,678 | (121,678) | - | - | - | - | - | - |
| Civic Center Facility Improvements | 194,339 | 8,822 | (8,822) | - | - | - | - | - | - |
| Climate Action Plan | 60,208 | 11,376 | - | 11,376 | - | - | - | - | 11,376 |
| Commodore Dog Park Improvements | 20,000 | 20,000 | - | 20,000 | 40,000 | - | - | - | 60,000 |
| Crestmoor Neighborhood Reconstruction | 34,222,232 | 5,359,120 | 100,000 | 5,459,120 | - | - | - | - | 5,459,120 |
| Fireman's Hall Roof Replacement | 30,000 | 30,000 | (30,000) | - | - | - | - | - | - |
| Fire Station 52 Facility Improvements | 200,000 | 156,477 | - | 156,477 | - | - | - | - | 156,477 |
| Fire Station 52 Replacement | 1,000,000 | 1,000,000 | - | 1,000,000 | - | 8,000,000 | - | - | 9,000,000 |
| Florida Avenue Park | 1,863,432 | 1,245,411 | - | 1,245,411 | - | - | - | - | 1,245,411 |
| Library Generator | 80,000 | 80,000 | (50,000) | 30,000 | - | - | - | - | 30,000 |
| Library: HVAC | 60,000 | 60,000 | 299,000 | 359,000 | - | - | - | - | 359,000 |
| Park Pathways | 175,300 | (450) | - | (450) | 125,000 | - | - | - | 124,550 |
| Parks Corporation Yard Facility Improvements | 125,000 | 125,000 | - | 125,000 | - | - | - | - | 125,000 |
| Police Station Facility: HVAC | 60,000 | 60,000 | 434,200 | 494,200 | - | - | - | - | 494,200 |
| Police Station Facility - Gate & Fence | 170,000 | 153,951 | - | 153,951 | - | - | - | - | 153,951 |
| Public Works Corp Yard Facility Improvements | 50,000 | 50,000 | - | 50,000 | - | - | - | - | 50,000 |
| Senior Center Facility Improvements | 216,646 | 18,855 | 75,000 | 93,855 | - | - | - | - | 93,855 |
| Swimming Pool / Recreation Center | 8,999,388 | 8,312,914 | 2,500,612 | 10,813,526 | 30,000,000 | 8,500,000 | - | - | 49,313,526 |
| Tom Lara Field | - | - | 175,000 | 175,000 | - | - | - | - | 175,000 |
| Wood Carving Restoration | 185,063 | 95,385 | (95,385) | - | - | - | - | - | - |
| **Total** | **$ 48,402,608** | **$ 17,172,591** | **$ 3,247,927** | **$ 20,420,518** | **$ 30,305,000** | **$ 16,500,000** | **$ -** | **$ -** | **$ 67,225,518** |

# FY2020-24 Capital Improvement Program

## FY2020-24 Five-Year Summary by Project

| Police Department Capital Project Title | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Radio System Replacement | $ 208,000 | $ 133,310 | $ 240,000 | $ 373,310 | $ - | $ - | $ - | $ - | $ 373,310 |
| Dispatch Ergonomic Upgrade | - | - | 105,000 | 105,000 | - | - | - | - | 105,000 |
| Reocrds Ergonomic Upgrade | - | - | 45,000 | 45,000 | - | - | - | - | 45,000 |
| **Total** | **$ 208,000** | **$ 133,310** | **$ 390,000** | **$ 523,310** | **$ -** | **$ -** | **$ -** | **$ -** | **$ 523,310** |

| Streets Capital Project Title | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Accessible Pedestrian Ramps at Various Locations | $ 495,000 | $ 207,459 | $ - | $ 207,459 | $ 100,000 | $ 100,000 | $ - | $ - | $ 407,459 |
| BART Right-Of-Way Transfer | 75,000 | 53,322 | - | 53,322 | - | - | - | - | 53,322 |
| Bicycle & Pedestrian Improvement Program | 223,786 | 207,295 | 592,200 | 799,495 | 1,002,000 | - | - | - | 1,801,495 |
| Caltrain Grade Separation | 1,801,709 | 674,007 | (674,007) | - | - | - | - | - | - |
| Downtown Parking Lot Improvements | 100,000 | 98,459 | - | 98,459 | - | - | - | - | 98,459 |
| Pavement Management Program | 673,039 | 334,993 | 2,011,000 | 2,345,993 | - | - | - | - | 2,345,993 |
| Pedestrian Safety and Traffic-Calming Program | 2,052,167 | 153,487 | 1,200,000 | 1,353,487 | 100,000 | 100,000 | 100,000 | 100,000 | 1,753,487 |
| Scott Street Grade Separation | 100,000 | 88,259 | - | 88,259 | - | - | - | - | 88,259 |
| Sidewalk Repair Program | - | - | 200,000 | 200,000 | 400,000 | 400,000 | 400,000 | 400,000 | 1,800,000 |
| Streetlight Pole Replacement Program | 321,230 | 314,459 | - | 314,459 | 400,000 | 400,000 | - | - | 1,114,459 |
| Traffic Signal Rehabilitation Program | 1,190,000 | 192,527 | - | 192,527 | 280,000 | - | - | - | 472,527 |
| Transit Corridor Pedestrian Connection Improvement | 1,245,000 | 1,087,924 | - | 1,087,924 | - | - | - | - | 1,087,924 |
| **Total** | **$ 8,276,931** | **$ 3,412,191** | **$ 3,329,193** | **$ 6,741,384** | **$ 2,282,000** | **$ 1,000,000** | **$ 500,000** | **$ 500,000** | **$ 11,023,384** |

# FY2020-24 Capital Improvement Program

## FY2020-24 Five-Year Summary by Project

| Technology Capital Project Title | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Agenda Preparation and Document Mgmt Solutions | $ 43,000 | $ 25,415 | $ 5,000.00 | $ 30,415 | $ - | $ - | $ - | $ - | $ 30,415 |
| Digital Permit and Mgmt System Improvement | 94,000 | 11,282 | - | 11,282 | - | - | - | - | 11,282 |
| Financial Software Replacement | - | - | - | - | - | - | - | - | - |
| Strategic Software Needs Assessment and Upgrade | - | - | 50,000 | 50,000 | 1,000,000 | 1,000,000 | 1,000,000 | - | 3,050,000 |
| Data Security, Business Continuity, Disaster Recovery Improvement | - | - | 50,000 | 50,000 | 100,000 | 100,000 | - | - | 250,000 |
| **Total** | **$ 137,000** | **$ 36,697** | **$ 105,000** | **$ 141,697** | **$ 1,100,000** | **$ 1,100,000** | **$ 1,000,000** | **$ -** | **$ 3,341,697** |

| Unfunded Priorities Project Title | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| City Facilities Replacement | $ 178,450,000 | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - |
| Stormwater Infrastructure Improvement | 24,000,000 | - | - | - | - | - | - | - | - |
| Other Improvement | 275,809,999 | - | - | - | - | - | - | - | - |
| **Total** | **$478,259,999** | **$ -** | **$ -** | **$ -** | **$ -** | **$ -** | **$ -** | **$ -** | **$ -** |

| | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| **Grand Total** | **$ 622,133,054** | **$ 85,262,749** | **$ 6,997,243** | **$ 92,259,992** | **$ 74,347,000** | **$ 33,810,000** | **$ 14,960,000** | **$ 7,950,000** | **$ 223,326,992** |

# Water Capital

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# Water Capital

## FY2020-24 Five-Year Summary by Project and Funding Source

| Funding Sources | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Water Fund | $ 35,163,036 | $ 26,076,937 | $ 1,862,706 | $ 27,939,643 | $ 16,150,000 | $ 6,600,000 | $ 4,460,000 | 2,440,000 | $ 57,589,643 |

| Project Title | Prior Appropriations | Estimated Carryover | New Request | Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Advanced Water Meter | $ 6,016,610 | $ 1,167,950 | $ - | $ 1,167,950 | $ - | $ - | $ - | - | $ 1,167,950 |
| Commodore Park Well Replacement | 2,483,016 | 1,504,878 | - | 1,504,878 | - | - | - | - | 1,504,878 |
| Main Improvement and Replacement Program | 13,451,709 | 10,589,418 | 1,162,706 | 11,752,124 | 7,150,000 | 6,000,000 | 4,260,000 | 2,240,000 | 31,402,124 |
| Pressure Reg. Station Improvement & Replacement | 1,646,000 | 1,969,590 | - | 1,969,590 | - | 400,000 | - | - | 2,369,590 |
| Pump Station Improvement & Replacement | 1,300,000 | 1,283,414 | - | 1,283,414 | 3,000,000 | - | - | - | 4,283,414 |
| Tank Improvement and Replacement Program | 9,749,232 | 9,477,267 | 500,000 | 9,977,267 | 6,000,000 | - | - | - | 15,977,267 |
| Well Rehabilitation | 516,469 | 84,420 | 200,000 | 284,420 | - | 200,000 | 200,000 | 200,000 | 884,420 |
| **Total** | **$ 35,163,036** | **$ 26,076,937** | **$ 1,862,706** | **$ 27,939,643** | **$ 16,150,000** | **$ 6,600,000** | **$ 4,460,000** | **2,440,000** | **$ 57,589,643** |

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 Budget: $ 6,016,610**

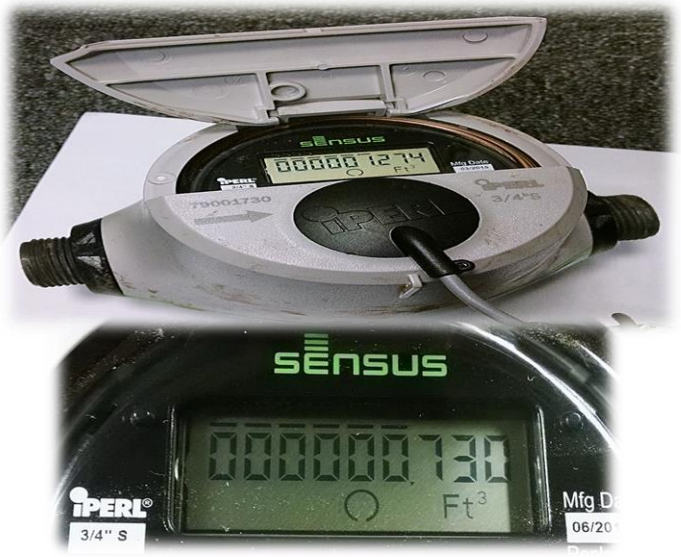
**DEPARTMENT: Public Works**

| FUNDING SOURCES | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Water Fund | $ 6,016,610 | $ 1,167,950 | $ - | $ 1,167,950 | $ - | $ - | $ - | $ - | $ 1,167,950 |

| PROJECT APPROPRIATIONS | Prior Appropriations | Estimated Carryover | New Request | Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Installation | $ 6,016,610 | $ 1,167,950 | $ - | $ 1,167,950 | $ - | $ - | $ - | $ - | $ 1,167,950 |

**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. Several commercial water meters were installed in 2018-19 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 2019-20.




**Project Details**

| | |
|---|---|
| Initial Funding Year | FY2013-14 |
| Target Completion Year | FY2019-20 |
| Expended as of June 30, 2018 | $ 4,848,660 |

# Water Capital

# Well Replacement

## Commodore Park Well Replacement

**PROJECT #: 84709**

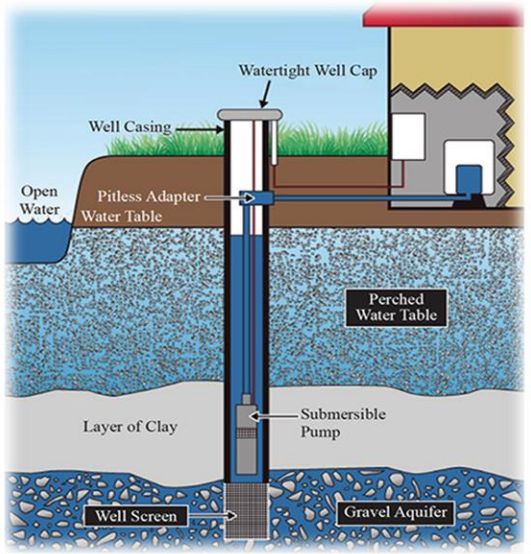
**Total Project Budget: $ 2,483,016**

| DEPARTMENT: Public Works | | FY2019-20 | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| **FUNDING SOURCES** | **Prior Appropriations** | **Estimated Carryover** | **New Request** | **Total Appropriations** | **FY2020-21** | **FY2021-22** | **FY2022-23** | **FY2023-24** | **Total FY2020-24 Budget** |
| Water Fund | $ 2,483,016 | $ 1,504,879 | $ - | $ 1,504,879 | $ - | $ - | $ - | $ - | $ 1,504,879 |

| **PROJECT APPROPRIATIONS** | **Prior Appropriations** | **Estimated Carryover** | **New Request** | **Total Appropriations** | **FY2020-21** | **FY2021-22** | **FY2022-23** | **FY2023-24** | **FY2020-24 Budget** |
|---|---|---|---|---|---|---|---|---|---|
| Design | $ 46,639 | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - |
| Construction | 2,436,377 | 1,504,878 | - | 1,504,878 | - | - | - | - | 1,504,878 |
| **Total** | **$ 2,483,016** | **$ 1,504,878** | **$ -** | **$ 1,504,878** | **$ -** | **$ -** | **$ -** | **$ -** | **$ 1,504,878** |

**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 and the second phase consists of design and construction of the well facilities. Additional property adjacent to the well site was acquired in 2016-17 which resolved ingress and egress issues. Design is anticipated to begin in 2019 with construction following in 2020.



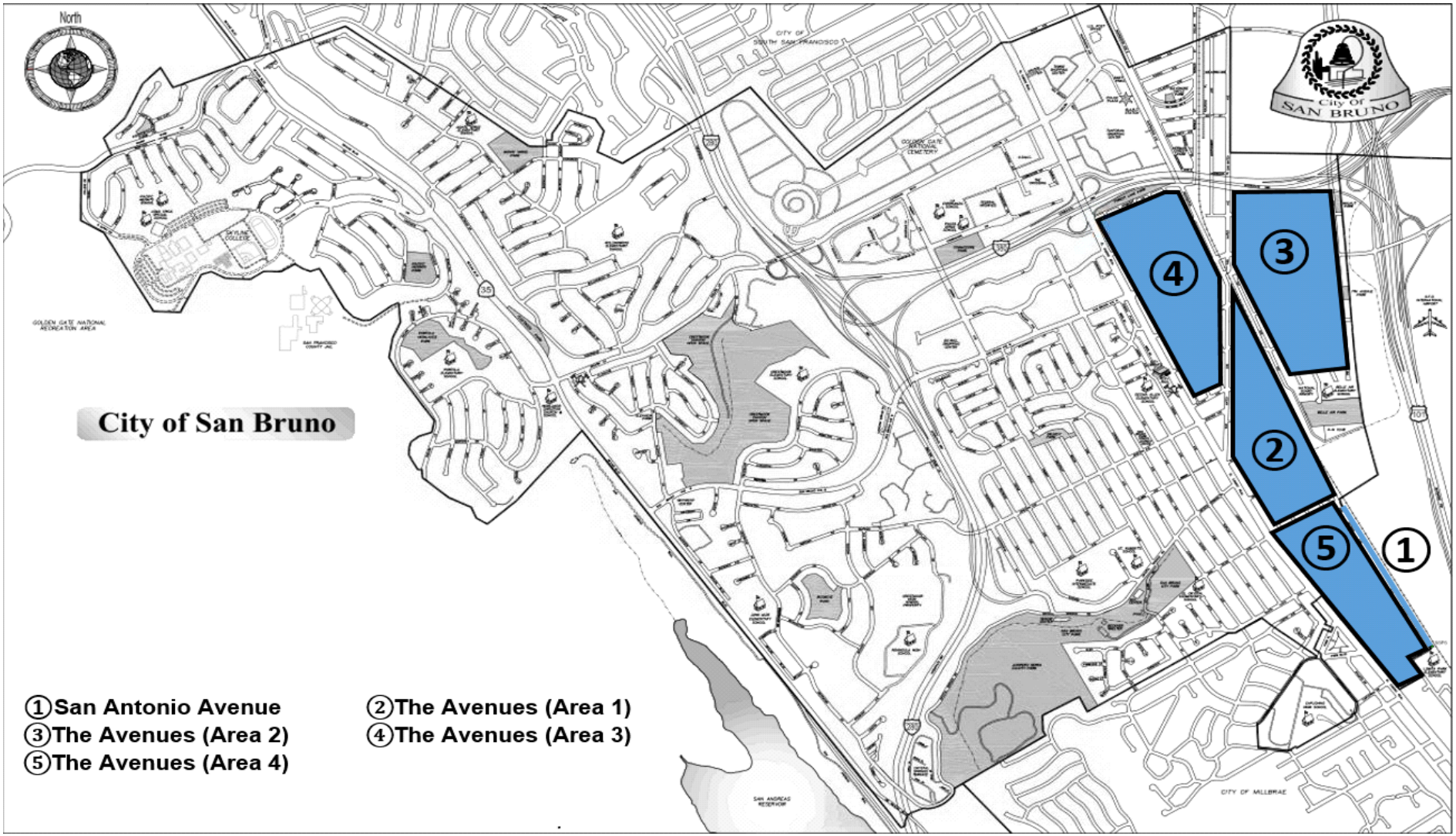

**Project Details**

| | |
|---|---|
| Initial Funding Year | FY2009-10 |
| Target Completion Year | FY2021-22 |
| Expended as of June 30, 2018 | $ 978,138 |

# Water Capital

# Water Mains

## Water Main Improvement and Replacement Program Map



# Water Capital

# Water Mains

## Water Main Improvement and Replacement Program Summary

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

**Total Project Budget: $ 34,264,415**

| DEPARTMENT: Public Works | | FY2019-20 | | | | | | | Total |
|---|---|---|---|---|---|---|---|---|---|
| **FUNDING SOURCES** | **Prior Appropriations** | **Estimated Carryover** | **New Request** | **Total Appropriations** | **FY2020-21** | **FY2021-22** | **FY2022-23** | **FY2023-24** | **FY2020-24 Budget** |
| Water Fund | $ 13,451,709 | $ 10,589,418 | $ 1,162,706 | $ 11,752,124 | $ 7,150,000 | $ 6,000,000 | $ 4,260,000 | 2,240,000 | $ 31,402,124 |

| **PROJECT APPROPRIATIONS** | **Prior Appropriations** | **Estimated Carryover** | **New Request** | **Total Appropriations** | **FY2020-21** | **FY2021-22** | **FY2022-23** | **FY2023-24** | **FY2020-24 Budget** |
|---|---|---|---|---|---|---|---|---|---|
| Design | $ 1,548,975 | $ 791,848 | $ 300,000 | $ 1,091,848 | $ 600,000 | $ 300,000 | $ 300,000 | - | $ 2,291,848 |
| Construction | 11,902,734 | 9,797,570 | 862,706 | 10,660,276 | 6,550,000 | 5,700,000 | 3,960,000 | 2,240,000 | 29,110,276 |
| **Total** | **$ 13,451,709** | **$ 10,589,418** | **$ 1,162,706** | **$ 11,752,124** | **$ 7,150,000** | **$ 6,000,000** | **$ 4,260,000** | **2,240,000** | **$ 31,402,124** |

**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 2019-20 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, 2-2, 3-1 and 3-2 areas.

See the project detail on the following page.



**Project Details**

| | |
|---|---|
| Initial Funding Year | FY2005-06 |
| Target Completion Year | On-going |
| Expended as of June 30, 2018 | $ 5,724,582 |

# Water Main Improvement and Replacement Program - Project Detail

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

**DEPARTMENT: Public Works**

| FUNDING SOURCES | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Water Fund | $ 13,451,709 | $ 10,589,418 | $ 1,162,706 | $ 11,752,124 | $ 7,150,000 | $ 6,000,000 | $ 4,260,000 | $ 2,240,000.00 | $ 31,402,124 |

| PROJECT APPROPRIATIONS | Project | Prior Appropriations | FY2019-20 Estimate Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|---|
| San Mateo Avenue | 84151 | $ 2,579,437 | $ 155,798 | $ (137,294) | $ 18,504 | $ - | $ - | $ - | $ - | $ 18,504 |
| Design | | 318,475 | - | - | - | - | - | - | - | - |
| Construction | | 2,260,962 | 155,798 | (137,294) | 18,504 | - | - | - | - | 18,504 |
| San Antonio Avenue | 11006 | $ 1,082,500 | $ 1,060,043 | $ - | $ 1,060,043 | $ - | $ - | $ - | $ - | $ 1,060,043 |
| Design | | 25,500 | 3,043 | - | 3,043 | - | - | - | - | 3,043 |
| Construction | | 1,057,000 | 1,057,000 | - | 1,057,000 | - | - | - | - | 1,057,000 |
| Avenues No. 1-1 | 84153 | $ 2,424,920 | $ 2,281,293 | $ - | $ 2,281,293 | $ - | $ - | $ - | $ - | $ 2,281,293 |
| Design | | 225,000 | 81,373 | - | 81,373 | - | - | - | - | 81,373 |
| Construction | | 2,199,920 | 2,199,920 | - | 2,199,920 | - | - | - | - | 2,199,920 |
| Avenues No. 1-2 | 11002 | $ 2,864,852 | $ 2,731,103 | $ - | $ 2,731,103 | $ - | $ - | $ - | $ - | $ 2,731,103 |
| Design | | 200,000 | 66,251 | - | 66,251 | - | - | - | - | 66,251 |
| Construction | | 2,664,852 | 2,664,852 | - | 2,664,852 | - | - | - | - | 2,664,852 |
| Avenues No. 1-3 | 11007 | $ 4,020,000 | $ 3,883,266 | $ 1,000,000 | $ 4,883,266 | $ - | $ - | $ - | $ - | $ 4,883,266 |
| Design | | 300,000 | 163,266 | - | 163,266 | - | - | - | - | 163,266 |
| Construction | | 3,720,000 | 3,720,000 | 1,000,000 | 4,720,000 | - | - | - | - | 4,720,000 |
| Avenues No. 2-1 | 11008 | $ 180,000 | $ 179,914 | $ - | $ 179,914 | $ - | $ - | $ - | $ - | $ 179,914 |
| Design | | 180,000 | 179,914 | - | 179,914 | - | - | - | - | 179,914 |
| Construction | | - | - | - | - | - | - | - | - | - |
| Avenues No. 3-1 | 11009 | $ 300,000 | $ 298,001 | $ - | $ 298,001 | $ 3,550,000 | $ - | $ - | $ - | $ 3,848,001 |
| Design | | 300,000 | 298,001 | - | 298,001 | - | - | - | - | 298,001 |
| Construction | | - | - | - | - | 3,550,000 | - | - | - | 3,550,000 |

| PROJECT APPROPRIATIONS | Project | Prior Appropriations | FY2019-20 Estimate Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|---|
| Avenues No. 3-2 | 11010 | $ - | $ - | $ 300,000 | $ 300,000 | $ 3,000,000 | $ - | $ - | $ - | $ 3,300,000 |
| Design | | - | - | 300,000 | 300,000 | - | - | - | - | 300,000 |
| Construction | | - | - | - | - | 3,000,000 | - | - | - | 3,000,000 |
| Avenues No. 3-3 | 11011 | $ - | $ - | $ - | $ - | $ 300,000 | $ 2,900,000 | $ - | $ - | $ 3,200,000 |
| Design | | - | - | - | - | 300,000 | - | - | - | 300,000 |
| Construction | | - | - | - | - | - | 2,900,000 | - | - | 2,900,000 |
| Avenues No. 3-4 | Unassigned | $ - | $ - | $ - | $ - | $ 300,000 | $ 2,800,000 | $ - | $ - | $ 3,100,000 |
| Design | | - | - | - | - | 300,000 | - | - | - | 300,000 |
| Construction | | - | - | - | - | - | 2,800,000 | - | - | 2,800,000 |
| Avenues No. 4-1 | Unassigned | $ - | $ - | $ - | $ - | $ - | $ 300,000 | $ 3,960,000 | $ - | $ 4,260,000 |
| Design | | - | - | - | - | - | 300,000 | - | - | 300,000 |
| Construction | | - | - | - | - | - | - | 3,960,000 | - | 3,960,000 |
| Avenues No. 4-2 | Unassigned | $ - | $ - | $ - | $ - | $ - | $ - | $ 300,000 | $ 2,240,000 | $ 2,540,000 |
| Design | | - | - | - | - | - | - | 300,000 | - | 300,000 |
| Construction | | - | - | - | - | - | - | - | 2,240,000 | 2,240,000 |
| **Total** | | **$ 13,451,709** | **$ 10,589,418** | **$ 1,162,706** | **$ 11,752,124** | **$ 7,150,000** | **$ 6,000,000** | **$ 4,260,000** | **$ 2,240,000** | **$ 31,402,124** |

# Water Capital

# Pressure Regulators

## Pressure Regulator Station Improvement & Replacement Summary

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

**Total Project Budget: $ 2,046,000**

**DEPARTMENT: Public Works**

| FUNDING SOURCES | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Water Fund | $ 1,646,000 | $ 1,969,590 | $ - | $ 1,969,590 | $ - | $ 400,000 | $ - | $ - | $ 2,369,590 |

| PROJECT APPROPRIATIONS | Prior Appropriations | Estimate Carryover | New Request | Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Design | $ 246,000 | $ 219,590 | $ - | $ 219,590 | $ - | $ 50,000 | $ - | $ - | $ 269,590 |
| Construction | 1,400,000 | 1,750,000 | - | 1,750,000 | - | 350,000 | - | - | 2,100,000 |
| **Total** | **$ 1,646,000** | **$ 1,969,590** | **$ -** | **$ 1,969,590** | **$ -** | **$ 400,000** | **$ -** | **$ -** | **$ 2,369,590** |

**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 construction of the Arbor Court regulating station is anticipated to be completed in 2019-20. Design and construction of the regulating stations at Rollingwood Dive, Oakmont Drive, Piedmont Avenue and Glenview Drive are anticipated to be completed in 2019-20.




**Project Details**

| | |
|---|---|
| Initial Funding Year | FY2016-17 |
| Target Completion Year | FY2021-22 |
| Expended as of June 30, 2018 | $ 76,410 |

# Water Capital

# Pressure Regulators

## Pressure Regulator Station Improvement Program - Project Detail

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

| **DEPARTMENT: Public Works** | | | FY2019-20 | | | | | | | Total |
|---|---|---|---|---|---|---|---|---|---|---|
| **FUNDING SOURCES** | | Prior Appropriations | Estimated Carryover | New Request | Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | FY2020-24 Budget |
| Water Fund | | $ 2,046,000 | $ 1,969,590 | $ - | $ 1,969,590 | $ - | $ 400,000 | $ - | $ - | $ 2,369,590 |
| **PROJECT APPROPRIATIONS** | **Project #** | **Prior Appropriations** | **Estimated Carryover** | **New Request** | **Total Appropriations** | **FY2020-21** | **FY2021-22** | **FY2022-23** | **FY2023-24** | **FY2020-24 Budget** |
| Arbor Court | 11005 | $ 546,000 | $ 469,590 | $ - | $ 469,590 | $ - | $ - | $ - | $ - | $ 469,590 |
| Design | | 146,000 | 69,590 | - | 69,590 | - | - | - | - | 69,590 |
| Construction | | 400,000 | 400,000 | - | 400,000 | - | - | - | - | 400,000 |
| Rollingwood Drive | 11016 | $ 500,000 | $ 500,000 | $ - | $ 500,000 | $ - | $ - | $ - | $ - | $ 500,000 |
| Design | | 50,000 | 50,000 | - | 50,000 | - | - | - | - | 50,000 |
| Construction | | 450,000 | 450,000 | - | 450,000 | - | - | - | - | 450,000 |
| Oakmont Drive | 11017 | $ 500,000 | $ 500,000 | $ - | $ 500,000 | $ - | $ - | $ - | $ - | $ 500,000 |
| Design | | 50,000 | 50,000 | - | 50,000 | - | - | - | - | 50,000 |
| Construction | | 450,000 | 450,000 | - | 450,000 | - | - | - | - | 450,000 |
| Cunningham Drive | 11018 | $ - | $ - | $ - | $ - | $ - | $ 400,000 | $ - | $ - | $ 400,000 |
| Design | | - | - | - | - | - | 50,000 | - | - | 50,000 |
| Construction | | - | - | - | - | - | 350,000 | - | - | 350,000 |
| Glenview Drive | 11019 | $ 400,000 | $ 400,000 | $ - | $ 400,000 | $ - | $ - | $ - | $ - | $ 400,000 |
| Design | | - | 50,000 | - | 50,000 | - | - | - | - | 50,000 |
| Construction | | - | 350,000 | - | 350,000 | - | - | - | - | 350,000 |
| Piedmont Avenue | 11020 | $ 100,000 | $ 100,000 | $ - | $ 100,000 | $ - | $ - | $ - | $ - | $ 100,000 |
| Design | | - | - | - | - | - | - | - | - | - |
| Construction | | 100,000 | 100,000 | - | 100,000 | - | - | - | - | 100,000 |
| **Total** | | **$ 2,046,000** | **$ 1,969,590** | **$ -** | **$ 1,969,590** | **$ -** | **$ 400,000** | **$ -** | **$ -** | **$ 2,369,590** |

# Water Capital

# Pump Stations

## Water Pump Station Improvement and Replacement Program Summary

**PROJECT #: 11004 | 11003 | 11012 | 11021**

**Total Project Budget: $ 4,300,000**

**DEPARTMENT: Public Works**

| FUNDING SOURCES | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Water Fund | $ 1,300,000 | $ 1,283,414 | $ - | $ 1,283,414 | $ 3,000,000 | $ - | $ - | $ - | $ 4,283,414 |

| PROJECT APPROPRIATIONS | Prior Appropriations | Estimated Carryover | New Request | Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Design | $ 485,000 | $ 468,414 | $ - | $ 468,414 | $ - | $ - | $ - | $ - | $ 468,414 |
| Construction | 815,000 | 815,000 | - | 815,000 | 3,000,000 | - | - | - | 3,815,000 |
| **Total** | **$ 1,300,000** | **$ 1,283,414** | **$ -** | **$ 1,283,414** | **$ 3,000,000** | **$ -** | **$ -** | **$ -** | **$ 4,283,414** |

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

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 and new generator. The study will be completed in 2019-20.

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 2019-20.

See the project detail on the following page.



**Project Details**

| | |
|---|---|
| Initial Funding Year | FY2009-10 |
| Target Completion Year | On-going |
| Expended as of June 30, 2018 | $ 16,586 |

# Water Capital

# Pump Stations

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

**PROJECT #: 11004 | 11003 | 11012 | 11021**

| **DEPARTMENT: Public Works** | | | FY2019-20 | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| **FUNDING SOURCES** | | **Prior Appropriations** | **Estimated Carryover** | **New Request** | **Total Appropriations** | **FY2020-21** | **FY2021-22** | **FY2022-23** | **FY2023-24** | **Total FY2020-24 Budget** |
| Water Fund | | $ 1,300,000 | $ 1,283,414 | $ - | $ 1,283,414 | $ 3,000,000 | $ - | $ - | $ - | $ 4,283,414 |
| **PROJECT APPROPRIATIONS** | **Project #** | **Prior Appropriations** | **Estimated Carryover** | **New Request** | **Total Appropriations** | **FY2020-21** | **FY2021-22** | **FY2022-23** | **FY2023-24** | **FY2020-24 Budget** |
| Sneath Lane Pump Station | 11004 | $ 200,000 | $ 197,753 | $ - | $ 197,753 | $ 1,500,000 | $ - | $ - | $ - | $ 1,697,753 |
| Design | | 200,000 | 197,753 | - | 197,753 | - | - | - | - | 197,753 |
| Construction | | - | - | - | - | 1,500,000 | - | - | - | 1,500,000 |
| Lake Drive Pump Station | 11003 | $ 200,000 | $ 198,085 | $ - | $ 198,085 | $ 1,500,000 | $ - | $ - | $ - | $ 1,698,085 |
| Design | | 200,000 | 198,085 | - | 198,085 | - | - | - | - | 198,085 |
| Construction | | - | - | - | - | 1,500,000 | - | - | - | 1,500,000 |
| Whitman Pump Station Generator | 11012 | $ 500,000 | $ 489,974 | $ - | $ 489,974 | $ - | $ - | $ - | $ - | $ 489,974 |
| Design | | 42,500 | 32,474 | - | 32,474 | - | - | - | - | 32,474 |
| Construction | | 457,500 | 457,500 | - | 457,500 | - | - | - | - | 457,500 |
| Princeton Pump Station Generator | 11021 | $ 400,000 | $ 397,602 | $ - | $ 397,602 | $ - | $ - | $ - | $ - | $ 397,602 |
| Design | | 42,500 | 40,102 | - | 40,102 | - | - | - | - | 40,102 |
| Construction | | 357,500 | 357,500 | - | 357,500 | - | - | - | - | 357,500 |
| **Total** | | **$ 1,300,000** | **$ 1,283,414** | **$ -** | **$ 1,283,414** | **$ 3,000,000** | **$ -** | **$ -** | **$ -** | **$ 4,283,414** |

# Water Capital

# Water Tanks

## Water Tank Improvement and Replacement Program Summary

**PROJECT #: 85100 | 11022 | 11023**

**Total Project Budget: $ 16,249,232**

**DEPARTMENT: Public Works**

| FUNDING SOURCES | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Water Fund | $ 9,749,232 | $ 9,477,267 | $ 500,000 | $ 9,977,267 | $ 6,000,000 | $ - | $ - | $ - | $ 15,977,267 |

| PROJECT APPROPRIATIONS | Prior Appropriations | Estimated Carryover | New Request | Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Design | $ 772,436 | $ 500,471 | $ 500,000 | $ 1,000,471 | $ - | $ - | $ - | $ - | $ 1,000,471 |
| Construction | 8,976,796 | 8,976,796 | - | 8,976,796 | 6,000,000 | - | - | - | 15,977,267 |
| **Total** | **$ 9,749,232** | **$ 9,477,267** | **$ 500,000** | **$ 9,977,267** | **$ 6,000,000** | **$ -** | **$ -** | **$ -** | **$ 15,977,267** |

**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 the design of the Cunningham Tank. Project 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 | FY2004-05 |
| Target Completion Year | On-going |
| Expended as of June 30, 2018 | $ 271,965 |

# Water Tank Improvement and Replacement Program - Project Detail

**PROJECT #: 85100|11022 | 11023**

**DEPARTMENT: Public Works**

| FUNDING SOURCES | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Water Fund | $ 9,749,232 | $ 9,477,267 | $ 500,000 | $ 9,977,267 | $ 6,000,000 | $ - | $ - | $ - | $ 15,975,136 |

| PROJECT APPROPRIATIONS | Project # | Prior Appropriations | Estimated Carryover | New Request | Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|---|
| Cunningham Drive Tank Retrofit | 85100 | $ 9,249,232 | $ 8,978,927 | $ - | $ 8,978,927 | $ - | $ - | $ - | $ - | $ 8,976,796 |
| Design | | 272,436 | 2,131 | - | 2,131 | - | - | - | - | - |
| Construction | | 8,976,796 | 8,976,796 | - | 8,976,796 | - | - | - | - | 8,976,796 |
| Princeton Tank Replacement | 11023 | $ - | $ - | $ 500,000 | $ 500,000 | $ 3,500,000 | $ - | $ - | $ - | $ 4,000,000 |
| Design | | - | - | 500,000 | 500,000 | - | - | - | - | 500,000 |
| Construction | | - | - | - | - | 3,500,000 | - | - | - | 3,500,000 |
| Sweeney Ridge Tank Replacement | 11022 | $ 500,000 | $ 498,340 | $ - | $ 498,340 | $ 2,500,000 | $ - | $ - | $ - | $ 2,998,340 |
| Design | | 500,000 | 498,340 | - | 498,340 | - | - | - | - | 498,340 |
| Construction | | | - | - | - | 2,500,000 | - | - | - | 2,500,000 |
| **Total** | | **$ 9,749,232** | **$ 9,477,267** | **$ 500,000** | **$ 9,977,267** | **$ 6,000,000** | **$ -** | **$ -** | **$ -** | **$ 15,975,136** |

# Water Capital

# Water Wells

## Well Rehabilitation Program Summary

**PROJECT #: 84707 | 11013 | 11014 | 11015**

**Total Project Budget: $ 1,316,469**

**DEPARTMENT: Public Works**

| FUNDING SOURCES | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Water Fund | $ 516,469 | $ 84,420 | $ 200,000 | $ 284,420 | $ - | $ 200,000 | $ 200,000 | $ 200,000 | $ 884,420 |

| PROJECT APPROPRIATIONS | Prior Appropriations | Estimated Carryover | New Request | Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Well Rehabilitation | $ 516,469 | $ 84,420 | $ 200,000 | $ 284,420 | $ - | $ 200,000 | $ 200,000 | $ 200,000 | $ 884,420 |

**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 and Forest Lane Well was completed in 2018-19. Rehabilitation of the Corporation Yard Well is scheduled for 2019-20.



**Project Details**

| | |
|---|---|
| Initial Funding Year | FY2009-10 |
| Target Completion Year | On-going |
| Expended as of June 30, 2018 | $ 432,049 |

# Water Capital

# Water Wells

## Well Rehabilitation Program - Project Detail

**PROJECT #: 84707 | 11013 | 11014 | 11015**

| **DEPARTMENT: Public Works** | | | FY2019-20 | | | | | | | Total |
|---|---|---|---|---|---|---|---|---|---|---|
| **FUNDING SOURCES** | | **Prior Appropriations** | **Estimated Carryover** | **New Request** | **Total Appropriations** | **FY2020-21** | **FY2021-22** | **FY2022-23** | **FY2023-24** | **FY2020-24 Budget** |
| Water Fund | | $ 516,469 | $ 84,420 | $ 200,000 | $ 284,420 | $ - | $ 200,000 | $ 200,000 | $ 200,000 | $ 884,420 |

| **PROJECT APPROPRIATIONS** | **Project #** | **Prior Appropriations** | **Estimated Carryover** | **New Request** | **Total Appropriations** | **FY2020-21** | **FY2021-22** | **FY2022-23** | **FY2023-24** | **FY2020-24 Budget** |
|---|---|---|---|---|---|---|---|---|---|---|
| Corporation Yard Well (17) | 84707 | $ 85,454 | $ - | $ 200,000 | $ 200,000 | $ - | $ - | $ - | $ - | $ 200,000 |
| Lions Field Well (20) | 11013 | 231,015 | - | - | - | - | - | 200,000 | - | 200,000 |
| City Park Well (18) | 11014 | 180,000 | 80,000 | - | 80,000 | - | 200,000 | - | - | 280,000 |
| Forest Lane Well (16) | 11015 | 20,000 | 4,420 | - | 4,420 | - | - | - | 200,000 | 204,420 |
| **Total** | | **$ 516,469** | **$ 84,420** | **$ 200,000** | **$ 284,420** | **$ -** | **$ 200,000** | **$ 200,000** | **$ 200,000** | **$ 884,420** |

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# Wastewater Capital

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# Wastewater Capital

## FY2020-24 Five-Year Summary by Project and Funding Source

| FUNDING SOURCES | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Wastewater Fund | $ 39,075,607 | $ 27,218,557 | $ 7,565,543 | $ 34,784,100 | $ 21,860,000 | $ 6,910,000 | $ 8,800,000 | $ 4,810,000 | $ 77,164,100 |

| PROJECT TITLE | Prior Appropriations | Estimated Carryover | New Request | Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Main Improvement and Replacement | $ 22,263,220 | $ 18,200,084 | $ 3,200,000 | $ 21,400,084 | $ 18,360,000 | $ 3,410,000 | $ 5,300,000 | $ 1,310,000 | $ 49,780,084 |
| Pump Station Improvement and Replacement | 11,711,000 | 7,667,473 | 2,165,543 | 9,833,016 | - | - | - | - | 9,833,016 |
| Water Quality Control Plant Upgrades | 5,101,387 | 1,351,000 | 2,200,000 | 3,551,000 | 3,500,000 | 3,500,000 | 3,500,000 | 3,500,000 | 17,551,000 |
| **Total** | **$ 39,075,607** | **$ 27,218,557** | **$ 7,565,543** | **$ 34,784,100** | **$ 21,860,000** | **$ 6,910,000** | **$ 8,800,000** | **$ 4,810,000** | **$ 77,164,100** |

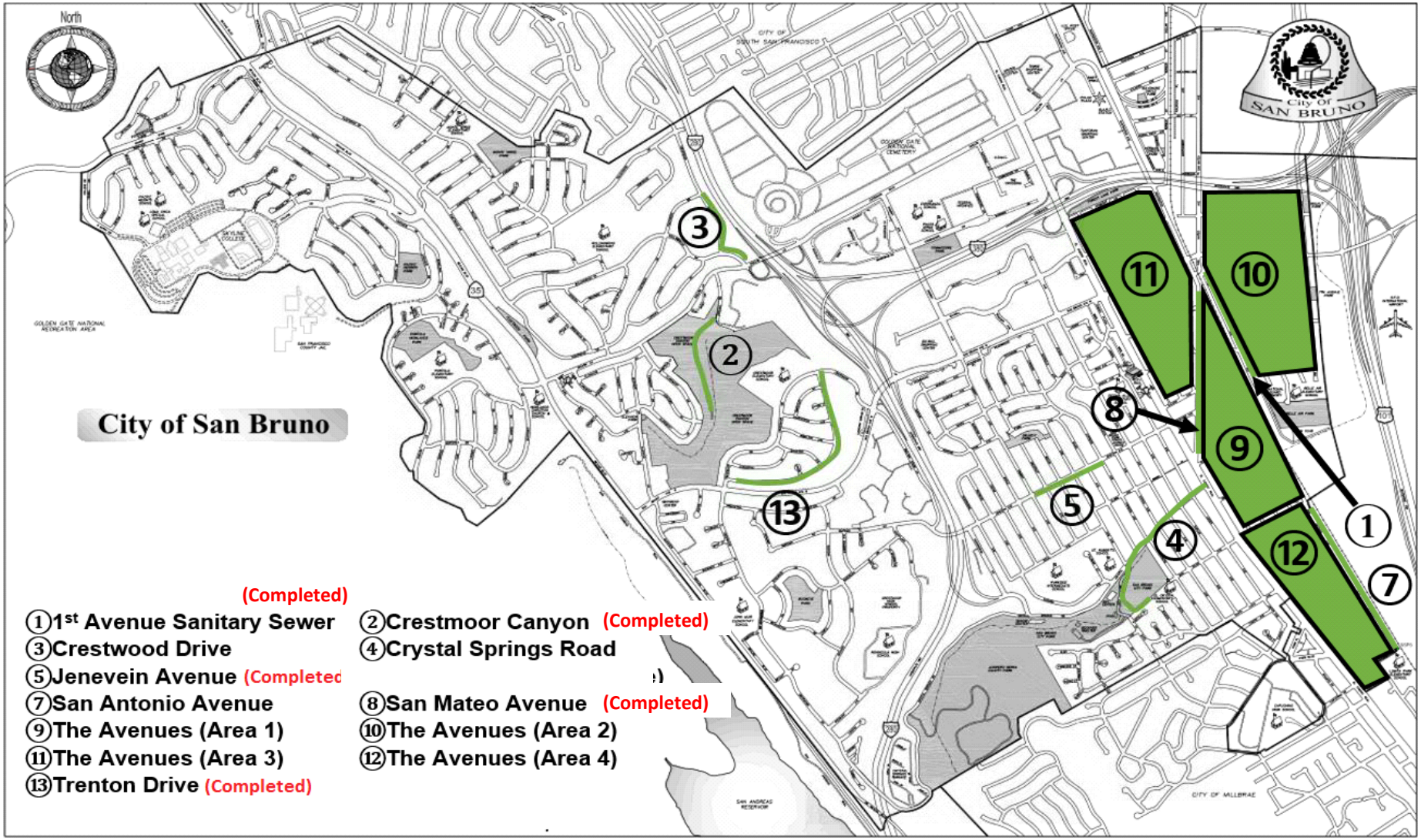
The Wastewater Enterprise Fund provides for the maintenance and capital improvements to the City's wastewater collection system to assure safe and reliable collection and conveyance of wastewater from San Bruno residences and businesses to the Water Quality Control Plant which is jointly owned by the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

# Wastewater Capital

# Sewer Mains

## Sewer Main Improvement & Replacement Map



# 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 Budget: $ 53,843,220**

**DEPARTMENT: Public Works**

| FUNDING SOURCES | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Wastewater Fund | $ 22,263,220 | $ 18,200,084 | $ 3,200,000 | $ 21,400,084 | $ 18,360,000 | $ 3,410,000 | $ 5,300,000 | $ 1,310,000 | $ 49,780,084 |

| PROJECT APPROPRIATIONS | Prior Appropriations | Estimated Carryover | New Request | Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Design | $ 2,934,847 | $ 1,746,838 | $ 700,000 | $ 2,446,838 | $ 600,000 | $ 300,000 | $ 300,000 | $ - | $ 3,646,838 |
| Construction | 19,328,373 | 16,453,246 | 2,500,000 | 18,953,246 | 17,760,000 | 3,110,000 | 5,000,000 | 1,310,000 | 46,133,246 |
| **Total** | **$ 22,263,220** | **$ 18,200,084** | **$ 3,200,000** | **$ 21,400,084** | **$ 18,360,000** | **$ 3,410,000** | **$ 5,300,000** | **$ 1,310,000** | **$ 49,780,084** |

**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 2018-19, the sewer mains along San Mateo Avenue between El Camino Real and Angus Avenue were replaced.

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 2019-20 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, 2-3, 3-1 and 3-2 areas. See the project detail on the following page.



**Project Details**

| | |
|---|---|
| Initial Funding Year | FY2005-06 |
| Target Completion Year | On-going |
| Expended as of June 30, 2018 | $ 4,063,136 |

# 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**

| FUNDING SOURCES | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Wastewater Fund | $ 22,263,220 | $ 18,200,084 | $ 3,200,000 | $ 21,400,084 | $ 18,360,000 | $ 3,410,000 | $ 5,300,000 | $ 1,310,000 | $ 49,780,084 |

| PROJECT TITLE | Project # | Prior Appropriations | FY2019-20 Estimate Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|---|
| Pipeline Repair/Grade 5 | 84322 | $ 2,006,578 | $ 1,397,078 | $ - | $ 1,397,078 | $ - | $ - | $ - | $ - | $ 1,397,078 |
| Design | | 94,847 | - | - | - | - | - | - | - | - |
| Construction | | 1,911,731 | 1,397,078 | - | 1,397,078 | - | - | - | - | 1,397,078 |
| 1st Avenue Sanitary Sewer Line | 84339 | $ 1,350,022 | $ 598,716 | $ - | $ 598,716 | $ - | $ - | $ - | $ - | $ 598,716 |
| Design | | 50,000 | - | - | - | - | - | - | - | - |
| Construction | | 1,300,022 | 598,716 | - | 598,716 | - | - | - | - | 598,716 |
| Jenevein Avenue | 84340 | $ 2,120,193 | $ 532,954 | $ - | $ 532,954 | $ - | $ - | $ - | $ - | $ 532,954 |
| Design | | 190,000 | - | - | - | - | - | - | - | - |
| Construction | | 1,930,193 | 532,954 | - | 532,954 | - | - | - | - | 532,954 |
| Crystal Springs Road | 84342 | $ 4,469,581 | $ 4,183,916 | $ - | $ 4,183,916 | $ - | $ - | $ - | $ - | $ 4,183,916 |
| Design | | 235,000 | - | - | - | - | - | - | - | - |
| Construction | | 4,234,581 | 4,183,916 | - | 4,183,916 | - | - | - | - | 4,183,916 |
| Crestwood Drive | 31006 | $ 1,200,000 | $ 1,134,190 | $ - | $ 1,134,190 | $ - | $ - | $ - | $ - | $ 1,134,190 |
| Design | | 300,000 | 234,190 | - | 234,190 | - | - | - | - | 234,190 |
| Construction | | 900,000 | 900,000 | - | 900,000 | - | - | - | - | 900,000 |
| San Antonio Avenue | 31007 | $ 1,256,846 | $ 875,582 | $ - | $ 875,582 | $ - | $ - | $ - | $ - | $ 875,582 |
| Design | | 170,000 | - | - | - | - | - | - | - | - |
| Construction | | 1,086,846 | 875,582 | - | 875,582 | - | - | - | - | 875,582 |
| Avenues No. 1-1 | 84343 | $ 2,390,000 | $ 2,267,679 | $ - | $ 2,267,679 | $ - | $ - | $ - | $ - | $ 2,267,679 |
| Design | | 225,000 | 102,679 | - | 102,679 | - | - | - | - | 102,679 |
| Construction | | 2,165,000 | 2,165,000 | - | 2,165,000 | - | - | - | - | 2,165,000 |
| Avenues No. 1-2 | 31001 | $ 3,470,000 | $ 3,345,248 | $ - | $ 3,345,248 | $ - | $ - | $ - | $ - | $ 3,345,248 |
| Design | | 300,000 | 175,248 | - | 175,248 | - | - | - | - | 175,248 |
| Construction | | 3,170,000 | 3,170,000 | - | 3,170,000 | - | - | - | - | 3,170,000 |

| PROJECT TITLE | Project # | Prior Appropriations | FY2019-20 Estimate Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|---|
| Avenues No. 1-3 | 31008 | $ 2,930,000 | $ 2,796,307 | $ 2,500,000 | $ 5,296,307 | $ - | $ - | $ - | $ - | $ 5,296,307 |
| Design | | 300,000 | 166,307 | - | 166,307 | - | - | - | - | 166,307 |
| Construction | | 2,630,000 | 2,630,000 | 2,500,000 | 5,130,000 | - | - | - | - | 5,130,000 |
| Avenues No. 2-1 | 31009 | $ 400,000 | $ 399,456 | $ - | $ 399,456 | $ 4,110,000 | $ - | $ - | $ - | $ 4,509,456 |
| Design | | 400,000 | 399,456 | - | 399,456 | - | - | - | - | 399,456 |
| Construction | | - | - | - | - | 4,110,000 | - | - | - | 4,110,000 |
| Avenues No. 2-2 | 31010 | $ 370,000 | $ 369,499 | $ - | $ 369,499 | $ 6,200,000 | $ - | $ - | $ - | $ 6,569,499 |
| Design | | 370,000 | 369,499 | - | 369,499 | - | - | - | - | 369,499 |
| Construction | | - | - | - | - | 6,200,000 | - | - | - | 6,200,000 |
| Avenues No. 2-3 | 31011 | $ - | $ - | $ 400,000 | $ 400,000 | $ 3,260,000 | $ - | $ - | $ - | $ 3,660,000 |
| Design | | - | - | 400,000 | 400,000 | - | - | - | - | 400,000 |
| Construction | | - | - | - | - | 3,260,000 | - | - | - | 3,260,000 |
| Avenues No. 3-1 | 31012 | $ 300,000 | $ 299,459 | $ - | $ 299,459 | $ 2,160,000 | $ - | $ - | $ - | $ 2,459,459 |
| Design | | 300,000 | 299,459 | - | 299,459 | - | - | - | - | 299,459 |
| Construction | | - | - | | - | 2,160,000 | - | - | - | 2,160,000 |
| Avenues No. 3-2 | 31013 | $ - | $ - | $ 300,000 | $ 300,000 | $ 2,030,000 | $ - | $ - | $ - | $ 2,330,000 |
| Design | | - | - | 300,000 | 300,000 | - | - | - | - | 300,000 |
| Construction | | - | - | - | - | 2,030,000 | - | - | - | 2,030,000 |
| Avenues No. 3-3 | 31014 | $ - | $ - | $ - | $ - | $ 300,000 | $ 1,940,000 | $ - | $ - | $ 2,240,000 |
| Design | | - | - | - | - | 300,000 | - | - | - | 300,000 |
| Construction | | - | - | - | - | - | 1,940,000 | - | - | 1,940,000 |
| Avenues No. 3-4 | Unassigned | $ - | $ - | $ - | $ - | $ 300,000 | $ 1,170,000 | $ - | $ - | $ 1,470,000 |
| Design | | - | - | - | - | 300,000 | - | - | - | 300,000 |
| Construction | | - | - | - | - | - | 1,170,000 | - | - | 1,170,000 |
| Avenues No. 4-1 | Unassigned | $ - | $ - | $ - | $ - | $ - | $ 300,000 | $ 5,000,000 | $ - | $ 5,180,000 |
| Design | | - | - | - | - | - | 300,000 | - | - | 300,000 |
| Construction | | - | - | - | - | - | | 5,000,000 | - | 5,000,000 |
| Avenues No. 4-2 | Unassigned | $ - | $ - | $ - | $ - | $ - | $ - | $ 300,000 | $ 1,310,000 | $ 1,610,000 |
| Design | | - | - | - | - | - | - | 300,000 | - | 300,000 |
| Construction | | - | - | - | - | - | - | - | 1,310,000 | 1,310,000 |
| **Total** | | **$ 22,263,220** | **$ 18,200,084** | **$ 3,200,000** | **$ 21,400,084** | **$ 18,360,000** | **$ 3,410,000** | **$ 5,300,000** | **$ 1,310,000** | **$ 49,660,084** |

# Wastewater Capital

# Pump Stations

## Wastewater Pump Station Improvement & Replacement Summary

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

**Total Project Budget: $ 13,876,543**

**DEPARTMENT: Public Works**

| FUNDING SOURCES | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Wastewater Fund | $ 11,711,000 | $ 7,667,473 | $ 2,165,543 | $ 9,833,016 | $ - | $ - | $ - | $ - | $ 9,833,016 |

| PROJECT APPROPRIATIONS | Prior Appropriations | Estimated Carryover | New Request | Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Design | $ 1,640,000 | $ 740,443 | $ - | $ 740,443 | $ - | $ - | $ - | $ - | $ 740,443 |
| Construction | 10,071,000 | 6,927,030 | 2,165,543 | 9,092,573 | - | - | - | - | 9,092,573 |
| **Total** | **$ 11,711,000** | **$ 7,667,473** | **$ 2,165,543** | **$ 9,833,016** | **$ -** | **$ -** | **$ -** | **$ -** | **$ 9,833,016** |

**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 construction for Spyglass Pump Station was completed in 2018-19.

Construction for the Lomita and Crestmoor pump stations will be completed in 2019-20. Design for the Crestwood pump station is scheduled to be completed in 2019-20.

See the project detail on the following page.




**Project Details**

| | |
|---|---|
| Initial Funding Year | FY2009-10 |
| Target Completion Year | On-going |
| Expended as of June 30, 2018 | $ 4,043,527 |

# Wastewater Capital

# Pump Stations

## Wastewater Pump Station Improvement & Replacement - Project Detail

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

**DEPARTMENT: Public Works**

| FUNDING SOURCES | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Wastewater Fund | $ 11,711,000 | $ 7,667,473 | $ 2,165,543 | $ 9,833,016 | $ - | $ - | $ - | $ - | $ 9,833,016 |

| PROJECT TITLE | Project # | Prior Appropriations | Estimated Carryover | New Request | Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|---|
| Spyglass Pump Station | 85111 | $ 3,291,000 | $ 84,457 | $ (84,457) | $ - | $ - | $ - | $ - | $ - | $ - |
| Design | | 200,000 | - | - | - | - | - | - | - | - |
| Construction | | 3,091,000 | 84,457 | (84,457) | - | - | - | - | - | - |
| Crestmoor Pump Station | 31003 | $ 2,560,000 | $ 2,122,806 | $ - | $ 2,122,806 | $ - | $ - | $ - | $ - | $ 2,122,806 |
| Design | | 300,000 | - | - | - | - | - | - | - | - |
| Construction | | 2,260,000 | 2,122,806 | - | 2,122,806 | - | - | - | - | 2,122,806 |
| Crestwood Pump Station | 31004 | $ 3,000,000 | $ 2,900,443 | $ 2,250,000 | $ 5,150,443 | $ - | $ - | $ - | $ - | $ 5,150,443 |
| Design | | 840,000 | 740,443 | - | 740,443 | - | - | - | - | 740,443 |
| Construction | | 2,160,000 | 2,160,000 | 2,250,000 | 4,410,000 | - | - | - | - | 4,410,000 |
| Lomita Pump Station | 31005 | $ 2,860,000 | $ 2,559,767 | $ - | $ 2,559,767 | $ - | $ - | $ - | $ - | $ 2,559,767 |
| Design | | 300,000 | - | - | - | - | - | - | - | - |
| Construction | | 2,560,000 | 2,559,767 | - | 2,559,767 | - | - | - | - | 2,559,767 |
| **Total** | | **$ 11,711,000** | **$ 7,667,473** | **$ 2,165,543** | **$ 9,833,016** | **$ -** | **$ -** | **$ -** | **$ -** | **$ 9,833,016** |

# Wastewater Capital

# Water Quality Control Plant

## Water Quality Control Plant

**PROJECT #: 85708**

**Total Project Cost: $ 21,301,387**

**DEPARTMENT: Public Works**

| FUNDING SOURCES | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Wastewater Fund | $ 5,101,387 | $ 1,351,000 | $ 2,200,000 | $ 3,551,000 | $ 3,500,000 | $ 3,500,000 | $ 3,500,000 | $ 3,500,000 | $ 17,551,000 |

| PROJECT APPROPRIATIONS | Prior Appropriations | Estimated Carryover | New Request | Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| WQCP Improvements | $ 5,101,387 | $ 1,351,000 | $ 2,200,000 | $ 3,551,000 | $ 3,500,000 | $ 3,500,000 | $ 3,500,000 | $ 3,500,000 | $ 17,551,000 |

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



**Project Details**

| | |
|---|---|
| Initial Funding Year | FY2011-12 |
| Target Completion Year | On-going |
| Expended as of June 30, 2018 | $ 3,750,387 |

# Stormwater Capital

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# Stormwater Capital

## FY2020-24 Five-Year Summary by Project and Funding Source

| FUNDING SOURCES | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| General Fund Capital Reserve | $ 920,000 | $ 799,446 | $ 300,000 | $ 1,099,446 | $ 2,450,000 | $ 1,500,000 | $ - | $ - | $ 5,049,446 |
| EPA WQIF | - | - | 200,000 | 200,000 | - | - | - | - | 200,000 |
| **Total** | **$ 920,000** | **$ 799,446** | **$ 500,000** | **$ 1,299,446** | **$ 2,450,000** | **$ 1,500,000** | **$ -** | **$ -** | **$ 5,249,446** |

| PROJECT TITLE | Prior Appropriations | Estimated Carryover | New Request | Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Crestmoor Canyon Slope Stability Project | $ - | $ - | $ 300,000 | $ 300,000 | $ 750,000 | $ - | $ - | $ - | $ 1,050,000 |
| Green Infrastructure Development Plan | 150,000 | 123,960 | - | 123,960 | - | - | - | - | 123,960 |
| Regional Stormwater Capture Project | - | - | 200,000 | 200,000 | - | - | - | - | 200,000 |
| Spyglass Drive Storm Drain Improvements | 370,000 | 354,171 | - | 354,171 | 1,500,000 | - | - | - | 1,854,171 |
| Trash Capture Device Installation | 400,000 | 321,315 | - | 321,315 | 200,000 | 1,500,000 | - | - | 2,021,315 |
| **Total** | **$ 920,000** | **$ 799,446** | **$ 500,000** | **$ 1,299,446** | **$ 2,450,000** | **$ 1,500,000** | **$ -** | **$ -** | **$ 5,249,446** |

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

# Stormwater Capital

# Stormwater Mains

## Crestmoor Canyon Slope Stability Project

**PROJECT #: (21012)**

**Total Project Budget: $ 1,050,000**

**DEPARTMENT: Public Works**

| FUNDING SOURCES | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| General Fund Capital Reserve | $ - | $ - | $ 300,000 | $ 300,000 | $ 750,000 | $ - | $ - | $ - | $ 1,050,000 |

| PROJECT APPROPRIATIONS | Prior Appropriations | Estimated Carryover | New Request | Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Design | $ - | $ - | $ 300,000 | $ 300,000 | $ - | $ - | $ - | $ - | $ 300,000 |
| Construction | - | - | - | - | 750,000 | - | - | - | 750,000 |
| **Total** | **$ -** | **$ -** | **$ 300,000** | **$ 300,000** | **$ 750,000** | **$ -** | **$ -** | **$ -** | **$ 1,050,000** |

**Project Description:** In July 2018, the City hired a Consultant to perform geotechnical investigation and evaluate alternatives to address hillside erosion along the edge of Crestmoor Canyon near San Bruno Avenue. The evaluation determined that the erosion has a moderate to high risk for future enlargement, including encroaching upslope toward San Bruno Avenue. The Consultant identified several recommendations for stabilizing the eroding slope.

This project will continue the work completed by the Consultant by reviewing the recommendations then selecting an alternative for design. The design will address mitigation measures to stabilize the slope and determine drainage improvements.

Project design will be completed in 2019-20 with construction anticipated to be completed in 2020-21.



**Project Details**

| | |
|---|---|
| Initial Funding Year | FY2019-20 |
| Target Completion Year | FY2020-21 |
| Expended as of June 30, 2018 | $ - |

# Stormwater Capital

# Stormwater Mains

## Green Infrastructure Improvement Program

**PROJECT #: 21005**

**Total Project Budget: $ 150,000**

**DEPARTMENT: Public Works**

| FUNDING SOURCES | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| General Fund Capital Reserve | $ 150,000 | $ 123,960 | $ - | $ 123,960 | $ - | $ - | $ - | $ - | $ 123,960 |

| PROJECT APPROPRIATIONS | Prior Appropriations | Estimated Carryover | New Request | Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Plan Development | $ 150,000 | $ 123,960 | $ - | $ 123,960 | $ - | $ - | $ - | $ - | $ 123,960 |

**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 will be completed in 2018-19 and submitted to the Water Board in September 2019.




**Project Details**

| | |
|---|---|
| Initial Funding Year | FY2018-19 |
| Target Completion Year | FY2019-20 |
| Expended as of June 30, 2018 | $ 26,040 |

# Stormwater Capital

# Stormwater Mains

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

**PROJECT #: (21013)**

**Total Project Budget: $ 200,000**

**DEPARTMENT: Public Works**

| FUNDING SOURCES | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| EPA WQIF | $ - | $ - | $ 200,000 | $ 200,000 | $ - | $ - | $ - | $ - | $ 200,000 |

| PROJECT APPROPRIATIONS | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Design | $ - | $ - | $ 200,000 | $ 200,000 | $ - | $ - | $ - | $ - | $ 200,000 |
| Construction | - | - | - | - | - | - | - | - | - |
| **Total** | **$ -** | **$ -** | **$ 200,000** | **$ 200,000** | **$ -** | **$ -** | **$ -** | **$ -** | **$ 200,000** |

**Project Description:** This is a regional stormwater capture project within San Bruno which is designed to collect, detain and treat stormwater at an open space in the Caltrans right-of-way between the I-280/I-380 interchange from a storm drain that serves portions of the Rollingwood, Crestmoor, Portola Highlands, and Pacific Heights neighborhoods of San Bruno.

This project has the potential to supplement groundwater supplies, alleviate downstream flooding, and improve water quality in San Bruno Creek. This project will treat runoff from a total of 942 acres and can reduce the PCBs load in the drainage area by 69%.

The City has secured a $200,000 grant through EPA's Water Quality Improvement Fund towards preliminary design of this project. All conceptual design details will be explored in greater detail during a feasibility analysis.

The estimated construction costs are included in the unfunded priorities section.



**Project Details**

| | |
|---|---|
| Initial Funding Year | FY2019-20 |
| Target Completion Year | FY2023-24 |
| Expended as of June 30, 2018 | $ - |

# Stormwater Capital

# Stormwater Mains

## Spyglass Drive Storm Drain Improvements

**PROJECT #: 21011**

**Total Project Budget: $ 1,870,000**

**DEPARTMENT: Public Works**

| FUNDING SOURCES | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| General Fund Capital Reserve | $ 370,000 | $ 354,171 | $ - | $ 354,171 | $ 1,500,000 | $ - | $ - | $ - | $ 1,854,171 |

| PROJECT APPROPRIATIONS | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Design | $ 370,000 | $ 354,171 | $ - | $ 354,171 | $ - | $ - | $ - | $ - | $ 354,171 |
| Construction | - | - | - | - | 1,500,000 | - | - | - | 1,500,000 |
| **Total** | **$ 370,000** | **$ 354,171** | **$ -** | **$ 354,171** | **$ 1,500,000** | **$ -** | **$ -** | **$ -** | **$ 1,854,171** |

**Project Description:** This project will be designed to mitigate flooding issues during intense storm events. Over the years, approximately eight properties within the Spyglass Drive neighborhood have experienced multiple flooding events including property damage. Project will assess alternatives to mitigate the flooding issues and will provide residents within the Spyglass Drive neighborhood a more reliable storm infrastructure system by preventing future overflows.

In October 2017, staff submitted an application to California Office of Emergency Services (CalOES) as part of the Hazard Mitigation Grant Program for FEMA DR-4305 to request funding for both design and construction of the improvements. The City has not heard back regarding the status of the application. Even if the City is awarded the grant, the City will still be required to provide a matching fund of 25% of the total grant amount.

Project design will be completed in 2019-20. Construction is anticipated to be completed in 2020-21.



**Project Details**

| | |
|---|---|
| Initial Funding Year | FY2018-19 |
| Target Completion Year | FY2020-21 |
| Expended as of June 30, 2018 | $ 15,829 |

# Stormwater Capital

# Trash Capture Devices

## Trash Capture Device Design and Installation

**PROJECT #: 21003**

**Total Project Budget: $ 2,100,000**

**DEPARTMENT: Public Works**

| FUNDING SOURCES | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| General Fund Capital Reserve | $ 400,000 | $ 321,315 | $ - | $ 321,315 | $ 200,000 | $ 1,500,000 | $ - | $ - | $ 2,021,315 |

| PROJECT APPROPRIATIONS | Prior Appropriations | Estimated Carryover | New Request | Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Design | $ 400,000 | $ 321,315 | - | $ 321,315 | $ - | $ - | $ - | $ - | $ 321,315 |
| Installation | - | - | - | - | 200,000 | 1,500,000 | - | - | 1,700,000 |
| **Total** | **$ 400,000** | **$ 321,315** | **$ -** | **$ 321,315** | **$ 200,000** | **$ 1,500,000** | **$ -** | **$ -** | **$ 2,021,315** |

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

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 approved by Council in March 2018 will help the City achieve the 80% trash reduction goal for 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 | FY2016-17 |
| Target Completion Year | FY2020-21 |
| Expended as of June 30, 2018 | $ 78,685 |

# Cable Capital

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# Cable Capital

## FY2020-24 Five-Year Summary by Project and Funding Source

| FUNDING SOURCES | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Loan proceeds - (General Fund) | $ 1,689,873 | $ 413,020 | $ (312,126) | $ 100,894 | $ - | $ - | $ - | $ - | $ 100,894 |
| To Be Determined | 10,000,000 | 10,000,000 | (10,000,000) | - | - | - | - | - | - |
| Cable Fund | - | - | 309,000 | 309,000 | 200,000 | 200,000 | 200,000 | 200,000 | 1,109,000 |
| **Total** | **$ 11,689,873** | **$ 10,413,020** | **$ (10,003,126)** | **$ 409,894** | **$ 200,000** | **$ 200,000** | **$ 200,000** | **$ 200,000** | **$ 1,209,894** |

| PROJECT TITLE | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Cable Equipment Program | $ 289,873 | $ 100,894 | $ 309,000 | $ 409,894 | $ 200,000 | $ 200,000 | $ 200,000 | $ 200,000 | $ 1,209,894 |
| Fiber to the Home - Citywide | 10,000,000 | 10,000,000 | (10,000,000) | - | - | - | - | - | - |
| Fiber to the Home - Multi Dwelling | 1,400,000 | 312,126 | (312,126) | - | - | - | - | - | - |
| **Total** | **$ 11,689,873** | **$ 10,413,020** | **$ (10,003,126)** | **$ 409,894** | **$ 200,000** | **$ 200,000** | **$ 200,000** | **$ 200,000** | **$ 1,209,894** |

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 Equipment Program

**PROJECT #: 41001**

**Total Project Budget: $ 1,398,873**

**DEPARTMENT: Cable**

| FUNDING SOURCES | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Loan proceeds - (General Fund) | $ 289,873 | $ 100,894 | $ - | $ 100,894 | $ - | $ - | $ - | $ - | $ 100,894 |
| Cable Fund | - | - | 309,000 | 309,000 | 200,000 | 200,000 | 200,000 | 200,000 | 1,109,000 |
| **Total** | **$ 289,873** | **$ 100,894** | **$ 309,000** | **$ 409,894** | **$ 200,000** | **$ 200,000** | **$ 200,000** | **$ 200,000** | **$ 1,209,894** |

| PROJECT APPROPRIATIONS | Prior Appropriations | Estimated Carryover | New Request | Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Cable Equipment Program | $ 289,873 | $ 100,894 | $ 309,000 | $ 409,894 | $ 200,000 | $ 200,000 | $ 200,000 | $ 200,000 | $ 1,209,894 |

**Project Description**: San Bruno Cable is dedicated to delivering reliable technology services to residents and businesses in San Bruno. These services include capacity upgrades on the current equipment, replacement of equipment as needed, and preventative measures to ensure reliable and consistent service.

The System currently relies on the Digital Access Controller for all video reception. The Controller , while now past end of life, is still functioning. Failure would create a critical event, requiring immediate replacement. The IP Network Analyzer is required to monitor troubleshoot performance of the fiber network.. The NC 2000 Server is to host VOD programming and will replace current equipment (NC 1500), which is no longer supported. The UPS Power enhancement is to provide additional backup to the two, (at capacity) UPS units on site. Equipment that would need to be replaced include Digital Access Controller Replacement $235,000; IP Analyzar $30,000; NC 2000 Server Replacement $18,000; and UPS Power enhancement for Headend $26,000




**Project Details**

| | |
|---|---|
| Initial Funding Year | FY2019-20 |
| Target Completion Year | On-going |
| Expended as of June 30, 2018 | $ 188,979 |

# Cable Capital

# Infrastructure

## Fiber to the Home (FTTH) - Citywide

**PROJECT #: 41002**

**Total Project Budget: $ -**

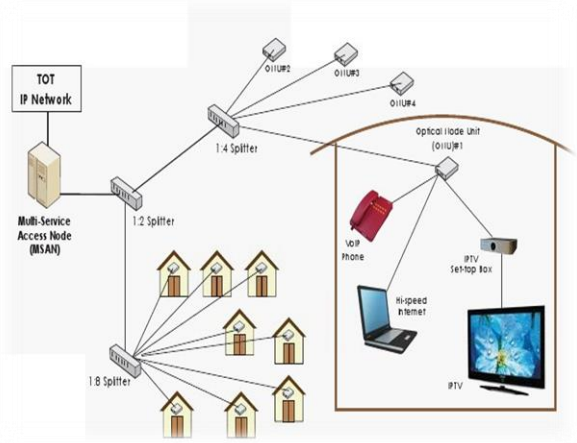
**DEPARTMENT: Cable**

| FUNDING SOURCES | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| To Be Determined | $ 10,000,000 | $ 10,000,000 | $ (10,000,000) | $ - | $ - | $ - | $ - | $ - | $ - |

| PROJECT APPROPRIATIONS | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Citywide - Other | $ 10,000,000 | $ 10,000,000 | $ (10,000,000) | $ - | $ - | $ - | $ - | $ - | $ - |

**Project Description**: The current cable infrastructure is a 20 year old 750 MHz system that supports 260 digital channels. The current system is operating at maximum capacity and has limited ability to provide additional services to San Bruno Cable customers, such as faster Internet speeds and additional programming. The project scope includes replacement of all outside wiring, removal of field electronics, and the installation of fiber optic cable related equipment inside each customer's home to provide advanced technology services. These include telephone, TV, Wi-Fi services, and high speed internet service up to Gigabit speeds.

The cost to complete this project is included in the unfunded priorities section.




**Project Details**

| | |
|---|---|
| Initial Funding Year | FY2019-20 |
| Target Completion Year | FY2021-22 |
| Expended as of June 30, 2018 | $ - |

# Cable Capital

# Infrastructure

## Fiber to the Home (FTTH) - Multiple Dwelling

**PROJECT #: 41003**

**Total Project Budget: $ 1,087,874**

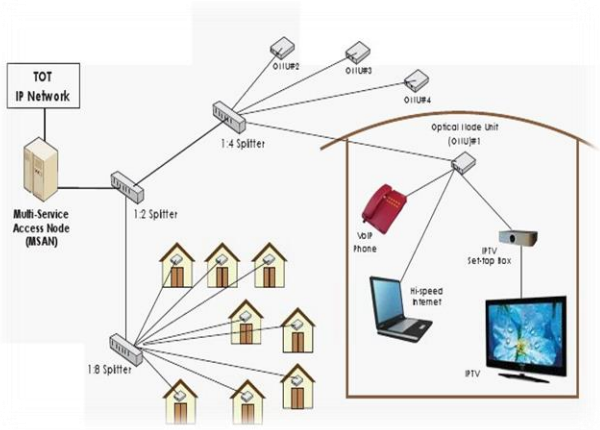
| **DEPARTMENT: Cable** | | **FY2019-20** | | | | | | | **Total** |
|---|---|---|---|---|---|---|---|---|---|
| **FUNDING SOURCES** | **Prior Appropriations** | **Estimated Carryover** | **New Request** | **Total Appropriations** | **FY2020-21** | **FY2021-22** | **FY2022-23** | **FY2023-24** | **FY2020-24 Budget** |
| Loan proceeds - (General Fund) | $ 1,400,000 | $ 312,126 | $ (312,126) | $ - | $ - | $ - | $ - | $ - | $ - |

| **PROJECT APPROPRIATIONS** | **Prior Appropriations** | **Estimated Carryover** | **New Request** | **Total Appropriations** | **FY2020-21** | **FY2021-22** | **FY2022-23** | **FY2023-24** | **FY2020-24 Budget** |
|---|---|---|---|---|---|---|---|---|---|
| FFTH - Multiple Dwelling | $ 1,400,000 | $ 312,126 | $ (312,126) | $ - | $ - | $ - | $ - | $ - | $ - |

**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.

The project was completed in FY2018-19. Any new dwelling fiber to the home projects will be funded through Operating Budget and Developer Reimbursements.




**Project Details**

| | |
|---|---|
| Initial Funding Year | FY2017-18 |
| Target Completion Year | FY2018-19 |
| Expended as of June 30, 2018 | $ 1,087,874 |

# Parks & Facilities Capital

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# Parks & Facilities

## FY2020-24 Five-Year Summary by Funding

| FUNDING SOURCES | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| ABAG Grant | $ 20,000 | $ 7,429 | $ - | $ 7,429 | $ - | $ - | $ - | $ - | $ 7,429 |
| Bequest Funds | - | - | 75,000 | 75,000 | - | - | - | - | 75,000 |
| Cable TV Fund | 56,000 | 16,667 | - | 16,667 | - | - | - | - | 16,667 |
| Crestmoor Trust Fund | 34,222,232 | 5,359,120 | - | 5,359,120 | - | - | - | - | 5,359,120 |
| General Fund Capital Reserve | 4,625,586 | 3,217,639 | 531,137 | 3,748,776 | 305,000 | 8,000,000 | - | - | 12,053,776 |
| General Fund Reserve | 194,339 | 8,822 | (8,822) | - | - | - | - | - | - |
| Recology Grant - GF Capital Reserve | 35,063 | - | - | - | - | - | - | - | - |
| San Bruno Community Foundation | 9,199,388 | 8,512,914 | 2,500,612 | 11,013,526 | 30,000,000 | 8,500,000 | - | - | 49,513,526 |
| To be Determined | - | - | 150,000 | 150,000 | - | - | - | - | 150,000 |
| Wastewater Fund | 25,000 | 25,000 | - | 25,000 | - | - | - | - | 25,000 |
| Water Fund | 25,000 | 25,000 | - | 25,000 | - | - | - | - | 25,000 |
| **Total** | **$ 48,402,608** | **$ 17,172,591** | **$ 3,247,927** | **$ 20,420,518** | **$ 30,305,000** | **$ 16,500,000** | **$ -** | **$ -** | **$ 67,225,518** |

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

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

# Parks & Facilities

## FY2020-24 Five-Year Summary by Project

| PROJECT TITLE | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Cable TV Facility Improvements | $ 56,000 | $ 16,667 | $ - | $ 16,667 | $ - | $ - | $ - | $ - | $ 16,667 |
| City Facilities: City Hall Improvements | 200,000 | 187,429 | - | 187,429 | 40,000 | - | - | - | 227,429 |
| City Facilities: Reconfiguration HR/IT | 30,000 | 29,956 | - | 29,956 | - | - | - | - | 29,956 |
| City Facilities: Door Access and Management System | - | - | - | - | 100,000 | - | - | - | 100,000 |
| City Hall Lanscaping | 30,000 | 30,000 | (30,000) | - | - | - | - | - | - |
| City Tree Management | 375,000 | 121,678 | (121,678) | - | - | - | - | - | - |
| Civic Center Facility Improvements | 194,339 | 8,822 | (8,822) | - | - | - | - | - | - |
| Climate Action Plan | 60,208 | 11,376 | - | 11,376 | - | - | - | - | 11,376 |
| Commodore Park Dog Park Improvements | 20,000 | 20,000 | - | 20,000 | 40,000 | - | - | - | 60,000 |
| Crestmoor Neighborhood Reconstruction | 34,222,232 | 5,359,120 | 100,000 | 5,459,120 | - | - | - | - | 5,459,120 |
| Fireman's Hall Roof Replacement | 30,000 | 30,000 | (30,000) | - | - | - | - | - | - |
| Fire Station 52 Facility Improvements | 200,000 | 156,477 | - | 156,477 | - | - | - | - | 156,477 |
| Fire Station 52 Replacement | 1,000,000 | 1,000,000 | - | 1,000,000 | - | 8,000,000 | - | - | 9,000,000 |
| Florida Avenue Park | 1,863,432 | 1,245,411 | - | 1,245,411 | - | - | - | - | 1,245,411 |
| Library Facility Improvements: Library Generator | 80,000 | 80,000 | (50,000) | 30,000 | - | - | - | - | 30,000 |
| Library Facility Improvements: HVAC | 60,000 | 60,000 | 299,000 | 359,000 | - | - | - | - | 359,000 |
| Park Pathways | 175,300 | (450) | - | (450) | 125,000 | - | - | - | 124,550 |
| Parks Corporation Yard Facility Improvements | 125,000 | 125,000 | - | 125,000 | - | - | - | - | 125,000 |
| Police Station Facility: HVAC | 60,000 | 60,000 | 434,200 | 494,200 | - | - | - | - | 494,200 |
| Police Station Facility: Gate & Fence | 170,000 | 153,951 | - | 153,951 | - | - | - | - | 153,951 |
| Public Works Corporation Yard Facility Improvements | 50,000 | 50,000 | - | 50,000 | - | - | - | - | 50,000 |
| Senior Center Facility Improvements | 216,646 | 18,855 | 75,000 | 93,855 | - | - | - | - | 93,855 |
| Recreation & Aquatics Center | 8,999,388 | 8,312,914 | 2,500,612 | 10,813,526 | 30,000,000 | 8,500,000 | - | - | 49,313,526 |
| Tom Lara Field | - | - | 175,000 | 175,000 | - | - | - | - | 175,000 |
| Wood Carving Restoration | 185,063 | 95,385 | (95,385) | - | - | - | - | - | - |
| **Total** | **$ 48,402,608** | **$ 17,172,591** | **$ 3,247,927** | **$ 20,420,518** | **$ 30,305,000** | **$ 16,500,000** | **$ -** | **$ -** | **$ 67,225,518** |

# Cable TV Facility Improvements

**PROJECT #: 51006**

**Total Project Budget: $ 56,000**

**DEPARTMENT: Community Services/Public Works**

| FUNDING SOURCES | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Cable Fund | $ 56,000 | $ 16,667 | $ - | $ 16,667 | $ - | $ - | $ - | $ - | $ 16,667 |

| PROJECT APPROPRIATIONS | Prior Appropriations | Estimated Carryover | New Request | Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Total | $ 56,000 | $ 16,667 | $ - | $ 16,667 | $ - | $ - | $ - | $ - | $ 16,667 |

**Project Description:** The roll-up security door at the Cable building was fixed and is currently operating without issue. The current air conditioning units at the Arbor Court Cable facility are outdated and not functioning at capacity. The two external units run hot and are extremely loud. The Arbor Court facility houses much of the data equipment for the enterprise. It is extremely important that an updated HVAC system is installed and moved inside the facility to properly regulate the temperature.



**Project Details**

| | |
|---|---|
| Initial Funding Year | FY2017-18 |
| Target Completion Year | FY2020-21 |
| Expended as of June 30, 2018 | $ 39,333 |

# City Facilities Security Improvement - City Hall Improvements

**PROJECT #: 87101**

**Total Project Budget: $ 240,000**

**DEPARTMENT: Community Services/Public Works**

| FUNDING SOURCES | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| ABAG Risk Management Funds | $ 20,000 | $ 7,429 | $ - | $ 7,429 | $ - | $ - | $ - | $ - | $ 7,429 |
| General Fund Capital Reserve | 180,000 | 180,000 | - | 180,000 | 40,000 | - | - | - | 220,000 |
| **Total** | **$ 200,000** | **$ 187,429** | **$ -** | **$ 187,429** | **$ 40,000** | **$ -** | **$ -** | **$ -** | **$ 227,429** |

| PROJECT APPROPRIATIONS | Prior Appropriations | Estimated Carryover | New Request | Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Design | $ 20,000 | $ 7,429 | $ - | $ 7,429 | $ 10,000 | $ - | $ - | $ - | $ 17,429 |
| Construction | 180,000 | 180,000 | - | 180,000 | 30,000 | - | - | - | 210,000 |
| **Total** | **$ 200,000** | **$ 187,429** | **$ -** | **$ 187,429** | **$ 40,000** | **$ -** | **$ -** | **$ -** | **$ 227,429** |

**Project Description:** This project provides for the design and installation of security improvements at City facilities to enhance public and employee safety. Public counters at City Hall 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 2020-21. Improvements include the use of security glass with speak-through and pass-through capabilities. This project will inculde switch of the existing City Clerk's Office and Conference Room 134 to allow the ability to speak to residents in a private conference room.

$25,000 from this project will be used for Smart Conference Room Upgrades to City Hall's three main conference rooms. The upgrades will include Smart board technology with wireless high definition screens. Advanced smart board capabilities include: True multi-presenter capability without needing wired laptops, ability to use an active white board for annotating a presentation for various document types such for Power Point or MS Word documents, and AutoCAD engineering drawings, ability to have two-way remote presentations from anywhere on the internet with multiple participants. The Smart Conference Room Upgrades will be completed in FY2019-20.






**Project Details**

| | |
|---|---|
| Initial Funding Year | FY2013-14 |
| Target Completion Year | FY2019-20 |
| Expended as of June 30, 2018 | $ 12,571 |

# City Facilities Security Improvement - Reconfiguration HR/IT

**PROJECT #: 51005**

**Total Project Budget: $ 30,000**

**DEPARTMENT: Community Services/Public Works**

| FUNDING SOURCES | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| General Fund Capital Reserve | $ 30,000 | $ 29,956 | $ - | $ 29,956 | $ - | $ - | $ - | $ - | $ 29,956 |

| PROJECT APPROPRIATIONS | Prior Appropriations | Estimated Carryover | New Request | Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Design | $ 5,000 | $ 4,956 | $ - | $ 4,956 | $ - | $ - | $ - | $ - | $ 4,956 |
| Construction | 25,000 | 25,000 | - | 25,000 | - | - | - | - | 25,000 |
| **Total** | **$ 30,000** | **$ 29,956** | **$ -** | **$ 29,956** | **$ -** | **$ -** | **$ -** | **$ -** | **$ 29,956** |

**Project Description:** 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.

Construction of this project will be concurrently completed with HR/IT improvements project which is scheduled in 2019-20.




**Project Details**

| | |
|---|---|
| Initial Funding Year | FY2013-14 |
| Target Completion Year | FY2019-20 |
| Expended as of June 30, 2018 | $ 44 |

# City Facilities Security Improvement - Door Access and Management System

**PROJECT #: (NEW)**

**Total Project Budget: $ 100,000**

**DEPARTMENT: Community Services**

| FUNDING SOURCES | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| General Fund Capital Reserve | $ - | $ - | $ - | $ - | $ 100,000 | $ - | $ - | $ - | $ 100,000 |

| PROJECT APPROPRIATIONS | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Installation | $ - | $ - | $ - | $ - | $ 100,000 | $ - | $ - | $ - | $ 100,000 |

**Project Description:** This project will install a city wide door access and management system for all City facilities with the exception of the Police Station. The management system will be cloud based. The new system will allow for more secured access by City staff with more control and real time ability to allow and/or restrict access to users. It will be a keyless entry that will improve quality and safety through automation.



**Project Details**

| | |
|---|---|
| Initial Funding Year | FY2019-20 |
| Target Completion Year | FY2019-20 |
| Expended as of June 30, 2018 | $ - |

# Civic Center Facility Improvements - City Hall Landscaping

**PROJECT #: 87110**

**Total Project Budget: $ -**

**DEPARTMENT: Community Services**

| FUNDING SOURCES | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| General Fund Capital Reserve | $ 30,000 | $ 30,000 | $ (30,000) | $ - | $ - | $ - | $ - | $ - | $ - |

| PROJECT APPROPRIATIONS | Prior Appropriations | Estimated Carryover | New Request | Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| City Hall Landscaping | $ 30,000 | $ 30,000 | $ (30,000) | $ - | $ - | $ - | $ - | $ - | $ - |

**Project Description:** The project to convert current landscaping and re-design parking on Linden Ave and adjacent to Fire Station 51 was met with several challenges. Storm drainage and underground utility upgrades needed to reconfigure the parking along Linden Avenue seemed cost prohibitive. At this point the project will not be moving forward due to the cost associated with the re-design. The project is therefore being defunded and funds will revert back to the General Fund Capital Reserve.



**Project Details**

| | |
|---|---|
| Initial Funding Year | FY2004-05 |
| Target Completion Year | FY2018-19 |
| Expended as of June 30, 2018 | $ - |

# City Tree Management Program

**PROJECT #: 87102**

**Total Project Budget: $ 253,322**

**DEPARTMENT: Community Services**

| FUNDING SOURCES | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| General Fund Capital Reserve | $ 375,000 | $ 121,678 | $ (121,678) | $ - | $ - | $ - | $ - | $ - | $ - |

| PROJECT APPROPRIATIONS | Prior Appropriations | Estimated Carryover | New Request | Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Tree Removal and Pruning | $ 375,000 | $ 121,678 | $ (121,678) | $ - | $ - | $ - | $ - | $ - | $ - |

**Project Description:** This project has been folded into the operating expense budget for Parks as of this FY2019-20. Funds will be moved from CIP Project to Operating Budget.



**Project Details**

| | |
|---|---|
| Initial Funding Year | FY2013-14 |
| Target Completion Year | FY2018-19 |
| Expended as of June 30, 2018 | $253,322 |

# Civic Center Facility Improvements - Civic Center Improvements

**PROJECT #: 83885**

**Total Project Budget: $ 185,517**

**DEPARTMENT: Community Services**

| FUNDING SOURCES | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| General Fund Reservce | $ 194,339 | $ 8,822 | $ (8,822) | $ - | $ - | $ - | $ - | $ - | $ - |

| PROJECT APPROPRIATIONS | Prior Appropriations | Estimated Carryover | New Request | Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Civic Center Improvement | $ 194,339 | $ 8,822 | $ (8,822) | $ - | $ - | $ - | $ - | $ - | $ - |

**Project Description:** Capital improvements to the Civic Central included:

1. Converting the 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 have been completed during FY2018-19, any remaining funds are being defunded and returned to the General Fund Reserve.



**Project Details**

| | |
|---|---|
| Initial Funding Year | FY2004-05 |
| Target Completion Year | FY2018-19 |
| Expended as of June 30, 2018 | $185,517 |

# Parks & Facilities

# Other

## Climate Action Plan

**PROJECT #: 83712**

**Total Project Budget: $ 60,208**

**DEPARTMENT: Community Development**

| FUNDING SOURCES | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| General Fund Capital Reserve | $ 60,208 | $ 11,376 | $ - | $ 11,376 | $ - | $ - | $ - | $ - | $ 11,376 |

| PROJECT APPROPRIATIONS | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Climate Action Plan | $ 60,208 | $ 11,376 | $ - | $ 11,376 | $ - | $ - | $ - | $ - | $ 11,376 |

**Project Description:** California Assembly Bill 32, the California Global Warming Solutions Act of 2006, provided a comprehensive, long-term approach to addressing climate change in California. The law requires California to reduce its GHG emissions to 1990 levels by 2020 — a reduction of approximately 15 percent below emissions expected under a "business as usual" scenario.

The City is encouraged by the State to develop a Climate Action Plan with local GHG emission reduction targets. The Climate Action Plan will implement Policy ERC-31 in the General Plan. The CAP will provide an inventory of existing GHG sources in the City. It will provide a comprehensive strategy with specific implementation measures to meet GHG reduction targets. The measures will identify both community-wide strategies (which can include measures applying to residential, commercial and industrial activities) and municipal strategies. Work on this plan was initiated in 2011, but was never completed. It is estimated that this will cost approximately $100,000 (minimum) in consultant costs and city staff time and direct related costs (copying, public noticing, etc). Implementation of the Plan will have associated ongoing operational costs to the City as well as potential additional costs to property and business owners. The existing CIP fund balance will be retained and additional budget identified in future budget years when available.




**Project Details**

| | |
|---|---|
| Initial Funding Year | FY2010-11 |
| Target Completion Year | Ongoing |
| Expended as of June 30, 2018 | $48,832 |

# Commodore Dog Park Improvements

**PROJECT #: 51007**

**Total Project Budget: $ 60,000**

**DEPARTMENT: Community Services**

| FUNDING SOURCES | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| General Fund Capital Reserve | $ 20,000 | $ 20,000 | $ - | $ 20,000 | $ 40,000 | $ - | $ - | $ - | $ 60,000 |

| PROJECT APPROPRIATIONS | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Design | $ 20,000 | $ 20,000 | $ - | $ 20,000 | $ 40,000 | $ - | $ - | $ - | $ 60,000 |
| Construction | - | - | - | - | | - | - | - | - |
| **Total** | **$ 20,000** | **$ 20,000** | **$ -** | **$ 20,000** | **$ 40,000** | **$ -** | **$ -** | **$ -** | **$ 60,000** |

**Project Description:** The Dog Park 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, relocation of the automatic dog water bowl, and installation of agility equipment. Project design, including the structural engineering of the retaining walls, will be completed in 2020-21 with construction starting shortafter.




**Project Details**

| | |
|---|---|
| Initial Funding Year | FY2017-18 |
| Target Completion Year | FY2020-21 |
| Expended as of June 30, 2018 | $ - |

# Parks & Facilities

# Crestmoor Reconstruction

## Crestmoor Neighborhood Reconstruction

**PROJECT #: 10002**

**Total Project Budget: $ 34,322,232**

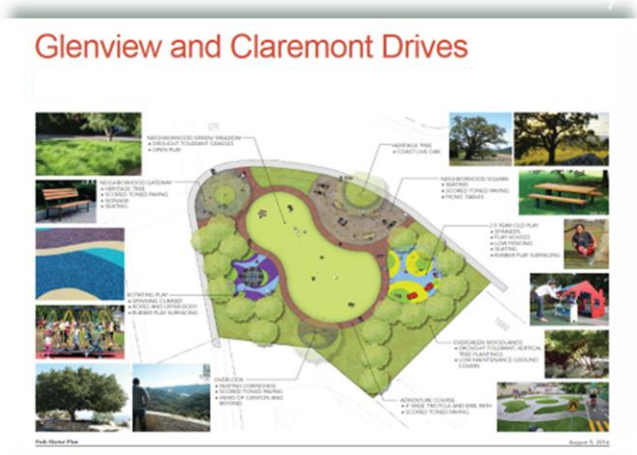
**DEPARTMENT: Community Services**

| FUNDING SOURCES | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Crestmoor Trust Fund | $ 34,222,232 | $ 5,359,120 | $ - | $ 5,359,120 | $ - | $ - | $ - | $ - | $ 5,359,120 |
| General Fund Capital Reserve Fund | - | - | 100,000 | 100,000 | - | - | - | - | $ 100,000 |
| **Total Funding** | **$ 34,222,232** | **$ 5,359,120** | **$ 100,000** | **$ 5,459,120** | **$ -** | **$ -** | **$ -** | **$ -** | **$ 5,459,120** |

| PROJECT APPROPRIATIONS | Prior Appropriations | Estimated Carryover | New Request | Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Design | $ 3,505,700 | $ (1,572,465) | $ - | $ (1,572,465) | $ - | $ - | $ - | $ - | $ (1,572,465) |
| Construction | 28,966,532 | $ 6,430,561 | 100,000 | 6,530,561 | - | - | - | - | 6,530,561 |
| Earl/Glenview Park | 1,750,000 | 501,024 | - | 501,024 | - | - | - | - | 501,024 |
| **Total** | **$ 34,222,232** | **$ 5,359,120** | **$ 100,000** | **$ 5,459,120** | **$ -** | **$ -** | **$ -** | **$ -** | **$ 5,459,120** |

**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 final two infrastructure projects - the Earl Glenview Park and the Phase IV Street Improvements - were scheduled for completion in FY 2018-19. Construction of the Earl Glenview Park was completed in Q1 of 2019 and the final acceptance by the City is anticipated in FY 2019-20. The Phase IV Street Improvement project will complete construction by the end of FY 2018-19, but final closeout, acceptance, and retention release will occur in FY2019-20.




**Project Details**

| | |
|---|---|
| Initial Funding Year | FY2010-11 |
| Target Completion Year | FY2019-20 |
| Expended as of June 30, 2018 | $28,863,112 |

# Fireman's Hall Roof Replacement

**PROJECT #: 83312**

**Total Project Budget: $ -**

**DEPARTMENT: Community Services/Public Works**

| FUNDING SOURCES | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| General Fund Capital Reserve | $ 30,000 | $ 30,000 | $ (30,000) | $ - | $ - | $ - | $ - | $ - | $ - |

| PROJECT APPROPRIATIONS | Prior Appropriations | Estimated Carryover | New Request | Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Construction | $ 30,000 | $ 30,000 | $ (30,000) | $ - | $ - | $ - | $ - | $ - | $ - |

**Project Description:** Fireman's Hall is one of the City's oldest buildings. It is in need of roof, HVAC and other repairs. Substantial maintenance and improvements are not planned in FY2019-20 as the City assesses all of its facility needs to determine the scope and timeline of future projects.



**Project Details**

| | |
|---|---|
| Initial Funding Year | FY2013-14 |
| Target Completion Year | FY2019-20 |
| Expended as of June 30, 2018 | $ - |

# Fire Station 52 Facility Improvements

**PROJECT #: 51010**

**Total Project Budget: $ 200,000**

**DEPARTMENT: Community Services/Fire Department**

| FUNDING SOURCES | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| General Fund Capital Reserve | $ 200,000 | $ 156,477 | $ - | $ 156,477 | $ - | $ - | $ - | $ - | $ 156,477 |

| PROJECT APPROPRIATIONS | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Design | $ 200,000 | $ 156,477 | $ - | $ 156,477 | $ - | $ - | $ - | $ - | $ 156,477 |
| Construction | - | - | - | - | - | - | - | - | - |
| **Total** | **$ 200,000** | **$ 156,477** | **$ -** | **$ 156,477** | **$ -** | **$ -** | **$ -** | **$ -** | **$ 156,477** |

**Project Description:** The Fire Station 52 project will incorporate upgrades to the single restroom facility 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 pressing items and depending upon the schedule for construction of the new station.



**Project Details**

| | |
|---|---|
| Initial Funding Year | FY2017-18 |
| Target Completion Year | FY2019-20 |
| Expended as of June 30, 2018 | $ 43,523 |

# Fire Station 52 Replacement

**PROJECT #: 51011**

**Total Project Budget: $ 9,000,000**

**DEPARTMENT: Community Services/Fire Department**

| FUNDING SOURCES | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| General Fund Capital Reserve | $ 1,000,000 | $ 1,000,000 | $ - | $ 1,000,000 | $ - | $ 8,000,000 | $ - | $ - | $ 9,000,000 |

| PROJECT APPROPRIATIONS | Prior Appropriations | Estimated Carryover | New Request | Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Design | $ 1,000,000 | $ 1,000,000 | $ - | $ 1,000,000 | $ - | $ - | $ - | $ - | $ 1,000,000 |
| Construction | - | - | - | - | - | 8,000,000 | - | - | 8,000,000 |
| **Total** | **$ 1,000,000** | **$ 1,000,000** | **$ -** | **$ 1,000,000** | **$ -** | **$ 8,000,000** | **$ -** | **$ -** | **$ 9,000,000** |

**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). The City Council previously considered several projects related to the explosion and its aftermath to be completed with any funding that may be available to the City as a result of the disaster. Replacement of Fire Station 52 was identified as the highest priority for use of any such funds.

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

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



**Project Details**

| | |
|---|---|
| Initial Funding Year | FY2018-19 |
| Target Completion Year | FY2021-22 |
| Expended as of June 30, 2018 | $0 |

# Florida Avenue Park

**PROJECT #: 51001** **Total Project Budget: $ 1,863,432**

| DEPARTMENT: Community Services/Public Works<br>FUNDING SOURCES | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| General Fund Capital Reserve | $ 1,663,432 | $ 1,045,411 | $ - | $ 1,045,411 | $ - | $ - | $ - | $ - | $ 1,045,411 |
| San Bruno Community Foundation | 200,000 | 200,000 | - | 200,000 | - | - | - | - | 200,000 |
| **Total** | **$ 1,863,432** | **$ 1,245,411** | **$ -** | **$ 1,245,411** | **$ -** | **$ -** | **$ -** | **$ -** | **$ 1,245,411** |

| PROJECT APPROPRIATIONS | Prior Appropriations | Estimated Carryover | New Request | Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Site Demo and Clean up | $ 490,000 | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - |
| Planning and Design | 250,000 | 121,979 | - | 121,979 | - | - | - | - | 121,979 |
| Construction | 1,123,432 | 1,123,432 | - | 1,123,432 | - | - | - | - | 1,123,432 |
| **Total** | **$ 1,863,432** | **$ 1,245,411** | **$ -** | **$ 1,245,411** | **$ -** | **$ -** | **$ -** | **$ -** | **$ 1,245,411** |

**Project Description:** In 2014, the single family residence located at 324 Florida Avenue was purchased by the City for future use as a neighborhood park. 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. Construction of the park has been placed on hold due to neighbors appealing the project design.



**Project Details**

| | |
|---|---|
| Initial Funding Year | FY2015-16 |
| Target Completion Year | FY2019-20 |
| Expended as of June 30, 2018 | $ 618,021 |

# Library Facility Improvements - Library Generator

**PROJECT #: 51013**

**Total Project Budget: $ 30,000**

**DEPARTMENT: Community Services/Public Works**

| FUNDING SOURCES | String | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|---|
| General Fund Capital Reserve | 50 | $ 80,000 | $ 80,000 | $ (50,000) | $ 30,000 | $ - | $ - | $ - | $ - | $ 30,000 |

| PROJECT APPROPRIATIONS | String | Prior Appropriations | Estimated Carryover | New Request | Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|---|
| Design | 0004 | $ 80,000 | $ 80,000 | $ (50,000) | $ 30,000 | $ - | $ - | $ - | $ - | $ 30,000 |

**Project Description:** The generator that serves the Library is located at City Hall in the basement area. The Library generator was no longer functioning and so it was wired to the City Hall generator located outside of the City Manager's office in front of the parking stalls. The temporary solution was to leave the wires above ground. There have been two power outages in the past year and the re-routing of the wiring has been a valid solution. Further investigation into burying the wires is underway with Cummins.



**Project Details**

| | |
|---|---|
| Initial Funding Year | FY2018-19 |
| Target Completion Year | FY2019-20 |
| Expended as of June 30, 2018 | $0 |

# Library Facility Improvements - Library HVAC

**PROJECT #: 51012**

**Total Project Budget: $ 359,000**

| DEPARTMENT: Community Services/Public Works | | FY2019-20 | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| **FUNDING SOURCES** | **Prior Appropriations** | **Estimated Carryover** | **New Request** | **Total Appropriations** | **FY2020-21** | **FY2021-22** | **FY2022-23** | **FY2023-24** | **Total FY2020-24 Budget** |
| General Fund Capital Reserve | $ 60,000 | $ 60,000 | $ 299,000 | $ 359,000 | $ - | $ - | $ - | $ - | $ 359,000 |

| **PROJECT APPROPRIATIONS** | **Prior Appropriations** | **Estimated Carryover** | **New Request** | **Total Appropriations** | **FY2020-21** | **FY2021-22** | **FY2022-23** | **FY2023-24** | **FY2020-24 Budget** |
|---|---|---|---|---|---|---|---|---|---|
| Design | $ 60,000 | $ 60,000 | $ - | $ 60,000 | $ - | $ - | $ - | $ - | $ 60,000 |
| Construction | - | - | 299,000 | 299,000 | - | - | - | - | 299,000 |
| **Total** | **$ 60,000** | **$ 60,000** | **$ 299,000** | **$ 359,000** | **$ -** | **$ -** | **$ -** | **$ -** | **$ 359,000** |

**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 2019-20. A construction cost estimate and schedule will be provided following design.



**Project Details**

| | |
|---|---|
| Initial Funding Year | FY2018-19 |
| Target Completion Year | FY2019-20 |
| Expended as of June 30, 2018 | $ - |

# Park Pathways

**PROJECT #: 60007**

**Total Project Budget: $ 300,300**

**DEPARTMENT: Community Services**

| FUNDING SOURCES | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| General Fund Capital Reserve | $ 175,300 | $ (450) | $ - | $ (450) | $ 125,000 | $ - | $ - | $ - | $ 124,550 |

| PROJECT APPROPRIATIONS | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Construction | $ 175,300 | $ (450) | $ - | $ (450) | $ 125,000 | $ - | $ - | $ - | $ 124,550 |

**Project Description:** This project includes the rehabilitation of the Pacific Heights Park pathways to create an even surface. It will require the removal of existing asphalt and repaving in many locations, crack-fill and sealing, and the application of a slurry finish to the pathway surface to prevent further deterioration from water intrusion. In addition, upgrading the pathways will comply with ADA Transition Plan.

Prior years appropriated from Parking Lot Rehabilitation Program/Funding.



**Project Details**

| | |
|---|---|
| Initial Funding Year | FY2016-17 |
| Target Completion Year | FY2019-20 |
| Expended as of June 30, 2018 | $175,750 |

# Parks Corporation Yard Facility Improvements

**PROJECT #: 51008**

**Total Project Budget: $ 125,000**

**DEPARTMENT: Community Services**

| FUNDING SOURCES | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| General Fund Capital Reserve | $ 125,000 | $ 125,000 | $ - | $ 125,000 | $ - | $ - | $ - | $ - | $ 125,000 |

| PROJECT APPROPRIATIONS | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Planning and Design | $ 125,000 | $ 125,000 | $ - | $ 125,000 | $ - | $ - | $ - | $ - | $ 125,000 |
| Construction | - | - | - | - | - | - | - | - | - |
| **Total** | **$ 125,000** | **$ 125,000** | **$ -** | **$ 125,000** | **$ -** | **$ -** | **$ -** | **$ -** | **$ 125,000** |

**Project Description:** The Parks Corporation Yard provides equipment space, vehicle storage, employee dressing area, 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 for planning and design to update the parks staff room which will include one new ADA-compliant shower and restroom.

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

Construction costs to be deteremined at a later time.



**Project Details**

| | |
|---|---|
| Initial Funding Year | FY2017-18 |
| Target Completion Year | FY2019-20 |
| Expended as of June 30, 2018 | $ - |

# Police Facility Improvements - HVAC & Roof

**PROJECT #: 51014**

**Total Project Budget: $ 494,200**

**DEPARTMENT: Community Services/Public Works**

| FUNDING SOURCES | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| General Fund Capital Reserve | $ 60,000 | $ 60,000 | $ 434,200 | $ 494,200 | $ - | $ - | $ - | $ - | $ 494,200 |

| PROJECT APPROPRIATIONS | Prior Appropriations | Estimated Carryover | New Request | Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Facility Improvements | $ - | $ - | $ 240,000 | $ 240,000 | $ - | $ - | $ - | $ - | $ 240,000 |
| Design (HVAC) | 60,000 | 60,000 | - | 60,000 | - | - | - | - | 60,000 |
| Construction (HVAC) | - | - | 194,200 | 194,200 | - | - | - | - | 194,200 |
| **Total** | **$ 60,000** | **$ 60,000** | **$ 434,200** | **$ 494,200** | **$ -** | **$ -** | **$ -** | **$ -** | **$ 494,200** |

**Project Description:** This project will include repair/replacement of the roof, windows, carpets, and walls due to the water leaks in the offices. A new HVAC will be installed. The current system is deteriorated and rusty and can no longer draw in air sufficiently to cool the building. Design of the HVAC system is scheduled during 2019-20 with construction and installation anticipated shortafter.




**Project Details**

| | |
|---|---|
| Initial Funding Year | FY2018-19 |
| Target Completion Year | FY2019-20 |
| Expended as of June 30, 2018 | $ - |

# Police Station Facility Security Improvements - Gate & Fence

**PROJECT #: 51002**

**Total Project Budget: $ 170,000**

**DEPARTMENT: Community Services/Public Works**

| FUNDING SOURCES | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| General Fund Capital Reserve | $ 170,000 | $ 153,951 | $ - | $ 153,951 | $ - | $ - | $ - | $ - | $ 153,951 |

| PROJECT APPROPRIATIONS | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Design | $ 170,000 | $ 153,951 | $ - | $ 153,951 | $ - | $ - | $ - | $ - | $ 153,951 |
| Construction | - | - | - | - | - | - | - | - | - |
| **Total** | **$ 170,000** | **$ 153,951** | **$ -** | **$ 153,951** | **$ -** | **$ -** | **$ -** | **$ -** | **$ 153,951** |

**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 a security gate and fence to separate and protect employee vehicles from patrons using BART's ground floor parking area.

Design was completed in 2018-19. Due to the high construction costs, the City has determined to not move forward with the project.



**Project Details**

| | |
|---|---|
| Initial Funding Year | FY2015-16 |
| Target Completion Year | FY2019-20 |
| Expended as of June 30, 2018 | $ 16,049 |

# Public Works Corporation Yard Facility Improvements

**PROJECT #: 51016**

**Total Project Budget: $ 50,000**

**DEPARTMENT: Public Works**

| FUNDING SOURCES | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Wastewater Fund | $ 25,000 | $ 25,000 | $ - | $ 25,000 | $ - | $ - | $ - | $ - | $ 25,000 |
| Water Fund | 25,000 | 25,000 | - | 25,000 | - | - | - | - | 25,000 |
| **Total** | **$ 50,000** | **$ 50,000** | **$ -** | **$ 50,000** | **$ -** | **$ -** | **$ -** | **$ -** | **$ 50,000** |

| PROJECT APPROPRIATIONS | Prior Appropriations | Estimated Carryover | New Request | Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Design | $ 50,000 | $ 50,000 | $ - | $ 50,000 | $ - | $ - | $ - | $ - | $ 50,000 |
| Construction | - | - | - | - | - | - | - | - | - |
| **Total** | **$ 50,000** | **$ 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 2019-20.



**Project Details**

| | |
|---|---|
| Initial Funding Year | FY2018-19 |
| Target Completion Year | FY2019-20 |
| Expended as of June 30, 2018 | $ - |

# Senior Center Improvements

**PROJECT #: 83315** **Total Project Budget: $ 291,646**

| DEPARTMENT: Community Services/Public Works | | FY2019-20 | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| **FUNDING SOURCES** | **Prior Appropriations** | **Estimated Carryover** | **New Request** | **Total Appropriations** | **FY2020-21** | **FY2021-22** | **FY2022-23** | **FY2023-24** | **Total FY2020-24 Budget** |
| General Fund Capital Reserve | $ 216,646 | $ 18,855 | $ - | $ 18,855 | $ - | $ - | $ - | $ - | $ 18,855 |
| Bequest Funds | | - | 75,000 | 75,000 | - | - | - | - | 75,000 |
| **Total** | **$ 216,646** | **$ 18,855** | **$ 75,000** | **$ 93,855** | **$ -** | **$ -** | **$ -** | **$ -** | **$ 93,855** |

| **PROJECT APPROPRIATIONS** | **Prior Appropriations** | **Estimated Carryover** | **New Request** | **Total Appropriations** | **FY2020-21** | **FY2021-22** | **FY2022-23** | **FY2023-24** | **FY2020-24 Budget** |
|---|---|---|---|---|---|---|---|---|---|
| Design | $ 85,000 | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - |
| Construction | 131,646 | 18,855 | 75,000 | 93,855 | - | - | - | - | 93,855 |
| **Total** | **$ 216,646** | **$ 18,855** | **$ 75,000** | **$ 93,855** | **$ -** | **$ -** | **$ -** | **$ -** | **$ 93,855** |

**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.

Additional funding is included in 2019-20 to complete parking lot restriping, installation of bollards, and replacement of the trash enclosure.




**Project Details**

| | |
|---|---|
| Initial Funding Year | FY2014-15 |
| Target Completion Year | FY2019-20 |
| Expended as of June 30, 2018 | $ 197,791 |

# Recreation & Aquatics Center

**PROJECT #: 51009**

**Total Project Budget: $ 50,000,000**

**DEPARTMENT: Community Services**

| FUNDING SOURCES | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| San Bruno Community Foundation | $ 8,999,388 | $ 8,312,914 | $ 2,500,612 | $ 10,813,526 | $ 30,000,000 | $ 8,500,000 | $ - | $ - | $ 49,313,526 |

| PROJECT APPROPRIATIONS | Prior Appropriations | Estimated Carryover | New Request | Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Phase 1: Design | $ 2,500,000 | $ 2,083,914 | $ - | $ 2,083,914 | $ - | $ - | $ - | $ - | $ 2,083,914 |
| Phase 2: Schematic Design & Construction | 5,636,562 | 5,366,174 | - | 5,366,174 | - | - | - | - | 5,366,174 |
| Phase 3: Construction | 862,826 | 862,826 | 2,500,612 | 3,363,438 | 30,000,000 | 8,500,000 | - | - | 41,863,438 |
| **Total** | **$ 8,999,388** | **$ 8,312,914** | **$ 2,500,612** | **$ 10,813,526** | **$ 30,000,000** | **$ 8,500,000** | **$ -** | **$ -** | **$ 49,313,526** |

**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 2020-21.



**Project Details**

| | |
|---|---|
| Initial Funding Year | FY2017-18 |
| Target Completion Year | FY2022-23 |
| Expended as of June 30, 2018 | $ 686,474 |

# Florida Avenue Park - Wood Carving Restoration

**PROJECT #: 51004**

**Total Project Budget: $ 89,678**

**DEPARTMENT: Community Services/Public Works**

| FUNDING SOURCES | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Recology Grant | $ 35,063 | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - |
| General Fund Capital Reserve | 150,000 | 95,385 | (95,385) | - | - | - | - | - | - |
| **Total** | **$ 185,063** | **$ 95,385** | **$ (95,385)** | **$ -** | **$ -** | **$ -** | **$ -** | **$ -** | **$ -** |

| PROJECT APPROPRIATIONS | Prior Appropriations | Estimated Carryover | New Request | Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Wood Carving Restoration/Preservation | $ 185,063 | $ 95,385 | $ (95,385) | $ - | $ - | $ - | $ - | $ - | $ - |

**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.

Project was completed in 2018 and needs to be defunded.



**Project Details**

| | |
|---|---|
| Initial Funding Year | FY2015-16 |
| Target Completion Year | FY2019-20 |
| Expended as of June 30, 2018 | $89,678 |

# Tom Lara Field Improvements

**PROJECT #: (51017)** **Total Project Budget: $ 175,000**

| **DEPARTMENT:** | | FY2019-20 | | | | | | | Total |
|---|---|---|---|---|---|---|---|---|---|
| **FUNDING SOURCES** | **Prior Appropriations** | **Estimate Carryover** | **New Request** | **Total Appropriations** | **FY2020-21** | **FY2021-22** | **FY2022-23** | **FY2023-24** | **FY2020-24 Budget** |
| General Fund Capital Reserve | | $ - | $ 25,000 | 25,000 | $ - | $ - | $ - | $ - | $ 25,000 |
| To be Determined | | - | 150,000 | 150,000 | - | - | - | - | 150,000 |
| **Total** | **$ -** | **$ -** | **$ 175,000** | **$ 175,000** | **$ -** | **$ -** | **$ -** | **$ -** | **$ 175,000** |

| **PROJECT APPROPRIATIONS** | **Prior Appropriations** | **Estimate Carryover** | **New Request** | **Total Appropriations** | **FY2020-21** | **FY2021-22** | **FY2022-23** | **FY2023-24** | **FY2020-24 Budget** |
|---|---|---|---|---|---|---|---|---|---|
| Renovations | | $ - | $ 175,000 | $ 175,000 | $ - | $ - | $ - | $ - | $ 175,000 |
| **Total** | **$ -** | **$ -** | **$ 175,000** | **$ 175,000** | **$ -** | **$ -** | **$ -** | **$ -** | **$ 175,000** |

**Project Description:** Staff will partner with the San Bruno Lions Club in their effort to improve a well-used and treasured community recreation facility. Unfortunately, an examination of the Grandstand Facility revealed that additional improvements to the exterior of the facility are needed to protect the investment in the concession stand and correct years of deferred maintenance. These improvements consist of (1) repairs to the roof and concrete sidewalls of the facility to eliminate water intrusion; (2) replacement of doors and windows, (3) installation of new bleachers, and (4) various csmetic facility repairs to improve landscaping, signage, fencing and other areas. Staff have prepared an estimated project budget for the aforementioned improvements of $175,000, inclusive of a 15% project contingency. The City Council has requested that staff include $25,000 in the FY 2019-20 budget to undertake repairs to prevent further deterioration of the facility until additional funds for the project can be secured.

Once funds are secured for the project, staff will put out a Request for Proposal (RFP) for the renovations. Should funds be secured in the next few months, it would be optimal to work on the facility at the end of baseball season in September 2019 with a goal of completing the improvements prior to baseball season beginning again in May 2020.

The $175,000 estimate does not include costs for the interior improvement to the concession stand that are anticipated to be funded by the San Bruno Lions Club and San Bruno Community Foundation in the amount of $60,000.




**Project Details**

| | |
|---|---|
| Initial Funding Year | FY2019-20 |
| Target Completion Year | FY2019-20 |
| Expended as of June 30, 2018 | $0 |

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# Police Department Capital

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# Police Department Capital

## FY2020-24 Five-Year Summary by Project and Funding Source

| FUNDING SOURCES | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Equipment Reserve | $ 208,000 | $ 133,310 | $ 312,000 | $ 445,310 | $ - | $ - | $ - | $ - | $ 445,310 |
| Police Asset Forfeiture Fund - Equitable Sharing (80 | - | - | 78,000 | 78,000 | - | - | - | - | 78,000 |
| **Total** | **$ 208,000** | **$ 133,310** | **$ 390,000** | **$ 523,310** | **$ -** | **$ -** | **$ -** | **$ -** | **$ 523,310** |

| PROJECT TITLE | Prior Appropriations | Estimated Carryover | New Request | Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Radio System Replacement | $ 208,000 | $ 133,310 | $ 240,000 | $ 373,310 | $ - | $ - | $ - | $ - | $ 373,310 |
| Dispatch Ergonomic Upgrade | - | - | 105,000 | 105,000 | - | - | - | - | 105,000 |
| Records Ergonomic Upgrade | - | - | 45,000 | 45,000 | - | - | - | - | 45,000 |
| **Total** | **$ 208,000** | **$ 133,310** | **$ 390,000** | **$ 523,310** | **$ -** | **$ -** | **$ -** | **$ -** | **$ 523,310** |

# Police Department

# CIP Project

## Police Station - Radio System

**PROJECT #: 51015**

**Total Project Budget: $ 448,000**

**DEPARTMENT: Police Department**

| FUNDING SOURCES | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Equipment Reserve Funds | $ 208,000 | $ 133,310 | $ 240,000 | $ 373,310 | $ - | $ - | $ - | $ - | $ 373,310 |

| PROJECT APPROPRIATIONS | Prior Appropriations | Estimated Carryover | New Request | Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Radio System Replacement | $ 208,000 | $ 133,310 | $ 240,000 | $ 373,310 | $ - | $ - | $ - | $ - | $ 373,310 |

**Project Description:** This project replaces 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.



**Project Details**

| | |
|---|---|
| Initial Funding Year | FY2015-16 |
| Target Completion Year | FY2020-21 |
| Expended as of June 30, 2018 | $ 74,690.00 |

# Police Department

# CIP Project

## Dispatch and Records Ergonomic Update

**PROJECT #: (51018)**

**Total Project Cost: $ 150,000**

**DEPARTMENT: Police**

| FUNDING SOURCES | String | Prior Appropriations | FY2019-20 Estimate Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2019-20 | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2019-24 Budget |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Equipment Reserve | | $ - | $ - | $ 72,000 | $ 72,000 | $ - | $ - | $ - | $ - | $ - | $ - |
| Police Asset Forfeiture Fd-Equitable Sharing (80942) | | - | - | 78,000 | 78,000 | - | - | - | - | - | - |
| **Total** | | $ - | $ - | $ 150,000 | $ 150,000 | $ - | $ - | $ - | $ - | $ - | $ - |

| PROJECT APPROPRIATIONS | String | Prior Appropriations | Estimate Carryover | New Request | Total Appropriations | FY2019-20 | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | FY2019-24 Budget |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Dispatch Ergonomic Upgrade | | $ - | $ - | $ 105,000 | $ 105,000 | $ - | $ - | $ - | $ - | $ - | $ - |
| Records Ergonomic Upgrade | | - | - | 45,000 | 45,000 | - | - | - | - | - | - |
| **Total** | | $ - | $ - | $ 150,000 | $ 150,000 | $ - | $ - | $ - | $ - | $ - | $ - |

**Project Description:** The Dispatch and Records Division Areas were installed in 2002 have reached the end of their serviceable life. There have been a number of risk factors that have caused both Dispatch and Records personnel to have required ergonomic evaluations that have concluded the workstations do not provide efficient ergonomic working conditions. Other concerns include technology integration, cable management, structural integrity, and console management. The continued use of inefficient and outdated furniture and equipment will result in service and repair cost increases each fiscal year. Additionally, several dispatch components are unable to be repaired due to unavailability of replacement parts.

Implementation of the Dispatch portion of this project can be completed in conjunction with the current approved CIP Radio Replacement project, the cost for certain communication installations would be eliminated from the Dispatch ergonomic update.



**Project Details**

| | |
|---|---|
| Initial Funding Year | FY2019-20 |
| Target Completion Year | FY2019-20 |
| Expended as of June 30, 2018 | $ - |

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# Streets Capital

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# Streets Capital

## FY2020-24 Five-Year Summary by Funding Source

| FUNDING SOURCES | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Gas Tax | $ 1,154,489 | $ 114,576 | $ 1,188,000 | $ 1,302,576 | $ 497,500 | $ 357,500 | $ 250,000 | $ 250,000 | $ 2,657,576 |
| General Fund Capital Reserve | 1,962,393 | 1,401,433 | (467,007) | 934,426 | 410,000 | 200,000 | - | - | 1,544,426 |
| General Fund Reserve - One Time Revenue | 75,000 | 53,322 | - | 53,322 | - | - | - | - | 53,322 |
| Lifeline Grant (Prop 1B) | 151,251 | - | - | - | - | - | - | - | - |
| Measure A | 2,453,244 | 637,762 | 1,550,000 | 2,187,762 | 497,500 | 357,500 | 250,000 | 250,000 | 3,542,762 |
| MTC OBAG 2 Grant | 122,000 | 122,000 | 673,000 | 795,000 | 792,000 | - | - | - | 1,587,000 |
| MTC TDA Article 3 Grant | 4,393 | 4,393 | 385,200 | 389,593 | - | - | - | - | 389,593 |
| Recognized Obligation Payments Schedule (ROPS) | 338,209 | - | - | - | - | - | - | - | - |
| Safe Routes to Transit | 500,000 | 352,640 | - | 352,640 | - | - | - | - | 352,640 |
| San Bruno Community Foundation | 263,952 | 58,572 | - | 58,572 | - | - | - | - | 58,572 |
| SMC Transportation Authority Grant | 650,000 | 650,000 | - | 650,000 | - | - | - | - | 650,000 |
| Streets Capital RDA | 602,000 | 17,492 | - | 17,492 | 85,000 | 85,000 | - | - | 187,492 |
| **Total** | **$ 8,276,931** | **$ 3,412,191** | **$ 3,329,193** | **$ 6,741,384** | **$ 2,282,000** | **$ 1,000,000** | **$ 500,000** | **$ 500,000** | **$ 11,023,384** |

# Streets Capital

## FY2020-24 Five-Year Summary by Project

| PROJECT TITLE | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Accessible Pedestrian Ramps at Various Locations | $ 495,000 | $ 207,459 | $ - | $ 207,459 | $ 100,000 | $ 100,000 | $ - | $ - | $ 407,459 |
| BART Right-Of-Way Transfer | 75,000 | 53,322 | - | 53,322 | - | - | - | - | 53,322 |
| Bicycle and Pedestrian Improvement Program | 223,786 | 207,295 | 592,200 | 799,495 | 1,002,000 | - | - | - | 1,801,495 |
| Caltrain Grade Separation | 1,801,709 | 674,007 | (674,007) | - | - | - | - | - | - |
| Downtown Parking Lot Improvements | 100,000 | 98,459 | - | 98,459 | - | - | - | - | 98,459 |
| Pavement Management Program | 673,039 | 334,993 | 2,011,000 | 2,345,993 | - | - | - | - | 2,345,993 |
| Pedestrian Safety and Traffic-Calming Program | 2,052,167 | 153,487 | 1,200,000 | 1,353,487 | 100,000 | 100,000 | 100,000 | 100,000 | 1,753,487 |
| Scott Street Grade Separation | 100,000 | 88,259 | - | 88,259 | - | - | - | - | 88,259 |
| Sidewalk Repair Program | - | - | 200,000 | 200,000 | 400,000 | 400,000 | 400,000 | 400,000 | 1,800,000 |
| Streetlight Pole Replacement Program | 321,230 | 314,459 | - | 314,459 | 400,000 | 400,000 | - | - | 1,114,459 |
| Traffic Signal Rehabilitation Program | 1,190,000 | 192,527 | - | 192,527 | 280,000 | - | - | - | 472,527 |
| Transit Corridor Pedestrian Connection Improvement | 1,245,000 | 1,087,924 | - | 1,087,924 | - | - | - | - | 1,087,924 |
| **Total** | **$ 8,276,931** | **$ 3,412,191** | **$ 3,329,193** | **$ 6,741,384** | **$ 2,282,000** | **$ 1,000,000** | **$ 500,000** | **$ 500,000** | **$ 11,023,384** |

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

# Pedestrian Ramps

## Accessible Pedestrian Ramps at Various Locations

**PROJECT #: 82702**

**Total Project Budget: $ 695,000**

**DEPARTMENT: Public Works**

| FUNDING SOURCES | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Gas Tax | $ 110,000 | $ 9,361 | $ - | $ 9,361 | $ 7,500 | $ 7,500 | $ - | $ - | $ 24,361 |
| Measure A | 310,000 | 180,607 | - | 180,607 | 7,500 | 7,500 | - | - | 195,607 |
| Streets Capital RDA | 75,000 | 17,492 | - | 17,492 | 85,000 | 85,000 | - | - | 187,492 |
| **Total** | **$ 495,000** | **$ 207,459** | **$ -** | **$ 207,459** | **$ 100,000** | **$ 100,000** | **$ -** | **$ -** | **$ 407,459** |

| PROJECT APPROPRIATIONS | Prior Appropriations | Estimated Carryover | New Request | Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Design | $ 20,000 | $ 19,449 | $ - | $ 19,449 | $ 15,000 | $ 15,000 | $ - | $ - | $ 49,449 |
| Construction | 475,000 | 188,010 | - | 188,010 | 85,000 | 85,000 | - | - | 358,010 |
| **Total** | **$ 495,000** | **$ 207,459** | **$ -** | **$ 207,459** | **$ 100,000** | **$ 100,000** | **$ -** | **$ -** | **$ 407,459** |

**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 is anticipating adoption in 2019 and will include a list of recommended locations to install curb ramps throughout the City, primarily in locations without an existing curb ramp or where the ramps do not meet federal ADA specifications. The project work plan includes installation of approximately 20 curb ramps annually.



**Project Details**

| | |
|---|---|
| Initial Funding Year | FY2008-09 |
| Target Completion Year | On-going |
| Expended as of June 30, 2018 | $ 551 |

# Streets Capital

# ROW Transfer

## BART Right-Of-Way Transfer

**PROJECT #: 82710**

**Total Project Budget: $ 75,000**

**DEPARTMENT:**

| FUNDING SOURCES | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| General Fund Reserve - One Time Revenue | $ 75,000 | $ 53,322 | $ - | $ 53,322 | $ - | $ - | $ - | $ - | $ 53,322 |

| PROJECT APPROPRIATIONS | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| BART ROW Transfer | $ 75,000 | $ 53,322 | $ - | $ 53,322 | $ - | $ - | $ - | $ - | $ 53,322 |

**Project Description:** As part of the Bay Area Rapid Transit (BART) / San Francisco International Airport Extension Project in the late 1990s, Huntington Avenue approximately between the I-380 overpass to Sneath Lane was relocated to present configuration. After completing the construction of the BART subway, the relocated Huntington Avenue was to have been dedicated to the City as a public street but the process was never completed. The relocated Huntington Avenue is currently within BART jurisdiction and this project will complete the right of way transfer of Huntington Avenue to the City.

City staff is coordinating with BART to complete the process of dedicating the relocated Huntington Avenue for public use as a City Street.




**Project Details**

| | |
|---|---|
| Initial Funding Year | FY2011-12 |
| Target Completion Year | FY2019-20 |
| Expended as of June 30, 2018 | $ 21,678 |

# Bicycle and Pedestrian Improvement Program

**PROJECT #: 60008 | 60010 | 60012**

**Total Project Budget: $ 1,817,986**

**DEPARTMENT: Public Works/Community Development**

| FUNDING SOURCES | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| General Fund Capital Reserve | $ 97,393 | $ 80,902 | $ 207,000 | $ 287,902 | $ 210,000 | $ - | $ - | $ - | $ 497,902 |
| MTC OBAG 2 Grant | 122,000 | 122,000 | - | 122,000 | 792,000 | - | - | - | 914,000 |
| MTC TDA Article 3 Grant | 4,393 | 4,393 | 385,200 | 389,593 | - | - | - | - | 389,593 |
| **Total** | **$ 223,786** | **$ 207,295** | **$ 592,200** | **$ 799,495** | **$ 1,002,000** | **$ -** | **$ -** | **$ -** | **$ 1,801,495** |

| PROJECT TITLE | Prior Appropriations | Estimated Carryover | New Request | Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Bicycle Rack Install | $ 18,786 | $ 12,786 | $ - | $ 12,786 | $ - | $ - | $ - | $ - | $ 12,786 |
| Huntington Ave Improvements | 155,000 | 148,977 | - | 148,977 | 1,002,000 | - | - | - | 1,150,977 |
| Huntington/San Antonio Bicycle Corridor | 50,000 | 45,532 | 592,200 | 637,732 | - | - | - | - | 637,732 |
| **Total** | **$ 223,786** | **$ 207,295** | **$ 592,200** | **$ 799,495** | **$ 1,002,000** | **$ -** | **$ -** | **$ -** | **$ 1,801,495** |

**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 2018-19, bicycle racks were installed in various locations throughout the City, including the Library and the Recreation Center. Additional bicycle racks are planned in later years once funding is identified.

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



**Project Details**

| | |
|---|---|
| Initial Funding Year | FY2013-14 |
| Target Completion Year | FY2020-21 |
| Expended as of June 30, 2018 | $ 6,000 |

# Streets Capital

# Bicycles and Pedestrians

## Bicycle and Pedestrian Improvement Program - Bicycle Rack Install

**PROJECT #: 60008**

**Total Project Budget: $ 12,786**

| DEPARTMENT: Public Works/Community Development | | FY2019-20 | | | | | | | Total |
|---|---|---|---|---|---|---|---|---|---|
| **FUNDING SOURCES** | **Prior Appropriations** | **Estimated Carryover** | **New Request** | **Total Appropriations** | **FY2020-21** | **FY2021-22** | **FY2022-23** | **FY2023-24** | **FY2020-24 Budget** |
| General Fund Capital Reserve | $ 18,786 | $ 12,786 | $ - | $ 12,786 | $ - | $ - | $ - | $ - | $ 12,786 |

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| **PROJECT APPROPRIATIONS** | **Prior Appropriations** | **Estimated Carryover** | **New Request** | **Total Appropriations** | **FY2020-21** | **FY2021-22** | **FY2022-23** | **FY2023-24** | **FY2020-24 Budget** |
| Installation | $ 18,786 | $ 12,786 | $ - | $ 12,786 | $ - | $ - | $ - | $ - | $ 12,786 |

**Project Description:** During 2018-19, bicycle racks were installed in various locations throughout the City, including the Library and the Recreation Center. Additional bicycle racks are planned in later years once funding is identified.



**Project Details**

| | |
|---|---|
| Initial Funding Year | FY2018-19 |
| Target Completion Year | FY2020-21 |
| Expended as of June 30, 2018 | $ 6,000 |

# Streets Capital

# Bicycles and Pedestrians

## Bicycle and Pedestrian Improvement Program - Huntington Ave Improvements

**PROJECT #: 60010**

**Total Project Budget: $ 1,157,000**

**DEPARTMENT: Public Works/Community Development**

| FUNDING SOURCES | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| General Fund Capital Reserve | $ 28,607 | $ 22,584 | $ - | $ 22,584 | $ 210,000 | $ - | $ - | $ - | $ 232,584 |
| MTC OBAG 2 Grant | 122,000 | 122,000 | - | 122,000 | 792,000 | - | - | - | 914,000 |
| MTC TDA Article 3 Grant | 4,393 | 4,393 | - | 4,393 | - | - | - | - | 4,393 |
| **Total** | **$ 155,000** | **$ 148,977** | **$ -** | **$ 148,977** | **$ 1,002,000** | **$ -** | **$ -** | **$ -** | **$ 1,150,977** |

| PROJECT APPROPRIATIONS | Prior Appropriations | Estimated Carryover | New Request | Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Planning and Design | $ 155,000 | $ 148,977 | $ - | $ 148,977 | $ - | $ - | $ - | $ - | $ 148,977 |
| Construction | - | - | - | - | 1,002,000 | - | - | - | 1,002,000 |
| **Total** | **$ 155,000** | **$ 148,977** | **$ -** | **$ 148,977** | **$ 1,002,000** | **$ -** | **$ -** | **$ -** | **$ 1,150,977** |

**Project Description:** Funding for the Huntington Avenue improvements is primarily from a federal transportation grant with a matching requirement coming from the City General Fund Capital Reserve. This project will implement a component of the San Bruno Walk 'N Bike Plan by improving the pedestrian and bicycle network on Huntington Ave from San Bruno Ave to the entrance of the Centennial Way Trail. Project improvements include converting the rightmost lane on northbound Huntington Ave to a two-way cycle track with a concrete barrier and installation of streetscape improvements such as pedestrian scale lighting.

Grant project work must be completed by 2021-22.



**Project Details**

| | |
|---|---|
| Initial Funding Year | FY2018-19 |
| Target Completion Year | FY2020-21 |
| Expended as of June 30, 2018 | $ 6,023 |

# Streets Capital

# Bicycles and Pedestrians

## Bicycle and Pedestrian Improvement Program - Huntington/San Antonio Bicycle Corr

**PROJECT #: 60012**

**Total Project Budget: $ 642,200**

**DEPARTMENT: Public Works/Community Development**

| FUNDING SOURCES | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| General Fund Capital Reserve | $ 50,000 | $ 45,532 | $ 207,000 | $ 252,532 | $ - | $ - | $ - | $ - | $ 252,532 |
| MTC TDA Article 3 Grant | - | - | 385,200 | 385,200 | - | - | - | - | 385,200 |
| **Total** | **$ 50,000** | **$ 45,532** | **$ 592,200** | **$ 637,732** | **$ -** | **$ -** | **$ -** | **$ -** | **$ 637,732** |

| PROJECT APPROPRIATIONS | Prior Appropriations | Estimated Carryover | New Request | Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Design | $ 50,000 | $ 45,532 | $ - | $ 45,532 | $ - | $ - | $ - | $ - | $ 45,532 |
| Construction | - | - | 592,200 | 592,200 | - | - | - | - | 592,200 |
| **Total** | **$ 50,000** | **$ 45,532** | **$ 592,200** | **$ 637,732** | **$ -** | **$ -** | **$ -** | **$ -** | **$ 637,732** |

**Project Description:** This project includes installing bicycle and pedestrian improvements along Huntington Avenue beginning at the Caltrain Station through San Antonio Avenue to the Millbrae border. These improvements include paving on San Antonio Avenue from Santa Inez to Santa Helena, enhanced Class 3 bike route and low-cost traffic calming measures which include fog lines, curb extensions, and radar speed feedback signs. Design is anticipated to be completed during 2019-20 with construction completing in 2020.



**Project Details**

| | |
|---|---|
| Initial Funding Year | FY2018-19 |
| Target Completion Year | FY2020-21 |
| Expended as of June 30, 2018 | $ 4,468 |

# Streets Capital

# Caltrain Grade Separation

## Caltrain Grade Separation

**PROJECT #: 82707**

**Total Project Budget: $ 1,127,702**

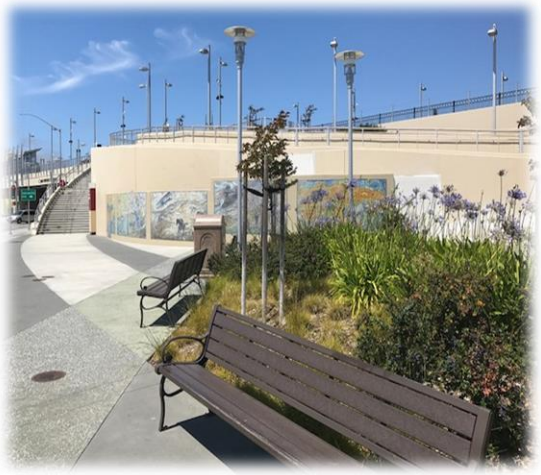
**DEPARTMENT: Public Works**

| FUNDING SOURCES | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Street Capital RDA | $ 527,000 | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - |
| Recognized Obligation Payment Schedule (ROPS) | 338,209 | - | - | - | - | - | - | - | - |
| General Fund Capital Reserve | 800,000 | 674,007 | (674,007) | - | - | - | - | - | - |
| Measure A | 136,500 | - | - | - | - | - | - | - | - |
| **Total** | **$ 1,801,709** | **$ 674,007** | **$ (674,007)** | **$ -** | **$ -** | **$ -** | **$ -** | **$ -** | **$ -** |

| PROJECT APPROPRIATIONS | Prior Appropriations | Estimated Carryover | New Request | Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Design | $ 130,000 | $ (126,187) | $ 126,187 | $ - | $ - | $ - | $ - | $ - | $ - |
| Construction | 1,671,709 | 800,194 | (800,194) | - | - | - | - | - | - |
| **Total** | **$ 1,801,709** | **$ 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. As part of the Downtown Streetscape Plan, off-street parking signage will be incorporated as well as directional signage to key locations, and gateways/monuments that enhance the downtown's character. The Consultant will develop schematic-level signage design, including the graphic theme, color selection, typeface and types of installation. The anticipated completion date of the Plan is 2019-20.



**Project Details**

| | |
|---|---|
| Initial Funding Year | FY2009-10 |
| Target Completion Year | FY2019-20 |
| Expended as of June 30, 2018 | $ 1,127,702 |

# Streets Capital

# Parking Improvements

## Downtown Parking Lot Improvement

**PROJECT #: 82106**

**Total Project Budget: $ 100,000**

**DEPARTMENT: Community Development**

| FUNDING SOURCES | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Measure A | $ 100,000 | $ 98,459 | $ - | $ 98,459 | $ - | $ - | $ - | $ - | $ 98,459 |

| PROJECT APPROPRIATIONS | Prior Appropriations | Estimated Carryover | New Request | Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Design | $ 100,000 | $ 98,459 | $ - | $ 98,459 | $ - | $ - | $ - | $ - | $ 98,459 |
| Construction | - | - | - | - | - | - | - | - | - |
| **Total** | **$ 100,000** | **$ 98,459** | **$ -** | **$ 98,459** | **$ -** | **$ -** | **$ -** | **$ -** | **$ 98,459** |

**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.

The scope of this project will be revisited in FY2019-20.



**Project Details**

| | |
|---|---|
| Initial Funding Year | FY2014-15 |
| Target Completion Year | TBD |
| Expended as of June 30, 2018 | $1,541 |

# Streets Capital

# Street Rehabilitation

## Pavement Management Program Summary

**PROJECT #: 60018 | 60015|60006|60014**

**Total Project Budget: $ 2,684,039**

**DEPARTMENT: Public Works**

| FUNDING SOURCES | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Measure A | $ 103,039 | 36,834 | 300,000 | 336,834 | $ - | $ - | $ - | $ - | $ 336,834 |
| Gas Tax | 70,000 | 62,981 | 1,038,000 | 1,100,981 | - | - | - | - | 1,100,981 |
| General Fund Capital Reserve | 500,000 | 235,178 | - | 235,178 | - | - | - | - | 235,178 |
| MTC OBAG 2 Grant | - | - | 673,000 | 673,000 | - | - | - | - | 673,000 |
| **Total Funding** | **$ 673,039** | **334,993** | **2,011,000** | **2,345,993** | **$ -** | **$ -** | **$ -** | **$ -** | **$ 2,345,993** |

| PROJECT TITLE | | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|---|
| 2019 Street Rehabilitation | 60018 | $ - | $ - | $ 750,000 | $ 750,000 | $ - | $ - | $ - | $ - | $ 750,000 |
| 2019 Slurry Seal | 60015 | - | - | 500,000 | 500,000 | - | - | - | - | 500,000 |
| Public Parking Lot Rehabilitation | 60006 | 603,039 | 272,012 | - | 272,012 | - | - | - | - | 272,012 |
| Huntington/San Antonio Rehabilitation | 60014 | 70,000 | 62,981 | 761,000 | 823,981 | - | - | - | - | 823,981 |
| **Total** | | **$ 673,039** | **$ 334,993** | **$ 2,011,000** | **$ 2,345,993** | **$ -** | **$ -** | **$ -** | **$ -** | **$ 2,345,993** |

**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 61. 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 anticipated annual budget for the PMP is approximately $1,750,000 funded from Gas Tax, Measure A and SB1. Two types of pavement rehabilitation treatment is anticipated. One include rehabilitation of the street and the other is the preventative maintenance treatment using slurry seal. Project budget appropriations will be determined on a yearly basis.

See the project detail on the following page.



**Project Details**

| | |
|---|---|
| Initial Funding Year | FY2004-05 |
| Target Completion Year | On-going |
| Expended as of June 30, 2018 | $ 338,046 |

# Streets Capital

# Street Rehabilitation

## Pavement Management Program - 2019 Street Rehabilitation Project

**PROJECT #: (60018)**

**Total Project Budget: $ 750,000**

**DEPARTMENT: Public Works**

| FUNDING SOURCES | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Gas Tax | $ - | $ - | $ 750,000 | $ 750,000 | $ - | $ - | $ - | $ - | $ 750,000 |

| PROJECT APPROPRIATIONS | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Construction | $ - | $ - | $ 750,000 | $ 750,000 | $ - | $ - | $ - | $ - | $ 750,000 |

**Project Description:** For 2019-20, the 2019 Street Rehabilitation Project includes the rehabilitation of SB1 funded streets: Santa Helena Avenue , Mills Avenue, Poplar Avenue and Eastburn Court.



**Project Details**

| | |
|---|---|
| Initial Funding Year | FY2019-20 |
| Target Completion Year | FY2019-20 |
| Expended as of June 30, 2018 | $ - |

# Streets Capital

# Street Rehabilitation

## Pavement Management Program - Slurry Seal

**PROJECT #: 60015**

**Total Project Budget: $ 500,000**

**DEPARTMENT: Public Works**

| FUNDING SOURCES | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Measure A | $ - | $ - | $ 300,000 | $ 300,000 | $ - | $ - | $ - | $ - | $ 300,000 |
| Gas Tax | - | - | 200,000 | 200,000 | - | - | - | - | 200,000 |
| **Total** | **$ -** | **$ -** | **$ 500,000** | **$ 500,000** | **$ -** | **$ -** | **$ -** | **$ -** | **$ 500,000** |

| PROJECT APPROPRIATIONS | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Design | - | - | 25,000 | 25,000 | - | - | - | - | 25,000 |
| Construction | - | - | 475,000 | 475,000 | - | - | - | - | 475,000 |
| Total | **-** | **-** | **500,000** | **500,000** | **-** | **-** | **-** | **-** | **500,000** |

**Project Description:** For 2019-20, the Pavement Management Program will include slurry seal preventative maintenance of various streets. List of streets to be completed as part of this project include Santa Dominga Avenue, Pacific Avenue, Santa Clara Avenue, Hensley Avenue from Sylvan Avenue to Angus Avenue West, the west end of Walnut Street to San Mateo Avenue, Cedarwood Court, San Mateo Avenue from Kains Avenue to San Bruno Avenue, Rosewood Drive from Courtland Drive to Madison Avenue, Yorkshire Court, Fleetwood Court, Greenwood Way from Fleetwood Drive to Rollingwood Drive, Goodwin Drive, Pacific Heights Boulevard, Stanislaus Court, Trinity Court, Yolo Court, Bering Drive, Marisol Drive, Park Avenue, Cypress Avenue from Kains Avenue South to Sycamore Avenue.



**Project Details**

| | |
|---|---|
| Initial Funding Year | FY2019-20 |
| Target Completion Year | FY2019-20 |
| Expended as of June 30, 2018 | $ - |

# Streets Capital

# Street Rehabilitation

## Pavement Management Program - Public Parking Lot Rehabilitation

**PROJECT #: 60006**

**Total Project Budget: $ 603,039**

**DEPARTMENT: Public Works**

| FUNDING SOURCES | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Measure A | $ 103,039 | $ 36,834 | $ - | $ 36,834 | $ - | $ - | $ - | $ - | $ 36,834 |
| General Fund Capital Reserve | 500,000 | 235,178 | - | 235,178 | - | - | - | - | 235,178 |
| Total | **$ 603,039** | **$ 272,012** | **$ -** | **$ 272,012** | **$ -** | **$ -** | **$ -** | **$ -** | **$ 272,012** |

| PROJECT APPROPRIATIONS | Prior Appropriations | Estimated Carryover | New Request | Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Design | $ 50,000 | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - |
| Construction | 553,039 | 272,012 | - | 272,012 | - | - | - | - | 272,012 |
| **Total** | **$ 603,039** | **$ 272,012** | **$ -** | **$ 272,012** | **$ -** | **$ -** | **$ -** | **$ -** | **$ 272,012** |

**Project Description:** The City's downtown area includes eight off-street public parking facilities with a total of 392 parking spaces. Staff has assessed the pavement condition of the parking lots to be in poor state due to weathering, traffic loads, water intrusion, and insufficient maintenance treatments.

This project involves the repair and maintenance of five public parking lots adjacent to Mastick Avenue between Angus Avenue and El Camino Real in the downtown area. These five parking lots have been prioritized to be completed first due to their poor conditions. The scope of work for the Downtown Parking Lot Resurfacing Project includes milling the existing asphalt surface, overlaying new asphalt, and installation of striping. Completion of the project will provide a visual improvement and surface free from cracked asphalt pavement for downtown patrons to drive and walk. Four of the five parking lots have been rehabilitated in 2018-19. The final parking lot is anticipated to be completed in Summer 2019.



**Project Details**

| | |
|---|---|
| Initial Funding Year | FY2016-17 |
| Target Completion Year | FY2018-19 |
| Expended as of June 30, 2018 | $ 331,027 |

# Streets Capital

# Street Rehabilitation

## Pavement Management Program - Huntington/San Antonio St Rehabilitation

**PROJECT #: 60014**

**Total Project Budget: $ 831,000**

| **DEPARTMENT: Public Works** | | **FY2019-20** | | | | | | | | **Total** |
|---|---|---|---|---|---|---|---|---|---|---|
| **FUNDING SOURCES** | **Prior Appropriations** | **Estimated Carryover** | **New Request** | **Total Appropriations** | **FY2020-21** | **FY2021-22** | **FY2022-23** | **FY2023-24** | | **FY2020-24 Budget** |
| Gas Tax | $ 70,000 | $ 62,981 | $ 88,000 | $ 150,981 | $ - | $ - | $ - | $ - | $ | 150,981 |
| MTC OBAG 2 Grant | - | - | 673,000 | 673,000 | - | - | - | - | | 673,000 |
| **Total** | **$ 70,000** | **$ 62,981** | **$ 761,000** | **$ 823,981** | **$ -** | **$ -** | **$ -** | **$ -** | **$** | **823,981** |

| **PROJECT APPROPRIATIONS** | **Prior Appropriations** | **Estimated Carryover** | **New Request** | **Total Appropriations** | **FY2020-21** | **FY2021-22** | **FY2022-23** | **FY2023-24** | | **FY2020-24 Budget** |
|---|---|---|---|---|---|---|---|---|---|---|
| Design | $ 70,000 | $ 62,981 | $ - | $ 62,981 | $ - | $ - | $ - | $ - | $ | 62,981 |
| Construction | - | - | 761,000 | 761,000 | - | - | - | - | | 761,000 |
| **Total** | **$ 70,000** | **$ 62,981** | **$ 761,000** | **$ 823,981** | **$ -** | **$ -** | **$ -** | **$ -** | **$** | **823,981** |

**Project Description:** The project involves the preventative maintenance and roadway rehabilitation of Huntington Avenue and San Antonio Avenue. The asphalt concrete will be rehabilitated along Huntington Avenue (Florida Avenue to San Felipe Avenue) and San Antonio Avenue (San Felipe Avenue to Santa Inez Avenue). A slurry seal preventative maintenance treatment will be applied on Huntington Avenue from San Mateo Avenue to Florida Avenue. Incidental work may include as needed work on sidewalks, storm drains and curb ramps to bring them up to current standards.

Along Huntington Avenue from Sylvan Avenue to San Felipe Avenue, approximately half the roadway width is within Bay Area Rapid Transit (BART) jurisdiction. This project is currently under design and staff is coordinating with BART to obtain an encroachment permit to perform construction activities within BART right of way.



**Project Details**

| | |
|---|---|
| Initial Funding Year | FY2018-19 |
| Target Completion Year | FY2020-21 |
| Expended as of June 30, 2018 | $ 7,019 |

# Streets Capital

# Neighborhood Traffic

## Pedestrian Safety and Traffic-Calming Program Summary

**PROJECT #: 82662|60003 | 60016 | 60017**

**Total Project Budget: $ 3,652,167**

**DEPARTMENT: Public Works**

| FUNDING SOURCES | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Gas Tax | $ 631,989 | $ 22,959 | $ 50,000 | $ 72,959 | $ 50,000 | $ 50,000 | $ 50,000 | $ 50,000 | $ 272,959 |
| Lifeline Grant (Prop 1B) | 151,251 | - | - | - | - | - | - | - | - |
| Measure A | 1,004,975 | 71,956 | 1,150,000 | 1,221,956 | 50,000 | 50,000 | 50,000 | 50,000 | 1,421,956 |
| San Bruno Community Foundation | 263,952 | 58,572 | - | 58,572 | - | - | - | - | 58,572 |
| **Total** | **$ 2,052,167** | **$ 153,487** | **$ 1,200,000** | **$ 1,353,487** | **$ 100,000** | **$ 100,000** | **$ 100,000** | **$ 100,000** | **$ 1,753,487** |

| PROJECT TITLE | | Prior Appropriations | Estimated Carryover | New Request | Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|---|
| TSPC Studies | 82662 | $ 1,716,215 | $ 22,959 | $ 100,000 | $ 122,959 | $ 100,000 | $ 100,000 | $ 100,000 | $ 100,000 | $ 522,959 |
| Pedestrian Warning Beacons | 60003 | 263,952 | 58,572 | - | 58,572 | - | - | - | - | 58,572 |
| San Bruno/Cherry Ave Improvements | 60016 | 72,000 | 71,956 | 1,000,000 | 1,071,956 | - | - | - | - | 1,071,956 |
| Susan Drive Improvements | 60017 | - | - | 100,000 | 100,000 | - | - | - | - | 100,000 |
| **Total** | | **$ 2,052,167** | **$ 153,487** | **$ 1,200,000** | **$ 1,353,487** | **$ 100,000** | **$ 100,000** | **$ 100,000** | **$ 100,000** | **$ 1,753,487** |

**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 | FY2007-08 |
| Target Completion Year | On-going |
| Expended as of June 30, 2018 | $ 1,693,256 |

# Streets Capital

# Neighborhood Traffic

## Pedestrian Safety and Traffic-Calming Program - TSPC Studies

**PROJECT #: 82662**

**Total Project Budget: $ 2,216,215**

**DEPARTMENT: Public Works**

| FUNDING SOURCES | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Gas Tax | $ 631,989 | $ 22,959 | $ 50,000 | $ 72,959 | $ 50,000 | $ 50,000 | $ 50,000 | $ 50,000 | $ 272,959 |
| Lifeline Grant (Prop 1B) | 151,251 | - | - | - | - | - | - | - | - |
| Measure A | 932,975 | - | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | 250,000 |
| **Total** | **$ 1,716,215** | **$ 22,959** | **$ 100,000** | **$ 122,959** | **$ 100,000** | **$ 100,000** | **$ 100,000** | **$ 100,000** | **$ 522,959** |

| PROJECT APPROPRIATIONS | Prior Appropriations | Estimated Carryover | New Request | Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Study and Evaluation | $ 1,716,215 | $ 22,959 | $ 100,000 | $ 122,959 | $ 100,000 | $ 100,000 | $ 100,000 | $ 100,000 | $ 522,959 |

**Project Description:** Pursuant to San Bruno Municipal Code 7.08.040, the Traffic Safety and Parking Committee (TSPC) is tasked with reviewing and recommending to the City Council issues related to traffic and parking. Staff from Public Works Department evaluates the issue then provide recommendation to the TSPC for consideration. Depending on the issue, consultants are also procured to assist with collecting data for use in the evaluation. Consultants costs are funded through this program.



**Project Details**

| | |
|---|---|
| Initial Funding Year | FY2007-08 |
| Target Completion Year | On-going |
| Expended as of June 30, 2018 | $ 1,693,256 |

# Streets Capital

# Neighborhood Traffic

## Pedestrian Safety and Traffic-Calming Program - Pedestrian Warning

**PROJECT #: 60003**

**Total Project Budget: $ 263,952**

| **DEPARTMENT: Public Works** | | **FY2019-20** | | | | | | | **Total** |
|---|---|---|---|---|---|---|---|---|---|
| **FUNDING SOURCES** | **Prior Appropriations** | **Estimated Carryover** | **New Request** | **Total Appropriations** | **FY2020-21** | **FY2021-22** | **FY2022-23** | **FY2023-24** | **FY2020-24 Budget** |
| San Bruno Community Foundation | $ 263,952 | $ 58,572 | $ - | $ 58,572 | $ - | $ - | $ - | $ - | $ 58,572 |

| **PROJECT APPROPRIATIONS** | **Prior Appropriations** | **Estimated Carryover** | **New Request** | **Total Appropriations** | **FY2020-21** | **FY2021-22** | **FY2022-23** | **FY2023-24** | **FY2020-24 Budget** |
|---|---|---|---|---|---|---|---|---|---|
| Installation | $ 263,952 | $ 58,572 | $ - | $ 58,572 | $ - | $ - | $ - | $ - | $ 58,572 |

**Project Description:** The San Bruno Community Foundation ("Foundation") is the organization created by the City Council to invest, manage and expend the restitution settlement of $70 million funds that the City negotiated from PG&E after the 2010 gas pipeline explosion in the Crestmoor neighborhood.

At its regular meeting on January 6, 2016, the Foundation approved a comprehensive proposal for completion of four projects to be completed by the City with funding provided by the Foundation. One of the projects include the installation of pedestrian safety improvements. In consideration of these projects, staff proposed that the Foundation consider funding lighted pedestrian beacons in some high use crosswalks near two schools, Portola Elementary and Parkside Intermediate. The installation of the beacons at the school sites were completed in 2017-18. Two additional beacons were installed as part of the San Mateo Avenue Water and Sewer Replacement Project completed in 2018-19. One was located at the mid-block crossing near El Camino Real on San Mateo Avenue and the other at John Muir Elementary School. There is one remaining beacon to install pending location.

Funding for this project is from a grant the City received from the Foundation.



**Project Details**

| | |
|---|---|
| Initial Funding Year | FY2016-17 |
| Target Completion Year | FY2018-19 |
| Expended as of June 30, 2018 | $ 205,380 |

# Streets Capital

# Neighborhood Traffic

## Pedestrian Safety and Traffic-Calming Program - San Bruno/Cherry Ave Improvements

**PROJECT #: 60016**

**Total Project Budget: $ 1,072,000**

**DEPARTMENT: Public Works**

| FUNDING SOURCES | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Measure A | $ 72,000 | $ 71,956 | $ 1,000,000 | $ 1,071,956 | $ - | $ - | $ - | $ - | $ 1,071,956 |

| PROJECT APPROPRIATIONS | Prior Appropriations | Estimated Carryover | New Request | Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Design | $ 72,000 | $ 71,956 | $ - | $ 71,956 | $ - | $ - | $ - | $ - | $ 71,956 |
| Construction | - | - | 1,000,000 | 1,000,000 | - | - | - | - | 1,000,000 |
| **Total** | **$ 72,000** | **$ 71,956** | **$ 1,000,000** | **$ 1,071,956** | **$ -** | **$ -** | **$ -** | **$ -** | **$ 1,071,956** |

**Project Description:** The intersection of San Bruno Avenue and Cherry Avenue is a busy major intersection located on the border between a residential neighborhood and business district. The Bayhill Shopping Center is located on the northwest corner of the intersection and there are freeway on/off ramps providing access to and from I-280 a quarter mile to the west. As traffic increases, the City recognizes the need to improve both operations and safety at the intersection for both pedestrians and vehicles.

In February 2018, an engineering study was completed at the San Bruno Avenue and Cherry Avenue intersection. This project will improve both operations and safety at the intersection for both pedestrians and vehicles. Improvements included adding a southbound left turn lane on Cherry Avenue by modifying the existing median; adding flashing yellow arrow traffic signal controls for the northbound and southbound left turn movements; restricting southbound right-turns-on red; adding an overlap phase for the southbound right turn and the eastbound left turn movements; and adding leading pedestrian intervals for both crosswalks across San Bruno Avenue.



**Project Details**

| | |
|---|---|
| Initial Funding Year | FY2019-20 |
| Target Completion Year | FY2019-20 |
| Expended as of June 30, 2018 | $ 44 |

# Streets Capital

# Neighborhood Traffic

## Pedestrian Safety and Traffic-Calming Program - Susan Drive Improvements

**PROJECT #: 60017**

**Total Project Budget: $ 100,000**

**DEPARTMENT: Public Works**

| FUNDING SOURCES | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Measure A | $ - | $ - | $ 100,000 | $ 100,000 | $ - | $ - | $ - | $ - | $ 100,000 |

| PROJECT APPROPRIATIONS | Prior Appropriations | Estimated Carryover | New Request | Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Construction | $ - | $ - | $ 100,000 | $ 100,000 | $ - | $ - | $ - | $ - | $ 100,000 |

**Project Description:** Susan Drive is a local residential street that runs approximately ¾ mile parallel to Skyline Boulevard from Sharp Park Road to College Drive. The road has a posted speed limit of 25 MPH for its entire length. Residents in the vicinity of Susan Drive expressed concerns related to traffic speeds.

In 2017, a comprehensive traffic study was conducted to understand the existing conditions along Susan Drive and the potential enhancements that could be made to improve sight distance, reduce vehicle speeds and enhance safety for all modes of travel. The study proposed various options to improve sight distance at the intersections.

This project aims to improve traffic safety by increasing sight distance at the four T-intersections of Susan Drive by installing corner bulb outs. Accessible pathways for pedestrians are to be provided through the bulb out, including construction of pedestrian ramps on the existing corners. Construction is anticipated to be completed in 2019-20.




**Project Details**

| | |
|---|---|
| Initial Funding Year | FY2019-20 |
| Target Completion Year | FY2019-20 |
| Expended as of June 30, 2018 | $ - |

# Streets Capital

# Grade Separation

## Scott Street Grade Separation

**PROJECT #: 82103**

**Total Project Budget: $ 100,000**

**DEPARTMENT: Public Works**

| FUNDING SOURCES | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Measure A | $ 100,000 | $ 88,259 | $ - | 88,259 | $ - | $ - | $ - | $ - | $ 88,259 |

| PROJECT APPROPRIATIONS | Prior Appropriations | Estimated Carryover | New Request | Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Feasibility Study | $ 100,000 | $ 88,259 | $ - | $ 88,259 | $ - | $ - | $ - | $ - | $ 88,259 |

**Project Description:** 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.

The design and construction costs are included in the unfunded priorities section.



**Project Details**

| | |
|---|---|
| Initial Funding Year | FY2018-19 |
| Target Completion Year | FY2028-29 |
| Expended as of June 30, 2018 | $ 11,741 |

# Streets Capital

# Sidewalks

## FY2019-20 Sidewalk Repair Project

**PROJECT #: (60019)**

**Total Project Budget: $ 1,800,000**

**DEPARTMENT: Public Works**

| FUNDING SOURCES | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Gas Tax | $ - | $ - | $ 100,000 | $ 100,000 | $ 200,000 | $ 200,000 | $ 200,000 | $ 200,000 | $ 900,000 |
| Measure A | - | - | 100,000 | 100,000 | 200,000 | 200,000 | 200,000 | 200,000 | 900,000 |
| **Total** | **$ -** | **$ -** | **$ 200,000** | **$ 200,000** | **$ 400,000** | **$ 400,000** | **$ 400,000** | **$ 400,000** | **$ 1,800,000** |

| PROJECT APPROPRIATIONS | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Design | $ - | $ - | $ 50,000 | $ 50,000 | $ 50,000 | $ 50,000 | $ 50,000 | $ 50,000 | $ 250,000 |
| Construction | - | - | 150,000 | $ 150,000 | 350,000 | 350,000 | 350,000 | 350,000 | 1,550,000 |
| **Total** | **$ -** | **$ -** | **$ 200,000** | **$ 200,000** | **$ 400,000** | **$ 400,000** | **$ 400,000** | **$ 400,000** | **$ 1,800,000** |

**Project Description:** The Sidewalk Repair Program includes sidewalk repairs and improvements to provide a safe and accessible public sidewalk. A sidewalk survey was completed in 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. This project replaces the sidewalk uplift caused by City's street trees and the priority is given to repair locations with the greatest sidewalk uplift. Project locations and budget appropriations will be determined on a yearly basis.

The 2019-20 Sidewalk Repair Project will focus on replacing the most severe offset locations that were greater than 3/4" and include locations from the sidewalk survey, resident participation, and the resident complaint list.



**Project Details**

| | |
|---|---|
| Initial Funding Year | FY2019-20 |
| Target Completion Year | FY2019-20 |
| Expended as of June 30, 2018 | $0 |

# Streets Capital

# Streetlights

## Streetlight Pole Replacement Program

**PROJECT #: 60004**

**Total Project Budget: $ 1,121,230**

**DEPARTMENT: Public Works**

| FUNDING SOURCES | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Gas Tax | $ - | $ - | $ - | $ - | $ 100,000 | $ 100,000 | $ - | $ - | $ 200,000 |
| General Fund Capital Reserve | 250,000 | 243,229 | - | 243,229 | 200,000 | 200,000 | - | - | 643,229 |
| Measure A | 71,230 | 71,230 | - | 71,230 | 100,000 | 100,000 | - | - | 271,230 |
| **Total** | **$ 321,230** | **$ 314,459** | **$ -** | **$ 314,459** | **$ 400,000** | **$ 400,000** | **$ -** | **$ -** | **$ 1,114,459** |

| PROJECT APPROPRIATIONS | Prior Appropriations | Estimated Carryover | New Request | Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Construction | $ 321,230 | $ 314,459 | $ - | $ 314,459 | $ 400,000 | $ 400,000 | $ - | $ - | $ 1,114,459 |

**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 | FY2016-17 |
| Target Completion Year | FY2021-22 |
| Expended as of June 30, 2018 | $ 6,771 |

# Streets Capital

# Traffic Signals

## Traffic Signal Rehabilitation Program Summary

**PROJECT #: 10009|60001**

**Total Project Budget: $ 1,470,000**

| **DEPARTMENT: Public Works** | | FY2019-20 | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| **FUNDING SOURCES** | **Prior Appropriations** | **Estimated Carryover** | **New Request** | **Total Appropriations** | **FY2020-21** | **FY2021-22** | **FY2022-23** | **FY2023-24** | **Total FY2020-24 Budget** |
| General Fund Capital Reserve | $ 315,000 | $ 168,117 | $ - | $ 168,117 | $ - | $ - | $ - | $ - | $ 168,117 |
| Gas Tax | 342,500 | 19,276 | - | 19,276 | 140,000 | - | - | - | 159,276 |
| Measure A | 532,500 | 5,134 | - | 5,134 | 140,000 | - | - | - | 145,134 |
| **Total** | **$ 1,190,000** | **$ 192,527** | **$ -** | **$ 192,527** | **$ 280,000** | **$ -** | **$ -** | **$ -** | **$ 472,527** |

| **PROJECT TITLE** | **Prior Appropriations** | **Estimated Carryover** | **New Request** | **Total Appropriations** | **FY2020-21** | **FY2021-22** | **FY2022-23** | **FY2023-24** | **FY2020-24 Budget** |
|---|---|---|---|---|---|---|---|---|---|
| Traffic Signal Priority | $ 325,000 | $ 178,117 | $ - | $ 178,117 | $ 60,000 | $ - | $ - | $ - | $ 238,117 |
| Traffic Signal Improvements | 865,000 | 14,410 | - | 14,410 | 220,000 | - | - | - | 234,410 |
| **Total** | **$ 1,190,000** | **$ 192,527** | **$ -** | **$ 192,527** | **$ 280,000** | **$ -** | **$ -** | **$ -** | **$ 472,527** |

**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 17 signalized intersections operated by the City. The typical life span of the electronic hardware is 20 years, with the majority of locations currently between 30-40 years old. A contractor was procured in 2016-17 and 14 signalized locations were replaced as part of the Traffic Signal Rehabilitation Program. The remaining 3 City owned signalized intersections along with 4 signals within the CalTrans right-of-way are anticipated to be replaced in 2019-20.

See the project detail on the following page.



**Project Details**

| | |
|---|---|
| Initial Funding Year | FY2014-15 |
| Target Completion Year | FY2020-21 |
| Expended as of June 30, 2018 | $ 997,473 |

# Traffic Signal Rehabilitation Program - Traffic Signal Priority

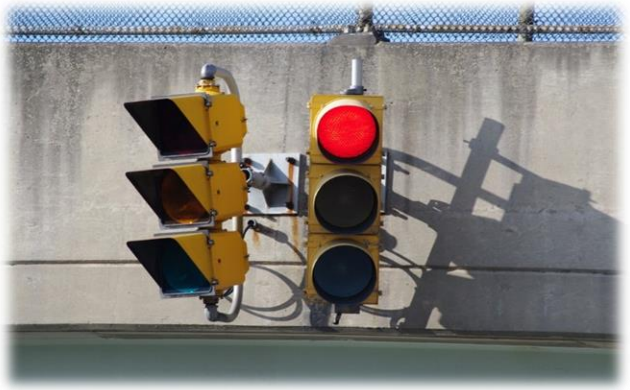
**PROJECT #: 10009**

**DEPARTMENT: Public Works**

| FUNDING SOURCES | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| General Fund Capital Reserve | $ 315,000 | $ 168,117 | $ - | $ 168,117 | $ - | $ - | $ - | $ - | $ 168,117 |
| Gas Tax | 10,000 | 10,000 | - | 10,000 | 30,000 | - | - | - | 40,000 |
| Measure A | - | - | - | - | 30,000 | - | - | - | 30,000 |
| **Total** | **$ 325,000** | **$ 178,117** | **$ -** | **$ 178,117** | **$ 60,000** | **$ -** | **$ -** | **$ -** | **$ 238,117** |

| PROJECT APPROPRIATIONS | Prior Appropriations | Estimated Carryover | New Request | Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Traffic Signal Priority Control System - City | $ 230,000 | $ 83,698 | $ - | $ 83,698 | $ 60,000 | $ - | $ - | $ - | $ 143,698 |
| Traffic Signal Priority Control System - State | 95,000 | 94,419 | - | 94,419 | - | - | - | - | 94,419 |
| **Total** | **$ 325,000** | **$ 178,117** | **$ -** | **$ 178,117** | **$ 60,000** | **$ -** | **$ -** | **$ -** | **$ 238,117** |

**Project Description:** This project provides a traffic signal priority control system at designated State and City operated intersections that enables authorized emergency vehicles to activate signalized intersections momentary. This system allows emergency vehicles (fire, police, ambulance, etc.) to safely cross intersections without traffic delay. The construction of this project is concurrently performed with the Traffic Signal Improvements Project.



**Project Details**

| | |
|---|---|
| Initial Funding Year | FY2014-15 |
| Target Completion Year | FY2020-21 |
| Expended as of June 30, 2018 | $ 146,883 |

# Streets Capital

# Traffic Signals

## Traffic Signal Rehabilitation Program - Traffic Signal Improvements

**PROJECT #: 60001**

**DEPARTMENT: Public Works**

| FUNDING SOURCES | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Gas Tax | $ 332,500 | $ 9,276 | $ - | $ 9,276 | $ 110,000 | $ - | $ - | $ - | $ 119,276 |
| Measure A | 532,500 | 5,134 | - | 5,134 | 110,000 | - | - | - | 115,134 |
| **Total** | **$ 865,000** | **$ 14,410** | **$ -** | **$ 14,410** | **$ 220,000** | **$ -** | **$ -** | **$ -** | **$ 234,410** |

| PROJECT APPROPRIATIONS | Prior Appropriations | Estimated Carryover | New Request | Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Construction | $ 865,000 | $ 14,410 | $ - | $ 14,410 | $ 220,000 | $ - | $ - | $ - | $ 234,410 |

**Project Description:** There are 17 signalized intersections operated by the City. The typical life span of the electronic hardware is 20 years, with the majority of locations currently between 30-40 years old. A contractor was procured in 2017-18 and 14 signalized locations were replaced as part of the Traffic Signal Improvements Project. The remaining 3 City owned signalized intersections along with 4 signals within the CalTrans right-of-way are anticipated to be replaced in 2019-20.



**Project Details**

| | |
|---|---|
| Initial Funding Year | FY2014-15 |
| Target Completion Year | FY2019-20 |
| Expended as of June 30, 2018 | $ 850,590 |

# Streets Capital

# Transit Corridor

## Transit Corridor Pedestrian Connection Improvement Summary

**PROJECT #: 82709-0005 | 82709-0007**

**Total Project Budget: $ 1,245,000**

| **DEPARTMENT: Public Works** | | **FY2019-20** | | | | | | | **Total** |
|---|---|---|---|---|---|---|---|---|---|
| **FUNDING SOURCES** | **Prior Appropriations** | **Estimated Carryover** | **New Request** | **Total Appropriations** | **FY2020-21** | **FY2021-22** | **FY2022-23** | **FY2023-24** | **FY2020-24 Budget** |
| Safe Routes To Transit | $ 500,000 | $ 352,640 | $ - | $ 352,640 | $ - | $ - | $ - | $ - | $ 352,640 |
| 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 | 95,000 | 85,284 | - | 85,284 | - | - | - | - | 85,284 |
| **Total Funding** | **$ 1,245,000** | **$ 1,087,924** | **$ -** | **$ 1,087,924** | **$ -** | **$ -** | **$ -** | **$ -** | **$ 1,087,924** |

| **PROJECT TITLE** | **Prior Appropriations** | **Estimated Carryover** | **New Request** | **Total Appropriations** | **FY2020-21** | **FY2021-22** | **FY2022-23** | **FY2023-24** | **FY2020-24 Budget** |
|---|---|---|---|---|---|---|---|---|---|
| San Bruno Ave / Easton, Masson, Green, Mills | $ 850,000 | $ 702,640 | $ - | $ 702,640 | $ - | $ - | $ - | $ - | $ 702,640 |
| El Camino Real / Angus | 395,000 | 385,284 | - | 385,284 | - | - | - | - | 385,284 |
| **Total** | **$ 1,245,000** | **$ 1,087,924** | **$ -** | **$ 1,087,924** | **$ -** | **$ -** | **$ -** | **$ -** | **$ 1,087,924** |

**Project Description:** This program enhances the pedestrians corridor along San Bruno Avenue and El Camino Real in accordance with the General Plan. Guiding policies include focusing San Bruno's efforts on improvements to the non-motorized transportation system (i.e., bicycles, pedestrians, strollers, etc.) adjacent to transit corridors and stations, and their connections to those systems.





**Project Details**

| | |
|---|---|
| Initial Funding Year | FY2010-11 |
| Target Completion Year | FY2019-20 |
| Expended as of June 30, 2018 | $157,076 |

# Transit Corridor Pedestrian Connection Improvement - San Bruno Ave Intersections

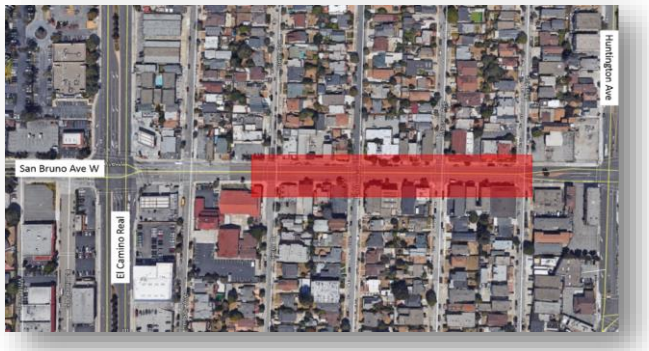
**PROJECT #: 82709-0005** **Total Project Budget: $ 850,000**

**DEPARTMENT: Public Works**

| FUNDING SOURCES | String | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|---|
| Safe Routes To Transit | | $ 500,000 | $ 352,640 | $ - | $ 352,640 | $ - | $ - | $ - | $ - | $ 352,640 |
| SMC Transportation Authority Grant #1 | | 350,000 | 350,000 | - | 350,000 | - | - | - | - | 350,000 |
| **Total** | | **$ 850,000** | **$ 702,640** | **$ -** | **$ 702,640** | **$ -** | **$ -** | **$ -** | **$ -** | **$ 702,640** |

| PROJECT APPROPRIATIONS | String | Prior Appropriations | Estimated Carryover | New Request | Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|---|
| Design | | $ 185,000 | $ 37,640 | $ - | $ 37,640 | $ - | $ - | $ - | $ - | $ 37,640 |
| Construction | | 665,000 | 665,000 | - | 665,000 | - | - | - | - | 665,000 |
| **Total** | | **$ 850,000** | **$ 702,640** | **$ -** | **$ 702,640** | **$ -** | **$ -** | **$ -** | **$ -** | **$ 702,640** |

**Project Description:** This project consists of the installation of bulb outs to reduce the crossing distance and rectangular rapid flashing beacons to alert drivers regarding pedestrian crossings at the intersection of San Bruno Avenue and Easton Avenue, San Bruno Avenue and Masson Avenue, San Bruno Avenue and Green Avenue, and San Bruno Avenue and Mills Avenue. Due to a history of high number of traffic incidents in this area, the improvements will reduce the intersection crossing distance to increase pedestrian safety.




**Project Details**

| | |
|---|---|
| Initial Funding Year | FY2010-11 |
| Target Completion Year | FY2019-20 |
| Expended as of June 30, 2018 | $ 147,360 |

# Transit Corridor Pedestrian Connection Improvement - ECR/Angus

**PROJECT #: 82709-0007** **Total Project Budget: $ 395,000**

**DEPARTMENT: Public Works**

| FUNDING SOURCES | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| SMC Transportation Authority Grant #2 | $ 300,000 | $ 300,000 | $ - | $ 300,000 | $ - | $ - | $ - | $ - | $ 300,000 |
| Measure A | 95,000 | 85,284 | - | 85,284 | - | - | - | - | 85,284 |
| **Total** | **$ 395,000** | **$ 385,284** | **$ -** | **$ 385,284** | **$ -** | **$ -** | **$ -** | **$ -** | **$ 385,284** |

| PROJECT APPROPRIATIONS | Prior Appropriations | Estimated Carryover | New Request | Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Design | $ 60,000 | $ 50,284 | $ - | $ 50,284 | $ - | $ - | $ - | $ - | $ 50,284 |
| Construction | 335,000 | 335,000 | - | 335,000 | - | - | - | - | 335,000 |
| **Total** | **$ 395,000** | **$ 385,284** | **$ -** | **$ 385,284** | **$ -** | **$ -** | **$ -** | **$ -** | **$ 385,284** |

**Project Description:** This project 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 2018-19. The project will be completed in 2019-20.




**Project Details**

| | |
|---|---|
| Initial Funding Year | FY2010-11 |
| Target Completion Year | FY2019-20 |
| Expended as of June 30, 2018 | $ 9,716 |

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# Technology Capital

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# Technology Capital

## FY2020-24 Five-Year Summary by Project and Funding Source

| FUNDING SOURCES | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| General Fund Capital Reserve | $ 43,000 | $ 25,415 | $ 105,000 | $ 130,415 | $ 1,100,000 | $ 1,100,000 | $ 1,000,000 | $ - | $ 3,330,415 |
| Technology Fee | 94,000 | 11,282 | - | 11,282 | - | - | - | - | 11,282 |
| **Total** | **$ 137,000** | **$ 36,697** | **$ 105,000** | **$ 141,697** | **$ 1,100,000** | **$ 1,100,000** | **$ 1,000,000** | **$ -** | **$ 3,341,697** |

| PROJECT TITLE | Prior Appropriations | Estimated Carryover | New Request | Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Agenda Preparation and Document Mgt Solution | $ 43,000 | $ 25,415 | $ 5,000 | $ 30,415 | $ - | $ - | $ - | $ - | $ 30,415 |
| Digital Permit and Mgmt System Improvement | 94,000 | 11,282 | - | 11,282 | - | - | - | - | 11,282 |
| Financial Software Replacement | - | - | - | - | - | - | - | - | - |
| Strategic Software Needs Assessment and Upgrade | - | - | 50,000 | 50,000 | 1,000,000 | 1,000,000 | 1,000,000 | - | 3,050,000 |
| Data Security, Business Continuity, Disaster Recovery Improvement | - | - | 50,000 | 50,000 | 100,000 | 100,000 | - | - | 250,000 |
| **Total** | **$ 137,000** | **$ 36,697** | **$ 105,000** | **$ 141,697** | **$ 1,100,000** | **$ 1,100,000** | **$ 1,000,000** | **$ -** | **$ 3,341,697** |

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 Budget: $ 48,000**

**DEPARTMENT: Information Technology**

| FUNDING SOURCES | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| General Fund Capital Reserve | $ 43,000 | $ 25,415 | $ 5,000 | $ 30,415 | $ - | $ - | $ - | $ - | $ 30,415 |

| PROJECT APPROPRIATIONS | Prior Appropriations | Estimated Carryover | New Request | Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Design and Implementation | $ 43,000 | $ 25,415 | $ 5,000 | $ 30,415 | $ - | $ - | $ - | $ - | $ 30,415 |

**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 | FY2014-15 |
| Target Completion Year | FY2019-20 |
| Expended as of June 30, 2018 | $ 17,585 |

# Technology Capital

# Management Systems

## Digital Permit and Management System Improvement

**PROJECT #: 81009**

**Total Project Budget: $ 94,000**

**DEPARTMENT: Information Technology/Community Development**

| FUNDING SOURCES | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Technology Fee | $ 94,000 | $ 11,282 | $ - | $ 11,282 | $ - | $ - | $ - | $ - | $ 11,282 |

| PROJECT APPROPRIATIONS | Prior Appropriations | Estimated Carryover | New Request | Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Design and Implementation | $ 94,000 | $ 11,282 | $ - | $ 11,282 | $ - | $ - | $ - | $ - | $ 11,282 |

**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 | FY2014-15 |
| Target Completion Year | FY2019-20 |
| Expended as of June 30, 2018 | $ 82,718 |

# Technology Capital

# Financial Software

## Financial Software Replacement

**PROJECT #: 81011**

**Total Project Budget: $ -**

**DEPARTMENT: Information Technology/Finance**

| FUNDING SOURCES | Prior Appropriations | FY2019-20 Estimated Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| General Fund Capital Reserve | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - |

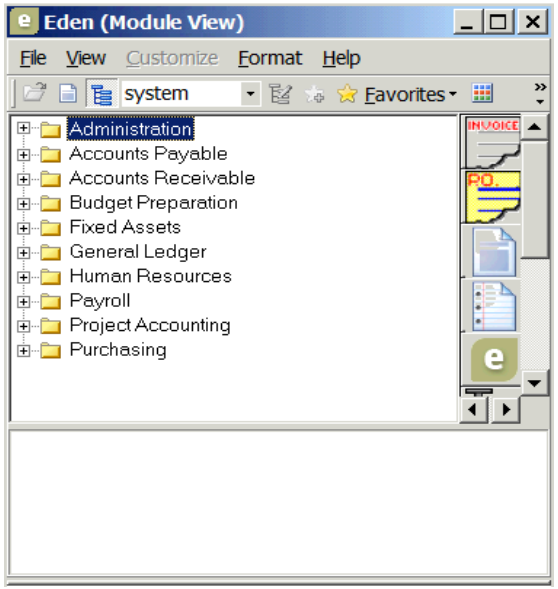
| PROJECT APPROPRIATIONS | Prior Appropriations | Estimated Carryover | New Request | Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Design | $ - | $ - | $ - | $ - | | $ - | $ - | $ - | $ - |

**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. A significant upgrade would need to be purchased by the City in order for Tyler Technologies to support the software.

The Eden Financial System lacks funcitonality expected in robust, current Enterprise Resource Planning (ERP) applicaitons in the marketplace today, such as online portals for employees and vendors and advanced reporting capabilities.

In recognition that the current Eden Financial System is not suitable for the City's needs, Finance, Information Technology and other City staff will begin the planning process for a new Enterprise Resource Planning (ERP) Financial System in FY2020-21 in coordiation with the Software Needs Assessment and Upgrade project with vendor selection projected in FY2020-21 and implementation estimated for FY2021-22.

In the FY19-23 CIP budget, $300,000 was identified in FY2019-20 to begin the Financial Software Replacement project. This budget request has been removed and incoprorated into the Software Needs Assessment and Upgrade project.




**Project Details**

| | |
|---|---|
| Initial Funding Year | FY2020-21 |
| Target Completion Year | FY2021-22 |
| Expended as of June 30, 2018 | $ - |

# Technology Capital

# Software Upgrades

## Strategic Software Needs Assessment and Upgrade

**PROJECT #: (81012)**

**Total Project Budget: $ 3,050,000**

**DEPARTMENT: Information Technology**

| FUNDING SOURCES | Prior Appropriations | FY2019-20 Estimate Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| General Fund Capital Reserve | $ - | $ - | $ 50,000 | 50,000 | $ 1,000,000 | $ 1,000,000 | $ 1,000,000 | $ - | $ 3,050,000 |

| PROJECT APPROPRIATIONS | Prior Appropriations | FY2019-20 Estimate Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | FY2019-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Consulting & Strategic Development | $ - | $ - | $ 50,000 | $ 50,000 | $ 1,000,000 | $ 1,000,000 | $ 1,000,000 | $ - | $ 3,050,000 |

**Project Description:** The City's software applications support and facilitate a wide range of services to the City's employees, residents, schools, and businesses. Services include water sewer distribution and billing, Parks and Recreation services, public safety services, and building inspection and code enforcement. City wide software applications fall into five major categories: Police/Fire, Finance, Community Development, Public Works, and Geographical Information System (GIS) for mapping.

Finance, Community Development, and Public Works applications have been in use for over ten years. These applications continue to provide service to City employees and citizens on a daily basis. However, the applications used by these three departments are approaching the end of their useful life within the next two years as vendors limit or eliminate their support. The Information Technology Division will assist with the analysis process to select replacements for these systems and have a strategic plan in place to have new systems ready to take over when current applications reach end of life.

The Information Technology Division is proposing a multi-year replacement project to bring these three major systems up to date with current municipal technology. In Year One of this strategic initiative, an experienced municipal software consultant would work with City departments to document requirements needed for each application in each department. In Year Two, Information Technology staff would prepare budget requests, RFPs, initiate market search via the RFP process, identify qualified vendors, start contract negotiations. Year Three and Four will begin the implementation and bring new applications into full production.



**Project Details**

| | |
|---|---|
| Initial Funding Year | FY2019-20 |
| Target Completion Year | FY2022-23 |
| Expended as of June 30, 2018 | $ - |

# Technology Capital

# Business Continuity

## Data Security, Business Continuity, Disaster Recovery Improvement

**PROJECT #: (81013)**

**Total Project Budget: $ 250,000**

**DEPARTMENT: Information Technology**

| FUNDING SOURCES | Prior Appropriations | FY2019-20 Estimate Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | Total FY2020-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| General Fund Capital Reserve | $ - | $ - | $ 50,000 | $ 50,000 | $ 100,000 | $ 100,000 | $ - | $ - | $ 250,000 |

| PROJECT APPROPRIATIONS | Prior Appropriations | FY2019-20 Estimate Carryover | FY2019-20 New Request | FY2019-20 Total Appropriations | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 | FY2019-24 Budget |
|---|---|---|---|---|---|---|---|---|---|
| Development & Implementation | $ - | $ - | $ 50,000 | $ 50,000 | $ 100,000 | $ 100,000 | $ - | $ - | $ 250,000 |

**Project Description:** San Bruno provides critical services to its citizens such as police and fire services including emergency 911 dispatch, and water and sewer utilities. City technology systems and an internet connection are required to provide and communicate with these vital services to the public. Long term loss of computer systems and internet connectivity from a natural disaster or a security breach could impact service continuity for these critical city services.

The City currently has a disaster recovery system in the Police Department data center and internal security monitors to thwart unwanted hacker intrusion. These technologies continue to function and protect San Bruno daily, however, improvements in these business continuity technologies are available and should be evaluated.

The proposed project is to conduct an in-depth audit of the City's current security and disaster recovery technology. The result would provide recommendations and then implement applicable technology systems based on best practices to improve the City's current systems.




**Project Details**

| | |
|---|---|
| Initial Funding Year | FY2019-20 |
| Target Completion Year | FY2021-22 |
| Expended as of June 30, 2018 | $ - |

# Unfunded Priorities

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# Unfunded Priorities Capital Improvement Program

## FY2020-24 Summary of Unfunded Priorities

| PROJECT TITLE | Total Project Cost |
|---|---|
| City Facilities Replacement | $ 178,450,000 |
| Stormwater Infrastructure Improvements | 24,000,000 |
| Other Improvements | 275,809,999 |
| **Total** | **$ 478,259,999** |

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: 178,450,000

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.

| Project | Project Description | Replacement Cost |
|---|---|---|
| City Hall Civic Center | The City Hall Civic Center was constructed in 1954 and houses the administrative offices for the City Manager, City Attorney, Finance, Human Resources, Technology, Community Development, and Public Works. The 22,700 sq.ft. facility also hosts a wide range of public meetings including citizen advisory committees and commissions.<br><br>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. | $50,000,000 |
| Fireman's Hall Roof Replacement | Fireman's Hall is a 2,160 sq.ft. facility located in Downtown San Bruno and serves as an event space and meeting room. The roof at Fireman's hall has exceeded its useful life and routinely experiences leaks. The roof has been patched and spot repaired annual for many years, and is no longer cost effective nor a reliable maintenance option. | $300,000 |
| Fire Station No. 51 | Fire Station #51 was constructed in 1958 serves as the Fire Department's main administrative office. The 8,911 sq.ft. facility provides housing for on-duty firefighters, trucks, and other fire equipment.<br><br>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. | $12,250,000 |
| Library | The San Bruno Public Library, constructed in 1954, is a 16,766 sq.ft. three-level building consisting of a main floor with children's area, a basement area, and mezzanine. The library was last significantly remodeled in 1990 and many improvements and repairs to the facility have been deferred until recently with the intent that a new library would be built.<br><br>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. | $55,000,000 |

| Project | Project Description | Replacement Cost |
|---|---|---|
| Parks Maintenance Yard | The Parks Maintenance Yard, a 14,491 sq.ft. facility constructed in 1954, 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.<br><br>The current work plan includes painting the exterior of the building and replacing the wood wall of the parking bay. | $6,800,000 |
| Police Plaza | Police Plaza, a 23,000 sq.ft. facility constructed in 2000, is the administrative office for Police Department staff, dispatch center, temporary holding facility, storage for police vehicles, and equipment. As the building approaches 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.<br><br>Additional improvements include upgrades to police facilities, facilities for the emergency response planning and exercise department, and technology upgrades. | $32,000,000 |
| Public Works Corporation Yard | The Public Works Corporation Yard is roughly 1.4 acres and located on the northwest corner of Huntington Avenue and San Felipe Avenue and houses the City's Water, Streets and Stormwater, Wastewater and Fleet Maintenance departments.<br><br>Improvements to the Public Works Corp Yard include more efficient parking for staff and visitors, better circulation and flow through site, increased site security, relocation of offsite storage, equipment materials and supplies onto the existing site. | $7,100,000 |
| Senior Center | The Senior Center, a 12,700 sq.ft. facility constructed in 1987, serves as a recreational facility providing educational and entertainment activities for the City's senior population and is used for City Council meetings and other public meetings. The Senior Center is also used as the cooking facility to provide a daily senior lunch program.<br><br>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. | $15,000,000 |

## Stormwater Infrastructure Improvements — Total Project Cost: 24,000,000

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.

| Project | Project Description | Project Cost |
|---|---|---|
| Priority 1 Collection System Projects | Belle Air Box: North Side of Pine Street; Pipeline Improvement: 7th and Angus Avenues adjacent to pump station; Pipeline Improvement: San Bruno Avenue East; Compliance with Municipal Regional Permit-Long Term Trash Control Operation and Maintenance. | $15,300,000 |
| Priority 2 Collection System Projects | Pipeline Improvement: North of Jenevein Avenue and El Camino Real; Pipeline Improvement: Jenevein Avenue between Hazel and Cypress Avenues; Pipeline Improvement: El Camino Real at 380 undercrossing; Pipeline Improvement: Whitman Way between Madison Avenue and Eastburn Court; Pipeline Improvement: Huntington Avenue at Cupid Row. | $8,700,000 |

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.

## Other Improvements — Total Project Cost: 275,809,999

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

| Project | Project Description | Project Cost |
|---|---|---|
| ADA Transition Plan | The City has continued to comply with all ADA regulations with improvement projects like the Sidewalk Repair Program and installation of accessible curb as part of the Pavement Management Program as well as facility improvement projects such as the Senior Center bathroom upgrades. The purpose of the ADA Self Evaluation and Transition Plan is to allow the City to conduct a comprehensive analysis of all City facilities. The Plan acts as a guidance document for the City to continue to meet federal ADA standards. Facilities include, but are not limited to, public buildings, parks, parking lots, sidewalks, and intersections. A realistic and feasible Transition Plan will address any City facilities that are out of compliance to bring them up to current ADA standards. | $6,000,000 |
| Cable Fiber to the Home (FTTH) | The current cable infrastructure is a 20 year old 750 MHz system that supports 260 digital channels. The current system is operating at maximum capacity and has limited ability to provide additional services to San Bruno Cable customers, such as faster Internet speeds and additional programming. The project scope includes replacement of all outside wiring, removal of field electronics, and the installation of fiber optic cable related equipment inside each customer's home to provide advanced technology services. These include telephone, TV, Wi-Fi services, and high speed internet service up to Gigabit speeds. | $12,400,000 |
| City-Wide Paving | The Pavement Management Program (PMP) to repairs and applies preventative maintenance treatment to local, collector, and arterial streets. The PMP provides an ongoing condition assessment of City streets and recommends the streets to be selected for rehabilitation to cost effectively maximize pavement longevity. Street condition is measured in terms of pavement condition index (PCI), a numerical index between 0 and 100 in which 0 represents a failed street and 100 represents a newly repaved street. The City maintains approximately 89 miles of streets and the City has a target average PCI score of 80. The estimated project cost to increase the PCI to 80 in 10 years is approximately $60,000,000. | $60,000,000 |
| Crestmoor Canyon Fire Safety Improvements and Trails | 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. | $1,900,000 |
| Downtown Parking Garage | This project will construct a 450-stall parking garage in Downtown. The current parking deficiency is primarily caused by an increase in the area population, and future planned development in the area may exacerbate the issues by generating new demand for office and retail uses. There are several potential sites for constructing a parking garage, but none have been identified at this time because of the timing and funding has not been determined. | $18,000,000 |

| Project | Project Description | Project Cost |
|---|---|---|
| Pedestrian Bridge | 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. | $749,999 |
| Regional Stormwater Capture Project at I-280 and I-380 | This is a regional stormwater capture project within San Bruno which is designed to collect, detain and treat stormwater at an open space in the Caltrans right-of-way between the I-280/I-380 interchange from a storm drain that serves portions of the Rollingwood, Crestmoor, Portola Highlands, and Pacific Heights neighborhoods of San Bruno.<br><br>This project has the potential to supplement groundwater supplies, alleviate downstream flooding, and improve water quality in San Bruno Creek. This project will treat runoff from a total of 942 acres and can reduce the PCBs load in the drainage area by 69%. | $20,000,000 |
| San Mateo Avenue Streetscape Plan | The goal of this Streetscape Plan is to re-enforce San Mateo Avenue as a vital commercial street that serves the needs and priorities of the community. The San Mateo Avenue Streetscape Plan will develop complete design standards for all the street features and re-imagine the use of public spaces, such as Posy Park, to create more of a destination. The outcome of the Streetscape Plan will be an enhanced street with safer and green sidewalks; well-marked and decorative crosswalks; widened sidewalks at some locations; improved signage and way finding including to public parking lots; integrated and attractive modern street furniture; and roadways that accommodate multiple modes of transportation such as bicycles, pedestrians and automobiles. The Streetscape Plan will also provide design recommendations to improve pedestrian safety and comfort, increase the amount of usable public space in the neighborhood, and support environmentally-sustainable storm water management. | $10,100,000 |
| Scott Street Grade Separation | This project includes multi-faceted improvements to separate the Caltrain ROW from vehicle and pedestrian ROW. At South Linden Avenue and Scott Street, a grade separation project would result in the train tracks being separated from the roadway and/or pedestrian/bicycle crossing.<br><br>Several design alternatives were developed that appeared to be viable options for achieving grade separation at both South Linden Avenue and Scott Street while at a minimum maintaining pedestrian and bicycle crossings. | $142,660,000 |
| Street Light Replacement - RO Streetlight System | This project will evaluate the conversion of 400 regulated output (RO) circuit streetlights to a standard parallel circuit system. Approximately 24 RO circuit street lights in the Mills Park Neighborhood were converted to parallel circuit in 2017-18. | $4,000,000 |

# Equipment Purchase

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# FY2019-20 Equipment Purchase
## Funding Summary

| | | Equipment Replacement | Vehicle Replacement | Total |
|---|---|---|---|---|
| **Total Request by Fund:** | | | | |
| | Cable Fund | - | 120,000 | 120,000 |
| | General Fund | - | $ - | - |
| | General Fund Equipment Reserve | $ 24,250 | $ 440,000 | $ 464,250 |
| | Water/WasteWater Funds | - | 100,000 | 100,000 |
| | **Total** | **$ 24,250** | **$ 660,000** | **$ 684,250** |
| **Expenditures by Department:** | | | | |
| Cable | Service SUV | $ - | $ 30,000 | $ 30,000 |
| | Service Van (2) | - | 90,000 | $ 90,000 |
| Streets | Backhoe | - | 190,000 | $ 190,000 |
| Recreation | Passenger Vehicle | - | 40,000 | $ 40,000 |
| Parks | 17 Ballast | 9,350 | | |
| | 17 Bulbs | 1,700 | | |
| | Boom Rental | 6,500 | | |
| Senior Center | Senior Center Kitchen Island Overlay | 4,000 | | $ 4,000 |
| Library | Community Room Chairs Replacement | 2,700 | | $ 2,700 |
| Police | Go-4 Parking Enforcement Vehicle | - | 40,000 | $ 40,000 |
| | Unmarked Police Interceptor | - | 65,000 | $ 65,000 |
| | Unmarked Police Vehicle | - | 40,000 | $ 40,000 |
| | Unmarked Police Command Interceptor | - | 65,000 | $ 65,000 |
| **New Addition** | | | | |
| Water/Wastewater | Mini-Excavator | - | 100,000 | $ 100,000 |
| | **Total** | **$ 24,250** | **$ 660,000** | **$ 684,250** |

# FY2019-20 New Addition
## Acquisition Description

**Water/Wastewater**

Mini-Excavator (611-6170-8013 and 631-6370-8013) $100,000

For many years Public Works' Water and Wastewater Divisions have had a need for a mini-excavator. Historically, both Divisions have had to respond and repair City utilities in narrow easements, back yard locations, and in other locations that present special repair access obstacles. The Divisions' current back-hoe excavators are too large and heavy to enter into these locations. The Divisions could rent the equipment, however this time-consuming process delays an actual repair in an emergency situation. Crews have either used hand tools which extend the repair time process, or called an outside contractor for repair completion.

The possession of a mini-excavator would enable City crews to complete some of these repairs in house, and before an outside contractors' arrival. Other benefits to a mini-excavator in comparison to the Divisions' current excavators are its lighter weight, smaller width, travel tracks, and smaller excavation bucket. These facts work towards less damage and negative affects to surrounding repair sites, and lower costs in materials for site restoration. The travel tracks will allow the Divisions to repair locations on steeper terrains where the current excavators are unable to be used due to having wheels. Examples of this are the two recent emergency repairs on the Sweeny Ridge Water tank line. The smaller width of the excavator will also give crews the ability to work in a portion of the street and still provide the possibility of keeping the street open for vehicular access.

The estimated cost for this mini-excavator is estimated at $110,000, including sales tax, preparation, and delivery, with funding split evenly between the Water and Wastewater Enterprise Funds.

**Total Equipment Purchase – New Addition** **$100,000**

# FY2019-20 Vehicle Replacement List

| Department | Current Vehicle | | | Adopted Replacement Vehicle | | Replacement Cost | Funding Source |
|---|---|---|---|---|---|---|---|
| Cable | 1999 | Chevrolet | Venture minivan | Ford | Escape | $30,000 | Cable Fund |
| Cable | 2000 | Chevrolet | Astro Van | Ford | Transit Van | 45,000 | Cable Fund |
| Cable | 2000 | Chevrolet | Astro Van | Ford | Transit Van | 45,000 | Cable Fund |
| Streets | 1999 | John Deere | Backhoe | John Deere | Backhoe | 190,000 | Equipment Reserve |
| Recreation | N/A | N/A | Out of Service | Ford | Flex | 40,000 | Equipment Reserve |
| Police | 2010 | Go-4 | Parking Enforcement | Go-4 | Parking Enforcement | 40,000 | Equipment Reserve |
| Police (unmarked) | 2004 | Pontiac | Grand Prix | Honda | Accord | 40,000 | Equipment Reserve |
| Police (unmarked) | 2007 | Chevy | Tahoe (K9) | Ford | Police Interceptor (K-9) | 65,000 | Equipment Reserve |
| Police (unmarked) | 2011 | Ford | Crown Victoria | Ford | Police Interceptor | 65,000 | Equipment Reserve |
| | | | | | **Total Vehicle Request** | **$560,000** | |

| Funding Summary | |
|---|---|
| Total Cable Fund | $120,000 |
| Total General Fund Equipment Reserve | 440,000 |
| **Total Funding Source** | **$560,000** |

# FY2019-20 Vehicle Replacement
## Acquisition Descriptions

### Cable

Service Vehicle (641-6470-8013) $30,000

Replacement of a 1999 Chevrolet Venture minivan 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. The amortization/replacement schedule for a small to mid-size vehicle is 7 years / 85,000 miles and this minivan is 20 years old. This vehicle is expected to have very little resell value within the State of California. Replacement cost of this vehicle with a Ford Escape is estimated at $30,000, including sales tax, preparation, and delivery.

Service Vans - 2 (641-6470-8013) $90,000

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. The amortization/replacement schedule for mid-size to large vans are 7 years / 85,000 miles and these vans are both 19 years old. Replacement costs for each vehicle with a Ford Transit Van, estimated at $45,000, for a combined cost of $90,000 including sales tax, preparation, and delivery.

### Streets

Backhoe (703-1560-8013) $190,000

Replacement of a 1999 John Deere backhoe used to load asphalt, soils, and materials at construction sites and related activities. With 20 years of daily, heavy use, excessive wear, and general poor condition, this piece of equipment has reached the end of its useful life. The amortization/replacement schedule for a backhoe is 15 years and this equipment is 20 years old. The replacement cost with a similar John Deere backhoe is estimated at $190,000, including sales tax, preparation, and delivery.

### Recreation

Passenger Vehicle (703-1560-8013) $40,000

Replacement of a Chevrolet Venture mini-van used by Recreation Services and the Senior Center to transport the public and staff. This vehicle was damaged more than five years ago, with the damage too extensive to repair and went out of service. The vehicle was not replaced at the time and Recreation Services/Senior Center propose to replace this with a Ford Flex passenger vehicle. A companion Ford Flex is currently used to primarily shuttle patrons to and from appointments and activities. Recreation Services/Senior Center staff do not have a dedicated administrative vehicle and this replacement will primarily transport staff within the City and to regional meetings and conferences. The cost of a Ford Flex passenger vehicle is estimated at $40,000, including sales tax, preparation, and delivery.

## Police

Go4 Enforcement Vehicle (703-1560-8013) $40,000

A 2010 GO-4 vehicle with 55,000 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 $40,000, including sales tax, preparation, and delivery.

Unmarked Police Interceptor (K-9) Vehicle (703-1560-8013) $65,000

A 2007 Chevrolet Tahoe K-9 patrol vehicle used for airport and Drug Enforcement Agency (DEA) duties, with 100,000 miles, is schedule for replacement due its age, maintenance condition, and inferior environmental conditions for the animal. The amortization/replacement schedule for an unmarked vehicle is 10 years / 100,000 miles and this vehicle is 12 years old and with 100,000 miles. The cost of a replacement Ford Interceptor K-9 equipped Sport Utility Vehicle is $65,000 including sales tax, preparation, and delivery.

Unmarked Patrol Vehicle (703-1560-8013) $40,000

A 2004 Pontiac Grand Prix patrol vehicle used for investigations, with 100,000 miles, is schedule for replacement due its age and maintenance condition. The amortization/replacement schedule for an unmarked vehicle is 10 years / 100,000 miles and this vehicle is 15 years old and with 100,000 miles. The cost of a replacement Honda Accord LX sedan is $40,000 including sales tax, preparation, and delivery.

Unmarked Police Command Vehicle (703-1560-8013) $65,000

A 2011 Ford Crown Victoria command staff vehicle, with 90,000 miles, is schedule for replacement due its age and maintenance condition. The amortization/replacement schedule for an unmarked vehicle is 10 years / 100,000 miles and this vehicle is 8 years old and nearly 100,000 miles. The cost of a replacement Police Interceptor Sport Utility Vehicle is $65,000 including sales tax, preparation, and delivery.

**Total Vehicle Replacement** **$560,000**

# FY2019-20 Equipment Replacement
## Acquisition Description

## General Fund Equipment

### Parks

Diamonds 1 and 2 Field Light Ballast and Bulb Replacement $17,550

The Division needs to replace 16 ballasts and light bulbs on the field lights at Diamonds 1 and 2 in City Park. These fields are used nightly by the different sport user groups and the lights play a significant role in the safety of play. Over the years, we have been replacing lights in the spring as they go out. This year we have found many lights that are turning blue which is a sign that the ballasts are going out and will fail soon. Due the height of the light poles, we have to rent an adequately sized lift in order to reach them. While we have the lift, we are going to take the time to replace all necessary ballasts and bulbs to ensure the lights are working properly and the field is adequately lit. Moving forward, we will be assessing the lights on a regular basis and will come up with a strategy to have scheduled maintenance performed on a yearly basis.

### Senior Center

Senior Center Kitchen Island Overlay (703-1560-8014) $4,000

The Division needs to replace the wood butcher block island with a stainless steel overlay. Over time, the wood cracked and is damaged from kitchen users cutting directly on the wood without using a cutting board for protection. The wood gathers germs and mold and is difficult to sanitize for the daily lunch program. To counteract the germs and mold, the counter top should have been sealed immediately following installation and on a monthly basis thereafter. The existing counter top is original to the 32 year old building and has been refinished approximately six times in that timeframe. The new stainless steel overlay will be placed over the existing butcher block and fixed into place. Stainless steel countertops are nearly indestructible material that stands up to the toughest treatment. Stainless steel counters cannot burn or rust, which means a hot pot can be placed on the surface and there will be no damage. Water or oil left to dry on the steel will not leave any permanent damage or stain. Furthermore, installation is easy and stainless steel does not need to be sealed, which is required with butcher block.

### Library

Community Room Chairs Replacement (703-1560-8014) $2,700

The Division needs to replace the community room chairs that reached its useful life. The community room is a multipurpose room that serves many functions. It houses the Library's homework center, serves as a space for large Library programs, hosts community meetings, and can be rented out to private entities. The community room contains 50 chairs, most of which are used several times per week. These chairs were installed over 20 years ago and have served their purpose well. Many of them have chair legs that are bent and risk further deterioration upon future use. The Division will replace the existing chairs with 50 stackable chairs and two chair dollies in order for staff to easily move stacks of chairs around the space.

**Total Equipment Replacement $24,250**

# Vehicle and Equipment Replacement & Amortization Schedule

**Police Department Vehicles**

| | |
|---|---|
| Marked patrol vehicle | 5 service years / 85,000 Miles |
| Unmarked vehicle | 10 service years / 100,000 Miles |
| Motorcycle | 5 service years / 85,000 Miles |
| Parking control 3-wheel vehicle | 5 service years / 85,000 Miles |

**City Hall, Fire, Engineering, Pool, Recreation, Code Enforcement Vehicles**

| | |
|---|---|
| Small to Mid-size vehicle | 10 service years / 100,000 Miles |
| Mid-size to large van | 10 service years / 100,000 Miles |
| Senior Center Bus | 10 service years / 100,000 Miles |

**Public Works, Parks, Cable Vehicles / Equipment**

| | |
|---|---|
| Small to light duty truck (1/2 ton and smaller) | 10 service years / 100,000 Miles |
| Medium to Heavy use truck (3/4 to 1 ton) | 7 service years / 85,000 Miles |
| Heavy duty (above 1 ton to 5 yard) | 7 service years / 70,000 Miles |
| Combination truck (vactor) | 7 service years / 70,000 Miles |
| Small to Mid-size vehicle | 10 service years / 100,000 Miles |
| Street sweeper (Large) | 10 service years<br>(if staggered and purchased every 5 years) |
| Street sweeper (Small) | 7 service years |
| Emergency pump trailer | 15 service years |
| Emergency hose reel | 15 service years |
| Rodder truck | 15 service years |
| Water Tanker | 15 service years |
| Mid-size to Large van | 7 service years / 85,000 Miles |
| Bituminous Applicator | 15 service years |
| Zipper | 15 service years |
| Backhoe / loader | 15 service years |
| Forklift | 15 service years |
| Articulating boom truck | 7 service years / 85,000 |
| CCTV Truck | 7 service years / 85,000 |
| Tree chipper trailer | 15 service years |

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# Debt Summary

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The City of San Bruno's debt portfolio consists of 10 issuances uncluding debt to support critical capital facilities, such as water, sewer and wastewater facilities, cable and internet equipment, fire apparatus and other facilities. The City's debt portolio and the burden on the General, Water and Wastewater funds is low.

The City's debt policy was adopted by the City Council on October 10, 2017. The debt policy complies with Government Code Section 8855(i) for which the City Council acts as the legislative body for the City and the Public Financing Authority.

The objectives of the City's debt policy are as follows:

- Maintain cost-effective access to the capital markets through prudent fiscal management policies and practices;
- Ensure debt service commitments are made through effective planning and cash management;
- Ensure compliance with all applicable Federal and state securities laws;
- Achieve the highest practical credit ratings within the context of the City's financing needs and financing capabilities;
- Ensure all debt is structured to protect both current and future taxpayers, ratepayers, and constituents of the City; and
- Ensure that the City's debt is consistent with the City's planning goals and objectives and capital improvement program or budget.

The City is committed to long-term financial planning, maintaining appropriate reserves levels and employing prudent practices in governance, management and budget administration. It is a policy goal of the City to protect taxpayers, ratepayers and constituents by utilizing conservative financing methods and techniques so as to obtain the highest practical credit ratings (if applicable) and the lowest practical borrowing costs.

The table below lists key debt metrics, such as the level and burden of debt, the industry target or standard, which fund is impacted by the debt, and the current metric for the City of San Bruno as adopted in the FY2019-20 budget. All 6 metrics are favorable for San Bruno as it relates to the industry standard or target.

| Metric | Target | Fund | FY2019-20 Budget |
|---|---|---|---|
| Debt Level | <$2,000 per capita and | General Fund | $346.95 |
| | <3% debt to market value assessed properties | | 0.19% |
| Debt Service Burden | <8% of Total General Fund expenditures | | 4.7% |
| Rapid debt amortization | >65% within 10 years | | 94% |
| Debt Service Coverage | 1.25 annual net revenue over debt service | Water Enterprise | 10.77 |
| | | Wastewater Enterprise | 4.87 |

In the adopted FY2019-20 budget, the City is not intending to issue any new debt or refinance any existing debt. The City routinely monitors debt interest rates and will evaluate the need for a potential refinancing opportunity throughout the fiscal year.

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City of San Bruno
FY2019-20
Debt Service Summary & Requirements

This section summarizes the debt service obligations of the City as of July 1, 2019 and the amounts due during the fiscal year for payment of principal and interest.

| | | | | | | | Annual Debt Service Budget | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **Debt** | **Purpose** | **Year of Issuance** | **Year of Maturity** | **Original Amount** | **Outstanding Principal*** | **Interest Rate** | **FY2018-19 Total** | **FY2019-20 Principal** | **FY2019-20 Interest** | **FY2019-20 Total** | **Funding Source** |
| **State Revolving Fund with City of South San Francisco** | Rehabilitation of the Sewer Water Quality Treatment Plant jointly owned with the City of South San Francisco | 2003 | 2023 | $9,104,859 | $2,212,543 | Varies | **$589,551** | $532,025 | $57,526 | **$589,551** | Wastewater Fund |
| **State Revolving Fund with City of South San Francisco** | Rehabilitation of the Sewer Water Quality Treatment Plant jointly owned with the City of South San Francisco | 2007 | 2026 | $7,147,177 | $2,911,011 | Varies | **$458,471** | $385,696 | $72,775 | **$458,471** | Wastewater Fund |
| **Pension Obligation Bonds (POBs)** | Refund outstanding side fund obligation of the City's Safety Plan to the California Public Employee's Retirement System | 2013 | 2027 | $13,175,000 | $7,965,000 | 4.05% | **$1,179,931** | $880,000 | $300,350 | **$1,180,350** | General Fund |
| **Wastewater Revenue Refunding Bonds** | Construction of improvements to the City's Wastewater System | 2013 | 2033 | $6,955,000 | $5,575,000 | 3% to 4.25% | **$538,275** | $295,000 | $235,775 | **$530,775** | Wastewater Fund |
| **Cable Fiber to the Home Loan for Multi-Dwelling Units** | Fund Fiber to the Home project at Shelter Creek Condominiums | 2016 | 2023 | $1,170,000 | $659,936 | 0.525% | **$170,269** | $167,207 | $3,063 | **$170,270** | General Fund Capital Reserve |
| **Fire Apparatus Lease Purchase Financing** | Acquisition of E-One Pumper Fire Engine and Aerial Ladder Fire Truck | 2017 | 2022 | $1,873,846 | $444,214 | 1.89% | **$182,754** | $175,183 | $7,572 | **$182,754** | General Fund |
| **Wastewater Revenue Bonds** | Fund Improvements to the Wastewater System | 2017 | 2047 | $24,470,000 | $24,225,000 | 3% to 5% | **$1,244,700** | $440,000 | $986,500 | **$1,426,500** | Wastewater Fund |
| **Water Revenue Bonds** | Fund Improvements to the Water System | 2017 | 2047 | $11,615,000 | $11,495,000 | 3% to 5% | **$594,400** | $210,000 | $468,100 | **$678,100** | Water Fund |
| **Cisco Router Lease Purchase** | Acquisition of Internet Router Equipment for the Cable Enterprise | 2018 | 2022 | $1,630,339 | $1,283,408 | 3.75% | **$352,027** | $303,063 | $48,963 | **$352,026** | General Fund Reserve |
| **Lease Revenue Bond** | Construction of the San Bruno Police Facility at 1177 Huntington Avenue | 2019 | 2031 | $4,670,000 | $4,670,000 | 2.39% | **$0** | $290,000 | $218,056 | **$508,056** | Redevelopment Property Tax Trust Funds |

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# Appendix
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**City Council Agenda Item**
**Staff Report**

CITY OF SAN BRUNO

**DATE:** June 25, 2019

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Jovan D. Grogan, City Manager

**PREPARED BY:** Keith DeMartini, Finance Director

**SUBJECT:** Hold Public Hearing and Adopt Resolutions

- Approving FY2019-20 Operating and FY2020-24 Capital Improvement Program Budget
- Approving City Appropriations (Gann) Limit for FY2019-20
- Approving the City's Master Fee Schedule for FY2019-20

**BACKGROUND:**

The proposed FY2019-20 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 City Council and San Bruno community. The City Council conducted two study sessions to review the proposed FY2019-20 Operating and the FY2020-24 Capital Improvement Program Budget on May 29 and June 11, 2019. At the study sessions, staff highlighted financial challenges facing the City in the budget year, a financial plan during a 5-year period beyond the current fiscal year, department achievements, strategic initiatives, budget changes and service level challenges, presented recommended service enhancements, an overview of the capital improvement program projects and planned vehicle and equipment purchases.

**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.

Consistent with prior years' 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 enough capacity to allow consideration to expand services to a level that allows the City to adequately address new priorities and expand community needs.

**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 following table summarizes FY2019-20 financial information compared to the prior year in the City Manager's proposed budget:

| General Fund | FY2017-18 Actual Budget | FY2018-19 Adopted Budget | FY2018-19 Amended Budget | FY2018-19 Estimated Actual | FY2019-20 Proposed Budget | Change from FY2018-19 Amended Budget |
|---|---|---|---|---|---|---|
| | | | | | | |
| Revenue | $ 43,762,154 | $ 46,110,332 | $ 46,205,055 | $ 47,102,037 | $ 50,111,247 | $ 3,906,192 |
| Expenditure | $ 44,344,953 | $ 47,041,436 | $ 48,290,832 | $ 46,828,366 | $ 50,487,625 | $ 2,196,793 |
| | | | | | | |
| Difference | $ (582,799) | $ (931,103) | $ (2,085,776) | $ 273,672 | $ (376,377) | |

Total projected General Fund revenue for FY2019-20 is $50,111,200, an increase of $3,906,200 or 8% over the FY2018-19 Amended Budget. A majority of the projected FY2019-20 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 66% of the total revenue. Sales tax at $7,892,000, 16% of total revenues and property tax at $11,926,300, at 24%, represent the largest categories of revenues supporting General Fund operations.

The proposed budget projects $50,487,625 in General Fund expenditures supporting operations and service delivery across all City departments. This total is an increase of $2.2 million, or 5% compared to the FY2018-19 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 salary step adjustments, pension and other benefit costs for City staff which are required through settled bargaining unit contracts.

Detailed descriptions for all proposed enhancements can be found in the proposed FY2019-20 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 $571,200.

The City Manager's proposed FY2019-20 budget projects a General Fund revenue/expenditure gap, or deficit, of ($376,400) and proposes a strategy to cover this amount in addition to limited supplemental expenditures presented as service level enhancements to improve City operations. The City Council provided direction to staff to recommend adjustments to balance the budget.

The proposed budget includes several one-time expenditures that are proposed to be funded from available fund balance in the General Fund in FY2019-20. These include the following items:

- The Streets Division includes one-time budget of $150,000 to replace 2,700 traffic signs that are currently out-of-compliance with existing regulations.
- The proposed budget included $58,613 of one-time service level enhancements for the development of an ADA transition plan and compliance work and the implementation of a digitized plan check review system.
- At City Council's request, the adopted budget will include an additional $75,000 enhancement request for wildfire mitigation in the Parks Department's budget which was not originally identified in the City Manager's proposed budget.

Additionally, staff are recommending the following service level reductions to reduce General Fund operating expenditures:

- Delay the hiring of the Building Assistant Planner, Community Development Technician, Parks and Facilities Services Manager and Central Garage Mechanic enhancement positions to occur in the second half of the fiscal year to achieve salary and fringe benefit savings of approximately $57,000.
- Through staff turnover and attrition that will occur during the year, staff will hold these positions vacant from 1 up to 3 months to achieve approximately $110,760 of savings.

Based on feedback provided by the City Council at the budget study sessions, the table below summarizes the changes to the budget from when the City Manager's proposed FY2019-20 budget was submitted to the City Council on May 24, 2019.

| **Budget Deficit Item** | **FY2019-20 Amount** |
|---|---|
| Operating Deficit – City Manager's Proposed Budget | ($376,377) |
| Additional Enhancement Request for Fire Mitigation | 75,000 |
| **Revised Operating Deficit** | **($451,377)** |
| One-Time Expenditures Funded using Available Fund Balance | 283,613 |
| **Adjusted Operating Deficit** | **($167,764)** |
| Service Level Reductions | $167,764 |
| **Revised Operating Deficit** | **$0** |

**General Fund Reserves**

The FY2019-20 budget also proposed funding the reserves outlined in the City's reserve policy at or slightly above their policy targets. The table below summarizes the specific reserves in the General Fund with their policy targets.

| **Reserve Type** | **Reserve Policy Target** | **FY2018-19 Estimated Ending Balance** | **FY2019-20 Budget Ending Balance** |
|---|---|---|---|
| General Fund | $1,500,000 | $2,445,773 | $2,069,396 |
| General Fund Reserve | 25% of annual, budget expenditures | $12,525,666 | $12,768,488 |

| | | | |
|---|---|---|---|
| General Fund Capital Reserve | Goal of $5,000,000 | $5,809,444 | $5,368,377 |
| Emergency Disaster Fund | Target of $3,000,000 | $3,198,517 | $3,283,517 |
| **Total** | | **$23,979,400** | **$23,489,777** |

**Enterprise Funds**

The City's four Enterprise operations provide business-type services that are budgeted to be 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, City Attorney, 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 FY2018-19 operating revenues and expenditures for the City's Enterprise Funds to the amounts proposed for FY2019-20.

| Fund | FY2018-19 Amended Budget | FY2018-19 Estimated Actual | FY2019-20 Proposed Budget | Change from FY2018-19 Amended |
|---|---|---|---|---|
| **Water** | | | | |
| Revenue | $ 15,742,594 | $ 15,914,914 | $ 15,583,260 | $ 840,666 |
| Expenditure | $ 9,485,874 | $ 8,268,194 | $ 10,027,198 | $ 541,324 |
| | | | | |
| **Wastewater** | | | | |
| Revenue | $ 17,663,327 | $ 18,158,355 | $ 18,621,632 | $ 958,305 |
| Expenditure | $ 8,786,493 | $ 7,893,478 | 9,116,241 | $ 329,748 |
| | | | | |
| **Stormwater** | | | | |
| Revenue | $ 688,000 | $ 677,308 | $ 679,000 | $ (9,000) |
| Expenditure | $ 1,597,751 | $ 1,336,300 | $ 1,222,784 | $ (374,967) |
| | | | | |
| **Cable** | | | | |
| Revenue | $ 10,926,411 | $ 9,845,415 | $ 9,907,120 | $ (1,019,291) |
| Expenditure | $ 11,048,417 | $ 10,248,505 | $ 9,437,608 | $ (1,610,809) |

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 FY2021-22. The 5-year rate program was approved by the City Council in May of 2017. The revenue generated from utility rate payers under the new rates are projected to be adequate to cover annual operating and planned capital improvements in the coming budget year.

The Stormwater Division of the Department of Public Works is responsible for maintaining the stormwater conveyance system, as well as adhering to the requirements outlined in the National

Pollutant Discharge Elimination System (NPDES) permit. Stormwater fees are collected through the County property tax, and a minimum of $46.16 per assessor parcel number (APN) is assessed for most properties in San Bruno. The annual assessment has proven to be inadequate to fund ongoing operations and necessary equipment and capital investments to meet federal requirements. The fund balance has been declining in recent years and is forecasted to be negative in FY2020-21. The City will need to consider other funding sources, including the General Fund, to fund required stormwater operations as well as a potential, dedicated funding source in the future.

The Cable Enterprise provides a broad range of broadband video, data and voice services to residential and business customers over a cable network consisting of over one hundred miles of fiber optic and coaxial cable throughout the entire San Bruno community. In addition, 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 FY2019-20 Cable operating budget eliminates the equity earnings transfer to the General Fund.

With the great strides made in FY2018-19 to control expenses and focus on higher margin business, annual operating revenues are expected to yield a slight budget surplus over operating and equipment expenditures. Planned capital expenditures and annual repayment of the debt to the General Fund for the recently completed router replacement project result in a slight budget deficit. In the long-range financial forecast, the negative fund balance is not expected to change significantly from the approximate $16 Million in FY2019-20 over the next 4 years.

**Internal Service Funds**

Internal Service Fund operations provide direct services to support all City departments and City Enterprise Fund operations. The City maintains four internal service funds including the Central Garage 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 $5,403,554 across all operations for FY2019-20. The largest single category of internal service costs is for Self-Insurance at $2,246,554. The Internal Service departments are budgeted to meet the 25% fund balance target as identified in the City's reserve policy in FY2019-20.

**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 FY2019-20 Capital Improvement Program identifies 60 funded projects/programs organized in 8 categories. A total of $223,326,992 in necessary capital investment is programmed through the CIP to assure rehabilitation, replacement, and improvement of City facilities and infrastructure. A total of $134,753,743 is the expected cost of scheduled improvements to the City's water and wastewater systems.

After the City Council received the City Manager's proposed FY2019-20 budget on May 24, 2019, the follow CIP projects changes have been made:

- The City Council directed staff to include a $30,000 request in FY2019-20 for an Agenda Management System for the City Clerk. Staff reviewed the scope and funding already in the Agenda Preparation and Document Management Solution CIP project and confirmed that remaining funds are adequate to implement the Agenda Management System. A new CIP project is not required.
- $25,000 in FY2019-20 for roof and grandstand improvements at Tom Lara field from the General Fund Capital Reserve. The total project cost is approximately $175,000 with the remaining $150,000 not currently identified. The interior improvement to the concession stand are anticipated to be funded by the San Bruno Lions Club and San Bruno Community Foundation in the amount of $60,000.
- $2,240,000 in FY2023-24 for the construction cost associated with the water main improvement and replacement program for Avenues No. 4-2.
- Delayed the initiation of the sewer main improvement and replacement program for Avenues No. 4-2 by one year to begin design in FY2022-23 and construction in FY2023-24.

The following chart summarizes the total proposed FY2019-20 appropriations by category.

| Program Area | FY2019-20 Budget |
|---|---|
| **Water** | $ 57,589,600 |
| **Wastewater** | $ 77,164,100 |
| **Stormwater** | $ 5,249,400 |
| **Cable Television** | $ 1,209,900 |
| **Parks and Facilities** | $ 67,225,500 |
| **Police** | $ 523,300 |
| **Streets** | $ 11,023,400 |
| **Technology** | $ 3,341,700 |
| **Total** | **$ 223,326,992** |

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 6 projects in the adopted Capital Improvement Program were completed during the

FY2018-19 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:

- San Mateo Avenue Water Replacement Project
- Spyglass Pump Station
- Fiber to the Home for Multiple Dwelling Units
- Civic Center Improvements
- Wood Carving Restoration
- Caltrain – Grade Separation

New projects for FY2019-20 in the proposed Capital Improvement Program include:

- Crestmoor Canyon Slope Stability Project
- Regional Stormwater Capture Project
- City Facilities Door Access & Management System
- Dispatch & Records Ergonomic Updates
- Strategic Software Needs Assessment & Upgrade
- Data Security Business Continuity, Disaster Recovery Improvement

As required by California Government Code Section 65401 and consistent with prior fiscal year budgets, the City's Planning Commission is required to make a determination that the list of proposed capital improvement projects recommended for planning, initiation or constructing during the ensuing fiscal year is in conformance with the City's General Plan, prior to the adoption by the City Council. The Planning Commission held a public meeting on May 21, 2019 where a resolution was adopted making this determination.

**Vehicles & Equipment**

The FY2019-20 budget includes the planned purchase of necessary equipment and vehicles to continue to provide services to the community. Equipment purchases are budgeted at $24,250, and vehicle purchases are budgeted at $660,000.

The equipment budget increased from $6,700 to $24,250 from when the City Council received the City Manager's proposed budget due to the addition of a request for $17,550 for the Parks Department to replace ballasts and light bulbs on the field lights at Diamonds 1 and 2 in City Park. These fields are used nightly by different sport user groups and lights play a significant role in the safety of play. The lights will be budgeted using the General Fund Equipment Reserve.

**Master Fee Schedule**

The City's Master Fee Schedule (MFS) contains all fees that the City charges and is posted on the City's website. Each year during the budget, the City Council receives the proposed MFS for the upcoming fiscal year with any proposed changes. The proposed FY2019-20 MFS does not include any fee changes from the current FY2018-19 fee schedule. As discussed at the budget study session held on May 29, 2019, the City is currently working on a comprehensive cost allocation plan and user fee study to determine the fully-burdened cost of services and cost recovery of fees in the City's master fee schedule. Staff expect to provide the City Council with

the results and recommendations from the fee study during FY2019-20 which may result in changes to the MFS.

## 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 FY2018-19 Appropriation Limit is adjusted by the cost-of-living factor (3.85%) and the population factor (.28%) provided by the Department of Finance; establishing the FY2019-20 Appropriation Limit at $44,529,041. 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 $33,404,441. The City's Appropriations Subject to limit are $12,487,704 below the FY2019-20 Appropriations Limit.

## FISCAL IMPACT:

The City Council reviewed proposed reserves, fund balances, revenues, expenditures, and department budget information for the Operating and Capital Budget at public budget study sessions on May 29 and June 11, 2019. General Fund revenues are budgeted to be $50,111,247, and expenditures are budgeted to be $50,487,625 in FY2019-20 resulting in an operating deficit of $376,377. Staff have identified $283,613 of one-time expenditures that are proposed to be funded through the use of fund balance. In order to balance the budget further, services level reductions totaling $167,764 are proposed.

The City's four Enterprise operations provide business-type services that are budgeted to be entirely rate and fee supported, receiving no funding from the City's General Fund. The adoption of the FY2019-20 budget will appropriate revenues and expenditures for the Enterprises to carry out operational and capital improvement initiatives in the coming year.

The City's four Internal Service departments provide direct services to support all City departments and City Enterprise Fund operations. The adoption of the FY2019-20 budget will appropriate revenues and expenditures for these departments to carry out operational support initiatives in the coming year.

The FY2019-20 Capital Improvement Program work program identifies $223,326,992 of prior year budget carryforward and new requests for FY2019-20 in necessary capital investment to assure rehabilitation, replacement, and improvement of City facilities and infrastructure.

Equipment purchases are budgeted at $24,250, and vehicle purchases are budgeted at $660,000.

## ALTERNATIVES:

1. Amend the appropriation amounts contained in the proposed budget at the time of the approval.
2. Do not approve proposed budget appropriations effective July 1, 2019. In this case, the City Council can 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 FY2019-20 Operating and FY2020-24 Capital Improvement Program Budget, approving City Appropriations (Gann) Limit for FY2019-20 and approving the City's Master Fee Schedule for FY2019-20.

## ATTACHMENTS:

1. Resolution Approving FY2019-20 Operating and the FY2020-24 Capital Improvement Program Budget
2. Resolution Authorizing Preliminary Expenditure Appropriation to Support City Operations Pending Approval of the Proposed FY2019-20 Operating and Capital Budget
3. Resolution Approving the City's Appropriation Limit (Gann Limit) of $44,529,041 for FY2019-20.
4. Gann Appropriation Limit Report
5. Resolution Amending the Master Fee Schedule for Municipal Services for FY2019-20
6. Resolution of the San Bruno Planning Commission Finding that the Proposed Capital Improvement Program Budget for FY2019-20 is in Conformance with the City of San Bruno General Plan

## DATE PREPARED:

June 17, 2019

## RESOLUTION NO. 2019 - 62

## RESOLUTION APPROVING FY2019-20 OPERATING AND FY2020-24 CAPITAL IMPROVEMENT PROGRAM BUDGET

**WHEREAS**, the City Manager transmitted the FY2019-20 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 May 29, and June 11, 2019; 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 May 21, 2019 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 FY2019-20 work-plan; and

**WHEREAS**, the City Council, being fully advised and informed and having fully reviewed the Proposed FY2019-20 Operating and Capital Budget, finds and determines that the Proposed Budget should be adopted and prepared in final form.

**NOW THEREFORE BE IT RESOLVED**, the City Council of the City of San Bruno adopts the total Operating Revenue appropriation of $111,183,900, Transfers In appropriations of $9,884,100, Operating Budget appropriations of $88,756,400 and Transfers Out appropriations of $9,443,500 for FY2019-20; and

**NOW THEREFORE BE IT FURTHER RESOLVED,** that the City Council of the City of San Bruno approves the recommended Supplemental Enhancements, in the total amounts identified below:

| Department | Supplemental Enhancement Requests | Ongoing Costs | One-Time Costs | New Rev / Exp | Net Impact to Fund |
|---|---|---|---|---|---|
| Finance | Investment Professional Consulting Services | 8,000 | | | 8,000 |
| Finance | Municipal Financial Advisor Consulting Services | 6,000 | | | 6,000 |
| Building | In-House Contract Plans Examiner | 47,320 | | | 47,320 |
| Building | Building Division Assistant Planner | 63,494 | | | 63,494 |
| Building | Community Development Technician | 51,917 | | | 51,917 |
| Recreation | Annual Community Day in the Park – Community Engagement | 56,785 | | 35,000 | 21,785 |
| Parks | Wildfire Mitigation | | 75,000 | | 75,000 |
| Library | Enhance Public Service on Saturdays - materials delivery | 4,671 | | | 4,671 |
| Building & Facilities | Develop an ADA transition plan | | 36,250 | | 36,250 |
| Building & Facilities | Perform regular testing and inspection of critical community facilities | 46,000 | | | 46,000 |
| Information Technology | Replace Citrix Desktop with Microsoft Office 365 | 44,220 | | | 44,220 |
| Information Technology | Digitized Plan Check Review Systems | | 30,000 | | 30,000 |
| Information Technology | Satellite phones for San Bruno Emergency Operations Center | 6,000 | | | 6,000 |
| Water | Update Water Master Plan | | 200,000 | | 200,000 |
| Water | Tank Inspection, cleaning & sediment removal | | 100,000 | | 100,000 |
| Water | Update State-mandated drinking water Emergency Response Plan | | 80,000 | | 80,000 |
| Water | Water Main Citywide leak detection assessment | | 50,000 | | 50,000 |
| Water | Contract repair of water mains, wells, tanks, pumps, motors & related services | | 200,000 | | 200,000 |
| Water | Contract concrete repair | 100,000 | | | 100,000 |
| Wastewater | State-mandated air quality assessment of pump station diesel generators | 15,000 | | | 15,000 |
| Cable | Community Promotion Increase | | 7,000 | | 7,000 |
| | | | | | |
| | **Total Supplemental Requests** | **$ 449,407** | **$ 778,250** | **$ 35,000** | **$1,192,657** |
| | **Total General Fund Costs** | **$ 322,650** | **$ 133,613** | **$ 35,000** | **$ 421,262** |
| | **General Fund ongoing costs net of ongoing revenue** | **$ 287,650** | | | |

**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 FY2019-20 Operating and the FY2020-24 Capital Improvement Program Budget are hereby appropriated.

**SECTION 2**: That the Proposed Capital Improvement Program is hereby adopted and budget appropriations totaling $6,997,200 and in the following amounts are hereby approved:

| Capital Improvement Program Budget | Amount |
|---|---|
| Water | $ 57,589,600 |
| Wastewater | $ 77,164,100 |
| Stormwater | $ 5,249,400 |
| Cable Television | $ 1,209,900 |
| Parks and Facilities | $ 67,225,500 |
| Police | $ 523,300 |
| Streets | $ 11,023,400 |
| Technology | $ 3,341,700 |

**SECTION 3**: The FY2019-20 capital improvement work plan is authorized to include carry-over appropriations for projects moving toward completion or on the schedule to commence. Total carry-over appropriations from FY2018-19 are estimated to be $85,262,700.

**SECTION 4**: The FY2019-20 equipment purchases budgeted at $24,250 and vehicle purchases budgeted at $660,000.

---oOo---

I hereby certify that foregoing **Resolution No. 2019 - 62** was introduced and adopted by the San Bruno City Council at a regular meeting on June 25, 2019, by the following vote:

AYES: Councilmembers: Davis, M. Medina, Salazar, Mayor R. Medina

NOES: Councilmembers: None

ABSENT: Councilmembers: O'Connell

Melissa Thurman, CMC
City Clerk

**City of San Bruno**
**FY2019-20 Gann Appropriation Limit**
**Date Prepared: 6/11/2019**

| | | |
|---|---|---|
| FY2018-19 Appropriation Limit | | $ 42,758,505 |
| Calculation of FY2019-20 Adjustment Factor | | |
| Annual Change Factors | | |
| Cost of Living Adjustment Factors for FY2019-20 | | |
| California Per Capita Personal Income (CPCPI) | 3.85% | |
| Population Adjustment Factors for FY2019-20 | | |
| San Mateo County Population Change | 0.28% | |
| Adjustment Factor for FY2019-20 | | |
| (1 +0.0385) x (1 + 0.0028) | | 1.04140780 |
| **FY2019-20 Appropriation Limit** | | **44,529,041** |
| FY2019-20 Estimated Tax Proceeds Subject to Appropriations Limit | | |
| Property Taxes | | |
| Current Secured & Unsecured | 8,052,281 | |
| Pass-Thru from RDA | 526,827 | |
| Redevelopment Property Tax Trust Fund (RPTTF) Property Tax | 2,012,252 | |
| Excess ERAF | 1,025,000 | |
| In-Lieu of Vehicle License Fees | 5,180,000 | |
| Supplemental Taxes | 280,000 | |
| Property Transfer Tax | 200,000 | |
| Homeowner's Property Tax Exemption | 37,000 | |
| Subtotal - Property Taxes | 17,313,360 | |
| General Sales Tax | 7,768,000 | |
| Hotel/Motel Tax | 3,540,275 | |
| Business Taxes | 4,537,167 | |
| Vehicle License Fee & Off-Highway License | 22,000 | |
| Interest Earned from Proceeds of Taxes | 223,639 | |
| Total Estimated Taxes Subject to Appropriations Limit | | 33,404,441 |
| FY2019-20 Proposed Appropriations Excluded from Limit | | |
| 2017 Fire Apparatus | 182,754 | |
| 2013 POB | 1,180,350 | |
| Total Proposed Appropriations Excluded from Limit | | (1,363,104) |
| **FY2019-20 Appropriations Subject to Limit** | | **32,041,337** |
| Over (Under) Appropriations Limit | | $ (12,487,704) |
| Percent Over (Under) | -28% | |

**City of San Bruno**
**FY2019-20 Gann Appropriation Limit**
**Date Prepared: 6/11/2019**

| Fiscal Year Ending June 30, | Adjustment Factor | Gann Limit | Appropriation Subject to Limit | Over/(Under) Limit |
|---|---|---|---|---|
| 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) |
| 2020 | 4.14% | 44,529,041 | 32,041,337 | (12,487,704) |

## RESOLUTION NO. 2019 - 63

## RESOLUTION APPROVING CITY'S APPROPRIATIONS LIMIT (GANN LIMIT) OF $44,529,041 FOR FY2019-20

**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 FY2019-20 and is set forth in that certain document Appropriations Limit Calculation for FY2019-20, 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 3.85% and the San Mateo County population change of 0.28%;

2. The Appropriation Limit for FY2019-20 is established at $44,529,041; and

3. The City Council reserves the right to recalculate this Appropriations Limit utilizing Non-Residential Assessed Valuation.

---oOo---

I hereby certify that foregoing **Resolution No. 2019 - 63** was introduced and adopted by the San Bruno City Council at a regular meeting on June 25, 2019, 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

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*Photo: Earl/Glenview Park and Crestmoor Reconstruction Ribbon Cutting Ceremony October 27, 2018*

# *City of San Bruno*

# *Master Fee Schedule*

# *July 2019*

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## City of San Bruno City Council

Rico E. Medina, Mayor

Irene O'Connell, Vice Mayor

Laura Davis

Marty Medina

Michael Salazar

## City Manager

Jovan D. Grogan

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**Definitions**:

**Actual cost of staff time**—Actual cost consists of staff salary, benefits, and overhead.
**Staff salary cost**—Cost of staff salary without benefits or overhead.

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**Definitions**:

**Actual cost of staff time**—Actual cost consists of staff salary, benefits, and overhead.
**Staff salary cost**—Cost of staff salary without benefits or overhead.

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**Definitions**:

**Actual cost of staff time**—Actual cost consists of staff salary, benefits, and overhead.
**Staff salary cost**—Cost of staff salary without benefits or overhead.

# Chapter 1: Cable Television

## I. Franchise

| | |
|---|---|
| A. Franchise Fee | 5% of gross revenues, as defined in California Public Utilities Code §5860 |
| B. Public Educational Government (PEG) Fee | $1.90 per subscriber per month |

## II. Multi-Camera Field Production

| | |
|---|---|
| A. Full Day[a] | Actual cost |
| B. Half Day | Actual cost |

[a] For quarterly meetings of the School Board of the San Bruno Park School District, charges will be $60 for the first hour and $30 for each additional hour

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# Chapter 2: City Clerk

## I. Agendas, Transcripts, and Permits

| | |
|---|---|
| A. Permit to Distribute Advertising Material | |
| 1. Thirty Consecutive Days | $30.00 |
| 2. City Fiscal Year | $150.00 |
| 3. Penalty | 25% per month, max of 100% |
| B. City Council Meeting Agendas (Fiscal Year, state law limits to $0.25 per page copied and actual postage cost) | $45.00 |
| C. City Council Meeting Agendas and Minutes (Fiscal Year, state law limits to $0.25 per page copied plus actual postage cost) | $87.50 |
| D. City Council and Planning Commission Meeting Digital Copies | $20.00 |
| E. Bingo License (Fiscal Year) | |
| 1. Groups hosting bingo once per month or less | $100.00 |
| 2. For groups hosting bingo more than once per month | $250.00 |
| F. Animal Control Services – Permit | |
| 1. Permits required for more than four adult cats, two adult dogs, or any two household pets over the age of four months including fowl, rabbits, chickens, ducks, turkeys, pigeons, doves or squabs (Fiscal Year) | $35.00 |
| 2. Annual Inspection performed by Community Development | $40.00 |
| G. Candidate Statements Printing Fee per Resolution 2009-53<br>(A portion of the fee may be refundable based on actual cost as determined by the County Election Office.) | $550.00 |

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# Chapter 3: Community & Economic Development

## I. Building Permit Fees and Other Inspections and Fees[b]

| | | |
|---|---|---|
| Sec. 100. | $1 to $500 | $41.00 |
| Sec. 101. | $501 to $2,000 | $41.00 for the first $500; plus $5.28 for each additional $100 or fraction thereof, to and including $2,000 |
| Sec. 102. | $2,001 to $25,000 | $109.00 for the first $2,000; plus $22.15 for each additional $1,000 or fraction thereof, to and including $25,000 |
| Sec. 103. | $25,001 to $50,000 | $611.00 for the first $25,000; plus $16.30 for each additional $1,000 or fraction thereof, to and including $50,000 |
| Sec. 104. | $50,001 to $100,000 | $1,006.00 for the first $50,000; plus $11.07 for each additional $1,000 or fraction thereof, to and including $100,000 |
| Sec. 105. | $100,001 to $500,000 | $1,551.00 for the first $100,000; plus $9.40 for each additional $1,000 or fraction thereof |
| Sec.106. | $500,001 to $1,000,000 | $5,044.00 for the first $500,000; plus $8.57 for each additional $1,000 up to and including $1,000,000 |
| Sec. 107. | Greater than $1,000,000 | $8,755.00 for the first $1,000,000 plus $5.80 for each additional $1,000 |

## II. Electrical Permit and Related Fees

PERMIT ISSUANCE

| | | |
|---|---|---|
| Sec. 200. | For issuing each permit | $50.00 |

SYSTEM FEE SCHEDULE

*New Residential Buildings*

| | | |
|---|---|---|
| Sec. 201. | For new multifamily residential buildings (apartments and condominiums) having three or more living units, including the area of garages, carports, and other non-commercial | $0.18 |

[b] Valuation determined per Chapter 3, §502 of this fee schedule. Additional fees may apply depending on project.

| | | |
|---|---|---|
| | automobile storage areas constructed at the same time, per square foot | |
| Sec. 202. | For new single and two-family residential buildings, including the area of garages, carports and other minor accessory buildings constructed at the same time, per square foot | $0.12 |
| Sec. 203. | For other types of residential occupancies and alterations, additions, and modifications to existing residential buildings, use the UNIT FEE SCHEDULE | |

*Private Swimming Pools*

| | | |
|---|---|---|
| Sec. 204. | For new private, residential, in-ground swimming pools for single family/multi-family occupancies, including a complete system of necessary branch circuit wiring, bonding, grounding, underwater lighting, water pumping, and other similar electrical equipment directly related to the operation of a swimming pool | $164.00 |
| Sec. 205. | For other types of swimming pools, therapeutic whirlpools, spas, hot tubs, and alterations to existing swimming pools | $165.00 |

*Temporary Power Service*

| | | |
|---|---|---|
| Sec. 206. | For a temporary service power pole or pedestal including all pole or pedestal-mounted receptacle outlets and appurtenances | $55.00 |
| Sec. 207. | For a temporary distribution system and temporary lighting and receptacle outlets for construction sites, decorative light, Christmas tree sales lots, fireworks stands, etc. | |
| | Up to 20 outlets | $54.00 |
| | Each additional | $4.00 |

UNIT FEE SCHEDULE

*Receptacle, Switch and Lighting Outlets*[c]

| | | |
|---|---|---|
| Sec. 208. | For receptacle, switch, lighting, or other outlets at which current is used or controlled (except services, feeders, and meters) | $4.00 ea. |
| Sec. 209. | For lighting fixtures, sockets, or other lamp-holding devices | $4.00 ea. |
| Sec. 210. | For pole or platform-mounted lighting fixtures | $36.00 ea. |
| Sec. 211. | For theatrical-type lighting fixtures or assemblies | $4.00 ea. |

*Residential Appliances* [d]

| | | |
|---|---|---|
| Sec. 212. | For fixed residential appliances or receptacle outlets for same, including wall-mounted electric ovens; counter-mounted cooking tops; electric ranges; self-contained room, console, or through-wall air conditioners; space heaters; food waste grinders; dishwashers; washing machines; water heaters; clothes dryers; or other motor-operated appliance not exceeding one horsepower (HP) in rating | $18.00 |

*Non-Residential Appliances* [d]

| | | |
|---|---|---|
| Sec. 213. | For residential appliances and self-contained factory-wired non-residential appliances not exceeding one horsepower (HP), kilowatt (KW), or kilovolt ampere (KVA) in rating, including medical or dental devices; food, beverage, and ice cream cabinets; illuminated show cases; drinking fountains; vending machines; laundry machines; or other similar types of equipment | $18.00 |

[c] For multi-outlet assemblies, each five feet or fraction thereof may be considered as one outlet.

[d] For other types of air conditioners and other motor-driven appliances having larger electrical ratings, see Power Apparatus above.

POWER APPARATUS [e]

For motors, generators, transformers, rectifiers, synchronous converters, capacitors, industrial heating, air conditioners and heat pumps, cooking or baking equipment and other apparatus, as follows (Rating in Horsepower (HP), kilowatts (KW), kilovolt-amperes (KVA), or kilo-volt-amperes-reactive (KVAR):

| | | |
|---|---|---|
| Sec. 214. | Up to and including 1 | $18.00 |
| Sec. 215. | Over 1 and not over 10 | $36.00 |
| Sec. 216. | Over 10 and not over 50 | $54.00 |
| Sec. 217. | Over 50 and not over 100 | $108.00 |
| Sec. 218. | Over 100 | $153.00 |

SIGNS, OUTLINE LIGHTING AND MARQUEES

| | | |
|---|---|---|
| Sec. 219. | For signs, outline lighting systems or marquees supplied from one branch circuit | $55.00 |
| Sec. 220. | For additional branch circuits within the same sign, outline lighting system or marquee | $18.00 |

SERVICES

| | | |
|---|---|---|
| Sec. 221. | For services of 600 volts or less and not over 200 amperes in rating | $95.00 ea. |
| Sec. 222. | For services of 600 volts or less and over 200 amperes to 1,000 amperes in rating | $195.00 ea. |
| Sec. 223. | For services over 600 volts or over 1,000 amperes in rating | $295.00 ea. |

MISCELLANEOUS APPARATUS, CONDUITS AND CONDUCTORS

| | | |
|---|---|---|
| Sec. 224. | For electrical apparatus, conduits and conductors for which a permit is required but for which no fee is herein set forth | $50.00 [f] |

[e] 1. For equipment or appliances having more than one motor, transformer, heater, etc. the sum of the combined ratings may be used.
2. These fees include all switches, circuit breakers contractors, thermostats, relays and other directly related control equipment.

[f] This fee is not applicable when a fee is paid for one or more services, outlets, fixtures, appliances, power apparatuses, busways, signs or other equipment.

| | | |
|---|---|---|
| OTHER INSPECTIONS AND FEES §231 | | |
| Solar Electric Systems | | |
| | Up to 3 kW panel output | $260.00 |
| | For each additional 1 kW or fraction; thereof, If any support structures elevating panels above the roof plane, or purpose designated independent array structure, use the building permit fee for valuation | $60.00 |

## III. Mechanical Permit and Related Fees

PERMIT ISSUANCE

| | | |
|---|---|---|
| Sec. 300. | For issuing each permit | $50.00 |

UNIT FEE SCHEDULE

| | | |
|---|---|---|
| Sec. 301. | For the installation or relocation of each forced-air or gravity type furnace or burner, including ducts and vents attached to such appliances, up to and including 100,000 Btu/h | $55.00 |
| Sec. 302. | For the installation or relocation of each forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliance over 100,000 Btu/h | $55.00 |
| Sec. 303. | For the installation or relocation of each floor furnace, including vent | $55.00 |
| Sec. 304. | For the installation or relocation of each suspended heater, recessed wall heater or floor-mounted heater | $55.00 |
| Sec. 305. | For the installation, relocation or replacement of each appliance vent installed and not included in an appliance permit | $55.00 |
| Sec. 306. | For the repair of, alteration of, or addition to each heating appliance, refrigeration unit, cooling unit, absorption unit, or each heating, cooling, absorption, or evaporative cooling system, including installation of controls regulated by the Code | $55.00 |
| Sec. 307. | For the installation or relocation of each boiler or compressor up to and including three horsepower, or each absorption system up to and including 100,000 Btu/h | $55.00 |
| Sec. 308. | For the installation or relocation or each boiler or compressor over three horsepower, up to and including 15 horsepower, or each absorption system over 100,000 Btu/h to and including 500,000 Btu/h | $55.00 |
| Sec. 309. | For the installation or relocation of each boiler or compressor over 15 horsepower, up to and including 30 horsepower, or each absorption system over 500,000 Btu/h to and including 1,000,000 Btu/h | $55.00 |

| | | |
|---|---|---|
| Sec. 310. | For the installation or relocation of each boiler or compressor over 30 horsepower to and including 50 horsepower, or for each absorption system over 1,000,000 Btu/h to and including 1,750,000 Btu/h | $55.00 |
| Sec. 311 | For the installation or relocation of each boiler or refrigeration compressor over 50 horsepower, or each absorption system over 1,750,000 Btu/h | $95.00 |
| Sec. 312 | For each air-handling unit to and including 10,000 cubic feet per minute, including ducts attached thereto | $55.00[g] |
| Sec. 313 | For each air-handling unit over 10,000 cfm | $55.00 |
| Sec. 314 | For each evaporative cooler other than type | $55.00 |
| Sec. 315 | For each ventilation fan connected to a single duct | $55.00 |
| Sec. 316 | For each ventilation system which is not a portion of any heating or air-conditioning system authorized by a permit | $55.00 |
| Sec. 317 | For the installation of each hood which is served by mechanical exhaust, including the ducts for such hood | $55.00 |
| Sec. 318. | For the installation or relocation of each domestic-type incinerator | $36.00 |
| Sec. 319. | For the installation or relocation of each commercial or industrial-type incinerator | $85.00 |
| Sec. 320. | For each appliance or piece of equipment regulated by the Mechanical Code but not classed in other appliance categories, or for which no other fee is listed in the Code or fee schedule | $55.00 |

## IV. Plumbing Permit and Related Fees

PERMIT ISSUANCE

| | | |
|---|---|---|
| Sec. 400. | For issuing each permit | $50.00 |

[g] This fee shall not apply to an air-handling unit which is a portion of a factory-assembled appliance, cooling unit, evaporative cooler or absorption unit for which a permit is a required elsewhere in the Code or fee schedule

UNIT FEE SCHEDULE (In addition to permit issuance fees above)

| | | |
|---|---|---|
| Sec. 401. | For each plumbing fixture or trap or set of fixtures on one trap (including water, drainage piping and backflow protection therefore) | $50.00 |
| Sec. 402. | For each building sewer | $64.00 |
| Sec. 403. | Rainwater systems - per drain (inside building) | $50.00 |
| Sec. 404. | For each water heater (including solar powered) and/or vent | $55.00 |
| Sec. 405. | For each industrial waste pretreatment interceptor, including its trap and vent, excepting kitchen-type grease interceptors functioning as fixture traps | $95.00 |
| Sec. 406. | For installation, alteration, or repair of water piping and/or water treating equipment | $55.00 |
| Sec. 407. | For repair or alteration or drainage or vent piping, each fixture | $36.00 |
| Sec. 408. | For each lawn sprinkler system or any one meter, including backflow protection devices therefore | $36.00 |
| Sec. 409. | For atmospheric-type vacuum breakers, not included above: | |
| | 1 to 5 | $55.00 |
| | Over 5, each | $5.00 |
| Sec. 410. | For each backflow protective device other than atmospheric-type vacuum breakers: | |
| | 2 inches and smaller | $55.00 |
| | Over 2 inches | $55.00 |
| Sec. 411 | For each gas piping system of one to four outlets | $55.00 |
| Sec. 412 | For each gas piping system of five or more outlets, per outlet in excess of 4 | $10.00 |

## V. Other Inspections and Fees

| | | |
|---|---|---|
| Sec. 413 | Inspections outside of normal business hours (Minimum charge - two hours) | $220.00**/**hr |

| | | |
|---|---|---|
| Sec. 414 | Re-inspection fee assessed under provisions of §305(g) of the UBC | $95.00 ea. |
| Sec. 415 | Inspections for which no fee is specifically indicated (Minimum charge one-half hr) | $125.00 /hr |
| Sec. 416 | Additional plan review required by changes, additions, or revisions to approved plans (Minimum charge one-half hr) | $125.00 /hr |
| Sec. 417 | Investigative fee (shall be the same as permit fee), paid in addition to the permit fee | See §106.4.4 of CPC |
| Sec. 418. | Projects without a fee set | 1.5% of valuation or contract amount |

## VI. Miscellaneous Fees and Provisions Related to Building, Electrical, Mechanical and Plumbing Regulations

| | | |
|---|---|---|
| Sec. 500 | BUILDING PERMIT FEE, Moved Buildings | A fee of $845.00 shall be paid with the application for permit to move any structure where such permit is required by city ordinance. Said fee shall apply to the moving permit only, and is in addition to or separate from all other permit fees required. |
| Sec. 501 | TECHNOLOGY FEE | 9% of the building, mechanical, electrical, and plumbing permit fee |
| Sec. 502 | ESTABLISHMENT OF VALUATION | Building valuation estimates are intended to comply with §107.22001 California Building Code (CBC). Valuation shall be determined based on the cost per square foot of construction, as established annually by the Community Development Director, to ensure 100% recovery of the City's fully burdened cost for providing the service.<br><br>Valuation may also be determined by a valid contract that is complete for all work necessary to construct or remodel the building including customary overhead and profit margins.<br><br>See Appendix 2 for Building Valuation Table |
| Sec. 503 | STRONG MOTION (SEISMIC INSTRUMENTATION) FEE | The minimum plan check fee for strong motion (seismic instrumentation), as required for residential construction, shall be $0.15 per $1,000 of the valuation of the construction per §502, above, in increments of fifty cents ($0.50). |

| | | |
|---|---|---|
| | | The minimum plan check fee for strong motion (seismic instrumentation), if required for commercial construction, shall be $0.25 per $1,000 of the valuation of the construction. |
| Sec. 504 | CITY ART FUND FEE | 5% of the residential building, mechanical, electrical, and plumbing permit fee, and 7% of the commercial (nonresidential) building, mechanical, electrical, and plumbing permit fee. |
| Sec. 505. | DEMOLITION PERMIT FEE | $280.00 per residential building, carport, garage, and similar accessory building, limited as follows:<br>1. Up to 4 dwelling units per building, maximum of 2 stories, 4,000 square feet total building area for all floors.<br>2. Carports & garages; maximum 6,000 square foot footprint, maximum 1 story.<br>3. Accessory buildings; maximum 6,000 square foot footprint, maximum 1 story.<br><br>$280.00 per small commercial building and minor accessory structure limited as follows:<br>1. Maximum 4,000 square foot footprint area<br>2. Maximum of 2 stories<br><br>Projects with buildings larger than described above, fee is 10% of permit fee plus 10% of plan check fee as it a new structure of the same size. |
| Sec. 506 | CONSTRUCTION & DEMOLITION DEPOSIT AND ADMINISTRATIVE FEE | |
| | Deposit | $50 per estimated ton of generated construction and demolition debris.<br>Minimum deposit of $1,000 and<br>Maximum deposit of $50,000. |
| | Administrative Fee | $125/hr with a minimum of 1-hour fee shall be charged again the deposit. |
| Sec. 507 | GENERAL PLAN MAINTENANCE | 10% of the building permit fee for new construction. |
| Sec. 508. | GREEN BUILDINGS | 10% refund of plan review and construction inspection fees for projects certified as LEED Silver or higher (or a nationally recognized equivalent) upon completion of the project. |
| | GREEN BUILDINGS SURCHARGE | $1 per $25,000 in valuation, with minimum $1 per Building Permit application. |

| | | |
|---|---|---|
| Sec. 509. | DOCUMENT IMAGING FEE | 3.25% of the building, mechanical, electrical, mechanical, and plumbing permit fee. (Formerly referred to as Microfilm Fee) |
| Sec. 510. | COMPLIANCE PLAN Deposit and Administrative Fee [Per Time Limit Ordinance] | |
| | Deposit | 2% of remaining estimated value to completion as determined by the building official.<br>Minimum deposit of $500 and<br>Maximum deposit of $250,000. |
| | Administrative Fee | $200/hr with a minimum of 1-hour fee shall be charged against the deposit. |
| Sec. 511 | Residential Design Review | $187.50 |

Independent Inspections

Applications submitted to Community Development requesting inspection for the purposes of determining compliance with city codes and ordinances shall be accompanied by a non-refundable fee for such service computed in accordance with the following schedule:

| | | |
|---|---|---|
| Sec. 531. | Detached single family dwellings | $95.00 each |
| Sec. 532. | Duplexes and multi-family dwellings units | $95.00 plus $20.00 for each additional unit |
| Sec. 533. | A Excess Housekeeping Unit @ inspections | $95.00 for the first unit and $20.00 for each additional unit |

Said fees do not include any permit fees required as a result of permit issuance.

| | | |
|---|---|---|
| Sec. 534. | PRE-SITE INSPECTIONS | Applications for building permits subject to pre-site inspection shall be accompanied by a non-refundable fee of $95.00 |
| Sec. 535. | PLAN CHECK (PLAN REVIEW) | A plan review fee, when required by §107.3 of the CBC, shall be paid at the time of plans or specifications submission. In addition to the required permit fee, in an amount equal to seventy-five percent (75%) of the building permit fee. An additional 20% shall be charged for residences of three or more units and all other non-residential buildings. |

Plan Check fees for production construction will be 50% the normal plan check fees after the first constructed building (model) of each type or design. No other changes can be made to the original planned construction or design of the building, or the full plan check fee will apply.

An hourly fee may be charged for plan check services, at the discretion of the Community Development Director, to ensure 100% recovery of the City's fully burdened cost for providing the service.

Sec. 536. FEE REFUNDS

The City Manager, or designee, may authorize the refunding of any fee paid hereunder, which was erroneously paid or collected.

The City Manager, or designee, may authorize the refunding of not more than 80% of the permit fee when no work has been done under a permit issued in accordance with the applicable code. Where refunds are allowable under this paragraph, the City Manager, or designee, may refund less than 80% of the amount paid if substantial staff time has been spent on processing the permit.

The City Manager, or designee, may authorize the refunding of not more than 80% of the plan check fees paid when an application for a permit for which a plan review fee is paid in withdrawn or cancelled before any plan review effort has been expended. The building official shall not authorize the refunding of any fee paid except upon written authorization filed by the original permittee not later than 180 days after the date of fee payment.

The City Manager, or designee, may waive permit fees for affordable housing rehabilitation achieved through San Mateo County or Redevelopment Agency programs or through non-profit agencies

## VII. Fees Related to Zoning Ordinance, Subdivision Ordinance, and Environmental Review of Development Projects [h]

A. APPLICATION FEE

| | | |
|---|---|---|
| Pre-Application Consultation (Initial consultation not exceeding 1 hr, no cost) | | Actual Cost of Staff Time and Consultant Time – Deposit may be required |
| General Plan Amendment | | Applicants Responsible for Actual Cost of Staff Time and Consultant Time – Deposit Required |
| Zoning Change or Code Amendment | | Applicants Responsible for Actual Cost of Staff Time and Consultant Time – Deposit Required |
| Planned Development (PD) | | Applicants Responsible for Actual Cost of Staff Time and Consultant Time – Deposit Required |
| Planned Development Permit (PDP) | | Applicants Responsible for Actual Cost of Staff Time and Consultant Time – Deposit Required |
| Development Agreement | | Applicants Responsible for Actual Cost of Staff Time and Consultant Time – Deposit Required |
| Planned Unit Permit (PUP) | | Applicants Responsible for Actual Cost of Staff Time and Consultant Time – Deposit Required |
| Variance | | $1,975.00 |
| Variance with Other Application | | $1,045.00 |
| Parking Exception | Residential | $1,180.00 |
| | Commercial | $1,395.00 |

[h] All Negative Declarations and EIRs requiring filing with San Mateo County shall pay the processing fee imposed by the County.

| | | |
|---|---|---|
| Use Permit | Residential | $1,610.00 |
| | Non-Residential | $2,145.00 |
| Use Permit (Drinking Place) | Bar | $2,115.00 |
| | In Conjunction with Restaurant | $1,040.00 |
| Use Permit with Parking Exception | Residential | $2,295.00 |
| | Non-Residential | $2,440.00 |
| Use Permit (Residential) with Minor Modification | | $2,055.00 |
| Use Permit (Residential) with Parking Exception & Minor Modification Permit | | $2,445.00 |
| Temporary Use Permit | Seasonal Sales, | $280.00 |
| | Parking Lot/Site Event | $790.00 |
| | Other | $450.00 |
| Special Event Permit, Dancing, etc | | $350.00 |
| Peer Review of Technical Studies | | Applicants Responsible for Actual Cost of Staff Time and/or Consultant Time – Minimum Deposit of $1,000 Required |
| Transit Corridor Specific Plan Review | | Applicants Responsible for Actual Cost of Staff Time and Consultant Time – Minimum Deposit of $5,000 Required |
| Accessory Dwelling Unit (ADV) Permit Application * | | $925.00 |
| ABC Application Review | | $1,015.00 |
| Filming Permit | | $200 plus Actual Cost of Any Staff Time |
| Architectural Review Permit – New Construction | | $1,600.00 plus Consultant Cost |
| Architectural Review Permit – Existing Structure | | $1,105.00 plus Consultant Cost |

- Note: for an attached or detached ADV, as compared with an internal ADV, there will be an additional utility connection fee proportionate to the additional burden to provide utility service to the unit.

| | |
|---|---|
| Miscellaneous Required Review | $370.00 |
| Administrative Review – Buildable Lot Determination | $480.00 |
| Administrative Review – Wireless Facility | $1,320.00 |
| Rebuild Letter | $105.00 |
| Zoning Conformance Letter | $400.00 |
| Minor Modification | $925.00 |
| Minor Modification with other Application | $445.00 |
| Sign Deviation | $730.00 |
| Sign Permit Review | $205.00 |
| Final Tract map | Applicants Responsible for Actual Cost of Staff Time and Consultant Time – Deposit Required |
| Tentative Tract or Parcel Map | Applicants Responsible for Actual Cost of Staff Time and Consultant Time – Deposit Required |
| Final Parcel Map | Applicants Responsible for Actual Cost of Staff Time and Consultant Time – Deposit Required |
| Lot Line Adjustment | $1,050.00 +Cost of Contract Engineer |
| Improvement Plan | 0.1% of Estimated Cost of Construction |
| Modifications to Maps | Same charge as tentative tract and final tract map fee (as applicable) |
| Appeal to Planning Commission | $510.00 |
| Appeal to City Council | $790.00 |

B. ENVIRONMENT DETERMINATION

| | |
|---|---|
| Negative Declaration | Applicants Responsible for Actual Cost of Staff Time and Consultant Time – Deposit Required |
| Environmental Impact Report (EIR) | Applicants Responsible for Actual Cost of Staff Time and Consultant Time – Deposit Required |
| Filing with San Mateo County for Negative | Actual Cost as Established by San Mateo County |
| Declaration or EIR Fish and Game Fee Waived | *De Minimus* findings [i] |

C. DEVELOPMENT IMPACT FEES

| | |
|---|---|
| Park In-Lieu Fees | See §12.44.140 of the Ordinance For Fee Structure |
| Affordable Housing Impact Fees | See §12.230.040 of the San Bruno Municipal Code for more information on how these fees are assessed. |
| | Residential (per unit) |
| | Single-Family, Townhomes, Duplex, and Triplex Projects with 5 or more total units (per sq ft) $27.00 |
| | Apartments and Condominiums with 5 or more total units (per sq ft) $25.00 |
| | Non-Residential (per sq ft or room) |

[i] Exemptions from the Fish and Game fees are allowed for projects determined through Findings of *De Minimus* Impact to have no potential for causing adverse impacts on fish and wildlife. The Planner working on the development application will notify the applicant whether the project has been determined to be exempt from AB3158 Fish and Game fees based on the Initial Study prepared for your application.

| | |
|---|---|
| | Retail, Restaurants and Services (per sq ft) $6.25<br>Hotel and Office (Medical, R&D, Administrative) (per sq ft) $12.50 |
| Community Facilities Impact Fee | Residential (per unit)<br>Single Family $15,424<br>Multi-Family $14,479<br>Accessory Dwelling Unit $7,239<br><br>Non-Residential (per sq ft or room)<br>Office (per sq ft) $8.63<br>Industrial (per sq ft) $3.43<br>Retail (per sq ft) $5.57<br>Hotel (per room) $1,413 |
| Public Safety | Residential (per unit)<br>Single Family $1,145<br>Multi-Family $1,144<br>Accessory Dwelling Unit $572<br><br>Non-Residential (per sq ft or room)<br>Office (per sq ft) $0.58<br>Industrial (per sq ft) $0.23<br>Retail (per sq ft) $0.61<br>Hotel (per room) $95 |
| General Government | Residential (per unit)<br>Single Family $1,621<br>Multi-Family $1,521<br>Accessory Dwelling Unit $761<br><br>Non-Residential (per sq ft or room)<br>Office (per sq ft) $0.93<br>Industrial (per sq ft) $0.37<br>Retail (per sq ft) $0.60<br>Hotel (per room) $152 |
| Transportation | Residential (per unit)<br>Single Family $3,374<br>Multi-Family $2,610<br>Accessory Dwelling Unit $1,305 |

| | |
|---|---|
| | Non-Residential (per sq ft or room)<br>Office (per sq ft) $6.95<br>Industrial (per sq ft) $2.78<br>Retail (per sq ft) $8.95<br>Hotel (per room) $1,527 |
| Utilities | Residential (per unit)<br>Single Family $2,219<br>Multi-Family $2,083<br>Accessory Dwelling Unit $1,042 |
| | Non-Residential (per sq ft or room)<br>Office (per sq ft) $1.72<br>Industrial (per sq ft) $1.08<br>Retail (per sq ft) $10.69<br>Hotel (per room) $1,223 |
| Total Development Impact Fees (*excluding park in-lieu and affordable housing impact fees*) | Residential (per unit)<br>Single Family $23,783<br>Multi-Family $21,838<br>Accessory Dwelling Unit $10,919 |
| | Non-Residential (per sq ft or room)<br>Office (per sq ft) $18.79<br>Industrial (per sq ft) $7.89<br>Retail (per sq ft) $26.43<br>Hotel (per room) $4,410 |
| D. OTHER PLANNING RELATED TAXES & FEES | |
| Condominium Project - Tax | $1,000.00 per unit Per §3.16.160 of the Code of Ordinances |
| Single-Family Residential - Tax (for-sale units only) | $1,000.00 per unit Per §3.16.160 of the Code of Ordinances |
| Single-Family, Townhomes, Duplex and Triplex | $27.00/sq. ft. for new floor area in Residential Projects with 5 or more units |
| Apartments and Condominiums | |

| | |
|---|---|
| Retail, Restaurants and Services | $25.00/sq. ft. for new floor area in Residential Projects with 5 or more units |
| Hotel and Office (Medical, R&D, Administrative) | $6.25/sq. ft. for net new floor area in all Commercial Projects |
| | $12.50/sq. ft. for net new floor area in all Commercial Projects |

E. OTHER DEPARTMENT FEES

| | |
|---|---|
| Performance Review for Alcoholic Beverage Sales | Actual Cost of Staff Time |
| Alcohol Beverage Control License Mailing List no fee per AB624, January 1, 2002 | No Cost |
| Administrative Fines for violations of Title 5 (Nuisances), Chapters 5.04 and 5.08 of Municipal Code | |
| First Violation | $100.00 |
| Second Violation of same provision | $200.00 within 12 mo. |
| Third Violation of same provision | $500.00 within 12 mo. |
| Late Payment Fee | 10% of unpaid balance |
| Building and Safety Code Administrative Fines for violations of Title 5 (Nuisances), Chapters 5.04 and 5.08 of Municipal Code | |
| First Violation | $100.00 |
| Second Violation of same provision | $500.00 within 12 mo. |
| Third Violation of same provision | $1,000.00 within 12 mo. |
| Late Payment Fee | 10% of unpaid balance |
| Administrative Fees for enforcement of Title 5 (Nuisances), Chapter 5.24 and 5.26 of Municipal Code | |
| Maintenance of Distressed Vacant Properties | $150 per vacant Property Maintenance Plan Review |
| Foreclosed and Abandoned Properties | $150 per registration |

## VIII. Development in the Glenview Fire Area

Residents applying for planning and building related permits and fees to rebuild or remodel homes directly impacted by the Glenview fire may be exempted from building permits, electrical permits, mechanical permits, plumbing permits, inspection fees and planning fees, if all of the following criteria are met:

1. Property located on Glenview Drive, Claremont Drive, Earl Avenue, Vermont Way, Fairmont Drive, Estates Drive, Concord Way, Plymouth Way, and Moore, Crosby, Daley Courts;

2. Applicant is the owner on record on September 9, 2010;
3. Rebuilding and repairs of damage resulted from the fire.

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# Chapter 4: Finance

## I. Delinquencies

| | |
|---|---|
| A. Overdue Utility Invoice | $10.00 or 10%, whichever is greater, delinquent 1 business day following due date |
| B. Overdue Business License Invoice | 20% per month on the first calendar day of each month following August. Maximum delinquent charge, permissible by Municipal Code, 100% of tax due. |

## II. Business Tax Services

| | |
|---|---|
| A. New Business Application Fee | |
| 1. In-Town based business | $36.00 |
| 2. Out-of-town based business | $26.00 |
| B. Special Business Tax Database Reports | $125.00/hr<br>1-hr minimum |

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# Chapter 5: Fire

## I. Fees Related to Plan Checks, Pre-Inspections, Inspections, Re-inspections, and Fire Code Permits

| | |
|---|---|
| A. Fire Life Safety Plan Check Review | $185.00/hr (1-hr minimum) |
| B. Pre-Inspection or Pre-Construction Consultation | $185.00/hr (1-hr minimum) |
| C. Fire Alarm System, Fire Extinguishing System, or Restaurant Hood System Inspection After hours (6 PM to 7 AM) inspections | $185.00/hr (2-hr minimum) |
| D. Fire Service Underground or Sprinkler System Hydro Inspections | $185.00/hr (2-hr minimum) |
| E. Business Inspection | $185.00/hr (1-hr minimum) |
| F. Residential Life Safety Inspection | $185.00/hr (1-hr minimum) |
| G. After Hour Inspections[j] | $185.00/hr (2-hr minimum) |
| H. Elderly Care or Child Care Facilities, Inspection | |
| 1. State Fire Marshal Fire Safety Clearance | $185.00/hr |
| 2. New Facility Inspection (1-hr minimum) After hour inspections[j] (2-hr minimum) | $185.00/hr |
| I. Multiple Dwelling Units Annual Fire Inspection (3 or more units) | |
| 1. Apartment Houses and Condominium complexes | Lesser of $24.00/unit or $240.00/bldg. |
| 2. Motels, Hotels, and Lodging Houses | Lesser of $48.00/unit or $480.00/bldg |
| 3. Large Complexes (over 150 living units or 9 or more buildings and may have private fire lanes and/or private fire hydrants) | Greater of $1,800 or $185.00/hr |
| J. Annual Fire Code Permit for Specialized Uses | $190.00 ea. |

[j] After hour inspections refers to all inspections performed after 6 PM and prior to 7 AM.

K. Re-inspection Fees (for all services)

| | |
|---|---|
| 1. 1st re-inspection | No Fee |
| 2. 2nd re-inspection | Initial fee plus 25% |
| 3. 3rd and each subsequent re-inspection | Initial fee plus 50% |

## II. Miscellaneous

| | |
|---|---|
| A. Fireworks Stand Safety Clearance Additional amount to cover City's illegal firework prevention costs will be prorated among all stands according to gross sales. | $750.00 |
| B. Other Fire Service Detail | |
| 1. Engine or truck company | $720.00/hr plus material |
| 2. One person on fire watch detail | $185.00/hr |
| C. Response to False Alarms Within Any 30-Day Period | |
| Single Engine | |
| 1. Third Response | $210.00 |
| 2. Fourth Response | $390.00 |
| 3. Fifth and Subsequent Responses | $750.00 |
| Full First Alarm Assignment | |
| 1. Third Response | $660.00 |
| 2. Fourth Response | $960.00 |
| 3. Fifth and Subsequent Responses | $1,260.00 |
| D. Photographic Reproduction | $48.00 plus processing cost |
| E. Driving Under the Influence (DUI) Emergency Response | Actual cost per Government Code Section 53150-58 |
| F. Community Cardiopulmonary Resuscitation (CPR) Class | $30 Residents |
| | $45 Nonresidents |

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# Chapter 6: Library

## I. Charges for Overdue Material

| | | |
|---|---|---|
| A. Adult Cards (18 yrs & older) | | |
| 1. Overdue Adult Materials (Per Item) | | $0.25/day |
| Maximum per item | | $8.00 |
| 2. Overdue Children's Materials (Per Item) | | $0.15/day |
| Maximum per item | | $4.00 |
| B. Children's Cards (under 18 yrs old) | | No overdue fines |

## II. Charges for Lost Material and Damaged Material and Missing Parts

| | |
|---|---|
| A. Lost Item | Cost of item plus $5.00 processing fee |
| B. Lost Periodical | Cost of item plus $2.00 processing fee |
| C. Damage Material and Missing Parts | |
| 1. Minor Damage | $3.00 |
| 2. Severe Damage | Cost of item plus $5.00 processing fee |
| D. Missing or damaged CD or Cassette for an audiobook or a missing CD-ROM or floppy disk accompanying a book or video item | $10.00 |

## III. Other Charges

| | | |
|---|---|---|
| A. Replacement of Lost Library Card | | $2.00 |
| B. Reserving Materials (Per Item) | | |
| Outside Peninsula Library System | | $10.00 |
| C. Peninsula Library System Reserve Item not Picked Up | | $1.00 |
| D. Processing Fee for Lost Materials | | $5.00 |
| E. Proctoring Examinations | Resident | $75.00 |
| | Non-Resident | $100 |

F. Service Charge for Debt Collection $10.00

G. Charge for Faxing Services

1. 415, 650 and Toll Free area codes $2.00 1st page
2. All other area codes in the United States $2.00 1st page
3. All subsequent pages $1.00/page

H. Computer/Photocopies Printouts

1. Black/White $0.15/page
2. Color $0.30/page

I. Community Room Rental (2 hour min.)

Group I: Department sponsored programs and City sponsored activities
Group II: San Bruno Park School District programs/events
Group III: San Bruno based non-profit community or support organizations recognized as providing an educational and/or cultural benefit to the residents of San Bruno
Group IV: San Bruno residents, San Bruno based business possessing current business license
Group V: Non-resident individuals, businesses and organizations

| Group | I | II | III | IV | V |
|---|---|---|---|---|---|
| Rental | $0 | Direct Cost | $15.00/hr. | $50.00/hr. | $63.00/hr. |

# Chapter 7: Police

## I. Alarms and Fingerprinting

A. Repeat False Alarm Within a 180-Day Period

| | |
|---|---|
| Third Alarm | $100.00 |
| Fourth Alarm | $125.00 |
| Fifth Alarm and subsequent alarms | $150.00 |

B. Fingerprinting Service (Required for all Permits)

| | |
|---|---|
| Livescan | Actual Costs as established by the California Department of Justice plus staff time |

## II. Permits

A. Cardroom License and Permits

| | |
|---|---|
| Gambling Club License | $1,188.00 deposit, actual cost of staff time plus Livescan |
| Annual Renewal, table count | $9.75 per authorized table |
| Duplicate License | $26.00 |

B. Work Permit, Initial — $150.00 plus applicable fingerprinting, Department of Justice, and notary fees as set forth in GC 8211

| | |
|---|---|
| 1. Renewals | $135.00 plus applicable fingerprinting, Department of Justice, and notary fees as set forth in GC 8211 |
| 2. Duplicate Copy | $43.00 |
| 3. Appeal Denial of Application | $225.00 |

C. Pawn Broker/Secondhand Dealer

| | |
|---|---|
| 1. Dealer License | $316.00 plus Livescan cost |

| | |
|---|---|
| 2. Employee, Initial | $140.00 plus applicable fingerprinting and Department of Justice fees**.** |
| 3. Renewal | $125.00 plus applicable fingerprinting and Department of Justice fees. |
| 4. Duplicate Copy | $43.00 |
| 5. Appeal Denial of Application | $225.00 |
| D. Places of Public Amusement, Public Dance, or Entertainment | |
| 1. Application | $140.00 plus applicable fingerprinting and Department of Justice fees**.** |
| 2. Transfer License | $6.50 |
| 3. Appeal Denial of Application | $225.00 |
| E. Peddlers, Solicitors, Temporary Vendors | |
| 1. Application | $140.00 plus applicable fingerprinting and Department of Justice fees. |
| 2. Appeal Denial of Application | $225.00 |
| F. Private Patrol Officers and Employees | |
| 1. Application | $31.00 |
| 2. Appeal Denial of Application | $225.00 |

## III. Vehicle Services

| | |
|---|---|
| A. Driving Under the Influence (DUI) Emergency Response | Actual Cost per Government Code Section 53150-58 |
| 1. Vehicle Manslaughter | $1,080.00 or maximum allowed by law, which-ever is greater |
| 2. Stored Vehicle Release | $85.00 |

| | |
|---|---|
| B. Vehicle Abatement and Removal Fee | $150.00 plus towing fees |

## IV. Animal Control

| | |
|---|---|
| Animal Control Services | Fees shall be consistent with those charged by the SMC Division of Animal Control Services. |

## V. Residential Permit Parking

| | |
|---|---|
| A. Permit Issuance (valid for 2 years) | $35.00/vehicle |
| B. Permit Renewal (valid for 2 years) | $30.00/vehicle |
| C. Replacement Sticker | $15.00 |
| D. Guest Parking Placard (each 2-week request) | $10.00 |

## VI. Miscellaneous

| | |
|---|---|
| A. Contractual Outside Detail for Uniformed Officers: | |
| a) Governmental | $80.00/hr |
| b) All Other | $120 / hourly rate |
| B. Photographic Reproduction: | |
| a) Digital | $25.00 |
| b) Film | $75.00 + Processing Costs |
| C. Police Report Reproduction | $10.00 |
| D. Audio Recording Reproduction: | |
| a) Production | $75.00 |
| b) Duplication: | |
| i. Digital | $25.00 |
| ii. Tape | $75.00 + Processing Costs |
| E. Booking Fee | SMC Rate |
| F. Visa Clearance Letter | $26.00 |
| G. Cassette/Video Tape Recording | $63.00 |

| | | |
|---|---|---|
| H. | Police Safety Plan Check | Actual cost |
| I. | Party Nuisance Response Fee<br>(Third Response in Twenty Four Hour Period) | Actual cost |

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# Chapter 8: Public Works

## I. Grading Permits

| | | |
|---|---|---|
| A. | Permit Filing | $109.00 |
| | Plan Checking/Engineering Review/Inspection. Staff time charged at the hourly rate plus actual cost of third party services | |
| B. | Performance bond | Up to 100% of value of work ($594.00 minimum) |
| C. | Penalty for commencing work without a permit | 2% of value of work ($594.00 minimum) |

## II. Encroachment Permit

| | | |
|---|---|---|
| A. | Minor Encroachment Permit | $354.00 |
| | Minor Encroachment Defined: Any type of encroachment outside a paved area that requires excavation no deeper than 12 inches or, in the case of sidewalk replacement, is not more than 75 square feet. Typical Minor Encroachments include sidewalk, driveway approach and curb drain replacements or installations. | |
| | Minor Encroachment Permit Flat Fee (Includes Permit, Engineering Review and up to 2 inspections) | |
| | Deposit (refundable upon satisfactory completion of work) | $276.00 |
| | Additional Inspections | $138.00/hr |
| B. | Regular Encroachment Permit | $296.00 |
| | Regular Encroachment Defined: Any type of encroachment that is inside a traveled way or public parking area, requires excavation deeper than 12 inches, or, in the case of sidewalk replacement, is 75 square feet or larger. Typical regular encroachments include trenching within any street, public parking area or public utility easement, connection to any City-owned or public owned utility or facility, or any use of a public street which might affect the flow of traffic or public parking. Other types of regular encroachments include any Public Works related construction that will be dedicated for public use. | |

| | |
|---|---|
| Depending on the type of work or improvement, the City may issue a revocable encroachment permit that authorizes the City to alter, remove, or protect at Permittee's expense, the work or improvement | |
| Plan Checking/Engineering Review/Inspection/Legal | Staff time charged at the current hourly rate and/or reimbursement of third party costs (deposit may be required for large or complex work) |
| Performance Bond or Deposit | Up to 100% of Value of Work ($594.00 minimum) |
| Penalty for commencing work without a permit | 2% of Value of Work ($594.00 minimum) |

## III. Transportation Permit

Permit allows for the operation of vehicles of a size, load weight or vehicle weight exceeding the maximum specified in the Vehicle code of the State of California on certain City streets.

| | |
|---|---|
| A. Single Trip | $16.00/trip |
| B. Annual Permit | $90.00/year |

## IV. Special Parking Restrictions

All requests to have curbs painted for no parking, loading zones, limited time duration, accessibility, or any other purpose for the benefit of that specific property shall be assessed a fee to cover all costs associated with the analysis and public approval process necessary to complete the request. After completion of site inspection and preliminary analysis, the Public Works Department will provide a cost estimate to the applicant before proceeding with any work.

| | |
|---|---|
| A. Filing Fee | $109.00 |
| B. Site Inspection for Preliminary Analysis | $138.00 |
| C. Design and Public Approval Process | $221.00/hr |

D. Restrictions on Encroachment

No non-emergency encroachment shall be allowed in any street that has been overlaid with asphalt within the previous five years. In the event an emergency has caused an excavation in such a street, the Encroachment Permit fee shall be increased by the amount of $5.00 per square foot of patch for every year (or portion thereof) remaining of the aforementioned five year period.

No non-emergency encroachment shall be allowed in any street that has received a seal coat within the previous two years. In the event an emergency has caused an excavation in

such a street, the Encroachment Permit fee shall be increased by the amount of $5.00 per square foot of patch for every year (or portion thereof) remaining of the aforementioned two-year period.

E. Waiving of Encroachment Fees

If work or an improvement that encroaches in the public right-of-way is considered a public good or benefit, the Public Works Director is authorized to waive any and all fees related to such encroachment.

## V. Public Works Hourly Rate

| | |
|---|---|
| A. Inspections and Site Visits | $138.00/hr |
| B. Advanced plan review and inspection services | $254.00/hr |

## VI. Miscellaneous Fees

For street/easement vacations or abandonments, street name or number changes. Staff time charged at the current hourly rate and/or reimbursement of third party costs (deposit may be required for large or complex work).

| | |
|---|---|
| No Parking Signs | $1.50 ea. |
| Property Records Request | $138.00/hr |
| Point of Sale | $50.00 |

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# Chapter 9: Parks & Recreation

## I. Indoor Rental (per hour)

Group I: City Sponsored programs and activities.

Group II: San Bruno Park School District program and activities.

Group III: San Bruno based service or community organization recognized as providing programs and activities for the benefit of the San Bruno community.

Group IV: San Bruno resident or business possessing current San Bruno business license.

Group V: Non-resident individuals, business or organization (not-for-profit activities only).

Rental Deposit: (Refunds are given to renters who comply with the recycling and organics policies and have left the building with no damage.)

| | |
|---|---|
| Meeting Room & Senior Center Assembly Room | $400.00 |
| Community Room | $200.00 |
| Gymnasium | $400.00 |

| Group | I | II [k] | III [k] | IV | V |
|---|---|---|---|---|---|
| Gymnasium | $0.00 | $0.00 | $50.00 | $100.00 | $125.00 |
| Conference Room | $0.00 | $0.00 | $3.00 | $15.00 | $18.00 |
| Full Meeting Room | $0.00 | $0.00 | $17.00 | $63.00 [l] | $79.00 [l] |
| Community Room | $0.00 | $0.00 | $7.00 | $50.00 | $63.00 |
| Belle Air Community Center | $0.00 | $0.00 | $7.00 | $50.00 | $63.00 |
| Senior Center Assembly Room | $0.00 | $37.00 | $52.00 | $130.00 [l] | $150.00 [l] |
| (Hourly rates include Building Attendant cost. Additional $45 is applied for use of Senior Center kitchen equipment.) | | | | | |
| Senior Center Conference Room | | | | | |
| Weekdays | $0.00 | $0.00 | $15.00 | $50.00 | $63.00 |
| Weekends | $0.00 | $0.00 | $20.00 | $75.00 | $94.00 |
| Exercise Room | | | | | |
| Daily | $0.00 | N/A | N/A | $4.00 | $4.00 |
| Monthly | $0.00 | N/A | N/A | $24.00 | N/A |
| Six Month | $0.00 | N/A | N/A | $95.00 | N/A |
| Facility Attendant costs not included in Group II and III fees. | | | | | |
| Facility Attendant | $0.00 | $15.00/hr | $15.00/hr | Included | included |

[k] Groups under II and III are required to pay for Facility Attendant during non-business hours.

[l] 4-hour minimum room rental required.

## II. Outdoor Rental (Daily Rental)

| Group | I | II | III | IV | V |
|---|---|---|---|---|---|
| Small Picnic Area: City Park 1-5 and 8-11; Commodore Park and Grundy Park | | | | | |
| Peak (Mar – Oct) | $0.00 | $0.00 | $85.00 | $85.00 | $107.00 |
| Off-Peak (Nov – Feb) | $0.00 | $0.00 | $40.00 | $40.00 | $50.00 |
| Medium Picnic Area: City Park 6, 7 and 12 | | | | | |
| Peak (Mar – Oct) | $0.00 | $0.00 | $95.00 | $95.00 | $119.00 |
| Off-Peak (Nov – Feb) | $0.00 | $0.00 | $50.00 | $50.00 | $63.00 |
| Large Picnic Area: City Park 14 (Beckner Shelter) | | | | | |
| Peak (Mar – Oct) | $0.00 | $0.00 | $300.00 | $300.00 | $375.00 |
| Off-Peak (Nov – Feb) | $0.00 | $0.00 | $150.00 | $150.00 | $188.00 |
| Rental deposit | | | | | |
| Beckner Shelter Rental Deposit | $0.00 | $0.00 | $0.00 | $150.00 | $150.00 |
| All Others – Rental Deposit | $0.00 | $0.00 | $0.00 | $100.00 | $100.00 |
| *Rental Deposit: Refunds are given to renters who comply with use policies, including noise, and leave the area free of litter and damage. | | | | | |
| Alcohol Permit<br>Fee covers cost for issuing additional permits. | $0.00 | $0.00 | $20.00 | $20.00 | $20.00 |
| Rotary Pavilion – per hour | $0.00 | $0.00 | $50.00 | $50.00 | $63.00 |
| San Bruno Park Pool [m] - per hour | $0.00 | $0.00 | $120.00 | $120.00 | $150.00 |
| Lane Rental [m] – per hour | $0.00 | $0.00 | $20.00 | $20.00 | $25.00 |
| Small Pool [m] – per hour<br>Requires San Bruno Park Pool Rental. | $0.00 | $0.00 | $20.00 | $20.00 | $20.00 |
| Lifeguards – per hour per lifeguard | $0.00 | $20.00 | $20.00 | $20.00 | $20.00 |

## III. Concession Stand (2 Week Rental)

| Group | I | II | III | IV | V |
|---|---|---|---|---|---|
| April through May | N/A | $200.00 | $200.00 | N/A | N/A |
| May through August | N/A | $300.00 | $300.00 | N/A | N/A |
| August through October | N/A | $150.00 | $150.00 | N/A | N/A |

[m] Pools rentals requires 3 lifeguards for groups of 1-49 people; 4 lifeguards for 50 or more; and 1 additional lifeguard for rental of small pool. See above for Lifeguard pricing.

## IV. Department Programs & Services

Please go to https://www.sanbruno.ca.gov/gov/city_departments/community_services/default.htm for latest classes and rates in the Recreation Brochure.

Promotional Discounts & Incentives

The Parks and Recreation Commission may authorize discounts (1) on City classes and activities in order to promote those that have additional capacity or (2) in order to assist families with multiple children.

A. Sport (Per Season)

| | | |
|---|---|---|
| 1. | Adult Softball (discount of $12/ resident up to $60) | $800.00 |
| 2. | Adult Flag Football (discount of $12/ resident up to $60) | $760.00 |
| 3. | Adult Soccer (discount of $12/ resident up to $60) | $760.00 |
| 4. | Adult Basketball (discount of $12/ resident up to $60) | $760.00 |
| 5. | Adult Open Gym | $4.00/visit |
| 6. | Elementary Volleyball | $85.00 |
| 7. | Elementary Basketball | $85.00 |
| 8. | Elementary Flag Football | $85.00 |
| 9. | Elementary School Kickball | $70.00 |
| 10. | Middle School Volleyball | $125.00 |
| 11. | Middle School Flag Football | $125.00 |
| 12. | Middle School Basketball | $125.00 |
| 13. | Middle School Cross Country | $80.00 |
| 14. | Middle School Badminton | $143.00 |
| 15. | Middle School Track | $90.00 |
| 16. | Middle School Tennis | $101.00 |
| 17. | Middle School Golf | $123.00 |
| 18. | Youth Open Gym | $2.00 /visit |

B. Camps (Cost will be prorated when schedule camp falls on a city holiday)

| | | | |
|---|---|---|---|
| 1. | Spring Camp | Resident | $171.00 /week |
| | | Non-Resident | $186.00 /week |
| 2. | Spring Extended Camp | Resident | $35.00 /week |
| | | Non-Resident | $40.00 /week |
| 3. | Winter Camp | Resident | $171.00 /week |
| | | Non-Resident | $186.00 /week |
| 4. | Winter Extended Camp | Resident | $40.00 /week |
| | | Non-Resident | $50.00 /week |
| 5. | Mini Kaleidoscope (Half -Day) | Resident | $107.00 /week |
| | | Non-Resident | $122.00 /week |
| 6. | Mini Kaleidoscope (Full -Day) | Resident | $171.00 /week |
| | | Non-Resident | $186.00 /week |
| 7. | Camp Kaleidoscope (Regular) | Resident | $171.00 /week |
| | | Non-Resident | $186.00 /week |
| 8. | Camp Kaleidoscope (Field Trip Session) | Resident | $190.00 /week |
| | | Non-Resident | $205.00 /week |
| 9. | Adventure Camp (Regular) | Resident | $183.00 /week |
| | | Non-Resident | $198.00 /week |
| 10. | Adventure Camp (Field Trip Session) | Resident | $204.00 /week |
| | | Non-Resident | $219.00 /week |
| 11. | Summer Extended (per week) | Resident | $40.00 /week |
| | | Non-Resident | $50.00 /week |
| 12. | Leader in Training | | $50.00 /session |
| 13. | Playground Program | | Free |
| 14. | After School Adventures | | $144.00/month effective Aug2018-Jan2019<br>$160.00/month effective Feb2019-June 2019 |

C. Aquatics

| | | | |
|---|---|---|---|
| 1. | Swim Lessons | Resident | $65.00 (M-Th)/session |
| | | Non-Resident | $80.00 (M-Th)/session |
| 2. | Recreation Swim | Age between 3-54 | $3.00/visit |
| | | Age of 55+ | $2.50/visit |
| | | Family package up to 5 | $12.00/visit |
| | | 25 Punch Pass | $62.50 |
| | | 50 Punch Pass | $125.00 |
| | | Season Pass Resident | $280.00/season |
| | | Season Pass Non-Resident | $295.00/season |

| | | | |
|---|---|---|---|
| 3. | Lap Swim | Drop-in | $5.00/visit |
| | | Resident (10-Punch Pass) | $50.00 |
| | | Season Pass Resident | $170.00/season |
| | | Season Pass Non-Resident | $185.00/season |
| 4. | Water Aerobics | Drop-in | $6.50/visit |
| | | Resident (10-Punch Pass) | $65.00 |
| | | Season Pass Resident | $225.00/season |
| | | Season Pass Non-Resident | $240.00/season |
| 5. | Lifeguard Training | Resident | **$225**.00/session |
| | | Non-Resident | $240.00/session |
| 6. | Jr. Lifeguard Camp | Resident | $171.00/session |
| | | Non-Resident | $186.00/session |
| 7. | Activity & Swim Camp | Resident | $171.00/session |
| | | Non-Resident | $186.00/session |

D. Registration Fee $6.00/class

E. Contractor Provided Programs
Program fee based on negotiated agreement with contractor based on “recreation market rate.” The Instructor-City split is as followed:

| | |
|---|---|
| Onsite Instructors: | 65%-35% |
| Offsite Instructors: | 80%-20% |

F. Special Events

| | | |
|---|---|---|
| Youth Triathlon | Pre-Registration | $30.00 /event |
| | Registration | $38.00 /event |
| Clean Sweep Flea Market | Resident | $42.00 /event |
| | Non-Resident | $53.00 /event |
| Family Overnight | | $15.00 /person |
| Goblin Grotto | Resident | $10.00 /person |
| | Non-Resident | $13.00/person |
| Holiday Boutique | | |
| Small Space | Resident | $42.00 /space |
| | Non-Resident | $53.00 /space |
| Large Space | Resident | $62.00 /space |
| | Non-Resident | $77.00 /space |
| Visits from Santa | | $45.00 /5-children |
| Parent/Child Event | Resident | $65.00 /Couple |
| | Non-Resident | $80.00/Couple |
| | | $20.00 /Additional Resident child |
| | | $25.00/Additional Non-Resident child |
| Blizzard Beach Party | Resident | $15.00/person |
| | Non-Resident | $19.00/person |
| Teen Special Events | Resident | $10.00/person |
| | Non-Resident | $13.00/person |

| | | |
|---|---|---|
| Dive In Movies | Resident | $10.00/person |
| | Non-Resident | $13.00/person |
| Polar Bear Plunge | | $20.00/person |

## V. Athletic Fields (per hour)

| Group | I | II | III | IV | V |
|---|---|---|---|---|---|
| Athletic Field Rental | $0.00 | $0.00 | $20.00 | $40.00 | $50.00 |
| Sport Field Lighting Fee | | | | | |
| Diamond 2 & 3 | $0.00 | $0.00 | $10.00 | $10.00 | $10.00 |
| Diamond 2 & Center Field | $0.00 | $0.00 | $18.00 | $18.00 | $18.00 |
| Center Field Only | $0.00 | $0.00 | $8.00 | $8.00 | $8.00 |
| Lara & Center Field | $0.00 | $0.00 | $20.00 | N/A | N/A |
| Lions Baseball | $0.00 | $0.00 | $12.00 | N/A | N/A |
| Lions Football | $0.00 | $0.00 | $6.00 | N/A | N/A |
| Field User Fee (per player) | | | | | |
| Residents | $0.00 | $0.00 | $10.00 | N/A | N/A |
| Non-Residents | $0.00 | $0.00 | $15.00 | N/A | N/A |

## VI. Tree Fees

| Residents | |
|---|---|
| New Street Tree Fee | N/A |
| Private Tree Pruning Permit [n] | $70.00 |
| Private Tree Removal Permit [n] | $105.00 |
| Private Tree Replacement Fee (one – 36" box tree or two 24" box trees) | $415.00 |
| Private Tree Replacement Refundable Deposit (per tree removal) | $415.00 |

| | |
|---|---|
| Memorial Plaque | $400 |
| Memorial Bench | $1,200 |
| Memorial Tree | $800 |

[n] Nonrefundable, includes inspection fee.

# Chapter 10: Miscellaneous, Citywide

## I. Other Services

| | |
|---|---|
| A. Photocopies | |
| 1. Public Records Act Request | |
| a. Printed Document: per page copied | $0.25 |
| b. Digital Copies | Actual Cost |
| 2. All Other Request | |
| a. Standard Sizes – 8.5”x11”, 8.5”x14”, 11”x17” | $0.25 |
| b. All other sizes or color copies | Actual Cost |
| c. City Documents, including digital format | Actual Cost |
| B. Returned Checks Due to Insufficient Funds | |
| 1. First Check (per fiscal year) | $26.00 |
| 2. Each Subsequent Check | $36.00 |
| C. Overdue Invoices | Refer to Chapter 4 |

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# Appendix 1: Cable Television Services

| | ***For subscriptions prior to 01/20/19*** **Low Income Effective 07-01-18 to 06-30-19** | ***For subscriptions prior to 01/20/19*** **Regular Effective 07-01-18 to 06-30-19** | ***For new subscriptions After 01/20/19*** **Regular Effective 07-01-18 to 06-30-19** |
|---|---|---|---|
| | | | **Changes Only** |
| **Internet and Local TV Channels** | | | |
| 1 Gigabit Internet & Local TV Channels | | | $80 |
| (Available only in fiber built service area) | | | |
| Up to 300 Mbps Internet & Local TV Channels | | | $65 |
| **Cable Television Service** | | | |
| Preferred Cable Service | | $73.44 | Not Offered |
| Limited Cable Service | $15.46 | $20.55 | |
| **Bulk Services** | | | |
| Bulk Basic | | $7.02 | |
| Bulk HBO | | $5.87 | |
| **Pay-Per-View** | | | |
| Pay-Per-View Movies | | Varies | |
| Pay-Per-View Special Events | | Varies | |
| **Video on Demand Pay-Per-View Service** | | | |
| VOD Library Movies | | Varies | |
| VOD New Release Movies | | Varies | |
| VOD Events | | Varies | |
| **Seasonal Sports Subscription Packs** | | | |
| NHL, MLB, NBA, NFL, MLS and Cricket | | Varies | |
| **Premium and International Programming Services** | | | |
| Premium Programming Services (Multiplex) A la Carte | | | |
| HBO (11 channels) | | $18.84 | Package Choice |
| Showtime (11 channels) | | $18.84 | Package Choice |
| The Movie Channel (4 channels) | | $18.84 | Package Choice |
| Cinemax (7 channels) | | $18.84 | Package Choice |
| Starz! Superpack (19 channels) | | $18.84 | Package Choice |
| Encore (12 channels) | | $18.84 | Package Choice |
| One A La Carte Premium Choice | | | $20.00 |
| Two A La Carte Premium Choices | | | $35.00 |
| All A La Carte Premium Channels | | | $60.00 |

**International Programming Services**

| | | | |
|---|---|---|---|
| Arabic | | | |
| ART | $13.60 | | |
| Korean | | | |
| MBC | $13.60 | | |
| tvK1 | | | Included In Local TV Channels |
| Chinese | | | |
| Zhong Tian | $12.55 | | |
| CCTV-4 | $12.55 | | Included In Local TV Channels |
| Zhong Tian + CCTV-4 Package | $20.95 | | Not Offered |
| Italian | | | |
| RAI | $10.45 | | |
| Filipino | | | |
| TFC | $12.55 | | $13.00 |
| GMA Pinoy | $12.55 | | |
| GMA Life | $10.45 | | |
| GMA+TFC Package | $20.95 | | |
| GMA+GMA Life Package | $20.95 | | |
| TFC+GMA+GMA Life Package | $30.95 | | |
| Myx from ABS-CBN | | | Included in Local TV Channels |
| French | | | |
| TV5 | | $10.45 | |
| South Asian/Hindi | | | |
| TV Asia | | $12.50 | Not Offered |
| Zee TV | | $15.70 | |
| TV Asia+Zee TV Package | | $26.24 | Not Offered |
| Sony TV | | $15.70 | |
| Sony TV+TV Asia Package | | $26.24 | Not Offered |
| Sony TV+Zee TV Package | | $26.24 | $20.00 |
| Zee TV+TV Asia+Sony TV Package | | $31.49 | Not Offered |
| Star India One | | $10.50 | Not Offered |
| Star India Plus | | $12.60 | Not Offered |
| Star India Gold | | $10.50 | Not Offered |
| Star India Package | | $23.10 | Not Offered |
| Zee TV+TV Asia+Star India Package | | $34.64 | Not Offered |
| Hindi Package (All 6 channels) | | $41.99 | Not Offered |
| Japanese | | | |
| TV Japan | | $26.20 | |
| Russian | | | |
| RTN | | $15.70 | |
| Channel 1 Russia | | $13.60 | |

| | | |
|---|---|---|
| Impact TV | $7.30 | |
| Russian Package (All 3 channels) | $22.00 | |
| Spanish | | |
| Canales Pack | $15.70 | |
| Vietnamese | | |
| SBN | $15.70 | |
| **DigiStar Programming Packages** | | |
| Digistar (Expanded) Basic | $94.62 | $75.00 |
| **DigiStar Premium Programming Packages** | | |
| Encore Pack | $99.48 | Not Offered |
| Stellar Pack | $47.77 | Not Offered |
| Stellar 2 Pack | $57.72 | Not Offered |
| Stellar 3 Pack | $71.04 | Not Offered |
| Stellar 4 Pack | $82.55 | Not Offered |
| Stellar Galaxy | $92.25 | Not Offered |
| Star Pack | $90.72 | Not Offered |
| Star 2 Pack | $94.08 | Not Offered |
| Star 3 Pack | $104.95 | Not Offered |
| Star 4 Pack | $120.23 | Not Offered |
| Star Galaxy | $131.61 | Not Offered |
| Super Nova Pack | $114.99 | Not Offered |
| Super Nova 2 Pack | $124.37 | Not Offered |
| Super Nova 3 Pack | $135.43 | Not Offered |
| Super Nova Galaxy Pack | $144.59 | Not Offered |
| HD Receiver and Remote (includes HD Basic) | $9.40 | First Free; Each additional $10.00 |
| HD Plus | $6.25 | Included in Expanded Basic |
| | | |
| Lost or Damaged SD Receiver | $250.00 | |
| Lost or Damaged HD Receiver | $250.00 | |
| Lost or Damaged SD DVR | $250.00 | |
| Lost or Damaged HD DVR | $300.00 | |
| Lost or Damaged EMTA | $75.00 | |
| Lost or Damaged Modem | $50.00 | |
| Lost or Damaged Remote Control | $5.00 | |
| **One-time and Ancillary Services Fees** | | |
| Cable TV Service Activation | $25.00 | |
| Cable TV On-Site Installation (Primary Outlet) | $75.00 | |
| On-Site Installation (Each Additional Outlet) | $25.00 | |
| Reconnect Charge (Within Six Months of Voluntary Disconnection) | $35.00 | |
| Delinquency Reconnect Charge (Increases by $5.25 Each Time Service is Disconnected for Non-Payment) | $20.00 | |
| Outlet Relocation (Each Outlet) | $25.00 | |
| Audio/Video Equipment Connection | $25.00 | |
| TV Guide | $3.68/mo | |
| Non-Standard Service Rate | $75.00/hr | |

| | | |
|---|---|---|
| Returned Check Charge | City Rate | |
| **Personal Messages San Bruno T.V. Channel No. 1** | | |
| One to Three Days | $5.00 | |
| Four to Seven Days | $7.50 | |
| **High Speed Internet Service** | | |
| Installation of Any High Speed Internet Service | $50.00 | |
| Standard Modem Purchase | $50.00 | |
| Wireless Modem Purchase | $100.00 | |
| Additional Static IPs, each monthly | $6.95 | |
| Service | | |
| Basic Internet 5 Mbps/265 Kbps/25GB | $19.95 | Not Offered |
| Level 1 75 Mbps down/5 Mbps up/500GB | $58.30 | Not Offered |
| Level 2 100/5/600 GB | $64.95 | Not Offered |
| Level 3 300/10/500 GB | $79.95 | Not Offered |
| Bandwidth Surcharge per GigaByte (GB) | $0.25 | |
| Domain Name Hosting, per month | $5.00 | |
| Vanity Domain Name Service (DNS), per modification | $20.00 | |
| **Business Services** | | |
| 1 Gig Symmetric Internet and 2 phone line | | $300 |
| (Only available in fiber built areas) | | |
| 300 Mbps Symmetric Internet and 2 phone lines | | $150 |
| (Only available in fiber built areas) | | |
| 75/10 Mbps with 2 phone lines | | $85 |
| 50/10 Mbps | | $65 |

| | | |
|---|---|---|
| **Wireless Internet** | | |
| Hourly Rate | $5.95 | |
| Daily Rate (24 hr period) | $14.95 | |
| Monthly Rate | $53.80 | |
| High Speed Internet Customer | Free | |
| **Dedicated Internet Access (DIA) over Ethernet** | | |
| DIA 25/25 with 24 hour monitoring, port fee and support | $150.00 | |
| DIA 50/50 with 24 hour monitoring, port fee and support | $287.50 | |
| DIA 75/75 with 24 hour monitoring, port fee and support | $420.00 | |
| DIA 100/100 with 24 hour monitoring, port fee and support | $600.00 | |
| DIA 150/150 with 24 hour monitoring, port fee and support | $850.00 | |
| DIA 200/200 with 24 hour monitoring, port fee and support | $1,000.00 | |
| DIA 100+ Mbps Ethernet (per Mbps) | $7.50 | |
| Point-to-Point Ethernet (per Mbps) | $15.00 | |
| **Digital Phone Service (Rates do not include taxes and fees.)** | | |
| Basic Phone Service *(included unlimited local and domestic long distance and comprehensive suite of calling features)* | $29.95 | $7.50 |
| Expanded Phone Service (*Includes unlimited local, domestic long distance, and international calls to 15 pre-selected countries* [o]*, and comprehensive suite of calling features* [p].) | $39.95 | Not Offered |
| Additional Basic Phone Line (*same service as above*) | $29.95 | Not Offered |
| Additional Expanded Phone Line (*same services as above*) | $39.95 | Not Offered |
| International Calling[q] | Varies | |
| Basic Fax Line | $12.95 | Not Offered |
| Virtual Numbers | $6.95 | Not Offered |
| One-time Installation Charge per Line | $50.00 | Not Offered |
| One-time Local Number Portability Charge per Line | $19.95 | Not Offered |
| EMTA Rental Fee | $1.95 | |
| Unreturned EMTA Charge | $75.00 | |
| 411 Directory Service Charge per call | $1.00 | |
| Operator Assistance per call | $3.00 | |
| Unreturned GPON EMTA | $230.00 | |
| **Commercial Phone Service (Rates do not include taxes and fees.)** | | |
| Business Line (Unlimited) | $39.95 | |
| Fax Line | $29.95 | |
| Line Activation (Business Line or Fax) | $30.00 | |
| SIP Trunk (per) | $17.95 | |
| DID (per) | $0.35 | |
| IP PBX (per Extension) | $7.95 | |
| Minutes (per outbound minute) | $0.04 | |
| 1-800 Service (per line) | $4.50 | |
| 1-800 Minutes (per inbound minute) | $0.05 | |
| Virtual Numbers (per) | $15.00 | |

[o] Pre-selected countries include: Canada, China, Argentina, Russia, Korea, Germany, Italy, France, Ireland, Greece, Australia, Spain, UK, Japan and Hong Kong (mobile only). No cell phone numbers would be applicable, except in the case of Hong Kong.

[p] Caller ID, Caller ID Name, Call Waiting, Call Waiting Caller ID, Call Transfer, Repeat Dial, Return Call, Call Forwarding, Auto-Forward Call if power fails, Hunt Groups (Call Forward Busy), Call Forward No Answer (Follow Me Services), Call notification via text messaging, Voicemail, Voicemail to email, Anonymous Call Blocking, Subjective Call Blocking, Telemarketer tone block, Outgoing Call ID block, Distinctive Ringing, Do Not Disturb, Wake Up Calls, Speed Dial numbers, and 3-Way Calling.

[q] Most other countries not included in Note m above.c

| | | |
|---|---|---|
| Phone Rental | $7.95 | |
| **Digital Phone and Internet Double Play Packages *(Rates do not include taxes and fees.)*** | | |
| Basic Internet + Digital Phone | $47.92 | Not Offered |
| Internet Level I + Digital Phone | $82.22 | Not Offered |
| Level 2 + Digital Phone | $89.95 | Not Offered |
| Level 3 + Digital Phone | $99.95 | Not Offered |
| Level 4+ Digital Phone | $114.95 | Not Offered |
| **Cable and Internet Double Play Packages *(Rates do not include taxes and fees.)*** | | |
| Limited + Level I Internet | $65.77 | Not Offered |
| Expanded + Level I Internet | $108.35 | Not Offered |
| Digital Basic + Level I Internet | $124.49 | Not Offered |
| Encore + Level I Internet | $128.34 | Not Offered |
| Stellar + Level I Internet | $86.52 | Not Offered |
| Stellar 2 + Level I Internet | $94.10 | Not Offered |
| Stellar 3 + Level I Internet | $104.24 | Not offered |
| Stellar 4 + Level I Internet | $113.02 | Not Offered |
| Stellar Galaxy + Level I Internet | $120.41 | Not Offered |
| Star + Level I Internet | $121.53 | Not Offered |
| Star 2 + Level I Internet | $124.09 | Not Offered |
| Star 3 + Level I Internet | $132.37 | Not Offered |
| Star 4 + Level I Internet | $144.01 | Not Offered |
| Star Galaxy + Level I Internet | $152.68 | Not Offered |
| Super Nova + Level I Internet | $140.01 | Not Offered |
| Super Nova II + Level I Internet | $147.16 | Not Offered |
| Super Nova III + Level I Internet | $155.59 | Not Offered |
| Galaxy + Level I Internet | $162.57 | Not Offered |
| **Cable and Digital Phone Double Play Packages *(Rates do not include taxes and fees.)*** | | |
| Limited + Phone | $47.47 | Not Offered |
| Expanded + Phone | $90.06 | Not Offered |
| Digital Basic + Phone | $106.19 | Not Offered |
| Encore + Phone | $110.04 | Not Offered |
| Stellar + Phone | $68.22 | Not Offered |
| Stellar 2 + Phone | $75.80 | Not Offered |
| Stellar 3 + Phone | $85.95 | Not Offered |
| Stellar 4 + Phone | $94.72 | Not Offered |
| Stellar Galaxy + Phone | $102.11 | Not Offered |
| Star + Phone | $103.23 | Not Offered |
| Star 2 + Phone | $105.79 | Not Offered |
| Star 3 + Phone | $114.07 | Not Offered |
| Star 4 + Phone | $125.71 | Not Offered |
| Star Galaxy + Phone | $134.38 | Not Offered |
| Super Nova + Phone | $121.71 | Not Offered |
| Super Nova II + Phone | $128.86 | Not Offered |
| Super Nova III + Phone | $137.29 | Not Offered |
| Galaxy + Phone | $144.27 | Not Offered |

| **Triple Play Packages with Internet Level I *(Rates do not include taxes and fees.)*** | | |
|---|---|---|
| Limited Triple Play | $97.73 | Not Offered |
| Expanded Triple Play | $140.32 | Not Offered |
| Digital Basic Triple Play | $156.45 | Not Offered |
| Encore Triple Play | $160.15 | Not Offered |
| Stellar Triple Play | $118.47 | Not Offered |
| Stellar 2 Triple Play | $126.05 | Not Offered |
| Stellar 3 Triple Play | $136.21 | Not Offered |
| Stellar 4 Triple Play | $144.97 | Not Offered |
| Stellar Galaxy Triple Play | $152.36 | Not Offered |
| Star Triple Play | $153.48 | Not Offered |
| Star 2 Triple Play | $156.04 | Not Offered |
| Star 3 Triple Play | $164.32 | Not Offered |
| Star 4 Triple Play | $175.96 | Not Offered |
| Star Galaxy Triple Play | $184.63 | Not Offered |
| Super Nova Triple Play | $171.97 | Not Offered |
| Super Nova II Triple Play | $179.12 | Not Offered |
| Super Nova III Triple Play | $187.54 | Not Offered |
| Galaxy Triple Play | $194.53 | Not Offered |

# Appendix 1: Garbage Services

| | Effective July 1, 2018 |
|---|---|
| **Residential (1-3 units)** | |
| Weekly Refuse and Recycling Services, including the green cart | |
| Toter - 20 gallon | $23.34 |
| Toter - 32 gallon | $30.09 |
| Toter - 64 gallon | $60.18 |
| Toter - 96 gallon | $90.27 |
| Low Income 32 gallon | $22.57 |
| Each additional 32 gallon | $30.09 |
| Additional 96 gallon green waste | $9.11 |
| Extra Bag Service per pick up (approximately 32 gal) | $14.14 |
| **Multi-Unit (4+ units)** | |
| Weekly Refuse and Specialized Recycling Services | |
| Bins, Cans & Carts (4-99 units) – per unit | $30.09 |
| Bins (100+ units) – per unit | $28.58 |
| Bin Rental - 1 yard | $37.85 |
| Bin Rental - 2 yard | $43.92 |
| *Saturday services will be charged at a rate of 1.5 times the regular weekday rate* | |
| **Debris Boxes (Includes delivery and pick up)** | |
| 4 yard mini - Per day | $197.94 |
| 6 yard mini - Per day | $50.04 |
| 7 yard debris - 1-5 business days | $479.22 |
| 16 yard debris - 1-5 business days | $531.26 |
| 20 yard debris - 1-5 business days | $583.39 |
| 25 yard debris - 1-5 business days | $729.19 |
| 25 yard debris - recyclables only | $416.67 |
| 30 yard debris - 1-5 business days | $845.87 |
| Debris Box hold-overs – After 5th day | 10% of rate per day |
| Compacted Garbage - per yard | $59.35 |
| **Key/Lock Service** | |
| 1 per week | $10.88 |
| 2 per week | $21.76 |
| 3 per week | $32.64 |
| 4 per week | $43.52 |
| 5 per week | $54.40 |
| Saturday | $16.32 |
| **Inside Pull-Out Service** | |
| 0-25 feet | $9.51 |
| **Excess Disposal/Overflowing Container Penalty** | |
| Per occurrence | $15.46 |

**Special Disposal Services for Bulky Goods**

Special disposal services of bulky goods shall be provided by Recology San Bruno at rates calculated by Recology depending upon size, weight and means of disposal of items. Recology San Bruno shall make available a list of standard rates for frequently disposed of bulky goods. Rates for special disposal services of bulky goods are subject to review and modification by the City Council

| | Effective July 1, 2018 |
|---|---|
| **Commercial Regular Toter Services** | |
| Once weekly, Refuse and Specialized Recycling Services | |
| 32 gallon | $38.24 |
| 64 gallon | $76.46 |
| 96 gallon | $114.71 |
| *Saturday service will be charged at a rate of 1.5 times the regular weekday rate* | |
| **Commercial ORGANICS Toter Services** | |
| Once weekly, Refuse and Specialized Recycling Services | |
| 32 gallon | $28.69 |
| 64 gallon | $57.38 |
| 96 gallon | $86.07 |
| *Saturday service will be charged at a rate of 1.5 times the regular weekday rate* | |

**Regular Commercial Container Services (Effective July 1, 2018)**

| Pickup per week | 1 yard | 2 yard | 3 yard | 4 yard | 6 yard |
|---|---|---|---|---|---|
| 1 x per | $ 160.50 | $ 320.88 | $ 447.13 | $ 550.57 | $ 757.51 |
| 2 x per | $ 321.00 | $ 641.74 | $ 894.26 | $ 1,101.14 | $ 1,515.02 |
| 3 x per | $ 481.50 | $ 962.62 | $ 1,341.39 | $ 1,651.70 | $ 2,272.53 |
| 4 x per | $ 642.01 | $ 1,283.49 | $ 1,788.53 | $ 2,202.28 | $ 3,030.05 |
| 5 x per | $ 802.49 | $ 1,604.37 | $ 2,235.66 | $ 2,752.85 | $ 3,787.55 |
| Sat. pickups | $ 240.75 | $ 481.30 | $ 670.69 | $ 825.85 | $ 1,136.26 |
| Extra pickup | $ 37.05 | $ 74.03 | $ 103.16 | $ 127.06 | $ 174.80 |
| Bin Rental | $ 37.85 | $ 43.92 | $ 47.92 | $ 51.41 | $ 55.20 |

**ORGANICS Commercial Container Services (Effective July 1, 2018)**

| Pickup per week | 1 yard | 2 yard | 3 yard | 4 yard | 6 yard |
|---|---|---|---|---|---|
| 1 x per | $ 120.37 | $ 240.63 | $ 335.36 | $ 412.94 | $ 568.13 |
| 2 x per | $ 240.76 | $ 481.28 | $ 670.72 | $ 825.88 | $ 1,136.26 |
| 3 x per | $ 361.14 | $ 721.91 | $ 1,006.07 | $ 1,238.82 | $ 1,704.38 |
| 4 x per | $ 481.51 | $ 962.55 | $ 1,341.42 | $ 1,651.76 | $ 2,272.51 |
| 5 x per | $ 601.89 | $ 1,203.20 | $ 1,676.78 | $ 2,064.72 | $ 2,840.64 |
| Sat. pickups | $ 180.56 | $ 360.98 | $ 503.03 | $ 619.41 | $ 852.20 |
| Extra pickup | $ 27.78 | $ 55.52 | $ 77.37 | $ 95.29 | $ 131.10 |
| Bin Rental | $ 28.37 | $ 32.94 | $ 35.94 | $ 38.56 | $ 41.42 |

# Appendix 1: Stormwater Services

**Property Use**

| | |
|---|---|
| **Miscellaneous/Agriculture/Vacant/Condominium** | |
| Minimum Per APN | $23.08 |
| $ Per 1,000 Square Feet, Lot Size | $2.0982 |
| **All Other** | |
| Minimum Per APN | $46.16 |
| $ Per 1,000 Square Feet, Lot Size | $4.1964 |

# Appendix 1: Wastewater Services

| | |
|---|---|
| **Monthly Service Charge** | |
| Single-Family Residential | $29.27 |
| All Other Accounts (Based on Water Meter Size) | |
| 3/4 Inch Meter | $29.27 |
| 1 Inch Meter | $48.78 |
| 1 1/2 Inch Meter | $97.57 |
| 2 Inch Meter | $156.11 |
| 3 Inch Meter | $292.70 |
| 4 Inch Meter and above | $487.83 |
| **Quantity Charge** | |
| Residential | |
| Rate Code R-1 - Each Unit of Water (100 cubic ft.) | $11.22 |
| Commercial | |
| Rate Code C-1 | $10.43 |
| Rate Code C-2 | $11.22 |
| Rate Code C-3 | $15.97 |
| Rate Code C-4 | $20.73 |
| Institutional and Government Facilities | |
| Rate Code G | $11.22 |
| Industrial | |
| Rate Code I-1 | $11.22 |
| Rate Code I-2 | |
| Rate per hundred cubic feet | $8.06 |
| Rate per pound of COD | $0.62 |
| Rate per pound of Suspended Solids | $1.28 |
| **Capacity Charges** | |
| Residential | |
| Single-Family or Duplex | $5,624 |
| Multi-Family (3 or more dwelling units) | $4,499 |
| All Other Accounts (Based on Water Meter Size) | |
| 3/4 Inch Meter | $5,624 |
| 1 Inch Meter | $9,373 |
| 1 1/2 Inch Meter | $18,747 |
| 2 Inch Meter | $29,994 |
| 3 Inch Meter | $56,240 |
| 4 Inch Meter | $93,733 |
| 6 Inch Meter | $187,465 |
| 8 Inch Meter | $299,944 |

| | |
|---|---|
| **Service Charges** | |
| Office | |
| Engineering Design and Service Location | Actual Cost of Staff Time |
| Security Deposit | $50.00 |
| New Account/Transfer Charge | $40.00 |
| Returned Check | City Fee |
| Field/Special Appointment | $30.00 during regular City Business Hours $60.00 outside of regular City Business Hours |
| Tapping, Service Connection or Cross-Connection inspection, miscellaneous work | Actual Cost of Staff Time and Materials |
| **Fines and Penalties** | |
| Illegal Connection | $750.00 per occurrence |
| Additional occurrence | $250.00 |
| Residential Customers Billed Bi-Monthly | |
| First Payment Delinquent After 21 Days | |
| Second Payment Delinquent After 41 Days | |
| -and- | |
| For All Others, Delinquent After 21 days | The greater of $10.00 or 10% of unpaid current billing balance plus 0.5% of unpaid prior billing balance. |

# Appendix 1: Water Services

| | |
|---|---|
| **Monthly Service Charge** | |
| Single-Family Residential | $23.20 |
| All Other Accounts (Based on Water Meter Size) | |
| 3/4 Inch Meter | $23.20 |
| 1 Inch Meter | $38.67 |
| 1 1/2 Inch Meter | $77.33 |
| 2 Inch Meter | $123.73 |
| 3 Inch Meter | $232.00 |
| 4 Inch Meter | $386.67 |
| 6 Inch Meter | $773.33 |
| 8 Inch Meter | $1,237.33 |
| 10 Inch Meter | $1,778.67 |
| **Quantity Charge** | |
| Single-Family Residential | |
| 0-10 units per billing period (two-months) | $8.17 |
| 11-20 units per billing period (two-months) | $9.78 |
| each unit in excess of 20 per billing period | $13.00 |
| All other accounts | $9.17 |
| **Fire Service Lines** | |
| Fire Flow Capacity, Per Inch Diameter | $10.00 |
| **Capacity Charge** | |
| Residential | |
| Single-Family or Duplex | $6,440 |
| Multi-Family (3 or more dwelling units) | $4,186 |
| All Other Accounts (Based on Water Meter Size) | |
| 3/4 Inch Meter | $6,440 |
| 1 Inch Meter | $10,723 |
| 1 1/2 Inch Meter | $21,478 |
| 2 Inch Meter | $34,359 |
| 3 Inch Meter | $64,402 |
| 4 Inch Meter | $107,326 |
| 6 Inch Meter | $214,685 |
| 8 Inch Meter | $343,490 |
| **Service Charges** | |
| Office | |
| Engineering Design and Service Location | Actual Cost of Staff Time |
| Security Deposit | $25.00 |
| New Account/Transfer Charge | $10.00 |
| Returned Check | City Fee |
| Special Permits (hydrants, irrigations, etc.) | Actual Cost of Staff Time and Materials |

| | |
|---|---|
| Field | |
| Turn-On/Turn-Off, New Service, Special and Final Meter Readings, and Special Appointments | |
| During Regular Business Hours | $30.00 |
| After Hour Service | $60.00 |
| Installation or Change of Meter | |
| Meter Set Size | |
| ¾ Inch | $206.84 |
| 1 Inch | $259.14 |
| 1 ½ Inch | $624.20 |
| 2 Inch | $2,068.77 |
| 3 Inch | $2,647.27 |
| 4 Inch | $4,422.93 |
| 6 inch | $8,188.81 |
| 8 Inch | $14,931.72 |
| 10 Inch | $26,119.78 |
| Automatic Meter Reader (AMR) transmitter, as required by City. | $219.08 |
| Labor | $42.76/hr |
| Equipment | $163.57/hr |
| Pipe and other materials | Actual cost |
| Administrative Fee | 15% of total installation cost. |
| Construction Water Meter Deposit | Refundable Deposit Equals Cost of Meter Which varies by Size |
| Connect/Disconnect | $120.00 |
| Miscellaneous Work | Actual Cost of Staff Time and Materials |

**Fines and Penalties**

| | |
|---|---|
| Unauthorized Water Use, Illegal Turn-Ons and Open Meter Bypass, Illegal Connection | $750.00 per occurrence |
| Additional occurrence | $250.00 |
| For Residential Customers Billed Bi-Monthly: First Payment Delinquent After 21 Days Second Payment Delinquent After 41 Days -and- For All Others, Delinquent After 21 Days | The greater of $10.00 or 10% of unpaid current billing balance plus 0.5% of unpaid prior billing balance, |
| Turn-On/Turn-Off for Late Payments | $90.00 per occurrence |

# Appendix 1: Schedule of Taxes

## Business License Tax

### Generally applicable tax rate.

Every person having a fixed place of business transacting, engaging in, or carrying on a business in the city, except a business as to which the tax rate established by another section of this article is made specifically applicable, shall pay a business license tax based upon the annual gross receipts of such businesses as follows:

| Gross Receipts | Annual Tax |
|---|---|
| Less than $75,000 | $ 75.00 |
| $75,000 or more, but less than $100,000 | $ 100.00 |
| Over $100,000 | $110.00, plus $5.25 for each additional $5,000 or fraction thereof up to $500,000 |
| Over $500,000 | $530.00, plus $4.00 for each additional $5,000 or fraction thereof up to $1,000,000 |
| Over $1,000,000 | $930.00, plus $2.75 for each additional $5,000 or fraction thereof up to $5,000,000 |
| Over $5,000,000 | $3,130.00, plus $1.65 for each additional $5,000 or fraction thereof. |

### Central administrative offices, auxiliary units manufacturing.

Every person who, at a fixed place of business within the City, transacts, engages in, or carries on any central administrative office, auxiliary unit or manufacturing establishment shall pay an annual license tax based upon the area of the place of business occupied and the average number of persons employed, as follows:

| Area of Place of Business Occupied | Annual tax |
|---|---|
| 999 square feet or less | $ 150.00 |
| 1,000--2,499 square feet | 250.00 |
| 2,500--4,999 square feet | 350.00 |
| 5,000--9,999 square feet | 550.00 |
| 10,000 square feet or more | 850.00 |

| Number of Employees | Additional Annual Tax |
|---|---|
| 1—10 | $7.50 per employee |
| 11—25 | $75.00, plus $5.00 for each employee in excess of 10 |
| 26—50 | $195.00, plus $4.00 for each employee in excess of 25 |
| 51 or more | $350.00, plus $3.00 for each employee in excess of 50 |

**Amusement concessions.**

Every person conducting any amusement concession, not in conjunction with a carnival or fair, shall pay a license tax for each concession and device as follows:

| Type of concession | Quarterly tax |
|---|---|
| A. Merry-go-round, ferris wheel, dodgem, swing or other mechanical device for the carrying of passengers | $75.00 |
| B. Ball and ring throwing games, spin-the-wheel, mechanical and electrical games, shooting gallery, keno, lotto, and similar games of chance | $50.00 |
| C. Sales of merchandise or foodstuffs, not in connection with any game of chance | $30.00 |

**Apartment and rooming houses.**

Every person conducting the business of apartment house or rooming house shall pay an annual license tax of $50.00 base fee and $1.00 for each room, based on a three room minimum.

**Commercial property rental.**

Every person conducting the business of commercial property rental shall pay an annual license tax of a $50.00 base fee and $10.00 for up to the first 1,000 square feet and $10.00 for each additional 1,000 square feet of property available for commercial rental.

**Bowling alleys and similar games**

Every person conducting a public bowling alley, skee ball, bat ball, or other similar device, equipment or means of entertainment shall pay an annual license tax of $40.00 for each alley.

**Boxing or wrestling exhibitions**

Every person staging a boxing or wrestling exhibition shall pay a license tax of $200.00 for each such exhibition.

**Carnivals and circuses**

Every person conducting any carnival, circus, menagerie, wild west show, rodeo, any other like or similar exhibition or amusement shall pay a license tax of $300.00 for the first day, and $75.00 for each additional day, payable in advance.

**Gambling Clubs**

Every person, corporation, partnership or other entity conducting the business of a gambling club shall pay a quarterly tax in advance, and due on January 1st, April 1st, July 1st and October 1st of each calendar year. Commencing January 1, 1995, the tax per quarter shall be calculated as follows:

| Tables Permitted by Gambling Club License | 1995 Quarterly Tax Per Table |
|---|---|
| Minimum 10 | $ 400 |
| 11 to 15 | 1,200 |
| 16 to 20 | 1,800 |
| 21 to 25 | 2,400 |
| 26 to 30 | 3,000 |
| 31 to 35 | 3,600 |
| 36 to 40 | 4,200 |
| 41 to 45 | 4,800 |
| 46 to 50 | 5,400 |
| 51 to 55 | 6,000 |
| 56 to 60 | 6,600 |

Beginning with the above schedule, the tax paid by gambling clubs shall automatically increase July 1st of each year, commencing July 1, 1995, by the greater of 2% or the average of the annual percentage increase in the All Urban Consumer Price Index for the San Francisco/ San Jose/Oakland area for the months ending February 28th (or 29th) and April 30th.

**Electrical musical devices**

No person shall operate or maintain or permit to be operated or maintained in any place of business or premises open to the public and occupied by or under the control of such person any electrical musical device without having first paid a yearly business license tax of $25.00, applied for and received a license for each electrical musical device so operated and maintained.

**Mechanical, electronic, and video amusement devices**

No person shall operate, maintain, or permit to be operated or maintained in any place of business or premises open to the public or under his control any mechanical amusement device without having first paid the business license tax of $30.00, applied for and received a license therefore.

**Nonresident contractors and other businesses**

Every person not having a fixed place of business in the city who:

A. Engages in the business of contracting within the city;

or

B. Engages in a business within the city not specifically licensed by another section of this article shall pay a license tax of $75.00 per year.

**Peddlers and solicitors**

Every person who conducts the business of peddler or solicitor shall pay a business license tax of $40.00 per day for the first day and $10.00 per day thereafter.

**Public dances -- Place of public dance**

Every person conducting a public dance shall pay a business license tax of $50.00. Every person operating a business in which public dancing is performed, conducted, allowed, carried on, or proposed to be performed, conducted, allowed, or carried on not less than three times or on three days within a period of six months shall pay a business license tax as follows:

1. If the dancing is accompanied by mechanized music, an annual tax of $200.00 dollars;
2. If the dancing is accompanied by live or unmechanized music, an annual tax of $450.00.

**Shuffleboards**

Every person engaged in the business of operating or maintaining and offering for use by patrons any shuffleboards or other game or amusement device other than a mechanical amusement device otherwise licensed, shall pay in advance an annual license tax of $15.00 for each such game.

**Temporary vendors**

Every person conducting the business of temporary vendor shall pay an annual business license tax of $40.00 for the first day and $10.00 per day for each subsequent day.

**Condominium projects**

A business license tax is imposed solely for revenue purposes upon the development and construction of all condominium projects, in the sum of one thousand dollars per planned salable condominium unit. No tax shall be imposed upon the development and construction of a condominium unit for which a completed sale or transfer of interest to the purchaser or occupant has occurred.

**Single-family residential structures**

A single-family residential business license tax is imposed solely for revenue proposes upon the development and construction of all single-family residential structures in the sum of $1,000.00 per planned salable unit.

**Airport Parking Facility**

Every person, corporation, partnership or other entity conducting the business of an airport parking facility shall pay a quarterly tax due as follows. Airport Parking Facility means any privately owned or operated facility with the purpose of providing, for any form of consideration, parking or storage for motor vehicles, motorcycles, or other similar means of conveyances for persons going to or from the San Francisco International Airport.

The airport parking facility tax shall be 8% of gross receipts. Said tax shall only be applicable to gross receipts generated by the parking or storage of vehicles, at the airport parking facility. Each operator of an airport parking facility shall, on or before the last day of the month following the close of each calendar quarter, make a return to the City of the total tax. At the time the return is filed, the full amount of the tax shall be remitted to the City. Upon a finding of public benefit, the City Council may, by ordinance, decrease the airport parking facility tax set forth above.

**Real Property Documentary Stamp (Property Transfer) Tax**

The tax imposed is on each deed, instrument, or writing by which any lands, tenements, or other realty sold within the City shall be granted, assigned, transferred or otherwise conveyed to or vested in, the purchaser or purchasers, or any other person or persons, by his or their direction, when the consideration or value of the interest or property conveyed exceeds $100.00.

The rate of such tax is $0.275 for each five hundred dollars or fraction thereof.

**Transient Occupancy Tax**

For the privilege of occupancy in any hotel or motel, each transient is subject to and shall pay a tax in the amount of 12% of the rent charged by the operator.

# Appendix 1: Schedule of Parking Penalty and Fine Forfeiture

The California Vehicle Code authorizes the City Council to establish local parking regulations and to set penalties for violations.

| Description | Fine | Delinquent Fee |
|---|---|---|
| Drive\|Park Public Grounds | $50.00 | $42.00 |
| Bicycle on Sidewalk | $50.00 | $42.00 |
| Vending in Vista Area | $50.00 | $42.00 |
| Permit Parking | $75.00 | $42.00 |
| Parked in Fire Lane | $100.00 | $42.00 |
| Within an Intersection | $100.00 | $42.00 |
| Crosswalk | $100.00 | $42.00 |
| Between Zone and Curb | $50.00 | $42.00 |
| 15 ft. of Firehouse | $50.00 | $42.00 |
| Blocking a Driveway | $50.00 | $42.00 |
| Parking on a Sidewalk | $50.00 | $42.00 |
| Near Excavation | $50.00 | $42.00 |
| Double Parking | $100.00 | $42.00 |
| Loading Zone | $75.00 | $42.00 |
| Parked in Tunnel | $50.00 | $42.00 |
| Parked on Bridge | $50.00 | $42.00 |
| Pkd Red Zone Handicap Ramp | $308.00 | $42.00 |
| Parked Within 18-in of Curb | $50.00 | $42.00 |
| Within 18-in of Curb | $50.00 | $42.00 |
| Posted No Parking State Highway | $75.00 | $42.00 |
| Handicapped Parking | $338.00 | $42.00 |
| Handicapped Crosshatch | $338.00 | $42.00 |
| Handicapped Space/Crosshatch | $338.00 | $42.00 |
| Crosshatch | $338.00 | $42.00 |
| Parked Within 15 ft of Hydrant | $50.00 | $42.00 |
| Unattended Running Vehicle | $50.00 | $42.00 |
| Stopped 7-1/2’ of RIR Track | $50.00 | $42.00 |
| Obstruct Sidewalk access/Handicapped Ramp | $338.00 | $42.00 |
| Abandoned Vehicle | $115.00 | $42.00 |
| Rear Reflectors req. $10/proof | $50.00 | $42.00 |
| Turn Signals req. $10/proof | $50.00 | $42.00 |
| Mirrors Required req. $10/proof | $50.00 | $42.00 |
| Windshield Required req. $10/proof | $50.00 | $42.00 |
| No Gas Cap req. $10/proof | $50.00 | $42.00 |
| Low Tire Tread req. $10/proof | $50.00 | $42.00 |
| Mudguard Required req. $10/proof | $50.00 | $42.00 |
| Unregistered Vehicle req. $10/proof | $63.00 | $42.00 |
| Foreign Registration | $50.00 | $42.00 |
| Stolen Plates/Fail to Report | $50.00 | $42.00 |
| Improper Use of Registration | $133.00 | $42.00 |
| False Evidence of Registration | $133.00 | $42.00 |
| Reg. Displayed Wrong Vehicle | $50.00 | $42.00 |

| Description | Fine | Delinquent Fee |
|---|---|---|
| License Plate/wrong vehicle | $514.00 | $42.00 |
| Use Motor Vehicle Human Habi Prohibited | $50.00 | $42.00 |
| Display of Plates req. $10/proof | $50.00 | $42.00 |
| Position of Plates req. $10/proof | $50.00 | $42.00 |
| Impair Recognition of License Plate req. $10/proof | $100.00 | $42.00 |
| License Plate Cover - $10/proof | $50.00 | $42.00 |
| Improper Display-Plates req. $10/proof | $50.00 | $42.00 |
| No Tabs req. $10/proof | $50.00 | $42.00 |
| Bus Zone / Red Zone / Sign | $50.00 | $42.00 |
| No Parking / Curb Red | $50.00 | $42.00 |
| Parking Median Strip | $50.00 | $42.00 |
| No Parking Anytime/Red Zone | $50.00 | $42.00 |
| Street Cleaning | $40.00 | $42.00 |
| Fire Lane | $100.00 | $42.00 |
| Loading Zone | $75.00 | $42.00 |
| Yellow/Green/White Zone | $75.00 | $42.00 |
| Handicap | $100.00 | $42.00 |
| Wheels not Curbed on Street | $50.00 | $42.00 |
| Wheels not Curbed off Street | $50.00 | $42.00 |
| Parked Over 72 Hours | $100.00 | $42.00 |
| Vehicle Parking Disposal for Sale | $50.00 | $42.00 |
| Repair of Vehicle on Street | $75.00 | $42.00 |
| Overtime Parking | $75.00 | $42.00 |
| Parked Outside of Markings | $75.00 | $42.00 |
| No Parking or Standing | $100.00 | $42.00 |
| Parking on City Property | $50.00 | $42.00 |
| Designated Comm Route | $100.00 | $42.00 |
| Ex Wt Hire Adver. Out of Com RT | $110.00 | $42.00 |
| Restricted Comm Parking Oversize | $100.00 | $42.00 |
| Removal of Markings / chalk | $100.00 | $42.00 |
| Parked on Front Lawn | $50.00 | $42.00 |
| Abandoned Veh Private Prop | $128.00 | $42.00 |
| Admin Cost to Remove Vehicle | $100.00 | $42.00 |
| Taxi Zone | $50.00 | $42.00 |
| Obstructing Flow of Traffic | $100.00 | $42.00 |
| Within 15 ft of Fire Hydrant | $50.00 | $42.00 |
| Red Zone | $100.00 | $42.00 |
| Yellow Zone | $75.00 | $42.00 |
| Parked After Hours | $50.00 | $42.00 |
| No Pkg Signed Area | $100.00 | $42.00 |
| Fire Trail | $100.00 | $42.00 |
| Equestrian or Hiking Trail | $50.00 | $42.00 |
| Blocking Entrance/Exit Gate | $100.00 | $42.00 |
| Lawn or Grassy Area | $50.00 | $42.00 |
| Picnic Area | $50.00 | $42.00 |
| Take up More Than One Space | $75.00 | $42.00 |
| Administrative Fee | $0.00 | $0.00 |
| Returned Check Fee | $25.00 | $0.00 |

| Description | Fine | Delinquent Fee |
|---|---|---|
| Collection Fee | $0.30 | $0.00 |
| Correctable Amount | $10.00 | $0.00 |
| Effective Date of Fines | $0.00 | $0.00 |
| ICS Collection Fee | $25.00 | $0.00 |
| Original Citation Not Received | $0.00 | $0.00 |

# Appendix 2: Building Valuation Table [Section 502]

[A] 109.3 Building permit valuations. The applicant for a permit shall provide an estimated permit value at time of application. Permit valuations shall include total value of work, including materials and labor, for which the permit is being issued, such as electrical, gas, mechanical, plumbing equipment and permanent systems. If, in the opinion of the building official, the valuation is underestimated on the application, the permit shall be denied, unless the applicant can show detailed estimates to meet the approval of the building official. Final building permit valuation shall be set by the building official.

– o0O0o –

**End of Master Fee Schedule**

## RESOLUTION NO. 2019 - 64

## RESOLUTION AMENDING THE MASTER FEE SCHEDULE FOR MUNICIPAL SERVICES FOR FY2019-20

**WHEREAS**, the City Council has established various fees for municipal services; and

**WHEREAS**, such fees have been set forth in a Master Fee Schedule which was originally adopted by the City Council pursuant to Resolution No. 1984-20, adopted on April 9, 1984 and thereafter amended from time-to-time, year-to-year, with the last amendment adopted on June 12, 2018 by Resolution No. 2018-56; and

**WHEREAS**, the City Council has directed that fees for certain City services should be set at an amount to recover the cost of delivering the service; and

**WHEREAS**, pursuant to Article XIII C, Section 1(e)(2) of the State Constitution, each of the increased fees is not a tax and the fee does not exceed the reasonable cost to the City of providing the service for which it is charged and these services are not provided to those not charged; and

**WHEREAS**, pursuant to Article XIII C, Section 1(e)(4) of the State Constitution, a fee imposed for entrance to or use of City property, or the purchase, rental, or lease of City property is not a tax.

**NOW THEREFORE, BE IT RESOLVED** by the City Council of the City of San Bruno that the City of San Bruno Master Fee Schedule is hereby amended as set forth in Attachment 1, attached hereto and incorporated by reference herein. Any fee not changed from its existing rate (or not indicated on the Attachment) is deemed to continue unaffected by this Resolution.

---oOo---

I hereby certify that foregoing **Resolution No. 2019 - 64** was introduced and adopted by the San Bruno City Council at a regular meeting on June 25, 2019, 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

# 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 XIIIB of the state Constitution, was drafted to be a companion measure to Proposition 13, Article XIIIA of the Constitution. Article XlllB 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 XIIIB, 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**