



CITY OF SAN BRUNO
ADOPTED FY2020-21 OPERATING AND CAPITAL
BUDGET



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City Manager's Message
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Jovan D. Grogan
City Manager

CITY OF SAN BRUNO
OFFICE OF THE CITY MANAGER

June 23, 2020

Honorable Mayor and Members of the City Council:

It is my privilege to transmit the Adopted Fiscal Year (FY) 2020-21 Operating and Capital Improvements Program (CIP) Budgets for your review, consideration and action to approve.

This transmittal letter provides a comprehensive overview of the Adopted Budget and presents a fiscal summary of the projected results (referred to as “estimated actuals”) for the current fiscal year (FY2019-20) as well as a multi-year forecast for the primary accounts (referred to as “funds”) for the City’s operating budget. Funds and forecasts for the Capital Improvement Program can be found in the Adopted Budget Book. I look forward to our discussions as the Executive Team and I support your deliberations on the Adopted Budget. The pre-scheduled meetings for City Council budget deliberations are:

Date	Meeting Start Time	Subject	Purpose
May 26	7:00 pm	Presentation of the Proposed Budget	Review and Discussion
May 27	10:00 am	Budget Retreat	Review and Discussion
June 4	6:00 pm	City Council Strategic Initiatives	Deliberation and <u>Action</u>
June 9	7:00 pm	1 st Budget Hearing	Review and Discussion
June 11	2:00 pm	Capital Improvement Program	Review and Discussion
June 23	7:00 pm	2 nd Budget Hearing & Adoption	Deliberation and <u>Action</u>

The remainder of this letter is organized into the following sections:

- Executive Summary (pg. 1)
- FY2019-20 Budget Challenges (pg. 3)
- FY2020-21 Projected Budget Deficit & Budget Balancing Strategies (pg. 5)
- FY2020-21 Budget Overview (pg. 10)
- FY2020-21 General Fund Operating Budget (pg. 13)
- Long-Range Financial Forecast (pg. 20)
 - General Fund
 - Enterprise Funds
- Internal Service & Equipment Reserve Funds (pg. 31)
- Capital Improvement Program (pg. 32)
- Conclusion & Acknowledgements (pg. 34)

Executive Summary

The second half of the current fiscal year (FY2019-20) has been challenging for the City of San Bruno on a number of fronts. First and foremost, our community and communities across the

globe have been rocked by COVID-19 – a pandemic that continues to threaten the physical health of our residents as well as the City’s economy. Two notable businesses closed, Sears (a retail department store) and SkyPark (an off-airport parking facility). In addition to the loss of local jobs, these closures resulted in a downward projection of General Fund revenue. Additionally, we were forced to address a severe mid-year budgetary shortfall that required the defunding of capital projects, cuts to operating expenditures and other strategies -all of which negatively impacted our ability to provide services and enhancements to the community. Unfortunately, the Adopted Budget for FY2020-21 replicates this negative trajectory due to the fact that we find ourselves in a recession that has been triggered by the novel coronavirus. In our local economy, retail, hospitality, personal services, and airport-support businesses appear to be the most impacted.

The Adopted Budget includes a projected \$8.2 million General Fund deficit, along with recommended strategies for closing the deficit that create a balanced budget. In total, General Fund revenue is projected to be down by 8% (or \$4.1 Million). This, coupled with approximately \$3.9 Million increases in personnel and contractual services, create the deficit. Approximately, \$179,000 of critically needed enhancements and other changes make of the remainder of the deficit.

Projected Sales Tax and Transient Occupancy Tax (“hotel room tax”) revenue are projected to sharply decrease in FY2020-21 over the current’s budget:

- 40% (or -\$1.4M) drop in Transient Occupancy Tax Revenue (from \$3.5M to \$2.1M)
- 18% (or -\$1.4M) drop in General Sales Tax Revenue (from \$7.9M to \$6.5M)
- 28% (or -\$1.1M) drop in the new District “Measure G” Sales Tax Revenue (from \$4M to \$2.9M)

There are no easy decisions before the City Council in its budget deliberations this year. The reality is that our larger plans to enhance the City organization as well as the services and programs that we provide to the community will have to be delayed. We are not alone in this position, as cities across the region and State are facing similar deficits and are forced to reduce the scope of the services to address the economic impacts of COVID-19.

The recommended budget deficit reduction strategies affect every department in the City and nearly every service funded by general City revenues, including public safety (Police and Fire). The strategies include a further defunding of needed capital improvement projects, postponement of filling vacant positions, reduced contributions to reserve accounts, use of Measure G revenue to support essential services, use General Fund reserves and fund balance money, as well as reductions in personnel costs. A total of 13 vacant positions are proposed to be frozen and 1 filled position, a Senior Code Enforcement Officer, is proposed to be defunded.

In addition to the aforementioned budget deficit reduction strategies, the Adopted Budget also includes a significant reduction in Community Services Department programming (recreation, after school, aquatic, and senior programs). At present, there is no definitive timetable for our ability to resume any programs that requires large groups to gather. As such, the Adopted Budget includes the elimination and/or modification of programming that include large gatherings during the first six months of the fiscal year (July 2020 through December 2020). This includes the Summer concert series, Community Day, Movies in the Park, Halloween events and large group activities during the Holiday Tree Ceremony. Staff is currently investigating the potential of offering a modified Youth Summer Camp program in 2020.

Specific program details will be developed and announced in advance of each event based on the Health Order in effect at the time, projected participation and other relevant factors.

With regard to the new Recreation and Aquatic Center in City Park, the City is set to finalize construction documents for the facility this summer and bid the project, with demolition anticipated to begin in January 2021. As such, the recreation center is projected to close to the public in December 2020, in preparation for construction. The pool would have closed in September 2020 after its regular season of programming, and aquatic services are not anticipated to be available within City Park until the new facility opens. At present, the pool is not open due to COVID-19 and it is not known when and if the City will be able to reopen the pool in 2020 with appropriate safeguards for staff and participants. For these reasons and as a cost savings measure, the Adopted Budget does not include operational funding and part-time staffing to resume Aquatic Services in FY2020-21. This provides a cost reduction of \$120,000 within the Adopted Budget. City staff continue to investigate the possibility of offering City aquatic programming at an alternative site during the construction of the new facility.

With the recommended deficit reduction strategies, General Fund resources total just over \$48.8M and expenditures total just over \$49.3 million. As in prior years and consistent with actions taken by the City Council to close the mid-year budget deficit in FY2020-21, the adopted budget uses \$547,000 of available fund balance in order to balance the budget.

City staff continue to track and support efforts for financial support from the Federal and State governments to local government. Cities like ours are on the frontlines to serve and protect communities from the devastation of the novel coronavirus. The recession has and will continue to impact our ability to serve the public. On May 16, 2020, the U.S. House of Representatives passed the HEROES ACT, a \$3 trillion proposal that aims to stimulate the economy and meet the challenge the pandemic poses to our nation. Included within the bill is direct financial support to cities and counties. At present, there is no timing on passage of the bill by the U.S. Senate and support from the U.S. President is unclear. That said, should a version of the bill become law and include direct support to the City of San Bruno, that action will necessitate a change to the City's budget and may reduce the number and/or extent of the budget reduction strategies. Notwithstanding this potential support, the City retains the responsibility to adopt a balanced budget.

Lastly, as you know, the City has embarked on a fiscal sustainability effort as part of the FY2019-20 budgeting process and to inform future planning. The need for the effort is now more apparent than ever. As we proceed through the adoption of the FY2020-21 budget and embark on the year ahead, staff will continue to make progress on current financial initiatives as well as adjust the scope of the project to meet the new challenge that is before us.

FY2019-20 BUDGET CHALLENGES

Halfway through FY2019-20, the City began to realize fiscal challenges that required action in order to balance the budget by year end. A \$4.2 Million deficit was projected due to reduced sales tax activities primarily attributable to the closure of Sears in Tanforan, projections for Motor Vehicle License Fee revenue, reduced business license tax revenue primarily attributable to the closure of SkyPark (an off-airport parking facility) and reduced building permit revenue due to the delay of multiple, large development projects.

The City Council took actions to substantially address the projected deficits by delaying multiple capital projects and transferring those funds into the General Fund, reduce expenditures and utilize available fund balance to balance the budget. Shortly after these actions were approved, the City quickly began a structural shift in order to respond to the coronavirus (COVID-19).

The COVID-19 pandemic and the subsequent Shelter in Place orders have had significant economic impacts across the country, the State of California and in the Bay Area region. In March of 2020, the City declared a local emergency, activated the Emergency Operations Center (EOC), temporarily closed city facilities to public access and discontinued many services and events in order to comply with the orders. Essential services, such as police, fire, medical, and utility services were not affected by the orders.

The City also quickly developed three COVID-19 Response Levels to guideline the operational plan for City services and programs during this pandemic in order to help stop the spread of COVID-19 within the community and to protect the City's workforce. The response levels are:

- **Level 1 – Watch:** Practice safety precautions. Minor changes to operations.
- **Level 2 – Alert:** Practice enhanced precautions. Moderate level of change to operations.
- **Level 3 – Warning:** Stringent precautions in-place. City operations limited to only essential services.

As of the date of this letter, the City remains at level 3 and not knowing when the possibility of a full recovery from the COVID-19 pandemic will occur, we must all adjust to this *new-normal* and the economic impacts as a result.

In FY2019-20, the City projected reduced General Fund revenues of approximately \$3 Million related to reduced sales tax revenue from significantly lower consumer activity, a declined in transient occupancy tax (TOT) revenue from very little occupancy in hotels and reduced departmental revenues from cancelled community service activities and events.

The economic impacts related to COVID-19 and the slow and gradual return of activities are included in the adopted FY2020-21 budget. For the upcoming fiscal year (FY2020-21) City is projecting an 18% decline in sales tax and a 40% decline in TOT compared to the current budget. Overall, General Fund revenues are projected to decline by 8% in FY2020-21.

Given the impacts of the mid-year budget deficit and impacts directly related to COVID-19, the City Council directed staff to take immediate actions to implement budget balancing strategies in order to end the year with a balanced budget. Staff implemented a variety of strategies including delaying capital projects, reducing operating expenses by holding multiple positions vacant and postponing maintenance and other services, eliminating the annual allocation to fund future equipment and vehicles and leveraging available fund balance in the General Fund. The General Fund is projected to end FY2019-20 with a \$1.5 Million ending fund balance, which is equal to the target set in the City's reserve policy.

FY2020-21 PROJECTED BUDGET DEFICIT & BUDGET BALANCING STRATEGIES

After incorporating all revenue and expenditure changes for next year, the City identified a \$8.2 Million deficit in the General Fund. The City is not alone in facing significant budgetary and fiscal challenges due to on-going, projected revenue challenges related to COVID-19. Many of our neighboring cities are facing deficits in a similar magnitude. Difficult choices must be made to remain fiscally stable in order to deliver the critical service the public expects.

Staff developed multiple budget balancing strategies in order to address the deficit. None of these strategies are easy to implement as the City’s budget is already lean. The table below summarizes the budget balancing strategies included in this adopted budget and each is described below:

Budget Balancing Strategy	FY2020-21 Adopted Budget Reductions
CIP Project De-Funding, Alternative Funding or Scope Change	\$1,569,900
Delay filling 13 vacant positions in multiple departments	1,765,160
Personnel reduction of 1 Senior Code Enforcement Officer	158,130
Operating Expense Reductions	107,900
Eliminate Annual Equipment Reserve Allocation	340,600
Additional fund balance – transfer in from other funds	400,000
Utilize Measure G District Sales Tax Funds	2,000,000
Utilize General Fund Reserves	587,910
Utilize Available Fund Balance in the General Fund	544,000
Personnel Cost Reductions (various measures, subject to bargaining)	1,701,500
Total	\$9,175,100

CIP Projects Reductions (\$1.6M): In line with the strategy approved by the City Council in FY2019-20, the adopted budget includes the defunding or reduced scope of the following capital projects in order to make that funding available to the General Fund to balance the budget.

These include eliminating General Fund funding for the following projects:

- Streetlight Pole Replacement Program, \$200,000 to be reallocated as an enhancement request from Measure G;
- Police Dispatch and Records Ergonomic Update Project, \$72,000 to be reallocated to the Police Equitable Sharing Funds (asset forfeiture);
- Defund the Senior Center Parking Lot Improvements Project and research alternative funding sources, \$93,855 seek to utilize Senior Center bequest funds;
- Defund the Crestmoor Canyon Slope Stability Project as the previously planned work was recently completed as part of the slope erosion emergency work during FY2019-20, \$275,000;
- Reduce the scope of the Florida Avenue Park project, \$1.1M; and
- Delay the stormwater trash capture device project, \$29,228.

Delay Filling Vacant Positions (\$1.9M): As approximately 75% of the General Fund budget is expended on staff positions, the adopted budget includes 13 specific positions to hold vacant throughout FY2020-21 to achieve \$1.8 Million of salary savings to balance the budget. In the Fire Department, 2 fire fighter positions will be held vacant. In the Police Department, 4 police

officers, 1 community service officer, 1 dispatcher, and 1 police clerk will be held vacant. In Public Works, 1 associate/assistant civil engineer will be held vacant. In the Community and Economic Development Department, a limited term assistant planner and community development technician will be held vacant. And in CityNet Services, a technician will be held vacant.

Additional detail on the operational impact for each vacancy will be shared at the City Council's all-day budget retreat on May 27th. The City of San Bruno is leanly staffed, and each unfilled position has a significant impact on the workload of existing staff, morale, overtime costs, and the ability for existing personnel to take vacations. It should be noted that these impacts are often more pronounced in our public safety departments that have minimum staffing/shift requirements for police and fire personnel. As such, the impacts of the sworn Police and Fire vacancies are noted below.

- ***Impact from Freezing 4 Vacant Sworn Police Officer Positions (\$612,000):*** At full staffing, the Police Department has 49 full-time sworn Police Officers. All 49 of these positions are critical to providing the level of service that our community is accustomed to. At present, the Police Department has 4 vacancies among its sworn staff. Given the significant financial challenges before the City, it is possible and recommended to hold four (4) officer positions vacant in FY2020-21. However, doing so is not sustainable for an extended period of time. Most shifts will be staffed at the minimum level which will make it difficult to schedule time off as well as accommodate injuries, sick leave, etc. Other direct impacts of holding the positions vacant in FY2020-21 will be:
 - Returning the Motor Officer position to patrol.
 - It is not uncommon for an agency of our size to have at least 4 Motor Officers. This will leave us with zero.
 - Assignment of patrol officers to cover Tanforan as a beat rather than having specifically assigned staff to the mall.
 - This means fewer Patrol Officers on the street patrolling the City at certain times of the day.

- ***Impact from Freezing 2 Vacant Firefighter Positions (\$356,000):*** At full staffing, the Fire Department has 36 full-time sworn employees. All of these positions are critical to providing the level of service that our community currently enjoys. At present, the Fire Department has 3 vacancies among its sworn staff. Although not sustainable for an extended period of time, the Adopted Budget recommends leaving 2 of the 3 vacancies unfilled in FY2020-21. Most shifts will be staffed at the minimum level which will make it difficult for fire personnel to schedule time off or to accommodate injuries, sick calls, etc.

Personnel reduction of One Senior Code Enforcement Officer Position (\$158,130): At present, the City of San Bruno currently employees 3 full-time staff in the Code Enforcement Division within the Community & Economic Development Department (two Senior Code Enforcement Officers and one Code Enforcement Officer I/II position). The Adopted Budget implements the City Manger's organizational reassignment of the Code Enforcement Division to the Police Department. Within existing personnel resources, the Police Department will establish a new operational unit in the Field Services Division and bring supervision of Code Enforcement and Traffic Enforcement under a single Police Sergeant position.

The alignment of Code Enforcement and Traffic Enforcement means that Community Service Officers (which address public parking and traffic enforcement) and Code Enforcement Officers (which enforce City codes on private property) will work within the same unit to advance the enforcement goals of the City. Additionally, it is important to note that many of the City's long-standing residential code enforcement cases involve complaints for both nuisances on private property violations as well as violations of parking regulations on the public street in front of the residence. Under the current structure, the Code Enforcement Division within the Community & Economic Development Department addresses private property issues, and the Traffic Enforcement Division within the Police Department addresses public property issues. This organizational reassignment aims to eliminate structural inefficiencies and enhance the City's effectiveness at addressing violations.

As a part of the realignment and as a budgetary cost savings measure, personnel in Code Enforcement is proposed to be reduced by one Senior Code Enforcement Officer position. Prior to 2014, the Code Enforcement Division had two authorized positions.

Operating expense reductions (\$107,900): The Police and Fire departments have identified a number of operating expense savings including communications, fuel and oil, maintenance, background investigations, breach kits for patrol cars, emergency equipment, investigative services, training and uniform line items to aid in balancing the budget.

Eliminate annual equipment reserve allocation (\$340,600): In line with the action taken by the City Council in FY2019-20, the adopted budget includes the elimination of the annual allocation from General Fund departments into the General Fund Equipment Reserve Fund.

Additional fund transferred in from other funds (\$400,000): Staff have identified allowable gas tax funds to support operating cost in the Public Works Department, as well as Police Equitable Sharing (asset forfeiture) and Citizens Option for Public Safety (COPS) funds to offset costs in the Police Department the FY2020-21 budget. These include:

- Reallocate \$100,000 of Gas Tax Funds from the CIP budget to the Public Works Department to offset eligible operating expenses.
- The use of \$200,000 in Police Equitable Sharing money (asset forfeiture) to fund the cost of one Police Officer position that is assigned to the DEA Task Force at SFO.
- The use of \$100,000 of Citizens Option for Public Safety (COPS) grant finds to eligible operating costs in the Police Department.

Utilize Measure G District Sales Tax (\$2,000,000): San Bruno voters approved Measure G, a half cent district sales tax measure, in November 2019. These funds will prove to be a vital funding source to enhance maintenance of the City's 89 miles of local streets and roads --many of which have not had a major repair in over 30 years. In addition to roadway improvements, a March 2019 Community Priorities Survey highlighted that residents also valued expenditures to support:

- Maintaining neighborhood police patrols;
- Attracting and maintaining local businesses;
- Maintaining City parks and playgrounds; and
- Maintaining and repairing park structures for children and youth.

The global pandemic has triggered an economic recession that is second only to the devastating health effects of the novel coronavirus itself. The immediacy of the financial consequences from the Shelter in Place, the closure of most retail businesses and the extensive hotel room vacancies is devastating to the City’s budget. Further, the limited availability of City reserve funds means that the City has few options to address the \$8.2 million General Fund deficit that do not involve defunding needed capital projects and severe reductions to critical services that residents and businesses depend on. As such, to avoid further reductions in essential public safety services and support park and open space maintenance, the Adopted Budget includes a \$2 Million allocation from Measure G funds. In total, the projected revenue from Measure G in FY2020-21 is \$2.9 million.

Utilize General Fund Reserves (\$587,910): The City Council adopted an aggressive reserve policy in 2013 that set a target of retaining \$1.5 Million as contingency in the General Fund, 25% of annual, operating expense budget in the General Fund Reserve, \$5 Million in the General Fund Capital Reserve and \$3 Million in the Emergency Disaster Reserve Fund to only be accessed in a declaration of an emergency. The City had been steadily approaching attaining all reserve targets and was able to meet them just 2 years ago. The table below lists the City’s reserves funds and targets, and the estimated ending balance by the end of FY2019-20 and FY2020-21.

Reserve Type	Reserve Policy Target	FY2019-20 Estimated Ending Balance	FY2020-21 Budget Ending Balance
General Fund	\$1,500,000	\$1,547,510	\$956,000
General Fund Reserve	25% of annual, budget expenditures	12,613,134	12,022,285
General Fund Capital Reserve	Goal of \$5,000,000	5,102,456	4,921,902
Emergency Disaster Fund	Target of \$3,000,000	1,993,107	2,023,107
Total		\$21,256,206	\$19,923,293

The FY2020-21 adopted budget taps into each of these reserves (most significantly utilizing \$587,910 from the General Fund Reserve), similar to the strategies being proposed by many other cities during this time of extreme economic impacts. The City’s reserve policy states that the General Fund Reserve may be used if a decrease in revenues in excess of 5% of total budgeted General Fund revenues are anticipated to occur within one year. This criterion is met with the revenue decline projected in FY2020-21.

Each reserve is projected to fall short of the policy target in FY2020-21; however, the most significant strain on the City’s reserves continues to be the negative fund balance in the CityNet Services enterprise fund which has required the City’s General Fund reserves to loan funds to CityNet to allow for ongoing operations and required capital upgrades. This loan significantly reduces the amount of available cash on hand to weather future revenue loss from continued economic instability. The table below shows the cash balances in the City’s reserve funds when reducing the balance by the CityNet Services negative fund balance as well as including the available equipment reserves which do not have a target set in the City’s reserve policy.

City Reserves – Cash Balance	FY2020-21 Budget Ending Balance
Total General Fund Reserves	\$19,923,293
City Net Services - Enterprise Fund Deficit	(13,642,816)
General Fund Reserves – Cash Balance	\$6,280,477
Equipment Reserve	3,438,160
Total Reserves – Cash Balance	\$9,718,637

A consolidated reserve balance of only \$9.7 Million for a city with an approximate \$50 Million annual, operating budget is significantly lower compared to most cities of a similar size as well as below municipal government standards. The replenishment and preservation of reserve funds must be a focus for long-term fiscal sustainability so that the City may access them in the future for similar economic instability that we are currently experiencing today.

Utilize Available Fund Balance in the General Fund (\$544,000): In line with the action taken by the City Council in FY2019-20, the adopted budget includes the use of available fund balance in the General Fund in order to balance the budget. The proposal will leave the projected ending FY2020-21 fund balance just below \$1,000,000, which is less than the \$1.5 million reserve policy limit.

Personnel Cost Reductions (various measures, subject to bargaining): With the City Council’s authorization, the City’s labor negotiators are in the process of initiating the process to articulate the City’s fiscal condition and seek reductions in personnel costs in partnership with the City’s labor groups. These reductions are the subject of the collective bargaining process. Should the City not be successful in negotiating cost reductions, temporary unpaid furloughs or permanent personnel reductions may be necessary. This is a difficult budget reduction to recommend; however, given the severity and immediacy of the budget challenges, it is unfortunately a necessary conversation and cost reduction measure that is aimed at preserving employment and continuing services to the community.

The adopted FY2020-21 budget is based on the philosophy of living within our means and targeted reductions, while also recognizing that there are some improvements and enhancements 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 FY2020-21 General Fund operating budget includes a budgetary deficit of \$547,510. Although this is an increase from the budgetary deficit in the adopted budget from the current fiscal year of \$325,103, it is much lower due to the budget balancing strategies proposed and included in this budget.** This is largely the result of significant reduction in the City’s major revenue sources from the on-going economic effects related to COVID-19 combined with limiting growth in expenditures. 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 most core service levels. 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.

In general, the City of San Bruno's fiscal condition prior to COVID-19 was stable, but not sustainable. The impacts of COVID-19 will impact the City's fiscal stability in FY2020-21 and perhaps for years to come. 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 a deficit in the FY2022-23 forecast and beyond. 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.

All 6 bargaining units whose contracts expire on December 31, 2020. These units represent employees from all levels of the organization and comprise a majority of the City's workforce.

Similar to the FY2019-20 adopted budget, this year's adopted budget includes 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.

FY2020-21 BUDGET 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 of 102 projects and funding strategies that are 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. This year, staff also reviewed the various funding sources available to fund the capital improvements and leveraged state, county and grant funding sources to their fullest extent to ensure the City retains adequate

available funds in the City's General Fund Capital Reserve Fund in case those resources may be needed for other purposes.

As in previous years, the budget proposes some changes and enhancements to improve operational efficiency and to effectively address operational challenges and certain areas of community priority. A complete list of proposed and recommended program and service enhancements and other changes for FY2020-21 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 by the City Council during the City Council's May 8, 2020 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.

The FY2020-21 adopted budget includes the following operational and organizational changes designed to create efficiencies and service delivery effectiveness:

- Transfer the Building and Facilities Division from the Community Services Department to the Department of Public Works, Operations Divisions;
- Transfer the Code Enforcement function from the Community and Economic Development Department to the Police Department; and
- Restructure the Police Department command staff.

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.

- **Planning for a New Recreation and Aquatic Center:** Over the past year and a half, key department staff have been collaborating as an internal advisory committee to work with the architecture firm (Group 4) and Construction Management Firm (Griffin Structures) in progressing the new Recreation and Aquatics Center (RAC) Project

through design and development of construction drawings and California Environmental Quality Act (CEQA) review. The new facilities will replace Veterans Memorial Recreation Center and the adjacent community swimming pool that have served generations of San Bruno residents for over six decades. The San Bruno Community Foundation has pledged \$50 million in restitution funding to turn the community's vision into reality over the next three years. Two members of the City Council, Planning Commission, Park and Recreation Commission and San Bruno Community Foundation have met multiple times over the past year to review progress and advise in key decisions on the design of the new facility.

- **Crestmoor/Glenview Rebuild:** By the middle of 2020, 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 nine 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 late in 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.
- **Implementation of the Transit Corridors Plan:** The coming year will see 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. The City is also working with the developer to bring the Mills Plaza project between El Camino Real and Linden Ave back to the City Council for consideration. This project will begin transformation of the community's commercial corridor and downtown consistent with the City's adopted Transit Corridor Plan.
- **Water and Sewer Infrastructure Maintenance:** 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.
- **Bayhill Specific Plan:** 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 late 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.
- **Fiber-to-the-Home in Large Multi-unit Developments:** 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 CityNet Services.

- **Cybersecurity Improvements:** The CityNet Services department completed a major upgrade to the core Internet equipment by replacing routers throughout the system last year. This year, the department enhanced Cybersecurity improvements to deflect potential threats to the system as well as move the headend equipment to a remote, off-site location. A new rate card and rates were implemented in April of 2020 to offer competitive pricing for priority Internet, television and telephone packages as well as increase certain rates to keep up with the rising costs of network programming contracts. And staff continue to work diligently to renegotiate many of the department's long-standing contracts to reduce operating expenses and run a leaner operation.
- **New Development Fees:** 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.
- **Secure Funding for Enhance Fire Mitigation:** In December of 2019, the City secured \$3 million from PG&E to initiate the Crestmoor Canyon Wildfire Mitigation Project. The project aims to reduce wildfire risks in the 77-acre Canyon through the implementation fire mitigation best practices. The scope of work is divided into four distinct, but related phases that aim to improve access for emergency personnel and routine vegetation management, enhance defensible space, install fire hydrants, and reduce potential hazardous fuels.
- **New District Sales Tax Measure:** In November of 2019, 61.6% of San Bruno voters adopted a district sales tax measure (Measure G) called the "San Bruno Street Repair/Local City Services Measure" that increased the local sales tax rate from 9.25% to 9.75%. This measure will enhance the City's ability to deliver on critical operating and capital improvements and initiatives that the residents told the City are important, including increasing pothole and street repair, maintaining neighborhood police patrols, attracting and maintaining local businesses, maintaining city parks and playgrounds and maintaining and repairing park structures for children and youth.

FY2020-21 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 FY2020-21, the Adopted Operating Budget projects approximately \$49.4 Million in total General Fund expenditures to support operations and service delivery across all City departments. This amount represents a decrease of 3% compared to the FY2019-20 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. The scrutiny applied, as an integral part of the budget development process, results in many expenditure categories showing a decrease as compared to the prior year.

The Adopted Budget projects approximately \$48.8 Million in General Fund revenue. The FY2019-20 year-end projection for the General Fund shows expenditures exceeding revenues by \$1.2 Million and a year-end fund balance of \$1.5 Million – in line with the City’s reserve policy target. This positive balance can be credited in large part to the consistent strong financial management exercised across all departments to contain and reduce costs at the lowest levels necessary to support the delivery of programs, operations and services even during the shelter-in-place directive. 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 \$1.5 Million. The projected fund balance is sufficient to continue adherence to this policy. It is also sufficient to support a use of these funds to balance the Adopted Operating Budget and to allow the City Council to consider funding new recommended and strategic Supplemental Service Enhancements to expand and improve service delivery in key areas of community need.

The FY2020-21 adopted budget results in an operating deficit of \$591,501 primarily attributable to the sharp decline in tax and department revenues related to COVID-19 and the shelter-in-place order. The General Fund is projected to utilize fund balance to balance the budget leaving just under \$1 Million in the fund by fiscal year end.

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

General Fund Summary	FY2019-20 Adopted Budget	FY2019-20 Amended Budget	FY2019-20 Estimated Actual	FY2020-21 Adopted Budget
Beginning Fund Balance	\$2,798,305	\$2,798,305	\$2,798,305	\$1,547,510
Revenue	50,111,247	52,906,331	47,522,730	48,761,458
Expenditure	50,436,351	50,776,798	48,773,525	49,352,968
Surplus (Deficit)	(325,103)	2,129,533	(1,250,795)	(591,510)
Ending Fund Balance	\$2,473,302	\$4,927,838	\$1,547,510	\$956,000

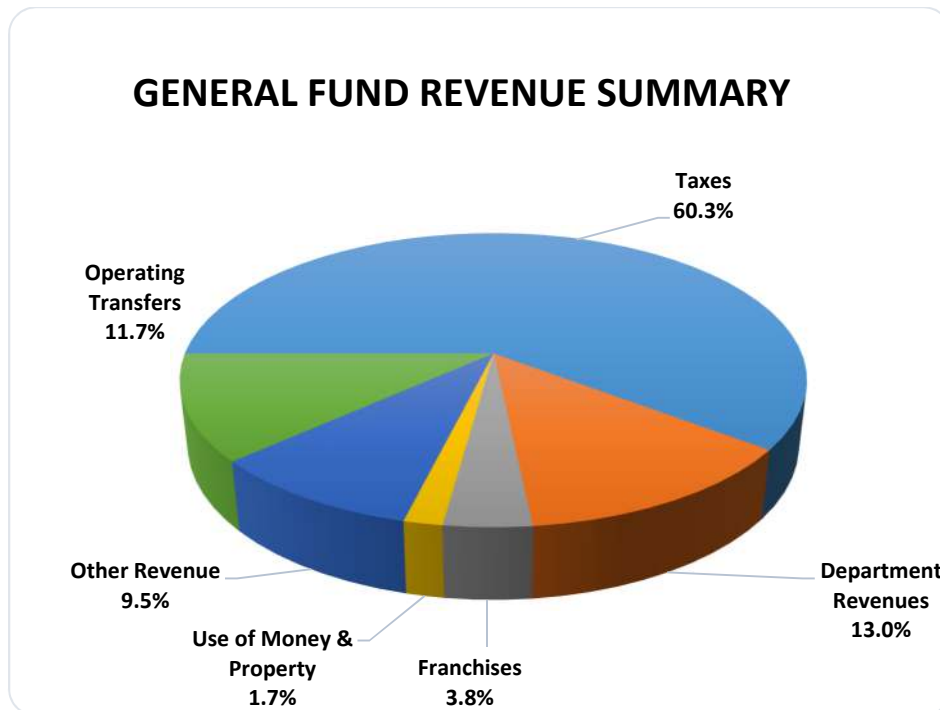
General Fund Revenues

In estimating revenues, staff evaluates the actual amount of revenues received in each category during the prior year as well as current and projected revenue and economic trends, particularly related to the impacts of COVID-19 and the shelter-in-place directive, 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

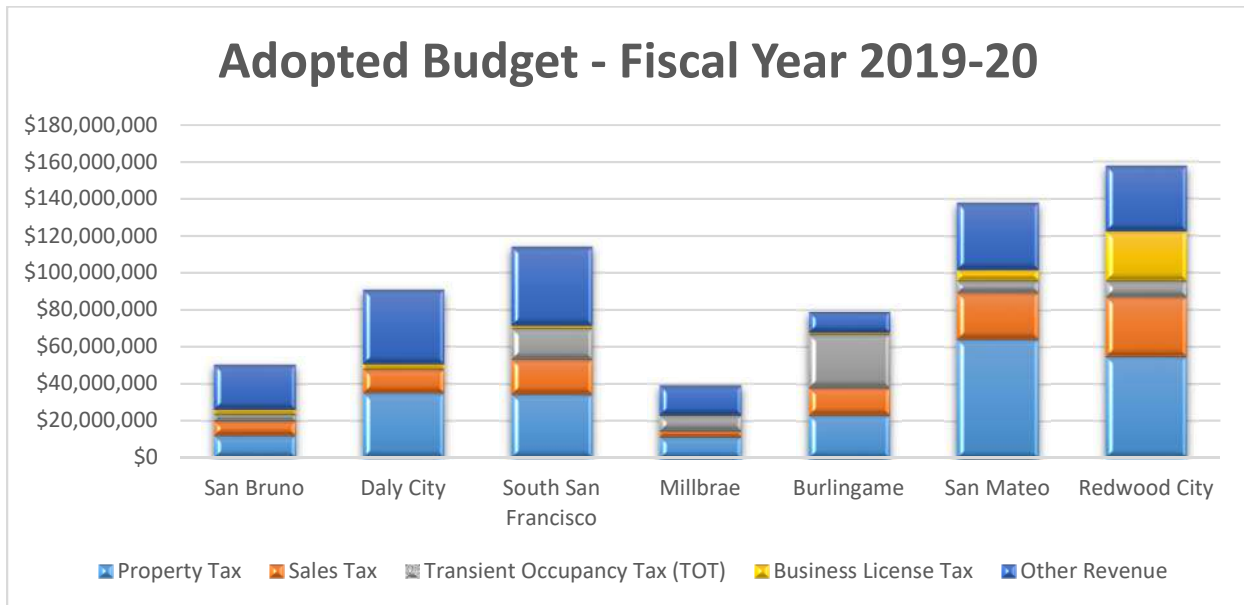
balance, or surplus, of revenues over expenditures that the City Council has directed staff to utilize to address budget balancing strategies in recent years.

Entering FY2020-21, many economy indicators has suggested multiple General Fund tax sources will decline into the coming year. Revenues are conservatively projected due to the uncertainty cities have with projecting these revenue sources. However, as discussed further below in this letter, the eventual economic rebounding and 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.

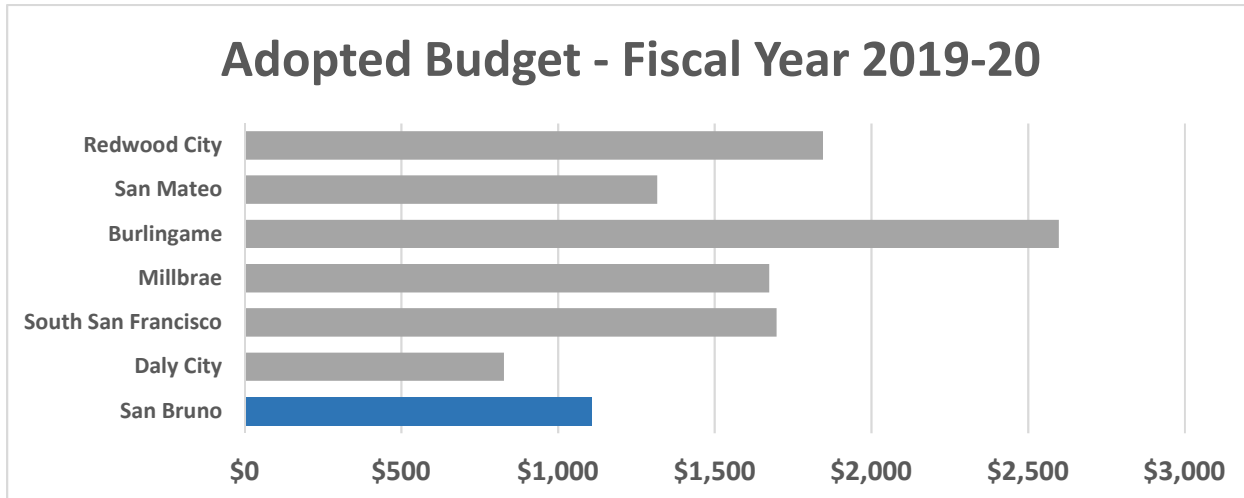
Total General Fund revenues of \$48.8 Million projected for FY2020-21 represent a decrease of 8% compared to the FY2019-20 Amended Budget amounts. The majority of the overall revenue decline is in the multiple tax sources and departmental revenues categories. A detailed summary of each of the primary revenue categories follows below.



The City of San Bruno has historically had a lower per capita tax base than the majority of its neighboring cities. In comparing the City's FY2019-20 adopted budget to that of other cities in San Mateo County, San Bruno's General Fund revenues were at the low end.

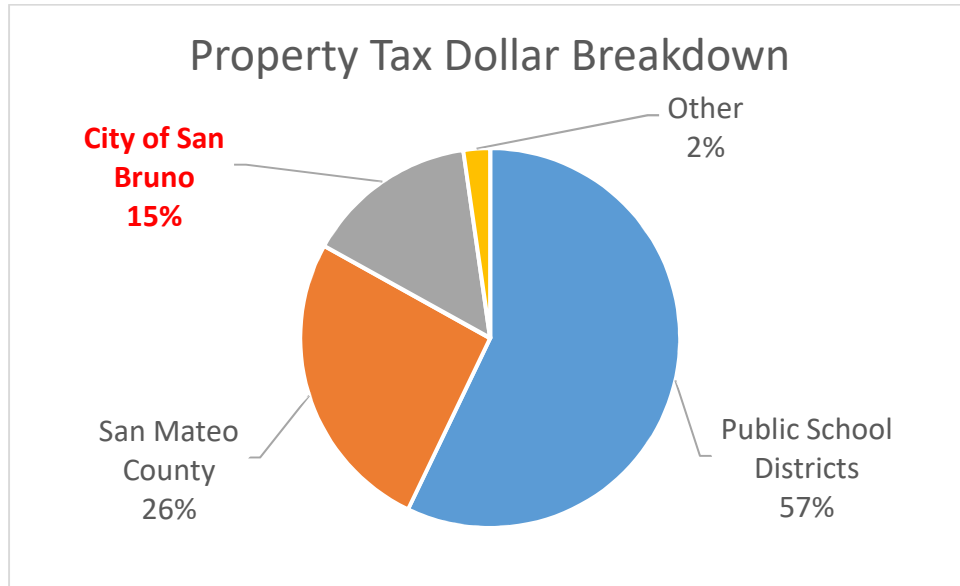


When comparing General Fund revenues for the City’s FY2019-20 adopted budget with population for a “per capita” comparison, San Bruno ranks at the low end as well. San Bruno’s revenue sources are more limited and not as diverse as many other cities in San Mateo County which adds challenges to maintaining current services with rising costs and enhancing services.



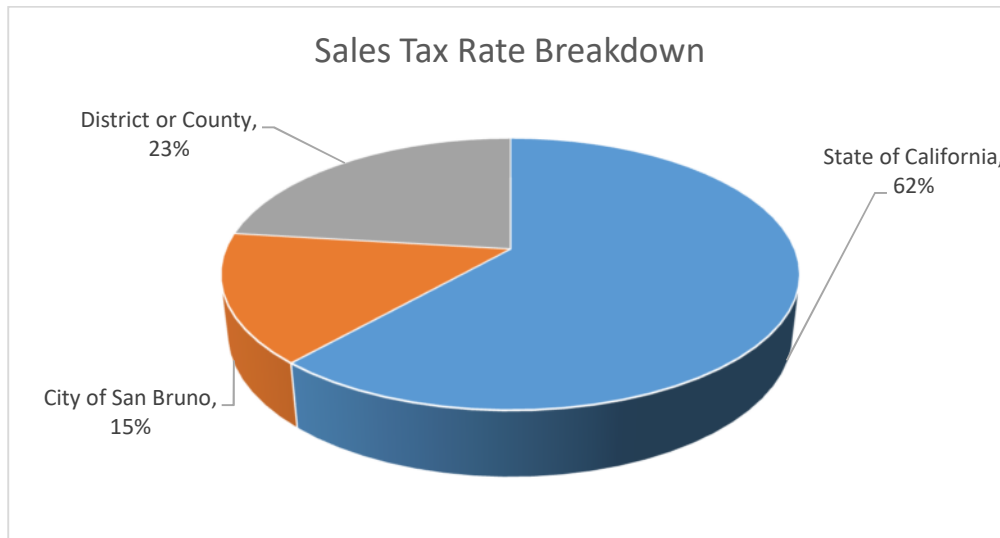
Property Tax – Compared to other cities throughout California, San Bruno receives a relatively low amount of the total property tax collected in the City. San Bruno only receives about 12 1/2 cents from every property tax dollar paid in San Bruno. An additional 2 cents of property tax revenue have come 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. Recent economic indicators show a flattening and potential slight decline in housing values in the coming years,

similar to what occurred in the months following the recessions of 9/11 and the Great Recession. As a result, Property Tax revenue is expected to show a slight increase of about 2% over the prior fiscal year budget primarily due to a large property reassessment anticipated to occur.



Property Tax revenue the City receives following dissolution of the San Bruno Redevelopment Agency in 2012 is also included in Property Tax revenue. 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 9.75% is assessed on every taxable sale in San Bruno. Of the 9.75%, the City receives 1.5% or about 15% of the total tax. For FY2020-21 total Sales Tax revenue is anticipated to decrease by 18% from the prior year's budgeted amount due to the projected continue reduced and limited commercial activity that is occurring currently during the shelter-in-place order and into the first half of FY2020-21. Some retailers have experienced an increase in sales tax activities during the shelter-in-place, but most have experienced a decline. Staff are also anticipating many businesses to take advantage of the State's sales tax deferral program to delay remittance of sales tax revenues to the State to assist with cash flow support, which will also result in a delay of tax revenue to the City.



Transient Occupancy Tax - TOT in the amount of 12% is collected on the cost of each room rental at each of the 12 lodging establishments in the City. The economic impacts of COVID-19 have already had and will continue to have an impact on hotel operators in San Bruno and across the state. Industry experts expect 75-90% occupancy decline in March through May and beyond. Significant business travel reductions may have long-lasting implications for TOT revenue for years to come as well. Staff are projecting a decline of 40% of TOT revenue in FY2020-21 compared to the prior year budget which represents a \$1.4 Million loss of revenue to the City. 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 in the future.

Regulatory Card Room Tax – Gambling clubs in San Bruno are required to pay a quarterly tax per table, as required by ordinance. The amount increases by 2% annually each fiscal year. No notable changes are anticipated with this tax in FY2020-21.

Business License Tax - SkyPark, a parking facility serving airport customers, located on San Mateo Avenue, has ceased operation as of the end of January 2020. SkyPark was subject to an airport parking facility tax based on their gross receipts. The closure of SkyPark and the loss of this tax revenue has been incorporated into the FY2020-21 budget. The economic impacts of COVID-19 are not anticipated to have an impact on business license tax revenue in FY2019-20; however, since the annual tax is based on prior year gross receipts for most business activity, FY2020-21 business license tax revenue is projected to decline from reduced activity in March through June of 2020..

Use of Money & Property – The equity transfer from the CityNet Services Department represented a significant portion of this revenue category in prior fiscal years. To address the accumulated CityNet Services Fund deficit, the City changed its historic practice of making the annual "equity transfer" of 10% CityNet Services 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 CityNet Services 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 to decline by 28% compared to the FY2019-20 budget primarily due to reduced building permit activity and recreation programming.

General Fund Expenditures

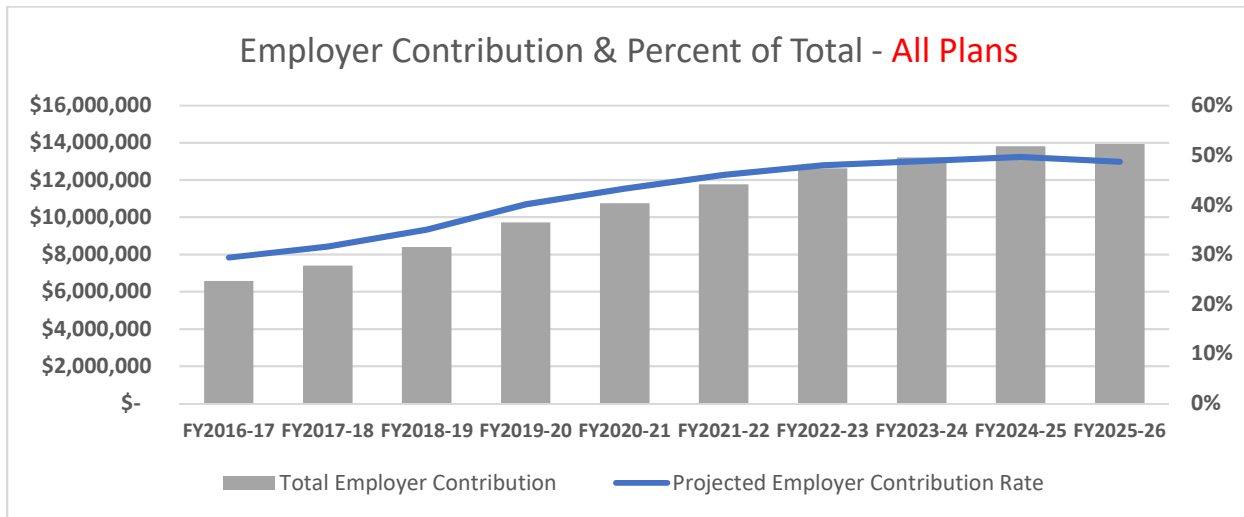
In developing the budgets, staff across all departments have carefully adhered to the City Council's budget policy to control and contain costs at the lowest levels possible to allow for continued service delivery. Using a zero-based budgeting practice, departments were directed to evaluate many expenditure line items to determine if it is necessary and to evaluate any available lower cost alternatives.

Significant highlights, changes, and comparison of FY2019-20 budgeted expenditures to the FY2020-21 adopted expenditures are described below:

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 75% of total General Fund expenditures. The total budget for Regular Salaries across all General Fund departments is \$37.0 Million.

PERS Retirement - Employee retirement benefits total \$8.9 Million, or 24% of the cost of employee salaries for the General Fund. This amount represents an increase of approximately \$700,000 compared to the FY2019-20 budget. The City continues to experience significant impacts from increasing costs for retirement benefits through the CalPERS system. Beginning in FY2018-19, CalPERS reduced 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 through FY2024-25 with expected, moderate relief expected I FY2025-26. CalPERS has not yet provided guidance to plan participants as to the potential impacts of COVID-19 and changes to their discount rate, which could impact the employer contributions in the coming years.



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.

Employee Medical Premiums - Employee medical benefits are provided through the Teamster’s Health and Welfare Trust and amount to \$4.6 Million in FY2020-21. The Trust notifies the City of the projected premium increase at the end of each calendar year.

LONG RANGE FINANCIAL FORECAST

Staff have developed the first long-range financial forecast for all the City’s major funds during the FY2019-20 budget process and have refined the methodologies and reporting in this adopted budget. 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

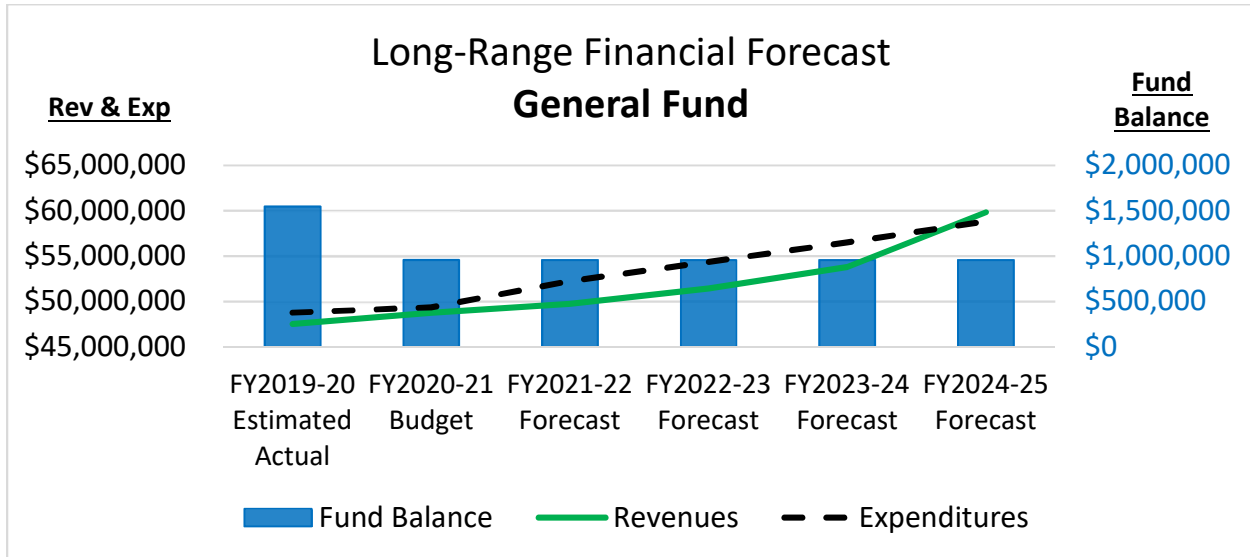
	FY2019-20 Estimated Actual	FY2020-21 Adopted Budget	FY2021-22 Forecast	FY2022-23 Forecast	FY2023-24 Forecast	FY2024-25 Forecast
Revenues	\$47,522,730	\$48,761,458	\$49,740,313	\$51,431,547	\$53,818,260	\$59,829,053
Expenditures	\$48,773,525	\$49,352,968	\$52,265,035	\$54,355,636	\$56,529,862	\$58,822,256
Fund Balance	\$1,547,510	\$956,000	\$956,000	\$956,000	\$956,000	\$956,000

The General Fund is not expected to recognize significant revenue growth in the upcoming 3 fiscal years through FY2022-23. The economy has been strong up through March of 2020; but the economic impacts related to COVID-19 are likely to last for years after the shelter-in-place orders are lifted and economic activity begins to recover. The City is projecting conservatively for its critical tax revenue sources and monitor the activity closely throughout the operating year to make adjustments when necessary. Property tax annual increases have been strong in recent years, and the financial forecast assumes no growth in the beginning of the forecast, similar to impacts felt after 9/11 and the Great Recession. Tax revenues are anticipated to achieve moderate growth after the effects of COVID-19 normalize.

At the time the FY2020-21 budget is being proposed, a number of large development projects are in various stages of review with the City’s Community and Economic Development Department. 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 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 proposed in the FY2020-21 budget. The forecast also assumes the one-time budget balancing strategies utilized in the FY2020-21 adopted budget will not have on-going cost savings. The forecast assumes future expenditure reductions will be required in order to achieve the target ending fund balance of \$1M during the forecast period. This model will be a tool that staff will use to work with the City Council to evaluate continued

revenue enhancement strategies and on-going expenditure reductions to ensure a balance budget is achieved each year.



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. 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 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. The new fees took effect on May 1, 2019. 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 small amount of impact fees have been collected since the new program began; however, potentially significant fees will be collected when the larger development projects in the pipeline are approved.

- **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. A study session was held with the City Council in early 2020, and a proposed, new fee schedule will be brought back to council later in 2020 for review and consideration.
- **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. Multiple customer accounts have been brought back into “good standing” late in FY2018-19, and staff continue to work with customers on a daily basis to ensure compliance and good standing on accounts.
- **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. The audit was completed in early 2020 and will result in minor TOT corrections that will result in some additional revenue in the coming years.
- **Measure G – District Sales Tax Measure** – As discussed earlier in this letter, 61.6% of San Bruno voters approved of a half-cent sales tax increase that is projected to generate additional revenue to maintain and enhance various services and capital improvements in the years to come.
- **Future Revenue Measures** – The City Council is also considering additional revenue measures to be placed on the November 2020 and future ballots. These measures may include a potential Transient Occupancy Tax rate increase from 12% to 14% which would generate additional General Fund revenue in the future as well as a potential re-assessment of the existing Stormwater Special Assessment currently included on property tax bills.
- **Short Term Rental Ordinance** – Early in 2020, the City Council received a preliminary report from staff and a draft ordinance for regulating and collecting Transient Occupancy

and Business License Tax from short-term rentals in San Bruno. Although there would be additional revenues from formalizing a regulatory program, additional staff and other costs would increase to administer the program. Initial revenue and expense projects show very little additional revenue to the City if this program were to proceed.

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

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 proposed 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 FY2020-21 are reflected in the revenue projections for the coming year's budget.

The following table shows a comparison of the FY2019-20 revenues and operating expenditures (less capital outlay, equipment and debt service payments) for the City's Enterprise Funds to the amounts adopted for FY2020-21.

Fund	FY2019-20 Amended Budget	FY2019-20 Estimated Actual	FY2020-21 Adopted Budget
Water			
Revenue	\$16,583,260	\$16,359,737	\$17,395,923
Expenditure	\$10,242,244	\$9,044,746	\$9,888,765
Wastewater			
Revenue	\$18,621,632	\$18,620,132	\$18,984,665
Expenditure	\$9,145,696	\$8,683,150	\$9,469,405

Stormwater			
Revenue	\$679,000	\$675,000	\$693,000
Expenditure	\$1,229,045	\$1,026,056	\$1,154,255
CityNet Services			
Revenue	\$9,907,120	\$9,591,730	\$10,837,377
Expenditure	\$9,455,756	\$9,512,590	\$9,979,423

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.

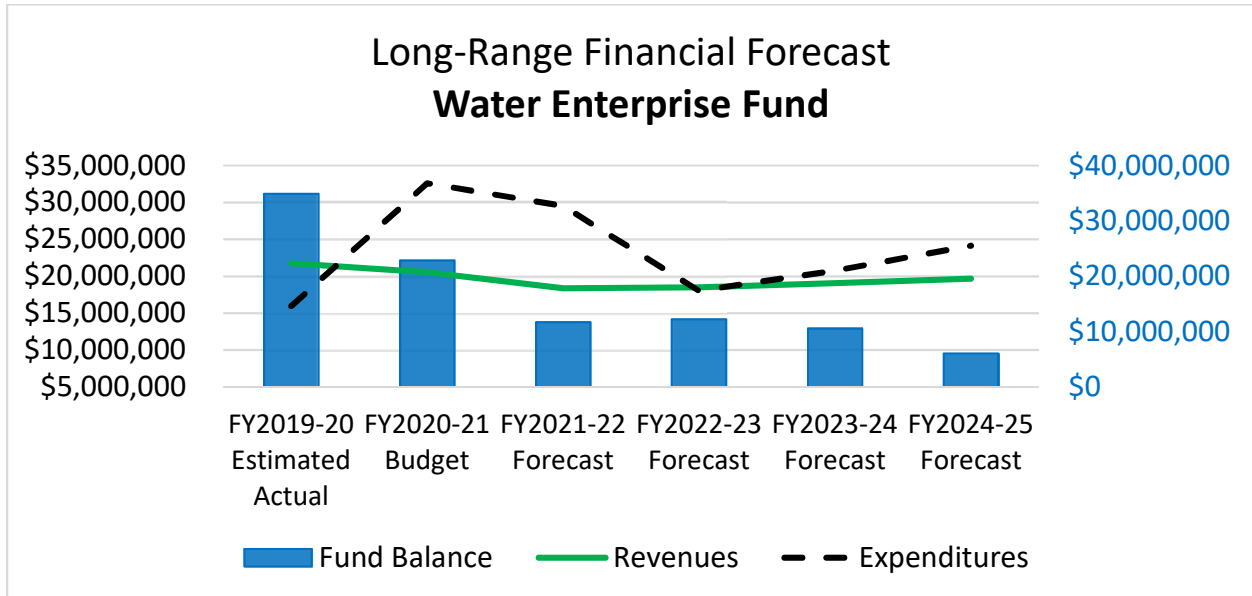
For FY2020-21, Water Enterprise costs are anticipated to increase compared to the prior year budget with total operating expenditures of \$9.9 Million. Once operating expenditures are covered, the remaining revenue amount of \$7.5 Million is invested in the Water Fund Capital Improvement Program to fund 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 FY2020-25 Capital Improvement Program.

The long-range financial forecast for the Water fund is strong but has its challenges. The annual rate increases through FY2021-22 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 decline in fund balance for most of the forecast period. Multiple capital improvement projects are scheduled to be delayed during the forecast period due to inadequate forecasted revenues to accomplish all of them compared to the original schedule.



Wastewater Enterprise

The Wastewater Enterprise operates and maintains the wastewater collection system throughout the City and provides for the City’s 33% shared cost of operating the South San Francisco/San Bruno Wastewater Treatment Plant located in South San Francisco.

The City’s operating and capital work programs in the Wastewater Enterprise have continued to be guided in large measure by the requirements of the Regional Water Quality Control Board compliance order and the settlement requirements of the lawsuit brought by San Francisco Baykeepers in 2010. These actions resulted from the City’s violations of the stringent requirements of the Federal Clean Water Act prohibiting any release of untreated wastewater making its way to the Bay or another waterway. Those violations occurred in 2008 and prior. The corrective actions are directed at achieving significant and sustainable reduction in Sanitary Sewer Overflows (SSO’s).

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

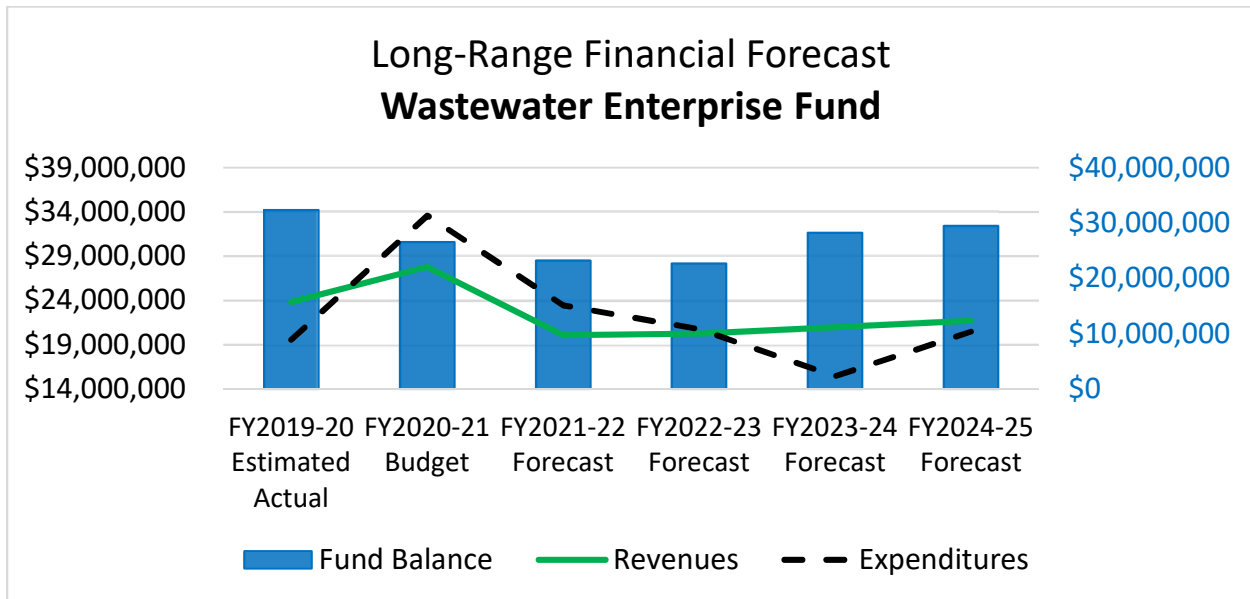
The effort of City staff in implementing improved maintenance and operation practices along with the City's substantial investment in equipment including a dedicated video inspection vehicle and high pressure vacor vehicles have been successful. So much so that the City has exceeded the specific requirements of the compliance orders in each of the last three years, reducing the number of SSO's from a high of fifty-four in calendar year 2008 to only two in 2017. 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 \$363,000 in FY2020-21 over the prior year budgeted amount. Total system revenues for FY2020-21 are projected to be \$19.0 Million and operating costs are budgeted at \$9.5 Million.

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 FY2020-25 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 FY2021-22 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 short period of time. The fund is forecasted to experience a decline in fund balance through FY2022-23 but is expected to rebound to a healthier balance thereafter.

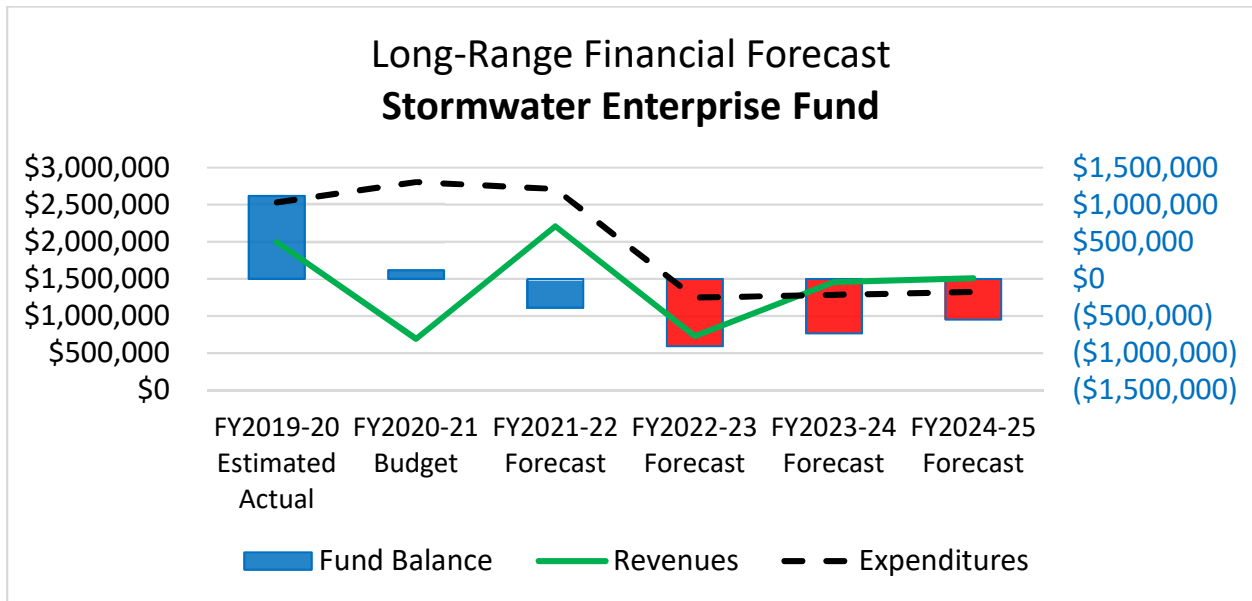


Stormwater Enterprise

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 year and a half, Finance and Public Works staff have worked closely to delay and/or minimize operating expenses as well as propose a budget for FY2020-21 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 FY2021-22 with the negative fund balance each year thereafter. The few stormwater system capital improvement projects are projected to be funded through the General Fund due to the lack of dedicated stormwater fees. The City will need to consider other funding sources, including the General Fund and a re-assessment of the current stormwater property assessment, to fund required Stormwater operations as well as a potential, dedicated funding source in the future.



CityNet Services Enterprise

The City provides a broad range of broadband video, data and voice services to residential and business customers over a cable network consisting of over one hundred miles of fiber optic and coaxial cable throughout the entire San Bruno community. The CityNet Services 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 and has proven to be a vital mode of communication particularly during the COVID-19 pandemic to inform citizens of services available to them.

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 CityNet Services 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 CityNet Services. San Bruno CityNet Services 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 CityNet Services 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 CityNet Services and others do business. Where basic cable services were previously the "bread and butter" of the cable industry business, San Bruno CityNet Services, 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 moderate revenue growth in its residential and commercial internet service revenues.

Over the past several years, as the CityNet Services 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 CityNet Services Fund has gradually developed a financial deficit that is estimated to reach approximately \$14.1 Million by the end of FY2019-20.

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 was eliminated in the FY2019-20, and the CityNet Services Enterprise Operating Budget projects a small surplus in FY2020-21.

Previous investment in the CityNet Services 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 CityNet Services is both strategically correct and well delivered.

However, the future vitality of San Bruno CityNet Services 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.

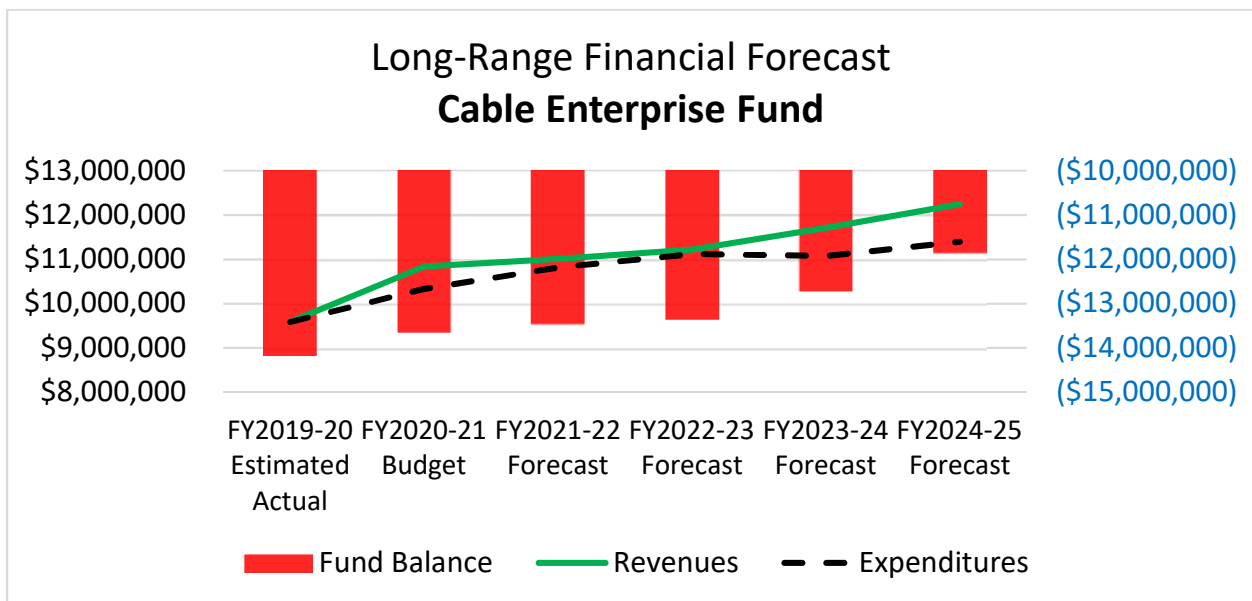
From here and beyond the multi-family complexes already implemented, a City-wide deployment of FTTH is projected to cost approximately \$12,400,000. This amount would need to be provided upfront and would increase the Enterprise deficit for a period of years until subscriber counts and associated revenues 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 Business Plan hinge on this important project.

The CityNet Services 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 CityNet Services 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 in the coming months.

With the great strides made in FY2019-20 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. The projected deficit in the CityNet Services department in FY2019-20 is projected to be approximately \$1.3 Million better than the prior year, showing a great deal of progress made to achieve financial stability. Despite unplanned technology expenses for Cybersecurity and the move of the headend to a remote facility, additional operational savings have been realized by reducing supplies and overtime expense.

A rate increase that was planned prior to the COVID-19 pandemic took effect on April 1, 2020 for many CityNet Services subscribers. It was necessary to apply the new rate structure in order to continue to provide the service offered to the public for local television, phone and internet services. The cost of doing business with television channel providers and equipment vendors in the pay-tv industry have made it imperative that the City raise the rates to pay costs.

In the long-range financial forecast, the negative fund balance is not expected to change significantly from the approximate \$13.6 Million in FY2020-21 over the next 4 years.



INTERNAL SERVICE AND EQUIPMENT RESERVE 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 and the Building and Facilities Division operated through the Public Works Department, Technology and Self-Insurance. These Internal Service operations are funded through an expenditure allocation that is charged to each user department and enterprise. For FY2020-21, the Internal Service Allocation transfer amounts to \$3.1 Million. This amount covers the cost of expenditures required to support operations of the Central Garage, Building & Facilities Division and the Information Technology Division. All internal service funds are anticipated to have a fund balance at the end of FY2020-21 equal to 15% of annual, operating

expenses – the target set in the City’s reserve policy. In prior years, General Fund departments would contribute annually into the City’s Equipment Reserve Fund in order to fund equipment and vehicle purchases. The FY2019-20 adopted budget included an allocation totaling \$340,000. During the year, the City Council approved of eliminating this allocation as a budget balancing strategy. The FY2020-21 adopted budget continues to delay the reinvestment of funds into the Equipment Reserve Fund until additional financial resources have been identified.

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 over 100 projects to be undertaken in the next 5-years. The CIP Budget covers a one-year period and includes proposed funding allocations to each project for work that 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 FY2020-21 Capital Improvement Program identifies more than 100 funded and underfunded projects/programs organized in 9 categories. \$206.8 Million in capital investment is programmed through the 5-year CIP to assure rehabilitation, replacement, and improvement of City facilities and infrastructure. \$124 Million of this amount is the expected cost of scheduled improvements to the City’s water and wastewater systems.

The following summarizes the total capital plan for all adopted capital projects over the next 5 fiscal years in each of the established project categories.

Project Categories	Carryover Appropriations	FY2020-21 Budget Request	FY2020-21 Total Project Funding	Total Capital Plan
Water	\$21,330,461	\$857,159	\$22,187,620	\$66,987,620
Wastewater	21,139,486	1,660,544	22,800,030	57,020,030
Stormwater	1,650,799	(317,851)	1,332,948	2,832,948
CityNet Services	352,282	(352,282)	0	0
Parks	5,721,799	(249,307)	5,472,492	7,737,192
Police	227,141	0	227,141	227,141
Facilities	5,197,653	15,900,145	21,097,798	55,697,798
Streets	4,814,569	3,001,829	7,816,398	15,748,398
Technology	110,889	276,111	387,000	687,000
Total	\$60,545,080	\$20,776,348	\$81,321,427	\$206,938,427

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 8 projects in the adopted Capital Improvement Program were completed during FY2019-20. 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:

- Water Main Improvement and Replacement at San Mateo Avenue
- Pressure Regulator Station Improvement at Arbor Court
- Sewer Main Improvement and Replacement for Pipeline Repair (Grade 5)
- Sewer Main Improvement and Replacement for 1st Avenue Sanitary Sewer Line
- Sewer Main Improvement and Replacement for Jenevein Avenue
- Sewer Main Improvement and Replacement for Crystal Springs Avenue
- Stormwater Green Infrastructure Improvement Program
- Digital Permit and Management System Improvement

In order to balance the General Fund budget for FY2020-21 and leverage federal, state, county and other funding sources, the adopted budget includes identifying alternative funding sources or a reduced scope in order to make additional resources available to aid in balancing the budget:

- Reduced scope for the stormwater trash capture device project
- Removed funding for the climate action plan project
- Delayed the Commodore Dog Park improvement project
- Reduced the scope of the Florida Avenue Park project
- Delayed the start of the Park Pathways Project
- Identified alternative funding sources for the Tom Lara Grandstand improvement project
- Identified alternative funding sources for the Police Dispatch and Records ergonomic update project
- Delayed the start of the city facilities security improvement (door access and management system) project
- Identified alternative funding sources for the Library HVAC improvement project
- Identified alternative funding sources for the Police HVAC improvement project
- Cancelled the Public Works Corporation Yard Facility Improvement project as the improvements were no longer required
- Identified alternative funding sources for the Tom Lara Field Parking Lot Rehabilitation project
- Identified alternative funding sources for the Bicycle and Pedestrian Improvement Program for Huntington Avenue
- Defunded the Downtown Parking Lot Improvement project
- Identified alternative funding sources for the Pavement Management Program
- Identified alternative funding sources for the Sidewalk Repair Project
- Identified alternative funding sources for the Streetlight Pole Replacement Program

New projects for FY2020-21 in the Adopted Capital Improvement Program include:

- Tom Lara Field Parking Lot Rehabilitation Project
- Crystal Springs Road Utility Undergrounding Project
- Downtown Parking Meters
- Pedestrian Safety and Traffic Calming Program – TSPC Studies and Local Road Safety Plan
- Streetlight Pole Replacement Program

While the comprehensive CIP is not limited to projects for which funding has been identified, the CIP generally includes a more limited presentation on proposed projects for which funding is not available. The FY2020-21 CIP Budget includes \$500.3 Million in capital projects that do not have a designated funding source. These projects are shown in the Unfunded Priorities section of the CIP. Many of the unfunded projects address community needs for rehabilitation and/or replacement of critical facilities such as the Library, City Hall, Fire Station 51 and 52 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 minimum \$5 Million 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 Reserve projected by the end of FY2020-21 of \$4.9 Million is just below the reserve target but still inadequate to cover any additional capital improvement needs in the coming year and beyond. As identified, this is an important issue prompting the need for a strategic plan to increase ongoing General Fund revenues.

CONCLUSION AND ACKNOWLEDGEMENTS

Although the City's General Fund budget is balanced for FY2020-21 (with the use of \$591,510 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 roadway maintenance, employee pensions and

ADA transition plan projects as well as the deferred maintenance in the City's parks, playgrounds, the library, public safety facilities (Police Station, Fire Stations 51 and 52), stormwater system, street light poles, and other public facilities/infrastructure and technology needs. 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 economic impacts related to COVID-19. 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, 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.

A handwritten signature in blue ink, appearing to read 'Jovan D. Grogan', is positioned above the typed name.

Jovan D. Grogan
City Manager

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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					
Fire					
Wellness Screening - The department seeks to implement an annual, ongoing health screening based on NFPA 1582 recommended standards, to provide for early identification of cardiopulmonary, cancer or other health concerns specifically pertaining to firefighters. Scheduling regular cardiac stress tests, blood tests and physical examinations can save lives, and potentially reduce medical costs, as well as provide for the best possible outcomes for those who identify an underlying health risk.		35,000			35,000
Fire Total		\$35,000	\$0	\$0	\$35,000
Planning					
Planning and Housing Intern (40 hours/week at \$20/hour for 10 weeks total) - The request is for a one-time Planning and Housing Internship position that will start in summer 2020 and last approximately 10 weeks. The intern focus on City-lead affordable housing programs and preparation for the next Housing Element. The City Planning Division administers the City's Affordable Housing Program but has no dedicated staff to work on this, and it has not been prioritized over other more urgent work. Currently, the City has approximately \$3.8 Million in the Affordable Housing Impact Fee Fund. A review of the City's development pipeline forecasts a potentially significant amount of affordable housing in-lieu and/or commercial linkage fees to be collected within the next few years. Because of the significant cost to implement new construction of dedicated affordable housing projects, the City has not yet programmed the funds. In November 2019, City Council appropriated \$70,000 of the affordable housing fund to hire a consulting firm to conduct research and develop an Affordable Housing Impact Fee Implementation Plan, including the identification of a variety of innovative implementation approaches and funding opportunities for the programming of the funds in the future. The intern will also assist in the preparation for the next Housing Element.	Proactive Planning	0	12,000		12,000
Housing Element Update (FY20-21 and FY21-22 2 years) – The City is required to prepare and certify a new Housing Element to comply with the State Housing and Community Development Department (HCD) Regional Housing Number Allocation (RHNA) by December 2022. HCD is anticipating releasing San Bruno's final RNHA allocation confirmation by July 2021. The city will need to contract with a professional planning consulting firm to prepare this Housing Element. This is highly specialized work with extensive community engagement and statutory requirements. This is proposed as a new Strategic Initiative in FY2020-21. To date, the City has been participating in the initial housing element efforts including meetings and data analysis with ABAG and 21 Elements. This is a two-year request, as the Housing Element would span two fiscal years. Funding may be available in the General Plan Maintenance Fee. This is a fee paid by developers when they are issued building permits for new construction.	Proactive Planning	100,000		12,000	88,000
Planning Total		\$100,000	\$12,000	\$12,000	\$100,000

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
Parks Maintenance					
<p>Reclassify 1.0 Lead Maintenance Worker to Parks Services Manager - This position will supervise line staff and projects, provide administrative oversight and coordination, assure timely delivery of Park's capital improvement projects, and proactively address parks needs. The Parks Department is responsible for 18 parks, 7.95 miles of linear medians, 298 acres of open space, fire mitigation, and over 7,000 street trees. With a new park at Earl Glenview completed, and a new park, Florida Avenue, coming online soon, as well as overseeing the new Recreation and Aquatics Center and the Lara Field Renovation funded by Measure K funds, a manager is needed to manage the projects and staff. This position will allow the Parks Field Supervisor to supervise the day-to-day operations and staff as opposed to managing projects. The Parks Division is currently staffed with a Field Supervisor that reports to the Community Services Director and who is responsible for an extremely broad range of services which generally include direct supervision of Parks workers in the delivery of routine parks and tree maintenance. Increasingly, the necessary work to assess and address long term maintenance, operational repair and improvement needs, to procure and manage contract service providers, etc. falls to the Community Services Director or remains unaddressed due to overall department staffing capacity and other needs. The Parks Manager position is necessary to support and assure credible delivery of routine and continuing service levels while allowing the City to adequately assess, plan for, and address anticipated needs including those associated with the new Recreation and Aquatics Center.</p>	Proactive Planning	157,250		113,890	43,360
Parks Maintenance Total		157,250	0	113,890	43,360

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					
<p>Install computer cabling (Funded by Library Donations: Ed Johnson Bequest funds) - The Library has employed Cat5 computer cables since they were installed in 1995. While the Cat5 cables are still functional, Cat6 cables have become the standard in recent years due to its ability to run at much faster speeds. In recent years, the number of connections to the Library's internet service has steadily increased. Not only has the number of users of the Library's internet service increased, but the amount of data required for each use has increased. This increase in data usage can be attributed to an increase in the amount of video played by the average user. Between YouTube, Netflix and other streaming and online video services, the amount of bandwidth needed to run the Library's network has increased. This has resulted in the service lagging when it is in heavy use. The system's responsiveness will only continue to deteriorate as the number of users increases. The vast majority of libraries within the Peninsula Library System (PLS) have upgraded to Cat6 cables. San Bruno is one of just a few locations in the system still using Cat5 cables. PLS will apply for a technology improvement grant through the California State Library to receive funding to supply the last remaining Cat5 libraries with Cat6 cables. However, there is a 35% match requirement with this grant. The total cost to upgrade the San Bruno Library to Cat6 would be \$34,703. The 35% match requirement would result in a cost to San Bruno of \$12,146. There is no guarantee the library system's grant application will be successful. If the grant is not awarded to the library system, there will be no need for this requested funding. Grant awardees will be informed in Spring 2020.</p>	<p>Strengthen Community Connections and Engagement</p>	<p>0</p>	<p>12,146</p>	<p>12,146</p>	<p>0</p>
Library Services Total		<p>0</p>	<p>12,146</p>	<p>12,146</p>	<p>0</p>

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
Internal Service Funds					
Central Garage					
Reclassify Parks & Facilities Manager to Facilities & Garage Services Manager (0.25 FTE) - During FY2019-20, the City Council approved a Parks and Facilities Manager within the Community Services Department. A proposed re-organization will transfer Building and Facilities operations from the Community Services Department to the Public Works Department, rename the position, and funding for the Manager position will be split 25% to Central Garage and 75% Building and Facilities. Fleet responsibilities of the Facilities & Garage Services Manager position include management and oversight of all Garage operations and programs, mechanic supervision, long and short term maintenance planning, Regulatory Compliance reporting, all purchasing and replacement of City vehicles, budget preparation and administration, and a liaison to other departments for their vehicle maintenance needs. The Facilities & Garage Services Manager will also oversee the operations of City-owned facilities, including all capital and maintenance management duties as outlined in the Facilities portion of the previously approved Parks and Facilities Manager.	Proactive Planning	39,267		40,630	(1,363)
Central Garage Total		39,267	0	40,630	(1,363)
Building and Facilities					
Reclassify Parks & Facilities Manager to Facilities & Garage Services Manager (0.75 FTE) - This position, shared with the Central Garage Division, will supervise line staff and projects, provide administrative oversight and coordination, assure timely delivery of capital improvement projects, and proactively address building and facilities' needs. The Building & Facilities Division is currently staffed with a Field Supervisor that reports to the Community Services Director and who is responsible for an extremely broad range of services which generally include direct supervision of Building & Facilities workers in the delivery of routine maintenance. Increasingly, the necessary work to assess and address long term maintenance, operational repair and improvement needs, to procure and manage contract service providers, etc. falls to the Community Services Director or remains unaddressed due to overall department staffing capacity and other needs. The Facilities & Garage Services Manager position is necessary to support and assure credible delivery of routine and continuing service levels while allowing the City to adequately assess, plan for, and address anticipated needs including those associated with the new Recreation and Aquatics Center.	Proactive Planning	117,299		121,391	(4,092)
Building and Facilities Total		\$117,299	\$0	\$121,391	(\$4,092)

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					
Microsoft Office 365 Full City License - This request is to migrate all desktop users to Microsoft Office 365. This is an increase of \$5,780. This cost will be offset with the elimination of Citrix and Microsoft Exchange license charges which have been removed from this year's budget request for a net operating savings.	Organizational Health and Employee Success	5,780			5,780
Information Technology Total		\$5,780	\$0	\$0	\$5,780
Total Supplemental Requests		\$454,596	\$24,146	\$300,057	\$178,685
Total General Fund Costs		\$420,981	\$24,146	\$266,409	\$178,719
General Fund ongoing costs net of ongoing revenue		\$420,981			

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City and Community Information
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CITY OF SAN BRUNO
OPERATING AND CAPITAL BUDGET OVERVIEW
for the Fiscal Year ending FY2020-21

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 FY2020-21 equals \$180 million. The City expenditure budget includes \$49.4 million in the General Fund and \$130.6 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 FY2020-21. The City's General Fund Budget provides the majority of services commonly associated with government (i.e. public safety, recreation, community development, general government, and public works).

I. Users Guide to the Budget

Every year, the Finance Department coordinates the preparation of 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; City Net Services Capital; Parks Capital; 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.

II. Budget Development Process

On January 21, 2020, the Finance Department distributed the FY2020-21 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
January 21, 2020	Budget manual distributed to Departments
April 21, 2020	Budget priorities and strategic initiatives study session with the City Council
May 8, 2020	Budget priorities and strategic initiatives study session with the City Council
April 24, 2020	Budget requests due to the City Manager
May 26, 2020	Proposed operating and CIP budget distributed to City Council
May 26, 2020	City Council budget study session – budget overview and department budgets
May 27, 2020	City Council budget study session – Capital Improvement Program (CIP)
June 9, 2020	City Council budget study session
June 23, 2020	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 FY2020-21 is \$46,129,927. The Gann spending limitation is calculated by taking the prior year's limitation \$44,529,041 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 FY2020-21.

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 2020 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. A major development was recently completed including an 83 residential unit, mixed-use development at the south end of San Mateo Avenue called the Aperture.

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.

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	November 2020
Vice Mayor	Michael Salazar	December 2020
Member	Laura Davis	November 2020
Member	Marty Medina	November 2022
Member	Linda Mason	November 2022

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.....Michael Salazar
Council Member.....Laura Davis
Council Member.....Marty Medina
Council Member.....Linda Mason

ADMINISTRATIVE PERSONNEL

City Manager.....Jovan D. Grogan
City Clerk.....Melissa Thurman
Assistant City Manager.....Vacant
City Attorney.....Marc Zafferano
Finance Director.....Keith DeMartini
Community & Economic Development Director.....Darcy Smith
Community Services Director.....Vacant
Fire Chief.....Ari Delay
Police Chief.....Ryan Johansen
Public Works Director.....Jimmy Tan
City Net Services Director.....Sandeep Krishnamurthy

COMMISSIONS, BOARDS, AND COMMITTEES

Planning Commission

Rick Biasotti, Vice Chair
Tom Hamilton
Auros Harman
Mary Lou Johnson
Sophie Lagacè
Kelly Lethin, Chair
Valentine Morgan
Vacancy
City Council Liaison: Marty Medina

Parks and Recreation Commission

Kris Gonzales, Vice-Chair
Lorry Greenberg
Nadia Koshafa, Youth Rep.
Jessica Martinucci
Alexander Melendrez
David Nigel
Mike Palmer, Chair
Lucy Zamattia
Michael Zastrow
City Council Liaison: Rico Medina

Culture & Arts Commission

Pamela Gamble, Vice Chair
Jeanne George
Pamela Madden
Janet Monaghan
Judy Puccini
Melissa Rohlf, Chair
Melodie Tobin
City Council Liaison: Linda Mason

Personnel Board

Ed Comerford
Ed Fuentes, Chair
Joe Roberts, Vice Chair
City Council Liaison: Linda Mason

San Bruno Community Foundation

Emily Roberts, President
Jim Ruane, Vice President
Tim Ross, Treasurer
John P. McGlothlin, Secretary
Raul Gomez
Nancy A. Kraus
Malissa Netane-Jones

Senior Citizens Advisory Committee

Dorothy Carmichael, Chair
Herb Chu, AARP Rep
Bunny Epperson
Bill Goff, Vice Chair
Karen Hornung, Treasurer
Barbara Luzaich, Nutrition Site
Pricilla Martinez
Joanne Tracey
City Council Liaison: Rico Medina

Bicycle & Pedestrian Advisory Committee

Walter Bird, Vice Chair
Adam Cozzette
Matt Gaines
Henry Mar
David Nigel, Chair
Cecile Riborozo
Gus Sinks
City Council Liaison: Laura Davis

Citizens Crime Prevention Committee

Rhonda Boone, Vice Chair
Linda Boscono
Peter Carey
Robert Riechel, Chair
Deanna Robinson
Richard Wong
Vacancy
City Council Liaison: Michael Salazar

Community Preparedness Committee

Ron LaPedis
Janet Lutus, Vice Chair
George Peponis
Malcolm Robinson, Chair
Vacancy
City Council Liaison: Michael Salazar

Traffic Safety and Parking Committee

Marco Durazo, Chair
John Lampros, Vice Chair
Stephen Seymour
Scott Thomas
Vacancy
City Council Liaison: Laura Davis

COMMISSIONS, BOARDS, AND COMMITTEES CONTINUED

Citizens Revenue Measure Oversight Committee

Vaughn Gregory, Chair

Anthony Clifford, Vice Chair

Frank Hedley

John Marty

John SeEVERS

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

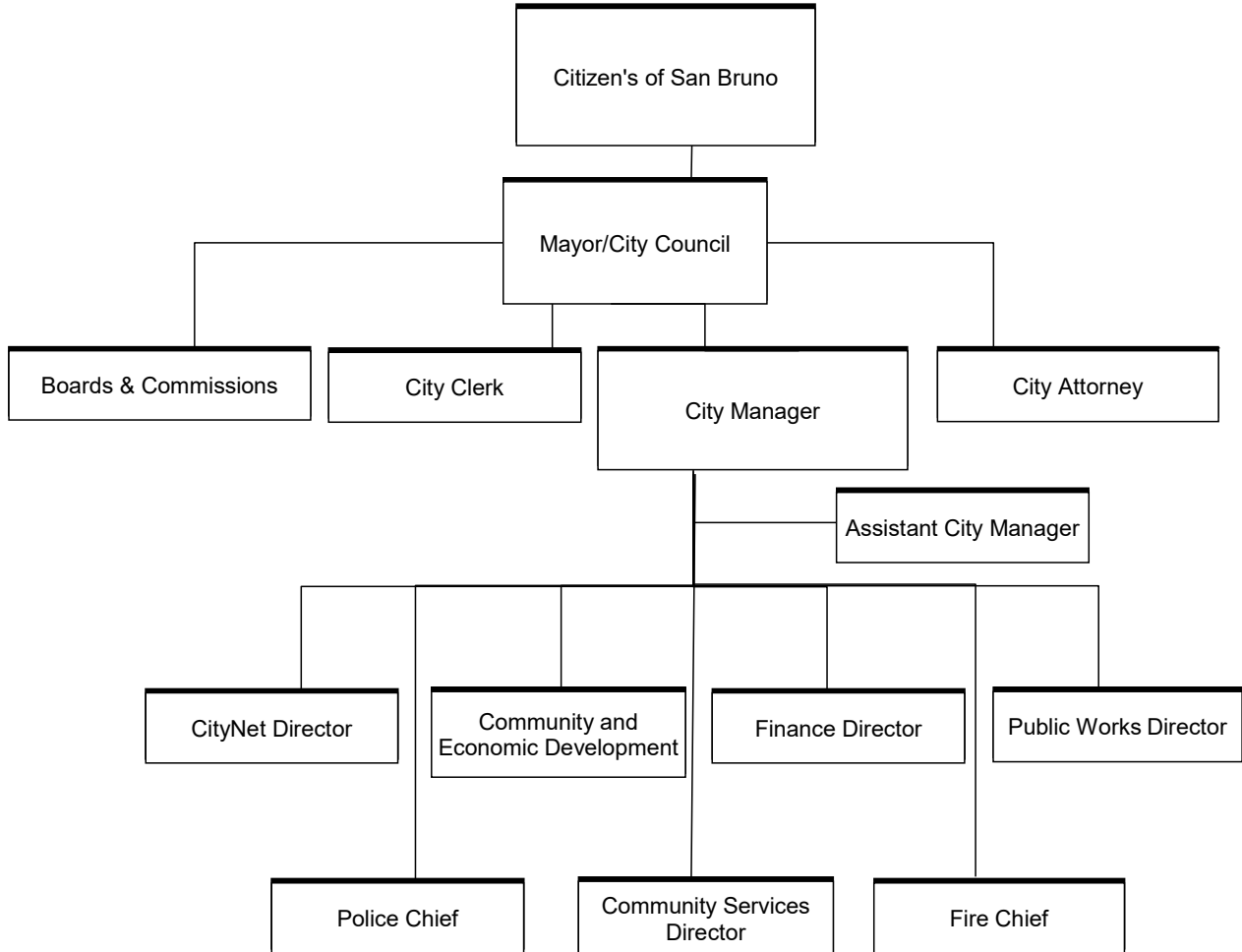
San Bruno will be the Peninsula City of choice in which to live, learn, work, shop and play.

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 FY2020-21 (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, Engagement and Communication
- Protect and Improve Community Aesthetics and Safety
- Continue Proactive Planning for the Future of San Bruno
- Strong Governance, Organizational Health and Employee Success

CITY OF SAN BRUNO



FISCAL POLICIES

RESERVE POLICIES

- **General Fund Contingency Fund** – The General Fund Contingency Fund shall be established with a goal of maintaining a target fund balance of \$1.5 million. This fund can be utilized through resolution of the City Council for any appropriation deemed appropriate.
- **General Fund Reserve** – The General Reserve Fund shall be established with a goal of maintaining a target fund balance of 25% of the budgeted General Fund expenditures. The General Fund Reserve Fund balance shall not fall below 15% of General Fund operating expenditures except in a declaration of emergency.
- **Emergency Disaster Reserve** – An Emergency Disaster Reserve shall be established with a goal of maintaining a target fund balance of \$3 million. This fund is intended to be utilized in the event of a declaration of emergency that requires the expenditure of funds outside of the adopted budget.
- **Capital Improvement Reserve** – A Capital Improvement Reserve Fund shall be established with a goal of obtaining an initial fund balance of \$5 million. While this fund has an initial goal of \$5 million, funds shall continue to be added to this fund until it has reached a fund balance of \$8 million.
- **Central Garage Reserve** – The Central Garage Reserve shall be funded at a target amount of 25% of budgeted department expenditures, not to drop below 15% except in a declaration of emergency.
- **Building and Facilities Reserve** – The Buildings and Facilities Reserve shall be funded at a target amount of 25% of budgeted department expenditures, not to drop below 15% except in a declaration of emergency.
- **Technology Reserve** – The Technology Reserve shall be funded at a target amount of 25% of budgeted department expenditures, not to drop below 15% except in a declaration of emergency.

REVENUE POLICIES

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

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

CAPITAL ASSET POLICY

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

ACCOUNTING POLICIES

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

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

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

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

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

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

BUDGETARY POLICY

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

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

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

Certificate of Award

Operating Budget Excellence Award Fiscal Year 2019-2020

Presented to the

City of San Bruno

For meeting the criteria established to achieve the CSMFO Excellence Award in Budgeting.

January 31, 2020



Steve Heide

*Steve Heide
CSMFO President*

Yolanda Rodriguez

*Yolanda Rodriguez, Chair
Recognition Committee*

Dedicated Excellence in Municipal Financial Reporting

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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of San Bruno
California**

For the Fiscal Year Beginning

July 1, 2019

Christopher P. Morill

Executive Director

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Financial Summaries
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Citywide Summary of Funds

Summary of Funds

Fiscal Year 2020-21

Fund Title	Projected Fund Balance as of July 1, 2020	Operating Revenue	Capital Revenue	Transfers In	Total Resources
General Fund - Operating	\$ 1,547,510	\$ 43,114,435	\$ -	\$ 5,647,023	\$ 48,761,458
Measure G District Sales Tax	150,000	2,911,017	-	-	2,911,017
Reserves:					
General Fund Reserve	12,613,134	-	-	-	-
General Fund One-Time Revenues	(0)	225,000	-	-	225,000
General Fund Capital Improvement / One-Time Initiative Reserve	5,102,456	2,183	-	2,025,644	2,027,827
Emergency Disaster Reserve	1,993,107	30,000	-	-	30,000
General Fund Equipment Reserve	3,438,160	-	303,545	72,000	375,545
Enterprise Funds*:					
Water	34,885,317	17,395,923	3,125,539	25,000	20,546,462
Stormwater	1,115,995	693,000	1,112,654	-	1,805,654
Wastewater	32,323,347	18,984,665	8,796,260	25,000	27,805,925
CityNet	(14,146,561)	10,837,377	-	-	10,837,377
Internal Services Funds:					
Central Garage	237,376	575,000	-	-	575,000
Buildings & Facilities Maintenance	79,860	1,724,000	-	-	1,724,000
Information Technology	128,429	1,058,000	-	-	1,058,000
Self-Insurance	310,889	2,846,554	-	-	2,846,554
Special Revenue Funds:					
Gas Tax	742,047	1,514,448	-	-	1,514,448
Measure A Transportation Tax	436,784	831,327	-	-	831,327
Street Special Revenue	329,214	-	-	-	-
Measure W Transportation Tax	403,740	241,962	-	-	241,962
Police Asset Forfeiture	998,023	117,000	-	-	117,000
Citizens Option for Public Safety	220,525	131,600	-	-	131,600
Federal/State Grants	162,223	-	-	-	-
Solid Waste	413,003	98,179	-	-	98,179
Library Special Revenue	12,624	-	-	-	-
Development Impact Fee	110,011	75,500	-	-	75,500
Park & Below Market Rate In-Lieu	7,021,114	40,000	-	-	40,000
Area Agency on Aging	46,125	203,970	-	-	203,970
Restricted Donations	2,646,249	162,000	-	10,889	172,889
City as Successor Housing Agency	685,407	-	-	-	-
Capital Project Funds:					
Parks & Facilities Capital	2,526,334	-	21,162,713	696,450	21,859,163
Streets Capital	3,368,088	-	1,882,273	2,801,000	4,683,273
Technology Capital	192,721	-	-	287,000	287,000
Debt Service Fund	900	-	-	1,713,231	1,713,231
GRAND TOTAL	\$ 100,094,150	\$ 103,813,139	\$ 36,382,984	\$ 13,303,237	\$ 153,499,359

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

Summary of Funds (Continued)

Fiscal Year 2020-21

Fund Title	Operating Expenditures	Capital Improvement Program (Including Carryover)	Transfers Out	Total Appropriations	Projected Fund Balance as of June 30, 2021
General Fund:	\$ 47,991,764	\$ -	\$ 1,361,204	\$ 49,352,968	\$ 956,000
Measure G District Sales Tax	-	-	2,555,000	2,555,000	506,017
Reserves:					
General Fund Reserve	-	-	590,849	590,849	12,022,285
General Fund One-Time Revenues	-	-	225,000	225,000	(0)
General Fund Capital Improvement / One-Time Initiative Reserve	-	-	2,208,381	2,208,381	4,921,902
Emergency Disaster Reserve	-	-	-	-	2,023,107
General Fund Equipment Reserve	-	303,545	72,000	375,545	3,438,160
Enterprise Funds*:					
Water	10,410,790	22,187,620	-	32,598,410	22,833,369
Stormwater	1,154,255	1,332,948	317,851	2,805,054	116,595
Wastewater	10,778,681	22,800,030	-	33,578,711	26,550,561
CityNet	9,981,605	-	352,027	10,333,632	(13,642,816)
Internal Services Funds:					
Central Garage	703,441	-	-	703,441	108,935
Buildings & Facilities Maintenance	1,559,771	-	-	1,559,771	244,089
Information Technology	1,024,068	-	-	1,024,068	162,361
Self-Insurance	2,656,591	-	-	2,656,591	500,852
Special Revenue Funds:					
Gas Tax	2,200	-	1,833,500	1,835,700	420,795
Measure A Transportation Tax	-	-	969,041	969,041	299,070
Street Special Revenue	-	-	-	-	329,214
Measure W Transportation Tax	-	-	400,000	400,000	245,702
Police Asset Forfeiture	407,882	-	272,000	679,882	435,141
Citizens Option for Public Safety	-	-	200,000	200,000	152,125
Federal/State Grants	-	-	-	-	162,223
Solid Waste	81,128	-	-	81,128	430,054
Library Special Revenue	-	-	12,624	12,624	-
Development Impact Fee	-	-	-	-	185,511
Park & Below Market Rate In-Lieu	42,350	-	-	42,350	7,018,764
Agency on Aging	167,137	-	36,500	203,637	46,458
Restricted Donations	121,425	-	310,146	431,571	2,387,567
City as Successor Housing Agency	-	-	-	-	685,407
Capital Project Funds:					
Parks & Facilities Capital	-	22,877,498	1,377,054	24,254,552	130,945
Streets Capital	-	7,816,398	199,171	8,015,569	35,792
Technology Capital	-	387,000	10,889	397,889	81,832
Debt Service Fund	1,713,231	-	-	1,713,231	900
GRAND TOTAL	\$ 88,796,319	\$ 77,705,039	\$ 13,303,237	\$ 179,804,595	\$ 73,788,915

General Fund

Four Year Summary

Long Range Financial Plan

	2017-18 Actual	2018-19 Actual	2019-20 Adopted Budget	2019-20 Amended Budget	2019-20 Estimated Actual	2020-21 Budget	2021-22 Forecast	2022-23 Forecast	2023-24 Forecast	2024-25 Forecast
Beginning Fund Balance, July 1	\$ 2,754,900	\$ 2,172,101	\$ 2,798,305	\$ 2,798,305	\$ 2,798,305	\$ 1,547,510	\$ 956,000	\$ 956,000	\$ 956,000	\$ 956,000
Revenues										
Taxes	29,649,571	31,721,463	33,097,802	33,097,802	30,492,255	29,450,830	31,299,821	32,466,828	34,308,889	39,753,579
Departmental Revenues	6,132,904	7,315,965	8,803,119	8,803,119	5,605,787	6,337,002	6,578,302	6,832,069	7,099,075	7,380,145
Franchises	1,835,944	1,839,359	1,903,000	1,903,000	1,855,560	1,871,561	1,904,608	1,938,646	1,973,705	2,009,816
Use of Money & Property	1,234,594	2,111,291	961,691	961,691	1,022,647	827,837	833,190	838,597	844,058	849,574
Other Revenue	3,794,014	3,826,664	4,381,636	4,381,636	4,216,930	4,627,205	4,766,021	4,909,002	5,056,272	5,207,960
Transfer In from Other Funds	1,115,127	947,523	964,000	3,759,083	4,329,551	5,647,023	4,357,561	4,444,713	4,533,607	4,624,279
Total Revenues	43,762,154	47,762,265	50,111,247	52,906,331	47,522,730	48,761,458	49,739,503	51,429,854	53,815,606	59,825,354
Expenditures										
General Administration	4,335,387	4,862,088	5,442,221	5,669,260	5,269,024	5,533,707	5,810,392	6,042,808	6,284,520	6,567,101
Public Safety	27,341,342	29,077,234	31,400,489	31,231,168	30,210,273	31,150,864	32,864,162	34,178,728	35,545,877	36,967,712
Public Works	3,226,010	3,647,792	3,985,771	4,184,643	4,234,329	4,234,953	4,446,701	4,624,569	4,809,551	5,001,933
Community & Econ. Development	3,442,673	3,517,997	3,631,872	3,715,469	3,592,966	3,239,239	3,401,201	3,537,249	3,678,739	3,825,889
Community Services	8,638,951	8,639,485	9,732,544	9,702,303	8,792,899	9,087,555	9,541,933	9,923,610	10,320,554	10,733,377
Non-Departmental	617,331	944,092	508,555	496,555	896,635	524,577	550,806	572,838	595,752	619,582
Internal Allocations	(4,655,074)	(4,954,713)	(5,629,906)	(5,629,906)	(5,629,906)	(5,779,131)	(5,779,131)	(6,010,296)	(6,250,708)	(6,500,736)
Transfer to Other Funds	1,398,333	1,402,087	1,364,805	1,407,305	1,407,305	1,361,204	1,429,264	1,486,435	1,545,892	1,607,728
Total Expenditures	44,344,953	47,136,062	50,436,351	50,776,798	48,773,525	49,352,968	52,265,327	54,355,940	56,530,178	58,822,585
Surplus (Deficit)	(582,799)	626,203	(325,103)	2,129,533	(1,250,795)	(591,510)	(2,525,824)	(2,926,087)	(2,714,572)	1,002,768
Unidentified Future Reductions							2,525,824	2,926,087	2,714,572	(1,002,768)
Ending Fund Balance, June 30	\$ 2,172,101	\$ 2,798,305	\$ 2,473,202	\$ 4,927,838	\$ 1,547,510	\$ 956,000	\$ 956,000	\$ 956,000	\$ 956,000	\$ 956,000

General Fund

Four Year Revenue Summary

Long Range Financial Plan

	2017-18 Actual	2018-19 Actual	2019-20 Amended Budget	2019-20 Estimated Actual	2020-21 Budget	Change in Budget	2021-22 Forecast	2022-23 Forecast	2023-24 Forecast	2024-25 Forecast
Taxes										
Property Taxes	\$ 9,920,147	\$ 11,437,510	\$ 11,926,360	\$ 11,913,590	\$ 12,111,481	2%	\$12,717,081	\$13,083,013	\$14,086,947	\$17,618,659
Sales Taxes	7,321,095	7,664,694	7,892,000	6,780,059	6,468,926	-18%	6,857,062	7,131,344	7,416,598	8,256,262
Hotel/Motel Taxes	3,424,660	3,628,979	3,540,275	2,902,300	2,125,467	-40%	2,465,542	2,618,247	2,774,005	2,932,880
Vehicle License Fees	4,576,283	4,909,295	5,202,000	5,013,326	4,958,046	-5%	5,156,368	5,362,622	5,577,127	5,800,212
Regulatory Cardroom Fee	1,843,532	1,904,512	1,960,147	1,974,980	2,006,000	2%	2,056,150	2,107,554	2,160,243	2,214,249
Business Taxes	2,563,854	2,176,473	2,577,020	1,908,000	1,780,910	-31%	2,047,619	2,164,048	2,293,969	2,931,318
Subtotal	29,649,571	31,721,463	33,097,802	30,492,255	29,450,830	-11%	31,299,821	32,466,828	34,308,889	39,753,579
Franchises										
PG&E/AT&T	549,188	520,163	549,000	523,281	530,000	-3%	530,000	530,000	530,000	530,000
Recology San Bruno	1,014,131	1,066,280	1,084,000	1,096,963	1,101,561	2%	1,134,608	1,168,646	1,203,705	1,239,816
Cable Television In-Lieu	272,625	252,916	270,000	235,316	240,000	-11%	240,000	240,000	240,000	240,000
Subtotal	1,835,944	1,839,359	1,903,000	1,855,560	1,871,561	-2%	1,904,608	1,938,646	1,973,705	2,009,816
Use of Money & Property										
Interest Earnings	16,592	1,101,204	350,000	500,000	200,000	-43%	200,000	200,000	200,000	200,000
Rentals	410,430	516,744	521,399	521,423	535,337	3%	540,690	546,097	551,558	557,074
Cable Equity Earnings	575,000	375,000	-	-	-	0%	-	-	-	-
Other	232,572	118,343	90,292	1,224	92,500	2%	92,500	92,500	92,500	92,500
Subtotal	1,234,594	2,111,291	961,691	1,022,647	827,837	-14%	833,190	838,597	844,058	849,574
Transfers in & Other Revenues										
Transfers from Other Funds	1,115,127	947,523	3,759,083	4,329,551	5,647,023	50%	4,357,561	4,444,713	4,533,607	4,624,279
Other	3,794,014	3,826,664	4,381,636	4,216,930	4,627,205	6%	4,766,021	4,909,002	5,056,272	5,207,960
Subtotal	4,909,141	4,774,187	8,140,719	8,546,481	10,274,228	26%	9,123,582	9,353,714	9,589,878	9,832,239
Departmental Revenues										
Police	1,636,174	2,103,898	2,019,055	1,731,565	2,288,255	13%	2,334,021	2,380,701	2,428,315	2,476,881
Fire	646,582	583,376	537,237	309,708	388,138	-28%	399,782	411,776	424,129	436,853
Public Works Engineering	293,782	282,265	263,000	331,336	322,000	22%	331,660	341,610	351,858	362,414
Public Works Streets	105,447	112,666	110,800	116,976	110,800	0%	114,124	117,548	121,074	124,706
Planning	185,662	220,899	180,000	167,250	133,800	-26%	137,814	141,948	146,207	150,593
Building	1,464,125	2,076,296	3,744,629	1,739,087	2,098,067	-44%	2,244,932	2,402,077	2,570,222	2,750,138
Recreation Services	1,640,920	1,722,856	1,735,000	1,011,515	838,066	-52%	854,827	871,924	889,362	907,150
Parks Maintenance	36,459	38,096	38,700	37,794	38,876	0%	40,042	41,243	42,481	43,755
Senior Services	78,302	148,758	146,000	144,556	105,000	-28%	107,100	109,242	111,427	113,655
Library Services	45,451	26,855	28,698	16,000	14,000	-51%	14,000	14,000	14,000	14,000
Subtotal	6,132,904	7,315,965	8,803,119	5,605,787	6,337,002	-28%	6,578,302	6,832,069	7,099,075	7,380,145
Total	\$ 43,762,154	\$ 47,762,265	\$ 52,906,331	\$ 47,522,730	\$ 48,761,458	-8%	\$49,739,503	\$51,429,854	\$53,815,606	\$59,825,354

General Fund

Four Year Expenditure Summary

Long Range Financial Plan

	2017-18 Actual	2018-19 Actual	2019-20 Amended Budget	2019-20 Estimated Actual	2020-21 Budget	Change in Budget	2021-22 Forecast	2022-23 Forecast	2023-24 Forecast	2024-25 Forecast
General Government										
City Council	\$ 210,928	\$ 154,880	\$ 176,582	\$ 166,607	\$ 170,444	-3%	\$178,966	\$186,125	\$193,570	\$201,313
City Clerk	410,879	342,155	636,269	559,465	588,592	-7%	618,022	642,742	\$668,452	726,390
City Treasurer	48,379	-	-	-	-	0%	-	-	-	-
City Attorney	481,702	591,020	545,579	532,846	551,772	1%	579,361	602,535	626,636	651,702
City Manager	910,111	1,032,334	1,308,675	931,866	1,175,422	-10%	1,234,193	1,283,561	1,334,903	1,388,299
Human Resources	380,620	460,088	600,182	654,315	675,140	12%	708,897	737,253	766,743	797,413
Finance										
Administration	948,191	1,221,509	1,356,837	1,348,753	1,303,842	-4%	1,369,034	1,423,795	1,480,747	1,539,977
Revenue Services	944,576	1,060,103	1,045,137	1,075,172	1,068,495	2%	1,121,920	1,166,797	1,213,468	1,262,007
Subtotal	4,335,387	4,862,088	5,669,260	5,269,024	5,533,707	-2%	5,810,392	6,042,808	6,284,520	6,567,101
Police	17,124,354	18,067,717	19,620,149	18,736,270	19,369,240	-1%	20,434,548	21,251,930	22,102,007	22,986,088
Fire	10,216,988	11,009,516	11,611,019	11,474,003	11,781,624	1%	12,429,613	12,926,798	13,443,870	13,981,625
Public Works										
Admin. & Engineering	1,634,872	1,941,258	1,984,147	2,247,805	2,010,398	1%	2,110,918	2,195,355	2,283,169	2,374,496
Streets Maintenance	1,591,138	1,706,534	2,200,496	1,986,524	2,224,555	1%	2,335,783	2,429,214	2,526,383	2,627,438
Subtotal	3,226,010	3,647,792	4,184,643	4,234,329	4,234,953	1%	4,446,701	4,624,569	4,809,551	5,001,933
Community & Economic Development										
Planning	1,224,344	1,326,007	1,406,810	1,390,196	1,482,333	5%	1,556,450	1,618,708	1,683,456	1,750,794
Building Inspection	2,218,329	2,191,990	2,308,659	2,202,770	1,756,906	-24%	1,844,751	1,918,541	1,995,283	2,075,094
Subtotal	3,442,673	3,517,997	3,715,469	3,592,966	3,239,239	-13%	3,401,201	3,537,249	3,678,739	3,825,889
Community Services										
Recreation Services	2,366,703	2,306,953	2,548,630	2,208,147	2,104,722	-17%	2,209,958	2,298,356	2,390,291	2,485,902
Parks Maintenance	2,847,765	2,859,375	3,310,852	2,959,401	3,246,243	-2%	3,408,555	3,544,897	3,686,693	3,834,161
Senior Services	1,138,514	1,138,513	1,329,327	1,229,964	1,336,116	1%	1,402,922	1,459,039	1,517,400	1,578,096
Library	2,285,969	2,334,644	2,513,494	2,395,387	2,400,474	-4%	2,520,498	2,621,318	2,726,170	2,835,217
Subtotal	8,638,951	8,639,485	9,702,303	8,792,899	9,087,555	-6%	9,541,933	9,923,610	10,320,554	10,733,377
Non-Departmental										
Cost Allocation	617,331	944,092	496,555	896,635	524,577	6%	550,806	572,838	595,752	619,582
Subtotal	(4,655,074)	(4,954,713)	(5,629,906)	(5,629,906)	(5,779,131)	3%	(5,779,131)	(6,010,296)	(6,250,708)	(6,500,736)
Expenditures Subtotal	42,946,619	45,733,974	49,369,493	47,366,220	47,991,764	-3%	50,836,063	52,869,506	54,984,286	57,214,857
Transfer Out to Debt Service										
Subtotal	1,398,333	1,402,087	1,407,305	1,407,305	1,361,204	-3%	1,429,264	1,486,435	1,545,892	1,607,728
Total	\$ 44,344,953	\$ 47,136,062	\$ 50,776,798	\$ 48,773,525	\$ 49,352,968	-3%	\$ 52,265,327	\$ 54,355,940	\$ 56,530,178	\$ 58,822,585

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

	2017-18 Actual	2018-19 Actual	2019-20 Amended Budget	2019-20 Estimated Actual	2020-21 Budget	2021-22 Forecast	2022-23 Forecast	2023-24 Forecast	2024-25 Forecast
Beginning Fund Balance, July 1	\$ 15,089,457	\$ 18,861,279	\$ 29,084,222	\$ 29,084,222	\$ 34,885,317	\$ 22,833,369	\$ 11,717,473	\$ 12,200,265	\$ 10,527,283
Revenues									
Operating Revenues	15,189,058	16,185,195	16,253,260	15,994,455	17,065,923	18,037,757	18,156,295	18,746,422	19,336,550
Capacity Charges	23,543	804,958	30,000	35,222	30,000	30,000	30,000	30,000	30,000
Grant and Other Revenues	99,619	43,488	50,000	29,560	50,000	50,000	50,000	50,000	50,000
Interest Income	249,676	683,888	250,000	300,500	250,000	262,500	262,500	262,500	262,500
Total Revenues	15,561,896	17,717,529	16,583,260	16,359,737	17,395,923	18,380,257	18,498,795	19,088,922	19,679,050
Total Operating Expenses	8,274,771	8,363,529	10,242,244	9,044,746	9,888,765	10,580,979	11,110,027	11,665,529	12,248,805
Operating Surplus (Deficit)	7,287,125	9,354,000	6,341,016	7,314,991	7,507,158	7,799,278	7,388,767	7,423,393	7,430,244
Non-Operating Revenues (Expenses)									
Capital Improvement Program	(2,801,565)	(1,767,891)	(27,668,145)	(6,347,519)	(22,187,620)	(18,400,000)	(6,400,000)	(8,600,000)	(11,400,000)
Debt Service Payment and Fees	(518,365)	(437,560)	(431,170)	(468,080)	(457,025)	(448,225)	(439,025)	(429,425)	(416,925)
Equipment Purchase	(195,372)	-	(93,952)	(92,361)	(65,000)	(66,950)	(66,950)	(66,950)	(66,950)
Capital Reimbursements	-	3,998	-	-	-	-	-	-	-
Debt Proceeds	-	3,095,396	9,495,000	5,394,065	3,125,539	-	-	-	-
Transfer In	-	-	-	-	25,000	-	-	-	-
Transfer Out	-	(25,000)	-	-	-	-	-	-	-
Non-Operating Surplus (Deficit)	(3,515,302)	868,943	(18,698,268)	(1,513,896)	(19,559,106)	(18,915,175)	(6,905,975)	(9,096,375)	(11,883,875)
Change in Fund Balance	3,771,823	10,222,943	(12,357,251)	5,801,095	(12,051,948)	(11,115,897)	482,792	(1,672,982)	(4,453,631)
Ending Fund Balance, June 30	\$ 18,861,279	\$ 29,084,222	\$ 16,726,971	\$ 34,885,317	\$ 22,833,369	\$ 11,717,473	\$ 12,200,265	\$ 10,527,283	\$ 6,073,653
Reserve Targets									
25% Operating and Debt Service					2,357,935	2,533,188	2,667,751	2,809,026	2,957,970
Equipment Reserve					150,000	150,000	150,000	150,000	150,000
Emergency Capital Reserve					2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
Total Reserve Target					\$ 4,507,935	\$ 4,683,188	\$ 4,817,751	\$ 4,959,026	\$ 5,107,970
Fund Balance Above Reserve Target					\$ 18,325,434	\$ 7,034,284	\$ 7,382,514	\$ 5,568,257	\$ 965,683

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

	2017-18 Actual	2018-19 Actual	2019-20 Amended Budget	2019-20 Estimated Actual	2020-21 Budget	2021-22 Forecast	2022-23 Forecast	2023-24 Forecast	2024-25 Forecast
Beginning Fund Balance, July 1	\$ 3,319,799	\$ 1,819,627	\$ 1,650,807	\$ 1,650,807	\$ 1,115,995	\$ 116,595	\$ (385,366)	\$ (906,345)	\$ (733,461)
Revenues									
Operating Revenues	560,655	561,318	565,000	568,000	570,000	586,813	603,954	1,335,067	1,386,819
Reimbursements	84,847	87,005	90,000	92,000	110,000	110,000	110,000	110,000	110,000
Interest Income	24,425	30,369	24,000	15,000	13,000	13,195	13,393	13,594	13,798
Total Revenues	669,927	678,692	679,000	675,000	693,000	710,008	727,347	1,458,661	1,510,617
Expenses									
Stormwater Operations	749,000	1,334,804	1,229,045	1,026,056	1,154,255	1,211,968	1,248,327	1,285,777	1,324,350
Operating Surplus (Deficit)	(79,073)	(656,111)	(550,045)	(351,056)	(461,255)	(501,960)	(520,980)	172,884	186,267
Non-Operating Revenues (Expenses)									
Capital Improvement Program	(1,117,015)	(282,708)	(1,038,801)	(1,161,451)	(1,332,948)	(1,500,000)	-	-	-
Equipment Purchase	(33,214)	-	(294,560)	(295,128)	-	-	-	-	-
Capital Reimbursements	-	-	1,113,333	-	1,112,654	-	-	-	-
Transfer In	742,130	770,000	1,322,823	1,322,823	-	1,500,000	-	-	-
Transfer Out	(1,013,000)	-	(50,000)	(50,000)	(317,851)	-	-	-	-
Non-Operating Surplus (Deficit)	(1,421,100)	487,292	1,052,795	(183,757)	(538,145)	-	-	-	-
Change in Fund Balance	(1,500,172)	(168,820)	502,750	(534,813)	(999,400)	(501,960)	(520,980)	172,884	186,267
Ending Fund Balance, June 30	\$ 1,819,627	\$ 1,650,807	\$ 2,153,557	\$ 1,115,995	\$ 116,595	\$ (385,366)	\$ (906,345)	\$ (733,461)	\$ (547,194)
Reserve Targets									
25% Operating and Debt Service					288,564	302,992	312,082	321,444	331,087
Equipment Reserve					100,000	100,000	100,000	100,000	100,000
Emergency Capital Reserve					500,000	500,000	500,000	500,000	500,000
Total Reserve Target					\$ 888,564	\$ 902,992	\$ 912,082	\$ 921,444	\$ 931,087
Fund Balance Above Reserve Target					\$ (771,969)	\$ (1,288,358)	\$ (1,818,427)	\$ (1,654,905)	\$ (1,478,281)

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

	2017-18	2018-19	2019-20	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
	Actual	Actual	Amended Budget	Estimated Actual	Budget	Forecast	Forecast	Forecast	Forecast
Beginning Fund Balance, July 1	\$ 15,651,475	\$ 15,827,894	\$ 28,049,063	\$ 28,049,063	\$ 32,323,347	26,550,561	23,194,350	22,679,347	28,206,927
Revenues									
Operating Revenues	16,526,011	17,684,479	18,151,632	18,151,632	18,514,665	\$ 19,585,436	\$ 19,744,278	\$ 20,466,332	\$ 21,188,385
Capacity Charges	118,323	19,251	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Other Revenues	104,046	13,155	10,000	8,500	10,000	10,000	10,000	10,000	10,000
Interest Income	283,802	910,804	410,000	410,000	410,000	430,500	452,025	452,025	452,025
Total Revenues	17,032,182	18,627,689	18,621,632	18,620,132	18,984,665	20,075,936	20,256,303	20,978,357	21,700,410
Total Operating Expenses	7,976,816	7,914,533	9,145,696	8,683,150	9,469,405	9,566,546	10,044,873	10,547,117	11,074,473
Operating Surplus (Deficit)	9,055,365	10,713,156	9,475,936	9,936,982	9,515,260	10,509,390	10,211,430	10,431,240	10,625,938
Non-Operating Revenues (Expenses)									
Capital Improvement Program	(5,986,526)	(7,632,482)	(29,591,937)	(9,496,375)	(22,800,030)	(12,610,000)	(9,530,000)	(3,770,000)	(8,310,000)
Debt Service Payment and Fees	(2,532,895)	(1,296,191)	(1,247,891)	(1,354,726)	(1,309,276)	(1,255,601)	(1,196,434)	(1,133,660)	(1,078,517)
Equipment Purchase	(368,997)	-	(50,000)	(39,413)	-	-	-	-	-
Capital Reimbursements	-	15,763	-	-	-	-	-	-	-
Debt Proceeds	-	10,445,924	21,283,625	5,227,816	8,796,260	-	-	-	-
Transfer In	9,471	-	-	-	25,000	-	-	-	-
Transfer Out	-	(25,000)	-	-	-	-	-	-	-
Non-Operating Surplus (Deficit)	(8,878,947)	1,508,014	(9,606,203)	(5,662,698)	(15,288,046)	(13,865,601)	(10,726,434)	(4,903,660)	(9,388,517)
Change in Fund Balance	176,419	12,221,170	(130,267)	4,274,284	(5,772,786)	(3,356,211)	(515,004)	5,527,580	1,237,421
Ending Fund Balance, June 30	\$ 15,827,894	\$ 28,049,063	\$ 27,918,796	\$ 32,323,347	\$ 26,550,561	\$ 23,194,350	\$ 22,679,347	\$ 28,206,927	\$ 29,444,348
Reserve Targets									
25% Operating and Debt Service					2,040,032	2,077,736	2,212,110	2,353,364	2,498,989
Equipment Reserve					150,000	150,000	150,000	150,000	150,000
Emergency Capital Reserve					2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
Total Reserve Target					\$ 4,190,032	\$ 4,227,736	\$ 4,362,110	\$ 4,503,364	\$ 4,648,989
Fund Balance Above Reserve Target					\$ 22,360,529	\$ 18,966,614	\$ 18,317,237	\$ 23,703,562	\$ 24,795,359

CityNet Enterprise

CityNet Services is the City Enterprise responsible for the operations of San Bruno CityNet Services - the City's telecommunications business enterprise, and Channel 1 – the City's locally originated Public, Educational and Government (PEG) TV Channel. The Enterprise also provides oversight and management of the City's IT Department.

Four Year Summary

Long Range Financial Plan

	2017-18 Actual	2018-19 Actual	2019-20 Amended Budget	2019-20 Estimated Actual	2020-21 Budget	2021-22 Forecast	2022-23 Forecast	2023-24 Forecast	2024-25 Forecast
Beginning Fund Balance, July 1	\$(11,210,208)	\$(13,106,743)	\$ (14,153,026)	\$ (14,153,026)	\$(14,146,561)	\$ (13,642,816)	\$ (13,446,006)	\$ (13,340,480)	\$ (12,707,127)
Revenues									
Basic Service (incl Local Orig.)	3,026,881	2,812,628	2,871,320	2,807,929	3,107,482	3,138,557	3,169,942	3,201,642	3,233,658
Internet Service Fees (incl Wi-Fi)	4,007,749	4,025,220	4,614,500	4,068,951	4,533,939	4,863,977	5,211,037	5,815,431	6,450,044
Pay-Per-View Services	608,138	540,057	407,000	486,616	599,248	539,323	485,391	436,852	393,167
Digital Service	1,069,261	1,008,429	800,000	1,085,372	1,470,872	1,353,202	1,244,946	1,145,350	1,053,722
International Programming	99,702	87,901	75,000	82,983	87,916	80,883	74,412	68,459	62,982
Fees & Taxes	326,502	302,402	233,000	283,196	250,320	230,294	211,871	194,921	179,327
Voice Service	387,269	357,050	368,000	316,936	311,952	311,952	311,952	311,952	311,952
Fiber Leasing	108,252	295,152	180,000	125,352	131,620	131,620	131,620	131,620	131,620
TV Guide Magazine	2,078	1,867	2,000	1,715	1,715	1,715	1,715	1,715	1,715
Commercial Phone & Data	144,552	109,097	185,000	66,595	114,865	132,095	151,909	174,695	200,900
Other Receipts	203,396	199,695	171,300	266,085	227,448	227,448	227,448	227,448	227,448
Total Revenues	9,983,781	9,739,497	9,907,120	9,591,730	10,837,377	11,011,066	11,222,243	11,710,085	12,246,536
Expenses									
Operating Expenses	9,804,282	9,925,463	9,106,499	9,205,556	9,630,166	10,111,674	10,415,024	10,727,475	11,049,299
Pass Thru Fees	358,321	341,621	349,257	307,034	349,257	349,257	349,257	349,257	349,257
Equity Earnings Transfer	575,000	375,000	-	-	-	-	-	-	-
Total Expenses	10,737,603	10,642,084	9,455,756	9,512,590	9,979,423	10,460,931	10,764,281	11,076,732	11,398,556
Operating Surplus (Deficit)	(753,822)	(902,587)	451,364	79,140	857,954	550,135	457,962	633,353	847,980
Non-Operating Revenues (Expenses)									
Capital Improvement Program	(1,049,180)	(139,758)	(409,894)	(69,612)	-	-	-	-	-
Debt Service Payment and Fees	(4,809)	(3,938)	(3,063)	(3,063)	(2,183)	(1,298)	(409)	-	-
Equipment Purchase	(32,723)	-	(120,000)	-	-	-	-	-	-
Transfer In	-	-	-	-	-	-	-	-	-
Transfer Out	(56,000)	-	(352,027)	-	(352,027)	(352,027)	(352,027)	-	-
Non-Operating Surplus (Deficit)	(1,142,713)	(143,696)	(884,984)	(72,675)	(354,210)	(353,325)	(352,436)	-	-
Change in Fund Balance	(1,896,535)	(1,046,283)	(433,620)	6,465	503,745	196,810	105,526	633,353	847,980
Ending Fund Balance, June 30	\$(13,106,743)	\$(14,153,026)	\$ (14,586,646)	\$ (14,146,561)	\$(13,642,816)	\$ (13,446,006)	\$ (13,340,480)	\$ (12,707,127)	\$ (11,859,147)
Reserve Targets									
25% Operating and Debt Service					2,406,303	2,526,901	2,602,961	2,769,183	2,849,639
Equipment Reserve					100,000	100,000	100,000	100,000	100,000
Emergency Capital Reserve					200,000	200,000	200,000	200,000	200,000
Total Reserve Target					\$ 2,706,303	\$ 2,826,901	\$ 2,902,961	\$ 3,069,183	\$ 3,149,639
Fund Balance Above Reserve Target					\$(16,349,119)	\$ (16,272,908)	\$ (16,243,441)	\$ (15,776,310)	\$ (15,008,786)

Measure G District Sales Tax

Long Range Financial Plan

Measure G is funded through a voter-approved one-half cent transactions and use tax. This local sales tax is collected along with other state and local sales and use taxes and is administered by the California Department of Tax and Fee Administration. Proceeds will fund city services/facilities such as neighborhood police patrols, fire prevention services, urban wildfire protection, crime suppression/investigation; pothole/street repair; increasing parking supply; upgrading parks/other city services/facilities; and expanding services supporting local businesses.

Four Year Summary

	2017-18 Actual	2018-19 Actual	2019-20 Amended Budget	2019-20 Estimated Actual	2020-21 Budget	2021-22 Forecast	2022-23 Forecast	2023-24 Forecast	2024-25 Forecast
Beginning Fund Balance, July 1	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ 506,017	\$ 3,591,694	\$ 6,800,799	\$ 10,138,268
Revenues									
1/2 cent sales tax allocation	-	-	-	150,000	2,911,017	3,085,678	3,209,105	3,337,469	3,715,318
Expenditures									
Operating Expenditures	-	-	-	-	-	-	-	-	-
Total Expenditures	-	-	-	-	-	-	-	-	-
Non-Operating Revenue (Expenditure)									
Transfer Out to General Fund Operating					(2,150,000)				
Transfer Out to Facilities Capital Projec	-	-	-	-	(205,000)	-	-	-	-
Transfer Out to Streets Capital Projects	-	-	-	-	(200,000)	-	-	-	-
Subtotal	-	-	-	-	(2,555,000)	-	-	-	-
Change in Fund Balance	-	-	-	150,000	356,017	3,085,678	3,209,105	3,337,469	3,715,318
Ending Fund Balance, June 30	\$ -	\$ -	\$ -	\$ 150,000	\$ 506,017	\$ 3,591,694	\$ 6,800,799	\$ 10,138,268	\$ 13,853,586

Reserves Summary

3-Year Reserve Trend Compared to Reserve Policy Target

Reserve Item	Fund No.	2017-18 Actual	2018-19 Actual	2019-20 Amended Budget	2019-20 Estimated Actual	2020-21 Budget	Change in Budget	Reserve Policy Target 2020-21 Budget	Reserve Target vs. 2020-21 Budget
General Fund Balance									
Contingency (\$1.5M Fund Balance Target)	001	\$ 2,172,101	\$ 2,798,305	\$ 4,927,838	\$ 1,547,510	\$ 956,000	-81%	\$1,500,000	\$ (544,000)
Reserve (25% of annual expense)	002	12,078,696	12,555,916	12,789,738	12,613,134	12,022,285	-6%	12,338,242	(315,957)
Capital Improvements (\$5M Fund Balance Target)	004	8,108,710	5,659,442	5,454,483	5,102,456	4,921,902	-10%	5,000,000	(78,098)
Emergency Disaster (\$3M Fund Balance Target)	136	3,126,534	3,202,690	2,139,867	1,993,107	2,023,107	-5%	3,000,000	(976,893)
Equipment	703	5,098,605	4,663,832	3,348,103	3,438,160	3,438,160	3%	0	3,438,160
Subtotal General Fund		\$ 30,584,645	\$ 28,880,185	\$ 28,660,029	\$ 24,694,366	\$ 23,361,453	-18%	\$ 21,838,242	\$ 1,523,211
Internal Service Fund Balance									
Central Garage (25% of annual expense)	701	120,381	100,352	179,521	237,376	108,935	-39%	175,860	(66,926)
Building & Facilities (25% of annual expense)	702	12,194	190,356	309,034	79,860	244,089	-21%	389,943	(145,853)
Technology (25% of annual expense)	707	259,713	122,665	255,212	128,429	162,361	-36%	256,017	(93,656)
Subtotal Internal Service Funds		\$ 392,288	\$ 413,373	\$ 743,766	\$ 445,665	\$ 515,385	-31%	\$ 821,820	\$ (306,435)
Total		\$ 30,976,933	\$ 29,293,558	\$ 29,403,795	\$ 25,140,031	\$ 23,876,838	-19%	\$ 22,660,062	\$ 1,216,776
City Net Services	641	(13,106,743)	(14,153,026)	(14,586,646)	(14,146,561)	(13,642,816)	-6%		
Adjusted General Fund Reserves		\$ 17,477,903	\$ 14,727,159	\$ 14,073,383	\$ 10,547,805	\$ 9,718,637	-31%	\$ 21,838,242	\$ 1,523,211

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

	2017-18 Actual	2018-19 Actual	2019-20 Amended Budget	2019-20 Estimated Actual	2020-21 Budget	2021-22 Forecast	2022-23 Forecast	2023-24 Forecast	2024-25 Forecast
Beginning Fund Balance, July 1	\$ 3,369,591	\$ 7,282,442	\$ 4,999,506	\$ 4,999,506	\$ 4,609,727	\$ 4,597,259	\$ 2,652,530	\$ 2,608,610	\$ 2,608,610
Advance to Cable (Non-Spendable)	991,728	826,268	659,936	659,936	492,729	324,643	155,671	-	-
Revenues									
Interest from Advance to Cable	4,809	3,938	3,063	3,063	2,183	1,298	409	-	-
CPUC Penalty Assessed on PGE	6,000,000	-	-	-	-	-	-	-	-
Total Revenues	6,004,809	3,938	3,063	3,063	2,183	1,298	409	-	-
Non-Operating Revenue (Expenditure)									
Transfer in from One-Time Revenue	148,897	494,746	-	-	-	-	-	-	-
Transfer in from Stormwater Capital	1,013,000	-	50,000	50,000	317,851	-	-	-	-
Transfer in from Parks, Facilities, Police Capital	163,319	514,434	2,202,621	2,202,621	1,255,054	-	-	-	-
Transfer in from Streets Capital	215,575	337,891	1,734,545	1,734,545	100,712	-	-	-	-
Transfer in from Cable Fund	-	-	352,027	-	352,027	352,027	352,027	-	-
Transfer in from Technology Capital	-	-	30,095	30,095	-	-	-	-	-
Transfer out to the General Fund	-	-	(2,755,083)	(2,755,083)	(1,297,904)	-	-	-	-
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 Crestmoor (Glenview) Recovery Fund	-	-	(100,000)	(100,000)	-	-	-	-	-
Transfer out to Stormwater Capital	(412,500)	(770,000)	(300,000)	(300,000)	-	(1,500,000)	-	-	-
Transfer out to Parks, Facilities, Police Capital	(1,060,078)	(1,638,250)	(758,200)	(758,200)	(121,450)	(265,000)	(100,000)	-	-
Transfer out to Streets Capital	(2,321,062)	(1,040,000)	(207,000)	(207,000)	(150,000)	(150,000)	-	-	-
Transfer out to Technology Capital	-	-	(105,000)	(105,000)	(287,000)	(200,000)	(100,000)	-	-
Subtotal	(2,257,418)	(2,453,206)	(208,022)	(560,049)	(182,737)	(2,115,000)	(200,000)	-	-
Change in Fund Balance	3,747,391	(2,449,268)	(204,959)	(556,986)	(180,554)	(2,113,701)	(199,591)	-	-
Ending Fund Balance, June 30	\$ 8,108,710	\$ 5,659,442	\$ 5,454,483	\$ 5,102,456	\$ 4,921,902	\$ 2,808,201	\$ 2,608,610	\$ 2,608,610	\$ 2,608,610

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

	2017-18 Actual	2018-19 Actual	2019-20 Amended Budget	2019-20 Estimated Actual	2020-21 Budget
Beginning Fund Balance, July 1	\$11,565,541	\$12,078,696	\$12,555,916	\$12,555,916	\$12,613,134
Revenues	14,958	15,124	-	53,395	-
Expenditures	-	-	-	-	-
Non-Operating Revenue (Expenditure)					
Transfer in from General Fund	-	-	-	-	-
Transfer in from One-Time Revenue	498,197	462,096	225,000	-	-
Transfer in from Capital Projects	-	-	8,822	3,822	-
Transfer to General Fund	-	-	-	-	(590,849)
Subtotal	498,197	462,096	233,822	3,822	(590,849)
Change in Fund Balance	513,155	477,220	233,822	57,217	(590,849)
Ending Fund Balance, June 30	\$12,078,696	\$12,555,916	\$12,789,738	\$12,613,134	\$12,022,285

General Fund One Time Revenues

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

Four Year Summary

	2017-18 Actual	2018-19 Actual	2019-20 Amended Budget	2019-20 Estimated Actual	2020-21 Budget
Beginning Fund Balance, July 1	\$ 277,824	\$ 699,849	\$ 273,701	\$ 273,701	\$ (0)
Revenues					
Excess ERAF	551,768	445,977	225,000	513,719	225,000
Other one time recoveries	528,622	96,331	-	(238,854)	-
Total Revenues	1,080,389	542,308	225,000	274,865	225,000
Expenditures					
Crossing Hotel parcel	11,270	11,614	-	8,760	-
Total Expenditures	11,270	11,614	-	8,760	-
Non-Operating Revenue (Expenditure)					
Transfer out to General Fund	-	-	-	(539,806)	(225,000)
Transfer out to General Fund Reserve	(498,197)	(462,096)	(225,000)	-	-
Transfer out to General Fund Capital Improvement Reserve	(148,897)	(494,746)	-	-	-
Subtotal	(647,094)	(956,842)	(225,000)	(539,806)	(225,000)
Change in Fund Balance	422,025	(426,149)	-	(273,701)	-
Ending Fund Balance, June 30	\$ 699,849	\$ 273,701	\$ 273,701	\$ (0)	\$ (0)

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

	2017-18 Actual	2018-19 Actual	2019-20 Amended Budget	2019-20 Estimated Actual	2020-21 Budget
Beginning Fund Balance, July 1	\$ 3,082,507	\$ 3,126,534	\$ 3,202,690	\$ 3,202,690	\$ 1,993,107
Revenues					
Interest Income	44,027	76,157	85,000	68,240	30,000
Expenditures					
Operating Expenditures	-	-	-	130,000	-
Transfer Out	-	-	(1,147,823)	(1,147,823)	-
Change in Fund Balance	44,027	76,157	(1,062,823)	(1,209,583)	30,000
Ending Fund Balance, June 30	\$ 3,126,534	\$ 3,202,690	\$ 2,139,867	\$ 1,993,107	\$ 2,023,107

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

	2017-18 Actual	2018-19 Actual	2019-20 Amended Budget	2019-20 Estimated Actual	2020-21 Budget
Beginning Fund Balance, July 1	\$ 5,615,761	\$ 5,098,605	\$ 4,663,832	\$ 4,663,832	\$ 3,438,160
Revenues	38,177	12,815	303,545	35,355	303,545
Expenditures					
Equipment and Vehicle Purchases	298,094	580,188	1,267,274	909,027	303,545
Fire Apparatus Debt Service	-	-	-	-	-
Total Expenditures	298,094	580,188	1,267,274	909,027	303,545
Non-Operating Revenue (Expenditure)					
Other Financing Source	(595,407)	-	-	-	-
Transfer In from General Fund	490,169	340,600	-	-	-
Transfer In from Parks & Facilities Fund	-	-	-	-	72,000
Transfer Out to Parks & Facilities Fund	-	(208,000)	(312,000)	(312,000)	-
Transfer Out to General Fund	(152,000)	-	(40,000)	(40,000)	(72,000)
Subtotal	(257,238)	132,600	(352,000)	(352,000)	-
Change in Fund Balance	(517,156)	(434,773)	(1,315,729)	(1,225,672)	-
Ending Fund Balance, June 30	\$ 5,098,605	\$ 4,663,832	\$ 3,348,103	\$ 3,438,160	\$ 3,438,160

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

	2017-18 Actual	2018-19 Actual	2019-20 Amended Budget	2019-20 Estimated Actual	2020-21 Budget
Beginning Fund Balance, July 1	\$ 230,206	\$ 120,381	\$ 7,461	\$ 7,461	\$ 237,376
Charge for Services	500,335	587,000	810,000	810,000	575,000
Expenses					
Operating Expenses	610,160	699,921	711,437	580,085	703,441
Non-Operating Revenues (Expenses)					
Transfer In	-	-	73,497	-	-
Change in Fund Balance	(109,825)	(112,921)	172,060	229,915	(128,441)
Estimated Fund Balance, June 30	\$ 120,381	\$ 7,461	\$ 179,521	\$ 237,376	\$ 108,935

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

	2017-18 Actual	2018-19 Actual	2019-20 Amended Budget	2019-20 Estimated Actual	2020-21 Budget
Beginning Fund Balance, July 1	\$ 150,809	\$ 12,194	\$ 15,389	\$ 15,389	\$ 79,860
Charge for Services	1,271,857	1,334,786	1,514,000	1,514,000	1,724,000
Expenses					
Operating Expenses	1,410,472	1,331,590	1,512,032	1,449,529	1,559,771
Non-Operating Revenues (Expenses)					
Transfer In	-	-	291,676	-	-
Change in Fund Balance	<u>(138,615)</u>	<u>3,196</u>	<u>293,644</u>	<u>64,471</u>	<u>164,229</u>
Ending Fund Balance, June 30	<u>\$ 12,194</u>	<u>\$ 15,389</u>	<u>\$ 309,034</u>	<u>\$ 79,860</u>	<u>\$ 244,089</u>

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

	2017-18 Actual	2018-19 Actual	2019-20 Amended Budget	2019-20 Estimated Actual	2020-21 Budget
Beginning Fund Balance, July 1	\$ 254,234	\$ 259,713	\$ 223,262	\$ 223,262	\$ 128,429
Charge for Services	739,793	710,340	833,000	833,000	1,058,000
Expenses					
Operating Expenses	734,314	746,791	980,939	927,833	1,024,068
Non-Operating Revenues (Expenses)					
Transfer In	-	-	179,889	-	-
Change in Fund Balance	5,479	(36,451)	31,950	(94,833)	33,932
Ending Fund Balance, June 30	\$ 259,713	\$ 223,262	\$ 255,212	\$ 128,429	\$ 162,361

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

	2017-18 Actual	2018-19 Actual	2019-20 Amended Budget	2019-20 Estimated Actual	2020-21 Budget
Beginning Fund Balance, July 1	\$ 2,386,089	\$ 1,030,436	\$ 578,112	\$ 578,112	\$ 310,889
Charge for Services	2,437,798	2,246,554	2,246,554	2,246,554	2,846,554
Expenses					
Workers Compensation Expenses	1,870,750	1,117,379	963,808	1,066,151	1,072,635
General Liability Expenses	1,921,657	1,574,296	1,465,826	1,439,963	1,557,756
Unemployment Expenses	1,044	7,203	16,200	7,663	26,200
Total Expenses	3,793,451	2,698,878	2,445,834	2,513,777	2,656,591
Change in Fund Balance	(1,355,653)	(452,324)	(199,280)	(267,223)	189,963
Ending Fund Balance, June 30	\$ 1,030,436	\$ 578,112	\$ 378,832	\$ 310,889	\$ 500,852

Gas Tax

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

Four Year Summary

	2017-18 Actual	2018-19 Actual	2019-20 Amended Budget	2019-20 Estimated Actual	2020-21 Budget
Beginning Fund Balance, July 1	\$ 121,794	\$ 163,061	\$ 904,773	\$ 904,773	\$ 742,047
Revenues					
Highway Users Tax	926,879	914,022	1,061,372	986,990	869,376
SB1 Road Maintenance and Rehab	316,902	897,086	733,631	784,600	641,072
Investment Income	1,731	11,048	2,000	5,884	4,000
Total Revenues	1,245,512	1,822,156	1,797,003	1,777,475	1,514,448
Expenditures					
Annual Gas Tax Reporting fee	1,744	2,119	1,760	2,200	2,200
Non-Operating Revenue (Expense)					
Transfers Out:					
General Fund for Street Operations	(750,000)	(750,000)	(750,000)	(750,000)	(850,000)
Streets Capital Improvement Program	(452,500)	(328,326)	(1,188,000)	(1,188,000)	(983,500)
Non-Operating Surplus (Deficit)	(1,202,500)	(1,078,326)	(1,938,000)	(1,938,000)	(1,833,500)
Change in Fund Balance	41,267	741,712	(142,757)	(162,725)	(321,253)
Ending Fund Balance, June 30	\$ 163,061	\$ 904,773	\$ 762,015	\$ 742,047	\$ 420,795

Measure A Transportation Tax

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

	2017-18 Actual	2018-19 Actual	2019-20 Amended Budget	2019-20 Estimated Actual	2020-21 Budget
Beginning Fund Balance, July 1	\$ 1,955,726	\$ 1,938,365	\$ 1,451,878	\$ 1,451,878	\$ 436,784
Revenues					
1/2 cent sales tax allocation	1,010,949	1,099,755	1,000,000	1,024,250	816,327
Investment Income	19,099	22,223	15,000	15,432	15,000
Total Revenues	1,030,048	1,121,978	1,015,000	1,039,682	831,327
Non-Operating Revenue (Expenditure)					
Transfer in from Streets Operating	-	-	22,500	22,500	-
Transfer In from Streets Capital	-	-	132,269	132,269	98,459
Transfer Out to Streets Capital	(1,047,408)	(1,608,465)	(1,605,000)	(2,209,544)	(1,067,500)
Subtotal	(1,047,408)	(1,608,465)	(1,450,231)	(2,054,775)	(969,041)
Change in Fund Balance	(17,361)	(486,487)	(435,231)	(1,015,093)	(137,714)
Ending Fund Balance, June 30	\$ 1,938,365	\$ 1,451,878	\$ 1,016,647	\$ 436,784	\$ 299,070

Street Special Revenue Fund

This fund is restricted for street improvement and mitigation.

Four Year Summary

	2017-18 Actual	2018-19 Actual	2019-20 Amended Budget	2019-20 Estimated Actual	2020-21 Budget
Beginning Fund Balance, July 1	\$ 316,631	\$ 320,383	\$ 326,010	\$ 326,010	\$ 329,214
Revenues					
Investment Income	3,752	5,627	3,200	3,204	-
Total Revenues	3,752	5,627	3,200	3,204	-
Change in Fund Balance	3,752	5,627	3,200	3,204	-
Ending Fund Balance, June 30	\$ 320,383	\$ 326,010	\$ 329,210	\$ 329,214	\$ 329,214

Measure W Transportation Tax

Measure W is funded through a voter-approved half-cent sales tax authorized for a period of 30 years beginning July 2019 and ending June 30, 2038. 50% of the funds are administered by the San Mateo County Transportation Authority while the remaining 50% are administered by the SamTrans Board of Directors. Proceeds will fund local street repair, grade separations for Caltrain tracks that intersect local streets, expanded bicycle and pedestrian facilities, and improved transit connections.

Four Year Summary

	2017-18 Actual	2018-19 Actual	2019-20 Amended Budget	2019-20 Estimated Actual	2020-21 Budget
Beginning Fund Balance, July 1	\$ -	\$ -	\$ -	\$ -	\$ 403,740
Revenues					
1/2 cent sales tax allocation	-	-	452,270	402,436	241,462
Investment Income	-	-	-	1,304	500
Total Revenues	-	-	452,270	403,740	241,962
Non-Operating Revenue (Expenditure)					
Transfer Out to Streets Capital	-	-	-	-	(400,000)
Subtotal	-	-	-	-	(400,000)
Change in Fund Balance	-	-	452,270	403,740	(158,038)
Ending Fund Balance, June 30	\$ -	\$ -	\$ 452,270	\$ 403,740	\$ 245,702

Police Grant Police Asset Forfeiture

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

Four Year Summary

	2017-18 Actual	2018-19 Actual	2019-20 Amended Budget	2019-20 Estimated Actual	2020-21 Budget
Beginning Fund Balance, July 1	\$ 438,220	\$ 595,157	\$ 880,202	\$ 880,202	\$ 998,023
Revenues					
Asset Forfeiture Allocation	5,681	9,332	5,000	1,320	3,000
DOJ Equitable Sharing - Airport	138,911	338,446	80,000	348,157	90,000
DOJ Equitable Sharing - DEA Metro One	97,455	80,364	20,000	12,282	20,000
Investment Income	6,453	14,751	5,000	5,598	4,000
Total Revenues	<u>248,500</u>	<u>442,893</u>	<u>110,000</u>	<u>367,357</u>	<u>117,000</u>
Expenditures					
Operating Expenditures	91,564	157,848	253,572	171,536	407,882
Non-Operating Revenue (Expenditure)					
Transfer to General Fund Police Operations	-	-	-	-	(200,000)
Transfer out to Police Capital	-	-	(78,000)	(78,000)	(72,000)
Subtotal	<u>-</u>	<u>-</u>	<u>(78,000)</u>	<u>(78,000)</u>	<u>(272,000)</u>
Change in Fund Balance	<u>156,936</u>	<u>285,045</u>	<u>(221,572)</u>	<u>117,821</u>	<u>(562,882)</u>
Ending Fund Balance, June 30	<u>\$ 595,157</u>	<u>\$ 880,202</u>	<u>\$ 658,630</u>	<u>\$ 998,023</u>	<u>\$ 435,141</u>

Police Grant Citizens Option for Public Safety (COPS)

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

Four Year Summary

	2017-18 Actual	2018-19 Actual	2019-20 Amended Budget	2019-20 Estimated Actual	2020-21 Budget
Beginning Fund Balance, July 1	\$ 72,096	\$ 112,908	\$ 165,037	\$ 165,037	\$ 220,525
Revenues					
SLESF Fund	139,416	148,747	130,000	152,902	130,000
Investment Income	1,396	3,382	1,400	2,586	1,600
Total Revenues	140,812	152,129	131,400	155,488	131,600
Non-Operating Revenue (Expenditure)					
Transfer Out to General Fund Police Operations	(100,000)	(100,000)	(100,000)	(100,000)	(200,000)
Change in Fund Balance	40,812	52,129	31,400	55,488	(68,400)
Ending Fund Balance, June 30	\$ 112,908	\$ 165,037	\$ 196,437	\$ 220,525	\$ 152,125

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

	2017-18 Actual	2018-19 Actual	2019-20 Amended Budget	2019-20 Estimated Actual	2020-21 Budget
Beginning Fund Balance, July 1	\$ 1,553	\$ (719)	\$ 11,870	\$ 165,120	\$ 162,223
Revenues					
Grant Revenue	21,246	58,735	228,250	84,025	-
Investment Income	46	159	-	-	-
Total Revenues	21,292	58,894	228,250	84,025	-
Expenditures					
Grant Expenditures	23,564	46,305	75,000	86,921	-
Change in Fund Balance	(2,272)	12,589	153,250	(2,896)	-
Ending Fund Balance, June 30	\$ (719)	\$ 11,870	\$ 165,120	\$ 162,223	\$ 162,223

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

	2017-18 Actual	2018-19 Actual	2019-20 Amended Budget	2019-20 Estimated Actual	2020-21 Budget
Beginning Fund Balance, July 1	\$ 286,321	\$ 331,677	\$ 392,907	\$ 392,907	\$ 413,003
Revenues					
1% AB 939 Fee	80,984	83,270	83,034	83,000	84,379
State of California	11,604	23,198	11,685	11,390	11,300
Interest Earnings	3,804	6,559	3,500	3,500	2,500
Reimbursements	14,679	19,065	-	895	-
Total Revenues	111,071	132,092	98,219	98,785	98,179
Expenditures					
Solid Waste Operations	65,715	70,863	80,041	78,689	81,128
Change in Fund Balance	45,356	61,230	18,178	20,096	17,051
Ending Fund Balance, June 30	\$ 331,677	\$ 392,907	\$ 411,085	\$ 413,003	\$ 430,054

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

	2017-18 Actual	2018-19 Actual	2019-20 Amended Budget	2019-20 Estimated Actual	2020-21 Budget
Beginning Fund Balance, July 1	\$ 127,140	\$ 89,277	\$ 51,313	\$ 51,313	\$ 12,624
Revenues					
Interest Earnings	1,137	1,036	800	311	-
Total Revenues	1,137	1,036	800	311	-
Non-Operating Revenue (Expenditure)					
Transfer Out to General Fund Library Operations	(39,000)	(39,000)	(39,000)	(39,000)	(12,624)
Change in Fund Balance	(37,863)	(37,964)	(38,200)	(38,689)	(12,624)
Ending Fund Balance, June 30	\$ 89,277	\$ 51,313	\$ 13,113	\$ 12,624	\$ -

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

	2017-18 Actual	2018-19 Actual	2019-20 Amended Budget	2019-20 Estimated Actual	2020-21 Budget
Beginning Fund Balance, July 1	\$ -	\$ -	\$ 33,021	\$ 33,021	\$ 110,011
Revenues					
Community Facilities Impact Fee	-	21,717	3,246,678	50,673	50,000
Public Safety Impact Fee	-	1,716	222,184	4,004	4,000
General Government Impact Fee	-	2,283	348,577	5,327	5,000
Transportation Impact Fee	-	3,915	2,287,896	9,135	9,000
Utilities Impact Fee	-	3,126	637,646	7,294	7,000
Investment Income	-	264	-	557	500
Total Revenues	-	33,021	6,742,981	76,990	75,500
Non-Operating Revenue (Expenditure)					
Transfer Out to Capital Projects	-	-	-	-	-
Subtotal	-	-	-	-	-
Change in Fund Balance	-	33,021	6,742,981	76,990	75,500
Ending Fund Balance, June 30	\$ -	\$ 33,021	\$ 6,776,002	\$ 110,011	\$ 185,511

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

	2017-18 Actual	2018-19 Actual	2019-20 Amended Budget	2019-20 Estimated Actual	2020-21 Budget
Beginning Fund Balance, July 1	\$ 3,525,060	\$ 3,533,482	\$ 3,881,339	\$ 3,881,339	\$ 7,021,114
Revenues					
Development Fees					
BMR Housing in-lieu	-	320,000	-	-	-
Park in-lieu	-	-	-	3,173,625	-
Interest Earnings	41,522	67,157	40,000	50,000	40,000
Total Revenues	<u>41,522</u>	<u>387,157</u>	<u>40,000</u>	<u>3,223,625</u>	<u>40,000</u>
Expenditures					
Operating Expenses	33,100	39,300	109,850	39,850	42,350
Non-Operating Revenue (Expenditure)					
Transfer out to Capital			(44,000)	(44,000)	-
Change In Fund Balance	<u>8,422</u>	<u>347,857</u>	<u>(113,850)</u>	<u>3,139,775</u>	<u>(2,350)</u>
Ending Fund Balance, June 30	<u><u>\$ 3,533,482</u></u>	<u><u>\$ 3,881,339</u></u>	<u><u>\$ 3,767,489</u></u>	<u><u>\$ 7,021,114</u></u>	<u><u>\$ 7,018,764</u></u>

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

	2017-18 Actual	2018-19 Actual	2019-20 Amended Budget	2019-20 Estimated Actual	2020-21 Budget
Beginning Fund Balance, July 1	\$ 32,860	\$ 33,374	\$ 34,071	\$ 34,071	\$ 46,125
Revenues					
Area Agency on Aging Grant					
Transportation Program	28,416	29,055	29,055	29,055	29,055
Congregate Nutrition Program	105,232	116,239	125,215	138,215	138,215
Senior Center Donations	56,122	80,136	75,000	63,691	36,500
Investment Income	514	697	200	400	200
Total Revenues	190,284	226,127	229,470	231,361	203,970
Expenditures					
Transportation Program	28,416	29,055	29,055	17,401	29,055
Congregate Nutrition Program	105,232	160,352	125,215	135,000	138,082
Total Expenditures	133,648	189,407	154,270	152,401	167,137
Non-Operating Revenues (Expenditures)					
Transfer Out	(56,122)	(36,023)	(75,000)	(66,906)	(36,500)
Change in Fund Balance	514	697	200	12,054	333
Ending Fund Balance, June 30	\$ 33,374	\$ 34,071	\$ 34,271	\$ 46,125	\$ 46,458

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

	2017-18 Actual	2018-19 Actual	2019-20 Amended Budget	2019-20 Estimated Actual	2020-21 Budget
Beginning Fund Balance, July 1	\$ 1,451,592	\$ 1,639,861	\$ 2,698,908	\$ 2,698,908	\$ 2,646,249
Revenues					
City art program	54,839	71,740	60,000	32,264	36,000
Document imaging	32,193	41,079	34,000	19,902	25,000
General plan maintenance	4,314	10,556	6,000	7,594	9,000
Investment income	18,952	44,907	22,000	34,996	27,000
Library donations & grants	35,427	20,151	18,000	16,385	18,000
Other donations	108,597	65,808	40,000	59,695	40,000
San Bruno Community Foundation	28,225	47,500	-	-	-
Senior Center Bequest	-	754,000	-	-	-
Tree Planting Restricted Revenue	7,055	14,215	7,000	17,015	7,000
Technology fee	90,702	112,989	90,000	56,771	-
Total Revenues	380,305	1,182,946	277,000	244,621	162,000
Expenditures					
City art program	2,736	5,907	27,530	9,580	75,200
Document imaging	6,250	9,110	12,000	6,368	12,000
General plan maintenance	-	585	89,415	89,968	12,000
Library donations & grants	32,911	22,717	10,000	13,962	8,100
Other activities	54,906	14,851	103,200	96,196	6,125
Community Day activities	28,225	63,084	-	-	-
Tree Planting program	4,958	7,570	8,000	6,206	8,000
Technology fee program	4,046	74	-	-	-
Total Expenditures	134,032	123,899	250,145	222,279	121,425
Non-Operating Revenue (Expenditures)					
Transfers in from Capital	-	-	-	-	10,889
Transfer out to Operations	-	-	-	-	(12,146)
Transfer out to Capital	(58,005)	-	(75,000)	(75,000)	(298,000)
Subtotal	(58,005)	-	(75,000)	(75,000)	(299,257)
Change in Fund Balance	188,269	1,059,047	(48,145)	(52,658)	(258,682)
Ending Fund Balance, June 30	\$ 1,639,861	\$ 2,698,908	\$ 2,650,763	\$ 2,646,249	\$ 2,387,567

City as Successor Housing Agency

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

Four Year Summary

	2017-18 Actual	2018-19 Actual	2019-20 Amended Budget	2019-20 Estimated Actual	2020-21 Budget
Beginning Fund Balance, July 1	\$ 665,564	\$ 685,407	\$ 685,407	\$ 685,407	\$ 685,407
Non-Operating Revenue (Expense) Transfer In	19,843	-	-	-	-
Change in Fund Balance	19,843	-	-	-	-
Ending Fund Balance, June 30	\$ 685,407	\$ 685,407	\$ 685,407	\$ 685,407	\$ 685,407

Parks & Facilities Capital

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

Four Year Summary

	2017-18 Actual	2018-19 Actual	2019-20 Amended Budget	2019-20 Estimated Actual	2020-21 Budget
Beginning Fund Balance, July 1	\$ 2,945,145	\$ 2,818,450	\$ 4,014,085	\$ 4,014,085	\$ 2,526,334
Revenues					
Grants and Donations	616,563	790,566	11,170,955	2,591,523	19,717,713
Reimbursements			-	-	1,445,000
Total Revenues	616,563	790,566	11,170,955	2,591,523	21,162,713
Transfer In					
Asset Forfeiture Fund	-	-	78,000	78,000	72,000
CityNet Fund	56,000	-	-	-	-
General Fund Capital Reserve	1,060,078	1,638,250	758,200	758,200	121,450
General Fund Equipment Reserve	-	208,000	312,000	312,000	-
General Fund Emergency Disaster Reserve	-	-	125,000	125,000	-
Measure G Fund					205,000
Park In-Lieu Funds	-	-	44,000	44,000	-
Restricted Revenues Fund	40,000	-	75,000	75,000	298,000
Wastewater Fund	-	25,000	-	-	-
Water Fund	-	25,000	-	-	-
Total Transfer In	1,156,078	1,896,250	1,392,200	1,392,200	696,450
Expenditures					
Capital Improvement Program	1,736,016	976,747	13,362,902	3,265,031	22,877,498
Total Expenditures	1,736,016	976,747	13,362,902	3,265,031	22,877,498
Transfer Out	(163,319)	(514,434)	(2,206,443)	(2,206,443)	(1,377,054)
Change in Fund Balance	(126,694)	1,195,634	(3,006,190)	(1,487,751)	(2,395,389)
Ending Fund Balance, June 30	\$ 2,818,450	\$ 4,014,085	\$ 1,007,894	\$ 2,526,334	\$ 130,945

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

	2017-18 Actual	2018-19 Actual	2019-20 Amended Budget	2019-20 Estimated Actual	2020-21 Budget
Beginning Fund Balance, July 1	\$ 2,827,863	\$ 4,764,920	\$ 2,245,772	\$ 2,245,772	\$ 3,368,088
Revenues					
Grants	569,293	739,014	2,245,805	828,605	1,474,773
Reimbursements	222,549	394,217	-	117,358	407,500
Total Revenues	791,843	1,133,231	2,245,805	945,963	1,882,273
Transfer In					
Gas Tax	452,500	328,326	1,188,000	1,188,000	983,500
General Fund Capital Reserve	2,421,062	1,040,000	207,000	207,000	150,000
Measure A	947,408	1,585,965	1,605,000	2,209,544	1,067,500
Measure G	-	-	-	-	200,000
Measure W	-	-	-	-	400,000
Total Transfer In	3,820,970	2,954,291	3,000,000	3,604,544	2,801,000
Expenditures					
Capital Improvement Program	2,460,181	6,268,779	6,203,126	1,561,477	7,816,398
Total Expenditures	2,460,181	6,268,779	6,203,126	1,561,477	7,816,398
Transfer Out	(215,575)	(337,891)	(1,866,814)	(1,866,714)	(199,171)
Change in Fund Balance	1,937,057	(2,519,148)	(2,824,135)	1,122,316	(3,332,296)
Ending Fund Balance, June 30	\$ 4,764,920	\$ 2,245,772	\$ (578,363)	\$ 3,368,088	\$ 35,792

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

	2017-18 Actual	2018-19 Actual	2019-20 Amended Budget	2019-20 Estimated Actual	2020-21 Budget
Beginning Fund Balance, July 1	\$ 186,660	\$ 141,515	\$ 118,209	\$ 118,209	\$ 192,721
Transfer In					
General Fund Capital Reserve	-	-	105,000	105,000	287,000
Stormwater Fund	-	-	-	-	-
Total Transfer In	-	-	105,000	105,000	287,000
Expenditures					
Capital Improvement Program	45,145	23,306	111,282	393	387,000
Total Expenditures	45,145	23,306	111,282	393	387,000
Transfer Out	-	-	(30,095)	(30,095)	(10,889)
Change in Fund Balance	(45,145)	(23,306)	(36,377)	74,512	(110,889)
Ending Fund Balance, June 30	\$ 141,515	\$ 118,209	\$ 81,832	\$ 192,721	\$ 81,832

Personnel Summaries
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City Personnel Summaries FY2020-21 Budget

Department	FY2015-16 Budget	FY2016-17 Budget	FY2017-18 Budget	FY2018-19 Budget	FY2019-20 Budget	FY2020-21 Budget
General Fund						
City Council	5.00	5.00	5.00	5.00	5.00	5.00
City Clerk	1.75	1.75	2.00	2.00	2.00	2.00
City Treasurer	1.00	1.00	0.50 ¹	- ¹	- ¹	- ¹
Legal Services	1.25	1.25	1.25	1.25	1.25	1.25
City Manager	3.00	3.00	4.00	4.00	4.00	4.00
Human Resources	2.25	2.25	2.25	2.25	2.25	2.25
Finance						
Administration	5.00	5.50	5.50	5.00	5.00	5.00
Revenue Services	5.00	4.50	4.50	5.00	5.00	5.00
Police	64.00	64.00	67.50	69.00	69.00	72.00
Fire	34.55	35.00	35.00	36.00	36.00	36.00
Public Works						
Admin. & Engineering	6.70	6.70	6.70	6.70	6.70	5.65
Streets Maintenance	5.80	5.80	5.80	5.70	5.70	5.65
Community & Economic Development						
Planning	5.75	5.75	5.25	6.25	5.25	5.25
Building	8.25	8.25	8.75	8.75	10.75	7.75
Community Services						
Recreation	4.90	4.90	4.90	4.90	4.90	4.95
Parks Maintenance	13.05	13.05	15.05	15.05	15.05	14.85
Senior Services	3.65	3.65	3.65	3.65	3.65	3.90
Library Services	7.85	7.85	7.85	7.85	7.85	7.80
Subtotal	178.75	179.20	185.45	188.35	189.35	188.30
Special Revenues						
Solid Waste	0.45	0.45	0.45	0.45	0.45	0.45
Crestmoor/Glenview Recovery	3.70	2.00	0.50	-	-	-
Subtotal	4.15	2.45	0.95	0.45	0.45	0.45
Internal Services						
Central Garage	2.35	2.35	2.35	2.35	2.35	2.60
Buildings and Facilities	7.05	7.05	8.05	8.05	8.05	8.85
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	13.40	13.40	14.40	14.40	14.40	15.45
Enterprise Funds						
Water Enterprise	17.45	17.95	17.95	17.95	17.95	17.95
Stormwater Enterprise	3.95	3.95	3.95	6.05	6.05	6.05
Wastewater Enterprise	16.30	16.80	16.80	16.80	16.80	16.80
CityNet Services Enterprise	20.00	20.00	20.00	20.00	20.00	20.00
Subtotal	57.70	58.70	58.70	60.80	60.80	60.80
Total Positions (all funds)	254.00	253.75	259.50	264.00	265.00	265.00

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

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Departmental Personnel FY2020-21 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

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

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

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

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 Technology Manager	1.00
Information 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 Captain	2.00	2.00
Police Lieutenant	2.00	2.00
Police Sergeant	7.00	7.00
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
Senior Code Enforcement Officer	2.00	2.00
Code Enforcement Officer	1.00	1.00
Total	72.00	72.00

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 & Economic Development	General Fund		
Classification	Planning	Building Inspection	Total
Community Development Director	0.50	0.50	1.00
Chief Building Official	-	1.00	1.00
Planning and Housing Manager	1.00	-	1.00
Building Inspector I /II	-	2.00	2.00
Senior Planner	1.00	-	1.00
Associate Planner	2.00	-	2.00
Assistant Planner –Limited Term (2 yr)	-	1.00	1.00
Community Development Technician I/II	0.25	1.75	2.00
Community Development Technician – Limited Term (2yr)	-	1.00	1.00
Executive Assistant	0.50	0.50	1.00
Total	5.25	7.75	13.00

Community Services	General Fund				
Classification	Recreation Services	Park Maintenance	Senior Services	Library	Total
Community Services Director	0.40	0.35	0.15	0.10	1.00
Community Services Superintendent	0.65	-	0.35	1.00	2.00
Library Services Manager	-	-	-	1.00	1.00
Parks Services Manager	-	1.00	-	-	1.00
Recreation Services Supervisor	1.00	-	1.00	-	2.00
Recreation Services Coordinator	2.00	-	1.00	-	3.00
Food Service Coordinator	-	-	1.00	-	1.00
Field Supervisor	-	1.00	-	-	1.00
Maintenance Technician	-	1.00	-	-	1.00
Lead Maintenance Worker I/II	-	2.00	-	-	2.00
Maintenance Worker	-	9.00	-	-	9.00
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	0.25	0.25	0.10	1.00
Executive Assistant	0.50	0.25	0.15	0.10	1.00
Total	4.95	14.85	3.90	7.80	31.50

CityNet Services	Enterprise Fund
Classification	Total
CityNet Director	1.00
System Engineer	1.00
Business Manager	1.00
Programmer & Technology Manager	1.00
Field Supervisor	1.00
CityNet Headend Lead	1.00
CityNet Technician III	4.00
CityNet Technician I/II	4.00
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	Total
	Admin. & Engineering	Streets	Water	Stormwater	Wastewater	Central Garage	Building & Facilities	Solid Waste	
Public Works Director	0.10	0.05	0.35	0.05	0.35	0.05	0.05	-	1.00
Deputy Director of Engineering	1.00	-	-	-	-	-	-	-	1.00
Deputy Director of Utilities	-	0.15	0.35	0.05	0.35	0.05	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	1.00	-	0.50	-	1.50	-	-	-	3.00
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 Assistant	1.15	0.05	0.35	0.05	0.35	-	-	0.05	2.00
Secretary	-	0.25	0.50	-	0.25	-	-	-	1.00
Field Supervisor	-	-	-	-	-	-	1.00	-	1.00
Maintenance Technician	-	-	-	-	-	-	2.00	-	2.00
Custodial Services Leader	-	-	-	-	-	-	1.00	-	1.00
Custodian	-	-	-	-	-	-	4.00	-	4.00
Facilities & Garage Services Manager	-	-	-	-	-	0.25	0.75	-	1.00
Total	5.65	5.65	17.95	6.05	16.80	2.60	8.85	0.45	64.00

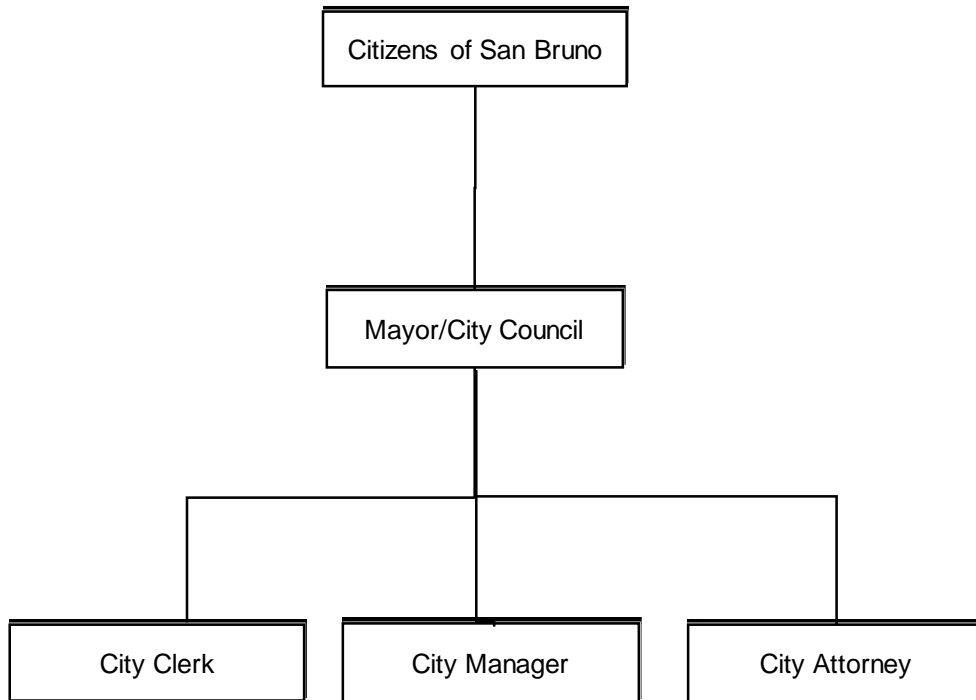
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City Council
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City Council

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**

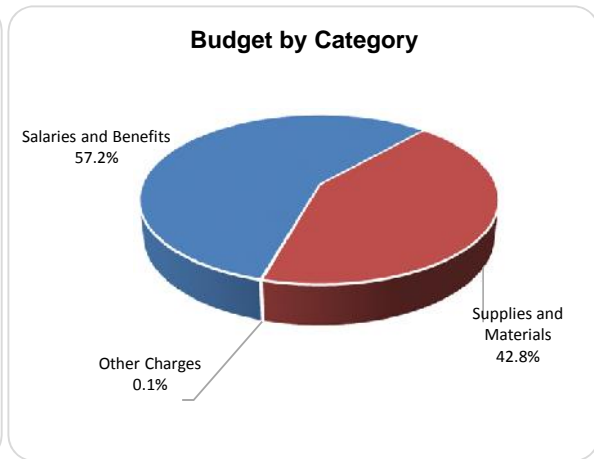
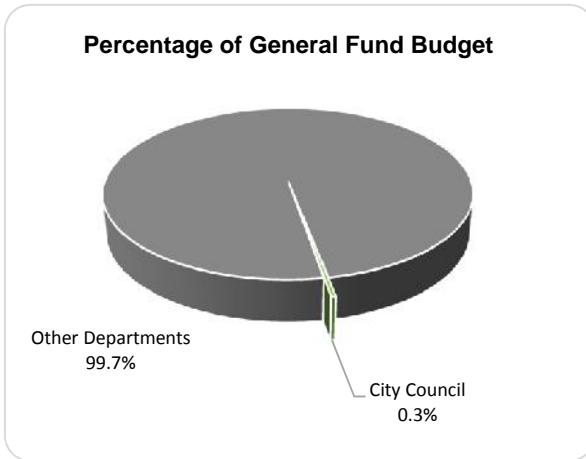
Represent the residents of San Bruno by setting the City's policies and developing new laws and regulations for the betterment of the City. The City Council appoints the City Manager to oversee all City employees and direct work programs set by the City Council. The City Council also appoints the City 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 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
	Actual	Actual	Amended Budget	Budget
General Fund	\$ 126,206	\$ 65,445	\$ 74,553	\$ 65,709
General Administration Recovery from Other Funds:				
Water Fund	38,662	41,151	46,758	47,998
Wastewater Fund	22,788	24,255	27,560	28,291
Stormwater Fund	2,071	2,204	2,504	2,570
CityNet Fund	20,658	21,988	24,984	25,647
Solid Waste	184	196	223	229
Total:	\$ 210,569	\$ 155,239	\$ 176,582	\$ 170,444

Budgeted Expenditures	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
	Actual	Actual	Amended Budget	Budget
Salaries and Benefits	\$ 79,939	\$ 80,109	\$ 97,064	\$ 97,426
Supplies and Materials	130,630	75,130	79,378	72,878
Other Charges	-	-	140	140
Total:	\$ 210,569	\$ 155,239	\$ 176,582	\$ 170,444



Performance and Workload Measures	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
	Actual	Actual	Estimated	Target
Number of City Council Meetings Held	50	54	58	52
Number of Ordinances Approved	6	10	5	10
Number of Resolutions Approved	128	119	97	117

Goals and Accomplishments

FY2019-20 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 Councilmembers and participated in the League of California Councilmember Academy.
- ◆ Upheld City policies and decision making at the City Council level consistent with the previously adopted strategic initiatives and programming identified in the Operating and Capital Improvement Program Budget for fiscal year 2019-20.
- ◆ Considered major development projects that were presented to the City by Developers for public and private projects.
- ◆ Held City Council Retreat meeting to provide direction and support to staff for the development of the City Council Priority Focus Areas and Related Strategic Initiatives for fiscal year 2020-21.
- ◆ Reviewed several sections of the Municipal Code and updated accordingly.
- ◆ Continued fiscal sustainability efforts and careful consideration for the long-term financial position of the City with an emphasis on methods to increase revenue resources to support City services provided to the community.
- ◆ In response to COVID-19 and the San Mateo County public health order, continued to support the community through citywide communications and transitioned regular City Council meetings to virtual meetings to encourage continued public updates and engagement.
- ◆ Worked with the City Clerk's Office to fill several vacancies on the City's Boards, Commissions and Committees.

FY2020-21 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, as well as attending conferences either virtually or in-person.
- ◆ Continue to 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 2021-22 and future year work programs, that align with the community interest and the City's long term strategies.
- ◆ Hold November 2020 municipal election for Mayor and (2) City Councilmembers, including recognition ceremonies for outgoing/incoming elected officials.
- ◆ Review major development projects within the City consistent with the City's Transit Corridor Plan (TCP) and other long-term sustainability efforts.
- ◆ Continue the Recreation and Aquatics Center Project, and transition to use of temporary facility for City programming that can continue pending the San Mateo County public health order and necessary precautions.
- ◆ Identify long-term plan for recovery from financial impacts as a result of COVID-19 and consider programming or other service modifications.
- ◆ Continue to support the San Bruno community through the COVID-19 pandemic, to demonstrate the resiliency of the San Bruno community.

City of San Bruno
City Council Expenditure
 Fiscal Year FY2020-21
 Department 001-1110

Expenditures

Account	Expenditure Account Title	FY2019-20 Amended Budget	FY2020-21 Budget	\$ Change in Budget - FY20 vs FY21	Notable Changes
	Salaries	\$29,160	\$29,160	\$0	
	Fringe Benefits	\$67,904	\$68,266	\$362	Health insurance and pension
	Total Salaries & Benefits	\$97,064	\$97,426	\$362	
6001	OFFICE SUPPLIES	1,000	1,000	0	
6112	POSTAGE	50	50	0	
6141	PRINTING, COPYING & BINDING	9,000	0	(9,000)	Move City FOCUS newsletter, three issues per year to City Manager's Office budget
6405	TRAINING/MEETINGS/CONFERENCES	12,700	15,200	2,500	
6409	SPECIAL PROJECTS	8,500	8,500	0	
6450	COMMUNICATIONS	2,528	2,528	0	
6502	COMMUNITY PROMOTION	3,000	3,000	0	
6701	DUES & MEMBERSHIPS	42,600	42,600	0	
	Total Supplies & Materials	\$79,378	\$72,878	(\$6,500)	
7901	INTERNAL SERVICE ALLOCATIONS	140	140	0	
	Total Other Charges	\$140	\$140	\$0	
(B)	Total Expenditures	\$176,582	\$170,444	(\$6,138)	

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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

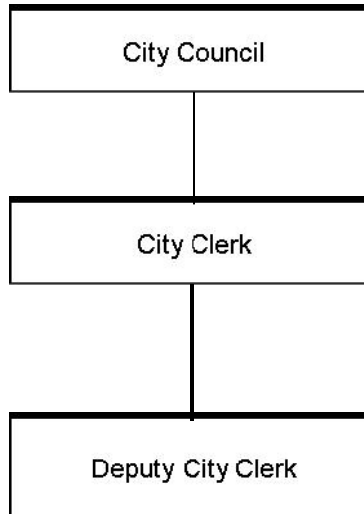
Finance Department

Information Technology (see Internal Service Funds page)

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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 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:

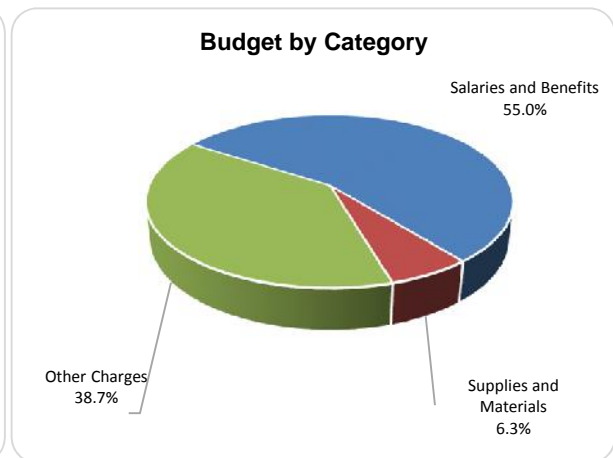
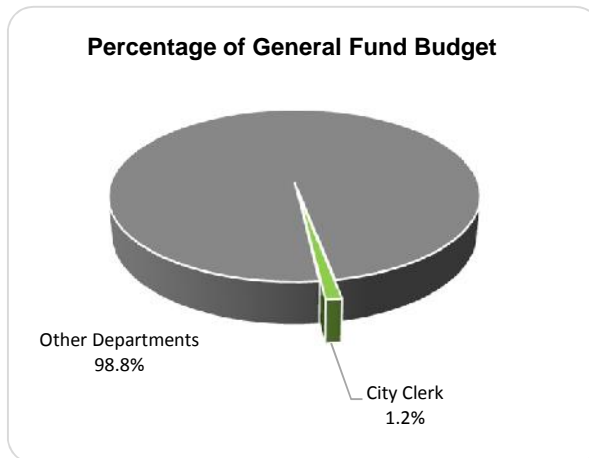
- Oversight of the City Council legislative processes, including compliance with the Ralph M. Brown Act
- Serve as the Official Elections Officer for local elections
- Provide administrative support to the City Council, and serve as the liaison between the City Council and the public
- Generate agendas 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 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
	Actual	Actual	Amended Budget	Budget
General Fund	\$ 295,142	\$ 218,969	\$ 496,296	\$ 444,910
General Administration Recovery from Other Funds:				
Water Fund	53,040	56,454	64,147	65,847
Wastewater Fund	31,263	33,275	37,809	38,811
Stormwater Fund	2,840	3,023	3,435	3,526
CityNet Fund	28,341	30,165	34,276	35,184
Solid Waste	253	269	306	314
Total:	\$ 410,879	\$ 342,155	\$ 636,269	\$ 588,592

Budgeted Expenditures	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
	Actual	Actual	Amended Budget	Budget
Salaries and Benefits	\$ 230,329	\$ 290,793	\$ 322,018	\$ 323,548
Supplies and Materials	24,791	23,921	20,457	37,057
Other Charges	155,759	27,440	293,794	227,987
Total:	\$ 410,879	\$ 342,155	\$ 636,269	\$ 588,592



Performance and Workload Measures	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
	Actual	Actual	Estimated	Target
Number of Meeting Minutes Transcribed	50	54	58	60
Number of Bid Openings Conducted	15	4	8	8
Number of Notarial Acts	40	24	20	24
Statement of Economic Interests (Form 700) Filed	101	77	75	80

Goals and Accomplishments

FY2019-20 Accomplishments

- ◆ Hosted an 11-day voting center at the Senior Center, and a four-day voting center at City Hall for the November 2019 local election, and the March 2020 Presidential Primary elections.
- ◆ Hosted receptions for outgoing Council Member Irene O'Connell and incoming Council Members Linda Mason and Marty Medina
- ◆ Completed "Safe and Sane" Fireworks safety oversight and processed violation appeals in coordination with the San Bruno Police Department
- ◆ Successfully completed recruitments for vacancies on several Commissions, Boards and Committees, and managed applicant interviews and appointments with the City Council
- ◆ Assisted with community-wide events, including Operation Clean Sweep and supported the Beautification
- ◆ Promoted the city-wide agenda notification list, and added over 75 residents' email addresses to the system,
- ◆ Hosted a City Clerk booth at Community Day in the Park and distributed voter registration info to visitors
- ◆ Implemented electronic filing software for FPPC required documents for staff and elected officials (NetFile)

FY2020-21 Goals and Objectives

- ◆ Conduct a successful election in November 2020
- ◆ Provide transparency to the public regarding all city-held public meetings, by maintaining the agenda notification list and updating the city website accordingly
- ◆ Assist the City Manager with implementation of City Council Priorities & Procedures and Strategic Initiatives
- ◆ Conduct interview sessions for all recruitments for the City's Commissions, Boards and Committees
- ◆ Continue to review and identify key areas of operations within the City Clerk department to improve procedures to remain efficient and organized

City of San Bruno
Department of City Clerk Expenditure
 Fiscal Year FY2020-21
 Department 001-1120

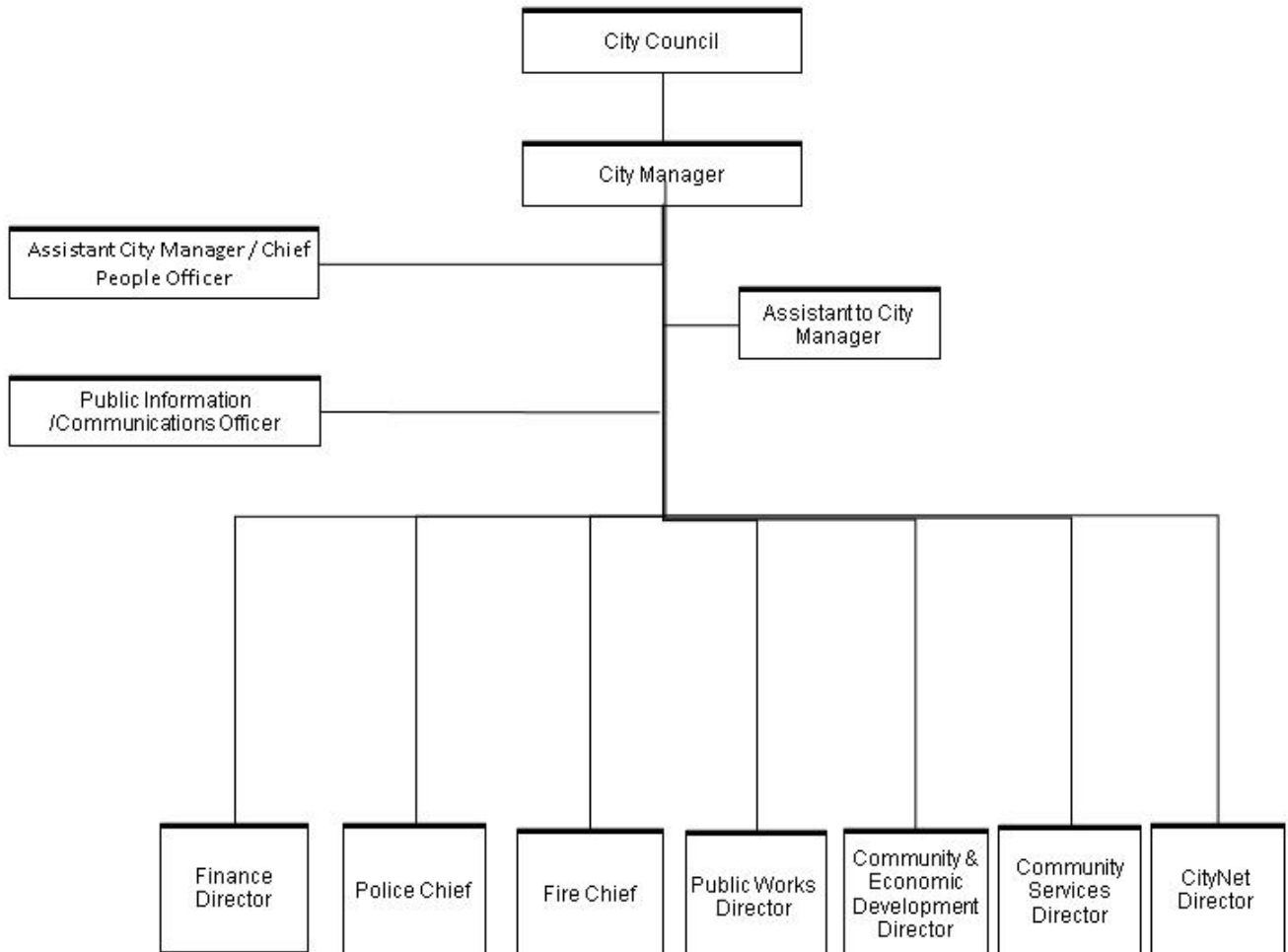
Expenditures

Account	Expenditure Account Title	FY2019-20 Amended Budget	FY2020-21 Budget	\$ Change in Budget - FY20 vs FY21	Notable Changes
	Salaries	\$204,538	\$199,274	(\$5,264)	Budget balancing strategies to reduce salary expense and hold positions vacant
	Fringe Benefits	\$117,480	\$124,274	\$6,794	
	Total Salaries & Benefits	\$322,018	\$323,548	\$1,530	
6001	OFFICE SUPPLIES	\$5,000	\$5,000	\$0	
6112	POSTAGE	250	250	0	
6401	PROFESSIONAL SERVICES	0	12,000	12,000	Record retention, electronic form filing, relass from 6702
6405	TRAINING/MEETINGS/CONFERENCES	7,000	7,000	0	
6450	COMMUNICATIONS	807	1,307	500	
6501	PUBLIC NOTICES	4,500	10,000	5,500	Additional notices projected.
6701	DUES & MEMBERSHIPS	400	1,000	600	
6702	PUBS & SUBSCRIPTIONS	2,500	500	(2,000)	
	Total Supplies & Materials	\$20,457	\$37,057	\$16,600	
7043	ELECTIONS	261,360	190,000	(71,360)	Lower County expenses compared to last year
7901	INTERNAL SERVICE ALLOCATIONS	32,434	37,987	5,553	
	Total Other Charges	\$293,794	\$227,987	(\$65,807)	
(B)	Total Expenditures	\$636,269	\$588,592	(\$47,677)	

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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:

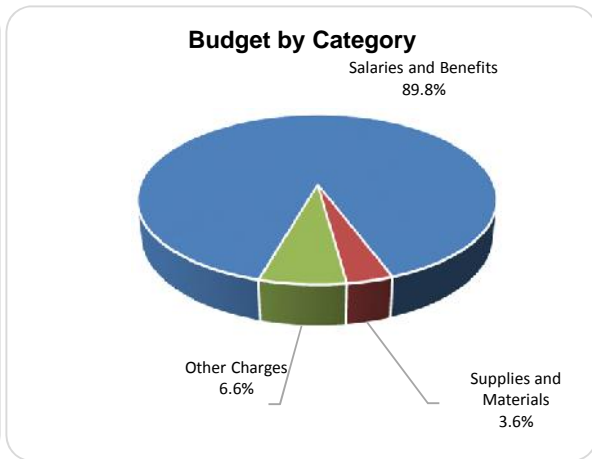
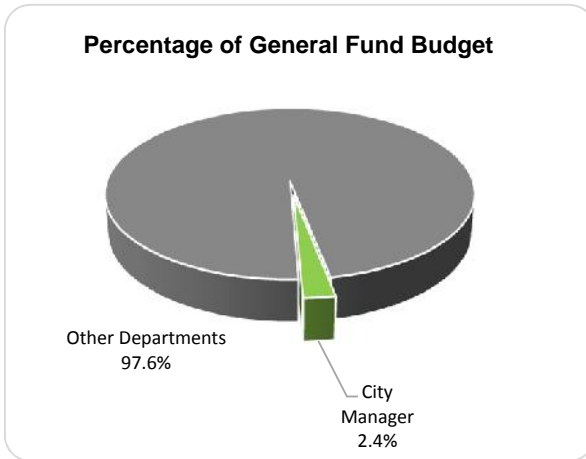
- **City Council Policy Development and Strategic Planning**
Work with the City Council and staff to facilitate identification and work program planning to ensure equitable delivery of City services, to preserve and enhance community quality of life, and to address emerging community interests, goals 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 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
	Actual	Actual	Amended Budget	Budget
General Fund	\$ 692,501	\$ 800,719	\$ 1,045,497	\$ 905,267
General Administration Recovery from Other Funds:				
Water Fund	99,726	106,145	120,610	123,807
Wastewater Fund	58,780	62,564	71,089	72,974
Stormwater Fund	5,341	5,684	6,459	6,630
CityNet Fund	53,287	56,716	64,445	66,153
Solid Waste	476	506	575	591
Total:	\$ 910,111	\$ 1,032,334	\$ 1,308,675	\$ 1,175,422

Budgeted Expenditures	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
	Actual	Actual	Amended Budget	Budget
Salaries and Benefits	\$ 852,224	\$ 961,116	\$ 1,065,503	\$ 1,056,016
Supplies and Materials	10,876	22,787	188,788	41,788
Other Charges	47,011	48,430	54,384	77,618
Total:	\$ 910,111	\$ 1,032,334	\$ 1,308,675	\$ 1,175,422



Performance and Workload Measures	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
	Actual	Actual	Estimated	Target
Number of City Council Agendas Prepared	60	54	58	52
Number of Staff Reports Reviewed	164	175	156	150
Number of Press Releases Issued	2	2	9	6

Goals and Accomplishments

FY2019-20 Accomplishments

- ◆ Attended League of California Cities New Councilmember Academy with new Councilmember and supported the transition of recognizing outgoing/incoming elected officials.
- ◆ Conducted recruitments to fill vital/key positions throughout the City with new full-time employees, including two new Department Directors.
- ◆ Initiated City Manager monthly eNewsletter to increase the frequency of community updates and engagement, while reducing the cost of traditional mailed updates.
- ◆ Worked with Departments to implement the 2019-20 Operating and Capital Improvement program, such as the Downtown Streetscape Plan, Downtown Parking Lots Rehabilitation Project, and Crystal Springs Road and First Avenue Sewer Replacement Projects.
- ◆ Worked with San Bruno CityNet Services, formerly San Bruno Cable, to monitor and adhere to business plan and rebrand the Enterprise.
- ◆ Worked with the Fire Department to complete No-Harm Wildfire Risk Assessment for the City of San Bruno.
- ◆ Worked with the Community and Economic Development Department to make significant 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 YouTube and Walmart.com headquarters.
- ◆ Worked with the Community and Economic Development Department to review planning application for the Mills Park Center Development Project, for City Council consideration, and continue to work with property owner to modify plans for potential further consideration.
- ◆ Worked with the Community and Economic Development Department to complete the Short-Term Residential Rental Ordinance and established a new Short-Term Residential Rental Zoning permit.
- ◆ Continued succession planning by offering local and regional job-related training to city staff, such as customer service, technology and supervisory/leadership academies.
- ◆ Completed the schematic design and continued the construction drawings for the new Recreation and Aquatics Center project, funded by the San Bruno Community Foundation.
- ◆ Completed the schematic design and continued the construction drawings for the new Recreation and Aquatics Center project, funded by the San Bruno Community Foundation.
- ◆ 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.
- ◆ Declared two local state of emergencies for immediate response: Crestmoor Canyon Slope Stability Repair to prevent further erosion; and, response to the quick development of COVID-19 in March 2020, requiring modified City operations.
- ◆ Developed three tier plan to respond the COVID-19 pandemic and activated the Emergency Operations Center (EOC). Cancelled most programming, and shut down public facilities in various stages, while continuing to provide all essential services, such as police, fire, medical and utility services. Transitioned majority of City workforce to work remotely while the San Mateo County Public Health Shelter in Place Order was in effect.
- ◆ Developed initial strategies to address immediate and long-term fiscal impacts of COVID-19 on a local and regional level.
- ◆ Conducted community presentations to engage the public of the Comprehensive Fiscal Sustainability Project which focuses on future fiscal resources and resulted in a voter approved sales tax ballot measure in the November 2019 election.
- ◆ Held City Council goal setting meeting and study sessions to develop strategic initiatives for development of the 2020-21 Annual Operating and Capital Improvement Program Budget.

FY2020-21 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 annual operating and capital improvement work program to support the City Council approved priority focus areas, and re-evaluate on an annual basis, with the City Council, to identify and develop long-term strategy for fiscal sustainability and future of San Bruno:
 - 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 2020-21 operating budget and deliver projects identified in the capital program as presented in the 2020-25 Capital Improvement Program, with an ongoing review of cost reduction strategies when applicable.
- ◆ Develop long-term strategy to address the known, and anticipate the unknown, fiscal impacts to the City as a result of COVID-19 into the foreseeable future, including the ongoing evaluation and assessment of regular City operations and programming to protect the San Bruno community and San Bruno workforce.
- ◆ Continue work on the construction drawings and prepare construction bid for the new Recreation and Aquatics Center project, including the coordination of the temporary Recreation Center facility to continue applicable programming.
- ◆ Complete several long-term planning projects to continue the vision for San Bruno, including the Bayhill Specific Plan, the ongoing Comprehensive Fiscal Sustainability Project, and economic development.
- ◆ 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.
- ◆ Leverage available communication tools, including eNewsletters, local channel 1 and social media, to provide community wide updates and engagement on City activities and programming.
- ◆ Continue to lead staff in the delivery of high quality services to the San Bruno community, and continue to collaborate with key agencies to enhance the communications with the entire community.
- ◆ Continue to lead staff in the delivery of high quality services to the San Bruno community, and continue to collaborate with key agencies to enhance the communications with the entire community.

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City of San Bruno
Department of City Manager's Office Expenditure
 Fiscal Year FY2020-21
 Department 001-1210

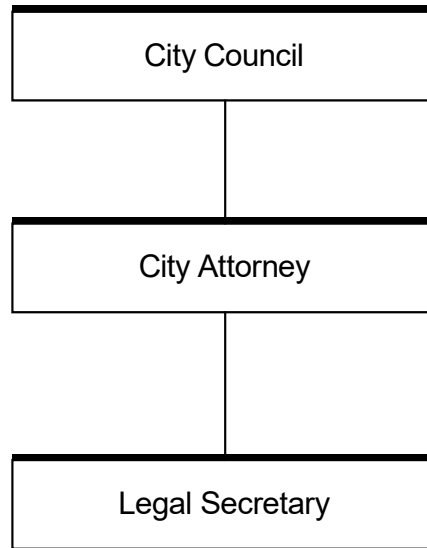
Expenditures

Account	Expenditure Account Title	FY2019-20 Amended Budget	FY2020-21 Budget	\$ Change in Budget - FY20 vs FY21	Notable Changes
	Salaries	\$ 710,815	\$ 686,537	\$ (24,278)	Budget balancing strategies to reduce salary expense and hold positions vacant
	Fringe Benefits	\$ 354,688	\$ 369,479	\$ 14,791	Health insurance and pension
	Total Salaries & Benefits	\$ 1,065,503	\$ 1,056,016	\$ (9,487)	
6001	OFFICE SUPPLIES	1,000	1,000	-	
6102	OPERATING SUPPLIES	250	250	-	
6112	POSTAGE	200	200	-	
6141	PRINTING, COPYING & BINDING	21,000	24,000	3,000	
6401	PROFESSIONAL SERVICES	150,000	-	(150,000)	Removed FY20 one time budget amendment
6405	TRAINING/MEETINGS/CONFERENCES	8,500	8,500	-	
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	\$ 188,788	\$ 41,788	\$ (147,000)	
7901	INTERNAL SERVICE ALLOCATIONS	54,384	77,618	23,234	
	Total Other Charges	\$ 54,384	\$ 77,618	\$ 23,234	
(B)	Total Expenditures	\$ 1,308,675	\$ 1,175,422	\$ (133,253)	

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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:

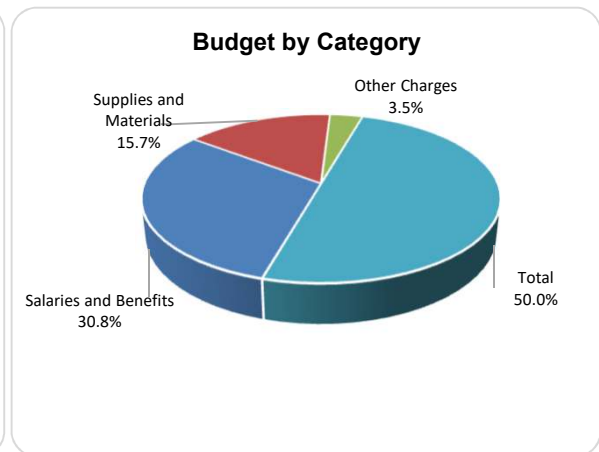
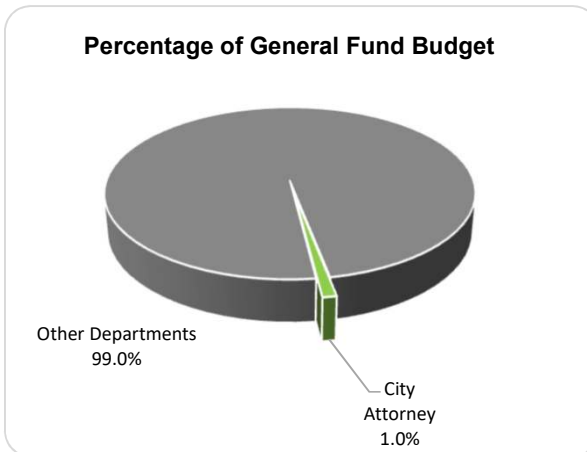
- **Legal Consultation and Support**
 - Represent and advise the City Council, Successor Agency to the former San Bruno Redevelopment Agency, Planning Commission, and other Boards and Commissions on legal matters.
 - Provide legal advice to City Council, City Manager, and Departments on City matters.
 - 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 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
	Actual	Actual	Amended Budget	Budget
General Fund	\$ 243,352	\$ 232,370	\$ 255,320	\$ 255,895
General Administration Recovery from Other Funds:				
Water Fund	109,231	116,262	132,780	135,595
Wastewater Fund	64,383	68,527	78,262	79,922
Stormwater Fund	5,850	6,226	7,111	7,262
CityNet Fund	58,365	62,122	70,948	72,452
Solid Waste	521	554	633	647
Total:	\$ 481,702	\$ 486,061	\$ 545,054	\$ 551,772

Budgeted Expenditures	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
	Actual	Actual	Amended Budget	Budget
Salaries and Benefits	\$ 312,700	\$ 323,596	\$ 345,033	\$ 340,042
Supplies and Materials	\$ 145,431	\$ 243,154	\$ 173,177	\$ 173,177
Other Charges	\$ 23,571	\$ 24,270	\$ 27,369	\$ 38,553
Total:	\$ 481,702	\$ 591,020	\$ 545,579	\$ 551,772



Performance and Workload Measures	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
	Actual	Actual	Estimated	Target
Number of Claims Received	42	37	36	37
Number of Public Records Act Requests and Subpoenas	139	137	114	137
Number of Contracts Reviewed	91	151	110	151

Goals and Accomplishments

FY2019-20 Accomplishments

- ◆ Continued 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.
- ◆ Supported all City departments and operations to minimize risk and liability.
- ◆ Continued resolving longstanding and complex code enforcement matters.
- ◆ Continued supporting the City's interests in various ongoing proceedings involving PG&E and the CPUC.
- ◆ Worked with staff to ensure that City interests are addressed in ongoing development projects throughout the City.
- ◆ Supported all departments and the EOC in responding to the COVID-19 pandemic.

FY2020-21 Goals and Objectives

- ◆ Continue update of Municipal Code, including ordinance revisions to address licenses and regulations, nuisances, public rights-of-way, 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 FY2020-21
 Department 001-1140

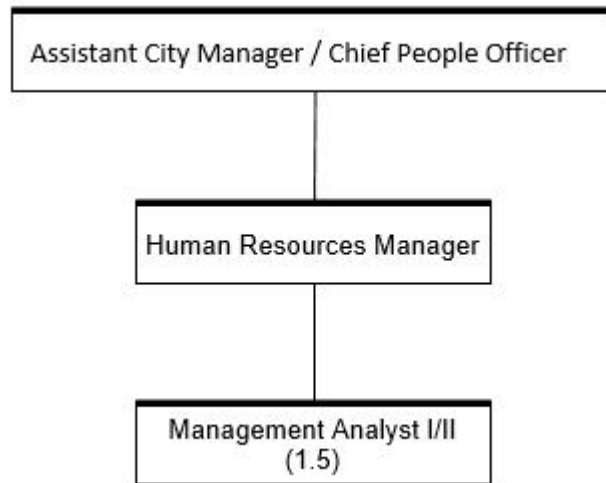
Expenditures

Account	Expenditure Account Title	FY2019-20 Amended Budget	FY2020-21 Budget	\$ Change in Budget - FY20 vs FY21	Notable Changes
	Salaries	\$ 231,808	\$ 219,852	\$ (11,956)	Budget balancing strategies to reduce salary expense and hold positions vacant.
	Fringe Benefits	\$ 113,225	\$ 120,190	\$ 6,965	Health insurance and pension increases
	Total Salaries & Benefits	\$ 345,033	\$ 340,042	\$ (4,991)	
6001	OFFICE SUPPLIES	\$900	\$900	-	
6112	POSTAGE	\$400	\$400	-	
6402	LEGAL EXPENSES	\$150,000	\$150,000	-	- Cellsites and other litigations
6405	TRAINING/MEETINGS/CONFERENCES	\$2,950	\$2,950	-	
6450	COMMUNICATIONS	\$552	\$552	-	
6701	DUES & MEMBERSHIPS	\$1,775	\$1,775	-	
6702	PUBS & SUBSCRIPTIONS	\$16,500	\$16,500	-	
6703	TRAVEL/VEHICLE USE	\$100	\$100	-	
	Total Supplies & Materials	\$ 173,177	\$ 173,177	\$ -	
7901	INTERNAL SERVICE ALLOCATIONS	\$27,369	\$38,553	11,184	Increased Department's Allocations Internal Services
	Total Other Charges	\$ 27,369	\$ 38,553	\$ 11,184	
(B)	Total Expenditures	\$ 545,579	\$ 551,772	\$ 6,193	

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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 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, conducts mandatory anti-harassment training for all employees, 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**

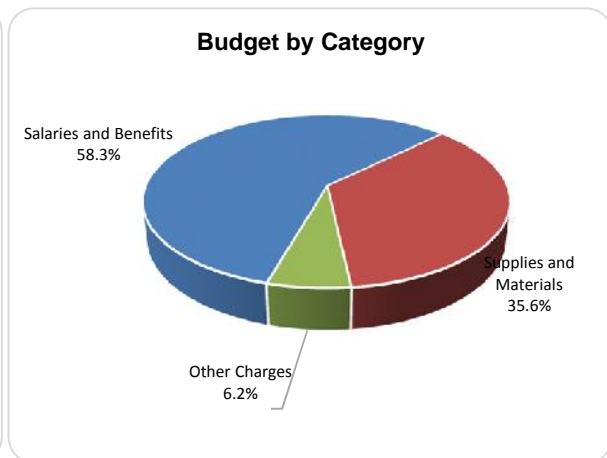
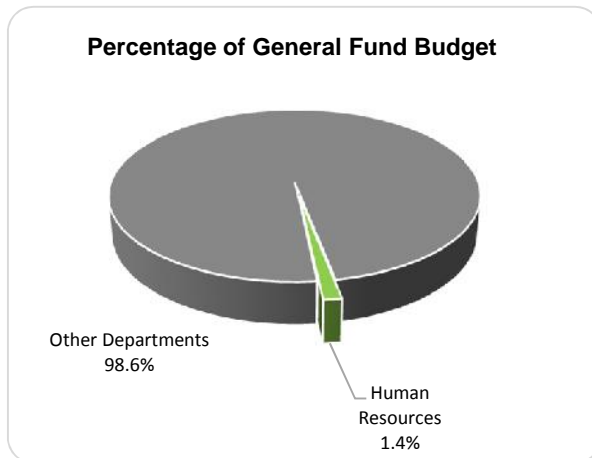
Promoting workplace safety results in safe and happy community. Human Resources administers a comprehensive and evolving safety program to ensure the safety of employees and citizens and implements policies and procedures to assure a proactive risk management and risk avoidance program for all City operations. 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 goal of aiding employees to expeditiously return to work.
- **Employee Labor Relations**

Human Resources strives to build and maintain 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 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Amended Budget	FY 2020-21 Budget
General Fund	\$ 158,416	\$ 223,517	\$ 331,446	\$ 399,282
General Administration Recovery from Other Funds:				
Water Fund	101,832	108,386	123,157	126,421
Wastewater Fund	60,021	63,885	72,590	74,514
Stormwater Fund	5,453	5,805	6,596	6,770
CityNet Fund	54,412	57,914	65,806	67,550
Solid Waste	486	517	587	603
Total:	\$ 380,620	\$ 460,024	\$ 600,182	\$ 675,140

Budgeted Expenditures	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Amended Budget	FY 2020-21 Budget
Salaries and Benefits	\$ 218,673	\$ 319,485	\$ 392,177	\$ 393,325
Supplies and Materials	126,929	104,246	164,265	240,165
Other Charges	35,018	36,293	43,740	41,650
Total:	\$ 380,620	\$ 460,024	\$ 600,182	\$ 675,140



Performance and Workload Measures	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Estimated	FY 2020-21 Target
Number of Applications Processed	816	1,679	1,000	1,200
Number of Recruitments Completed	28	50	32	40
Number of New Full-Time Employees Onboarded	39	34	16	25
Number of Employee Service Recognitions	44	34	30	30

Goals and Accomplishments

FY2019-20 Accomplishments

- ◆ Successfully conducted 32 recruitments including key public safety and leadership positions
- ◆ Onboarded 16 new full-time employees throughout the City
- ◆ Recognized tenure of 30 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
- ◆ Offered mobile counseling options as part of an enhanced Employee Assistant Program (EAP)
- ◆ Encouraged employee participation in alternate commute options and maintained employee enrollment in commuter benefits programs
- ◆ Hosted health education lunchtime seminars and citywide walking club as part of an enhanced Citywide Wellness program
- ◆ Consulted with departments on job descriptions to ensure that all job classifications meet industry standards and the City's current staffing needs, and worked with the Personnel Board to revise several public safety and other key job descriptions
- ◆ Successfully negotiated labor agreement extensions for bargaining units with expiring MOUs
- ◆ Maintained City's Safety Training Program with online delivery of training, standardized training matrices, and required safety training for each Department
- ◆ Conducted annual Health and Benefits Fair in conjunction with the Open Enrollment period to provide information on health, wellness, and financial resources
- ◆ Administered mandatory anti-harassment training to all employees in conjunction with recent law
- ◆ 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
- ◆ Continue to save storage costs and the environment by converting Citywide documents from paper-based to electronic fillable format, when possible

FY2020-21 Goals and Objectives

- ◆ Perform comprehensive review and revision of Administrative Regulations & Personnel Policies and Procedures
- ◆ Negotiate labor agreements for multiple bargaining units with expiring MOUs
- ◆ Enhance Citywide Wellness Program seminars and activities
- ◆ Administer mandatory anti-harassment training to all City employees via in-person and online delivery
- ◆ Continue to support City Manager and Departments with City's recruitment and selection process
- ◆ Identify career growth opportunities as well as technical and professional training needs within each department
- ◆ 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
- ◆ Provide 24/7 access to up-to-date employee benefits information via City intranet
- ◆ 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
- ◆ Explore lower cost vendors for City's supplemental benefit programs
- ◆ 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 FY2020-21
 Department 001-1220

Expenditures

Account	Expenditure Account Title	FY2019-20 Amended Budget	FY2020-21 Budget	\$ Change in Budget - FY20 vs FY21	Notable Changes
	Salaries	\$247,289	\$240,884	(\$6,405)	Budget balancing strategies to reduce salary expense and hold positions vacant
	Fringe Benefits	\$144,888	\$152,441	\$7,553	
	Total Salaries & Benefits	\$392,177	\$393,325	\$1,148	
6001	OFFICE SUPPLIES	950	950	0	
6112	POSTAGE	200	200	0	
6141	PRINTING, COPYING & BINDING	300	300	0	
6401	PROFESSIONAL SERVICES	65,000	138,200	73,200	Consulting services to assist with labor negotiations for bargaining units with expiring MOUs
6404	EMP. ASSISTANCE	8,150	8,150	0	
6405	TRAINING/MEETINGS/CONFERENCES	23,800	20,800	(3,000)	
6406	PROFESSIONAL DEVELOPMENT	1,000	7,000	6,000	tuition reimbursement
6407	EXAM SERVICES	11,500	11,500	0	
6408	MEDICAL EXAMS	20,000	20,000	0	
6409	SPECIAL PROJECTS	6,000	6,000	0	
6413	SPECIALIZED SERVICES	19,000	19,000	0	
6450	COMMUNICATIONS	1,335	1,335	0	
6501	PUBLIC NOTICES	6,230	6,230	0	
6701	DUES & MEMBERSHIPS	500	500	0	
6703	TRAVEL/VEHICLE USE	300	0	(300)	
	Total Supplies & Materials	\$164,265	\$240,165	\$75,900	
7901	INTERNAL SERVICE ALLOCATIONS	43,740	41,650	(2,090)	
	Total Other Charges	\$43,740	\$41,650	(\$2,090)	
(B)	Total Expenditures	\$600,182	\$675,140	\$74,958	

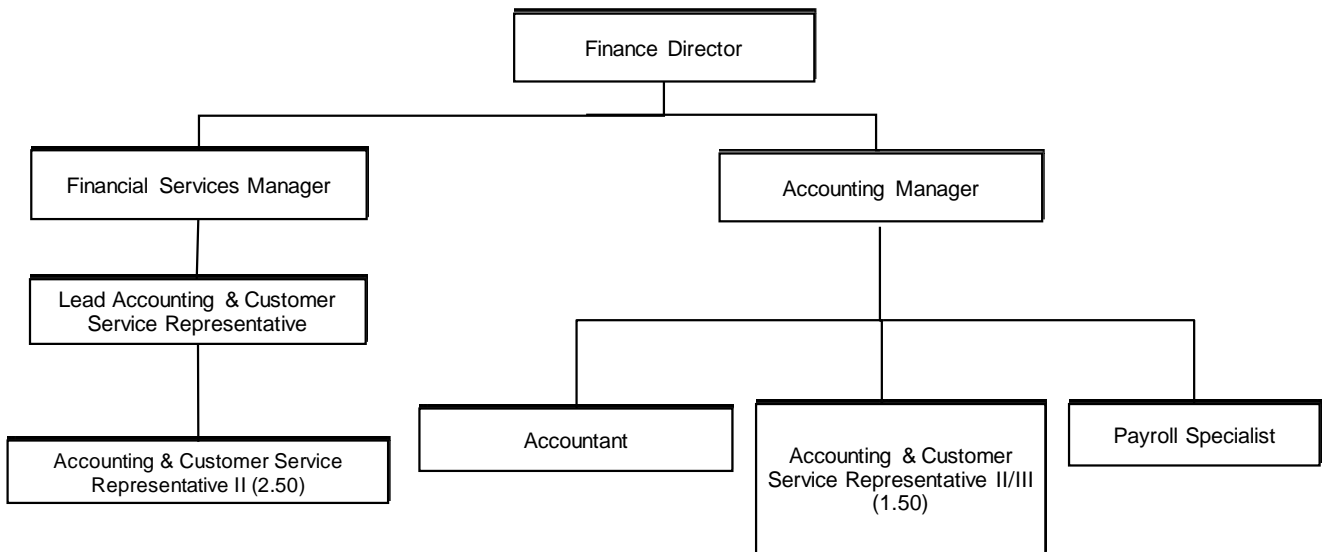
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Finance Department

Administration

Revenue Services

Finance



Finance Department Administration and Revenue Services

The Finance Department maintains the fiscal integrity and financial soundness of the City through oversight, management and control of all City financial transactions, monitoring of the annual budget, coordination for preparation of the annual audit, 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. 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 approximately 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. 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. Provide bi-weekly payroll summary reports to the City Council.

) 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.

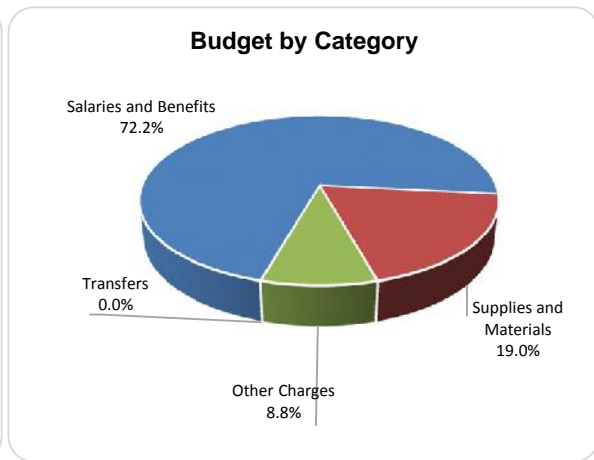
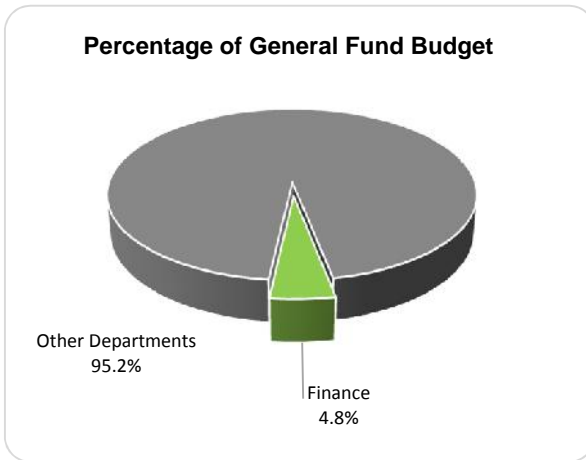
) **Purchasing and Administration**

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 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
	Actual	Actual	Amended Budget	Budget
General Fund	\$ 673,607	\$ 1,044,310	\$ 1,113,781	\$ 1,008,145
General Administration Recovery from Other Funds:				
Water Fund	643,864	638,016	684,057	699,535
Wastewater Fund	468,641	485,765	519,180	532,248
Stormwater Fund	9,638	10,258	11,656	11,965
CityNet Fund	96,160	102,349	116,297	119,379
Solid Waste	858	914	1,038	1,065
Total:	\$ 1,892,768	\$ 2,281,612	\$ 2,446,009	\$ 2,372,337

Budgeted Expenditures	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
	Actual	Actual	Amended Budget	Budget
Salaries and Benefits	1,098,762	\$ 1,533,278	\$ 1,719,790	\$ 1,712,269
Supplies and Materials	636,719	\$ 587,252	\$ 541,742	\$ 451,384
Other Charges	154,998	\$ 158,793	\$ 184,477	\$ 208,684
Transfers	2,288	\$ 2,288	\$ -	\$ -
Total:	\$ 1,892,768	\$ 2,281,612	\$ 2,446,009	\$ 2,372,337



Performance and Workload Measures	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Estimated	FY 2020-21 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	Yes	Yes	Yes
The City's Adopted Budget receives the Government Finance Officers Association (GFOA) Award for Distinguished Budget Presentation	n/a	n/a	Yes	Yes
The City's Adopted Budget receives the California Society of Municipal Finance Officer's (CSMFO) Operating Budget Excellent Award.	n/a	n/a	Yes	Yes
Number of W-2's issued by January 31	462	443	460	460
Number of invoices processed	12,126	11,747	10,000	10,000
Number of business licenses issued	2,495	2,464	2,862	2,900
Number of utility bills generated	75,352	75,464	76,237	77,000

Goals and Accomplishments

FY2019-20 Accomplishments

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 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 processes and procedures to increase efficiencies and standardization.

- ◆ 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

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 and City Net Service's business plan including the Fiber-to-the-Home project.

Accounting and Financial Operations Management

- ◆ Completed preparation of the City's Comprehensive Annual Financial Report (CAFR) as of June 30, 2019
- ◆ Invest City funds in high yield investments that maintain safety of principal and sufficient liquidity to meet operating requirements. Revised the investment policy to allow for investment in additional financial instruments
- ◆ Review the garbage rate application annually to ensure compliance with the franchise agreement 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
- ◆ 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
- ◆ Conduct external audits of property and sales taxes to ensure adequate assessment and maximum collection of taxes to fund City operations
- ◆ Conduct on-going audit of business license taxes to ensure business activity conducted within the City of San Bruno is done so with a license and the maximum tax collection is achieved
- ◆ Complete the audit of transient occupancy tax (TOT) to ensure payment of audit findings and on-going compliance

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

- ◆ At the direction of the City Council, conducted a community priority survey, drafted an ordinance and provided communications for the San Bruno Street Repair/Local City Services Measure (Measure G) that passed in November of 2019
- ◆ Execute a Cost Allocation Plan (CAP) to be reflected in the City's Master Fee Schedule (MFS) to ensure full cost recovery of billable services

FY2020-21 Goals and Objectives

Departmental Efficiency/Effectiveness Improvements

- ◆ 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
- ◆ 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
- ◆ Continue to provide financial support and leadership for strategic City initiatives, including the Recreation and Aquatic Center, City Net Services 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 – Continue to explore possible revenue enhancements to ensure priority City programs have adequate funding
- ◆ Completed the User Fee Study to update many fees in the Master Fee Schedule to ensure optimal cost recovery of City services

City of San Bruno
Department of Finance - Administration Expenditure
 Fiscal Year FY2020-21
 Department 001-1250

Expenditures

Account	Expenditure Account Title	FY2019-20 Amended Budget	FY2020-21 Budget	\$ Change in Budget - FY20 vs FY21	Notable Changes
	Salaries	\$ 633,346	\$ 617,585	\$ (15,761)	Budget balancing strategies to reduce salary expense and hold positions vacant
	Fringe Benefits	\$ 344,406	\$ 362,781	\$ 18,375	Health insurance and pension
	Total Salaries & Benefits	\$ 977,752	\$ 980,366	\$ 2,614	
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	\$201,103	\$109,018	(92,085)	Remove 1-time audit services from FY19, carry over to FY20
6405	TRAINING/MEETINGS/CONFERENCES	\$8,750	\$7,750	(1,000)	
6406	PROFESSIONAL DEVELOPMENT	\$1,500	\$1,500	-	
6419	OTHER SERVICES	\$18,500	\$18,500	-	
6450	COMMUNICATIONS	\$2,035	\$2,035	-	
6501	PUBLIC NOTICES	\$710	\$710	-	
6701	DUES & MEMBERSHIPS	\$1,650	\$1,650	-	
6702	PUBS & SUBSCRIPTIONS	\$200	\$200	-	
	Total Supplies & Materials	\$ 289,882	\$ 196,797	\$ (93,085)	
7901	INTERNAL SERVICE ALLOCATIONS	\$103,203	\$126,679	23,476	
	Total Other Charges	\$ 103,203	\$ 126,679	\$ 23,476	
9079	TRANSFERS TO RESERVES	-	-	-	
	Total Transfers	\$ -	\$ -	\$ -	
(B)	Total Expenditures	\$ 1,370,837	\$ 1,303,842	\$ (66,995)	

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City of San Bruno
Department of Finance - Revenue Services Expenditure
 Fiscal Year FY2020-21
 Department 001-1251

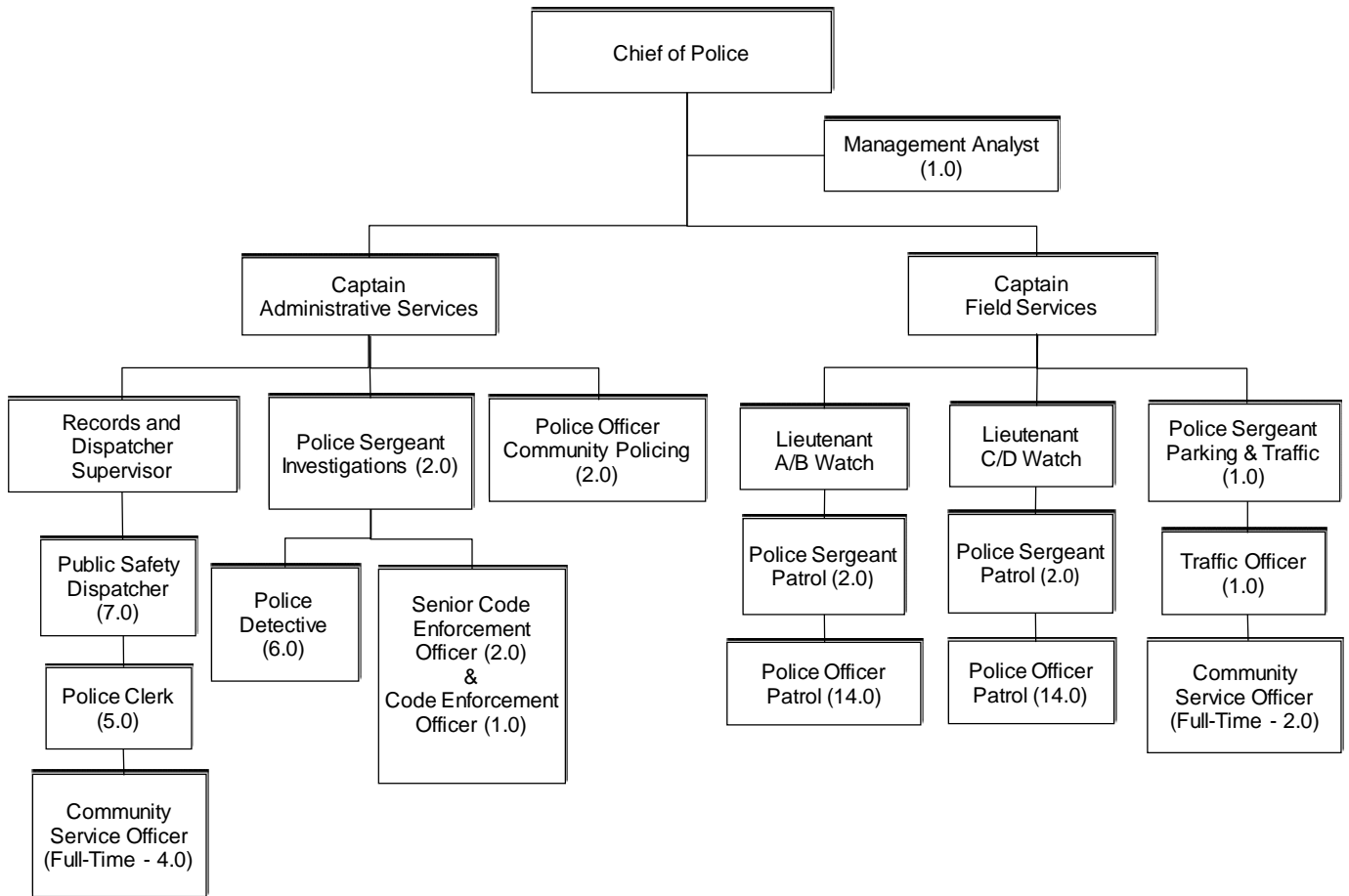
Expenditures

Account	Expenditure Account Title	FY2019-20 Amended Budget	FY2020-21 Budget	\$ Change in Budget - FY20 vs FY21	Notable Changes
	Salaries	\$ 456,043	\$ 443,936	\$ (12,107)	Budget balancing strategies to reduce salary expense and hold positions vacant
	Fringe Benefits	\$ 285,995	\$ 287,967	\$ 1,972	
	Total Salaries & Benefits	\$ 742,038	\$ 731,903	\$ (10,135)	
6001	OFFICE SUPPLIES	\$4,500	\$4,500	-	
6112	POSTAGE	\$30,000	\$30,000	-	
6304	MAINTENANCE	\$68,210	\$69,437	1,227	
6405	TRAINING/MEETINGS/CONFERENCES	\$4,000	\$4,000	-	
6406	PROFESSIONAL DEVELOPMENT	\$1,000	\$1,000	-	
6419	OTHER SERVICES	\$142,420	\$143,920	1,500	
6450	COMMUNICATIONS	\$1,410	\$1,410	-	
6701	DUES & MEMBERSHIPS	\$320	\$320	-	
	Total Supplies & Materials	\$ 251,860	\$ 254,587	\$ 2,727	
7901	INTERNAL SERVICE ALLOCATIONS	\$35,177	\$34,687	(490)	
7902	INTERDEPARTMENTAL CHARGES	\$46,097	\$47,318	1,221	
	Total Other Charges	\$ 81,274	\$ 82,005	\$ 731	
(B)	Total Expenditures	\$ 1,075,172	\$ 1,068,495	\$ (6,677)	

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Police Department

Police



Police Department

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

Overview

The San Bruno Police Department is a full service law enforcement agency that provides police services twenty-four hours a day, seven days a week. In addition to protecting life and property, the Department is committed to the prevention of criminal activity through highly visible patrols, systematic gathering and documentation of intelligence information, and the enforcement of laws and regulations throughout the City. The Department also delivers a variety of non-emergency police services. The Department's services include the following programs:

- **Patrol**
Respond to emergency and non-emergency requests for police assistance and provide enforcement of state and local laws. The Patrol Division is responsible for the prevention of criminal activity and the investigation of criminal acts that lead to successful prosecutions. Patrol duties are carried out in marked patrol vehicles, motorcycles, on foot, and on bicycles.
- **Traffic and Parking**
Provide enforcement of traffic laws, including parking regulations. Officers also investigate traffic collisions and provide recommendations to the City's Engineering Division to enhance traffic and pedestrian safety.
- **Investigations and Support Services**
Conduct major case management and follow-up investigations that lead to the identification and apprehension of those responsible for criminal acts. The Support Services Section provides a liaison to the schools, resolves chronic quality of life issues in the community, facilitates crime prevention programs such as Neighborhood Watch and the Citizen's Crime Prevention Committee, and assures employees meet mandated training requirements. Code Enforcement 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.
- **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.

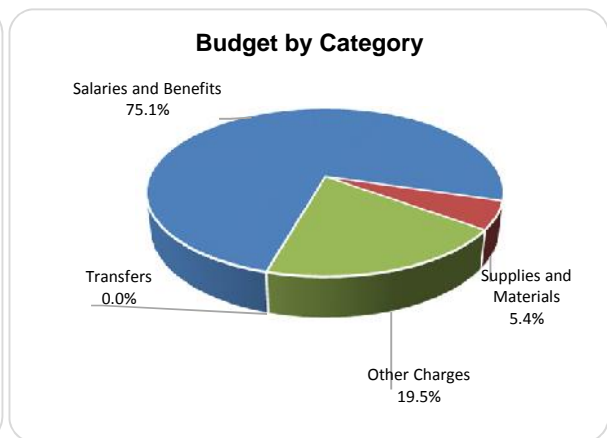
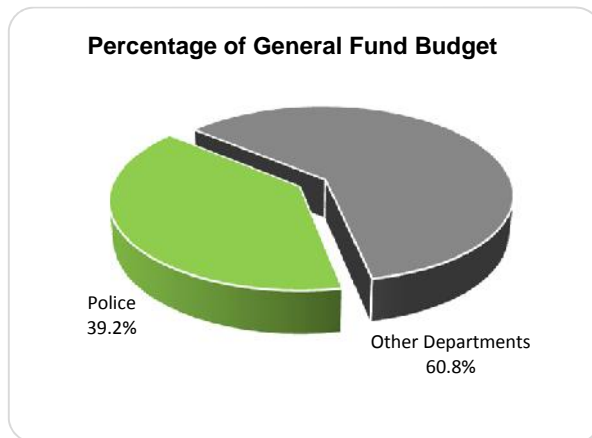
- **Contract Services**

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 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
	Actual	Actual	Amended Budget	Budget
General Fund	\$ 15,387,730	\$ 15,863,819	\$ 17,501,094	\$ 16,880,985
Department Revenues	1,636,623	2,103,898	2,019,055	2,288,255
Supplemental Law Enforcement Services	100,000	100,000	100,000	200,000
DEA Airport Equitable Sharing	-	-	-	200,000
Total:	\$ 17,124,354	\$ 18,067,717	\$ 19,620,149	\$ 19,369,240

Budgeted Expenditures	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
	Actual	Actual	Amended Budget	Budget
Salaries and Benefits	\$ 13,261,996	\$ 13,837,189	\$ 15,130,644	\$ 14,551,413
Supplies and Materials	895,486	1,057,641	1,020,906	1,043,304
Other Charges	2,883,268	3,089,283	3,468,599	3,774,523
Transfers	83,604	83,604	-	-
Total:	\$ 17,124,354	\$ 18,067,717	\$ 19,620,149	\$ 19,369,240



Performance and Workload Measures	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
	Actual	Actual	Estimated	Target
Number of Crisis Intervention Trained Officers	10	4	9	6
Number of DUI Enforcement Programs	10	8	8	10
Number of Massage Business Compliance Checks	12	10	12	12
Number of Burglary Suppression Programs	8	2	4	6
Number of Pedestrian Safety / Enforcement Programs	10	4	6	6
Number of Vehicle Burglary Suppression Programs	4	8	12	6
Number of Criminal Street Gang Enforcement Programs (new measure)	14	12	12	12
Number of Programs Combatting the Sale of Alcoholic Beverages to Minors (new measure)	6	4	4	4
Number of Saturated Parking Enforcement Programs (new measure)	N/A	N/A	N/A	6
Number of PSAs and other posted videos in Spanish	N/A	N/A	N/A	10

Goals and Accomplishments

FY2019-20 Accomplishments

- ◆ Continued to work with other city departments to develop and deploy a pilot program for Residential Parking Permits
- ◆ Developed and implemented a comprehensive public information, warning and enforcement campaign to address sidewalk parking and wrong-way parking
- ◆ 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
- ◆ The Traffic Section secured grant funding to support overtime-based education and enforcement details for: drunk driving, pedestrian safety, bicyclist safety, motorcycle safety, speeding, seatbelts, and distracted driving. We also participated in the San Mateo County Saturated Traffic Enforcement Program (STEP)
- ◆ Continued to provide community outreach program designed and developed by our staff 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, etc
- ◆ Expanded our public outreach and transparency efforts through the development of a Public Information Team. This ensures that there is someone on-duty 24 hours a day with the training and expertise to put out information via mass and social media, as well as engage with our community via social networking
- ◆ Nine 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
- ◆ Secured and deployed a document management system (PowerDMS) to comply with new legal requirements that department and individual training records and materials be publicly accessible on our website
- ◆ Certified three department personnel as Mindfulness Peer Coaches to continue our Officer Mindfulness and Resiliency Training in-house
- ◆ Conducted site assessments, training, and tactical 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
- ◆ Secured COA certifications to deploy an Unmanned Aircraft System (Drone) program
- ◆ Secured and deployed 40mm less lethal weapons as a critical alternative to lethal force options
- ◆ Developed and implemented best practices for staff protection related to the coronavirus pandemic
- ◆ Partnered with the Fire Department to begin the Stop the Bleed program, which trains civilians on the proper use of combat tourniquets and provides on-site tourniquets for use in emergencies
- ◆ Completed the After Action Report for the Tanforan Shooting Incident
- ◆ Delivered active shooter response training at the International Association of Chiefs of Police Conference and the CA Police Chiefs Association Conference

FY2021-21 Goals and Objectives

- ◆ Enhance Traffic Safety and Prevent Impaired Driving
- ◆ Expand Services to Homeless in an Effort to Secure Permanent Housing
- ◆ Deploy a Public Safety Unmanned Aircraft System (UAS)
- ◆ Replace 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
- ◆ Conduct Saturated Parking Enforcement Details
- ◆ Expand teleworking capabilities for select department personnel
- ◆ Deploy the Employee Wellness and Resiliency Program
- ◆ Conduct joint critical incident training with US Marine Reserve Base personnel
- ◆ Complete training of all department personnel in use of the 40mm less lethal weapon
- ◆ Increase public awareness regarding the Police Department's regular police activities and 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 all department personnel
- ◆ Expand use of our new document management system to centrally locate all critical department documents and communications in the Cloud
- ◆ Conduct massage establishment business compliance checks and residential burglary suppression operations
- ◆ Strengthen our partnership with San Bruno Schools by providing more support to the SRO
- ◆ 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
- ◆ Remove all department property from the Catalpa building
- ◆ Enhance and expand our parking enforcement capabilities
- ◆ Restructure the department command staff to better align with divisions and needs
- ◆ Expand the San Bruno Police Reserve Program
- ◆ Expand the San Bruno Police Explorer Post
- ◆ Expand the San Bruno Police Ride-Along Program
- ◆ Work on deploying the "Track" system for frequently missing elderly adults
- ◆ Develop and deploy a mandatory patrol level Spanish language training program
- ◆ Provide more PSAs and other posted video content in Spanish
- ◆ Expand regular meetings with HOAs and other community groups
- ◆ Digitize random service survey procedures and documents
- ◆ Deploy a project management software program within the command staff

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City of San Bruno
 Department of Police Revenue & Expenditure
 Fiscal Year FY2020-21
 Department 001-2010

Revenues

Account	Revenue Account Title	FY2019-20 Amended Budget	FY2020-21 Budget	\$ Change in Budget - FY20 vs FY21	Notable Changes
4422	P.O.S.T. REIMBURSE	\$ 7,500	\$ 7,500	\$ -	
4453	S.M.NARC TASK FORCE	70,000	70,000	-	
4503	CODE ENFORCEMENT FINES	-	16,000	16,000	Department restructuring: move code enforcement revenue from Community & Economic Development
4522	FINGERPRINTING	2,000	2,000	-	
4523	POLICE AUCT.PROCEEDS	2,000	2,000	-	
4524	CARDROOM APPLIC.	5,000	5,000	-	
4525	POLICE REPORTS	10,000	10,000	-	
4527	TOWED VEHICLE REPO	1,000	1,000	-	
4528	VEHICLE RELEASE	30,000	20,000	(10,000)	
4529	OTHER POLICE SVCE.	5,600	5,600	-	
4530	FALSE ALARM FEES	5,000	18,000	13,000	
4681	POLICE FINES REVENUE	115,000	115,000	-	
4682	PARKING FINES	650,000	900,000	250,000	
4684	BLDG.CODE VIOL. FINES	-	200	200	Department restructuring: move code enforcement revenue from Community & Economic Development
4906	MAINT.REIMB.-BART	47,395	47,395	-	
4993	REIMBURSEMENTS	1,068,560	1,068,560	-	
4999	NON-OPERATING TRANSFERS	100,000	400,000	300,000	Budget balancing strategies to transfer additional \$100,000 from Police Grant Citizens Option for Public Safety (COPS) and \$200,000 DEA Airport support from Equitable Sharing
(A)	Total Revenues	\$ 2,119,055	\$ 2,688,255	\$ 569,200	

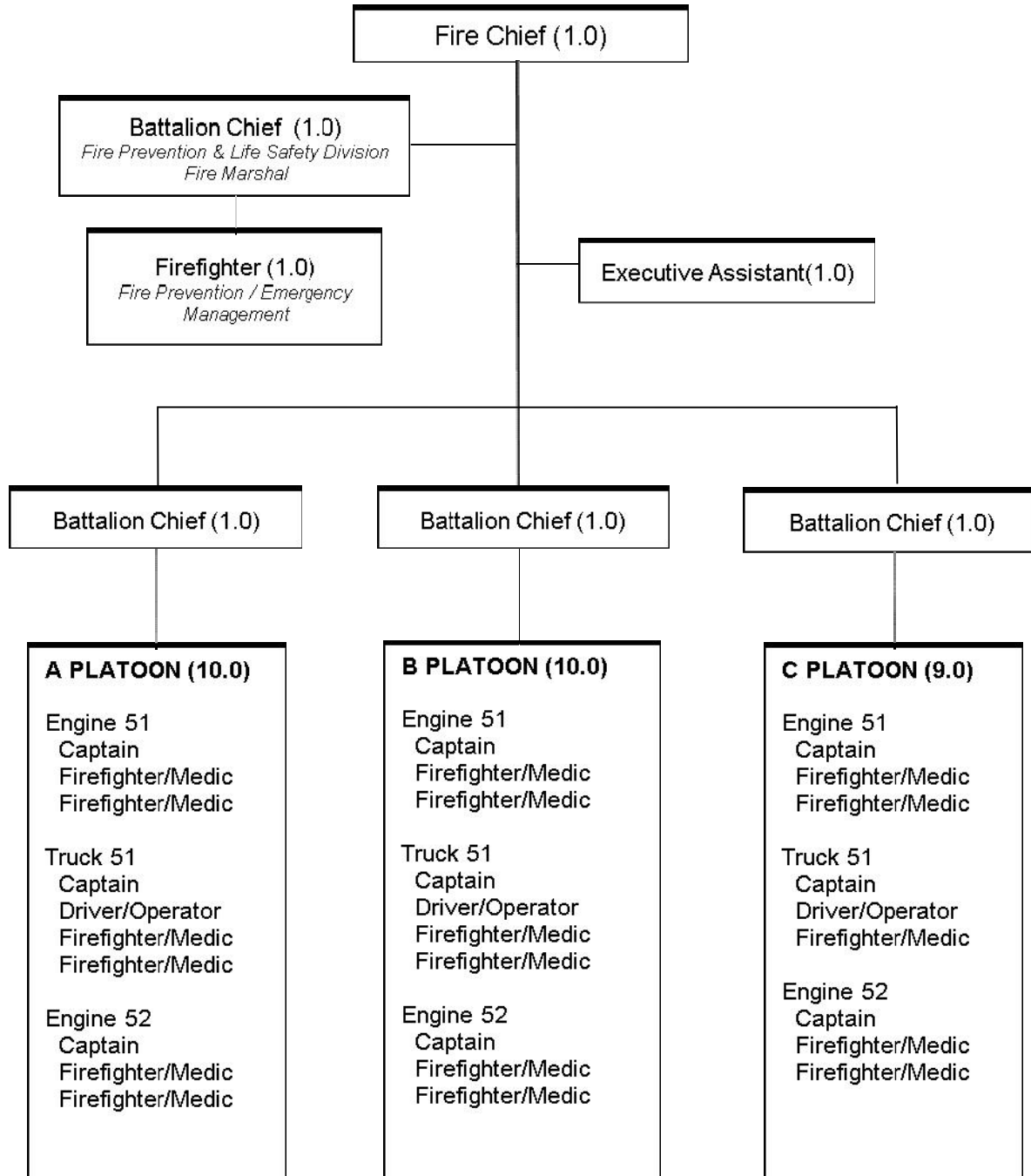
Expenditures

Account	Expenditure Account Title	FY2019-20 Amended Budget	FY2020-21 Budget	\$ Change in Budget - FY20 vs FY21	Notable Changes
	Salaries	\$ 9,309,655	\$ 8,627,857	\$ (681,798)	Budget balancing strategies to reduce salary expense and hold positions vacant. Police Department restructuring: move two Senior Code Enforcement Officers and one Code Enforcement Officer from Community & Economic Development and hold one Senior Code Enforcement Officer vacant. Reclassify one Police Sergeant to Police Captain and recognize overtime saving.
	Fringe Benefits	\$ 5,820,989	\$ 5,923,556	\$ 102,567	Health insurance and pension
	Total Salaries and Benefits	\$ 15,130,644	\$ 14,551,413	\$ (579,231)	
6001	OFFICE SUPPLIES	35,000	35,558	558	
6101	GAS AND OIL	77,000	116,500	39,500	
6102	OPERATING SUPPLIES	33,420	21,839	(11,581)	Reduce safety equipment and SWAT uniforms due to frozen vacant positions
6112	POSTAGE	4,670	6,119	1,449	
6304	MAINTENANCE	87,426	119,421	31,995	Add Forensic Logic (\$4,500) and for One-time Installation Fee of California NIBRS development software for RIMS (\$25,000)
6309	RADIO MAINTENANCE	60,000	61,372	1,372	
6401	PROFESSIONAL SERVICES	158,709	243,948	85,239	Increase parking citation processing and fines collection services (\$50,640), Add PowerDMS service to comply with new state law (\$8,000), and reduce background investigations (\$9,900)
6405	TRAINING/MEETINGS/CONFERENCES	110,033	94,091	(15,942)	Budget balancing strategies to reduce expense to reduce POST Manated Training
6406	PROFESSIONAL DEVELOPMENT	25,500	29,589	4,089	
6408	MEDICAL EXAMS	7,000	7,000	-	
6419	OTHER SERVICES	68,607	74,627	6,020	
6450	COMMUNICATIONS	78,303	70,480	(7,823)	Budget balancing strategies to reduce expense
6531	UTILITIES	125,000	125,000	-	
6650	TOOLS & EQPT. -\$25K	148,858	34,985	(113,873)	Remove FY2018-19 carried-over purchase order of vehicles, budgeted in equipment reserve going forward.
6702	PUBS & SUBSCRIPTIONS	1,380	2,775	1,395	
	Total Supplies & Materials	\$ 1,020,906	\$ 1,043,304	\$ 22,398	
7041	COUNTY SVCE.CHARGES	724,675	925,172	200,497	Increase Animal Control Services, and Parking Fines allocations reflecting on increase of parking fines revenue as well.
7901	INTERNAL SERVICE ALLOCATIONS	913,883	970,804	56,921	Share of internal service departments
7902	INTERDEPARTMENTAL CHARGES	1,830,041	1,878,547	48,506	Cost allocation plan
	Total Other Charges	\$ 3,468,599	\$ 3,774,523	\$ 305,924	
9079	TRANSFERS TO EQUIP. RESERVE	-	-	-	
	Total Transfers	\$ -	\$ -	\$ -	
(B)	Total Expenditures	\$ 19,620,149	\$ 19,369,240	\$ (250,909)	
(B) - (A)	General Fund Support	\$ 17,501,094	\$ 16,680,985	\$ (820,109)	

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Fire Department

Fire



Fire Department

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

Overview

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

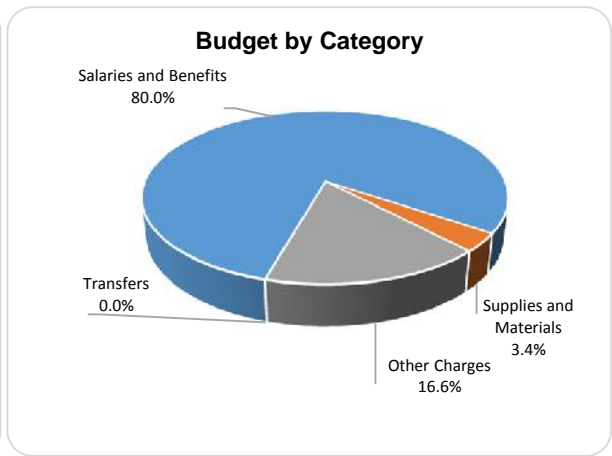
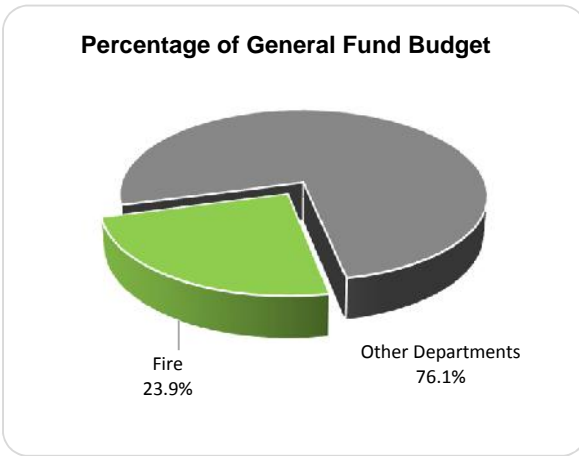
- **Administration**
Supports the day-to-day management of department personnel, apparatus and fire facilities. Also provides support, planning, and budget allocation for personnel, equipment, training, fire prevention, and community preparedness.
- **Operations**
Provides personnel, apparatus, and equipment for emergency responses to fire, medical, hazardous material, and rescue incidents. Oversees maintenance of fire stations, apparatus, equipment, and personal protective equipment. The Department provides these services out of two fire stations, Station 51 at 555 El Camino Real and Station 52 at 1999 Earl Avenue.
- **Training / Emergency Medical Services (EMS)**
In partnership with Central County Training Division to provide EMS and fire-based training to fire personnel and to maintain record keeping and documentation. The division provides standardization in delivery of services and assures compliance with mandated annual training requirements.
- **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 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
	Actual	Actual	Amended Budget	Budget
General Fund	\$ 9,570,406	\$ 10,426,140	\$ 11,073,782	\$ 11,393,486
Department Revenues	646,582	583,376	537,237	388,138
Total:	\$ 10,216,988	\$ 11,009,516	\$ 11,611,019	\$ 11,781,624

Budgeted Expenditures	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
	Actual	Actual	Amended Budget	Budget
Salaries and Benefits	\$ 8,164,304	\$ 8,861,808	\$ 9,483,481	\$ 9,420,678
Supplies and Materials	385,825	400,681	365,667	403,530
Other Charges	1,536,671	1,616,840	1,761,871	1,957,416
Transfers	130,187	130,187	-	-
Total:	\$ 10,216,988	\$ 11,009,516	\$ 11,611,019	\$ 11,781,624



Performance and Workload Measures	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Estimated	FY 2020-21 Target
Emergency calls for service	4,294	4,502	4,233	4,500
Medical responses	2,696	2,745	2,568	2,800
Structure and other fire related responses	153	128	141	150
Participants completing CERT training	40	50	40	30
Employees and residents trained in CPR/AED	146	118	75	100

Goals and Accomplishments

FY2019-20 Accomplishments

- ◆ Continued to provide educational and training opportunities to all Fire Department employees to address career development. Captains went through the Acting Battalion Chief process and 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 one (one was cancelled due to COVID 19) Community Emergency Response Training (CERT) classes to prepare residents and neighborhoods for emergencies and provided an awareness 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 and work on adopting the 2019 Fire Code 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 Kincade Fire
- ◆ 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 100% state mandated inspections to assure fire code compliance and building safety
- ◆ Four new employees became truck qualified
- ◆ Completed community outreach and education prior to July 4th holiday to minimize fireworks related incidents
- ◆ Completed Emergency Operations Center (EOC) Training for City Staff
- ◆ Continued to improve the new Records Management System, update the contacts, and improve the operation and efficiency
- ◆ Conducted community outreach public education with programs including: Bike Helmets, smoke alarms, and reading to children at the San Bruno Library
- ◆ Evaluated technological improvements related to operational and administrative procedures
- ◆ Established standardized evacuation zones for San Bruno in coordination with all San Mateo County Law enforcement and fire agencies
- ◆ 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
- ◆ Participated in City wide National Night out program
- ◆ Implement and train San Bruno Police Department in "Stop the Bleed" training
- ◆ Oversaw fire mitigation work at Cerstmoor Canyon
- ◆ Participated in City EOC operations during the COVID-19 Pandemic
- ◆ Conducted promotional process in coordination with Human resources for Fire Battalion Chief and Fire Captain
- ◆ Completed No-Harm Wildfire Risk Aseesment for the City of San Bruno

FY2020-21 Goals and Objectives

- ◆ Continue to provide educational and training opportunities to all Fire Department employees to address career development needs.
- ◆ 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, pending shelter in place order
- ◆ Adopt the 2019 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
- ◆ Complete all mandated fire inspections to assure fire code compliance and building safety within the community
- ◆ Establish process for 100% digital plan check and review
- ◆ Complete Implementation of new Records Management System for fire reporting and fire inspections. This will transition the fire department to a 100% paperless system
- ◆ 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 and continue to work on the mitigation measures in Crestmoor Canyon
- ◆ Develop a comprehensive Wildland Pre-Attack Plan for Crestmoor Canyon
- ◆ Provide mandated and specialized training to firefighters in conjunction with the Central San Mateo County Training Division
- ◆ Complete the last steps with the Police Department on the build-out of the Mobile Command Vehicle
- ◆ Collaborate with 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
- ◆ Implement electronic scheduling software to enhance situational awareness and decrease potential scheduling and pay errors

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City of San Bruno
 Department of Fire Revenue & Expenditure
 Fiscal Year FY2020-21
 Department 001-2110

Revenues

Account	Revenue Account Title	FY2019-20 Amended Budget	FY2020-21 Budget	\$ Change in Budget - FY20 vs FY21	Notable Changes
4581	FIRE INSPECTION FEES	\$ 65,000	\$ 82,000	\$ 17,000	
4582	FIRE PERMIT FEES	210,000	50,000	(160,000)	Realigned permit activity with anticipated development review
4583	FIRE PLAN CHECK	58,000	50,000	(8,000)	
4584	FIRE CODE FEES	95,000	95,000	-	
4585	FIRE REIMBURSEMENTS	47,208	47,208	-	
4995	OTHER REVENUE	62,029	63,930	1,901	CPI increase of reimbursement for services provided to San Francisco Jail
(A)	Total Revenues	\$ 537,237	\$ 388,138	\$ (149,099)	

Expenditures

Account	Expenditure Account Title	FY2019-20 Amended Budget	FY2020-21 Budget	\$ Change in Budget - FY20 vs FY21	Notable Changes
	Salaries	\$ 5,890,530	\$ 5,549,522	\$ (341,008)	Budget balancing strategies to reduce salary expense and hold positions vacant. Add Part-Time Fire Inspector (\$22,000). Add 5% incentives for two FireFighters and one Fire Captain to do in-house maintenance on the vehicles/apparatus.
	Fringe Benefits	\$ 3,592,951	\$ 3,871,156	\$ 278,205	Health insurance and pension
	Total Salaries & Benefits	\$ 9,483,481	\$ 9,420,678	\$ (62,803)	
6001	OFFICE SUPPLIES	2,200	2,200	-	
6101	GAS AND OIL	26,000	35,000	9,000	Increase fuel and transportation cost
6102	OPERATING SUPPLIES	86,314	95,000	8,686	Add cleaning supplies and operating supplies for three sanitizing building and apparatus
6112	POSTAGE	500	500	-	
6304	MAINTENANCE	60,000	45,000	(15,000)	Budget balancing strategies to reduce maintenance costs by beginning the process to shift monthly calibration and to maintain the majority of apparatus in-house
6309	RADIO MAINTENANCE	5,000	5,000	-	
6401	PROFESSIONAL SERVICES	33,223	17,400	(15,823)	Remove FY2018-19 carried-over purchase order of Imagetrend Contract Service.
6405	TRAINING/MEETINGS/CONFERENCES	21,000	35,000	14,000	FY2019-20 Second Quarter budget balancing strategies to postpone fire academy training for new fire fighters to FY2020-21 as no new firefighters are expected to come on board for the remaining fiscal year.
6406	PROFESSIONAL DEVELOPMENT	3,500	3,500	-	
6419	OTHER SERVICES	16,600	51,600	35,000	Include FY2020-21 ongoing enhancement: Wellness Screening (\$35,000)
6450	COMMUNICATIONS	26,131	18,131	(8,000)	Budget balancing strategies to reduce expense by disconnecting excess phone lines and transfer others from AT&T to CityNet Services
6531	UTILITIES	47,559	47,559	-	
6601	RENTAL & LEASES	5,390	5,390	-	
6650	TOOLS & EQPT. -\$25K	29,200	39,200	10,000	FY2019-20 Second Quarter budget balancing strategies to reduce tools and equipment purchase for trucks
6701	DUES & MEMBERSHIPS	1,550	1,550	-	
6702	PUBS & SUBSCRIPTIONS	1,500	1,500	-	
	Total Supplies & Materials	\$ 365,667	\$ 403,530	\$ 37,863	
7041	COUNTY SVCE.CHARGES	60,004	66,817	6,813	CPI increase of County-wide Emergency Services
7069	INTERGOVERNMENTAL-OTHER	163,312	163,312	-	
7901	INTERNAL SERVICE ALLOCATIONS	480,402	641,087	160,685	Internal service department support
7902	INTERDEPARTMENTAL CHARGES	1,058,153	1,086,200	28,047	Cost allocation plan
	Total Other Charges	\$ 1,761,871	\$ 1,957,416	\$ 195,545	
9079	TRANSFERS TO EQUIP. RESERVE	-	-	-	
	Total Transfers	\$ -	\$ -	\$ -	
(B)	Total Expenditures	\$ 11,611,019	\$ 11,781,624	\$ 170,605	
(B) - (A)	General Fund Support	\$ 11,073,782	\$ 11,393,486	\$ 319,704	

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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)

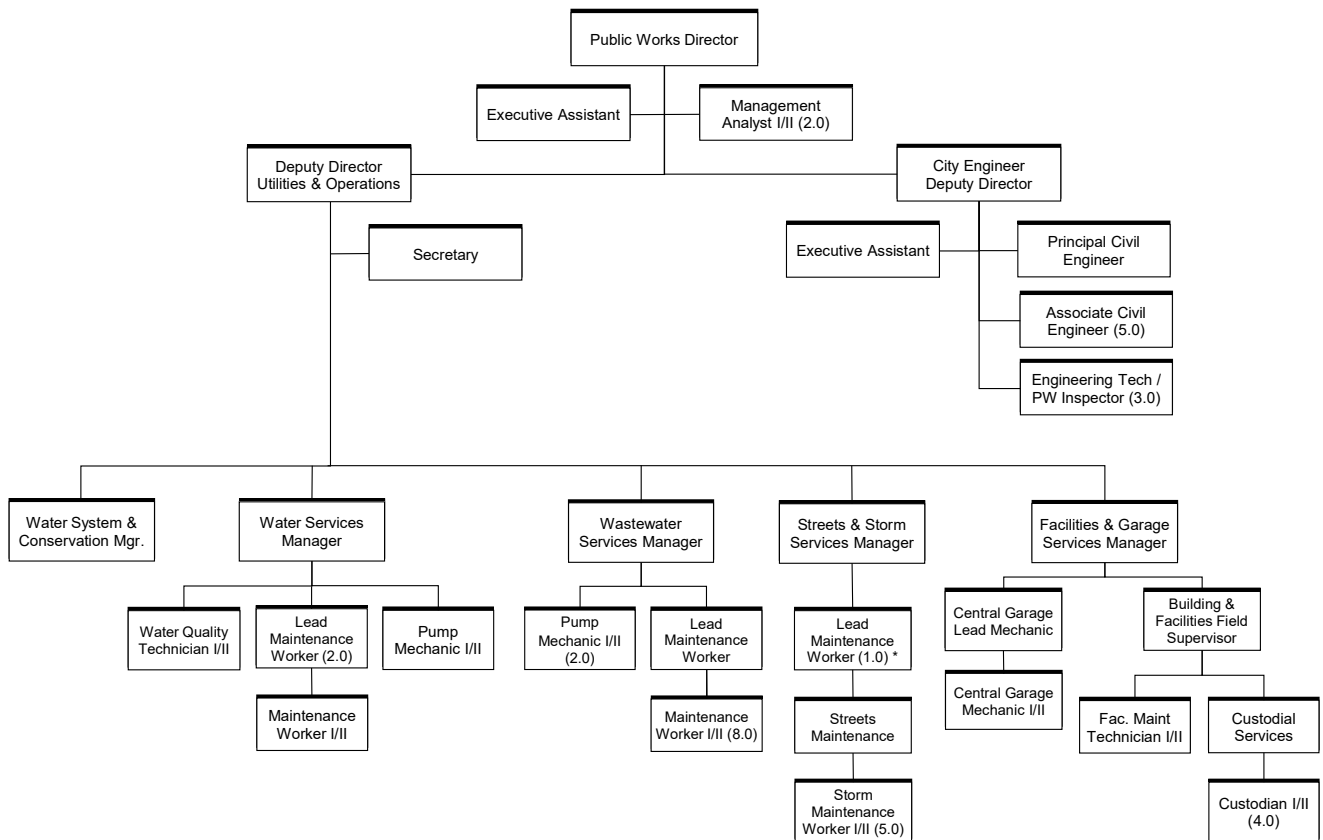
Stormwater (see Enterprise Funds)

Building & Facilities (see Internal Service 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; streetlights; wastewater and stormwater collection systems; recycling and environmental sustainability; and City facilities and the City fleet.

Overview

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

- **Administration & 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 encroachment permit, building permit as relates to public right-of-way, and development applications to ensure compliance with City Standards and Specifications as well as the regulatory requirements and Subdivision Map Act.

- **Building & Facilities**

Provide routine custodial services, preventative maintenance, and capital improvements at 17 City facilities to ensure a clean, well maintained and accessible environment for use by the community and City employees. Ensure proper maintenance of all City facilities by City staff and contract services. Coordinate work with user departments throughout the City and collaborate to prioritize projects and allocate limited budgeted resources. Conduct facilities asset management analysis to balance repair and rehabilitation of facilities

- **Central Garage**

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

- **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

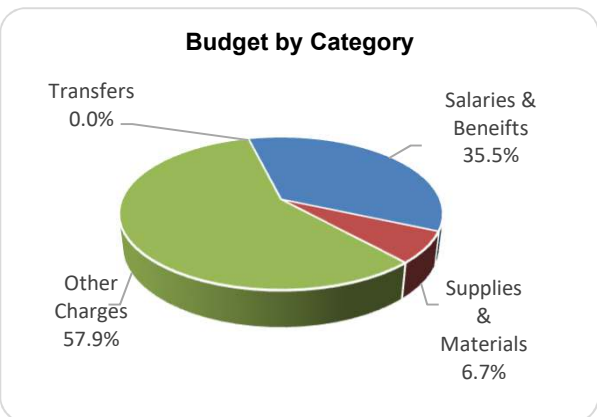
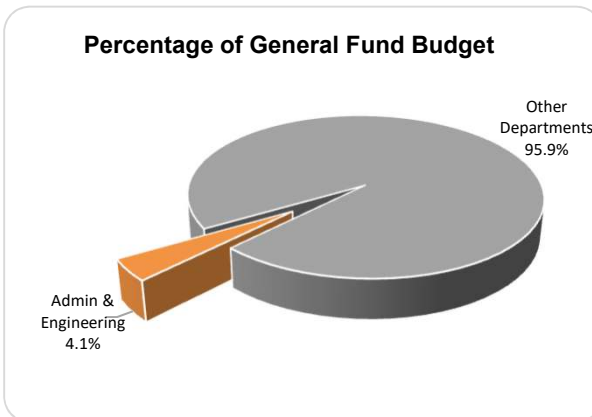
LED which provide better illumination, lower energy costs and longer life with less maintenance. Other responsibilities of the division include collaborating with the Engineering Division and the Traffic Safety and Parking Committee to install new pavement markings, striping and signage.

- **Stormwater**
Provides assistance to residents with drainage and runoff issues, maintaining and repairing City owned storm drain infrastructure that includes mains, catch basins, grates, trash capture devices, and valley gutters and responding to illicit discharge into the storm drain system (see Enterprise Funds for more detail).
- **Wastewater**
Provides inspection, maintenance and operation of the City's wastewater infrastructure and provides around-the-clock customer service response to emergency calls related to sewer main and lateral sewer blockages and overflows (see Enterprise Funds for more detail).
- **Water**
Ensures the highest quality potable water service by quickly responding to water main/service leaks and resolving water quality questions and concerns in a timely manner (see Enterprise Funds for more detail).
- **Solid Waste**
Maintains compliance with AB 939 and SB106, mandating that the City work to meet waste reduction goals and assisting with the implementation of resident and business engagement efforts such as Operation Clean Sweep, the Green Business program, and others (see Special Revenue Funds for more detail).

Administration & Engineering Budget Summary

Funding Summary	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
	Actual	Actual	Amended Budget	Budget
General Fund	\$ 382,132	\$ 653,695	\$ 551,094	\$ 229,962
Department Revenues	293,782	282,265	263,000	322,000
Recovery from Other Funds:				
Stormwater Fund	19,179	20,106	23,401	29,169
Wastewater Fund	383,571	402,119	468,021	583,374
Water Fund	556,179	583,073	678,631	845,893
Total:	\$ 1,634,843	\$ 1,941,258	\$ 1,984,147	\$ 2,010,398

Budgeted Expenditures	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
	Actual	Actual	Amended Budget	Budget
Salaries & Benefits	\$ 633,876	\$ 841,442	\$ 673,616	\$ 713,183
Supplies & Materials	\$ 78,391	133,202	\$ 190,077	133,950
Other Charges	\$ 916,136	960,166	\$ 1,120,454	1,163,265
Capital Outlays	\$ 24	32	\$ -	0
Transfers	\$ 6,416	6,416	\$ -	0
Total:	\$ 1,634,843	\$ 1,941,258	\$ 1,984,147	\$ 2,010,398



Performance and Workload Measures	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
	Actual	Actual	Estimated	Target
Number of CIP construction projects completed	8	11	14	12
Number of encroachment permits processed	311	372	388	300

Goals and Accomplishments

FY2019-20 Accomplishments

- ◆ Completed Design/Study for the following Projects:
 - ◆ 2019-20 Slurry Seal Project
 - ◆ ADA Self Evaluation and Transition Plan
 - ◆ Avenues 1-1 and 1-2 Sewer and Water Replacement Project

FY2019-20 Accomplishments (Continued)

- ♦ Complete Design/Study for the following:
 - ♦ Avenues 1-3 Sewer and Water Replacement Project
 - ♦ Crystal Springs Road Sewer Replacement Project
 - ♦ Green Infrastructure Plan
 - ♦ Huntington Avenue/San Antonio Avenue Pedestrian/Bicycle Corridor Improvements Project
 - ♦ Huntington Avenue/San Antonio Avenue Street Rehabilitation Project

- ♦ Completed Construction for the following:
 - ♦ 2018-19 Street Rehabilitation Project
 - ♦ Arbor Court Pressure Regulator Replacement Project
 - ♦ Crestmoor and Lomita Pump Station Rehabilitation and Force Main Replacement Project
 - ♦ Crestmoor Canyon Slope Stability Project
 - ♦ Crystal Springs Road Sewer Replacement Project
 - ♦ Downtown Parking Lots Rehabilitation Project
 - ♦ El Camino Real and Angus Avenue Intersection Improvements Project
 - ♦ First Avenue Sewer Replacement Project
 - ♦ Pine Box Culvert Fence Replacement Project
 - ♦ Street Sign Replacement Project
 - ♦ Streetlight Pole Replacement Project
 - ♦ Susan Drive Intersection Improvements Project
 - ♦ Trash Capture Device Installation Project
 - ♦ Transit Corridors Pedestrian Connection Improvement Project Phase 2

FY2020-21 Goals and Objectives

- ♦ Complete Design/Study for the following:
 - ♦ 2020-21 Sidewalk Replacement Project
 - ♦ 2020-21 Street Rehabilitation 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
 - ♦ Crestwood Drive Sewer Main Replacement Project
 - ♦ Crestwood Pump Station and Force Main Replacement Project
 - ♦ Cunningham Tank Replacement Project
 - ♦ Lara Field and Senior Center Parking Lot Rehabilitation Project
 - ♦ Local Road Safety Plan
 - ♦ San Bruno Avenue/Cherry Avenue Intersection Modification Project
 - ♦ Senior Center Trash Enclosure Project
 - ♦ Sneath Lane and Lake Drive Pump Stations
 - ♦ Spyglass Road Storm Drain Improvements Project
 - ♦ Standby Emergency Generator Design for Whitman and Princeton Pump Stations
 - ♦ Sweeny Ridge Tank Replacement Project

- ♦ Complete Construction for the following:
 - ♦ 2019-20 Slurry Seal Project
 - ♦ 2020-21 Sidewalk Replacement Project
 - ♦ Advanced (Commercial) Water Meter Installation Project
 - ♦ Avenues 1-1 and 1-2 Sewer and Water Replacement Project

FY2020-21 Goals and Objectives (Continued)

- ◆ Complete Construction for the following:
 - ◆ Avenues 1-3 Sewer and Water Replacement Project
 - ◆ Florida Avenue Park Project
 - ◆ Huntington Avenue/San Antonio Avenue Pedestrian/Bicycle Corridor Improvements Project
 - ◆ Huntington Avenue/San Antonio Avenue Street Rehabilitation Project
 - ◆ Lara Field and Senior Center Parking Lot Rehabilitation Project
 - ◆ San Bruno Avenue/Cherry Avenue Intersection Modification Project
 - ◆ Senior Center Trash Enclosure Project
 - ◆ Standby Emergency Generator Design for Whitman and Princeton Pump Stations

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City of San Bruno
 Department of Public Works - PW Admin Revenue & Expenditure
 Fiscal Year FY2020-21
 Department 001-3010

Revenues

Account	Revenue Account Title	FY2019-20 Amended Budget	FY2020-21 Budget	\$ Change in Budget - FY20 vs FY21	Notable Changes
4273	TRANSPORTATION PERMIT	\$ 3,000	\$ 1,000	\$ (2,000)	Reduced as applies to oversized vehicles
4279	STREET ENCROACH.PERM	\$ 235,000	\$ 180,000	\$ (55,000)	Separated funds for Street Encroachment Permits and Engineer Plan Checks
4531	Engineer Plan Check	\$ -	\$ 40,000	\$ 40,000	Separated funds for Engineer Plan Checks and Street Encroachment Permits
4533	SALE - PLANS/SPECS	\$ -	\$ -	\$ -	
4995	OTHER REVENUE	\$ 25,000	\$ 100,000	\$ 75,000	
(A)	Total Revenues	\$ 263,000	\$ 322,000	\$ 59,000	

Expenditures

Account	Expenditure Account Title	FY2019-20 Amended Budget	FY2020-21 Budget	\$ Change in Budget - FY20 vs FY21	Notable Changes
	SALARIES	\$ 798,685	\$ 646,732	\$ (151,953)	Budget balancing strategies to reduce salary expense and hold positions vacant.
	ALLOCATION TO PROJECTS	(549,391)	(350,000)	199,391	Staff time billable to specific projects
	FRINGE BENEFITS	424,322	416,451	(7,871)	Medical and CalPers Benefits
	Total Salaries & Benefits	\$ 673,616	\$ 713,183	\$ 39,567	
6001	OFFICE SUPPLIES	\$ 4,000	\$ 4,000	\$ -	
6101	GAS AND OIL	\$ 3,000	\$ 3,000	\$ -	
6102	OPERATING SUPPLIES	\$ 3,000	\$ 3,000	\$ -	
6112	POSTAGE	\$ 5,000	\$ 5,300	300	Increased postage
6304	MAINTENANCE	\$ 1,100	\$ 1,100	\$ -	
6401	PROFESSIONAL SERVICES	\$ 108,512	\$ 90,000	(18,512)	Removed Budget one time budget adjustment
6403	PERSONNEL SERVICES	\$ 38,040	\$ -	(38,040)	Removed Temp help as budget balancing strategy
6405	TRAINING/MEETINGS/CONFERENCES	\$ 3,875	\$ 4,000	125	
6406	PROFESSIONAL DEVELOPMENT	\$ 4,500	\$ 4,500	\$ -	
6409	SPECIAL PROJECTS	\$ -	\$ -	\$ -	
6450	COMMUNICATIONS	\$ 10,000	\$ 10,000	\$ -	
6601	RENTAL & LEASES	\$ 7,000	\$ 7,000	\$ -	
6701	DUES & MEMBERSHIPS	\$ 2,000	\$ 2,000	\$ -	
6702	PUBS & SUBSCRIPTIONS	\$ 50	\$ 50	\$ -	
6703	TRAVEL/VEHICLE USE	\$ -	\$ -	\$ -	
	Total Supplies & Materials	\$ 190,077	\$ 133,950	\$ (56,127)	
7069	INTERGOVERNMENTAL-OTHER	\$ 191,000	\$ 195,000	\$ 4,000	C/CAG assessment fee increase
7901	INTERNAL SERVICE ALLOCATIONS	151,064	169,243	18,179	Increased Internal service department allocation
7902	INTERDEPARTMENTAL CHARGES	778,390	799,022	20,632	Increased Cost Allocation Plan
	Total Other Charges	\$ 1,120,454	\$ 1,163,265	\$ 42,811	
8020	CONSTRUCTION IN PROGRESS	\$ -	\$ -	\$ -	
	Total Capital Outlays	\$ -	\$ -	\$ -	
9079	TRANSFERS TO RESERVES	\$ -	\$ -	\$ -	
	Total Transfers	\$ -	\$ -	\$ -	
(B)	Total Expenditures	\$ 1,984,147	\$ 2,010,398	\$ 26,251	
(B) - (A)	General Fund Support	\$ 1,721,147	\$ 1,688,398	\$ (32,749)	

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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:

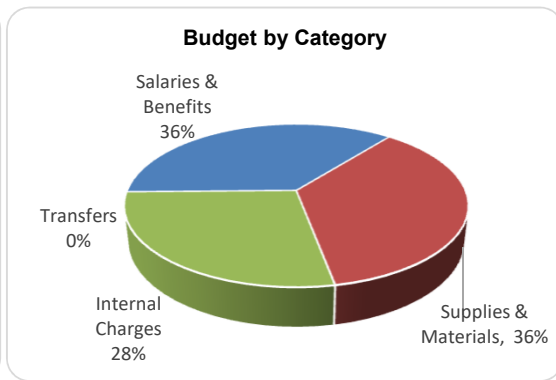
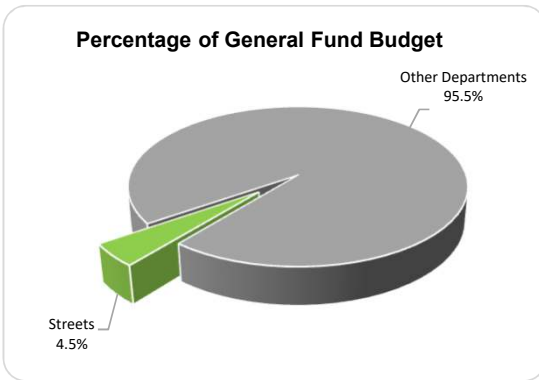
- **Discretionary Customer Service Activities**
Maintain aesthetics of City right-of-ways with an emphasis on downtown San Mateo Avenue. Periodically clean Susan Drive at the Evergreen Apartments and the Crestmoor Drive overpass. Collect abandoned large debris items (including shopping carts and appliances) 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 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
	Actual	Actual	Amended Budget	Budget
General Fund	\$ 731,141	\$ 829,801	\$ 1,339,696	\$ 1,093,755
Grant Revenues:				
C/CAG Vehicle Registration Fee	85,512	87,005	90,000	110,000
Caltrans Highway Grant	17,092	17,228	18,700	18,700
Gas Tax	750,000	772,500	750,000	1,000,000
Other Revenue	-	-	2,100	2,100
Total:	\$ 1,583,745	\$ 1,706,534	\$ 2,200,496	\$ 2,224,555

Budgeted Expenditures	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
	Actual	Actual	Amended Budget	Budget
Salaries & Benefits	\$ 688,946	\$ 764,283	\$ 802,808	\$ 802,341
Supplies & Materials	\$ 419,870	\$ 431,871	\$ 845,680	805,365
Internal Charges	\$ 449,975	\$ 485,426	\$ 552,008	616,849
Transfers	\$ 24,954	\$ 24,954	\$ -	0
Total:	\$ 1,583,745	\$ 1,706,534	\$ 2,200,496	\$ 2,224,555



Performance and Workload Measures	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
	Actual	Actual	Estimated	Target
Average Citywide Pavement Condition Rating (0-100)	64	60	60	64
Number of pothole repairs completed	1,442	2,205	2,000	2,500
Amount of asphalt used for non-Capital road repair (square feet)	1,343	1,831	2,000	2,000
Amount of red curb painting (lineal feet)	13,877	4,708	4,000	4,000
Amount of thermoplastic street markings installed (square feet)	2,751	1,241	2,000	2,000
Number of street light poles replaced	65	44	50	10

Goals and Accomplishments

FY2019-20 Accomplishments

- ♦ Coordinated the replacement and repair of the chain-link fence at the Pine Box storm drain area between 1st and 7th Avenues
- ♦ Managed the sign replacement program to replace and upgrade 449 <Stop> signs, 269 <All Way> signs, and 6 regulatory yield signs to bring the City's regulatory traffic signs into compliance with federal and state retro-reflectivity and condition standards
- ♦ Replaced 8 streetlight poles due to vehicle accidents and knock downs

FY2019-20 Accomplishments (continued)

- ♦ Assessed 10-Year Plan for design and replacement of aging regulated output (RO) high voltage street light circuits
- ♦ Completed Pavement Management Project
- ♦ Coordinated and procured SB1 funding to supplement the Pavement Management Program
- ♦ Completed assessment of an Asphalt Hot Mix trailer versus truck to improve pothole and asphalt repairs
- ♦ Replaced 97 signs, straightened 26 bent poles, straighten 60 signs, replaced 106 damaged poles, removed graffiti from 5 signs, installed new signs and poles at 17 locations and new signs at 55 locations
- ♦ Coordinated with contractor to repair 43 street light outages
- ♦ Completed removal of graffiti on sidewalks, street light poles, traffic controller boxes and miscellaneous items within City right-of-way
- ♦ Completed 28 traffic work orders consisting of thermoplastic installation, signage repair and installation, and red curb painting
- ♦ Assisted in the Community Day in the Park event, Operation Clean Sweep, annual Posy Parade, 4th of July celebration, and two voting events
- ♦ Participated in the demonstrations at City Park for promoting Public Works Week, along with touch a truck
- ♦ Coordinated, prepared, and deployed equipment for the PG&E public safety power shutoff (PSPS)

FY2020-21 Goals and Objectives

- ♦ Manage the sign replacement program to replace and upgrade all other regulatory signs, warning signs and street name signs. This project is estimated to be completed over the next 3 years, and follows the recommendations of a sign audit in order to bring the City's regulatory traffic signs into compliance with federal and state retro-reflectivity and condition standards
- ♦ Replace approximately 10 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
- ♦ Complete Pavement Management Project
- ♦ Coordinate and procure SB1 funding to supplement the Pavement Management Program
- ♦ Purchase of an Asphalt Hot Mix truck to improve pothole and asphalt repairs

City of San Bruno

Department of Public Works - Streets Revenue & Expenditure

Fiscal Year FY2020-21

Department 001-4110

Revenues

Account	Revenue Account Title	FY2019-20 Amended Budget	FY2020-21 Budget	\$ Change in Budget - FY20 vs FY21	Notable Changes
4545	STREET MAINT. COSTS REIMBURSEMENTS	\$ 18,700	\$ 18,700	\$ -	
4993	REIMBURSEMENTS	90,000	110,000	20,000	Measure M / CCAG increased
4995	OTHER REVENUE	2,100	2,100	-	
4999	NON-OPERATING TRANSFERS	750,000	1,000,000	250,000	Transfer from Gas Tax Increased and Measure G funds added
(A)	Total Revenues	\$ 860,800	\$ 1,130,800	\$ 270,000	

Expenditures

Account	Expenditure Account Title	FY2019-20 Amended Budget	FY2020-21 Budget	\$ Change in Budget - FY20 vs FY21	Notable Changes
	SALARIES	\$ 500,721	\$ 484,378	\$ (16,343)	Budget balancing strategies to reduce salary expense and hold positions vacant.
	FRINGE BENEFITS	302,087	317,963	15,876	Increased Medical and CalPERS Benefits
	Total Salaries & Benefits	\$ 802,808	\$ 802,341	\$ (467)	
6001	OFFICE SUPPLIES	\$ 500	\$ 500	\$ -	
6101	GAS AND OIL	23,000	25,000	2,000	Increased cost of fuel
6102	OPERATING SUPPLIES	75,000	78,000	3,000	
6203	STREET LIGHT AND TRAFFIC SIGNALS	431,475	355,500	(75,975)	Street light, traffic signal and signs needed
6401	PROFESSIONAL SERVICES	-	-	-	
6403	PERSONNEL SERVICES	20,000	100,000	80,000	Temp help needed as down two positions for Trash capture coverage
6405	TRAINING/MEETINGS/CONFERENCES	6,000	7,000	1,000	Added APWA Conference for 1 employee
6406	PROFESSIONAL DEVELOPMENT	250	250	-	
6409	SPECIAL PROJECTS	-	-	-	
6411	CONTRACTUAL SERVICES	102,000	52,000	(50,000)	Concrete, guardrail and fence repair needed
6419	OTHER SERVICES	10,000	10,000	-	
6450	COMMUNICATIONS	4,640	3,000	(1,640)	
6531	UTILITIES	168,815	168,815	-	
6601	RENTAL & LEASES	2,000	2,000	-	
6701	DUES & MEMBERSHIPS	2,000	3,300	1,300	
6702	PUBS & SUBSCRIPTIONS	-	-	-	
	Total Supplies & Materials	\$ 845,680	\$ 805,365	\$ (40,315)	
7901	INTERNAL SERVICE ALLOCATIONS	\$ 383,126	\$ 443,491	\$ 60,365	Increased Department Internal service allocations
7902	INTERDEPARTMENTAL CHARGES	168,882	173,358	4,476	Cost Allocation Plan
	Total Other Charges	\$ 552,008	\$ 616,849	\$ 64,841	
9079	TRANSFERS TO RESERVES	\$ -	\$ -	\$ -	
	Total Transfers	\$ -	\$ -	\$ -	
(B)	Total Expenditures	\$ 2,200,496	\$ 2,224,555	\$ 24,059	
(A) - (B)	General Fund Support	\$ (1,339,696)	\$ (1,093,755)	\$ 245,941	

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Community and Economic Development
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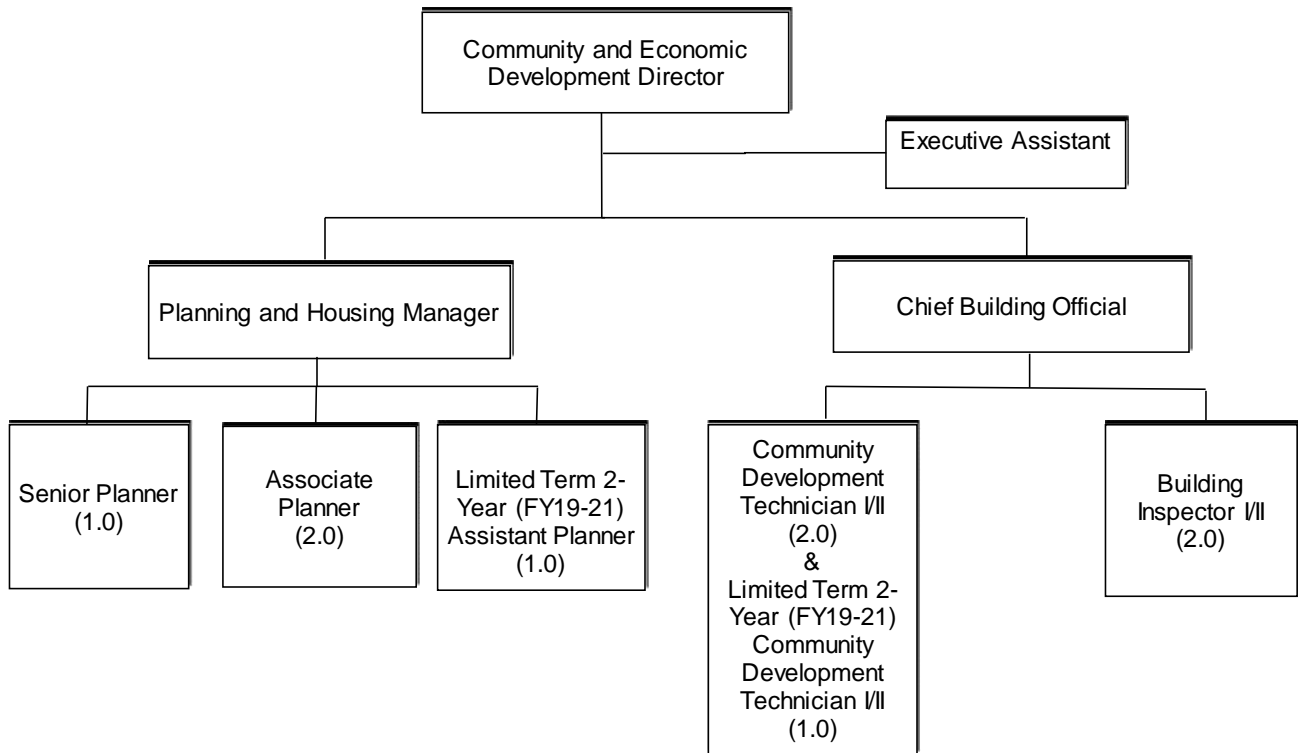
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Community and Economic Development Department

Planning Division

Building 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 comprised of two divisions that are responsible for economic development, long-range and current planning activities, environmental review, and building plan checks and inspections.

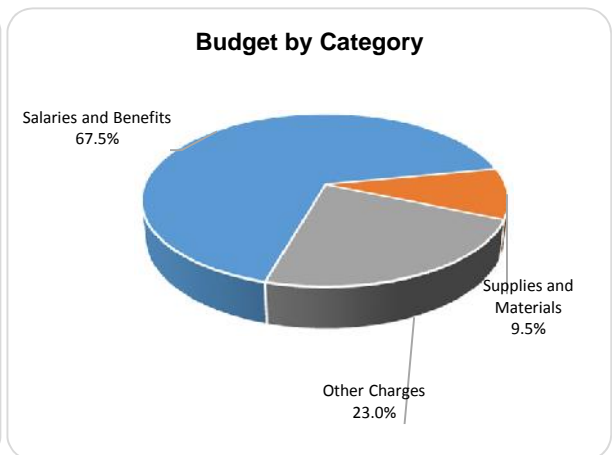
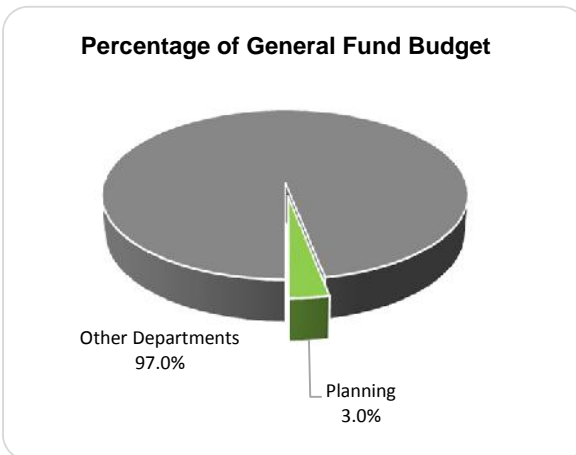
- **Planning Division** – Provides long-range planning services to the community, including assisting to prepare and maintain key policy and regulatory code documents (e.g., General Plan; Transit Corridors Specific Plan; and Zoning Code) as well as other planning services to address local and regional land use and housing needs. Reviews and processes private development applications for compliance with applicable adopted policies and codes, includes CEQA environmental review, building permit plan check reviews, and inspection. The Planning Division manages housing programs including the City’s affordable housing program and in-lieu fee. With the adoption of the General Plan update 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.
- **Building 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.

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Planning Division Budget Summary

Funding Summary	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
	Actual	Actual	Amended Budget	Budget
General Fund	\$ 1,038,682	\$ 1,105,109	\$ 1,226,810	\$ 1,348,533
Department Revenues	185,661	220,898	180,000	133,800
Special Revenue Fund Revenues:				
BMR Housing in-Lieu ¹	33,100	39,300	109,850	42,350
Document Imaging ²	6,250	9,110	12,000	12,000
General Plan Maintenance ²	-	585	89,415	12,000
Total:	\$ 1,263,694	\$ 1,375,002	\$ 1,618,075	\$ 1,548,683

Budgeted Expenditures	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
	Actual	Actual	Amended Budget	Budget
Salaries and Benefits	\$ 772,122	\$ 795,341	\$ 978,218	\$ 999,981
Supplies and Materials	179,862	243,454	107,142	141,050
Other Charges	272,359	287,212	321,450	341,302
General Fund Sub-Total:	\$ 1,224,344	\$ 1,326,007	\$ 1,406,810	\$ 1,482,333
Special Revenue Fund Expenditures ^{1,2}	\$ 39,350	\$ 48,995	\$ 211,265	\$ 66,350
Total:	\$ 1,263,694	\$ 1,375,002	\$ 1,618,075	\$ 1,548,683



Performance and Workload Measures	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Estimated	FY 2020-21 Target
Number of residential permits processed	17	18	16	16
Number of second units processed	22	21	25	25
Number of commercial permits processed	28	31	10	10
Number of sign permits processed	31	56	16	20
Number of home occupation permits processed	68	76	45	45
Number of public engagement activities	62	70	78	78
Number of economic development activities	42	52	65	65

Goals and Accomplishments

FY2019-20 Accomplishments

- ◆ Implemented the Downtown Parking Management Plan that provides a comprehensive plan for parking in the downtown. The plan includes the analysis of existing parking space supply and usage, future parking demand projections, recommended parking management strategies, and the analysis of potential options for future new parking supply
- ◆ Adopted a Parking Fee Resolution with a new parking in-lieu fee to be used to fund a new parking garage with the new Parking Ordinance and Parking Design Standards Resolution
- ◆ 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 YouTube and Walmart.com headquarters
- ◆ Made progress in completing a Zoning Code Update including adoption of a new Parking Ordinance, Parking Design Standards Resolution and Parking Fee Resolution
- ◆ Completed the San Mateo Avenue Streetscape Plan that provides design guidance for a complete street and public spaces for San Mateo Avenue, Posy Park and Centennial Plaza
- ◆ Completed construction of two major development projects: 406-418 San Mateo Avenue and 1250 Grundy Lane and a portion of the Skyline Ridge single-family residential development project
- ◆ Completed the planning plan check reviews of building permits for major projects such as Skyline Ridge multi-family residential development, Planet Fitness at Tanforan in addition to many single-family residential additions and accessory dwelling units
- ◆ Completed the planning application entitlement process for City's Recreational and Aquatic Center, the new Stafford School for preschool and kindergarten students at the former El Crystal School site, a new childcare center at 250 Courtland Drive and minor expansion at the Artichoke Joe's Casino
- ◆ 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 approximately 425 multi-family rental units and 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 Terrace Drive; a 34-room hotel at 160 El Camino RealAssisted in the planning application entitlement process and the environmental clearance for the new San Bruno Recreation and Aquatic Center
- ◆ Engaged collaboratively 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, continue to promote the Bike to Work Day program and started to formulate the Public Safety Announcement message effort with CityNet
- ◆ Continued to work with the current and potential future 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 the implementation of the City's Development Impact Fee Ordinance and the update of the Affordable Housing Commercial Linkage fee
- ◆ Hosted the 21-Elements Community and Development Directors Roundtable meeting and collaborated with their Countywide Planning group to discuss State law updates, Census 2020, recent development projects processes and other emerging issues
- ◆ Completed the Short-Term Residential Rental Ordinance and established a new Short-Term Residential Rental Zoning permit

FY2020-21 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 and Walmart.com
- ◆ Make progress in completing the Zoning Code Update to provide clear development standards consistent with the long-range plans including the General Plan and Transit Corridors Plan, and to ensure consistency with State Housing Law updates
- ◆ 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 other housing development applications that are currently under review
- ◆ Complete planning plan check reviews of building permits for key major projects including YouTube Phase I, 901 Cherry Project Phase II, Strafford School, the City Recreation and Aquatic Center, and 111 San Bruno Avenue
- ◆ 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 user fee study of planning applications and building permit review activities to update the master fee schedule
- ◆ Initiate work on the next Housing Element update

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City of San Bruno

Department of Community & Economic Development - Planning Revenue & Expenditure

Fiscal Year FY2020-21

Department 001-3310

Revenues

Account	Revenue Account Title	FY2019-20 Amended Budget	FY2020-21 Budget	\$ Change in Budget - FY20 vs FY21	Notable Changes
4511	ZONE,VARIANCE,USE PERMIT	\$ 50,000	\$ 28,000	\$ (22,000)	Reduced activity based on development pipeline
4512	ARCHITECTURAL REVIEW	5,000	200	(4,800)	
4519	PLANNING COST REIMBURSE	125,000	105,600	(19,400)	Reduced activity based on development pipeline
(A)	Total Revenues	\$ 180,000	\$ 133,800	\$ (46,200)	

Expenditures

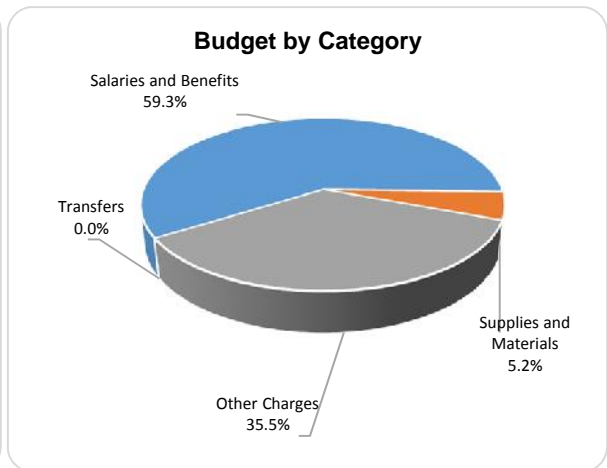
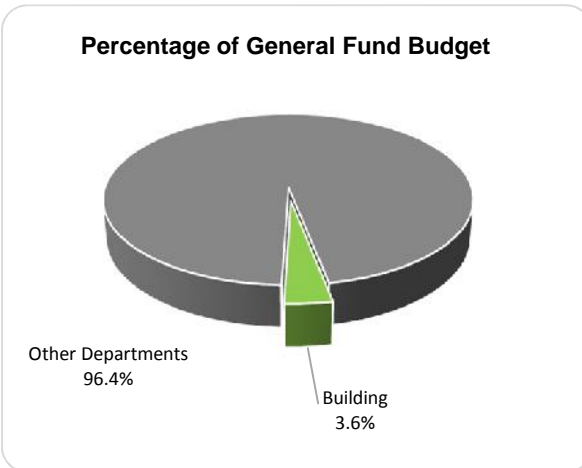
Account	Expenditure Account Title	FY2019-20 Amended Budget	FY2020-21 Budget	\$ Change in Budget - FY20 vs FY21	Notable Changes
	Salaries	\$ 608,021	\$ 622,554	\$ 14,533	Budget balancing strategies to reduce salary expense and hold positions vacant. Include FY2020-21 one-time enhancement: Planning and Housing Intern (40 hours/week at \$20/hour for 10 weeks total) (\$12,000).
	Fringe Benefits	\$ 370,197	\$ 377,427	\$ 7,230	
	Total Salaries & Benefits	\$ 978,218	\$ 999,981	\$ 21,763	
6001	OFFICE SUPPLIES	2,000	2,000	-	
6112	POSTAGE	4,000	6,000	2,000	
6141	PRINTING, COPYING & BINDING	4,000	2,000	(2,000)	
6401	PROFESSIONAL SERVICES	68,092	98,000	29,908	Remove carried-over purchase orders of Downtown Streetscape Plan and Downtown parking management plan. Include FY2020-21 ongoing enhancement: (\$88,000) Housing Element Update (FY2020-21 and FY2021-22 two years)
6405	TRAINING/MEETINGS/CONFERENCES	8,000	8,000	-	
6406	PROFESSIONAL DEVELOPMENT	3,000	3,000	-	
6450	COMMUNICATIONS	3,000	3,000	-	
6501	PUBLIC NOTICES	8,000	12,000	4,000	
6601	RENTAL & LEASES	3,600	3,600	-	
6701	DUES & MEMBERSHIPS	3,150	3,150	-	
6702	PUBS & SUBSCRIPTIONS	300	300	-	
	Total Supplies & Materials	\$ 107,142	\$ 141,050	\$ 33,908	
7901	INTERNAL SERVICE ALLOCATIONS	81,146	94,629	\$13,483	Internal service department support
7902	INTERDEPARTMENTAL CHARGES	240,304	246,673	\$6,369	Cost allocation plan
	Total Other Charges	\$ 321,450	\$ 341,302	\$ 19,852	
(B)	Total Expenditures	\$ 1,406,810	\$ 1,482,333	\$ 75,523	
(B) - (A)	General Fund Support	\$ 1,226,810	\$ 1,348,533	\$ 121,723	

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Building Division Budget Summary

Funding Summary	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
	Actual	Actual	Amended Budget	Budget
General Fund	\$ 754,205	\$ 115,693	\$ -	\$ -
Department Revenues	1,464,124	2,076,297	3,744,629	2,098,067
Total:	\$ 2,218,329	\$ 2,191,990	\$ 3,744,629	\$ 2,098,067

Budgeted Expenditures	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
	Actual	Actual	Amended Budget	Budget
Salaries and Benefits	\$ 1,088,956	\$ 1,219,376	\$ 1,551,815	\$ 1,042,664
Supplies and Materials	608,250	458,260	157,200	90,968
Other Charges	481,205	509,437	599,644	623,274
Transfers	39,917	4,917	-	-
Total:	\$ 2,218,329	\$ 2,191,990	\$ 2,308,659	\$ 1,756,906



Performance and Workload Measures	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Estimated	FY 2020-21 Target
Number of residential building permits issued	1,330	1,454	1,000	900
Number of commercial building permits issued	139	124	100	90
Number of building inspections performed	8,592	9,640	8,000	8,000
Percent of inspections offered - next day	95	96	92	95
Number of code enforcement cases - Opened	306	780	650	N/A
Number of code enforcement cases - Closed	291	829	550	N/A

Goals and Accomplishments

FY2019-20 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))
- ◆ Trained new 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 implementation of the newly established 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. ; Mills Park Center Project with multi-family units and 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
- ◆ Implemented the newly adopted floodplain management ordinance in accordance to FEMA standards to protect affected properties identified within the newly established special flood hazard zone in San Bruno

FY2020-21 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 property owners 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 online submittals of small permits
- ◆ Complete and implement the results from the formal fee study of building permits and inspection services to update the master user fee schedule
- ◆ Present and adopt the 2019 Building Codes and energy efficiency standards. Provide code update training to staff. Conduct a City Council Study Session on potential reach codes for energy conservation measures
- ◆ Provide inspection services for the construction of the Skyline College residential development, YouTube projects, tenant improvements at major commercial businesses, 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 and 1300-1400 Bayhill Avenue, Mills Park Center, and the San Bruno Recreation and Aquatic Center

- ◆ Continue to implement and provide property owner awareness for the newly adopted floodplain management ordinance in accordance to FEMA standards to protect affected properties identified within the newly established special flood hazard zone in San Bruno

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City of San Bruno

Department of Community & Economic Development - Building Revenue & Expenditure

Fiscal Year FY2020-21

Department 001-3320

Revenues

Account	Revenue Account Title	FY2019-20 Amended Budget	FY2020-21 Budget	\$ Change in Budget - FY20 vs FY21	Notable Changes
4261	BLDG.PERMITS-VALUE	\$ 2,085,720	\$ 1,213,727	\$ (871,993)	Reduced permit activity based on development pipeline
4262	PLUMBING PERMITS	213,010	140,736	(72,275)	
4263	MECHANICAL PERMITS	161,192	108,948	(52,244)	
4264	ELECTRICAL PERMITS	194,192	125,160	(69,032)	
4266	PLAN CHECK FEES	963,215	455,671	(507,544)	Reduced plan check activity based on development pipeline
4267	SMIP 5% WITHHOLDING FEE	200	350	150	
4268	PLAN CHECK OTC	30,000	13,000	(17,000)	
4270	GREEN BUILDING FEE	300	250	(50)	
4272	DEMOLITION PERMIT	6,000	5,000	(1,000)	
4503	CODE ENFORCEMENT FINES	32,000	-	(32,000)	Department restructuring: move code enforcement revenue to Police Department
4509	FEE FOR EXIST.2ND RES.UNITS	22,200	11,100	(11,100)	
4510	CONST/DEMOL.ADMIN FEE	13,000	6,500	(6,500)	
4516	SIGN PERMITS	11,000	2,500	(8,500)	
4518	BLDG.ADMIN.FEE	400	125	(275)	
4684	BLDG.CODE VIOL. FINES	1,000	-	(1,000)	Department restructuring: move code enforcement revenue to Police Department
4995	OTHER REVENUE	11,200	15,000	3,800	
(A)	Total Revenues	\$ 3,744,629	\$ 2,098,067	\$ (1,646,563)	

Expenditures

Account	Expenditure Account Title	FY2019-20 Amended Budget	FY2020-21 Budget	\$ Change in Budget - FY20 vs FY21	Notable Changes
	Salaries	\$ 990,504	\$ 602,712	\$ (387,792)	Budget balancing strategies to reduce salary expense and hold positions vacant. Department restructuring: move two Senior Code Enforcement Officers and one Code Enforcement Officer to Police Department
	Fringe Benefits	\$ 561,311	\$ 439,952	\$ (121,359)	
	Total Salaries & Benefits	\$ 1,551,815	\$ 1,042,664	\$ (509,151)	
6001	OFFICE SUPPLIES	2,000	1,442	(558)	Department restructuring: move code enforcement expenditures to Police Department
6101	GAS AND OIL	3,000	1,500	(1,500)	
6102	OPERATING SUPPLIES	1,000	1,081	81	
6112	POSTAGE	1,500	1,081	(419)	
6141	PRINTING, COPYING & BINDING	6,100	4,705	(1,395)	
6401	PROFESSIONAL SERVICES	89,820	47,320	(42,500)	
6403	PERSONNEL SERVICES	24,040	-	(24,040)	Remove carried-over purchase order of vacant Building Inspector position backlog
6405	TRAINING/MEETINGS/CONFERENCES	12,100	8,723	(3,377)	
6406	PROFESSIONAL DEVELOPMENT	2,000	14,390	12,390	Increase Tuition Reimbursement
6419	OTHER SERVICES	5,800	2,400	(3,400)	Increase TrakIt annual credit card service fee for online processing of permit payments
6450	COMMUNICATIONS	6,000	5,767	(233)	
6501	PUBLIC NOTICES	100	-	(100)	
6650	TOOLS & EQPT. -\$25K	500	-	(500)	
6701	DUES & MEMBERSHIPS	2,440	1,759	(681)	
6702	PUBS & SUBSCRIPTIONS	800	800	-	
	Total Supplies & Materials	\$ 157,200	\$ 90,968	\$ (66,232)	
7901	INTERNAL SERVICE ALLOCATIONS	126,350	137,435	11,085	Internal service department support
7902	INTERDEPARTMENTAL CHARGES	473,294	485,839	12,545	Cost Allocation Plan
	Total Other Charges	\$ 599,644	\$ 623,274	\$ 23,630	
9079	TRANSFERS TO EQUIP. RESERVE	-	-	-	
	Total Transfers	\$ -	\$ -	\$ -	
(B)	Total Expenditures	\$ 2,308,659	\$ 1,756,906	\$ (551,753)	
(B) - (A)	General Fund Support	\$ (1,435,970)	\$ (341,161)	\$ 1,094,810	

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Community Services
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Community Services Department

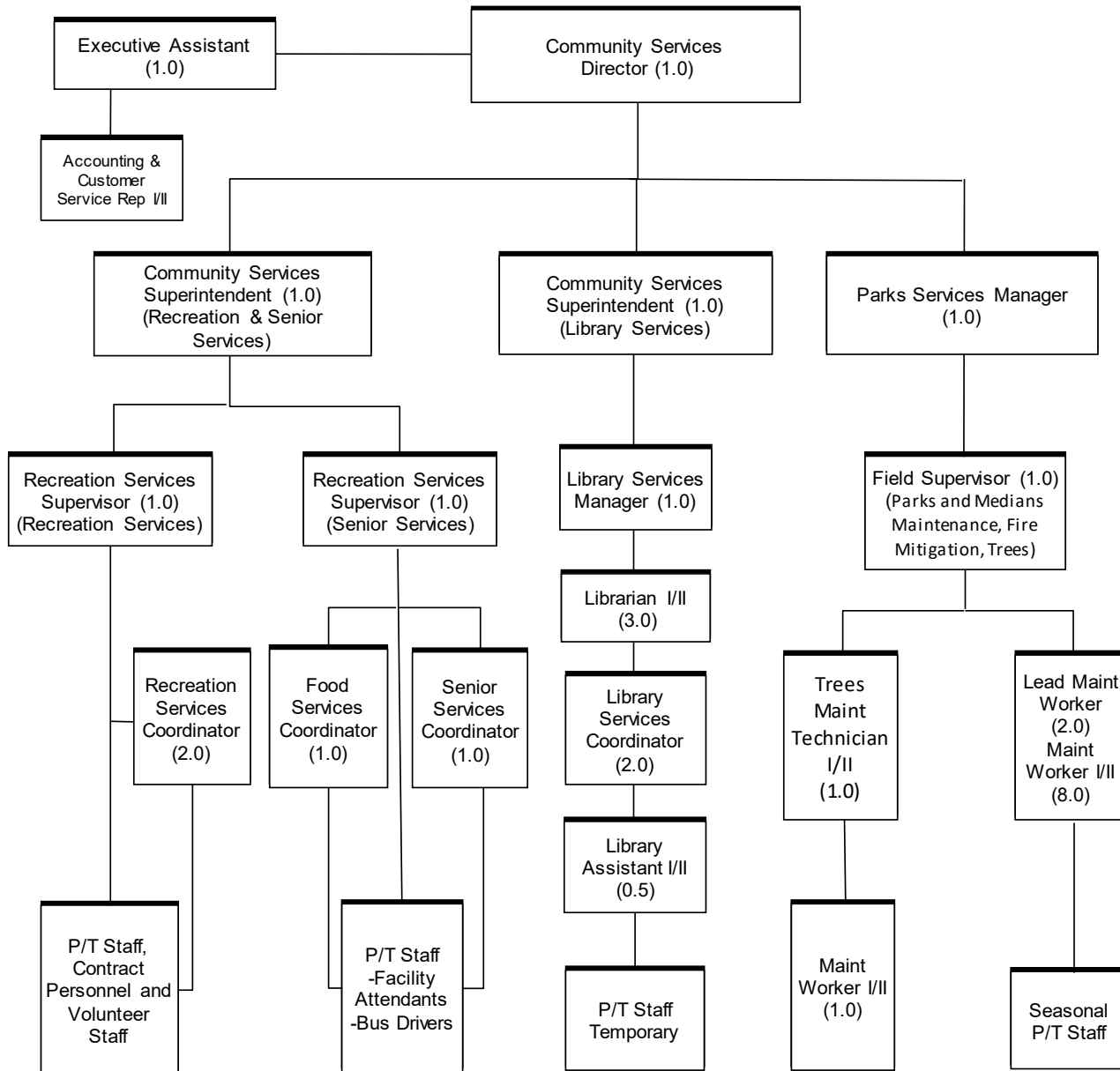
Administration & Recreation Services

Parks Maintenance

Senior Services

Library Services

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 four divisions which provide recreational activities and community special events, senior services, library services, and maintenance of City parks, medians, and trees.

- **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 is the project lead for the planning, design, and construction of the new Recreation and Aquatic Center and other 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.

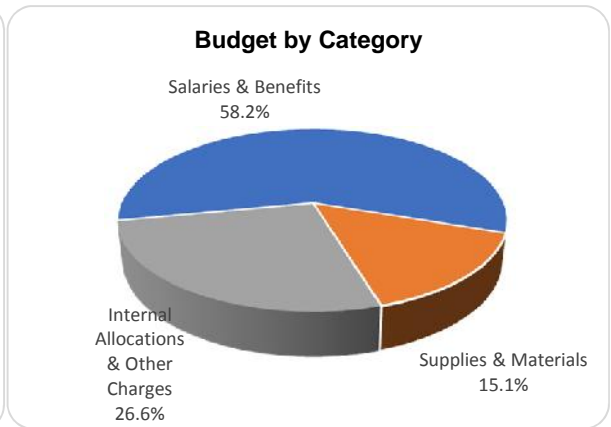
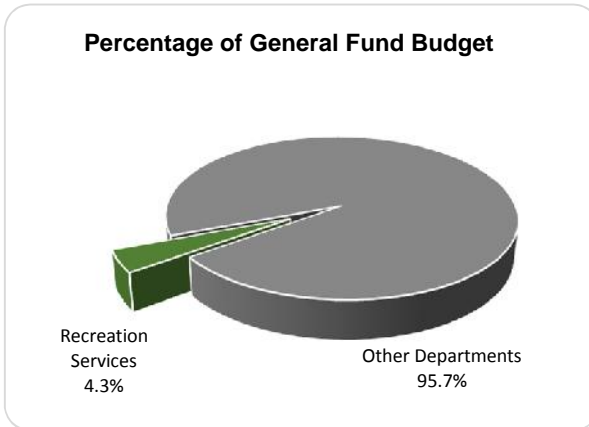
- **Parks and Trees Maintenance** – Provides maintenance at all City parks, recreational areas, City facilities, and school sites covering 97 acres, with design and construction of an additional park underway at Florida Avenue. Responsible for care and cultivation of landscaping 9 baseball and softball 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 with community lifelong-learning and literacy materials and resources such as instruction, support, and access to internet computers, in-house Wi-Fi, and Wi-Fi hotspots 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, 3D printing 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.

Administration & Recreation Services Budget Summary

Funding Summary	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
	Actual	Actual	Amended Budget	Budget
General Fund	\$ 725,784	\$ 584,097	\$ 823,630	\$ 1,266,656
Department Revenues	1,640,919	1,722,856	1,735,000	838,066
Total:	\$ 2,366,703	\$ 2,306,953	\$ 2,558,630	\$ 2,104,722

Budgeted Expenditures	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
	Actual	Actual	Amended Budget	Budget
Salaries & Benefits	\$ 1,399,562	\$ 1,423,855	\$ 1,503,504	\$ 1,225,448
Supplies & Materials	501,267	437,027	518,361	318,549
Internal Allocations & Other Charges	465,874	446,071	536,765	560,725
Total:	\$ 2,366,703	\$ 2,306,953	\$ 2,558,630	\$ 2,104,722



Performance and Workload Measures	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
	Actual	Actual	Estimated	Target
Number of participants in afterschool programs	465	451	385	385
Number of special events offered	28	28	25	28
Number of participants in summer camp	2,091	2,061	720	1,392

Goals and Accomplishments

FY2019-20 Accomplishments

- ◆ Set up autopayments through Civic Rec software for After School Adventures program with 71% of participants enrolling in autopay
- ◆ Reached 4,000 subscribers to the Community Services monthly e-newsletter
- ◆ Set up and maintained marketing bulletin boards with biweekly updates at 5 locations to promote City classes, programs, services and communication
- ◆ Built a stronger, more reliable full time and part time staff by providing more frequent training opportunities for growth and responsibility
- ◆ Implemented a new training matrix to track training for all full time and part time staff
- ◆ Worked with staff scheduling software (When to Work) to include summer camp, after school and aquatic staff schedules
- ◆ Collaborated with stakeholders to complete the schematic design of the new Recreation and Aquatic Center and begin the process of developing construction documents

FY2019-20 Accomplishments (Continued)

- ◆ Introduced new camps to the aquatics program
- ◆ Applied for Prop 68 funding for Florida Avenue Park
- ◆ Developed new sponsorship packet for Community Day in the Park sponsorship solicitation

2019-20 Goals and Objectives

- ◆ Increase mother son event enrollment by moving event date to October
- ◆ Work with San Mateo Union High School District and City staff to secure a temporary facility for programming while Recreation Center is under construction
- ◆ Create a communication plan to keep residents informed about temporary site relocation, community events and activities and site construction updates
- ◆ Work with Culture and Arts Commission to relocate the Memorial Recognition Sculpture prior to the beginning of construction of the new Recreation and Aquatic Center
- ◆ Create plan for modified picnic area and baseball field usage during the first phase of construction for Recreation and Aquatics facility
- ◆ Work with various City staff to form the Special Events Committee which will evaluate large scale special events applying to take place in the City
- ◆ Re-evaluate all existing special events to maximize participation levels

City of San Bruno
Community Services Department - Recreation Division Revenues & Expenditures
Fiscal Year 2020-21
Department 001-5100

Revenues

Account	Revenue Account Title	FY2019-20 Amended Budget	FY2020-21 Budget	\$ Change in Budget - FY20 vs FY21	Notable Changes
4560	RECREATION FEES AND CHARGES	\$ 925,000	\$ 516,204	\$ (408,796)	Assumes delayed recreation program offering
4561	AQUATIC PROGRAMS	130,000	0	(130,000)	Assumes full year swimming pool closure
4562	FACILITY RENTALS	220,000	21,500	(198,500)	Assumes revenue from outdoor rentals only
4563	SPORTS	80,000	45,424	(34,576)	Assumes delayed recreation program offering
4564	CONTRACT/FEE CLASSES	120,000	79,800	(40,200)	Assumes delayed recreation program offering
4565	ASES	225,000	140,138	(84,862)	Assumes delayed recreation program offering
4995	OTHER REVENUE	35,000	35,000	-	Community Day in the Park sponsors, and ride wrist band sales
(A)	Total Revenues	\$ 1,735,000	\$ 838,066	\$ (896,934)	

Expenditures

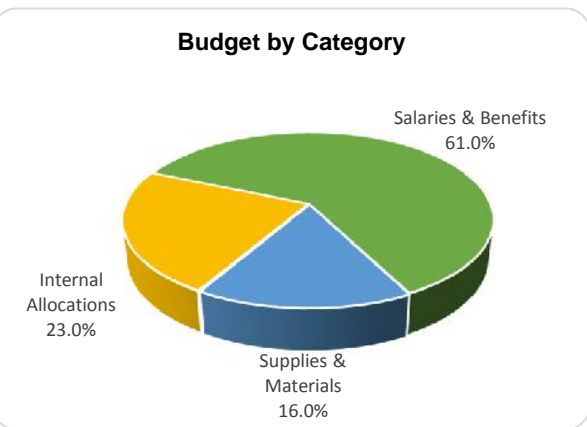
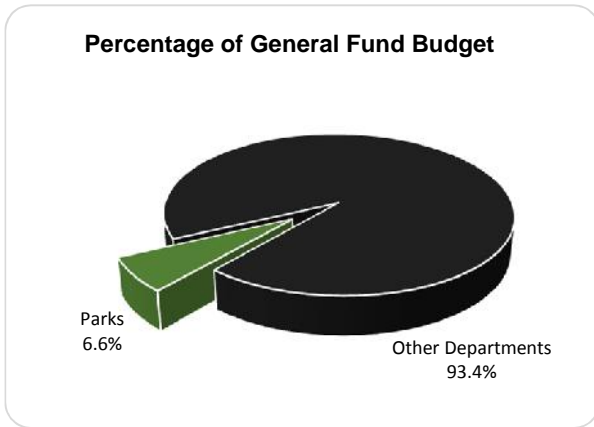
Account	Expenditure Account Title	FY2019-20 Amended Budget	FY2020-21 Budget	\$ Change in Budget - FY20 vs FY21	Notable Changes
	SALARIES	\$ 1,156,864	\$ 870,674	\$ (286,190)	Budget balancing strategies to reduce salary expense and hold positions vacant
	FRINGE BENEFITS	346,640	354,774	8,134	Health insurance and pension
	Total Salaries & Benefits	\$ 1,503,504	\$ 1,225,448	\$ (278,056)	
6001	OFFICE SUPPLIES	7,000	4,655	(2,345)	Budget balancing strategies to reduce expense
6101	GAS AND OIL	1,000	1,000	-	
6102	OPERATING SUPPLIES	113,555	30,300	(83,255)	Budget balancing strategies to reduce expense
6112	POSTAGE	1,000	1,000	0	
6141	PRINTING, COPYING & BINDING	18,000	13,000	(5,000)	Budget balancing strategies to reduce expense
6204	SUPPLIES	24,000	17,228	(6,772)	Budget balancing strategies to reduce expense
6301	BUILDING AND GROUNDS MAINTENANCE	5,000	5,000	0	
6304	MAINTENANCE	10,000	10,000	0	
6405	TRAINING/MEETINGS/CONFERENCES	1,600	1,600	0	
6406	PROFESSIONAL DEVELOPMENT	2,000	2,000	-	
6409	SPECIAL PROJECTS	43,885	33,000	(10,885)	Community Day in the Park publicity, rides, entertainment, food/beverage, and logistics
6411	CONTRACTUAL SERVICES	169,380	112,637	(56,743)	Budget balancing strategies to reduce expense
6419	OTHER SERVICES	55,900	20,968	(34,932)	Budget balancing strategies to reduce expense
6450	COMMUNICATIONS	9,165	9,285	120	
6531	UTILITIES	55,056	55,056	-	
6701	DUES & MEMBERSHIPS	1,820	1,820	-	
	Total Supplies & Materials	\$ 518,361	\$ 318,549	\$ (199,812)	
7069	INTERGOVERNMENTAL-OTHER	39,900	39,900	-	
7901	INTERNAL SERVICE ALLOCATIONS	316,397	335,573	19,176	Internal service fund department support
7902	INTERDEPARTMENTAL CHARGES	180,468	185,252	4,784	General administrative department support
	Total Allocations & Other Charges	\$ 536,765	\$ 560,725	\$ 23,960	
(B)	Total Expenditures	\$ 2,558,630	\$ 2,104,722	\$ (453,908)	
(B) - (A)	General Fund Support	\$ 823,630	\$ 1,266,656	\$ 443,026	

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Parks Maintenance Budget Summary

Funding Summary	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
	Actual	Actual	Amended Budget	Budget
General Fund	\$ 3,426,835	\$ 3,526,267	\$ 3,272,152	\$ 3,207,367
Department Revenues	188,459	38,096	38,700	38,876
Total:	\$ 3,615,294	\$ 3,564,363	\$ 3,310,852	\$ 3,246,243

Budgeted Expenditures	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
	Actual	Actual	Amended Budget	Budget
Salaries & Benefits	\$ 1,561,726	\$ 1,707,467	\$ 1,981,074	\$ 1,979,947
Supplies & Materials	518,510	446,919	579,433	520,134
Internal Allocations	1,535,058	1,409,978	750,345	746,162
Total:	\$ 3,615,294	\$ 3,564,363	\$ 3,310,852	\$ 3,246,243



Performance and Workload Measures	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
	Actual	Actual	Estimated	Target
Acres of maintained landscaped areas (parks, city buildings, and school sites)	96	97	98	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	888	836	450	225
Number of new trees planted	100	100	83	100

Goals and Accomplishments

FY2019-20 Accomplishments

- ◆ Supported the ongoing collaborative process from schematic design to construction documents of the new Recreation and Aquatics Center
- ◆ Completed the ADA transition plan for City parks coordinating upgrades for year one
- ◆ Supported the ongoing efforts for final design of the Florida Avenue Park Project
- ◆ Collaborated with the Public Works Department to complete 1 year maintenance phase and acceptance of landscaping improvements in the medians on San Bruno Ave from I-280 to Traeger Ave
- ◆ Provided support staff for Community Services special events
- ◆ Continue to facilitate the use of San Bruno Responds/Accela for issues related to trees, parks, and medians
- ◆ Worked with West Coast Arborists (WCA) on year 3 of a 4 year cycle of annual pruning and pollarding
- ◆ Worked in collaboration with other departments within the City by responding to storm related emergencies to protect public safety
- ◆ Worked in conjunction with West Coast Arborists and the Tree Planting Program to provide trees for private residences

FY2020-21 Goals and Objectives

- ◆ Continue to support the Florida Avenue Park Project
- ◆ Continue to support the ongoing Recreation and Aquatic Center Project through the construction document phase and into the demolition/construction phase
- ◆ Complete the Tom Lara Field Grandstand renovations
- ◆ Collaborate with Public Works on the Green Initiative Plan development and implementation
- ◆ Implement the ADA transition plan for City parks coordinating upgrades for year two
- ◆ In conjunction 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 infrastructure of our irrigation systems in our parks and medians including valves and controllers
- ◆ Work in conjunction with West Coast Arborists and the Tree Planting Program to provide trees for parks, medians, and private residences
- ◆ Work with West Coast Arborists on year 4 of 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 2020-21
Department 001-5110

Revenues

Account	Revenue Account Title	FY2019-20 Amended Budget	FY2020-21 Budget	\$ Change in Budget - FY20 vs FY21	Notable Changes
4284	TREE MAINT.PERMIT	\$ 3,500	\$ 3,500	-	
4595	FIELD MAINT.CHGE- PARKS	34,400	35,376	976	
4995	OTHER REVENUE	800	0	(800)	
(A)	Total Revenues	\$ 38,700	\$ 38,876	\$ 176	

Expenditures

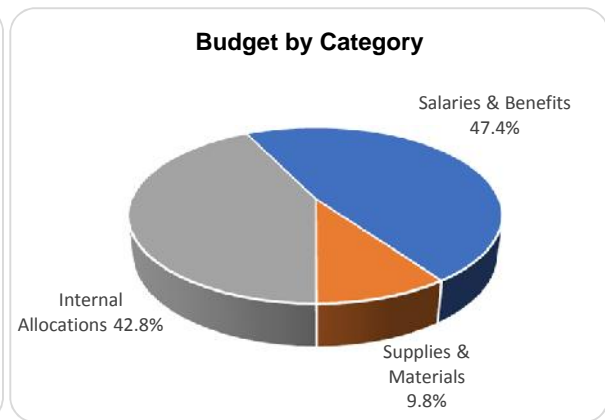
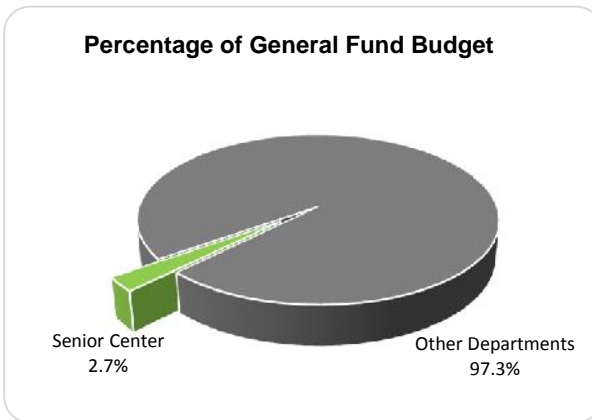
Account	Expenditure Account Title	FY2019-20 Amended Budget	FY2020-21 Budget	\$ Change in Budget - FY20 vs FY21	Notable Changes
	SALARIES	\$ 1,229,939	\$ 1,183,948	\$ (45,991)	Net impact of budget balancing strategies to reduce salary expense and FY21 ongoing enhancement to reclassify Lead Maintenance Worker to Parks Services Manager
	FRINGE BENEFITS	751,135	795,999	44,864	Health insurance and pension
	Total Salaries & Benefits	\$ 1,981,074	\$ 1,979,947	\$ (1,127)	
6001	OFFICE SUPPLIES	800	800	-	
6101	GAS AND OIL	43,000	43,000	-	
6102	OPERATING SUPPLIES	113,250	112,500	(750)	
6301	BUILDING AND GROUNDS MAINTENANCE	6,220	6,220	-	
6405	TRAINING/MEETINGS/CONFERENCES	3,700	2,700	(1,000)	
6406	PROFESSIONAL DEVELOPMENT	1,000	1,000	-	
6411	CONTRACTUAL SERVICES	353,120	295,986	(57,134)	Removal of FY20 one-time enhancement for wildfire mitigation of open space areas and easements
6450	COMMUNICATIONS	6,215	6,000	(215)	
6531	UTILITIES	39,000	39,000	-	
6601	RENTAL & LEASES	4,328	4,328	-	
6650	TOOLS & EQPT. -\$25K	7,700	7,500	(200)	
6701	DUES & MEMBERSHIPS	1,100	1,100	-	
	Total Supplies & Materials	\$ 579,433	\$ 520,134	\$ (59,299)	
7901	INTERNAL SERVICE ALLOCATIONS	297,412	281,223	(16,189)	Internal service fund department support
7902	INTERDEPARTMENTAL CHARGES	452,933	464,939	12,006	General administrative department support
	Total Allocations	\$ 750,345	\$ 746,162	\$ (4,183)	
(B)	Total Expenditures	\$ 3,310,852	\$ 3,246,243	\$ (64,609)	
(B) - (A)	General Fund Support	\$ 3,272,152	\$ 3,207,367	\$ (64,785)	

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Senior Services Budget Summary

Funding Summary	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
	Actual	Actual	Amended Budget	Budget
General Fund	\$ 986,085	\$ 918,595	\$ 1,108,127	\$ 1,181,416
Department Revenues	13,302	33,758	31,000	47,500
Donations ¹	56,122	80,136	75,200	36,700
Senior Advisory Board	18,005	-	-	-
Nutrition Site Council	65,000	115,000	115,000	57,500
General Fund Sub-Total:	\$ 1,138,514	\$ 1,147,489	\$ 1,329,327	\$ 1,323,116
Area Agency on Aging Grant ¹	133,648	145,294	154,270	167,270
Total:	\$ 1,272,162	\$ 1,292,783	\$ 1,483,597	\$ 1,490,386

Budgeted Expenditures	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
	Actual	Actual	Amended Budget	Budget
Salaries & Benefits	\$ 548,742	\$ 534,014	\$ 645,780	\$ 632,816
Supplies & Materials	109,532	101,833	107,590	131,350
Internal Allocations	480,239	502,666	575,957	571,950
General Fund Sub-Total:	\$ 1,138,514	\$ 1,138,513	\$ 1,329,327	\$ 1,336,116
Area Agency on Aging Expenditures ¹	133,648	154,270	154,270	154,270
Total:	\$ 1,272,162	\$ 1,292,783	\$ 1,483,597	\$ 1,490,386



Performance and Workload Measures	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
	Actual	Actual	Estimated	Target
Annual attendance	66,139	70,605	53,105	73,000
Annual number of meals served	22,432	25,751	21,723	33,000
Number of referrals and information offered	229	168	200	200
Number of senior special events offered	23	19	13	18
Number of senior trips offered	24	24	10	16

Goals and Accomplishments

FY2019-20 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

FY2019-20 Accomplishments (Continued)

- ◆ Introduced new "Music & Motion" Class, a seated class with emphasis on hand motions
- ◆ Offered a monthly Stretching & Meditation class to seniors
- ◆ Added an additional day of pickle ball to the sports program through the senior center
- ◆ Celebrated the Senior Center's 33rd Anniversary with 235 participants
- ◆ Offered a 6 week series of the Spouse/Partner loss support group
- ◆ Introduced solo musical performances and new bands to the live music rotation
- ◆ Held a volunteer recognition event offering lunch, entertainment and a small gift to over 100 volunteers
- ◆ Purchased a new billiards table and completed repairs on existing table
- ◆ Offered several new educational seminars including free hearing screenings, wealth preservation, downsizing, preventative health/talking to your doctor, essential oils, and bone health
- ◆ Designated the Senior Center as an 11 day voting site for the November and March elections
- ◆ Increased participation in the Mahjong daily games
- ◆ Offered a "Food Smarts Cooking Workshop" which focused on preparing simple dishes and reducing food waste
- ◆ Offered a Veteran's Recognition event in honor of Veteran's Day
- ◆ Coordinated with Mills Peninsula Senior Focus Wise and Wellness Program to provide comprehensive health screenings
- ◆ Increased lunch participation numbers by introducing new, fresh and made from scratch menu items
- ◆ Began a composting program in the kitchen
- ◆ Hired a new Food Services Coordinator

FY2020-21 Goals and Objectives

- ◆ Introduce a Seated Yoga class to accommodate seniors with mobility issues
- ◆ Collaborate with Public Works and Community Development to replace the trash enclosure which was damaged in the June 2017 accident
- ◆ Perform bocce court annual maintenance and repairs
- ◆ Collaborate with the Nutrition Site Council to research the purchase of a smaller vehicle that does not require a Class B license for the transportation program
- ◆ Collaborate with the Facilities Division to implement the ADA Transition Plan to incorporate the upgrades for year two
- ◆ Collaborate with Public Works to restripe and repave the parking lot to ADA specifications
- ◆ Work with Recology to introduce compost bins in dining room and educate the community about the importance of composting

City of San Bruno
Community Services Department - Senior Services Division Revenues & Expenditures
Fiscal Year 2020-21
Department 001-5270

Revenues

Account	Revenue Account Title	FY2019-20 Amended Budget	FY2020-21 Budget	\$ Change in Budget - FY20 vs FY21	Notable Changes
4562	FACILITY RENTALS	\$ 24,000	\$ 12,000	\$ -	
4564	CONTRACT/FEE CLASSES	0	21,500	21,500	Relocate program revenue from Restricted Revenue Fund
4570	SENIOR CENTER FEES & CHARGES	31,000	26,000	(5,000)	
4993	REIMBURSEMENTS	91,000	45,500	-	
(A)	Total Revenues	\$ 146,000	\$ 105,000	\$ (41,000)	

Expenditures

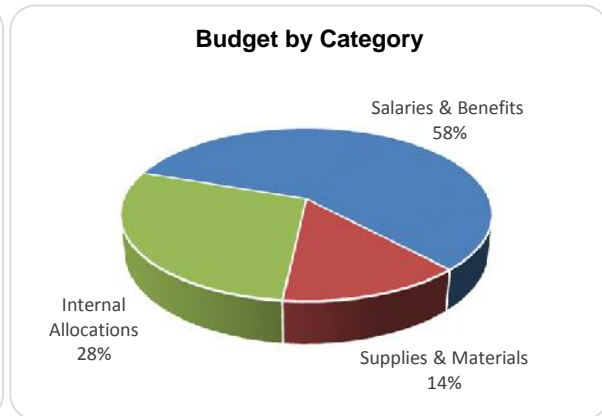
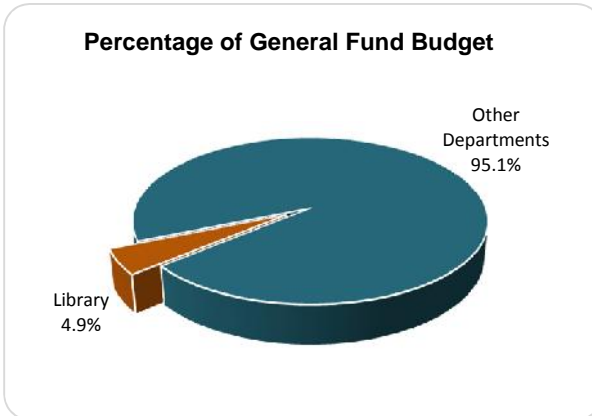
Account	Expenditure Account Title	FY2019-20 Amended Budget	FY2020-21 Budget	\$ Change in Budget - FY20 vs FY21	Notable Changes
	SALARIES	\$ 440,348	\$ 417,452	\$ (22,896)	Budget balancing strategies to reduce salary expense and hold positions vacant
	FRINGE BENEFITS	205,432	215,364	9,932	Health insurance and pension
	Total Salaries & Benefits	\$ 645,780	\$ 632,816	\$ (12,964)	
6001	OFFICE SUPPLIES	3,500	2,327	(1,173)	Budget balancing strategies to reduce expense
6101	GAS AND OIL	3,000	2,893	(107)	
6102	OPERATING SUPPLIES	2,650	2,950	300	
6112	POSTAGE	900	900	-	
6301	BUILDING AND GROUNDS MAINTENANCE	3,000	2,700	(300)	
6304	MAINTENANCE	10,100	10,100	-	- Copier lease payment and usage charges
6403	PERSONNEL SERVICES	0	0	-	
6405	TRAINING/MEETINGS/CONFERENCES	3,000	1,500	(1,500)	Budget balancing strategies to reduce expense
6406	PROFESSIONAL DEVELOPMENT	500	500	-	
6411	CONTRACTUAL SERVICES	1,700	23,940	22,240	Relocate instructor payment fees for contract classes from Restricted Revenue Fund
6419	OTHER SERVICES	0	9,300	9,300	Maintenance for bocce ball court & billiard tables, volunteer recognition supplies
6450	COMMUNICATIONS	1,500	1,500	-	
6531	UTILITIES	77,000	72,000	(5,000)	
6650	TOOLS & EQPT. -\$25K	0	0	-	
6701	DUES & MEMBERSHIPS	740	740	-	
6703	TRAVEL/VEHICLE USE	0	0	-	
	Total Supplies & Materials	\$ 107,590	\$ 131,350	\$ 23,760	
7901	INTERNAL SERVICE ALLOCATIONS	495,831	489,700	(6,131)	Internal service fund department support
7902	INTERDEPARTMENTAL CHARGES	80,126	82,250	2,124	General administrative department support
	Total Allocations	\$ 575,957	\$ 571,950	\$ (4,007)	
(B)	Total Expenditures	\$ 1,329,327	\$ 1,336,116	\$ 6,789	
(B) - (A)	General Fund Support	\$ 1,183,327	\$ 1,231,116	\$ 47,789	

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Library Services Budget Summary

Funding Summary	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
	Actual	Actual	Amended Budget	Budget
General Fund	\$ 2,201,518	\$ 2,261,644	\$ 2,445,796	\$ 2,361,704
Department Revenues	45,451	34,000	28,698	14,000
State Library Revenues & Donations	39,000	39,000	39,000	24,770
Total:	\$ 2,285,969	\$ 2,334,644	\$ 2,513,494	\$ 2,400,474

Budgeted Expenditures	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
	Actual	Actual	Amended Budget	Budget
Salaries & Benefits	\$ 1,343,926	\$ 1,384,265	\$ 1,469,431	\$ 1,388,084
Supplies & Materials	388,600	371,196	388,865	326,946
Internal Allocations	553,443	579,183	655,198	685,444
Total:	\$ 2,285,969	\$ 2,334,644	\$ 2,513,494	\$ 2,400,474



Performance and Workload Measures	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
	Actual	Actual	Estimated	Target
Number of Homework Center attendees	2,487	2,575	2,343	1,300
Number of books checked out annually	240,651	260,227	217,000	140,000
Number of participants in the Summer Reading Program	2,230	3,038	2,710	900
Annual number of special programs	387	432	327	150
Number of storytime attendees	8,020	6,338	5,100	3,000
Number of reference questions answered	24,710	21,007	14,000	8,000
Number of internet sessions provided (wired & wireless)	78,803	88,451	65,000	50,000

Goals and Accomplishments

FY2019-20 Accomplishments

- ◆ Expanded daily Peninsula Library System delivery of library materials from five to six days per week, which resulted in library patron holds being filled an average of one day faster
- ◆ Offered over 20 Saturday public programs, which more than doubled Saturday programming from the previous year
- ◆ Increased vibrancy of major City thoroughfares by delivering the Culture and Arts Commission initiative to place art on three traffic signal controller boxes throughout the community
- ◆ Implemented When-to-Work staff scheduling software, increasing scheduling efficiency and convenience

FY2019-20 Accomplishments (Continued)

- ◆ Obtained grant to replace 41 public use computers
- ◆ Obtained grant to conduct eight public digital literacy classes
- ◆ Launched 3D printing program for public use
- ◆ Replaced 50 public use chairs in downstairs community room
- ◆ Partnered with San Mateo County Census 2020 team to create dedicated Census questionnaire assistance kiosk
- ◆ Hosted two Census 2020 job recruitment events
- ◆ Supported the Culture and Arts Commission by delivering the annual Movies in the Park, Shakespeare in the Park, and Art in the Library
- ◆ Conducted 114 Summer Reading programs for children and families in which a total of 5,872 people attended
- ◆ 29 teens volunteered 680 hours of service in support of the Summer Reading program
- ◆ Received grant to provide summer outreach programs to Big Lift Inspiring Summers with total attendance of 550 children
- ◆ Performed outreach at San Bruno Junior Giants kickoff event and registered all 268 Junior Giants for Summer Reading
- ◆ In partnership with the Recreation Services Division, provided storytimes and multiple STEM programs for all children enrolled in summer camps
- ◆ Hosted science fair with 230 attendees featuring hands-on STEM (Science, Technology, Engineering, and Mathematics) activities
- ◆ Conducted Winter Reading Program offering encouragement and incentives for people to read during the months of December and January, which resulted in 311 books being read
- ◆ Launched NextDoor social media account to increase social media presence and market events
- ◆ Expanded adult programming by creating "Craft On" adult craft series and "Coffee and the Cosmos" exploration of space series resulting in seven programs averaging 18 attendees each
- ◆ Conducted Food for Fines program which resulted in collection of food for Second Harvest from 61 patrons and clearing a total of \$460 in overdue fines
- ◆ In partnership with the Police Department, Fire Department, and Public Works, held four superhero storytimes including the Great Shakeout, averaging 70 attendees each time
- ◆ Homework Center volunteers logged 141 hours of service through January 2020
- ◆ Provided STEM programming for Homework Center students each week with an average of 13 students participating each session
- ◆ Partnered with San Francisco Peninsula People Power to host National Voter Registration Day event
- ◆ Partnered with StarVista to provide six sessions of Coffee with Dads to provide mentoring to fathers of young children
- ◆ Library visitor count July 19 - Jan 20 increased 11.7% from the same period the previous year and 26.8% from the same period three years ago
- ◆ Issued 299 digital San Bruno Library cards to be used for borrowing library ebooks without visiting the library
- ◆ Instituted virtual storytimes via YouTube on April 9 in response to Library closure; 45 households participated during the first iteration
- ◆ Began 3D printing "Ear-Savers" April 16 at request of SMCO Medical Center to reduce behind-the-ear irritation caused by mask straps

2020-21 Goals and Objectives

- ◆ Install CAT6 computer network wiring to increase speed of public wired and Wi-Fi system by up to 150%
- ◆ Introduce "Customized Library Service," in which the Library's book vendor would fully process library materials prior to shipment, thereby reducing the need for part-time staff to process materials on-site
- ◆ Work with Culture and Arts Commission to relocate the Memorial Recognition Sculpture prior to the beginning of construction
- ◆ Increase the vibrancy of major City thoroughfares by delivering the Culture and Arts Commission initiative to place art on three additional traffic signal controller boxes throughout the community

City of San Bruno
Community Services Department - Library Division Revenues & Expenditures
Fiscal Year 2020-21
Department 001-5510

Revenues

Account	Revenue Account Title	FY2019-20 Amended Budget	FY2020-21 Budget	\$ Change in Budget - FY20 vs FY21	Notable Changes
4550	LIBRARY FEES AND CHARGES	\$ 27,000	\$ 14,000	\$ (13,000)	Overdue fines no longer assessed on hold materials
4993	REIMBURSEMENTS	1,698	0	(1,698)	Peninsular Library System reimbursement for Internet connection discount rate
4999	NON-OPERATING TRANSFERS	39,000	24,770	(14,230)	Final year for State Funds inter-library loan transfer to support operations and transfer in from Restricted Revenues Fund to support computer cabling installation
(A)	Total Revenues	\$ 67,698	\$ 38,770	\$ (28,928)	

Expenditures

Account	Expenditure Account Title	FY2019-20 Amended Budget	FY2020-21 Budget	\$ Change in Budget - FY19 vs FY20	Notable Changes
	SALARIES	\$ 977,233	\$ 881,266	\$ (95,967)	Budget balancing strategies to reduce salary expense and hold positions vacant
	FRINGE BENEFITS	492,198	506,818	14,620	Health insurance and pension
	Total Salaries & Benefits	\$ 1,469,431	\$ 1,388,084	\$ (81,347)	
6001	OFFICE SUPPLIES	17,000	11,300	(5,700)	Budget balancing strategies to reduce expense
6108	BOOKS & MATERIALS	161,922	108,000	(53,922)	Budget balancing strategies to reduce expense
6112	POSTAGE	450	300	(150)	
6301	BUILDING AND GROUNDS MAINTENANCE	1,000	1,000	-	
6304	MAINTENANCE	600	400	(200)	
6403	PERSONNEL SERVICES	0	0	-	
6405	TRAINING/MEETINGS/CONFERENCES	2,100	1,400	(700)	Budget balancing strategies to reduce expense
6406	PROFESSIONAL DEVELOPMENT	1,000	1,000	-	
6409	SPECIAL PROJECTS	8,000	5,100	(2,900)	Budget balancing strategies to reduce expense
6419	OTHER SERVICES	141,279	152,418	11,139	FY21 one-time enhancement for computer cabling installation funded by donations in the Restricted Revenues Fund
6450	COMMUNICATIONS	5,250	5,250	-	
6531	UTILITIES	41,500	36,500	(5,000)	
6601	RENTAL & LEASES	5,700	0	(5,700)	Relocate copier lease payments to Information Technology Internal Service Fund
6650	TOOLS & EQPT. -\$25K	1,664	2,878	1,214	
6701	DUES & MEMBERSHIPS	1,350	1,350	-	
6703	TRAVEL/VEHICLE USE	50	50	-	
	Total Supplies & Materials	\$ 388,865	\$ 326,946	\$ (61,919)	
7901	INTERNAL SERVICE ALLOCATIONS	333,979	355,711	21,732	Internal service fund department support
7902	INTERDEPARTMENTAL CHARGES	321,219	329,733	8,514	General administrative department support
	Total Allocations	\$ 655,198	\$ 685,444	\$ 30,246	
(B)	Total Expenditures	\$ 2,513,494	\$ 2,400,474	\$ (113,020)	
(B) - (A)	General Fund Support	\$ 2,445,796	\$ 2,361,704	\$ (84,092)	

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General Non Departmental

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City of San Bruno
General Fund Non-Departmental Expenditures

Fiscal Year 2020-21

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	FY2019-20 Amended Budget	FY2020-21 Budget	\$ Change in Budget - FY20 vs FY21	Notable Changes
	SALARIES	\$ (200,000)	\$ (200,000)	\$ -	- Attrition assumption
	FRINGE BENEFITS	398,000	390,000	(8,000)	Employee separation pay & retiree health insurance
	Total Salaries & Benefits	\$ 198,000	\$ 190,000	\$ (8,000)	
6419	OTHER SERVICES	7,300	6,500	(800)	
6531	UTILITIES	200,000	200,000	-	
6910	CONTINGENCIES/OTHER	58,000	82,000	24,000	Credit card fees
	Total Supplies & Materials	\$ 265,300	\$ 288,500	\$ 23,200	
7041	COUNTY SERVICE CHARGES	1,800	1,850	50	
7069	INTERGOVERNMENTAL - OTHER	4,200	5,000	800	
7901	INTERNAL SERVICE ALLOCATIONS	27,255	39,227	11,972	Technology Support internal service fund allocation for Emergency Operations Center
7902	INTERDEPARTMENTAL CHARGES	(5,629,906)	(5,779,131)	(149,225)	Allocation of services provided to the General Fund
8999	NON-OPERATING TRANSFER	1,407,305	1,361,204	(46,101)	Transfer to General Debt Service Fund for pension obligation bond and fire apparatus principal and interest payments and administration fees.
	Total Allocations	\$ (4,189,346)	\$ (4,371,850)	\$ (182,504)	
	Total Expenditures	\$ (3,726,046)	\$ (3,893,350)	\$ (167,304)	
	General Fund Support	\$ (3,726,046)	\$ (3,893,350)	\$ (167,304)	

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Enterprise Funds
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Enterprise Funds

Water

Wastewater

Stormwater

CityNet Services

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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.

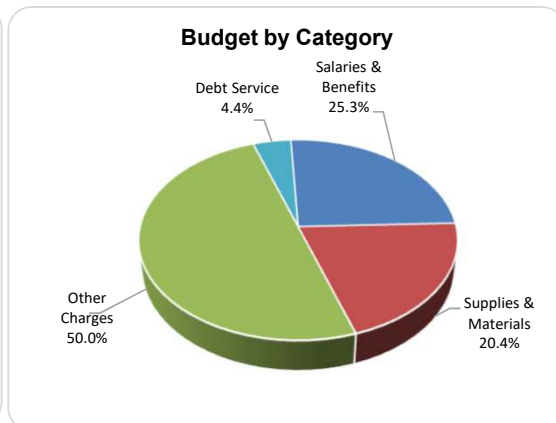
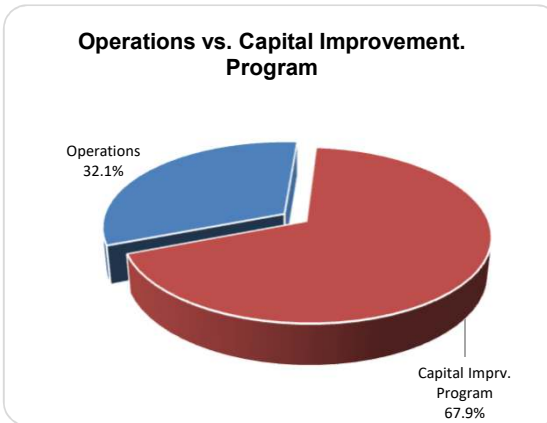
- **Regulatory Compliance**

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 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
	Actual	Actual	Amended Budget	Budget
Water Service Revenues	\$ 15,189,058	\$ 16,185,195	\$ 16,253,260	\$ 17,065,923
Connection & Capacity Fees	59,133	849,481	80,000	80,000
Other Revenues	313,705	682,853	250,000	250,000
Total:	\$ 15,561,896	\$ 17,717,529	\$ 16,583,260	\$ 17,395,923

Budgeted Expenses	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
	Actual	Actual	Amended Budget	Budget
Salaries & Benefits	\$ 2,621,128	\$ 2,572,533	\$ 2,571,371	\$ 2,652,383
Supplies & Materials	\$ 1,624,789	\$ 1,641,435	\$ 2,793,648	2,140,060
Other Charges	\$ 4,378,333	\$ 4,404,933	\$ 4,877,225	5,243,624
Transfers	\$ -	\$ 25,000	\$ -	-
Debt Service Interest Payment	518,365	474,400	431,170	457,025
Total:	\$ 9,142,615	\$ 9,118,302	\$ 10,673,414	\$ 10,493,092



Performance and Workload Measures	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Estimated	FY 2020-21 Target
Number of main break repairs/broken valve replacements performed	77	81	119	100
Water savings achieved through efficiency programs (percent of total sales)	18%	17%	16%	15%

Goals and Accomplishments

FY2019-20 Accomplishments

- Total water customer consumption was down 16% in 2019 compared to 2013. During the 2014 drought, the State requirement was an 8% reduction.
- Completed a Citywide water main leak assessment survey
- Repaired 119 water main breaks
- Purchased a mini-excavator to better assist with pipe repairs in narrow and less accessible locations

FY2019-20 Accomplishments (continued)

- ♦ Managed reduction in groundwater well production with water supply consistent with the Groundwater Storage and Recovery Agreement with the San Francisco Public Utility Commission, Daly City, and CalWater to allow for storage recovery of the South Westside Basin
- ♦ Completed the annual Water Report to the State Water Resources Control Board (Water Board)
- ♦ Completed the annual Water Loss Audit to the State Water Resources Control Board (Water Board)
- ♦ Completed annual San Bruno Consumer Confidence Report newsletter of water usage and conservation programs
- ♦ Prepared a twice yearly report to the State Water Board to provide effects of any seawater intrusion into the underground drinking water basin
- ♦ Completed potable water discharge section of annual Stormwater Report for San Francisco Bay Regional Water Quality Control Board as required by the Municipal Regional Stormwater Permit (MRP)
- ♦ Completed 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

FY2020-21 Goals and Objectives

- ♦ Update Water Master Plan
- ♦ Complete Water Infrastructure Risk and Resilience 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 FY2020-21

Department 611-6110

Revenues

Account	Revenue Account Title	FY2019-20 Amended Budget	FY2020-21 Budget	\$ Change in Budget - FY20 vs FY21	Notable Changes
4391	INVESTMENT INCOME	\$ 250,000	\$ 250,000	\$ -	
4810	WATER OPERATIONS	16,253,260	17,065,923	812,663	Includes 5% Annual Rate Increase
4811	CONNECTION FEES	50,000	50,000	-	
4812	WATER CAPACITY CHARGES	30,000	30,000	-	
(A)	Total Revenues	\$ 16,583,260	\$ 17,395,923	\$ 812,663	

Expenditures

Account	Expenditure Account Title	FY2019-20 Amended Budget	FY2020-21 Budget	\$ Change in Budget - FY20 vs FY21	Notable Changes
	SALARIES	\$ 1,649,884	\$ 1,668,816	\$ 18,932	Budget balancing strategies to reduce salary expense and hold positions vacant. Number includes increased Overtime costs
	FRINGE BENEFITS	921,487	983,567	62,080	Increased fringe benefit costs
	Total Salaries & Benefits	\$ 2,571,371	\$ 2,652,383	\$ 81,012	
6001	OFFICE SUPPLIES	\$ 2,500	\$ 2,500	\$ -	
6101	GAS AND OIL	32,000	40,000	8,000	Increased cost of fuel
6102	OPERATING SUPPLIES	145,000	145,000	-	
6109	PARTS AND MATERIALS	250,328	240,000	(10,328)	Reduced replacement parts budget adjustment previous year
6112	POSTAGE	3,000	3,000	-	
6301	BUILDING & GROUNDS MAINTENANCE	13,000	13,000	-	
6401	PROFESSIONAL SERVICES	671,176	184,000	(487,176)	Removed Water Master Plan Enhancement
6402	LEGAL EXPENSES	2,000	2,000	-	
6403	PERSONNEL SERVICES	59,020	40,000	(19,020)	Reduced temp work for seasonal hydrant flushing
6405	TRAINING/MEETINGS/CONFERENCES	14,150	15,000	850	
6406	PROFESSIONAL DEVELOPMENT	5,000	5,000	-	
6411	CONTRACTUAL SERVICES	520,336	375,000	(145,336)	Removed one-time enhancement for contract repair of water mains, wells, tanks, pumps, motors, etc.
6419	OTHER SERVICES	210,000	210,000	-	
6450	COMMUNICATIONS	25,638	12,860	(12,778)	Reduced shared fax line, phone, mobile and radio costs
6502	COMMUNITY PROMOTION	35,000	35,000	-	
6531	UTILITIES	410,000	420,000	10,000	Increased energy cost
6601	RENTAL & LEASES	330,000	343,000	13,000	Generator rental increase
6650	TOOLS & EQPT. -\$25K	58,600	42,700	(15,900)	Removed Water Sampling stations
6701	DUES & MEMBERSHIPS	6,900	12,000	5,100	Increased Dues & Memberships
	Total Supplies & Materials	\$ 2,793,648	\$ 2,140,060	\$ (653,588)	
7041	COUNTY SVCE.CHARGES	\$ 200	\$ 200	\$ -	
7061	WATER PURCHASES-SF	2,400,000	2,400,000	-	
7069	INTERGOVERNMENTAL-OTHER	51,560	53,640	2,080	
7901	INTERNAL SERVICE ALLOCATIONS	553,438	721,519	168,081	Increased Department Internal Allocations
7902	INTERDEPARTMENTAL CHARGES	1,872,027	2,068,265	196,238	Increased Interdepartmental Allocations
	Total Other Charges	\$ 4,877,225	\$ 5,243,624	\$ 366,399	
8999	NON-OPERATING TRANSFER	\$ -	\$ -	\$ -	
	Total Transfers	\$ -	\$ -	\$ -	
	Debt Services Interest payment	\$ 431,170	\$ 457,025	\$ 25,855	
	Total Debt Service	\$ 431,170	\$ 457,025	\$ 25,855	
(B)	Total Expenditures	\$ 10,673,414	\$ 10,493,092	\$ (180,322)	
(A) - (B)	Surplus / (Deficit)	\$ 5,909,846	\$ 6,902,831	\$ 992,985	

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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:

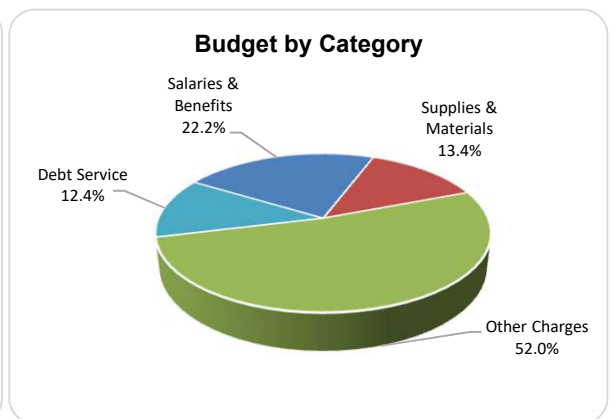
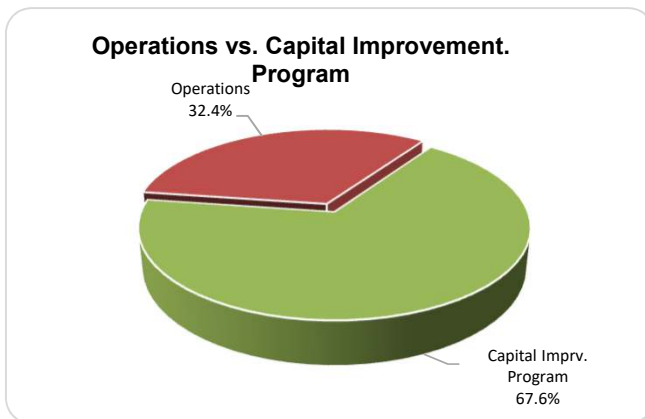
- **Sewer Collection System Maintenance and Operation**
Manage non-emergency rehabilitation and replacement of sanitary sewer system components including manholes and main replacement or rehabilitation. Best practices include a computerized work order system, data display of remote sanitary sewer pumping 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 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
	Actual	Actual	Amended Budget	Budget
Wastewater Service Revenues	\$16,526,011	\$17,684,479	\$18,151,632	\$18,514,665
Connection & Capacity Fees	118,323	19,251	50,000	50,000
Other Revenues	320,144	923,959	420,000	420,000
Total:	\$16,964,478	\$18,627,689	\$18,621,632	\$18,984,665

Budgeted Expenses	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
	Actual	Actual	Amended Budget	Budget
Salaries & Benefits	\$2,271,316	\$2,271,316	\$2,409,354	\$2,427,467
Supplies & Materials	\$1,236,105	\$1,236,105	\$1,423,748	\$1,462,568
Other Charges	\$4,795,166	\$4,795,166	\$5,312,594	\$5,687,593
Transfers	\$0	\$0	\$0	\$0
Debt Services Interest Payment	2,532,895	1,296,191	1,247,891	1,359,544
0	\$10,835,481	\$9,598,777	\$10,393,587	\$10,937,172



Performance and Workload Measures	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
	Actual	Actual	Estimated	Target
Number of Sanitary Sewer Overflows (SSOs) / Consent Decree Maximum*	2 of 6 allowed	3 of 4 allowed	5 of 3 allowed	0 of 3 allowed
Number of lateral spot repairs	8	10	5	5
Number of mainline spot repairs	100	62	57	50

*SSOs/Consent Decree Maximum reported on calendar year basis

Goals and Accomplishments

FY2019-20 Accomplishments

- ◆ Prepared 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
- ◆ Managed 144 point-of-sale private sewer lateral inspection and replacement program applications
- ◆ Completed 57 Grade 3 and 5 sewer main spot repairs to minimize the number of sewer overflows and to maintain a correct operating system

- ♦ Complete video inspection of 421 sewer main and manhole locations as part of the new re-occurring video sewer pipe inspection program for continual reliability of the system
- ♦ Update GIS sewer maps to match newly completed sewer pipeline projects
- ♦ Completed Sanitary Sewer Management Plan update and ratified by Council

FY2020-21 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
- ♦ Continue to manage the point-of-sale private sewer lateral inspection and replacement program
- ♦ Complete at least 20 Grade 3 and 5 sewer main spot repairs to minimize the number of sewer overflows and to maintain a correct 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 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 FY2020-21

Department 631-6310

Revenues

Account	Revenue Account Title	FY2019-20 Amended Budget	FY2020-21 Budget	\$ Change in Budget - FY20 vs FY21	Notable Changes
4391	INVESTMENT INCOME	\$ 410,000	\$ 410,000	\$ -	
4830	SEWER OPERATIONS	18,151,632	18,514,665	363,033	Includes 5% Annual Increase
4832	SEWER CAPACITY CHARGES	50,000	50,000	-	
4833	INSPECTION	10,000	10,000	-	
(A)	Total Revenues	\$ 18,621,632	\$ 18,984,665	\$ 363,033	

Expenditures

Account	Expenditure Account Title	FY2019-20 Amended Budget	FY2020-21 Budget	\$ Change in Budget - FY20 vs FY21	Notable Changes
	SALARIES	\$ 1,522,284	\$ 1,498,798	\$ (23,486)	Budget balancing strategies to reduce salary expense and hold positions vacant.
	FRINGE BENEFITS	887,070	928,669	41,599	Increase fringe benefit costs
	Total Salaries & Benefits	\$ 2,409,354	\$ 2,427,467	\$ 18,113	
6001	OFFICE SUPPLIES	\$ 4,500	\$ 4,500	\$ -	
6101	GAS AND OIL	24,000	30,000	6,000	Increased cost of fuel
6102	OPERATING SUPPLIES	100,000	100,000	-	
6112	POSTAGE	300	300	-	
6401	PROFESSIONAL SERVICES	95,000	95,000	-	
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	76,000	90,000	14,000	Increased Root Treatment for sewer mains
6450	COMMUNICATIONS	18,160	17,000	(1,160)	
6601	RENTAL & LEASES	103,768	103,768	-	
6650	TOOLS & EQPT. -\$25K	13,000	25,000	12,000	Increased CCTV tracker costs
6701	DUES & MEMBERSHIPS	8,000	8,000	-	
6702	PUBS & SUBSCRIPTIONS	-	-	-	
	Total Supplies & Materials	\$ 1,423,748	\$ 1,462,568	\$ 38,820	
7062	WASTE TREATMENT-SSF	3,373,685	3,413,957	40,272	Increased SSF Plant costs
7069	INTERGOVERNMENTAL-OTHER	15,500	20,000	4,500	Increased County and California State Water Resources Control Board
7901	INTERNAL SERVICE ALLOCATIONS	635,996	829,845	193,849	Increased Department Internal Serv allocations
7902	INTERDEPARTMENTAL CHARGES	1,287,413	1,423,791	136,378	Increased Interdepartmental charges
	FY2018-19 Accomplishments	\$ 5,312,594	\$ 5,687,593	\$ 374,999	
8999	NON-OPERATING TRANSFER	\$ -	\$ -	\$ -	
	Total Transfers	\$ -	\$ -	\$ -	
	Debt Services Interest Payment	\$ 1,247,891	\$ 1,359,544	\$ 111,653	South SF treatment plant annual debt svc
	Total Debt Service	\$ 1,247,891	\$ 1,359,544	\$ 111,653	
(B)	Total Expenditures	\$ 10,393,587	\$ 10,937,172	\$ 543,585	
(A) - (B)	Surplus ((Deficit)	\$ 8,228,045	\$ 8,047,493	\$ (180,552)	

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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:

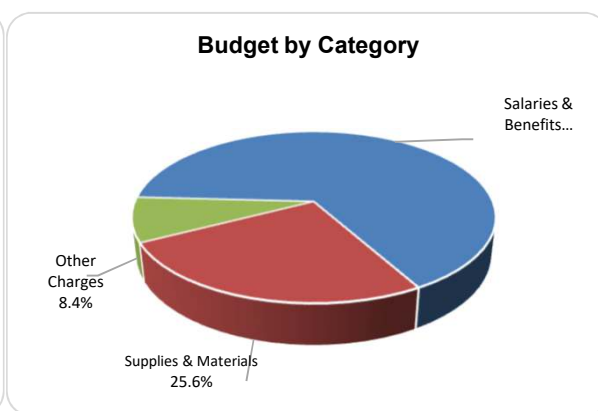
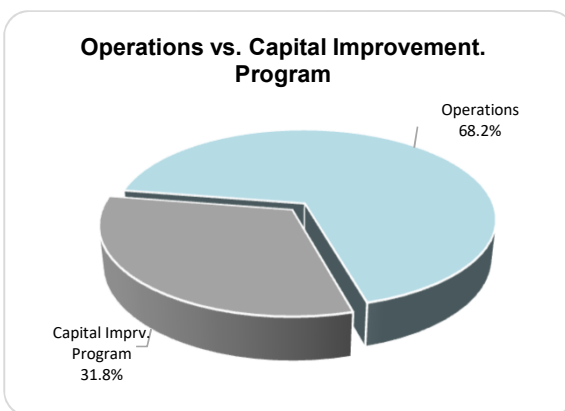
- **Discretionary Customer Service Activities**
Provide sandbags for resident and business owner use during the wet season. Respond and assist residents with drainage and runoff issues.
- **Routine Repair and Maintenance**
Maintain and repair City owned valley gutters by removing sediment, debris, and 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 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
	Actual	Actual	Amended Budget	Budget
Stormwater Fund	\$ -	\$ -	\$ -	\$ -
Investment Income	24,425	30,369	24,000	13,000
NPDES-Storm Fee	560,655	561,318	565,000	570,000
Street Sweeping Reimbursement	84,512	87,005	90,000	110,000
Other Revenue	335	250,000	0	0
Total:	\$ 669,927	\$ 928,692	\$ 679,000	\$ 693,000

Budgeted Expenses	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
	Actual	Actual	Amended Budget	Budget
Salaries & Benefits	\$ 636,354	\$ 692,997	\$ 751,425	\$ 761,692
Supplies & Materials	\$ 70,843	\$ 592,763	\$ 363,380	295,500
Other Charges	\$ 98,044	\$ 91,628	\$ 114,240	97,063
Total:	\$ 805,241	\$ 1,377,388	\$ 1,229,045	\$ 1,154,255



Performance and Workload Measures	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
	Actual	Actual	Estimated	Target
Number of curb miles swept (Street Sweeping)	5,540	5,540	5,540	5,540
Number of catch basins cleaned and inspected annually	1,550	2,120	2,680	2,680
Illegal dumping pickup incident responses	1,799	1,400	1,400	2,000

Goals and Accomplishments

FY2019-20 Accomplishments

- ◆ Managed and completed the following spot repairs: 561' of 12" high-density polyethylene pipe on the 500 block of 7th Avenue; 18' of 12" high-density polyethylene pipe and new ductile iron pipe at Beech and Oak Avenues; 270' of 18" high-density polyethylene pipe; 150' of 12" high-density polyethylene pipe; 427' of 24" high-density polyethylene pipe and 1 new ductile iron pipe in Buckeye Park; 3 storm main spot repair and 4 ductile iron pipe repairs in the Lomita Park area and the replacement of storm drain lid; and two grate replacements at or around Artichoke Joe's
- ◆ Coordinate and monitor on-going San Francisco Bay Regional Water Quality Control Board Stormwater initiatives

FY2019-20 Accomplishments (Continued)

- ◆ Completed installation of an additional 199 trash capture units and 128 ARS units.
- ◆ Complete annual trash capture device inspections and cleaning program in order to meet requirements of the MRP
- ◆ Complete annual trash capture device inspections and cleaning program in order to meet 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
- ◆ 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 41 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
- ◆ 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 7,291 feet of storm drain mains at 61 locations and 2,067 feet of culverts at 10 locations to assess maintenance and repair needs
- ◆ Completed video inspection of 2 broken storm drain inlet structures to assess conditions and develop a repair schedule
- ◆ Coordinated the emergency response to the Hillside on San Bruno Ave. along with maintaining a safe site throughout the construction of the retaining wall, storm drain outlet replacement and restoring the roadway
- ◆ Responded to and picked up trash and debris in 2019 at 1,997 locations and 237 location as of mid-March 2020, and 5 large homeless encampment abatements

FY2020-21 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 FY2020-21
 Department 621-6210

Revenues

Account	Revenue Account Title	FY2019-20 Amended Budget	FY2020-21 Budget	\$ Change in Budget - FY20 vs FY21	Notable Changes
4391	INVESTMENT INCOME	\$ 24,000	\$ 13,000	\$ (11,000)	Interest rates projected lower
4542	NPDES-STORM FEE	565,000	570,000	5,000	Increased parcel NPDES storm fee
4544	STREET SWEEPING REIMBURSEMENT	90,000	110,000	20,000	Increased Measure M / CCAG
4995	OTHER REVENUE	-	-	-	
(A)	Total Revenues	\$ 679,000	\$ 693,000	\$ 14,000	

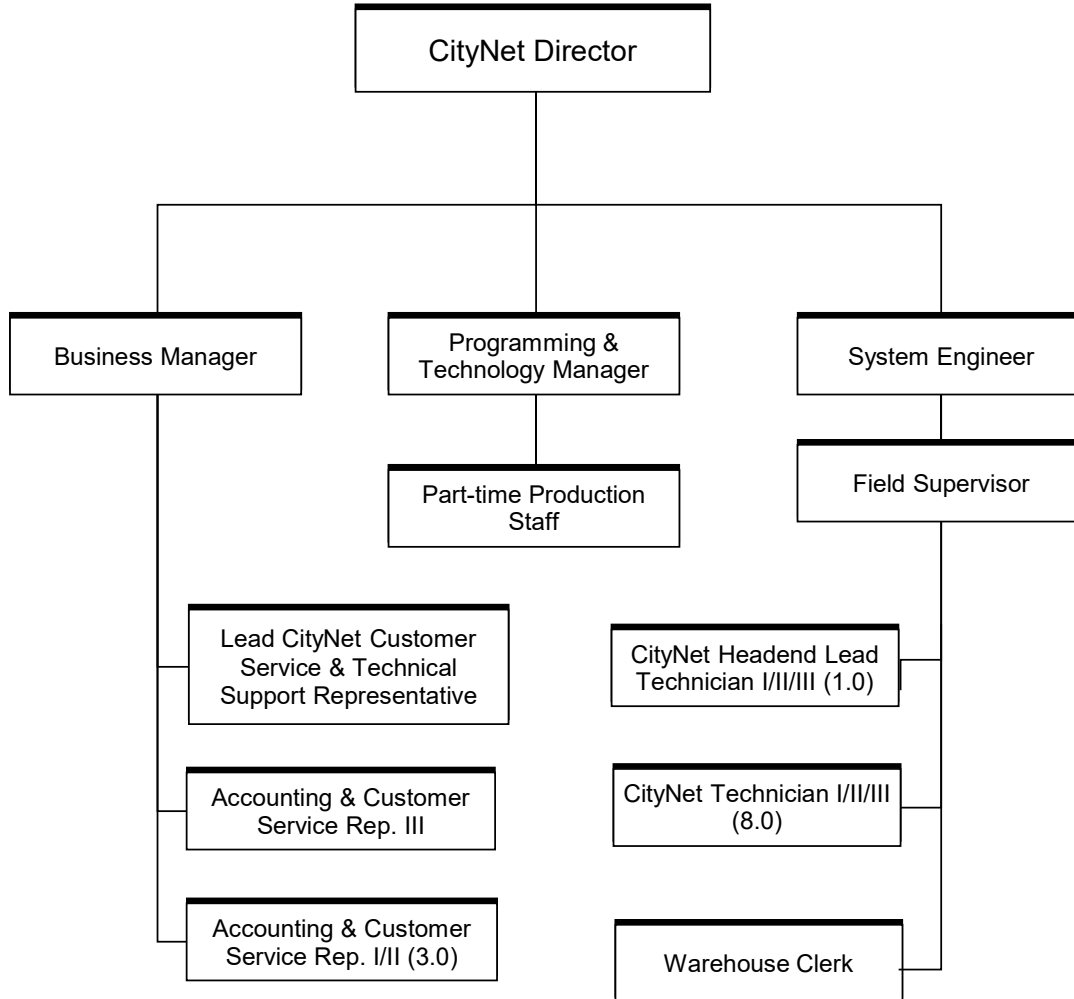
Expenditures

Account	Expenditure Account Title	FY2019-20 Amended Budget	FY2020-21 Budget	\$ Change in Budget - FY20 vs FY21	Notable Changes
	SALARIES	\$ 463,894	\$ 432,888	\$ (31,006)	Budget balancing strategies to reduce salary expense and hold positions vacant.
	FRINGE BENEFITS	287,531	328,804	41,273	Increased fringe benefit costs
	Total Salaries & Benefits	\$ 751,425	\$ 761,692	\$ 10,267	
6101	GAS AND OIL	\$ 20,000	\$ 22,000	\$ 2,000	Increased cost of fuel
6102	OPERATING SUPPLIES	21,530	30,100	8,570	Increased sand for sandbag construction
6112	POSTAGE	550	650	100	
6401	PROFESSIONAL SERVICES	3,600	3,600	-	
6403	PERSONNEL SERVICES	10,000	10,000	-	
6405	TRAINING/MEETINGS/CONFERENCES	5,500	5,500	-	
6406	PROFESSIONAL DEVELOPMENT	250	250	-	
6411	CONTRACTUAL SERVICES	283,800	206,200	(77,600)	Removed contract spot repair, culverts
6419	OTHER SERVICES	14,500	14,500	-	
6450	COMMUNICATIONS	1,800	850	(950)	
6601	RENTAL & LEASES	1,000	1,000	-	
6701	DUES & MEMBERSHIPS	850	850	-	
	Total Supplies & Materials	\$ 363,380	\$ 295,500	\$ (67,880)	
7041	COUNTY SVCE.CHARGES	\$ 200	\$ 200	\$ -	
7069	INTERGOVERNMENTAL-OTHER	19,600	-	(19,600)	Removed California State Water Resource Control Board Permit fees. Paid thru Wastewater Fund
7901	INTERNAL SERVICE ALLOCATIONS	32,106	27,729	(4,377)	Reduced Internal Service Allocations
7902	INTERDEPARTMENTAL CHARGES	62,334	69,134	6,800	Increased Interdepartmental Allocation
	Total Other Charges	\$ 114,240	\$ 97,063	\$ (17,177)	
(B)	Total Expenditures	\$ 1,229,045	\$ 1,154,255	\$ (74,790)	
(A) - (B)	Surplus / (Deficit)	\$ (550,045)	\$ (461,255)	\$ 88,790	

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CityNet Services

CityNet Services



CityNet Services

CityNet Services delivers a full suite of competitive products including broadband Internet, Television, Video on Demand, DVR's, Local Origination, , and telephone services to residents and businesses in San Bruno. Services are delivered to 83% of the city over a Hybrid Fiber/Coax cable plant, with the remaining 17% served by a state-of-the-art Fiber to the Home plant. CityNet Services provides excellent customer care and service; and works to enhance the overall value of the municipal enterprise.

Overview

The CityNet Services Department is responsible for the operations of San Bruno CityNet Services, the City's telecommunications enterprise and San Bruno Cable Channel 1, the City's governmental access channel. San Bruno CityNet Services delivers a full suite of video, data, and voice services to residential and business customers on a cable plant consisting of over 100 miles of a of fiber and coaxial cable. The CityNet Services Department provides a mix of services to more than 7,400 customer homes and businesses in San Bruno. The local Cable Channel covers many local City meetings, events and festivities and produces and airs local programming. San Bruno CityNet Services also provides and maintains the City's fiber optic communications network. The Enterprise's work program consists of the following:

- **Customer Care and Support**

Provide excellent customer care and support through the employment of tenured and experienced management, customer service personnel, and field technicians. Deliver the highest quality 24/7 technical support service, informational website, online support, online bill presentation, and online payment options for subscribers.

- **Optimized Delivery System**

Maintain the cable system in compliance with Federal Communication Commission (FCC) regulations and implement cable technology to ensure the most efficient utilization of the infrastructure. Optimize the cable infrastructure for delivery of broadband video, data and voice services. As part of this Program, San Bruno CityNet Services has replaced infrastructure in select areas with fiber directly to the home or business.

- **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

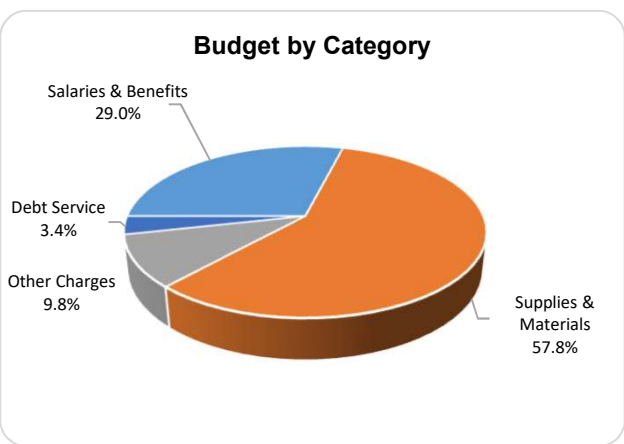
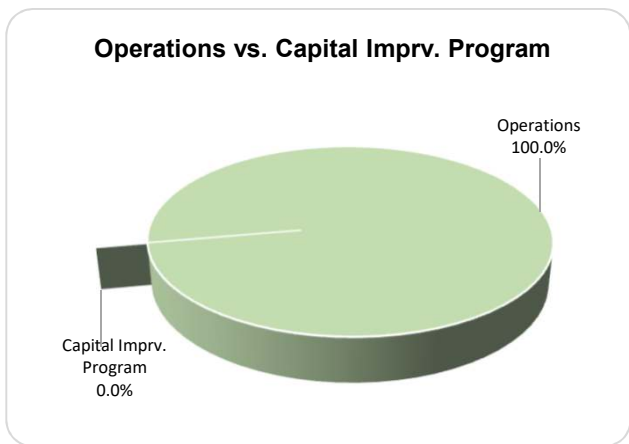
calling plan, and a standard set of calling features such as voicemail, caller ID, call waiting and call forwarding among others; and international calling to hundreds of other countries at very low per minute calling rates.

- **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**
Televisе live City meetings, select school board meetings, and local events. The camera and editing equipment is also used to promote the CityNet Services Department's programming, and services to meet contractual demands for promotion of select channels. Public service announcements and department information videos are produced to advertise community events or as a means of City outreach. The local programs produced are related to issues that are of interest to the community of San Bruno.

CityNet Department Budget Summary

Revenue Summary	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
	Actual	Actual	Amended Budget	Budget
Basic Service	\$3,026,881	\$2,812,628	\$2,871,320	\$3,107,482
Internet Service Fees	\$4,007,749	\$4,025,220	\$4,614,500	4,533,939
Pay-Per-View Services	\$608,139	\$540,057	\$407,000	599,248
Digital Service	\$1,069,261	\$1,008,429	\$800,000	1,470,872
International Programming	\$99,702	\$87,901	\$75,000	87,916
Fees & Taxes	\$326,502	\$302,402	\$233,000	250,320
Voice Service	\$387,269	\$357,050	\$368,000	311,952
Fiber Leasing	\$108,252	\$295,152	\$180,000	131,620
TV Guide Magazine	\$2,078	\$1,867	\$2,000	1,715
Commercial Phone & Data	\$144,552	\$109,097	\$185,000	114,865
Other Receipts	\$203,396	\$199,695	\$171,300	227,448
Total:	\$9,983,781	\$9,739,497	\$9,907,120	\$10,837,377

Budgeted Expenses	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
	Actual	Actual	Amended Budget	Budget
Salaries & Benefits	\$3,228,120	\$3,183,326	\$3,078,185	\$2,983,781
Supplies & Materials	\$6,514,506	\$6,502,416	\$5,399,323	\$5,945,586
Other Charges	\$866,180	\$881,938	\$978,248	\$1,003,974
CATV Equity Earn. Transf.	\$575,000	\$375,000	\$0	\$0
Non-Operating Transfer	\$56,000	\$0	\$0	\$0
Debt Service (FFTH Shelter Creek)	\$4,809	\$3,938	\$3,063	\$2,183
Debt Service (Cisco Router Lease)	\$0	\$352,027	\$352,027	\$352,027
Total:	\$11,244,615	\$11,298,646	\$9,810,846	\$10,287,550



Performance and Workload Measures	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
	Actual	Actual	Estimated	Target
Internet Service Subscribers	6,600	7,260	7,109	7,300
Service Calls	2,400	2,400	2,400	2,400
New Customer Installations	1,200	1,500	1,112	1,112
Total Homes Served	7,600	8,300	7,805	7,346
Total Video Programs Recorded/Live	85	85	85	85

Goals and Accomplishments

FY2019-20 Accomplishments

- ◆ Implemented CityNet Services new business plan focusing on higher margin, internet based business.
- ◆ Pursued funding for the Fiber to the Home project. Began limited fiber rollout on select streets Mapped City for Fiber rollout
- ◆ Commenced enterprise rebranding
- ◆ Initiate rolling marketing campaigns in conjunction with fiber rollout phases
- ◆ Planned Channel 1 Upgrade to High Definition and enable live streaming
- ◆ Introduced program to analyze viewership data to reduce TV channel license fee loads

FY2020-21 Goals and Objectives

- ◆ Implement CityNet Services Enterprise business plan
- ◆ Pursue funding for the Fiber to the Home project
- ◆ Complete Enterprise rebranding
- ◆ Initiate marketing campaigns in conjunction with limited fiber and IPTV rollouts
- ◆ Channel 1 upgrade to high Definition and enable live streaming

City of San Bruno

FY2020-21 Budget

Fiscal Year FY2020-21

Department 641-6410

Revenues

Account	Revenue Account Title	FY2019-20 Amended Budget	FY2020-21 Budget	\$ Change in Budget - FY20 vs FY21	Notable Changes
48xx	BASIC SERVICE	\$ 2,871,320	\$ 3,107,482	\$ 236,162	
48xx	INTERNET SERVICE FEES	\$ 4,614,500	\$ 4,533,939	\$ (80,561)	
48xx	PAY-PER-VIEW SERVICES	\$ 407,000	\$ 599,248	\$ 192,248	
4862	DIGITAL SERVICE	\$ 800,000	\$ 1,470,872	\$ 670,872	Projected increases with subscribers and new rate card
4856	INTERNATIONAL PROGRAMMING	\$ 75,000	\$ 87,916	\$ 12,916	
48xx	FEES & TAXES	\$ 233,000	\$ 250,320	\$ 17,320	
4864	VOICE SERVICE	\$ 368,000	\$ 311,952	\$ (56,048)	
4866	FIBER LEASING	\$ 180,000	\$ 131,620	\$ (48,380)	
4867	TV GUIDE MAGAZINE	\$ 2,000	\$ 1,715	\$ (285)	
48xx	COMMERCIAL PHONE & DATA	\$ 185,000	\$ 114,865	\$ (70,135)	
48xx	OTHER RECEIPTS	\$ 171,300	\$ 227,448	\$ 56,148	
(A)	Total Revenues	\$ 9,907,120	\$ 10,837,377	\$ 930,257	

Expenditures

Account	Expenditure Account Title	FY2019-20 Amended Budget	FY2020-21 Budget	\$ Change in Budget - FY20 vs FY21	Notable Changes
	SALARIES	\$ 1,939,347	\$ 1,820,488	\$ (118,859)	Budget balancing strategies to reduce salary expense and hold positions vacant
	Fringe Benefits	1,138,838	1,163,293	\$ 24,455	
	Total Salaries & Benefits	\$ 3,078,185	\$ 2,983,781	\$ (94,404)	
6001	OFFICE SUPPLIES	\$ 9,000	\$ 10,000	\$ 1,000	
6101	GAS AND OIL	\$ 11,400	\$ 18,500	\$ 7,100	
6102	OPERATING SUPPLIES	\$ 37,000	\$ 36,200	\$ (800)	
6112	POSTAGE	\$ 30,000	\$ 28,000	\$ (2,000)	
6304	MAINTENANCE	\$ 578,345	\$ 518,338	\$ (60,007)	Split SmartNet Monitoring fees with IT
6401	PROFESSIONAL SERVICES	\$ 63,000	\$ 24,000	\$ (39,000)	Reduced Contingency for misc. repair & maintenance
6402	LEGAL EXPENSES	\$ 2,000	\$ -	\$ (2,000)	
6405	TRAINING/MEETINGS/CONFERENCES	\$ 8,600	\$ 5,700	\$ (2,900)	
6406	PROFESSIONAL DEVELOPMENT	\$ 2,500	\$ 2,500	\$ -	
6409	SPECIAL PROJECTS	\$ 22,550	\$ 12,550	\$ (10,000)	
6411	CONTRACTUAL SERVICES	\$ 3,450,000	\$ 3,909,255	\$ 459,255	Programming cost increases. Working to renegotiate contracts to achieve cost savings.
6412	INTERNET SERVICE FEES	\$ 458,645	\$ 538,975	\$ 80,330	Increased Internet Service costs
6419	OTHER SERVICES	\$ 97,515	\$ 97,515	\$ -	
6450	COMMUNICATIONS	\$ 16,568	\$ 16,568	\$ -	
6502	COMMUNITY PROMOTION	\$ 15,000	\$ 6,500	\$ (8,500)	One Time Enhancemenet removed
6531	UTILITIES	\$ 205,000	\$ 205,000	\$ -	
6541	LICENSING FEES	\$ 5,000	\$ 5,000	\$ -	
6601	RENTAL & LEASES	\$ 68,000	\$ 68,000	\$ -	
6650	TOOLS & EQPT. -\$25K	\$ 312,295	\$ 436,080	\$ 123,785	Need: Upgrade server, replacement parts, equipment, optic transmitters & inventory
6701	DUES & MEMBERSHIPS	\$ 6,705	\$ 6,705	\$ -	
6702	PUBS & SUBSCRIPTIONS	\$ 200	\$ 200	\$ -	
	Total Supplies & Materials	\$ 5,399,323	\$ 5,945,586	\$ 546,263	
7041	COUNTY SVCE.CHARGES	\$ 70	\$ 70	\$ -	
7063	CITY TAXES & FEES	\$ 349,257	\$ 349,257	\$ -	
7069	INTERGOVERNMENTAL-OTHER	\$ 1,680	\$ 1,921	\$ 241	
7901	INTERNAL SERVICE ALLOCATIONS	\$ 238,791	\$ 253,979	\$ 15,188	Increased departmental Internal Allocations
7902	INTERDEPARTMENTAL CHARGES	\$ 388,450	\$ 398,747	\$ 10,297	Increased departmental Internal Allocations
	Total Other Charges	\$ 978,248	\$ 1,003,974	\$ 25,726	
8926	CATV EQUITY EARN. TRANSF.	\$ -	\$ -	\$ -	
8992		\$ -	\$ -	\$ -	
	Total Transfers	\$ -	\$ -	\$ -	
9002	Debt Service (FFTH Shelter Creek)	\$ 3,063	\$ 2,183	\$ (880)	
	Debt Service (Cisco Router Lease)	\$ 352,027	\$ 352,027	\$ -	
	Total Debt Service	\$ 355,090	\$ 354,210	\$ (880)	
(B)	Total Expenditures	\$ 9,810,846	\$ 10,287,550	\$ 476,704	
(A) - (B)	Surplus / (Deficit)	\$ 96,274	\$ 549,827	\$ 453,553	

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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.

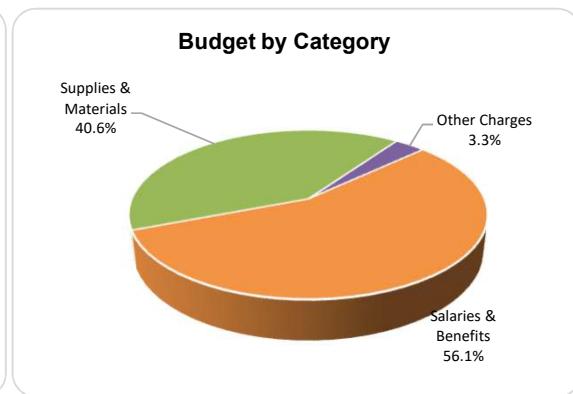
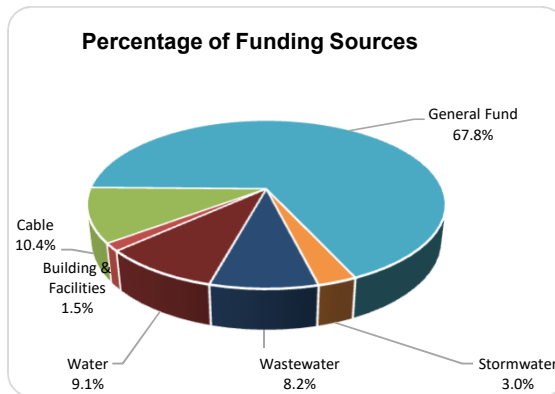
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Central Garage Budget Summary

Funding Summary	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
	Actual	Actual	Amended Budget	Budget
Central Garage Fund	\$ 110,125	\$ -	\$ -	\$ -
Operating Charges	500,000	587,000	810,000	575,000
Parks & Facilities Fund	-	-	73,497	-
Total:	\$ 610,125	\$ 587,000	\$ 883,497	\$ 575,000

Budgeted Expenditures	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
	Actual	Actual	Amended Budget	Budget
Salaries & Benefits	\$ 228,020	\$ 304,595	\$ 350,462	\$ 394,689
Supplies & Materials	\$ 366,112	\$ 380,853	345,057	285,775
Other Charges	\$ 16,028	\$ 14,472	15,918	23,089
Total:	\$ 610,160	\$ 699,920	\$ 711,437	\$ 703,553

Parts/Supplies to repair police patrol and older vehicles



Performance and Workload Measures	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
	Actual	Actual	Estimated	Target
Number of vehicles maintained	144	146	146	146
Number of vehicles identified for replacement	13	10	7	5

Goals and Accomplishments

FY2019-20 Accomplishments

- ♦ Coordinated purchase of 10 vehicles approved in the annual Equipment Budget to maintain a reliable fleet and minimize maintenance costs
- ♦ Completed inspections of hazardous materials at the Corporation Yard in compliance with San Mateo County environmental regulations to ensure proper storage and safety
- ♦ Continued to provide maintenance and repair of 146 vehicles and large pieces of equipment

FY2020-21 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 2020-21 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 FY2020-21

Department 701-1510

Revenues

Account	Revenue Account Title	FY2019-20 Amended Budget	FY2020-21 Budget	\$ Change in Budget - FY20 vs FY21	Notable Changes
4911	OPERATING CHARGES	\$ 810,000	\$ 575,000	\$ (235,000)	Reduced Departmental Allocations to Internal Serv
4995	OTHER REVENUE	-	-	-	
4999	NON-OPERATING TRANSFERS	73,497	-	(73,497)	One Time Transfer in to meet Reserve Policy target removed
(A)	Total Revenues	\$ 883,497	\$ 575,000	\$ (308,497)	

Expenditures

Account	Expenditure Account Title	FY2019-20 Amended Budget	FY2020-21 Budget	\$ Change in Budget - FY19 vs FY20	Notable Changes
	SALARIES	\$ 218,231	\$ 243,367	\$ 25,136	Due to Reclassification for Facilities & Garage Service Manager
	FRINGE BENEFITS	132,231	151,322	19,091	Medical & CalPERS Benefits
	Total Salaries & Benefits	\$ 350,462	\$ 394,689	\$ 44,227	
6001	OFFICE SUPPLIES	\$ 500	\$ 500	\$ -	
6101	GAS AND OIL	5,000	5,000	-	
6102	OPERATING SUPPLIES	145,000	125,500	(19,500)	Reduced purchases of replacement and maintenance parts, and tires.
6403	PERSONNEL SERVICES	-	10,000	10,000	Increased personnel services. Position unfilled
6405	TRAINING/MEETINGS/CONFERENCES	1,575	1,575	-	
6406	PROFESSIONAL DEVELOPMENT	-	250	250	FY21 enhancement ISF exp
6411	CONTRACTUAL SERVICES	150,000	115,000	(35,000)	Reduced Contract Repair of diesel & specialty vehicles
6419	OTHER SERVICES	40,000	25,000	(15,000)	Reduced Haz-Mat and laundry costs, and fleet computer software
6450	COMMUNICATIONS	454	300	(154)	
6531	UTILITIES	778	900	122	
6650	TOOLS & EQPT. -\$25K	-	-	-	
6701	DUES & MEMBERSHIPS	-	-	-	
6702	PUBS & SUBSCRIPTIONS	1,750	1,750	-	
	Total Supplies & Materials	\$ 345,057	\$ 285,775	\$ (59,282)	
7901	INTERNAL SERVICE ALLOCATIONS	\$ 15,918	\$ 23,089	\$ 7,171	
	Total Other Charges	\$ 15,918	\$ 23,089	\$ 7,171	
(B)	Total Expenditures	\$ 711,437	\$ 703,553	\$ (7,884)	
(A) - (B)	Surplus ((Deficit)	\$ 172,060	\$ (128,553)	\$ (300,613)	

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Public Works Department Buildings and Facilities Division

The Buildings and Facilities Division 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, CityNet 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:

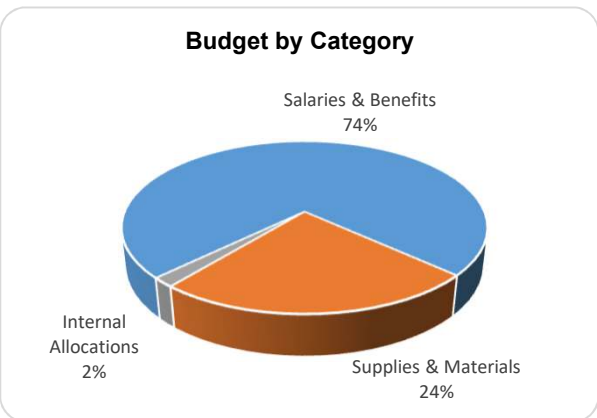
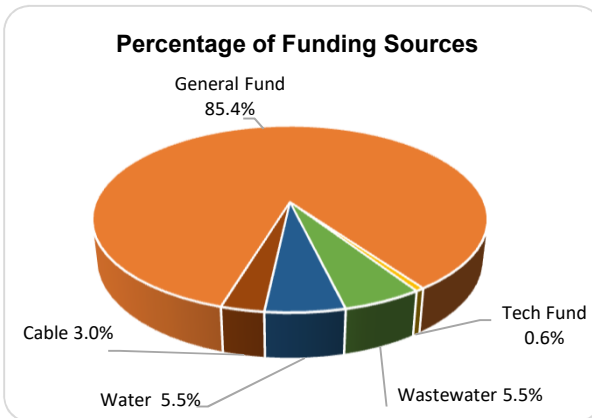
- **Custodial Services and Preventative Maintenance**
Provide routine custodial services and preventative maintenance at 17 City facilities to ensure a clean, well maintained environment for use by the community and City employees.
- **Facility Management and Routine Preventative Maintenance**
Ensure 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 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
	Actual	Actual	Amended Budget	Budget
Building & Facilities Fund Balance	\$ 147,413	\$ -	\$ -	\$ -
Operating Charges	1,259,080	1,300,271	1,514,000	1,724,000
Parks & Facilities Fund	-	-	291,676	-
Total:	\$ 1,406,493	\$ 1,300,271	\$ 1,805,676	\$ 1,724,000

Budgeted Expenditures	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
	Actual	Actual	Amended Budget	Budget
Salaries & Benefits	\$ 885,297	\$ 917,449	\$ 1,077,148	\$ 1,153,394
Supplies & Materials	501,488	388,622	407,879	378,820
Internal Allocations	19,709	21,541	27,005	27,557
Total:	\$ 1,406,493	\$ 1,327,612	\$ 1,512,032	\$ 1,559,771



Performance and Workload Measures	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
	Actual	Actual	Estimated	Target
Number of work orders completed	1,365	1,426	1,497	1,560
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

FY2019-20 Accomplishments

- ◆ Implemented the ADA Transition Plan for all city facilities to incorporate the upgrades for year one
- ◆ Completed on-going maintenance and repairs at all 17 City-owned facilities
- ◆ Replaced backflow preventer at Senior Center to meet code which was managed by Public Works
- ◆ Coordinated fire sprinkler alarm quarterly and annual maintenance and inspection contract needed for four city facilities

FY2019-20 Accomplishments (Continued)

- ◆ Completed 5 year fire sprinklers system inspection for the Police Department, Senior Center, CityNet Department and City Hall
- ◆ Replaced HVAC in the Police Department server room

FY2020-21 Goals and Objectives

- ◆ Continue on-going maintenance and repairs at all 17 City-owned facilities
- ◆ Implement the ADA Transition Plan Year 2 upgrades and improvements for all city facilities.
- ◆ Oversee construction of the new trash enclosure for the Senior Center
- ◆ Oversee repaving and restriping of the senior center parking lot
- ◆ Oversee repairs for Tom and Lara Field's grandstands
- ◆ Oversee and manage replacement of HVAC box car unit and roof at the Police Department
- ◆ Oversee sewer line replacement at Police Department

City of San Bruno
Public Works Department - Building & Facilities Division Revenues & Expenditures
Fiscal Year 2020-21
Department 702-1520

Revenues

Account	Revenue Account Title	FY2019-20 Amended Budget	FY2020-21 Budget	Notable Changes
4911	OPERATING CHARGES	\$ 1,514,000	\$ 1,724,000	Internal service fund department support
4999	NON-OPERATING TRANSFERS	291,676		- Transfer in to meet Reserve Policy target
(A)	Total Revenues	\$ 1,805,676	\$ 1,724,000	

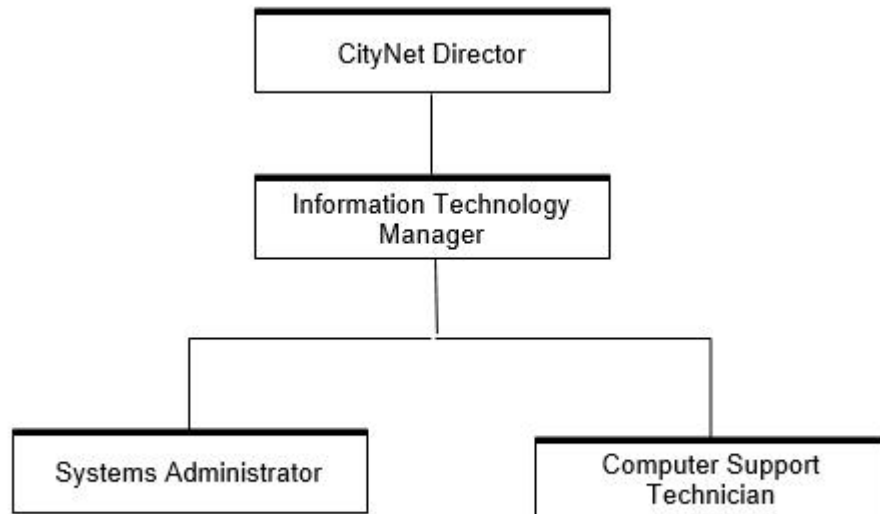
Expenditures

Account	Expenditure Account Title	FY2019-20 Amended Budget	FY2020-21 Budget	Notable Changes
	SALARIES	\$ 660,702	\$ 677,199	Net impact of budget balancing strategies to reduce salary expense and FY21 ongoing enhancement reflecting 0.75 FTE of Facilities & Garage Services Manager position. 0.25 FTE of this position is shown in the Central Garage Internal Service Fund budget.
	FRINGE BENEFITS	416,446	476,195	Health insurance and pension
	Total Salaries & Benefits	\$ 1,077,148	\$ 1,153,394	
6001	OFFICE SUPPLIES	400	400	
6101	GAS AND OIL	1,500	1,500	
6102	OPERATING SUPPLIES	109,650	84,760	Removal of FY20 one-time enhancement for supplies related to ADA transition plan compliance
6301	BUILDING AND GROUNDS MAINTENANCE	125,904	120,000	
6406	PROFESSIONAL DEVELOPMENT	500	750	
6411	CONTRACTUAL SERVICES	98,100	110,000	Additional funds for emergency repairs to facilities, equipment, and fixtures
6450	COMMUNICATIONS	1,785	2,865	
6531	UTILITIES	51,435	51,435	
6650	TOOLS & EQPT. -\$25K	18,605	7,000	Removal of HVAC controller part purchased in FY20
6703	TRAVEL/VEHICLE USE	-	110	
	Total Supplies & Materials	\$ 407,879	\$ 378,820	
7901	INTERNAL SERVICE ALLOCATIONS	27,005	27,557	Internal service fund department support
	Total Allocations	\$ 27,005	\$ 27,557	
(B)	Total Expenditures	\$ 1,512,032	\$ 1,559,771	
(A) - (B)	Surplus / (Deficit)	\$ 293,644	\$ 164,229	

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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.

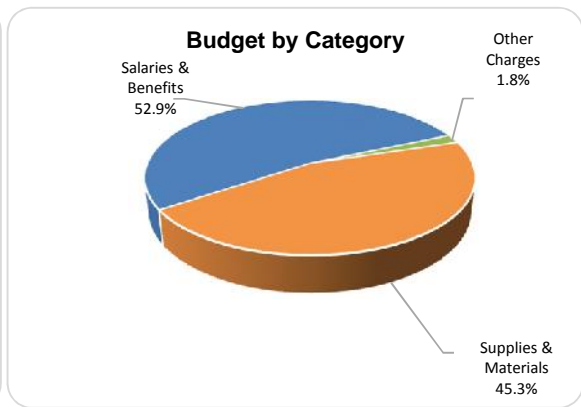
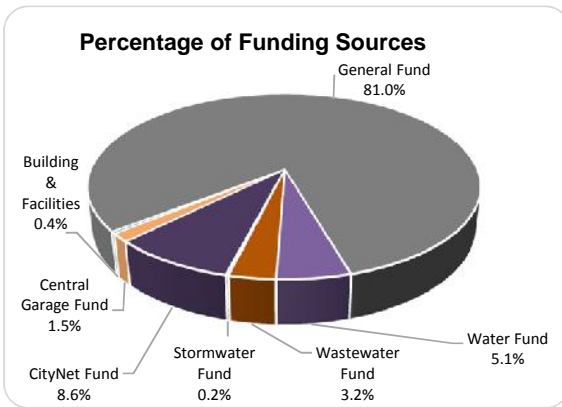
- **Web Site Development & Administration**

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 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Amended Budget	FY 2020-21 Budget
Technology Fund	\$ 63,539	\$ 35,082	\$ -	\$ -
Operating Charges	739,793	710,340	833,000	1,058,000
Parks & Facilities Fund	-	-	179,889	
Total:	\$ 803,332	\$ 745,422	\$ 1,012,889	\$ 1,058,000

Budgeted Expenditures	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Amended Budget	FY 2020-21 Budget
Salaries & Benefits	\$ 472,958	\$ 492,050	\$ 545,828	\$ 548,197
Supplies & Materials	243,260	242,528	429,820	469,945
Other Charges	9,883	10,844	11,220	18,611
Total:	\$ 726,101	\$ 745,422	\$ 986,868	\$ 1,036,753



Performance and Workload Measures	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Estimated	FY 2020-21 Target
Number of software applications supported	26	26	31	35
Number of network servers supported	58	58	59	60
Number of Desktop Computers replaced	7	7	48	50
Network Uptime (Percentage)	100%	100%	100%	100%

Goals and Accomplishments

FY2019-20 Accomplishments

- ♦ IT collaborating with network vendor and CityNet technologists, completed city wide installation of new network router, switches, and firewalls.
- ♦ Sent staff to training on new Palo Alto Networks firewall configuration and operations.
- ♦ Developed in-house and conducted city wide email security training to implement best practice and procedures to all staff when reading and responding to potentially suspicious and dangerous email messages.
- ♦ Monitored Palo Alto Networks and when new versions were available, upgraded Traps endpoint security software on all staff desktop and laptops to provide city wide protection for computer phishing, malware, and ransomware attacks.
- ♦ Installed new smart whiteboard screens in City Hall's three main conference rooms. Trained all staff on how to operate these new multi-functioned smart screens.
- ♦ Working with Public Works, made significant progress on multi-year project to scan, digitize, and index all 15,000-20,000 engineering as-built drawings with detailed meta-data into City's document database.
- ♦ Working with our GIS (Geographic Information System) consultant, made significant progress on multi-year effort to correct geographic coordinate errors and subsequent meta-data layers in our city wide mapping system.
- ♦ Completed successful pilot project and started formal project to migrate city departments from paper to digital developer drawings/plans for plan check review, comment, and approvals.
- ♦ In progress. Made plans to organize goals and procedures to conduct an in-house city wide IT needs assessment in the later months of the Fiscal year.
- ♦ Was on project team with Police and Fire representatives to design the computer technology and communications functions for the Emergency Command Vehicle.
- ♦ Upgraded WiFi data communications in the Emergency Operations Center to provide greater bandwidth capability.
- ♦ Completed project to install a new City Hall Wifi network that will allow mobile computing capability to all directors and staff throughout City Hall with high speed, reliable, redundant access to secured internal network systems, and provide a separate Internet only guest network for visitors.
- ♦ Kicked off project to migrate all City staff off of older Citrix computing environment to Microsoft Office 365. Goal is to complete by end of 2020.
- ♦ Continued multi-year program to replace all aging inventory of desktops, laptops, and printers throughout City.
- ♦ Took over management of all department copiers and associated leases. As leases expire, proposed and received approval to move all city copiers to one master lease which will save significant dollars in coming years.
- ♦ 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. Sent out periodic email security reminders with examples from actual received suspicious and dangerous phishing attacks emailed to staff.
- ♦ Maintained active membership and frequently participated in MISAC (Municipal Information Systems Association of California). Attended annual conference.

FY2020-21 Goals and Objectives

- ♦ If approved, working with a consultant, move forward with CIP to implement city wide business continuity and disaster recovery proposal. Project would include addition of IDS (Intrusion Detection System) and SIEM (Security Information Event Management) to monitor and protect data systems from unauthorized access. A specific tool to monitor all incoming email for malware attack, block suspicious email, notify staff, and IT. Design and implement new data backup and disaster recovery capability at Police Department data center and eventually City Hall data center.
- ♦ If approved, upgrade our Traps endpoint protection systems to PAN's (Palo Alto Networks) Coretex endpoint protection system.

- ♦ If approved, working with a consultant, move forward with IT city wide needs assessment recommendations and prepare for RFP, purchase, and implementation of new ERP system for Finance, and in coming years, acquisition of additional integrated systems to meet all department needs.
- ♦ Complete city wide implementation of two-factor authentication for all remote users connecting to City's internal network, applications, and databases.
- ♦ Continue working with Public Works to manage project to digitize and build meta-data index for City's engineering as-built drawing inventory (15,000-20,000 documents).
- ♦ Continue working with our GIS consultant to improve accuracy and correct errors in base data layers of the City's online mapping system. Improve accuracy and add needed information to our master address database which is an important layer in our GIS and provides base address data to multiple applications for City staff.
- ♦ Complete migration of all City computer users from Citrix to Office 365. Once this migration is complete, develop strategy and start city wide implementation of myriad office automation features provided by Office 365 to increase staff productivity, collaboration with co-workers, and cloud based data integrity.
- ♦ Complete year two of three year plan to replace all city desktop, laptop, and personal office printers.
- ♦ Depending on cost and possible alternatives, replace our aging SAN (Storage Access Network) in City Hall's data center as this model will be end of life in 2020.
- ♦ Discuss with Finance feasibility to create an emergency technology replacement fund to provide backup funding in the event of unforeseen failure of primary data center systems, HVAC, fire/flooding, UPS power system.
- ♦ Provide training for IT staff on new system acquisitions in Wifi, security, Office 365, and GIS.
- ♦ Continue active membership in MISAC and attend annual conference.

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City of San Bruno
 Department of Information Technology - IT Revenue & Expenditure
 Fiscal Year FY2020-21
 Department 707-1530

Revenues

Account	Revenue Account Title	FY2019-20 Amended Budget	FY2020-21 Budget	\$ Change in Budget - FY20 vs FY21	Notable Changes
4911	OPERATING CHARGES	\$ 833,000	\$ 1,058,000	\$ 225,000	Internal service fund department support
4999	NON-OPERATING TRANSFERS	179,889	-	(179,889)	Transfer in to meet Reserve Policy target
(A)	Total Revenues	\$ 1,012,889	\$ 1,058,000	\$ 45,111	

Expenditures

Account	Expenditure Account Title	FY2019-20 Amended Budget	FY2020-21 Budget	\$ Change in Budget - FY20 vs FY21	Notable Changes
	Salaries	\$ 346,081	\$ 337,919	\$ (8,162)	Budget balancing strategies to reduce salary expense and hold positions vacant
	Fringe Benefits	\$ 199,747	\$ 210,278	\$ 10,531	Health insurance and pension increase
	Total Salaries & Benefits	\$ 545,828	\$ 548,197	\$ 2,369	
6001	OFFICE SUPPLIES	400	400	-	
6102	OPERATING SUPPLIES	19,500	19,500	-	
6112	POSTAGE	-	-	-	
6304	MAINTENANCE	22,950	88,935	65,985	Cisco Hardware and Managed Services
6401	PROFESSIONAL SERVICES	86,250	56,400	(29,850)	GIS project decreased
6403	PERSONNEL SERVICES	-	-	-	
6405	TRAINING/MEETINGS/CONFERENCES	21,995	17,000	(4,995)	
6406	PROFESSIONAL DEVELOPMENT	1,000	1,000	-	
6450	COMMUNICATIONS	11,000	32,600	21,600	CityNet bill back service
6541	LICENSING FEES	153,660	163,270	9,610	Palo Alto mgmt system and MS Office 365 enhancement
6601	RENTAL & LEASES	23,000	28,600	5,600	
6650	TOOLS & EQPT. -\$25K	89,400	61,575	(27,825)	Removed FY20 one-time digital plan check
6701	DUES & MEMBERSHIPS	290	290	-	
6703	TRAVEL/VEHICLE USE	375	375	-	
	Total Supplies & Materials	\$ 429,820	\$ 469,945	\$ 40,125	
7901	INTERNAL SERVICE ALLOCATIONS	11,220	18,611	7,391	
	Total Other Charges	\$ 11,220	\$ 18,611	\$ 7,391	
(B)	Total Expenditures	\$ 986,868	\$ 1,036,753	\$ 49,885	
(A) - (B)	Surplus ((Deficit)	\$ 26,021	\$ 21,247	\$ (4,774)	

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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

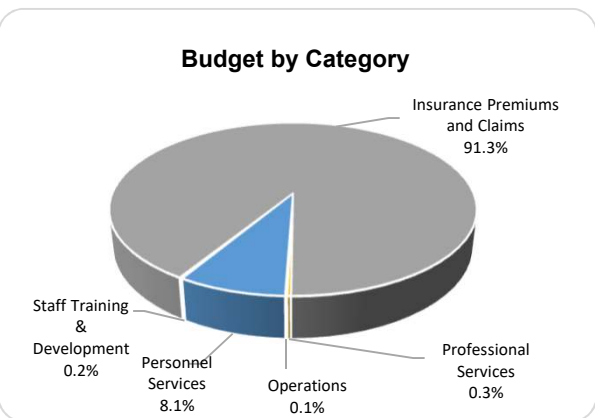
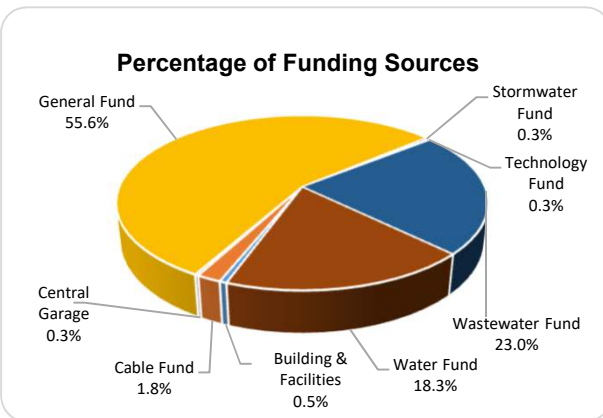
The summary below presents an estimate of the amount of staff time that is spent working on activities associated with Self Insurance programs.

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 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Amended Budget	FY 2020-21 Budget
Operating Charges	\$ 2,078,553	\$ 2,246,554	\$ 2,246,554	\$ 2,846,554
Reimbursements	\$ 359,184	\$ 194,135	\$ -	\$ -
Total:	\$ 2,437,737	\$ 2,440,689	\$ 2,246,554	\$ 2,846,554

Budgeted Expenses	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Amended Budget	FY 2020-21 Budget
Personnel Services	\$ 189,465	\$ 203,854	\$ 213,615	\$ 214,496
Staff Training & Development	\$ -	\$ 755	\$ 5,825	\$ 5,825
Insurance Premiums and Claims	\$ 3,523,140	\$ 2,446,339	\$ 2,215,028	\$ 2,425,370
Professional Services	\$ 80,791	\$ 7,200	\$ 7,400	\$ 7,400
Operations	\$ 56	\$ -	\$ 3,500	\$ 3,500
Capital Purchase	\$ -	\$ 41,729	\$ -	\$ -
Total:	\$ 3,793,451	\$ 2,658,148	\$ 2,445,368	\$ 2,656,591



Budgeted Expenses by Ins. Type	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	FY 2020-21 Budget
Workers' Compensation	\$ 1,870,751	\$ 876,512	\$ 1,072,635	\$ 1,072,635
General Liabilities	1,921,657	1,343,842	1,557,756	1,747,719
Unemployment Insurance	1,044	26,200	26,200	26,200
Total:	\$ 3,793,452	\$ 2,246,554	\$ 2,656,591	\$ 2,846,554

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City of San Bruno

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

Fiscal Year FY2020-21

Department 711-1540 / 1550 / 1570

Revenues

Account	Revenue Account Title	FY2019-20 Amended Budget	FY2020-21 Budget	\$ Change in Budget - FY20 vs FY21	Notable Changes
4911	OPERATING CHARGES	\$ 2,246,554	\$ 2,846,554	\$ 600,000	Increased Department Allocations to fund balance of Self Insurance Fund
4993	REIMBURSEMENTS	\$ -	\$ -	-	
(A)	Total Revenues	2,246,554	2,846,554	600,000	

Expenditures

Account	Expenditure Account Title	FY2019-20 Amended Budget	FY2020-21 Budget	\$ Change in Budget - FY20 vs FY21	Notable Changes
	Salaries	\$58,446	\$56,437	(\$2,009)	Budget balancing strategies to reduce salary expense and hold positions vacant.
	Fringe Benefits	\$33,209	\$34,773	\$1,564	
6401	PROFESSIONAL SERVICES	\$2,100	\$2,100	\$0	
6405	TRAINING/MEETINGS/CONFERENCES	\$5,600	\$5,600	\$0	
6408	MEDICAL EXAMS	\$3,500	\$3,500	\$0	
6521	INSURANCE PREMIUMS	\$150,000	\$150,000	\$0	
6525	CLAIMS	\$620,000	\$710,000	\$90,000	Increased projected claim activity
6529	OTHER INSURANCE COSTS	\$90,000	\$110,000	\$20,000	
6701	DUES & MEMBERSHIPS	\$225	\$225	\$0	
	Supplies & Materials	\$871,425	\$981,425	\$110,000	
	Total Workers Compensation	\$963,080	\$1,072,635	\$109,555	
	Salaries	\$82,431	\$80,815	(\$1,616)	
	Fringe Benefits	\$39,529	\$42,471	\$2,942	
6401	PROFESSIONAL SERVICES	\$4,100	\$4,100	\$0	
6419	OTHER SERVICES	\$0	\$0	\$0	
6450	COMMUNICATIONS	\$0	\$0	\$0	
6521	INSURANCE PREMIUMS	\$1,052,628	\$1,142,970	\$90,342	Increased General Liability Premiums due to increased property values and Insurance market
6525	CLAIMS	\$287,400	\$287,400	\$0	
	Supplies & Materials	\$1,344,128	\$1,434,470	\$90,342	
8020	CONSTRUCTION IN PROGRESS	\$0	\$0	\$0	
	Total General Liability	\$1,466,088	\$1,557,756	\$91,668	
6401	PROFESSIONAL SERVICES	\$1,200	\$1,200	\$0	
6525	CLAIMS	\$15,000	\$25,000	\$10,000	Increased projected claim activity
	Total Unemployment	\$16,200	\$26,200	\$10,000	
(B)	Total Expenditures	\$2,445,368	\$2,656,591	\$211,223	
(A) - (B)	Surplus ((Deficit)	(198,814)	189,963	388,777	

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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 2020-21

Department 131-3334

Description - Fees required by City ordinance to address the residents future housing needs.

Revenues

Account	Revenue Account Title	FY2019-20 Amended Budget	FY2020-21 Budget	\$ Change in Budget - FY20 vs FY21	Notable Changes
4391	INVESTMENT INCOME	\$ 40,000	\$ 40,000	\$ -	
(A)	Total Revenues	\$ 40,000	\$ 40,000	\$ -	

Expenditures

Account	Expenditure Account Title	FY2019-20 Amended Budget	FY2020-21 Budget	\$ Change in Budget - FY20 vs FY21	Notable Changes
6401	PROFESSIONAL SERVICES	109,850	42,350	(67,500)	FY2019-20 amended budget: Consulting service for Affordable Housing Impact Fee Fund Implementation Plan
(B)	Total Expenditures	\$ 109,850	\$ 42,350	\$ (67,500)	
(A) - (B)	Surplus / (Deficit)	\$ (69,850)	\$ (2,350)	\$ 67,500	

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City of San Bruno
Area Agency on Aging
 Fiscal Year 2020-21

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	FY2019-20 Amended Budget	FY2020-21 Budget	\$ Change in Budget - FY20 vs FY21	Notable Changes
4474	FEDERAL GRANTS	\$ 154,270	\$ 167,270	\$ 13,000	Area Agency on Aging grant
4930	DONATIONS & CONTRIBUTIONS	75,200	36,700	(38,500)	Private donations
(A)	Total Revenues	\$ 229,470	\$ 203,970	\$ (25,500)	

Expenditures

Account	Expenditure Account Title	FY2019-20 Amended Budget	FY2020-21 Budget	\$ Change in Budget - FY19 vs FY20	Notable Changes
5102	PART-TIME SALARIES	\$ 29,055	\$ 29,055	\$ -	Portion of Senior Services Transportation - program salary paid by Area Agency on Aging grant.
	Total Salaries & Benefits	\$ 29,055	\$ 29,055	\$ -	
6102	OPERATING SUPPLIES	125,215	138,082	12,867	Portion of Senior Services Nutrition program food cost paid by Area Agency on Aging grant.
	Total Supplies & Materials	\$ 125,215	\$ 138,082	\$ 12,867	
8999	NON-OPERATING TRANSFER	75,000	36,700	(38,300)	Transfer donations to the General Fund to support Senior Services Nutrition and Transportation program.
	Total Allocations	\$ 75,000	\$ 36,700	\$ (38,300)	
(B)	Total Expenditures	\$ 229,270	\$ 203,837	\$ (25,433)	
(A) - (B)	Surplus / (Deficit)	\$ 200	\$ 133	\$ (67)	

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City of San Bruno

Police Grant - Police Asset Forfeiture Expenditure

Fiscal Year FY2020-21

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

Revenues

Account	Revenue Account Title	FY2019-20 Amended Budget	FY2019-20 Budget	\$ Change in Budget - FY20 vs FY21	Notable Changes
4391	INVESTMENT INCOME	\$ 5,000	\$ 4,000	(1,000)	
4680	FEDERAL EQUITABLE SHARING FUNDS	100,000	110,000	10,000	
4683	ASSET FORFEITURE ALLOCATION	5,000	3,000	(2,000)	
(A)	Total Revenues	\$ 110,000	\$ 117,000	\$ 7,000	

Expenditures

Account	Expenditure Account Title	FY2019-20 Amended Budget	FY2019-20 Budget	\$ Change in Budget - FY20 vs FY21	Notable Changes
PROJECT # 80942 – Equitable Sharing - AIRPORT					
6405	TRAINING/MEETINGS/CONFERENCES	\$ 50,000	\$ 50,000	\$ -	
6419	OTHER SERVICES	-	-	-	
6650	TOOLS & EQPT. -\$25K	106,000	250,000	144,000	Carry over Unmanned Ariel System (UAS) (\$35,000). Automobile license readers to support the City's parking initiatives (\$65,000). Add ALPR and cameras mounted at entry and exit points to the City (\$50,000).
8014	OTHER EQUIPMENT	90,072	100,382	10,310	Body Camera Program (Year 4)
8999	NON-OPERATING TRANSFER	78,000	272,000	194,000	Transfer to Dispatch and Records capital project (\$72,000) and budget balancing strategies to transfer additional (\$200,000) DEA Airport support from Equitable Sharing to Police Operating budget
Total Expenditures Project# 80942		\$ 324,072	\$ 672,382	\$ 348,310	
PROJECT # 80944 - Asset Forfeiture - San Mateo County DARE/DAE					
6502	COMMUNITY PROMOTION	7,500	7,500	-	
Total Expenditures Project# 80944		\$ 7,500	\$ 7,500	\$ -	
(B)	Total Expenditures	\$ 331,572	\$ 679,882	\$ 348,310	
(A) - (B)	Surplus / (Deficit)	\$ (221,572)	\$ (562,882)	\$ (341,310)	

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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:

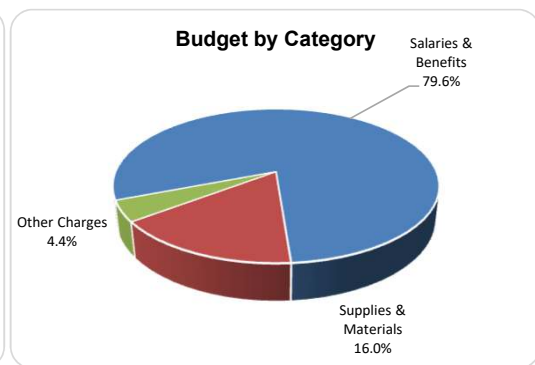
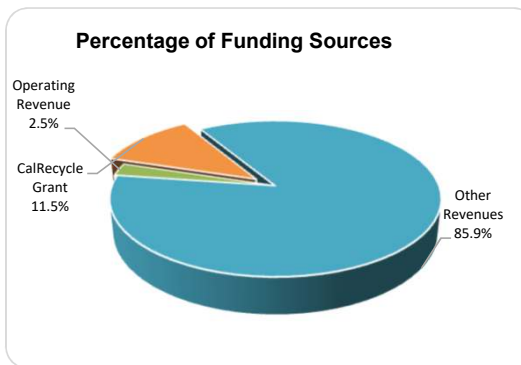
- **Discretionary Customer Service Activities**
Assists with the implementation of resident and business engagement efforts such as Operation Clean Sweep, the Green Business program, and others. Identify funding opportunities to increase citywide beautification efforts.
- **Best Practices to Optimize 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 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
	Actual	Actual	Amended Budget	Budget
Investment Income	\$ 3,804	\$ 6,559	\$ 3,500	\$ 2,500
Other State Grants	\$ 11,604	\$ 23,198	\$ 11,685	11,300
Assessments Revenue	\$ 80,984	\$ 83,270	\$ 83,034	84,379
Reimbursements	\$ 14,679	\$ 19,065	\$ -	-
Total:	\$ 111,071	\$ 132,092	\$ 98,219	\$ 98,179

Budgeted Expenditures	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
	Actual	Actual	Amended Budget	Budget
Salaries & Benefits	\$ 33,467	\$ 45,489	\$ 62,124	\$ 64,429
Supplies & Materials	\$ 29,383	\$ 22,323	\$ 14,450	12,950
Other Charges	\$ 2,865	\$ 3,051	\$ 3,467	3,559
Total:	\$ 65,715	\$ 70,863	\$ 80,041	\$ 80,938



Performance and Workload Measures	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
	Actual	Actual	Estimated	Target
Number of Operation Clean Sweep volunteers	250	250	250	250
Average amount of waste diversion per capita per year	3.5	3.5	3.5	3.5

Goals and Accomplishments

FY2019-20 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 2019 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 FY2020-21

Department 122-4130

Revenues

Account	Revenue Account Title	FY2019-20 Amended Budget	FY2020-21 Budget	\$ Change in Budget - FY20 vs FY21	Notable Changes
4391	INVESTMENT INCOME	\$ 3,500	\$ 2,500	\$ (1,000)	Lower Interest rates projected
4439	OTHER STATE GRANTS	11,685	11,300	(385)	
4910	ASSESSMENTS REVENUE	83,034	84,379	1,345	
4993	REIMBURSEMENTS	-	-	-	
(A)	Total Revenues	\$ 98,219	\$ 98,179	\$ (40)	

Expenditures

Account	Expenditure Account Title	FY2019-20 Amended Budget	FY2020-21 Budget	\$ Change in Budget - FY20 vs FY21	Notable Changes
	SALARIES	\$ 37,881	\$ 37,812	\$ (69)	Budget balancing strategies to reduce salary expense and hold positions vacant.
	FRINGE BENEFITS	24,243	26,617	2,374	Increase in fringe benefits
	Total Salaries & Benefits	\$ 62,124	\$ 64,429	\$ 2,305	
6001	OFFICE SUPPLIES	\$ 100	\$ 100	\$ -	
6102	OPERATING SUPPLIES	3,500	2,000	(1,500)	Reduced Litter clean-up supplies for Clean Sweep
6112	POSTAGE	850	850	-	
6502	COMMUNITY PROMOTION	10,000	10,000	-	
	Total Supplies & Materials	\$ 14,450	\$ 12,950	\$ (1,500)	
7902	INTERDEPARTMENTAL CHARGES	\$ 3,467	\$ 3,559	\$ 92	Slight increase in Department Allocations
	Total Other Charges	\$ 3,467	\$ 3,559	\$ 92	
8020	CONSTRUCTION IN PROGRESS	\$ -	\$ -	\$ -	
	Total Capital Outlays	\$ -	\$ -	\$ -	
(B)	Total Expenditures	\$ 80,041	\$ 80,938	\$ 897	
(A) - (B)	Surplus ((Deficit)	\$ 18,178	\$ 17,241	\$ (937)	

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**City of San Bruno
Restricted Revenue**

Fiscal Year 2020-21
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	FY2019-20 Amended Budget	FY2020-21 Budget	\$ Change in Budget - FY20 vs FY21	Notable Changes
4930	DONATIONS & RESTRICTED REVENUES	\$ 277,000	\$ 162,000	\$ (115,000)	Private donations and restricted building permit revenue, such as city art, document imaging, general plan maintenance, and technology fees.
4999	NON-OPERATING TRANSFERS	-	10,889	10,889	Return unspent capital improvement funds
(A)	Total Revenues	\$ 277,000	\$ 172,889	\$ (104,111)	

Expenditures

Account	Expenditure Account Title	FY2019-20 Amended Budget	FY2020-21 Budget	\$ Change in Budget - FY20 vs FY21	Notable Changes
	Total Salaries & Benefits	\$ -	\$ -	\$ -	
6102	OPERATING SUPPLIES	8,000	8,000	-	
6401	PROFESSIONAL SERVICES	101,415	24,000	(77,415)	FY21 ongoing enhancement for Housing Element Update (\$12,000)
6409	SPECIAL PROJECTS	30,730	19,500	(11,230)	Art projects for Community Day in the Park and traffic signal controller box
6419	OTHER SERVICES	3,200	63,200	60,000	Service to relocate reflections art sculpture
6650	TOOLS & EQUIP	106,200	6,125	(100,075)	Senior Center tables for daily lunch program, private rentals, evening City meetings, classes, and programs
6702	PUBS & SUBSCRIPTIONS	600	600	-	
	Total Supplies & Materials	\$ 250,145	\$ 121,425	\$ (128,720)	
8999	NON-OPERATING TRANSFER	75,000	310,146	235,146	Transfer Ed Johnson Bequest funds (\$12,146) to Library operations for computer cabling installation and Library Construction donations (\$298,000) to Library HVAC capital improvement program project.
	Total Allocations	\$ 75,000	\$ 310,146	\$ 235,146	
(B)	Total Expenditures	\$ 325,145	\$ 431,571	\$ 106,426	
(A) - (B)	Surplus / (Deficit)	\$ (48,145)	\$ (258,682)	\$ (210,537)	

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FY2021-25 Capital Improvement Program

Capital Improvement Program (Insert Divider)

FY2021-25 Capital Improvement Program

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FY2021-25 Capital Improvement Program

Financial Summaries (Insert Divider)

FY2021-25 Capital Improvement Program

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FY2021-25 Capital Improvement Program

FY2020-21 Program Funding Summary

Fund	Estimated Carry-Over	New Request	Total Funding for FY2020-21
Water Capital Program	\$ 21,330,461	\$ 857,159	\$ 22,187,620
Wastewater Capital Program	21,139,486	1,660,544	22,800,030
Stormwater Capital Program	1,650,799	(317,851)	1,332,948
CityNet Services Capital Program	352,282	(352,282)	-
Parks Capital Program	5,721,799	(249,307)	5,472,492
Police Department	227,141	-	227,141
Facilities Capital Program	5,197,653	15,900,145	21,097,798
Street Capital Program	4,814,570	3,001,829	7,816,398
Technology Capital Program	110,889	276,111	387,000
Total	\$ 60,545,080	\$ 20,776,347	\$ 81,321,427

FY2021-25 Capital Improvement Program

FY2021-25 Five-Year Summary Project Category

Project Category	FY2020-21			FY2021-25				Total	Unfunded Priorities
	Estimated Carryover	New Request	Total Appropriations	FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2021-25 Budget	
Water	\$ 21,330,461	\$ 857,159	\$ 22,187,620	\$ 18,400,000	\$ 6,400,000	\$ 8,600,000	\$ 11,400,000	\$ 66,987,620	\$ -
Wastewater	21,139,486	1,660,544	22,800,030	12,610,000	9,530,000	3,770,000	8,310,000	57,020,030	-
Stormwater	1,650,799	(317,851)	1,332,948	1,500,000	-	-	-	2,832,948	-
CityNet Services	352,282	(352,282)	-	-	-	-	-	-	-
Parks	5,721,799	(249,307)	5,472,492	1,165,000	1,100,000	-	-	7,737,492	-
Police Department	227,141	-	227,141	-	-	-	-	227,141	-
Facilities	5,197,653	15,900,145	21,097,798	34,600,000	-	-	-	55,697,798	-
Street Improvements	4,814,569	3,001,829	7,816,398	4,682,000	2,750,000	500,000	-	15,748,398	-
Technology	110,889	276,111	387,000	200,000	100,000	-	-	687,000	-
Unfunded Priorities	-	-	-	-	-	-	-	-	501,164,999
Total	\$ 60,545,079	\$ 20,776,348	\$ 81,321,427	\$ 73,157,000	\$ 19,880,000	\$ 12,870,000	\$ 19,710,000	\$ 206,938,427	\$ 501,164,999

FY2021-25 Capital Improvement Program

FY2021-25 Five-Year Summary Funding Source

Funding Source	FY2020-21			FY2021-25				Total FY2021-25 Budget	Unfunded Priorities
	Estimated Carryover	New Request	Total Appropriations	FY2021-22	FY2022-23	FY2023-24	FY2024-25		
CityNet Services Fund	368,949	(352,282)	16,667	-	-	-	-	16,667	-
CNRAFund	913,333	-	913,333	-	-	-	-	913,333	-
Crestmoor Trust Fund	4,077,492	-	4,077,492	-	-	-	-	4,077,492	-
Emergency Disaster Reserve Fund	265,000	-	265,000	-	-	-	-	265,000	-
EPA WQIF	199,321	-	199,321	-	-	-	-	199,321	-
Equipment Reserve Fund	149,141	(72,000)	77,141	-	-	-	-	77,141	-
Gas Tax	1,154,443	257,500	1,411,943	790,000	250,000	250,000	-	2,701,943	-
Gas Tax (SB1) RMRA	-	726,000	726,000	-	-	-	-	726,000	-
General Fund Capital Reserve	2,736,598	(1,228,013)	1,508,585	2,115,000	200,000	-	-	3,823,585	-
Highway Safety Improvement Program	72,000	-	72,000	-	-	-	-	72,000	-
Library Construction Donations	-	298,000	298,000	-	-	-	-	298,000	-
Measure A	1,871,269	969,041	2,840,310	750,000	250,000	250,000	-	4,090,310	-
Measure G	-	405,000	405,000	200,000	-	-	-	605,000	-
Measure W	-	400,000	400,000	-	-	-	-	400,000	-
MTC OBAG 2 Grant	799,393	-	799,393	792,000	-	-	-	1,591,393	-
MTC TDA Article 3 Grant	364,922	-	364,922	-	-	-	-	364,922	-
Park-In-Lieu	-	-	-	-	-	-	-	-	-
PG&E Settlement	-	1,000,000	1,000,000	1,000,000	1,000,000	-	-	3,000,000	-
Police Asset Forfeiture Fund - Equitable Sharing (80942)	78,000	72,000	150,000	-	-	-	-	150,000	-
Private Contributions	7,500	-	7,500	-	-	-	-	7,500	-
Rule 20A Allocations	-	400,000	400,000	2,000,000	2,250,000	-	-	4,650,000	-
Safe Routes to Transit	75,114	-	75,114	-	-	-	-	75,114	-
San Bruno Community Foundation	4,627,160	15,000,000	19,627,160	23,500,000	-	-	-	43,127,160	-
San Mateo County Measure K Grant	150,000	-	150,000	-	-	-	-	150,000	-
SMC Transportation Authority Grant	103,897	-	103,897	-	-	-	-	103,897	-
Streets Capital RDA	713	(713)	0	-	-	-	-	0	-
To Be Determined	-	445,000	445,000	11,000,000	-	-	-	11,445,000	-
Technology Fee	10,889	(10,889)	-	-	-	-	-	-	-
Unfunded	-	-	-	-	-	-	-	-	501,164,999
Wastewater Fund	21,164,486	1,635,544	22,800,030	12,610,000	9,530,000	3,770,000	8,310,000	57,020,030	-
Water Fund	21,355,461	832,159	22,187,620	18,400,000	6,400,000	8,600,000	11,400,000	66,987,620	-
Total	\$ 60,545,080	\$ 20,776,348	\$ 81,321,427	\$ 73,157,000	\$ 19,880,000	\$ 12,870,000	\$ 19,710,000	\$ 206,938,427	\$ 501,164,999

FY2021-25 Capital Improvement Program

FY2021-25 Five-Year Summary by Project

Water Capital Project Title	Prior Appropriations	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total FY2021-25 Budget
		Estimated Carryover	New Request	Total Appropriations					
Advanced Water Meter	6,016,610	1,172,737	-	1,172,737	-	-	-	-	1,172,737
Commodore Park Well Replacement	2,483,016	1,812,751	-	1,812,751	-	-	-	-	1,812,751
Main Improvement and Replacement Program	14,639,415	6,659,957	3,616,236	10,276,193	300,000	6,200,000	3,400,000	6,200,000	26,376,193
Pressure Reg. Station Improvement & Replacement	2,046,000	1,522,973	69,305	1,592,278	400,000	-	-	-	1,992,278
Pump Station Improvement & Replacement	1,510,000	845,862	2,250,000	3,095,862	3,000,000	-	-	-	6,095,862
Tank Improvement and Replacement Program	10,643,042	8,937,799	(4,900,000)	4,037,799	14,500,000	-	5,000,000	5,000,000	28,537,799
Well Rehabilitation	991,469	378,382	(178,382)	200,000	200,000	200,000	200,000	200,000	1,000,000
Total	38,329,552	21,330,461	857,159	22,187,620	18,400,000	6,400,000	8,600,000	11,400,000	66,987,620

Wastewater Capital Project Title	Prior Appropriations	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total FY2021-25 Budget
		Estimated Carryover	New Request	Total Appropriations					
Main Improvement and Replacement	25,488,220	12,044,975	(339,456)	11,705,519	10,610,000	7,530,000	1,770,000	6,310,000	37,925,519
Pump Station Improvement and Replacement	10,760,000	5,612,327	-	5,612,327	-	-	-	-	5,612,327
Water Quality Control Plant Upgrades	7,301,387	3,482,184	2,000,000	5,482,184	2,000,000	2,000,000	2,000,000	2,000,000	13,482,184
Total	43,549,607	21,139,486	1,660,544	22,800,030	12,610,000	9,530,000	3,770,000	8,310,000	57,020,030

Stormwater Capital Project Title	Prior Appropriations	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total FY2021-25 Budget
		Estimated Carryover	New Request	Total Appropriations					
Crestmoor Canyon Slope Stability Project	1,322,823	414,821	(274,821)	140,000	-	-	-	-	140,000
Green Infrastructure Development Plan	150,000	13,802	(13,802)	-	-	-	-	-	-
Regional Stormwater Capture	1,113,333	1,112,654	-	1,112,654	-	-	-	-	1,112,654
Spyglass Drive Storm Drain Improvements	370,000	30,294	-	30,294	1,500,000	-	-	-	1,530,294
Trash Capture Device Installation	350,000	79,228	(29,228)	50,000	-	-	-	-	50,000
Total	3,306,156	1,650,799	(317,851)	1,332,948	1,500,000	-	-	-	2,832,948

FY2021-25 Capital Improvement Program

FY2021-25 Five-Year Summary by Project

CityNet Services Capital Project Title	Prior Appropriations	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total FY2021-25 Budget
		Estimated Carryover	New Request	Total Appropriations					
CityNet Equipment Program	598,873	352,282	(352,282)	-	-	-	-	-	
Total	598,873	352,282	(352,282)	-	-	-	-	-	

Parks Capital Project Title	Prior Appropriations	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total FY2021-25 Budget
		Estimated Carryover	New Request	Total Appropriations					
Climate Action Plan	60,208	11,376	(11,376)	-	-	-	-	-	
Commodore Dog Park Improvements	-	-	-	-	40,000	100,000	-	-	140,000
Crestmoor Canyon Wildfire Mitigation	125,000	125,000	1,000,000	1,125,000	1,000,000	1,000,000	-	-	3,125,000
Crestmoor Neighborhood Reconstruction	34,322,232	4,077,492	-	4,077,492	-	-	-	-	4,077,492
Florida Avenue Park	1,863,432	1,358,381	(1,263,381)	95,000	-	-	-	-	95,000
Park Pathways	175,300	(450)	450	-	125,000	-	-	-	125,000
Tom Lara Granstand	150,000	150,000	25,000	175,000	-	-	-	-	175,000
Total	36,696,172	5,721,799	(249,307)	5,472,492	1,165,000	1,100,000	-	-	7,737,492

Police Department Capital Project Title	Prior Appropriations	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total FY2021-25 Budget
		Estimated Carryover	New Request	Total Appropriations					
Radio System Replacement	448,000	77,141	-	77,141	-	-	-	-	77,141
Dispatch Ergonomic Upgrade	105,000	105,000	-	105,000	-	-	-	-	105,000
Records Ergonomic Upgrade	45,000	45,000	-	45,000	-	-	-	-	45,000
Total	598,000	227,141	-	227,141	-	-	-	-	227,141

FY2021-25 Capital Improvement Program

FY2021-25 Five-Year Summary by Project

Facilities Capital Project Title	Prior Appropriations	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total FY2021-25 Budget
		Estimated Carryover	New Request	Total Appropriations					
CityNet Facility Improvements	56,000	16,667	-	16,667	-	-	-	-	16,667
City Facilities Door Access & Management Systems	-	-	-	-	100,000	-	-	-	100,000
Fire Station 52 Facility Improvements	200,000	156,477	-	156,477	-	-	-	-	156,477
Fire Station 52 Replacement	350,000	212,941	-	212,941	-	-	-	-	212,941
Library Generator	-	-	35,000	35,000	-	-	-	-	35,000
Library: HVAC	-	-	359,000	359,000	-	-	-	-	359,000
Police Station Facility: HVAC	100,000	100,000	205,000	305,000	-	-	-	-	305,000
Public Works Corp Yard Facility Improvements	50,000	50,000	(50,000)	-	-	-	-	-	-
Recreation & Aquatic Center	11,500,000	4,567,713	14,000,000	18,567,713	34,500,000	-	-	-	53,067,713
Senior Center Parking Lot Improvements	291,646	93,855	206,145	300,000	-	-	-	-	300,000
Senior Center Trash Enclosure	-	-	145,000	145,000	-	-	-	-	145,000
Tom Lara Field Parking Lot Rehabilitation	-	-	1,000,000	1,000,000	-	-	-	-	1,000,000
Total	12,547,646	5,197,653	15,900,145	21,097,798	34,600,000	-	-	-	55,697,798

FY2021-25 Capital Improvement Program

FY2021-25 Five-Year Summary by Project

Streets Capital Project Title	Prior Appropriations	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total FY2021-25 Budget
		Estimated Carryover	New Request	Total Appropriations					
Accessible Pedestrian Ramps at Various Locations	495,000	159,919	14,288	174,207	100,000	-	-	-	274,207
BART Right-Of-Way Transfer	75,000	53,322	-	53,322	-	-	-	-	53,322
Bicycle & Pedestrian Improvement Program	797,200	743,284	60,000	803,284	1,002,000	-	-	-	1,805,284
Crystal Springs Road Utility Undergrounding Project Phase I	-	-	400,000	400,000	2,250,000	2,250,000	-	-	4,900,000
Downtown Parking Lot Improvements	100,000	98,459	(98,459)	-	-	-	-	-	-
Downtown Parking Meters	-	-	150,000	150,000	150,000	-	-	-	300,000
Pavement Management Program	2,136,000	2,056,449	1,756,000	3,812,449	-	-	-	-	3,812,449
Pedestrian Safety and Traffic-Calming Program	1,430,952	1,225,308	100,000	1,325,308	100,000	100,000	100,000	-	1,625,308
Scott Street Grade Separation	100,000	70,348	20,000	90,348	-	-	-	-	90,348
Sidewalk Repair Program	207,500	204,059	200,000	404,059	400,000	400,000	400,000	-	1,604,059
Streetlight Pole Replacement Program	-	-	400,000	400,000	400,000	-	-	-	800,000
Traffic Signal Rehabilitation Program	1,021,883	24,410	-	24,410	280,000	-	-	-	304,410
Transit Corridor Pedestrian Connection Improvement	1,320,000	179,011	-	179,011	-	-	-	-	179,011
Total	7,683,535	4,814,569	3,001,829	7,816,398	4,682,000	2,750,000	500,000	-	15,748,398

Technology Capital Project Title	Prior Appropriations	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total FY2021-25 Budget
		Estimated Carryover	New Request	Total Appropriations					
Digital Permit and Mgmt System Improvement	94,000	10,889	(10,889)	-	-	-	-	-	-
Strategic Software Needs Assessment and Upgrade	50,000	50,000	50,000	100,000	-	-	-	-	100,000
Data Security, Business Continuity, Disaster Recovery Improvement	50,000	50,000	237,000	287,000	200,000	100,000	-	-	587,000
Total	194,000	110,889	276,111	387,000	200,000	100,000	-	-	687,000

FY2021-25 Capital Improvement Program

FY2021-25 Five-Year Summary by Project

Unfunded Priorities Project Title	Prior Appropriations	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total FY2021-25 Budget
		Estimated Carryover	New Request	Total Appropriations					
City Facilities Replacement	187,000,000	-	-	-	-	-	-	-	-
Stormwater Infrastructure Improvement	25,500,000	-	-	-	-	-	-	-	-
Other Improvement	288,664,999	-	-	-	-	-	-	-	-
Total	501,164,999	-	-	-	-	-	-	-	-

Grand Total	Prior Appropriations	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total FY2021-25 Budget
		Estimated Carryover	New Request	Total Appropriations					
Grand Total	644,668,540	60,545,079	20,776,348	81,321,427	73,157,000	19,880,000	12,870,000	19,710,000	206,938,427

FY2021-25 Capital Improvement Program

Water Capital
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FY2021-25 Capital Improvement Program

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Water Capital

FY2021-25 Five-Year Summary by Project and Funding Source

Funding Sources	Prior Appropriations	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total FY2021-25 Budget
		Estimated Carryover	New Request	Total Appropriations					
Water Fund	\$ 38,329,552	\$ 21,330,461	\$ 857,159	\$ 22,187,620	\$ 18,400,000	\$ 6,400,000	\$ 8,600,000	\$ 11,400,000	\$ 66,987,620

Project Title	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2021-25 Budget
Advanced Water Meter	\$ 6,016,610	\$ 1,172,737	\$ -	\$ 1,172,737	\$ -	\$ -	\$ -	\$ -	\$ 1,172,737
Acappella Well Project	2,483,016	1,812,751	-	1,812,751	-	-	-	-	1,812,751
Main Improvement and Replacement Program	14,639,415	6,659,957	3,616,236	10,276,193	300,000	6,200,000	3,400,000	6,200,000	26,376,193
Pressure Reg. Station Improvement & Replacemen	2,046,000	1,522,973	69,305	1,592,278	400,000	-	-	-	1,992,278
Pump Station Improvement & Replacement	1,510,000	845,862	2,250,000	3,095,862	3,000,000	-	-	-	6,095,862
Tank Improvement and Replacement Program	10,643,042	8,937,799	(4,900,000)	4,037,799	14,500,000	-	5,000,000	5,000,000	28,537,799
Well Rehabilitation	991,469	378,382	(178,382)	200,000	200,000	200,000	200,000	200,000	1,000,000
Total	\$ 38,329,552	\$ 21,330,461	\$ 857,159	\$ 22,187,620	\$ 18,400,000	\$ 6,400,000	\$ 8,600,000	\$ 11,400,000	\$ 66,987,620

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

Well Replacement

Acappella Well Project (Commodore Park Well Replacement)

PROJECT #: 84709

Total Project Budget: \$ 2,483,016

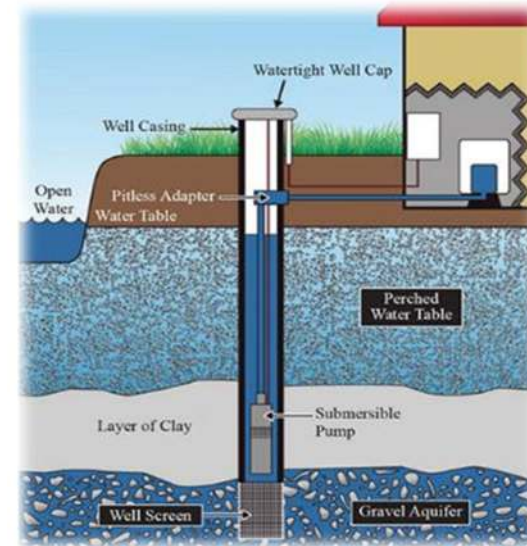
DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total FY2021-25 Budget
		Estimated Carryover	New Request	Total Appropriations					
Water Fund	\$ 2,483,016	\$ 1,812,751	\$ -	\$ 1,812,751	\$ -	\$ -	\$ -	\$ -	\$ 1,812,751

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2021-25 Budget
Construction	2,436,377	1,812,751	-	1,812,751	-	-	-	-	1,812,751
Total	\$ 2,483,016	\$ 1,812,751	\$ -	\$ 1,812,751	\$ -	\$ -	\$ -	\$ -	\$ 1,812,751

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 FY 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 FY 2016-17 which resolved ingress and egress issues. Design is anticipated to begin in 2021.



Project Details

Initial Funding Year	FY2009-10
Target Completion Year	FY2021-22
Expended as of June 30, 2019	\$ 670,265

Water Capital

Water Meters

Advanced Water Meter

PROJECT #: 84132

Total Project Budget: \$ 6,016,610

DEPARTMENT: Public Works	Prior Appropriations	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total FY2021-25 Budget
		Estimated Carryover	New Request	Total Appropriations					
FUNDING SOURCES									
Water Fund	\$ 6,016,610	\$ 1,172,737	\$ -	\$ 1,172,737	\$ -	\$ -	\$ -	\$ -	\$ 1,172,737
PROJECT APPROPRIATIONS									
Installation	\$ 6,016,610	\$ 1,172,737	\$ -	\$ 1,172,737	\$ -	\$ -	\$ -	\$ -	\$ 1,172,737

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 FY 2016-17. Several commercial water meters were installed in FY2018-19 and FY2019-20. Installation of the remaining advanced meters at all commercial premises will be completed in FY2020-21.



Project Details

Initial Funding Year	FY2013-14
Target Completion Year	FY2020-21
Expended as of June 30, 2019	\$ 4,843,873

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: \$ 34,355,651

DEPARTMENT: Public Works		FY2020-21							Total
FUNDING SOURCES	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2021-25 Budget
Water Fund	\$ 14,639,415	\$ 6,659,957	\$ 3,616,236	\$ 10,276,193	\$ 300,000	\$ 6,200,000	\$ 3,400,000	6,200,000	\$ 26,376,193
PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2021-25 Budget
Design	\$ 1,848,975	\$ 603,563	\$ -	\$ 603,563	\$ 300,000	\$ 300,000	\$ 600,000	-	\$ 1,803,563
Construction	12,790,440	6,056,394	3,616,236	9,672,630	-	5,900,000	2,800,000	6,200,000	24,572,630
Total	\$ 14,639,415	\$ 6,659,957	\$ 3,616,236	\$ 10,276,193	\$ 300,000	\$ 6,200,000	\$ 3,400,000	6,200,000	\$ 26,376,193

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 FY2020-21 include completing construction of Avenues 1-3 and design of the water improvements in the Avenues 2-1, 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, 2019	\$ 15,958,916

Water Capital

Water Mains

Water Main Improvement and Replacement Program - Project Detail

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

DEPARTMENT: Public Works

FUNDING SOURCES		Prior Appropriations	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total FY2021-25 Budget	
			Estimated Carryover	New Request	Total Appropriations						
Water Fund		\$ 14,639,415	\$ 6,659,957	\$ 3,616,236	\$ 10,276,193	\$ 300,000	\$ 6,200,000	\$ 3,400,000	\$ 6,200,000.00	\$ 26,376,193	
PROJECT APPROPRIATIONS		Project	Prior Appropriations	Estimate Carryover	New Request	Total Appropriations	FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2021-25 Budget
San Mateo Avenue		84151	\$ 2,442,143	\$ 17,210	\$ -	\$ 17,210	\$ -	\$ -	\$ -	\$ -	\$ 17,210
Design			318,475	-	-	-	-	-	-	-	-
Construction			2,123,668	17,210	-	17,210	-	-	-	-	17,210
San Antonio Avenue		11006	\$ 1,082,500	\$ (16,193)	\$ 16,236	\$ 43	\$ -	\$ -	\$ -	\$ -	\$ 43
Design			25,500	3,043	-	3,043	-	-	-	-	3,043
Construction			1,057,000	(19,236)	16,236	(3,000)	-	-	-	-	(3,000)
Avenues No. 1-1		84153	\$ 2,437,420	\$ 519,219	\$ -	\$ 519,219	\$ -	\$ -	\$ -	\$ -	\$ 519,219
Design			225,000	74,459	-	74,459	-	-	-	-	74,459
Construction			2,212,420	444,760	-	444,760	-	-	-	-	444,760
Avenues No. 1-2		11002	\$ 2,877,352	\$ 967,534	\$ -	\$ 967,534	\$ -	\$ -	\$ -	\$ -	\$ 967,534
Design			200,000	46,604	-	46,604	-	-	-	-	46,604
Construction			2,677,352	920,930	-	920,930	-	-	-	-	920,930
Avenues No. 1-3		11007	\$ 5,020,000	\$ 4,779,263	\$ -	\$ 4,779,263	\$ -	\$ -	\$ -	\$ -	\$ 4,779,263
Design			300,000	86,533	-	86,533	-	-	-	-	86,533
Construction			4,720,000	4,692,730	-	4,692,730	-	-	-	-	4,692,730
Avenues No. 2-1		11008	\$ 180,000	\$ 59,202	\$ 50,000	\$ 109,202	\$ -	\$ -	\$ -	\$ -	\$ 109,202
Design			180,000	59,202	-	59,202	-	-	-	-	59,202
Construction			-	-	50,000	50,000	-	-	-	-	50,000.00
Avenues No. 3-1		11009	\$ 300,000	\$ 33,767	\$ 3,550,000	\$ 3,583,767	\$ -	\$ -	\$ -	\$ -	\$ 3,583,767
Design			300,000	33,767	-	33,767	-	-	-	-	33,767
Construction			-	-	3,550,000	3,550,000	-	-	-	-	3,550,000

PROJECT APPROPRIATIONS	Project	Prior Appropriations	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2021-25 Budget
			Estimate Carryover	New Request	Total Appropriations					
Avenues No. 3-2	11010	\$ 300,000	\$ 299,955	\$ -	\$ 299,955	\$ -	\$ 3,000,000	\$ -	\$ -	\$ 3,299,955
Design		300,000	299,955	-	299,955	-	-	-	-	299,955
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		\$ 14,639,415	\$ 6,659,957	\$ 3,616,236	\$ 10,276,193	\$ 300,000	\$ 6,200,000	\$ 3,400,000	\$ 6,200,000	\$ 26,376,193

Water Capital

Pressure Regulators

Pressure Regulator Station Improvement & Replacement Summary

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

Total Project Budget: \$ 2,515,305

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total FY2021-25 Budget
		Estimated Carryover	New Request	Total Appropriations					
Water Fund	\$ 2,046,000	\$ 1,522,973	\$ 69,305	\$ 1,592,278	\$ 400,000	\$ -	\$ -	\$ -	\$ 1,992,278

PROJECT APPROPRIATIONS	Prior Appropriations	Estimate Carryover	New Request	Total Appropriations	FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2021-25 Budget
Design	\$ 296,000	\$ 173,895	\$ (30,695)	\$ 143,200	\$ 50,000	\$ -	\$ -	\$ -	\$ 193,200
Construction	1,750,000	1,349,078	100,000	1,449,078	350,000	-	-	-	1,799,078
Total	\$ 2,046,000	\$ 1,522,973	\$ 69,305	\$ 1,592,278	\$ 400,000	\$ -	\$ -	\$ -	\$ 1,992,278

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 FY2016-17. The construction of the Arbor Court regulating station was completed in FY2019-20. Design and construction of the regulating stations at Rollingwood Drive, Oakmont Drive, Piedmont Avenue and Glenview Drive are anticipated to be completed in FY2020-21.



Project Details

Initial Funding Year	FY2016-17
Target Completion Year	FY2021-22
Expended as of June 30, 2019	\$ 523,027

Water Capital

Pressure Regulators

Pressure Regulator Station Improvement Program - Project Detail

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

DEPARTMENT: Public Works

FUNDING SOURCES		Prior Appropriations	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total FY2021-25 Budget
			Estimated Carryover	New Request	Total Appropriations					
Water Fund		\$ 2,046,000	\$ 1,522,973	\$ 69,305	\$ 1,592,278	\$ 400,000	\$ -	\$ -	\$ -	\$ 1,992,278
PROJECT APPROPRIATIONS	Project #	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2021-25 Budget
Arbor Court	11005	\$ 546,000	\$ 30,695	\$ (30,695)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design		146,000	30,695	(30,695)	-	-	-	-	-	-
Construction		400,000	-	-	-	-	-	-	-	-
Rollingwood Drive	11016	\$ 500,000	\$ 495,956	\$ -	\$ 495,956	\$ -	\$ -	\$ -	\$ -	\$ 495,956
Design		50,000	46,566	-	46,566	-	-	-	-	46,566
Construction		450,000	449,390	-	449,390	-	-	-	-	449,390
Oakmont Drive	11017	\$ 500,000	\$ 497,415	\$ 100,000	\$ 597,415	\$ -	\$ -	\$ -	\$ -	\$ 597,415
Design		50,000	47,727	-	47,727	-	-	-	-	47,727
Construction		450,000	449,688	100,000	549,688	-	-	-	-	549,688
Cunningham Drive	11018	\$ -	\$ -	\$ -	\$ -	\$ 400,000	\$ -	\$ -	\$ -	\$ 400,000
Design		-	-	-	-	50,000	-	-	-	50,000
Construction		-	-	-	-	350,000	-	-	-	350,000
Glenview Drive	11019	\$ 400,000	\$ 398,907	\$ -	\$ 398,907	\$ -	\$ -	\$ -	\$ -	\$ 398,907
Design		50,000	48,907	-	48,907	-	-	-	-	48,907
Construction		350,000	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	\$ 1,522,973	\$ 69,305	\$ 1,592,278	\$ 400,000	\$ -	\$ -	\$ -	\$ 1,992,278

Water Capital

Pump Stations

Water Pump Station Improvement and Replacement Program Summary

PROJECT #: 11004 | 11003 | 11012 | 11021

Total Project Budget: \$ 6,760,000

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total FY2021-25 Budget
		Estimated Carryover	New Request	Total Appropriations					
Water Fund	\$ 1,510,000	\$ 845,862	\$ 2,250,000	\$ 3,095,862	\$ 3,000,000	\$ -	\$ -	\$ -	\$ 6,095,862

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2021-25 Budget
Construction	815,000	798,432	2,250,000	3,048,432	3,000,000	-	-	-	6,048,432
Total	\$ 1,510,000	\$ 845,862	\$ 2,250,000	\$ 3,095,862	\$ 3,000,000	\$ -	\$ -	\$ -	\$ 6,095,862

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.

Design of the Sneath Lane and Lake Drive Pump Stations is anticipated to be completed in FY2020-21.

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 the generators for the Whitman and Princeton Pump Stations are anticipated to be completed in FY2020-21.

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, 2019	\$ 664,138

Water Capital

Pump Stations

Water Pump Station Improvement and Replacement Program - Project Detail

PROJECT #: 11004 | 11003 | 11012 | 11021

DEPARTMENT: Public Works

FUNDING SOURCES		Prior Appropriations	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total FY2021-25 Budget	
			Estimated Carryover	New Request	Total Appropriations						
Water Fund		\$ 1,510,000	\$ 845,862	\$ 2,250,000	\$ 3,095,862	\$ 3,000,000	\$ -	\$ -	\$ -	\$ 6,095,862	
PROJECT APPROPRIATIONS		Project #	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2021-25 Budget
Sneath Lane Pump Station		11004	\$ 305,000	\$ 23,405	\$ 1,000,000	\$ 1,023,405	\$ 1,500,000	\$ -	\$ -	\$ -	\$ 2,523,405
Design			305,000	23,405	-	23,405	-	-	-	-	23,405
Construction			-	-	1,000,000	1,000,000	1,500,000	-	-	-	2,500,000
Lake Drive Pump Station		11003	\$ 305,000	\$ 16,399	\$ 1,000,000	\$ 1,016,399	\$ 1,500,000	\$ -	\$ -	\$ -	\$ 2,516,399
Design			305,000	16,399	-	16,399	-	-	-	-	16,399
Construction			-	-	1,000,000	1,000,000	1,500,000	-	-	-	2,500,000
Whitman Pump Station Generator		11012	\$ 500,000	\$ 441,866	\$ 150,000	\$ 591,866	\$ -	\$ -	\$ -	\$ -	\$ 591,866
Design			42,500	613	-	613	-	-	-	-	613
Construction			457,500	441,253	150,000	591,253	-	-	-	-	591,253
Princeton Pump Station Generator		11021	\$ 400,000	\$ 364,192	\$ 100,000	\$ 464,192	\$ -	\$ -	\$ -	\$ -	\$ 464,192
Design			42,500	7,013	-	7,013	-	-	-	-	7,013
Construction			357,500	357,179	100,000	457,179	-	-	-	-	457,179
Total			\$ 1,510,000	\$ 845,862	\$ 2,250,000	\$ 3,095,862	\$ 3,000,000	\$ -	\$ -	\$ -	\$ 6,095,862

Water Capital

Water Tanks

Water Tank Improvement and Replacement Program Summary

PROJECT #: 85100 | 11022 | 11023

Total Project Budget: \$ 30,243,042

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total FY2021-25 Budget
		Estimated Carryover	New Request	Total Appropriations					
Water Fund	\$ 10,643,042	\$ 8,937,799	\$ (4,900,000)	\$ 4,037,799	\$ 14,500,000	\$ -	\$ 5,000,000	\$ 5,000,000	\$ 28,537,799
PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2021-25 Budget
Design	\$ 1,666,246	\$ 106	\$ 2,100,000	\$ 2,100,106	\$ -	\$ -	\$ -	\$ -	\$ 2,100,106
Construction	8,976,796	8,937,693	(7,000,000)	1,937,693	14,500,000	-	5,000,000	5,000,000	26,437,693
Total	\$ 10,643,042	\$ 8,937,799	\$ (4,900,000)	\$ 4,037,799	\$ 14,500,000	\$ -	\$ 5,000,000	\$ 5,000,000	\$ 28,537,799

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 FY2016-17. 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 Commodore Park, 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, 2019	\$ 1,705,243

Water Capital

Water Tanks

Water Tank Improvement and Replacement Program - Project Detail

PROJECT #: 11024 | 85100 | 11022 | 11023

DEPARTMENT: Public Works

FUNDING SOURCES		Prior Appropriations	FY2020-21			Total				
			Estimated Carryover	New Request	Total Appropriations	FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2021-25 Budget
Water Fund		\$ 10,643,042	\$ 8,937,799	\$ (4,900,000)	\$ 4,037,799	\$ 14,500,000	\$ -	\$ 5,000,000	\$ 5,000,000	\$ 28,537,799
PROJECT APPROPRIATIONS	Project #	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2021-25 Budget
Commodore Tank Replacement	11024	\$ -	\$ -	\$ 1,500,000	\$ 1,500,000	\$ -	\$ -	\$ 5,000,000	\$ 5,000,000	\$ 11,500,000
Design		-	-	1,500,000	1,500,000	-	-	-	-	1,500,000
Construction		-	-	-	-	-	-	5,000,000	5,000,000	10,000,000
Cunningham Drive Tank Retrofit	85100	\$ 9,249,232	\$ 8,413,985	\$ (6,400,000)	\$ 2,013,985	\$ 7,000,000	\$ -	\$ -	\$ -	\$ 9,013,985
Design		272,436	(523,708)	600,000	76,292	-	-	-	-	76,292
Construction		8,976,796	8,937,693	(7,000,000)	1,937,693	7,000,000	-	-	-	8,937,693
Princeton Tank Replacement	11023	\$ 500,000	\$ 500,000	\$ -	\$ 500,000	\$ 3,500,000	\$ -	\$ -	\$ -	\$ 4,000,000
Design		500,000	500,000	-	500,000	-	-	-	-	500,000
Construction		-	-	-	-	3,500,000	-	-	-	3,500,000
Sweeney Ridge Tank Replacement	11022	\$ 893,810	\$ 23,814	\$ -	\$ 23,814	\$ 4,000,000	\$ -	\$ -	\$ -	\$ 4,023,814
Design		893,810	23,814	-	23,814	-	-	-	-	23,814
Construction		-	-	-	-	4,000,000	-	-	-	4,000,000
Total		\$ 10,643,042	\$ 8,937,799	\$ (4,900,000)	\$ 4,037,799	\$ 14,500,000	\$ -	\$ 5,000,000	\$ 5,000,000	\$ 28,537,799

Water Capital

Water Wells

Well Rehabilitation Program Summary

PROJECT #: 84707 | 11013 | 11014 | 11015

Total Project Budget: \$ 1,613,087

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total FY2021-25 Budget
		Estimated Carryover	New Request	Total Appropriations					
Water Fund	\$ 991,469	\$ 378,382	\$ (178,382)	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,000,000

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2021-25 Budget
Well Rehabilitation	\$ 991,469	\$ 378,382	\$ (178,382)	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,000,000

Project Description: This program provides comprehensive preventative maintenance and repairs for all five of the City's wells. The three main tasks at each well include rehabilitating the underground well infrastructure every 10 years, inspection and evaluation of the pumps and motors every 5 years, and replacing the filtration media every 10 years. The Commodore Well is currently inactive awaiting construction of a replacement well and will eventually be included in the rotating rehabilitation schedule. Rehabilitation of the City Park Well and Forest Lane Well was completed in FY2018-19.



Project Details

Initial Funding Year	FY2009-10
Target Completion Year	On-going
Expended as of June 30, 2019	\$ 613,087

Water Capital

Water Wells

Well Rehabilitation Program - Project Detail

PROJECT #: 84707|11013|11014|11015

DEPARTMENT: Public Works

FUNDING SOURCES		Prior Appropriations	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total FY2021-25 Budget	
			Estimated Carryover	New Request	Total Appropriations						
Water Fund		\$ 991,469	\$ 378,382	\$ (178,382)	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,000,000	
PROJECT APPROPRIATIONS		Project #	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2021-25 Budget
Corporation Yard Well (17)		84707	\$ 285,454	\$ 190,162	\$ (190,162)	\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ 200,000
Lions Field Well (20)		11013	231,015	77,277	(77,277)	-	-	200,000	-	-	200,000
City Park Well (18)		11014	180,000	104,128	95,872	200,000	-	-	-	200,000	400,000
Forest Lane Well (16)		11015	295,000	6,815	(6,815)	-	200,000	-	-	-	200,000
Total			\$ 991,469	\$ 378,382	\$ (178,382)	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,000,000

FY2021-25 Capital Improvement Program

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FY2021-25 Capital Improvement Program

Wastewater Capital
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FY2021-25 Capital Improvement Program

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Wastewater Capital

FY2021-25 Five-Year Summary by Project and Funding Source

FUNDING SOURCES	Prior Appropriations	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2021-25 Budget
		Estimated Carryover	New Request	Total Appropriations					
Wastewater Fund	\$ 43,549,607	\$ 21,139,486	\$ 1,660,544	\$ 22,800,030	\$ 12,610,000	\$ 9,530,000	\$ 3,770,000	\$ 8,310,000	\$ 57,020,030

PROJECT TITLE	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2021-25 Budget
Pump Station Improvement and Replacement	10,760,000	5,612,327	-	5,612,327	-	-	-	-	5,612,327
Water Quality Control Plant Upgrades	7,301,387	3,482,184	2,000,000	5,482,184	2,000,000	2,000,000	2,000,000	2,000,000	13,482,184
Total	\$ 43,549,607	\$ 21,139,486	\$ 1,660,544	\$ 22,800,030	\$ 12,610,000	\$ 9,530,000	\$ 3,770,000	\$ 8,310,000	\$ 57,020,030

The Wastewater Enterprise Fund provides for the maintenance and capital improvements to the City's wastewater collection system to assure safe and reliable collection and conveyance of wastewater from San Bruno residences and businesses to the Water Quality Control Plant which is jointly owned by the Cities of San Bruno and South San Francisco and operated by South San Francisco. The San Bruno wastewater system consists of 85 miles of sewer mains, 2 miles of force mains, and 6 pumping stations. All wastewater is conveyed to the City of South San Francisco's Shaw Road Pump Station, from there it is pumped to the Water Quality Control Plant for treatment. The Wastewater Capital Improvement Program is designed to protect, preserve, and enhance wastewater facilities and to eliminate sanitary sewer overflows that impact public and environmental health.

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

Sewer Main Improvement & Replacement Map



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: \$ 51,368,764

DEPARTMENT: Public Works	Prior Appropriations	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total FY2021-25 Budget
		Estimated Carryover	New Request	Total Appropriations					
FUNDING SOURCES									
Wastewater Fund	\$ 25,488,220	\$ 12,044,975	\$ (339,456)	\$ 11,705,519	\$ 10,610,000	\$ 7,530,000	\$ 1,770,000	\$ 6,310,000	\$ 37,925,519
PROJECT APPROPRIATIONS									
Design	\$ 3,659,847	\$ 1,429,767	\$ -	\$ 1,429,767	\$ 300,000	\$ 300,000	\$ 600,000	\$ -	\$ 2,629,767
Construction	21,828,373	10,615,208	(339,456)	10,275,752	10,310,000	7,230,000	1,170,000	6,310,000	35,295,752
Total	\$ 25,488,220	\$ 12,044,975	\$ (339,456)	\$ 11,705,519	\$ 10,610,000	\$ 7,530,000	\$ 1,770,000	\$ 6,310,000	\$ 37,925,519

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 FY2019-20, the sewer mains along Crystal Springs Road between El Camino Real and Oak Avenue were replaced.

Sewer main replacements are scheduled in the following areas during the next five years: Crestwood Drive 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 and resolve system deficiencies.

Projects to be completed in 2020-21 include completing construction of Avenues 1-3 and design of wastewater main pipeline improvements in 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, 2019	\$ 13,443,245

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

		FY2020-21				Total					
FUNDING SOURCES		Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2021-25 Budget	
Wastewater Fund		\$ 25,488,220	\$ 12,044,975	\$ (339,456)	\$ 11,705,519	\$ 10,610,000	\$ 7,530,000	\$ 1,770,000	\$ 6,310,000	\$ 37,925,519	
PROJECT TITLE		Project #	FY2020-21				Total				
		Prior Appropriations	Estimate Carryover	New Request	Total Appropriations	FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2021-25 Budget	
Pipeline Repair/Grade 5	84322	\$ 2,006,578	\$ 1,384,567	\$ (1,397,078)	\$ (12,511)	\$ -	\$ -	\$ -	\$ -	\$ (12,511)	
Design		94,847	-	-	-	-	-	-	-	-	
Construction		1,911,731	1,384,567	(1,397,078)	(12,511)	-	-	-	-	(12,511)	
1st Avenue Sanitary Sewer Line	84339	\$ 1,350,022	\$ 220,198	\$ (220,198)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Design		50,000	-	-	-	-	-	-	-	-	
Construction		1,300,022	220,198	(220,198)	-	-	-	-	-	-	
Jenevein Avenue	84340	\$ 2,120,193	\$ 532,954	\$ (532,954)	\$ (0)	\$ -	\$ -	\$ -	\$ -	\$ (0)	
Design		190,000	-	-	-	-	-	-	-	-	
Construction		1,930,193	532,954	(532,954)	(0)	-	-	-	-	(0)	
Crystal Springs Road	84342	\$ 4,469,581	\$ 517,696	\$ (517,696)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Design		235,000	-	-	-	-	-	-	-	-	
Construction		4,234,581	517,696	(517,696)	-	-	-	-	-	-	
Crestwood Drive	31006	\$ 1,200,000	\$ 1,001,339	\$ -	\$ 1,001,339	\$ -	\$ -	\$ -	\$ -	\$ 1,001,339	
Design		300,000	105,167	-	105,167	-	-	-	-	105,167	
Construction		900,000	896,172	-	896,172	-	-	-	-	896,172	
San Antonio Avenue	31007	\$ 1,256,846	\$ (168,470)	\$ 168,470	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Design		170,000	-	-	-	-	-	-	-	-	
Construction		1,086,846	(168,470)	168,470	-	-	-	-	-	-	
Avenues No. 1-1	84343	\$ 2,402,500	\$ 578,471	\$ -	\$ 578,471	\$ -	\$ -	\$ -	\$ -	\$ 578,471	
Design		237,500	90,039	-	90,039	-	-	-	-	90,039	
Construction		2,165,000	488,432	-	488,432	-	-	-	-	488,432	
Avenues No. 1-2	31001	\$ 3,482,500	\$ 1,788,606	\$ -	\$ 1,788,606	\$ -	\$ -	\$ -	\$ -	\$ 1,788,606	
Design		312,500	154,057	-	154,057	-	-	-	-	154,057	
Construction		3,170,000	1,634,549	-	1,634,549	-	-	-	-	1,634,549	

PROJECT TITLE	Project #	Prior Appropriations	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2021-25 Budget
			Estimate Carryover	New Request	Total Appropriations					
Avenues No. 1-3	31008	\$ 5,430,000	\$ 5,196,202	\$ -	\$ 5,196,202	\$ -	\$ -	\$ -	\$ -	\$ 5,196,202
Design		300,000	87,092	-	87,092	-	-	-	-	87,092
Construction		5,130,000	5,109,110	-	5,109,110	-	-	-	-	5,109,110
Avenues No. 2-1	31009	\$ 400,000	\$ 133,467	\$ -	\$ 133,467	\$ 4,110,000	\$ -	\$ -	\$ -	\$ 4,243,467
Design		400,000	133,467	-	133,467	-	-	-	-	133,467
Construction		-	-	-	-	4,110,000	-	-	-	4,110,000
Avenues No. 2-2	31010	\$ 370,000	\$ 124,083	\$ -	\$ 124,083	\$ 6,200,000	\$ -	\$ -	\$ -	\$ 6,324,083
Design		370,000	124,083	-	124,083	-	-	-	-	124,083
Construction		-	-	-	-	6,200,000	-	-	-	6,200,000
Avenues No. 2-3	31011	\$ 400,000	\$ 399,955	\$ -	\$ 399,955	\$ -	\$ 3,260,000	\$ -	\$ -	\$ 3,659,955
Design		400,000	399,955	-	399,955	-	-	-	-	399,955
Construction		-	-	-	-	-	3,260,000	-	-	3,260,000
Avenues No. 3-1	31012	\$ 300,000	\$ 35,907	\$ 2,160,000	\$ 2,195,907	\$ -	\$ -	\$ -	\$ -	\$ 2,195,907
Design		300,000	35,907	-	35,907	-	-	-	-	35,907
Construction		-	-	2,160,000	2,160,000	-	-	-	-	2,160,000
Avenues No. 3-2	31013	\$ 300,000	\$ 300,000	\$ -	\$ 300,000	\$ -	\$ 2,030,000	\$ -	\$ -	\$ 2,330,000
Design		300,000	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	\$ 5,300,000
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		\$ 25,488,220	\$ 12,044,975	\$ (339,456)	\$ 11,705,519	\$ 10,610,000	\$ 7,530,000	\$ 1,770,000	\$ 6,310,000	\$ 37,925,519

Wastewater Capital

Pump Stations

Wastewater Pump Station Improvement & Replacement Summary

PROJECT #: 85111 | 31003 | 31004 | 31005

Total Project Budget: \$ 10,760,000

DEPARTMENT: Public Works	Prior Appropriations	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total FY2021-25 Budget
		Estimated Carryover	New Request	Total Appropriations					
FUNDING SOURCES									
Wastewater Fund	\$ 10,760,000	\$ 5,612,327	\$ -	\$ 5,612,327	\$ -	\$ -	\$ -	\$ -	\$ 5,612,327
PROJECT APPROPRIATIONS									
Design	\$ 1,530,000	\$ 630,810	\$ -	\$ 630,810	\$ -	\$ -	\$ -	\$ -	\$ 630,810
Construction	9,230,000	4,981,517	-	4,981,517	-	-	-	-	4,981,517
Total	\$ 10,760,000	\$ 5,612,327	\$ -	\$ 5,612,327	\$ -	\$ -	\$ -	\$ -	\$ 5,612,327

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 FY2018-19. Construction for the Lomita and Crestmoor pump stations was completed in FY2019-20.

Design for the Crestwood pump station is scheduled to be completed in FY2020-21.

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, 2019	\$ 5,147,673



Wastewater Capital

Pump Stations

Wastewater Pump Station Improvement & Replacement - Project Detail

PROJECT #: 85111 | 31003 | 31004 | 31005

DEPARTMENT: Public Works			FY2020-21							Total	
FUNDING SOURCES			Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2021-25 Budget
Wastewater Fund			\$ 10,760,000	\$ 5,612,327	\$ -	\$ 5,612,327	\$ -	\$ -	\$ -	\$ -	\$ 5,612,327
PROJECT TITLE	Project #	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2021-25 Budget	
Crestmoor Pump Station	31003	\$ 2,605,000	\$ 249,224	\$ -	\$ 249,224	\$ -	\$ -	\$ -	\$ -	\$ 249,224	
Design		345,000	-	-	-	-	-	-	-	-	
Construction		2,260,000	249,224	-	249,224	-	-	-	-	249,224	
Crestwood Pump Station	31004	\$ 5,250,000	\$ 5,009,677	\$ -	\$ 5,009,677	\$ -	\$ -	\$ -	\$ -	\$ 5,009,677	
Design		840,000	630,810	-	630,810	-	-	-	-	630,810	
Construction		4,410,000	4,378,867	-	4,378,867	-	-	-	-	4,378,867	
Lomita Pump Station	31005	\$ 2,905,000	\$ 353,426	\$ -	\$ 353,426	\$ -	\$ -	\$ -	\$ -	\$ 353,426	
Design		345,000	-	-	-	-	-	-	-	-	
Construction		2,560,000	353,426	-	353,426	-	-	-	-	353,426	
Total		\$ 10,760,000	\$ 5,612,327	\$ -	\$ 5,612,327	\$ -	\$ -	\$ -	\$ -	\$ 5,612,327	

Wastewater Capital

Water Quality Control Plant

Water Quality Control Plant

PROJECT #: 85708

Total Project Cost: \$ 17,301,387

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total FY2021-25 Budget
		Estimated Carryover	New Request	Total Appropriations					
Wastewater Fund	\$ 7,301,387	\$ 3,482,184	\$ 2,000,000	\$ 5,482,184	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 13,482,184

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2021-25 Budget
WQCP Improvements	\$ 7,301,387	\$ 3,482,184	\$ 2,000,000	\$ 5,482,184	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 13,482,184

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

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

Significant upcoming projects include Digester and Wet Weather Improvements, Secondary Clarifiers Rehabilitation, Switchgear and Cogen Controls Upgrades, Sea Level Rise Planning, Plant-wide Painting program, and 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, 2019	\$ 3,819,203

FY2021-25 Capital Improvement Program

Stormwater Capital
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FY2021-25 Capital Improvement Program

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Stormwater Capital

FY2021-25 Five-Year Summary by Project and Funding Source

FUNDING SOURCES	Prior Appropriations	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total FY2021-25 Budget
		Estimated Carryover	New Request	Total Appropriations					
CNRA Fund	\$ 913,333	\$ 913,333	\$ -	\$ 913,333	\$ -	\$ -	\$ -	\$ -	913,333
Emergency Disaster Reserve Fund	1,022,823	140,000	-	140,000	-	-	-	-	140,000
EPA WQIF	200,000	199,321	-	199,321	-	-	-	-	199,321
General Fund Capital Reserve	1,170,000	398,145	(317,851)	80,294	1,500,000	-	-	-	1,580,294
Total	\$ 3,306,156	\$ 1,650,799	\$ (317,851)	\$ 1,332,948	\$ 1,500,000	\$ -	\$ -	\$ -	\$ 2,832,948

PROJECT TITLE	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2021-25 Budget
Green Infrastructure Development Plan	150,000	13,802	(13,802)	-	-	-	-	-	-
Regional Stormwater Capture Project	1,113,333	1,112,654	-	1,112,654	-	-	-	-	1,112,654
Spyglass Drive Storm Drain Improvements	370,000	30,294	-	30,294	1,500,000	-	-	-	1,530,294
Trash Capture Device Installation	350,000	79,228	(29,228)	50,000	-	-	-	-	50,000
Total	\$ 3,306,156	\$ 1,650,799	\$ (317,851)	\$ 1,332,948	\$ 1,500,000	\$ -	\$ -	\$ -	\$ 2,832,948

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

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

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

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

Stormwater Capital

Stormwater Mains

Crestmoor Canyon Slope Stability Project

PROJECT #: 21012

Total Project Budget: \$ 1,048,002

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total FY2021-25 Budget
		Estimated Carryover	New Request	Total Appropriations					
General Fund Capital Reserve	\$ 300,000	\$ 274,821	\$ (274,821)	\$ -	\$ -	\$ -	\$ -	\$ -	
Emergency Disaster Reserve Fund	1,022,823	140,000	-	140,000	-	-	-	140,000	
Total	\$ 1,322,823	\$ 414,821	\$ (274,821)	\$ 140,000	\$ -	\$ -	\$ -	\$ 140,000	

PROJECT APPROPRIATIONS	Prior Appropriations	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2021-25 Budget
		Estimated Carryover	New Request	Total Appropriations					
Design	\$ 300,000	\$ 274,821	\$ (274,821)	\$ -	\$ -	\$ -	\$ -	\$ -	
Construction	-	-	-	-	-	-	-	-	
Emergency Work	1,022,823	140,000	-	140,000	-	-	-	140,000	
Total	\$ 1,322,823	\$ 414,821	\$ (274,821)	\$ 140,000	\$ -	\$ -	\$ -	\$ 140,000	

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.

In early December 2019, extreme weather that occurred in the area has caused additional, unexpected erosion to occur in the Crestmoor Canyon. Approximately 30 feet of hillside had possibly been eroded from the storms, and approximately 10 feet of hillside existed between the edge of the slope and the back of the sidewalk, which required immediate remediation.

Project design and construction was completed in FY2019-20. The improvements consist of drilling a row of deep drilled piers equipped with tiebacks behind the existing sidewalk to further prevent the erosion and protect San Bruno Avenue, new guardrails and sidewalks, cable fence and repaving of westbound San Bruno Avenue.

Project Details

Initial Funding Year	FY2019-20
Target Completion Year	FY2019-20
Expended as of June 30, 2019	\$ 25,179



Stormwater Capital

Stormwater Mains

Green Infrastructure Improvement Program

PROJECT #: 21005

Total Project Budget: \$ 136,198

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total FY2021-25 Budget
		Estimated Carryover	New Request	Total Appropriations					
General Fund Capital Reserve	\$ 150,000	\$ 13,802	\$ (13,802)	\$ -	\$ -	\$ -	\$ -	\$ -	

PROJECT APPROPRIATIONS	Prior Appropriations	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total FY2021-25 Budget
		Estimated Carryover	New Request	Total Appropriations					
Plan Development	\$ 150,000	\$ 13,802	\$ (13,802)	\$ -	\$ -	\$ -	\$ -	\$ -	

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 was completed in FY2018-19 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, 2019	\$ 136,198

Stormwater Capital

Stormwater Mains

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

PROJECT #: 21013

Total Project Budget: \$ 1,113,333

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2020-21			FY2021-25				Total
		Estimated Carryover	New Request	Total Appropriations	FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2021-25 Budget
EPA WQIF	\$ 200,000	\$ 199,321	\$ -	\$ 199,321	\$ -	\$ -	\$ -	\$ -	\$ 199,321
CNRA Fund	913,333	913,333	-	913,333	-	-	-	-	913,333
Total	\$ 1,113,333	\$ 1,112,654	\$ -	\$ 1,112,654	\$ -	\$ -	\$ -	\$ -	\$ 1,112,654

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2021-25 Budget
Design	\$ 1,113,333	\$ 1,112,654	\$ -	\$ 1,112,654	\$ -	\$ -	\$ -	\$ -	\$ 1,112,654
Construction	-	-	-	-	-	-	-	-	-
Total	\$ 1,113,333	\$ 1,112,654	\$ -	\$ 1,112,654	\$ -	\$ -	\$ -	\$ -	\$ 1,112,654

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 and \$913,333 through the California Natural Resources Agency towards preliminary design of this project. All conceptual design details will be explored in greater detail during a feasibility analysis.

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, 2019	\$0

Stormwater Capital

Stormwater Mains

Spyglass Drive Storm Drain Improvements

PROJECT #: 21011

Total Project Budget: \$ 1,870,000

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total FY2021-25 Budget
		Estimated Carryover	New Request	Total Appropriations					
General Fund Capital Reserve	\$ 370,000	\$ 30,294	\$ -	\$ 30,294	\$ 1,500,000	\$ -	\$ -	\$ -	\$ 1,530,294

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2021-25 Budget
Construction	-	-	-	-	1,500,000	-	-	-	1,500,000
Total	\$ 370,000	\$ 30,294	\$ -	\$ 30,294	\$ 1,500,000	\$ -	\$ -	\$ -	\$ 1,530,294

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.

The project is funded for the design phase but not for the construction phase. Staff is exploring alternative funding methods, such as through FEMA Hazard Mitigation grants and potentially other grants through Regional Water Quality Control Board (RWQCB) or EPA.

Project design will be completed in FY2020-21. Construction is anticipated to be completed in FY2021-22.



Project Details

Initial Funding Year	FY2018-19
Target Completion Year	FY2021-22
Expended as of June 30, 2019	\$ 339,706

Stormwater Capital

Trash Capture Devices

Trash Capture Device Design and Installation

PROJECT #: 21003

Total Project Budget: \$ 320,772

DEPARTMENT: Public Works	Prior Appropriations	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total FY2021-25 Budget
		Estimated Carryover	New Request	Total Appropriations					
FUNDING SOURCES									
General Fund Capital Reserve	\$ 350,000	\$ 79,228	\$ (29,228)	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
PROJECT APPROPRIATIONS									
Design	\$ 350,000	\$ 79,228	(29,228)	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
Installation	-	-	-	-	-	-	-	-	-
Total	\$ 350,000	\$ 79,228	\$ (29,228)	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000

Project Description: This project will install trash capture devices in key areas of the City to catch and hold solids, including small trash, sediments, and cigarette butts, and allow stormwater to continue flowing into San Francisco Bay. This project is intended to comply with Regional Water Quality Control Board requirements to significantly reduce stormwater contaminants entering San Francisco Bay. 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 FY2017-18 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 FY2020-21 and may include installing 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, 2019	\$ 270,772



FY2021-25 Capital Improvement Program

CityNet Capital
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FY2021-25 Capital Improvement Program

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CityNet Capital

FY2021-25 Five-Year Summary by Project and Funding Source

FUNDING SOURCES	Prior Appropriations	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2021-25 Budget
		Estimated Carryover	New Request	Total Appropriations					
CityNet Fund	598,873	352,282	(352,282)	-	-	-	-	-	
Total	\$ 598,873	\$ 352,282	\$ (352,282)	\$ -	\$ -	\$ -	\$ -	\$ -	

PROJECT TITLE	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2021-25 Budget
Total	\$ 598,873	\$ 352,282	\$ (352,282)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CityNet's 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 CityNet 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 CityNet to remain competitive in the constantly evolving Cable services industry.

CityNet Capital

Infrastructure

CityNet Equipment Program

PROJECT #: 41001

Total Project Budget: \$ 246,591

DEPARTMENT: CityNet	Prior Appropriations	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total FY2021-25 Budget
		Estimated Carryover	New Request	Total Appropriations					
FUNDING SOURCES									
CityNet Fund	598,873	352,282	(352,282)	-	-	-	-	-	-
Total	\$ 598,873	\$ 352,282	\$ (352,282)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PROJECT APPROPRIATIONS									
CityNet Equipment Program	\$ 598,873	\$ 352,282	\$ (352,282)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Description: Defunding Project. To be considered at a later date

San Bruno CityNet 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



Project Details

Initial Funding Year	FY2019-20
Target Completion Year	On-going
Expended as of June 30, 2019	\$ 246,591

FY2021-25 Capital Improvement Program

Parks Capital
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FY2021-25 Capital Improvement Program

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Parks

FY2021-25 Five-Year Summary by Funding

FUNDING SOURCES	Prior Appropriations	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total Budget
		Estimated Carryover	New Request	Total Appropriations					
Crestmoor Trust Fund	34,322,232	4,077,492	-	4,077,492	-	-	-	-	4,077,492
Emergency Disaster Reserve Fund	125,000	125,000	-	125,000	-	-	-	-	125,000
General Fund Capital Reserve	1,898,940	1,369,307	(1,249,307)	120,000	165,000	100,000	-	-	385,000
Park-In-Lieu	-	-	-	-	-	-	-	-	-
PG&E Settlement	-	-	1,000,000	1,000,000	1,000,000	1,000,000	-	-	3,000,000
San Bruno Community Foundation	200,000	-	-	-	-	-	-	-	-
San Mateo County Measure K Grant	150,000	150,000	-	150,000	-	-	-	-	150,000
Total	\$ 36,696,172	\$ 5,721,799	\$ (249,307)	\$ 5,472,492	\$ 1,165,000	\$ 1,100,000	\$ -	\$ -	\$ 7,737,492

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

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

Parks

FY2021-25 Five-Year Summary by Project

PROJECT TITLE	Prior Appropriations	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total Budget
		Estimated Carryover	New Request	Total Appropriations					
Climate Action Plan	\$ 60,208.00	\$ 11,376.00	\$ (11,376)	\$ -	\$ -	\$ -	\$ -	\$ -	
Commodore Park Dog Park Improvements	-	-	-	-	40,000	100,000	-	-	140,000
Crestmoor Canyon Wildfire Mitigation	125,000	125,000	1,000,000	1,125,000	1,000,000	1,000,000	-	-	3,125,000
Crestmoor Neighborhood Reconstruction	34,322,232	4,077,492	-	4,077,492	-	-	-	-	4,077,492
Florida Avenue Park	1,863,432	1,358,381	(1,263,381)	95,000	-	-	-	-	95,000
Park Pathways	175,300	(450)	450	-	125,000.00	-	-	-	125,000
Tom Lara Field Grand Stand	150,000	150,000	25,000	175,000	-	-	-	-	175,000
Total	\$ 36,696,172	\$ 5,721,799	\$ (249,307)	\$ 5,472,492	\$ 1,165,000	\$ 1,100,000	\$ -	\$ -	\$ 7,737,492

Parks

Other

Climate Action Plan

PROJECT #: 83712

Total Project Budget: \$ 48,832

DEPARTMENT: Community Development

FUNDING SOURCES	Prior Appropriations	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total FY2021-25 Budget
		Estimated Carryover	New Request	Total Appropriations					
General Fund Capital Reserve	\$ 60,208	\$ 11,376	\$ (11,376)	\$ -	\$ -	\$ -	\$ -	\$ -	

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2021-25 Budget
Climate Action Plan	\$ 60,208	\$ 11,376	\$ (11,376)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Description: Defunding Project FY2020-21. No work has been completed.

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.

Climate Action Resource Guide



Project Details

Initial Funding Year	FY2010-11
Target Completion Year	Ongoing
Expended as of June 30, 2019	\$48,832

Parks

Parks

Commodore Dog Park Improvements

PROJECT #: 51007

Total Project Budget: \$ 140,000

DEPARTMENT: Community Services		FY2020-21							Total
FUNDING SOURCES	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2021-25 Budget
General Fund Capital Reserve	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ 100,000	\$ -	\$ -	\$ 140,000
<hr/>									
PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2021-25 Budget
Design	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ 40,000
Construction	-	-	-	-	-	100,000	-	-	100,000
Total	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ 100,000	\$ -	\$ -	\$ 140,000

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. In 2017, a public meeting was held to discuss possible improvements and to get public input. Improvements would include resizing of the play areas to better accommodate the needs of the dogs, updated amenities including benches and tables, relocation of the drinking fountain, leveling of the surface either by retaining walls or grading or a combination of both, and possible installation of agility equipment. Request for Qualifications (RFQ) was put out in early 2018, however, due to budget restrictions, a qualified landscape architect was not selected.



Project Details

Initial Funding Year	FY2017-18
Target Completion Year	FY2022-23
Expended as of June 30, 2019	\$0

Crestmoor Canyon Wildfire Mitigation

PROJECT #: 51019

Total Project Budget: \$ 3,125,000

DEPARTMENT: Community Services

FUNDING SOURCES	Prior Appropriations	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total
		Estimate Carryover	New Request	Total Appropriations					FY2021-25 Budget
Emergency Disaster Reserve Fund	\$ 125,000	\$ 125,000	\$ -	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ 125,000
PG&E Settlement	-	-	1,000,000	1,000,000	1,000,000	1,000,000	-	-	3,000,000
Total	\$ 125,000	\$ 125,000	\$ 1,000,000	\$ 1,125,000	\$ 1,000,000	\$ 1,000,000	\$ -	\$ -	\$ 3,125,000

PROJECT APPROPRIATIONS	Prior Appropriations	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total
		Estimate Carryover	New Request	Total Appropriations					FY2021-25 Budget
Planning & Environmental Clearance	\$ 125,000	\$ 125,000	\$ -	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ 125,000
Mitigation	-	-	1,000,000	1,000,000	1,000,000	1,000,000	-	-	3,000,000
Total	\$ 125,000	\$ 125,000	\$ 1,000,000	\$ 1,125,000	\$ 1,000,000	\$ 1,000,000	\$ -	\$ -	\$ 3,125,000

Project Description: Crestmoor Canyon is a large open space area totaling 76.6 acres and is owned by the City of San Bruno. It is surrounded by the Crestmoor, and Rollingwood residential subdivisions, which contain approximately 321 homes; 137 homes respectively. Additionally, a school, and City facilities directly border the Canyon. Within a quarter-mile to the west of the Canyon is Sweeney Ridge a 1,200 acre of open space park, which is part of the National Parks Service and identified as Federal Responsibility Area.

During the 2010 PG&E gas pipeline explosion in the Crestmoor neighborhood, the fire spread into the Crestmoor Canyon. Fire danger in the Canyon remains a critical concern for the City of San Bruno and the residents of the affected Crestmoor neighborhood. City Council Allocated \$125,000 from the City's Emergency Disaster Reserve Fund on 10/22/19 to initiate project planning and environmental clearance processes for the Project. The City was awarded three million dollars from PG&E, specifically for physical work in the canyon, to help mitigate the Wildfire threat. We are working on securing a Project Manager to oversee the completion of the project. This Project Manager will work on a CEQA document required to do more mitigation work than the routine yearly maintenance and supervising the work to be carried out in the canyon. Further, the City will need to identify funding to support annual maintenance after the first-year vegetation clearance.



Project Details

Initial Funding Year	FY2019-20
Target Completion Year	Ongoing
Expended as of June 30, 2019	\$0

Parks

Crestmoor Reconstruction

Crestmoor Neighborhood Reconstruction

PROJECT #: 10002

Total Project Budget: \$ 34,322,232

DEPARTMENT: Community Services	Prior Appropriations	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total FY2021-25 Budget
		Estimated Carryover	New Request	Total Appropriations					
Crestmoor Trust Fund	\$ 34,322,232	\$ 4,077,492	\$ -	\$ 4,077,492	\$ -	\$ -	\$ -	\$ -	\$ 4,077,492
General Fund Capital Reserve Fund	-	-	-	-	-	-	-	-	-
Total Funding	\$ 34,322,232	\$ 4,077,492	\$ -	\$ 4,077,492	\$ -	\$ -	\$ -	\$ -	\$ 4,077,492

PROJECT APPROPRIATIONS	Prior Appropriations	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total FY2021-25 Budget
		Estimated Carryover	New Request	Total Appropriations					
Design	\$ 3,505,700	\$ (2,536,738)	\$ -	\$ (2,536,738)	\$ -	\$ -	\$ -	\$ (2,536,738)	
Construction	29,066,532	\$ 6,253,278	-	6,253,278	-	-	-	6,253,278	
Earl/Glenview Park	1,750,000	360,952	-	360,952	-	-	-	360,952	
Total	\$ 34,322,232	\$ 4,077,492	\$ -	\$ 4,077,492	\$ -	\$ -	\$ -	\$ 4,077,492	

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 FY2018-19. Construction of the Earl Glenview Park was completed in Q1 of 2019 and the final acceptance by the City is anticipated in FY2019-20. The Phase IV Street Improvement project was completed in FY2019-20.

Project Details

Initial Funding Year	FY2010-11
Target Completion Year	FY2020-21
Expended as of June 30, 2019	\$30,244,740

Glenview and Claremont Drives



Parks

Parks

Florida Avenue Park

PROJECT #: 51001

Total Project Budget: \$ 600,051

DEPARTMENT: Community Services/Public Works	Prior Appropriations	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total FY2021-25 Budget
		Estimated Carryover	New Request	Total Appropriations					
General Fund Capital Reserve	\$ 1,663,432	\$ 1,358,381	\$ (1,263,381)	\$ 95,000	\$ -	\$ -	\$ -	\$ -	\$ 95,000
Park In-Lieu	-	-	-	-	-	-	-	-	-
San Bruno Community Foundation	200,000	-	-	-	-	-	-	-	-
Total	\$ 1,863,432	\$ 1,358,381	\$ (1,263,381)	\$ 95,000	\$ -	\$ -	\$ -	\$ -	\$ 95,000

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2021-25 Budget
Site Demo and Clean up	\$ 490,000	\$ 158,559	\$ (158,559)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Planning and Design	250,000	76,390	(31,390)	45,000	-	-	-	-	45,000
Construction	1,123,432	1,123,432	(1,073,432)	50,000	-	-	-	-	50,000
Total	\$ 1,863,432	\$ 1,358,381	\$ (1,263,381)	\$ 95,000	\$ -	\$ -	\$ -	\$ -	\$ 95,000

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. 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 was placed on hold due to neighbors appealing the project design. Following settlement with Friends of Florida Park in Fall 2019, it was agreed that the Norfolk Island Pine tree would be removed and a large Oak specimen tree would be planted in the park. Currently, staff is working with the landscape design firm to finalize the new design drawings which include the specimen tree. Final design drawings are estimated to be completed in Q1 FY20-21.



Project Details

Initial Funding Year	FY2015-16
Target Completion Year	FY2020-21
Expended as of June 30, 2019	\$ 505,051

Parks

Parks

Park Pathways

PROJECT #: 60007

Total Project Budget: \$ 300,750

DEPARTMENT: Community Services	Prior Appropriations	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total FY2021-25 Budget
		Estimated Carryover	New Request	Total Appropriations					
FUNDING SOURCES									
General Fund Capital Reserve	\$ 175,300	\$ (450)	\$ 450	\$ -	\$ 125,000	\$ -	\$ -	\$ -	\$ 125,000
PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2021-25 Budget
Construction	\$ 175,300	\$ (450)	\$ 450	\$ -	\$ 125,000	\$ -	\$ -	\$ -	\$ 125,000

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. Upgrading the pathway is part of the ADA Transition Plan and will comply with all ADA standards. This is the final pathway in the park system that has been identified as needing rehabilitation. In previous years San Bruno City Park, Commodore Park and Grundy Park pathways have been rehabilitated.



Project Details

Initial Funding Year	FY2016-17
Target Completion Year	FY2021-22
Expended as of June 30, 2019	\$175,750

Parks

Parks

Tom Lara Grandstand

PROJECT #: 51017

Total Project Budget: \$ 175,000

DEPARTMENT: COMMUNITY SERVICES

FUNDING SOURCES	Prior Appropriations	FY2020-21			FY2021-25 Budget				Total
		Estimate Carryover	New Request	Total Appropriations	FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2021-25 Budget
General Fund Capital Reserve	\$ -	\$ -	\$ 25,000	25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000
San Mateo County Measure K Grant	150,000	150,000	-	150,000	-	-	-	-	150,000
Total	\$ 150,000	\$ 150,000	\$ 25,000	\$ 175,000	\$ -	\$ -	\$ -	\$ -	\$ 175,000

PROJECT APPROPRIATIONS	Prior Appropriations	Estimate Carryover	New Request	Total Appropriations	FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2021-25 Budget
Renovations	\$ 150,000	\$ 150,000	\$ 25,000	\$ 175,000	\$ -	\$ -	\$ -	\$ -	\$ 175,000

Project Description: This renovation is to improve a well used and treasured community recreation facility. The Grandstand Facility is in need of improvements to the exterior to protect the investment of the concession stand and correct years of deferred maintenance. These improvements consist of (1) repairing the cracks and voids in the concrete of the roof and concrete sidewalls and applying a sealer to eliminate water intrusion, (2) replacement of 4 doors and 7 windows (3) installation of new aluminum bleachers, and (4) various cosmetic repairs to improve landscaping, signage, fencing, and other areas.

With the Measure K Funds secured, staff are working to put out a Request for Proposal (RFP) for the renovations. Project bid and construction are planned to occur in FY2020-2021.

Following the renovations to the grandstands, staff will partner with the San Bruno Lions Club to make improvements to the concession stand.



Project Details

Initial Funding Year	FY2019-20
Target Completion Year	FY2020-21
Expended as of June 30, 2019	\$0

FY2021-25 Capital Improvement Program

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FY2021-25 Capital Improvement Program

Police Department Capital (Insert Divider)

FY2021-25 Capital Improvement Program

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Police Department Capital

FY2021-25 Five-Year Summary by Project and Funding Source

FUNDING SOURCES	Prior Appropriations	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total FY2021-25 Budget
		Estimated Carryover	New Request	Total Appropriations					
Equipment Reserve	\$ 520,000	\$ 149,141	\$ (72,000)	\$ 77,141	\$ -	\$ -	\$ -	\$ -	\$ 77,141
Police Asset Forfeiture Fund - Equitable Sharing	78,000	78,000	72,000	150,000	-	-	-	-	150,000
Total	\$ 598,000	\$ 227,141	\$ -	\$ 227,141	\$ -	\$ -	\$ -	\$ -	\$ 227,141

PROJECT TITLE	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2021-25 Budget
Dispatch Ergonomic Upgrade	105,000	105,000	-	105,000	-	-	-	-	105,000
Records Ergonomic Upgrade	45,000	45,000	-	45,000	-	-	-	-	45,000
Total	\$ 598,000	\$ 227,141	\$ -	\$ 227,141	\$ -	\$ -	\$ -	\$ -	\$ 227,141

Police Department

CIP Project

Police Station - Radio System

PROJECT #: 51015

Total Project Budget: \$ 448,000

DEPARTMENT: Police Department	Prior Appropriations	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total FY2021-25 Budget
		Estimated Carryover	New Request	Total Appropriations					
FUNDING SOURCES									
Equipment Reserve Funds	\$ 448,000	\$ 77,141	\$ -	\$ 77,141	\$ -	\$ -	\$ -	\$ -	\$ 77,141
PROJECT APPROPRIATIONS									
Radio System Replacement	\$ 448,000	\$ 77,141	\$ -	\$ 77,141	\$ -	\$ -	\$ -	\$ -	\$ 77,141

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, 2019	\$ 370,859

Police Department

CIP Project

Dispatch and Records Ergonomic Update

PROJECT #: 51018

Total Project Cost: \$ 300,000

DEPARTMENT: Police			FY2020-21							Total
FUNDING SOURCES	String	Prior Appropriations	Estimate Carryover	New Request	Total Appropriations	FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2021-25 Budget
Equipment Reserve		\$ 72,000	\$ 72,000	\$ (72,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Police Asset Forfeiture Fd-Equitable Sharing (80942)		78,000	78,000	72,000	150,000	-	-	-	-	150,000
Total		\$ 150,000	\$ 150,000	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000

PROJECT APPROPRIATIONS			FY2020-21							FY2021-25 Budget
	String	Prior Appropriations	Estimate Carryover	New Request	Total Appropriations	FY2021-22	FY2022-23	FY2023-24	FY2024-25	
Dispatch Ergonomic Upgrade		\$ 105,000	\$ 105,000	\$ -	\$ 105,000	\$ -	\$ -	\$ -	\$ -	\$ 105,000
Records Ergonomic Upgrade		45,000	45,000	-	45,000	-	-	-	-	45,000
Total		\$ 150,000	\$ 150,000	\$ -	\$ 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	FY2020-21
Expended as of June 30, 2019	\$0

FY2021-25 Capital Improvement Program

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FY2021-25 Capital Improvement Program

Facilities Capital
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FY2021-25 Capital Improvement Program

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Facilities

FY2021-25 Five-Year Summary by Funding

FUNDING SOURCES	Prior Appropriations	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total FY2021-25 Budget
		Estimated Carryover	New Request	Total Appropriations					
CityNet Fund	56,000	16,667	-	16,667	-	-	-	-	16,667
General Fund Capital Reserve	866,646	563,273	2,145	565,418	100,000	-	-	-	665,418
Library Construction Donations	-	-	298,000	298,000	-	-	-	-	298,000
Measure G	-	-	205,000	205,000	-	-	-	-	205,000
San Bruno Community Foundation	11,500,000	4,567,713	15,000,000	19,567,713	23,500,000	-	-	-	43,067,713
To Be Determined	75,000	-	445,000	445,000	11,000,000	-	-	-	11,445,000
Wastewater Fund	25,000	25,000	(25,000)	-	-	-	-	-	-
Water Fund	25,000	25,000	(25,000)	-	-	-	-	-	-
Total	\$ 12,547,646	\$ 5,197,653	\$ 15,900,145	\$ 21,097,798	\$ 34,600,000	\$ -	\$ -	\$ -	\$ 55,697,798

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

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

Facilities

FY2021-25 Five-Year Summary by Project

PROJECT TITLE	Prior Appropriations	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total FY2021-25 Budget
		Estimated Carryover	New Request	Total Appropriations					
CityNet Facility Improvements	\$ 56,000	\$ 16,667	\$ -	\$ 16,667	\$ -	\$ -	\$ -	\$ -	\$ 16,667
City Facilities: Door Access and Management System	-	-	-	-	100,000	-	-	-	100,000
Fire Station 52 Facility Improvements	200,000	156,477	-	156,477	-	-	-	-	156,477
Fire Station 52 Replacement	350,000	212,941	-	212,941	-	-	-	-	212,941
Library Facility Improvements: Library Generator	-	-	35,000	35,000	-	-	-	-	35,000
Library Facility Improvements: HVAC	-	-	359,000	359,000	-	-	-	-	359,000
Police Station Facility: HVAC	100,000	100,000	205,000	305,000	-	-	-	-	305,000
Public Works Corporation Yard Facility Improvements	50,000	50,000	(50,000)	-	-	-	-	-	-
Recreation & Aquatic Center	11,500,000	4,567,713	14,000,000	18,567,713	34,500,000	-	-	-	53,067,713
Senior Center Parking Lot Improvements	291,646	93,855	206,145	300,000	-	-	-	-	300,000
Senior Center Trash Enclosure	-	-	145,000	145,000	-	-	-	-	145,000
Tom Lara Field Parking Lot Rehabilitation	-	-	1,000,000	1,000,000	-	-	-	-	1,000,000
Total	\$ 12,547,646	\$ 5,197,653	\$ 15,900,145	\$ 21,097,798	\$ 34,600,000	\$ -	\$ -	\$ -	\$ 55,697,798

Facilities

Facilities

CityNet Facility Improvements

PROJECT #: 51006

Total Project Budget: \$ 56,000

DEPARTMENT: Community Services/Public Works		FY2020-21							Total
FUNDING SOURCES	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2021-25 Budget
CityNet Fund	\$ 56,000	\$ 16,667	\$ -	\$ 16,667	\$ -	\$ -	\$ -	\$ -	\$ 16,667
PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2021-25 Budget
Total	\$ 56,000	\$ 16,667	\$ -	\$ 16,667	\$ -	\$ -	\$ -	\$ -	\$ 16,667

Project Description: The current air conditioning units (4) at the Arbor Court CityNet facility are outdated and not functioning at capacity. The two external units run hot and are extremely loud. The two roof mounted units have a hard time keeping up with demand as new data racks have been added over the years but the AC capacity has not been increased to keep pace with demand. 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, 2019	\$ 39,333



Facilities

Facilities

City Facilities Security Improvement - Door Access and Management System

PROJECT #: (NEW)

Total Project Budget: \$ 100,000

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total FY2021-25 Budget
		Estimated Carryover	New Request	Total Appropriations					
General Fund Capital Reserve	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ 100,000

PROJECT APPROPRIATIONS	Prior Appropriations	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total FY2021-25 Budget
		Estimated Carryover	New Request	Total Appropriations					
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	FY2021-22
Expended as of June 30, 2019	\$0

Facilities

Facilities

Fire Station 52 Facility Improvements

PROJECT #: 51010

Total Project Budget: \$ 200,000

DEPARTMENT: Fire Department/Public Works	Prior Appropriations	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total FY2021-25 Budget
		Estimated Carryover	New Request	Total Appropriations					
FUNDING SOURCES									
General Fund Capital Reserve	\$ 200,000	\$ 156,477	\$ -	\$ 156,477	\$ -	\$ -	\$ -	\$ -	\$ 156,477
PROJECT APPROPRIATIONS									
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	TBD
Expended as of June 30, 2019	\$ 43,523

Facilities

Facilities

Fire Station 52 Replacement

PROJECT #: 51011

Total Project Budget: \$ 350,000

DEPARTMENT: Fire Department/Public Works	Prior Appropriations	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total FY2021-25 Budget
		Estimated Carryover	New Request	Total Appropriations					
FUNDING SOURCES									
General Fund Capital Reserve	\$ 350,000	\$ 212,941	\$ -	\$ 212,941	\$ -	\$ -	\$ -	\$ -	\$ 212,941
PROJECT APPROPRIATIONS									
Design	\$ 350,000	\$ 212,941	\$ -	\$ 212,941	\$ -	\$ -	\$ -	\$ -	\$ 212,941
Construction	-	-	-	-	-	-	-	-	-
Total	\$ 350,000	\$ 212,941	\$ -	\$ 212,941	\$ -	\$ -	\$ -	\$ -	\$ 212,941

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	TBD
Expended as of June 30, 2019	\$137,059

Facilities

Facilities

Library Facility Improvements - Library Generator

PROJECT #: 51013

Total Project Budget: \$ 35,000

DEPARTMENT: Community Services/Public Works	Prior Appropriations	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total FY2021-25 Budget
		Estimated Carryover	New Request	Total Appropriations					
FUNDING SOURCES									
General Fund Capital Reserve	\$ -	\$ -	\$ 35,000	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ 35,000
PROJECT APPROPRIATIONS									
Construction	\$ -	\$ -	\$ 35,000	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ 35,000

Project Description: This project will verify the power source to the conductors outside of the generator room in the basement of City Hall. If no power is detected, the work will include installing conduit and running wires to the emergency generator's breaker.

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 multiple power outages in the past year and the re-routing of the wiring has been a valid solution.



Project Details

Initial Funding Year	FY2018-19
Target Completion Year	FY2020-21
Expended as of June 30, 2019	\$0

Facilities

Facilities

Library Facility Improvements - Library HVAC

PROJECT #: 51012

Total Project Budget: \$ 359,000

DEPARTMENT: Community Services/Public Works	Prior Appropriations	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total FY2021-25 Budget
		Estimated Carryover	New Request	Total Appropriations					
General Fund Capital Reserve	\$ -	\$ -	\$ 61,000	\$ 61,000	\$ -	\$ -	\$ -	\$ -	\$ 61,000
Library Construction Donations	-	-	298,000	298,000	-	-	-	-	298,000
Total	\$ -	\$ -	\$ 359,000	\$ 359,000	\$ -	\$ -	\$ -	\$ -	\$ 359,000

PROJECT APPROPRIATIONS	Prior Appropriations	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total FY2021-25 Budget
		Estimated Carryover	New Request	Total Appropriations					
Design	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
Construction	-	-	309,000	309,000	-	-	-	-	309,000
Total	\$ -	\$ -	\$ 359,000	\$ 359,000	\$ -	\$ -	\$ -	\$ -	\$ 359,000

Project Description: There are multiple HVAC systems that heat and cool the Library. The HVAC for the Community Room and staff office space haven't functioned in the past few years. The other three systems for the Children's Room, main room, and mezzanine malfunction every few months. In addition to malfunctions that require a service call, the Children's Room unit is uncommonly loud. Replacement parts are no longer available due to the age of the systems. Design for new HVAC systems are scheduled for FY2020-21. A construction cost estimate and schedule will be provided following design.



Project Details

Initial Funding Year	FY2018-19
Target Completion Year	FY2020-21
Expended as of June 30, 2019	\$0

Facilities

Facilities

Police Facility Improvements - HVAC & Roof

PROJECT #: 51014

Total Project Budget: \$ 305,000

DEPARTMENT: Community Services/Public Works	Prior Appropriations	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total FY2021-25 Budget
		Estimated Carryover	New Request	Total Appropriations					
General Fund Capital Reserve	\$ 100,000	\$ 100,000	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
Measure G	-	-	205,000	205,000	-	-	-	-	205,000
Total	\$ 100,000	\$ 100,000	\$ 205,000	\$ 305,000	\$ -	\$ -	\$ -	\$ -	\$ 305,000

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2021-25 Budget
Design (HVAC)	60,000	60,000	(60,000)	-	-	-	-	-	-
Construction (HVAC)	-	-	180,000	180,000	-	-	-	-	180,000
Total	\$ 100,000	\$ 100,000	\$ 205,000	\$ 305,000	\$ -	\$ -	\$ -	\$ -	\$ 305,000

Project Description: This project will include two components. The first component will address repairing the roof. The roof is deteriorated and needs constant patching during the rainy season. New roof leaks are often detected in the building. The proposed repairs include applying primer and siliconized material over the existing roof. A comparable vinyl or TPO roofing membrane material is recommended for energy efficiency. Repairs come with a 5-10 year warranty based on the number of coats of siliconized material applied.

The second component will address the failing HVAC box car unit on the roof of the facility. The current system is deteriorated and rusty and can no longer cool the air drawn into the building sufficiently.



Project Details

Initial Funding Year	FY2018-19
Target Completion Year	FY2020-21
Expended as of June 30, 2019	\$0

Facilities

Facilities

Public Works Corporation Yard Facility Improvements

PROJECT #: 51016

Total Project Budget: \$ -

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total FY2021-25 Budget
		Estimated Carryover	New Request	Total Appropriations					
Wastewater Fund	\$ 25,000	\$ 25,000	\$ (25,000)	\$ -	\$ -	\$ -	\$ -	\$ -	
Water Fund	25,000	25,000	(25,000)	-	-	-	-	-	
Total	\$ 50,000	\$ 50,000	\$ (50,000)	\$ -	\$ -	\$ -	\$ -	\$ -	

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2021-25 Budget
Construction	-	-	-	-	-	-	-	-	-
Total	\$ 50,000	\$ 50,000	\$ (50,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Description: This project will evaluate solutions for additional parking spaces along Huntington Avenue. There is currently insufficient parking on-site at the Public Works Corporation Yard and staff rely on street parking. Congestion and demand for parking in the area has increased over the last few years and staff have difficulty locating parking.

Engineering design, with recommended alternatives will be explored once project funding is identified. The project will be defunded for FY2020-21.

Project Details

Initial Funding Year	FY2018-19
Target Completion Year	TBD
Expended as of June 30, 2019	\$0



Facilities

Facilities

Recreation & Aquatic Center

PROJECT #: 51009

Total Project Budget: \$ 60,000,000

DEPARTMENT: Community Services

FUNDING SOURCES	Prior Appropriations	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total FY2021-25 Budget
		Estimated Carryover	New Request	Total Appropriations					
San Bruno Community Foundation	\$ 11,500,000	\$ 4,567,713	\$ 14,000,000	\$ 18,567,713	\$ 23,500,000	\$ -	\$ -	\$ -	\$ 42,067,713
TBD	-	-	-	-	11,000,000	-	-	-	11,000,000
Total	\$ 11,500,000	\$ 4,567,713	\$ 14,000,000	\$ 18,567,713	\$ 34,500,000	\$ -	\$ -	\$ -	\$ 53,067,713

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2021-25 Budget
Phase 2: Schematic Design & Construction	5,636,562	(136,331)	10,000,000	9,863,669	-	-	-	-	9,863,669
Phase 3: Construction	5,363,438	4,620,150	4,000,000	8,620,150	34,500,000	-	-	-	43,120,150
Total	\$ 11,500,000	\$ 4,567,713	\$ 14,000,000	\$ 18,567,713	\$ 34,500,000	\$ -	\$ -	\$ -	\$ 53,067,713

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 recommendation 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 expanded to a year-round program from the current seasonal availability and will provide additional rental opportunities. The Recreation Center will provide a large community event room, expanded group and individual exercise opportunities, classroom and enrichment space, a divisible gymnasium, and indoor walking track.

Construction drawings and documents are in the developmental process and it is anticipated for final approval in the 1st quarter of FY20-21, with ground breaking anticipated for January of 2021.

Project Details

Initial Funding Year	FY2017-18
Target Completion Year	FY2022-23
Expended as of June 30, 2019	\$ 6,932,287



Facilities

Facilities

Senior Center Parking Lot Improvements

PROJECT #: 83315

Total Project Budget: \$ 497,791

DEPARTMENT: Community Services/Public Works	Prior Appropriations	FY2020-21			Total FY2021-25 Budget	FY2021-22	FY2022-23	FY2023-24	FY2024-25
		Estimated Carryover	New Request	Total Appropriations					
FUNDING SOURCES									
General Fund Capital Reserve	\$ 216,646	\$ 93,855	\$ (93,855)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TBD	75,000	-	300,000	300,000	-	-	-	-	300,000
Total	\$ 291,646	\$ 93,855	\$ 206,145	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 300,000

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2021-25 Budget
Construction	206,646	93,855	206,145	300,000	-	-	-	-	300,000
Total	\$ 291,646	\$ 93,855	\$ 206,145	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 300,000

Project Description: The San Bruno Senior Center was originally constructed in 1987. The Center is used heavily on a daily basis for a congregate lunch program, enrichment classes, social programs, educational workshops and seminars, and to give the senior population volunteer opportunities. In addition, a door-to-door transportation service is offered by the Center. Throughout the week, the Center is visited by hundreds of patrons. It is also used for official City events, City Council meetings, Planning Commission meetings, non-profit, and private rentals.

Over the years, the parking stripes have faded and it has become very difficult for the patrons to park because they are unable to see the strips. And, as part of the ADA Transition Plan, the accessible parking stalls are in need of a redesign to meet the current standards. In addition, there are a number of pot holes that need to be repaired.

Additional funding is included in FY2020-21 to complete parking lot restriping, installation of bollards, and restriping.



Project Details

Initial Funding Year	FY2014-15
Target Completion Year	FY2020-21
Expended as of June 30, 2019	\$ 197,791

Facilities

Facilities

Senior Center Trash Enclosure

PROJECT #: 51021

Total Project Budget: \$ 145,000

DEPARTMENT: PUBLIC WORKS

FUNDING SOURCES	Prior Appropriations	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total FY2021-25 Budget
		Estimate Carryover	New Request	Total Appropriations					
TBD	\$ -	\$ -	\$ 145,000	145,000	\$ -	\$ -	\$ -	\$ -	\$ 145,000
PROJECT APPROPRIATIONS	Prior Appropriations	Estimate Carryover	New Request	Total Appropriations	FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2021-25 Budget
Design	\$ -	\$ -	\$ 20,000	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000
Construction	-	-	125,000	125,000	-	-	-	-	125,000
Total	\$ -	\$ -	\$ 145,000	\$ 145,000	\$ -	\$ -	\$ -	\$ -	\$ 145,000

Project Description: The San Bruno Senior Center was originally constructed in 1987. The Center is used heavily on a daily basis for a congregate lunch program, enrichment classes, social programs, educational workshops and seminars, and to give the senior population volunteer opportunities. In addition, a door-to-door transportation service is offered by the Center. Throughout the week, the Center is visited by hundreds of patrons. It is also used for official City events, City Council meetings, Planning Commission meetings, non-profit, and private rentals.

The trash enclosure was damaged in the accident in June of 2017. This project will restore the functionality of the trash enclosure and bring the facility up to the current code requirements. This enclosure will house the trash, recycle, and compost debris boxes. It will include screening the containers from view, diverting waste spills to the sanitary sewer system, constructing an accessible entrance and enclosing the structure with a roof.



Project Details

Initial Funding Year	FY2020-21
Target Completion Year	FY2020-21
Expended as of June 30, 2020	\$0

Facilities

Facilities

Tom Lara Field Parking Lot Rehabilitation

PROJECT #: 51020

Total Project Budget: \$ 1,000,000

DEPARTMENT: PUBLIC WORKS

FUNDING SOURCES	Prior Appropriations	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total FY2021-25 Budget
		Estimate Carryover	New Request	Total Appropriations					
San Bruno Community Foundation	\$ -	\$ -	\$ 1,000,000	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000

PROJECT APPROPRIATIONS	Prior Appropriations	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total FY2021-25 Budget
		Estimate Carryover	New Request	Total Appropriations					
Design	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
Construction	-	-	900,000	900,000	-	-	-	-	900,000
Total	\$ -	\$ -	\$ 1,000,000	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000

Project Description: The Lara Field Parking Lot is well utilized by visitors to City Park and in need of pavement rehabilitation. This project will rehabilitate the asphalt surfacing, create additional parking spaces where feasible and upgrade the accessible parking spaces to be compliance with current guidelines.



Project Details

Initial Funding Year	FY2020-21
Target Completion Year	FY2020-21
Expended as of June 30, 2020	\$0

FY2021-25 Capital Improvement Program

Streets Capital
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FY2021-25 Capital Improvement Program

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Streets Capital

FY2021-25 Five-Year Summary by Funding Source

FUNDING SOURCES	Prior Appropriations	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total FY2021-25 Budget
		Estimated Carryover	New Request	Total Appropriations					
Gas Tax	\$ 1,660,500	\$ 1,154,443	\$ 257,500	\$ 1,411,943	\$ 790,000	\$ 250,000	\$ 250,000	\$ -	\$ 2,701,943
Gas Tax (SBI) RMRA	-	-	726,000	726,000	-	-	-	-	726,000
General Fund Capital Reserve	507,490	305,873	50,000	355,873	150,000	-	-	-	505,873
Highway Safety Improvement Program	72,000	72,000	-	72,000	-	-	-	-	72,000
Measure A	2,762,500	1,871,269	969,041	2,840,310	750,000	250,000	250,000	-	4,090,310
Measure G	-	-	200,000	200,000	200,000	-	-	-	400,000
Measure W	-	-	400,000	400,000	-	-	-	-	400,000
MTC OBAG 2 Grant	799,393	799,393	-	799,393	792,000	-	-	-	1,591,393
MTC TDA Article 3 Grant	385,200	364,922	-	364,922	-	-	-	-	364,922
Private Contribution	7,500	7,500	-	7,500	-	-	-	-	7,500
Rule 20A Allocations	-	-	400,000	400,000	2,000,000	2,250,000	-	-	4,650,000
Safe Routes to Transit	500,000	75,114	-	75,114	-	-	-	-	75,114
San Bruno Community Foundation	263,952	59,447	-	59,447	-	-	-	-	59,447
SMC Transportation Authority Grant	650,000	103,897	-	103,897	-	-	-	-	103,897
Streets Capital RDA	75,000	713	(713)	0	-	-	-	-	0
Total	\$ 7,683,535	\$ 4,814,570	\$ 3,001,829	\$ 7,816,398	\$ 4,682,000	\$ 2,750,000	\$ 500,000	\$ -	\$ 15,748,398

Streets Capital

FY2021-25 Five-Year Summary by Project

PROJECT TITLE	Prior Appropriations	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total FY2021-25 Budget
		Estimated Carryover	New Request	Total Appropriations					
Accessible Pedestrian Ramps at Various Locations	495,000	159,919	14,288	174,207	100,000	-	-	-	274,207
BART Right-Of-Way Transfer	75,000	53,322	-	53,322	-	-	-	-	53,322
Bicycle and Pedestrian Improvement Program	797,200	743,284	60,000	803,284	1,002,000	-	-	-	1,805,284
Crystal Springs Road Utility Undergrounding Project	-	-	400,000	400,000	2,250,000	2,250,000	-	-	4,900,000
Downtown Parking Lot Improvements	100,000	98,459	(98,459)	-	-	-	-	-	-
Downtown Parking Meters	-	-	150,000	150,000	150,000	-	-	-	300,000
Pavement Management Program	2,136,000	2,056,449	1,756,000	3,812,449	-	-	-	-	3,812,449
Pedestrian Safety and Traffic-Calming Program	1,430,952	1,225,308	100,000	1,325,308	100,000	100,000	100,000	-	1,625,308
Scott Street Grade Separation	100,000	70,348	20,000	90,348	-	-	-	-	90,348
Sidewalk Repair Program	207,500	204,059	200,000	404,059	400,000	400,000	400,000	-	1,604,059
Streetlight Pole Replacement Program	-	-	400,000	400,000	400,000	-	-	-	800,000
Traffic Signal Rehabilitation Program	1,021,883	24,410	-	24,410	280,000	-	-	-	304,410
Transit Corridor Pedestrian Connection Improvement	1,320,000	179,011	-	179,011	-	-	-	-	179,011
Total	\$ 7,683,535	\$ 4,814,569	\$ 3,001,829	\$ 7,816,398	\$ 4,682,000	\$ 2,750,000	\$ 500,000	\$ -	\$ 15,748,398

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: \$ 609,288

DEPARTMENT: Public Works	Prior Appropriations	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total FY2021-25 Budget
		Estimated Carryover	New Request	Total Appropriations					
FUNDING SOURCES									
Gas Tax	\$ 110,000	\$ (7)	\$ 7,500	\$ 7,493	\$ 50,000	\$ -	\$ -	\$ -	\$ 57,493
Measure A	310,000	159,214	7,500	166,714	50,000	-	-	-	216,714
Streets Capital RDA	75,000	713	(713)	0	-	-	-	-	0
Total	\$ 495,000	\$ 159,919	\$ 14,288	\$ 174,207	\$ 100,000	\$ -	\$ -	\$ -	\$ 274,207

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2021-25 Budget
Construction	475,000	140,470	-	140,470	85,000	-	-	-	225,470
Total	\$ 495,000	\$ 159,919	\$ 14,288	\$ 174,207	\$ 100,000	\$ -	\$ -	\$ -	\$ 274,207

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

The ADA Transition Plan was adopted in 2019 and includes a list of recommended locations to install curb ramps throughout the City, primarily in locations without an existing curb ramp or where the ramps do not meet federal ADA specifications. The project work plan includes installation of approximately 20 curb ramps annually.



Project Details

Initial Funding Year	FY2008-09
Target Completion Year	On-going
Expended as of June 30, 2019	\$ 551

Streets Capital

ROW Transfer

BART Right-Of-Way Transfer

PROJECT #: 82710

Total Project Budget: \$ 75,000

DEPARTMENT:

FUNDING SOURCES	Prior Appropriations	FY2020-21			FY2021-25				Total
		Estimated Carryover	New Request	Total Appropriations	FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2021-25 Budget
General Fund Capital Reserve	\$ 75,000	\$ 53,322	\$ -	\$ 53,322	\$ -	\$ -	\$ -	\$ -	\$ 53,322

PROJECT APPROPRIATIONS	Prior Appropriations	FY2020-21			FY2021-25				Total
		Estimated Carryover	New Request	Total Appropriations	FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2021-25 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	FY2020-21
Expended as of June 30, 2019	\$ 21,678

Streets Capital

Bicycles & Pedestrians

Bicycle and Pedestrian Improvement Program Summary

PROJECT #: 60010 | 60012

Total Project Budget: \$ 1,859,200

DEPARTMENT: Public Works/Community Development	Prior Appropriations	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total FY2021-25 Budget
		Estimated Carryover	New Request	Total Appropriations					
General Fund Capital Reserve	\$ 285,607	\$ 251,970	\$ (100,000)	\$ 151,970	\$ -	\$ -	\$ -	\$ -	\$ 151,970
Measure A	-	-	160,000	160,000	210,000	-	-	-	370,000
MTC OBAG 2 Grant	126,393	126,393	-	126,393	792,000	-	-	-	918,393
MTC TDA Article 3 Grant	385,200	364,922	-	364,922	-	-	-	-	364,922
Total	\$ 797,200	\$ 743,285	\$ 60,000	\$ 803,285	\$ 1,002,000	\$ -	\$ -	\$ -	\$ 1,805,285

PROJECT TITLE	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2021-25 Budget
Huntington Ave Improvements	\$ 155,000	\$ 141,641	\$ 60,000	\$ 201,641	\$ 1,002,000	\$ -	\$ -	\$ -	\$ 1,203,641
Huntington/San Antonio Bicycle Corridor	642,200	601,643	-	601,643	-	-	-	-	601,643
Total	\$ 797,200	\$ 743,284	\$ 60,000	\$ 803,284	\$ 1,002,000	\$ -	\$ -	\$ -	\$ 1,805,284

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 FY2016-17. During FY2018-19, 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 FY2021-22. 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, 2019	\$ 53,916

Streets Capital

Bicycles and Pedestrians

Bicycle and Pedestrian Improvement Program - Huntington Ave Improvements

PROJECT #: 60010

Total Project Budget: \$ 1,217,000

DEPARTMENT: Public Works/Community Development	Prior Appropriations	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total FY2021-25 Budget
		Estimated Carryover	New Request	Total Appropriations					
General Fund Capital Reserve	\$ 28,607	\$ 15,248	\$ -	\$ 15,248	\$ -	\$ -	\$ -	\$ -	\$ 15,248
Measure A	-	-	60,000	60,000	210,000	-	-	-	270,000
MTC OBAG 2 Grant	126,393	126,393	-	126,393	792,000	-	-	-	918,393
Total	\$ 155,000	\$ 141,641	60,000	\$ 201,641	\$ 1,002,000	\$ -	\$ -	\$ -	\$ 1,203,641

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2021-25 Budget
Construction	-	-	-	-	1,002,000	-	-	-	1,002,000
Total	\$ 155,000	\$ 141,641	\$ 60,000	\$ 201,641	\$ 1,002,000	\$ -	\$ -	\$ -	\$ 1,203,641

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 FY2021-22.



Project Details

Initial Funding Year	FY2018-19
Target Completion Year	FY2021-22
Expended as of June 30, 2019	\$ 13,359

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	Prior Appropriations	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total FY2021-25 Budget
		Estimated Carryover	New Request	Total Appropriations					
FUNDING SOURCES									
General Fund Capital Reserve	\$ 257,000	\$ 236,722	\$ (100,000)	\$ 136,722	\$ -	\$ -	\$ -	\$ -	\$ 136,722
Measure A	-	-	100,000	100,000	-	-	-	-	100,000
MTC TDA Article 3 Grant	385,200	364,922	-	364,922	-	-	-	-	364,922
Total	\$ 642,200	\$ 601,644	\$ -	\$ 601,644	\$ -	\$ -	\$ -	\$ -	\$ 601,644

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2021-25 Budget
Design	\$ 50,000	\$ 31,170	\$ -	\$ 31,170	\$ -	\$ -	\$ -	\$ -	\$ 31,170
Construction	592,200	570,473	-	570,473	-	-	-	-	570,473
Total	\$ 642,200	\$ 601,643	\$ -	\$ 601,643	\$ -	\$ -	\$ -	\$ -	\$ 601,643

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.



Project Details

Initial Funding Year	FY2018-19
Target Completion Year	FY2020-21
Expended as of June 30, 2019	\$ 18,830

Streets Capital

Rule 20A

Crystal Springs Road Utility Undergrounding Project Phase I

PROJECT #: 60021

Total Project Budget: \$ 4,900,000

DEPARTMENT: PUBLIC WORKS

FUNDING SOURCES	Prior Appropriations	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total FY2021-25 Budget
		Estimate Carryover	New Request	Total Appropriations					
Rule 20A Allocations	\$ -	\$ -	\$ 400,000	\$ 400,000	\$ 2,000,000	\$ 2,250,000	\$ -	\$ -	\$ 4,650,000
Gas Tax	-	-	-	-	250,000	-	-	-	250,000
Total	\$ -	\$ -	\$ 400,000	\$ 400,000	\$ 2,250,000	\$ 2,250,000	\$ -	\$ -	\$ 4,900,000

PROJECT APPROPRIATIONS	Prior Appropriations	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total FY2021-25 Budget
		Estimate Carryover	New Request	Total Appropriations					
Design	\$ -	\$ -	\$ 400,000	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ 400,000
Construction	-	-	-	-	2,250,000	2,250,000	-	-	4,500,000
Total	\$ -	\$ -	\$ 400,000	\$ 400,000	\$ 2,250,000	\$ 2,250,000	\$ -	\$ -	\$ 4,900,000

Project Description: The California Public Utilities Commission (CPUC) requires Pacific Gas & Electric Company (PG&E) to set aside a portion of their utility receipts each year for use in undergrounding existing overhead utilities, commonly referred to as the “Rule 20A Utility Undergrounding Program” (Rule 20A). The costs for undergrounding under Rule 20A are recovered through electric rates after the project is completed.

On February 11, 2020, the Council established an underground utility district on Crystal Springs Road from El Camino Real to Cunningham Way. Phase I project includes undergrounding approximately 2,200 feet along Crystal Springs Road from Donner Avenue to El Camino Real and Phase II includes undergrounding approximately 1,500 feet along Crystal Springs Road from Donner Ave to Cunningham Way. The estimated construction cost for Phase I is approximately \$4.5 million. Undergrounding the City's street lights cannot be paid with Rule 20A credits.



Project Details

Initial Funding Year	FY2020-21
Target Completion Year	FY2023-24
Expended as of June 30, 2020	\$0

Streets Capital

Parking Improvements

Downtown Parking Lot Improvement

PROJECT #: 82106

Total Project Budget: \$ 1,541

DEPARTMENT: Community Development	Prior Appropriations	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total FY2021-25 Budget
		Estimated Carryover	New Request	Total Appropriations					
FUNDING SOURCES									
Measure A	\$ 100,000	\$ 98,459	\$ (98,459)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2021-25 Budget
Design	\$ 100,000	\$ 98,459	\$ (98,459)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	-	-	-	-	-	-	-	-	-
Total	\$ 100,000	\$ 98,459	\$ (98,459)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Description: Defunding Project.

This project provides funding for the design and construction of garbage and recycling privacy screens for all eight public parking lots in downtown San Bruno. These screens will hide unsightly refuse receptacles and provide an improved aesthetic for the parking lots.



Project Details

Initial Funding Year	FY2014-15
Target Completion Year	TBD
Expended as of June 30, 2019	\$1,541

Streets Capital

Parking Improvements

Downtown Parking Meters

PROJECT #: 60022

Total Project Budget: \$ 300,000

DEPARTMENT: PUBLIC WORKS

FUNDING SOURCES	Prior Appropriations	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total FY2021-25 Budget
		Estimate Carryover	New Request	Total Appropriations					
General Fund Capital Reserve	\$ -	\$ -	\$ 150,000	\$ 150,000	\$ 150,000	\$ -	\$ -	\$ -	\$ 300,000
PROJECT APPROPRIATIONS	Prior Appropriations	Estimate Carryover	New Request	Total Appropriations	FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2021-25 Budget
Study and Evaluation	\$ -	\$ -	\$ 150,000	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000
Installation	-	-	-	-	150,000	-	-	-	150,000
Total	\$ -	\$ -	\$ 150,000	\$ 150,000	\$ 150,000	\$ -	\$ -	\$ -	\$ 300,000

Project Description: Concern over parking issues in downtown San Bruno has intensified over recent years. Downtown stretches along San Mateo Avenue, from El Camino Real to San Bruno Avenue and the San Bruno Caltrain Station. Spaces on San Mateo Avenue between Huntington Avenue and El Camino Real currently have a 2-hour time limit, enforced from 8 AM to 6 PM weekdays and Saturdays, as do some of the cross streets intersecting San Mateo Avenue. Most of the remaining on-street spaces are unregulated; these spaces are in primarily residential neighborhoods and are generally intended to serve residents who live nearby.

This project will install meters at existing 2-hour parking spaces on San Mateo Avenue and on select cross streets to encourage short-term parking and direct long-term parking into lots.



Project Details

Initial Funding Year	FY2020-21
Target Completion Year	FY2021-22
Expended as of June 30, 2020	\$0

Streets Capital

Street Rehabilitation

Pavement Management Program Summary

PROJECT #: 60018 | 60023 | 60015 | 60014

Total Project Budget: \$ 3,892,000

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2020-21			Total				
		Estimated Carryover	New Request	Total Appropriations	FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2021-25 Budget
Measure A	\$ 355,000	\$ 345,974	\$ 630,000	\$ 975,974	\$ -	\$ -	\$ -	\$ -	\$ 975,974
Measure W	-	-	400,000	400,000	-	-	-	-	400,000
Gas Tax	1,108,000	1,037,475	-	1,037,475	-	-	-	-	1,037,475
Gas Tax (SB1)	-	-	726,000	726,000	-	-	-	-	726,000
MTC OBAG 2 Grant	673,000	673,000	-	673,000	-	-	-	-	673,000
Total Funding	\$ 2,136,000	2,056,449	1,756,000	3,812,449	\$ -	\$ -	\$ -	\$ -	\$ 3,812,449

PROJECT TITLE		Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2021-25 Budget
2019 Street Rehabilitation	60018	\$ 750,000	\$ 718,418	\$ -	\$ 718,418	\$ -	\$ -	\$ -	\$ -	\$ 718,418
2020-21 Street Rehabilitation	60023	-	-	1,741,000	1,741,000	-	-	-	-	1,741,000
2019-20 Slurry Seal	60015	555,000	539,956	15,000	554,956	-	-	-	-	554,956
Huntington/San Antonio St Rehabilitation	60014	831,000	798,075	-	798,075	-	-	-	-	798,075
Total		\$ 2,136,000	\$ 2,056,449	\$ 1,756,000	\$ 3,812,449	\$ -	\$ -	\$ -	\$ -	\$ 3,812,449

Project Description: This program involves the repair and preventative maintenance of City streets. 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 of 84, which would eliminate the City's deferred maintenance backlog; however, in order to achieve this, the program would need to be funded to approximately \$9 million per year. The City's average score is currently 64. Streets are selected for rehabilitation work based on the PCI score, functional class (traffic volume) and other criteria.

The City's PMP is designed to maximize pavement longevity with timely and cost effective rehabilitation while working with budget constraints. The biennial Street Rehabilitation Project is designed and constructed to improve the City streets. The Street Slurry Seal Project, which is a separate street preventative maintenance project, is performed biennially on alternating years.

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, 2019	\$ 79,551



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	FY2020-21			FY2021-25				Total
		Estimated Carryover	New Request	Total Appropriations	FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2021-25 Budget
Gas Tax	\$ 750,000	\$ 718,418	\$ -	\$ 718,418	\$ -	\$ -	\$ -	\$ -	\$ 718,418
PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2021-25 Budget
Construction	\$ 750,000	\$ 718,418	\$ -	\$ 718,418	\$ -	\$ -	\$ -	\$ -	\$ 718,418

Project Description: The 2019 Street Rehabilitation Project includes the rehabilitation of streets: Santa Helena Avenue, Mills Avenue, Poplar Avenue and Eastburn Court.



Project Details

Initial Funding Year	FY2019-20
Target Completion Year	FY2020-21
Expended as of June 30, 2019	\$ 31,582.00

Streets Capital

Pavement

Pavement Management Program - 2020-21 Street Rehabilitation Project

PROJECT #: 60023

Total Project Budget: \$ 1,741,000

DEPARTMENT: PUBLIC WORKS

FUNDING SOURCES	Prior Appropriations	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total FY2021-25 Budget
		Estimate Carryover	New Request	Total Appropriations					
Measure A	\$ -	\$ -	\$ 615,000	\$ 615,000	\$ -	\$ -	\$ -	\$ -	\$ 615,000
Measure W	-	-	400,000	400,000	-	-	-	-	400,000
Gas Tax (SB1) RMRA	-	-	726,000	726,000	-	-	-	-	726,000
Total	\$ -	\$ -	\$ 1,741,000	\$ 1,741,000	\$ -	\$ -	\$ -	\$ -	\$ 1,741,000

PROJECT APPROPRIATIONS	Prior Appropriations	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total FY2021-25 Budget
		Estimate Carryover	New Request	Total Appropriations					
Design	\$ -	\$ -	\$ 200,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000
Construction	-	-	1,541,000	1,541,000	-	-	-	-	1,541,000
Total	\$ -	\$ -	\$ 1,741,000	\$ 1,741,000	\$ -	\$ -	\$ -	\$ -	\$ 1,741,000

Project Description: For FY2020-21, the 2020 Street Rehabilitation Project includes the rehabilitation streets identified through the Pavement Management Program and SB1 funded streets: Bayshore Circle WB, Darby Place, and Oxford Lane.



Project Details

Initial Funding Year	FY2020-21
Target Completion Year	FY2020-21
Expended as of June 30, 2020	\$0

Streets Capital

Street Rehabilitation

Pavement Management Program - 2019-2020 Slurry Seal

PROJECT #: 60015

Total Project Budget: \$ 570,000

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2020-21			FY2021-25				Total Budget
		Estimated Carryover	New Request	Total Appropriations	FY2021-22	FY2022-23	FY2023-24	FY2024-25	
Measure A	\$ 355,000	\$ 345,974	\$ 15,000	\$ 360,974	\$ -	\$ -	\$ -	\$ -	\$ 360,974
Gas Tax	200,000	193,982	-	193,982	-	-	-	-	193,982
Total	\$ 555,000	\$ 539,956	\$ 15,000	\$ 554,956	\$ -	\$ -	\$ -	\$ -	\$ 554,956

PROJECT APPROPRIATIONS	Prior Appropriations	FY2020-21			FY2021-25				Total Budget
		Estimated Carryover	New Request	Total Appropriations	FY2021-22	FY2022-23	FY2023-24	FY2024-25	
Design	\$ 25,000	\$ 11,169	\$ -	\$ 11,169	\$ -	\$ -	\$ -	\$ -	\$ 11,169
Construction	530,000	528,787	15,000	543,787	-	-	-	-	543,787
Total	\$ 555,000	\$ 539,956	\$ 15,000	\$ 554,956	\$ -	\$ -	\$ -	\$ -	\$ 554,956

Project Description: For 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	FY2020-21
Expended as of June 30, 2019	\$ 1,213

Streets Capital

Street Rehabilitation

Pavement Management Program - Huntington/San Antonio St Rehabilitation

PROJECT #: 60014

Total Project Budget: \$ 831,000

DEPARTMENT: Public Works	Prior Appropriations	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total FY2021-25 Budget
		Estimated Carryover	New Request	Total Appropriations					
FUNDING SOURCES									
Gas Tax	\$ 158,000	\$ 125,075	\$ -	\$ 125,075	\$ -	\$ -	\$ -	\$ -	\$ 125,075
MTC OBAG 2 Grant	673,000	673,000	-	673,000	-	-	-	-	673,000
Total	\$ 831,000	\$ 798,075	\$ -	\$ 798,075	\$ -	\$ -	\$ -	\$ -	\$ 798,075

PROJECT APPROPRIATIONS	Prior Appropriations	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2021-25 Budget
		Estimated Carryover	New Request	Total Appropriations					
Design	\$ 70,000	\$ 37,173	\$ -	\$ 37,173	\$ -	\$ -	\$ -	\$ -	\$ 37,173
Construction	761,000	760,902	-	760,902	-	-	-	-	760,902
Total	\$ 831,000	\$ 798,075	\$ -	\$ 798,075	\$ -	\$ -	\$ -	\$ -	\$ 798,075

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, 2019	\$ 32,827

Streets Capital

Neighborhood Traffic

Pedestrian Safety and Traffic-Calming Program Summary

PROJECT #: 60020 | 60024 | 60003 | 60016

Total Project Budget: \$ 1,830,952

DEPARTMENT: Public Works	FUNDING SOURCES	Prior Appropriations	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total FY2021-25 Budget
			Estimated Carryover	New Request	Total Appropriations					
	Gas Tax	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	\$ 200,000
	Highway Safety Improvement Program	72,000	72,000	-	72,000	-	-	-	-	72,000
	Measure A	1,095,000	1,093,861	50,000	1,143,861	50,000	50,000	50,000	-	1,293,861
	San Bruno Community Foundation	263,952	59,447	-	59,447	-	-	-	-	59,447
	Total	\$ 1,430,952	\$ 1,225,308	\$ 100,000	\$ 1,325,308	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	\$ 1,625,308

PROJECT TITLE		Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2021-25 Budget
TSPC Studies	60020	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	\$ 400,000
Local Road Safety Plan	60024	95,000	95,000	-	95,000	-	-	-	-	95,000
Pedestrian Warning Beacons	60003	263,952	59,447	-	59,447	-	-	-	-	59,447
San Bruno/Cherry Ave Improvements	60016	1,072,000	1,070,861	-	1,070,861	-	-	-	-	1,070,861
Total		\$ 1,430,952	\$ 1,225,308	\$ 100,000	\$ 1,325,308	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	\$ 1,625,308

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, 2019	\$ 205,644



Streets Capital

Neighborhood Traffic

Pedestrian Safety and Traffic-Calming Program - TSPC Studies

PROJECT #: 60020

DEPARTMENT: Public Works	Prior Appropriations	FY2020-21							Total
		Estimated Carryover	New Request	Total Appropriations	FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2021-25 Budget
FUNDING SOURCES									
Gas Tax	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	\$ 200,000
Measure A	-	-	50,000	50,000	50,000	50,000	50,000	-	200,000
Total	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	\$ 400,000
PROJECT APPROPRIATIONS									
Study and Evaluation	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	\$ 400,000

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, 2020	\$0

Streets Capital

Neighborhood Traffic

Pedestrian Safety and Traffic-Calming Program - Local Road Safety Plan

PROJECT #: 60024

Total Project Budget: \$ 95,000

DEPARTMENT: PUBLIC WORKS

FUNDING SOURCES	Prior Appropriations	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total FY2021-25 Budget
		Estimate Carryover	New Request	Total Appropriations					
Highway Safety Improvement Program	\$ 72,000	\$ 72,000	\$ -	\$ 72,000	\$ -	\$ -	\$ -	\$ -	\$ 72,000
Measure A	23,000	23,000	-	23,000	-	-	-	-	23,000
Total	\$ 95,000	\$ 95,000	\$ -	\$ 95,000	\$ -	\$ -	\$ -	\$ -	\$ 95,000

PROJECT APPROPRIATIONS	Prior Appropriations	Estimate Carryover	New Request	Total Appropriations	FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total FY2021-25 Budget
Study and Evaluation	\$ 95,000	\$ 95,000	\$ -	\$ 95,000	\$ -	\$ -	\$ -	\$ -	\$ 95,000

Project Description: This project involves developing a Local Road Safety Plan (LRSP) to address the unique roadway safety needs in San Bruno. The City was awarded grant funding from the Highway Safety Improvement Program (HSIP) to develop the LRSP. The process of preparing an LRSP creates a framework to systematically identify and analyze safety problems and recommend safety improvements. Completion of the LRSP will result in a prioritize list of improvements and is a requirement to receive future HSIP federal-aid funding.



Project Details

Initial Funding Year	FY2020-21
Target Completion Year	FY2022-23
Expended as of June 30, 2020	\$0

Streets Capital

Neighborhood Traffic

Pedestrian Safety and Traffic-Calming Program - Pedestrian Warning

PROJECT #: 60003

Total Project Budget: \$ 263,952

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total FY2021-25 Budget
		Estimated Carryover	New Request	Total Appropriations					
San Bruno Community Foundation	\$ 263,952	\$ 59,447	\$ -	\$ 59,447	\$ -	\$ -	\$ -	\$ -	\$ 59,447

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2021-25 Budget
Installation	\$ 263,952	\$ 59,447	\$ -	\$ 59,447	\$ -	\$ -	\$ -	\$ -	\$ 59,447

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 FY2017-18. Two additional beacons were installed as part of the San Mateo Avenue Water and Sewer Replacement Project completed in FY2018-19. 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	FY2020-21
Expended as of June 30, 2018	\$ 204,505

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	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total FY2021-25 Budget
		Estimated Carryover	New Request	Total Appropriations					
Measure A	\$ 1,072,000	\$ 1,070,861	\$ -	\$ 1,070,861	\$ -	\$ -	\$ -	\$ -	\$ 1,070,861

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2021-25 Budget
Design	\$ 72,000	\$ 70,861	\$ -	\$ 70,861	\$ -	\$ -	\$ -	\$ -	\$ 70,861
Construction	1,000,000	1,000,000	-	1,000,000	-	-	-	-	1,000,000
Total	\$ 1,072,000	\$ 1,070,861	\$ -	\$ 1,070,861	\$ -	\$ -	\$ -	\$ -	\$ 1,070,861

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	FY2020-21
Expended as of June 30, 2019	\$ 1,139

Streets Capital

Grade Separation

Scott Street Grade Separation

PROJECT #: 82103

Total Project Budget: \$ 120,000

DEPARTMENT: Public Works	FY2020-21				Total				
	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2021-25 Budget
FUNDING SOURCES									
Measure A	\$ 100,000	\$ 70,348	\$ 20,000	\$ 90,348	\$ -	\$ -	\$ -	\$ -	\$ 90,348
PROJECT APPROPRIATIONS									
Feasibility Study	\$ 100,000	\$ 70,348	\$ 20,000	\$ 90,348	\$ -	\$ -	\$ -	\$ -	\$ 90,348

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 budget funding will be used to complete the traffic study. The design and construction costs are included in the unfunded priorities section.



Project Details

Initial Funding Year	FY2018-19
Target Completion Year	TBD
Expended as of June 30, 2019	\$ 29,652

Streets Capital

Sidewalks

FY2020-21 Sidewalk Repair Project

PROJECT #: 60019

Total Project Budget: \$ 1,607,500

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total FY2021-25 Budget
		Estimated Carryover	New Request	Total Appropriations					
Gas Tax	\$ 100,000	\$ 98,280	\$ 200,000	\$ 298,280	\$ 200,000	\$ 200,000	\$ 200,000	\$ -	\$ 898,280
Measure A	100,000	98,280	-	98,280	200,000	200,000	200,000	-	698,280
Private Contribution	7,500	7,500	-	7,500	-	-	-	-	7,500
Total	\$ 207,500	\$ 204,059	\$ 200,000	\$ 404,059	\$ 400,000	\$ 400,000	\$ 400,000	\$ -	\$ 1,604,059

PROJECT APPROPRIATIONS	Prior Appropriations	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total FY2021-25 Budget
		Estimated Carryover	New Request	Total Appropriations					
Design	\$ 50,000	\$ 46,559	\$ -	\$ 46,559	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	\$ 196,559
Construction	157,500	157,500	200,000	357,500	350,000	350,000	350,000	-	1,407,500
Total	\$ 207,500	\$ 204,059	\$ 200,000	\$ 404,059	\$ 400,000	\$ 400,000	\$ 400,000	\$ -	\$ 1,604,059

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 FY2015-16 to identify sidewalk defects that are the City's or private property owners' responsibility to repair. Repair of sidewalk defects that are not caused by a street trees is the adjacent property owners' responsibility. Sidewalk locations scheduled for City repair each year are identified through the FY2015-16 inventory assessment and by complaints received from residents. This project replaces the sidewalk uplift caused by 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 FY2020-21 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	FY2020-21
Expended as of June 30, 2019	\$3,441

Streets Capital

Streetlights

Streetlight Pole Replacement Program

PROJECT #: 60025

Total Project Budget: \$ 800,000

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total FY2021-25 Budget
		Estimated Carryover	New Request	Total Appropriations					
Gas Tax	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ 100,000
General Fund Capital Reserve	-	-	-	-	-	-	-	-	-
Measure A	-	-	200,000	200,000	100,000	-	-	-	300,000
Measure G	-	-	200,000	200,000	200,000	-	-	-	400,000
Total	\$ -	\$ -	\$ 400,000	\$ 400,000	\$ 400,000	\$ -	\$ -	\$ -	\$ 800,000

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2021-25 Budget
Construction	\$ -	\$ -	\$ 400,000	\$ 400,000	\$ 400,000	\$ -	\$ -	\$ -	\$ 800,000

Project Description: There are approximately 2,100 streetlight poles owned and operated by the City of San Bruno. As streetlight poles and their foundation age, they corrode and become brittle. Many San Bruno poles are over 60-80 years old, made of concrete and steel, and have visible cracks, fractures, extensive corrosion, and other structural defects. A 2015 condition assessment identified 680 street light poles as structurally deficient and recommended for replacement. New poles 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 was replaced in the Pacific Heights Neighborhood in FY2018-19. 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, 2020	\$0

Streets Capital

Traffic Signals

Traffic Signal Rehabilitation Program Summary

PROJECT #: 10009 | 60001

Total Project Budget: \$ 1,301,883

DEPARTMENT: Public Works	Prior Appropriations	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total FY2021-25 Budget
		Estimated Carryover	New Request	Total Appropriations					
General Fund Capital Reserve	\$ 146,883	\$ 581	\$ -	\$ 581	\$ -	\$ -	\$ -	\$ -	\$ 581
Gas Tax	342,500	18,695	-	18,695	140,000	-	-	-	158,695
Measure A	532,500	5,134	-	5,134	140,000	-	-	-	145,134
Total	\$ 1,021,883	\$ 24,410	\$ -	\$ 24,410	\$ 280,000	\$ -	\$ -	\$ -	\$ 304,410

PROJECT TITLE	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2021-25 Budget
Traffic Signal Priority	\$ 156,883	\$ 10,000	\$ -	\$ 10,000	\$ 60,000	\$ -	\$ -	\$ -	\$ 70,000
Traffic Signal Improvements	865,000	14,410	-	14,410	220,000	-	-	-	234,410
Total	\$ 1,021,883	\$ 24,410	\$ -	\$ 24,410	\$ 280,000	\$ -	\$ -	\$ -	\$ 304,410

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 FY2016-17 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 FY2020-21.

See the project detail on the following page.



Project Details

Initial Funding Year	FY2014-15
Target Completion Year	FY2021-22
Expended as of June 30, 2019	\$ 997,473

Streets Capital

Traffic Signals

Traffic Signal Rehabilitation Program - Traffic Signal Priority

PROJECT #: 10009

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total FY2021-25 Budget
		Estimated Carryover	New Request	Total Appropriations					
General Fund Capital Reserve	\$ 146,883	\$ 581	\$ -	\$ 581	\$ -	\$ -	\$ -	\$ -	\$ 581
Gas Tax	10,000	9,419	-	9,419	30,000	-	-	-	39,419
Measure A	-	-	-	-	30,000	-	-	-	30,000
Total	\$ 156,883	\$ 10,000	\$ -	\$ 10,000	\$ 60,000	\$ -	\$ -	\$ -	\$ 70,000

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2021-25 Budget
Traffic Signal Priority Control System - State	10,581	10,000	-	10,000	-	-	-	-	10,000
Total	\$ 156,883	\$ 10,000	\$ -	\$ 10,000	\$ 60,000	\$ -	\$ -	\$ -	\$ 70,000

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 momentarily. 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, 2019	\$ 146,883

Streets Capital

Traffic Signals

Traffic Signal Rehabilitation Program - Traffic Signal Improvements

PROJECT #: 60001

DEPARTMENT: Public Works	Prior Appropriations	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total FY2021-25 Budget
		Estimated Carryover	New Request	Total Appropriations					
FUNDING SOURCES									
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	FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2021-25 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 FY2017-18 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 FY2021-22.



Project Details

Initial Funding Year	FY2020-21
Target Completion Year	FY2021-22
Expended as of June 30, 2019	\$ 850,590

Streets Capital

Transit Corridor

Transit Corridor Pedestrian Connection Improvement Summary

PROJECT #: 82709-0005 | 82709-0007

Total Project Budget: \$ 1,320,000

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total FY2021-25 Budget
		Estimated Carryover	New Request	Total Appropriations					
Safe Routes To Transit	\$ 500,000	\$ 75,114	\$ -	\$ 75,114	\$ -	\$ -	\$ -	\$ -	\$ 75,114
SMC Transportation Authority Grant #1	350,000	-	-	-	-	-	-	-	-
SMC Transportation Authority Grant #2	300,000	103,897	-	103,897	-	-	-	-	103,897
Measure A	170,000	-	-	-	-	-	-	-	-
Gas Tax	-	-	-	-	-	-	-	-	-
Total Funding	\$ 1,320,000	\$ 179,011	\$ -	\$ 179,011	\$ -	\$ -	\$ -	\$ -	\$ 179,011

PROJECT TITLE	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2021-25 Budget
San Bruno Ave / Easton, Masson, Green, Mills	\$ 925,000	\$ 75,114	\$ -	\$ 75,114	\$ -	\$ -	\$ -	\$ -	\$ 75,114
El Camino Real / Angus	395,000	103,897	-	103,897	-	-	-	-	103,897
Total	\$ 1,320,000	\$ 179,011	\$ -	\$ 179,011	\$ -	\$ -	\$ -	\$ -	\$ 179,011

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	\$1,140,989

Streets Capital

Transit Corridor

Transit Corridor Pedestrian Connection Improvement - San Bruno Ave Intersections

PROJECT #: 82709-0005

Total Project Budget: \$ 925,000

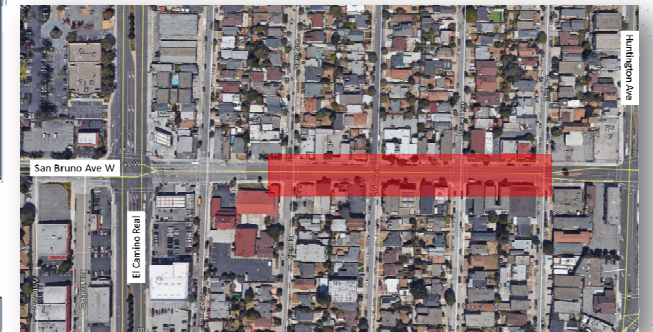
DEPARTMENT: Public Works

FUNDING SOURCES	String	Prior Appropriations	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total FY2021-25 Budget
			Estimated Carryover	New Request	Total Appropriations					
Safe Routes To Transit		\$ 500,000	\$ 75,114	\$ -	\$ 75,114	\$ -	\$ -	\$ -	\$ -	\$ 75,114
SMC Transportation Authority Grant #1		350,000	-	-	-	-	-	-	-	-
Measure A		75,000	-	-	-	-	-	-	-	-
Gas Tax		-	-	-	-	-	-	-	-	-
Total		\$ 925,000	\$ 75,114	\$ -	\$ 75,114	\$ -	\$ -	\$ -	\$ -	\$ 75,114

PROJECT APPROPRIATIONS	String	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2021-25 Budget
Design		\$ 185,000	\$ 114	\$ -	\$ 114	\$ -	\$ -	\$ -	\$ -	\$ 114
Construction		740,000	75,000	-	75,000	-	-	-	-	75,000
Total		\$ 925,000	\$ 75,114	\$ -	\$ 75,114	\$ -	\$ -	\$ -	\$ -	\$ 75,114

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.

Construction was completed in FY2019-20.



Project Details

Initial Funding Year	FY2010-11
Target Completion Year	FY2019-20
Expended as of June 30, 2019	\$ 184,886

Streets Capital

Transit Corridor

Transit Corridor Pedestrian Connection Improvement - ECR/Angus

PROJECT #: 82709-0007

Total Project Budget: \$ 395,000

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total FY2021-25 Budget
		Estimated Carryover	New Request	Total Appropriations					
SMC Transportation Authority Grant #2	\$ 300,000	\$ 103,897	\$ -	\$ 103,897	\$ -	\$ -	\$ -	\$ -	\$ 103,897
Measure A	95,000	-	-	-	-	-	-	-	-
Gas Tax	-	-	-	-	-	-	-	-	-
Total	\$ 395,000	\$ 103,897	\$ -	\$ 103,897	\$ -	\$ -	\$ -	\$ -	\$ 103,897

PROJECT APPROPRIATIONS	Prior Appropriations	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2021-25 Budget
		Estimated Carryover	New Request	Total Appropriations					
Design	\$ 60,000	\$ 50,284	\$ -	\$ 50,284	\$ -	\$ -	\$ -	\$ -	\$ 50,284
Construction	335,000	53,613	-	53,613	-	-	-	-	53,613
Total	\$ 395,000	\$ 103,897	\$ -	\$ 103,897	\$ -	\$ -	\$ -	\$ -	\$ 103,897

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 FY2018-19 and construction completed in FY2019-20.



Project Details

Initial Funding Year	FY2010-11
Target Completion Year	FY2019-20
Expended as of June 30, 2019	\$ 9,716

FY2021-25 Capital Improvement Program

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FY2021-25 Capital Improvement Program

Technology Capital
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FY2021-25 Capital Improvement Program

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Technology Capital

FY2021-25 Five-Year Summary by Project and Funding Source

FUNDING SOURCES	Prior Appropriations	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total FY2021-25 Budget
		Estimated Carryover	New Request	Total Appropriations					
General Fund Capital Reserve	\$ 100,000	\$ 100,000	\$ 287,000	\$ 387,000	\$ 200,000	\$ 100,000	\$ -	\$ -	\$ 687,000
Technology Fee	94,000	10,889	(10,889)	-	-	-	-	-	-
Total	\$ 194,000	\$ 110,889	\$ 276,111	\$ 387,000	\$ 200,000	\$ 100,000	\$ -	\$ -	\$ 687,000

PROJECT TITLE	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2021-25 Budget
Strategic Software Needs Assessment and Upgrade	50,000	50,000	50,000	100,000	-	-	-	-	100,000
Data Security, Business Continuity, Disaster Recovery Improvement	50,000	50,000	237,000	287,000	200,000	100,000	-	-	587,000
Total	\$ 194,000	\$ 110,889	\$ 276,111	\$ 387,000	\$ 200,000	\$ 100,000	\$ -	\$ -	\$ 687,000

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

Digital Permit and Management System Improvement

PROJECT #: 81009

Total Project Budget: \$ 83,111

DEPARTMENT: Information Technology/Community Development

FUNDING SOURCES	Prior Appropriations	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total FY2021-25 Budget
		Estimated Carryover	New Request	Total Appropriations					
Technology Fee	\$ 94,000	\$ 10,889	\$ (10,889)	\$ -	\$ -	\$ -	\$ -	\$ -	
PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2021-25 Budget
Design and Implementation	\$ 94,000	\$ 10,889	\$ (10,889)	\$ -	\$ -	\$ -	\$ -	\$ -	

Project Description: Project completed FY2019-20, defunding project.

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	FY2020-21
Expended as of June 30, 2019	\$ 83,111

Technology Capital

Software Upgrades

Strategic Software Needs Assessment and Upgrade

PROJECT #: 81012

Total Project Budget: \$ 100,000

DEPARTMENT: Information Technology

FUNDING SOURCES	Prior Appropriations	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total FY2021-25 Budget
		Estimate Carryover	New Request	Total Appropriations					
General Fund Capital Reserve	\$ 50,000	\$ 50,000	\$ 50,000	100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000

PROJECT APPROPRIATIONS	Prior Appropriations	Estimate Carryover	New Request	Total Appropriations	FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total FY2021-25 Budget

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, 2019	\$0

Technology Capital

Business Continuity

Data Security, Business Continuity, Disaster Recovery Improvement

PROJECT #: 81013

Total Project Budget: \$ 587,000

DEPARTMENT: Information Technology	Prior Appropriations	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total FY2021-25 Budget
		Estimate Carryover	New Request	Total Appropriations					
FUNDING SOURCES									
General Fund Capital Reserve	\$ 50,000	\$ 50,000	\$ 237,000	\$ 287,000	\$ 200,000	\$ 100,000	\$ -	\$ -	\$ 587,000
PROJECT APPROPRIATIONS									
Development & Implementation	\$ 50,000	\$ 50,000	\$ 237,000	\$ 287,000	\$ 200,000	\$ 100,000	\$ -	\$ -	\$ 587,000

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, 2019	\$0

FY2021-25 Capital Improvement Program

Unfunded Priorities
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FY2021-25 Capital Improvement Program

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Unfunded Priorities Capital Improvement Program

FY2021-25 Summary of Unfunded Priorities

PROJECT TITLE	Total Project Cost
City Facilities Replacement	\$ 187,000,000
Stormwater Infrastructure Improvements	25,500,000
Other Improvements	288,664,999
Total	\$ 501,164,999

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: 187,000,000

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

Project	Project Description	Replacement Cost
City Hall Civic Center	<p>The City Hall Civic Center was constructed in 1954 and houses the administrative offices for the City Manager, City Attorney, Finance, Human Resources, Technology, Community Development, and Public Works. The 22,700 sq.ft. facility also hosts a wide range of public meetings including citizen advisory committees and commissions.</p> <p>The interior of City Hall was remodeled in FY2002-03, which included updating the kitchen, carpet, lighting, and furniture. Recent improvements include cleaning and repainting the exterior of City Hall in 2013.</p>	\$50,000,000
Parks Corporate Yard	<p>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 will to be determined at a later time.</p>	\$550,000
Fireman's Hall Roof Replacement	<p>Fireman's Hall is one of the City's oldest buildings. It is in need of a roof, HVAC and other repairs. Substantial maintenance and improvements are not planned in FY2020-21 as the City assesses all of its facility needs to determine the scope and timeline of future projects.</p> <p>This roof has been patched every rain season for at least the last 12 years. The only lasting and cost effective repair is a roof replacement.</p> <p>The roof mounted HVAC unit is old and rusted out and it needs to be replaced, ideally at the same time as the roof.</p>	\$300,000
Fire Station No. 51	<p>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.</p> <p>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.</p>	\$12,250,000

Project	Project Description	Replacement Cost
Fire Station No. 52	<p>Following the 2010 PG&E gas pipeline explosion in San Bruno's Crestmoor neighborhood, the City played an active role in several investigative proceedings before the California Public Utilities Commission (CPUC). The City Council previously considered several projects related to the explosion and its aftermath to be completed with any funding that may be available to the City as a result of the disaster. Replacement of Fire Station 52 was identified as the highest priority for use of any such funds. This building, constructed in the mid-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.</p> <p>It is currently in poor repair and it lacks many of the modern-day amenities considered necessary for fire service delivery. Replacement of the station will provide the necessary facilities for Fire Department staff and operations and will allow the Department to properly store and secure apparatus and equipment. In addition, a new station may be designed to include a neighborhood meeting room and activity space.</p>	\$8,000,000
Library	<p>The San Bruno Public Library, constructed in 1954, is a 16,766 sq.ft. three-level building consisting of a main floor with children's area, a basement area, and mezzanine. The library was last significantly remodeled in 1990 and many improvements and repairs to the facility have been deferred until recently with the intent that a new library would be built.</p> <p>In the last 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.</p>	\$55,000,000
Parks Maintenance Yard	<p>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.</p> <p>The current work plan includes painting the exterior of the building and replacing the wood wall of the parking bay.</p>	\$6,800,000
Police Plaza	<p>Police Plaza, a 23,000 sq.ft. facility constructed in 2000, is the administrative office for Police Department staff, dispatch center, temporary holding facility, storage for police vehicles, and equipment. As the building approaches 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.</p> <p>Additional improvements include upgrades to police facilities, facilities for the emergency response planning and exercise department, and technology upgrades.</p>	\$32,000,000
Public Works Corporation Yard	<p>The Public Works Corporation Yard is roughly 1.4 acres and located on the northwest corner of Huntington Avenue and San Felipe Avenue and houses the City's Water, Streets and Stormwater, Wastewater and Fleet Maintenance departments.</p> <p>Improvements to the Public Works 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.</p>	\$7,100,000

Project	Project Description	Replacement Cost
Senior Center	<p>The Senior Center, a 12,700 sq.ft. facility constructed in 1987, serves as a recreational facility providing educational and entertainment activities for the City's senior population and is used for City Council meetings and other public meetings. The Senior Center is also used as the cooking facility to provide a daily senior lunch program.</p> <p>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.</p>	\$15,000,000

Stormwater Infrastructure Improvements

Total Project Cost: 25,500,000

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
Trash Capture Device	The San Francisco Bay Regional Water Quality Control Board’s Municipal Regional Permit (MRP) regulates pollutants in stormwater runoff from municipal storm drain systems throughout San Mateo County. The MRP requires jurisdictions to develop a Green Infrastructure Plan that demonstrates how each permittee will gradually shift from traditional “gray” storm drain infrastructure - which channels polluted runoff directly into receiving waters without treatment - to a more resilient and sustainable storm drain system comprised of “green” infrastructure, which captures, stores and treats stormwater using specially designed landscape systems. The City’s Green Infrastructure Plan was completed in 2018-19 and submitted to the Water Board in September 2019.	\$1,500,000

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: 288,664,999

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
Application & Infrastructure Upgrades to Existing Base Platforms	The City's information technology infrastructure is aging and requires multiple upgrades, including network security for \$125,000, data storage enhancements for \$80,000, geographic information system upgrades for \$150,000, public portal upgrades for \$200,000, telephonic communication upgrades for \$250,000 and various application utilities for \$50,000.	\$855,000
Cable Fiber to the Home (FTTH)	The current cable infrastructure is a 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

Project	Project Description	Project Cost
CityWide Basic Software Update	<p>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. Cloud Based ERP - \$2MM. Works Management Platform - \$1MM</p>	\$3,000,000
City-Wide Paving	<p>The Pavement Management Program (PMP) to repairs and applies preventative maintenance treatment to local, collector, and arterial streets. The PMP provides an ongoing condition assessment of City streets and recommends the streets to be selected for rehabilitation to cost effectively maximize pavement longevity. Street condition is measured in terms of pavement condition index (PCI), a numerical index between 0 and 100 in which 0 represents a failed street and 100 represents a newly repaved street. The City maintains approximately 89 miles of streets and the City has a target average PCI score of 84. The estimated project cost to increase the PCI to 80 in 10 years is approximately \$60,000,000.</p>	\$60,000,000
Crestmoor Canyon Fire Safety Improvements and Trails	<p>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.</p>	\$1,900,000
Downtown Parking Garage	<p>This project will construct a 450-stall parking garage in Downtown. The current parking deficiency is primarily caused by an increase in the area population, and future planned development in the area may exacerbate the issues by generating new demand for office and retail uses. There are several potential sites for constructing a parking garage, but none have been identified at this time because of the timing and funding has not been determined.</p>	\$18,000,000

Project	Project Description	Project Cost
Pedestrian Bridge	<p>This project provides for the design and construction of a pedestrian bridge over El Camino Real connecting The Crossing development with the Shops at Tanforan. To properly connect the bridge on the eastern side with the Shops at Tanforan, it may be necessary to have another retail anchor or structure on the shopping center's site adjacent to El Camino Real. The bridge would be subject to review and approval of CalTrans. Although grant funds may be available to help finance this project, it cannot be identified until the timing for this project is more certain. The second level pedestrian bridge crossing facilitates safe pedestrian access to the shopping center and to San Bruno BART Station on Huntington Avenue.</p>	\$749,999
Regional Stormwater Capture Project at I-280 and I-380	<p>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.</p> <p>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%.</p>	\$20,000,000
San Mateo Avenue Streetscape Plan	<p>The goal of this Streetscape Plan is to re-enforce San Mateo Avenue as a vital commercial street that serves the needs and priorities of the community. The San Mateo Avenue Streetscape Plan will develop complete design standards for all the street features and re-imagine the use of public spaces, such as Posy Park, to create more of a destination. The outcome of the Streetscape Plan will be an enhanced street with safer and green sidewalks; well-marked and decorative crosswalks; widened sidewalks at some locations; improved signage and way finding including to public parking lots; integrated and attractive modern street furniture; and roadways that accommodate multiple modes of transportation such as bicycles, pedestrians and automobiles. The Streetscape Plan will also provide design recommendations to improve pedestrian safety and comfort, increase the amount of usable public space in the neighborhood, and support environmentally-sustainable storm water management. A design was completed in 2019 to project cost.</p>	\$19,100,000
Scott Street Grade Separation	<p>This project includes multi-faceted improvements to separate the Caltrain ROW from vehicle and pedestrian ROW. At South Linden Avenue and Scott Street, a grade separation project would result in the train tracks being separated from the roadway and/or pedestrian/bicycle crossing.</p> <p>Several design alternatives were developed that appeared to be viable options for achieving grade separation at both South Linden Avenue and Scott Street while at a minimum maintaining pedestrian and bicycle crossings.</p>	\$142,660,000
Street Light Replacement - RO Streetlight System	<p>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 FY2017-18.</p>	\$4,000,000

Equipment Purchase
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2020-21 Equipment Purchase Funding Summary

		Equipment Replacement	Vehicle Replacement	Total
Total Request by Fund:				
	CityNet Fund	-	-	-
	General Fund Equipment Reserve	\$ -	\$ -	\$ -
	Stormwater Fund	-	-	-
	Water Fund	-	65,000	65,000
	Total	\$ -	\$ 65,000	\$ 65,000
Expenditures by Department:				
				\$ -
Water	Service Truck	-	65,000	\$ 65,000
	Total	\$ -	\$ 65,000	\$ 65,000

2020-21 Vehicle Replacement List

Department	Current Vehicle		Proposed Replacement Vehicle		Replacement Cost	Funding Source	
Water	2012	Ford	550 Utility Truck	Ford	550 Utility Truck	65,000	Water Fund
Total Vehicle Request					\$65,000		

Funding Summary	
Total Water Fund	65,000
Total General Fund Equipment Reserve	0
Total Funding Source	\$65,000

2020-21 Vehicle Replacement Acquisition Descriptions

Water

Service Truck (611-6110-8013)	\$65,000
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Replacement of a 2012 Ford 550 medium-duty service truck used to load asphalt, soils, and materials at construction sites and related activities. The truck has had continuous maintenance problems since it was received. It is unreliable and requires constant expensive repaired and has reached the end of its useful life. The replacement cost of a similar Ford heavy duty truck is estimated at \$65,000, including sales tax, preparation, and delivery. Central Garage will re-use the current truck's customized rear service truck body and attach it onto the new truck's chassis.

Total Vehicle Replacement	\$65,000
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Vehicle and Equipment Replacement Schedule

Police Dept. Vehicles

Marked patrol vehicles	5 service years/ 85,000 Miles
Unmarked vehicles	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 Dept. 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, CityNet Vehicles-Equipment

Small to light duty trucks (1/2 and smaller)	10 service years/ 100,000 Miles
Medium to Heavy use trucks (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 trucks	7 service years/ 70,000 Miles
Small to Mid-size vehicle	10 service years/ 100,000 Miles
Street sweeper (Large)	10 service years (If staggered and purchased every 5 years)
Street sweeper (Small)	7 service years
Emergency pump trailers	15 service years
Emergency Hose reels	15 service years
Rodder truck	15 service years
Water Tankers	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 trucks	7 service years/ 85,000
CCTV Truck	7 service years/ 85,000
Tree chipper trailer	15 service years

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, CityNet Services 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 FY2020-21 budget. All 6 metrics are favorable for San Bruno as it relates to the industry standard or target.

Metric	Target	Fund	FY2020-21 Budget
Debt Level	<\$2,000 per capita and	General Fund	\$291.82
	<3% debt to market value assessed properties		0.21%
Debt Service Burden	<8% of Total General Fund expenditures		4.8%
Rapid debt amortization	>65% within 10 years		93%
Debt Service Coverage	1.25 annual net revenue over debt service	Water Enterprise	11.09
		Wastewater Enterprise	4.85

In the adopted FY2020-21 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
FY2020-21
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.

Debt	Purpose	Year of Issuance	Year of Maturity	Original Amount	Outstanding Principal*	Interest Rate	Annual Debt Service Budget				Funding Source
							FY2019-20 Total	FY2020-21 Principal	FY2020-21 Interest	FY2020-21 Total	
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	\$2,744,568	Varies	\$589,551	\$545,634	\$65,532	\$611,165	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	\$3,296,707	Varies	\$458,471	\$395,562	\$41,294	\$436,856	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	\$7,085,000	4.05%	\$1,180,350	\$905,000	\$271,750	\$1,176,750	General Fund
Wastewater Revenue Refunding Bonds	Construction of improvements to the City's Wastewater System	2013	2033	\$6,955,000	\$5,280,000	3% to 4.25%	\$530,775	\$310,000	\$222,600	\$532,600	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	\$492,729	0.525%	\$170,270	\$168,087	\$2,183	\$170,269	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	\$269,031	1.89%	\$182,754	\$178,509	\$4,245	\$182,754	General Fund
Wastewater Revenue Bonds	Fund Improvements to the Wastewater System	2017	2047	\$24,470,000	\$23,785,000	3% to 5%	\$1,426,500	\$455,000	\$972,850	\$1,427,850	Wastewater Fund
Water Revenue Bonds	Fund Improvements to the Water System	2017	2047	\$11,615,000	\$11,285,000	3% to 5%	\$678,100	\$215,000	\$461,650	\$676,650	Water Fund
Cisco Router Lease Purchase	Acquisition of Internet Router Equipment for the Cable Enterprise	2018	2022	\$1,630,339	\$980,344	3.75%	\$352,026	\$314,625	\$37,401	\$352,027	General Fund Reserve
Lease Revenue Bond	Construction of the San Bruno Police Facility at 1177 Huntington Avenue	2019	2031	\$4,670,000	\$4,380,000	2.39%	\$508,056	\$325,000	\$184,650	\$509,650	Redevelopment Property Tax Trust Funds

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City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: June 23, 2020

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 FY2020-21 Operating and FY2021-25 Capital Improvement Program Budget
- Approving City Appropriations (Gann) Limit for FY2020-21
- Approving the City's Master Fee Schedule for FY2020-21

BACKGROUND:

The proposed FY2020-21 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. Staff provided an overview of the proposed budget during the regular City Council meeting on May 26, 2020 including an overview of the \$8.2 Million projected deficit and budget balancing strategies proposed to address the deficit. The City Council conducted two study sessions to review the proposed FY2020-21 Operating and the FY2021-25 Capital Improvement Program Budget on May 27 and June 11, 2020. 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 purchases.

The [proposed budget for FY2020-21](https://www.sanbruno.ca.gov/civicax/filebank/blobdload.aspx?BlobID=31878) can be accessed on the City's website at <https://www.sanbruno.ca.gov/civicax/filebank/blobdload.aspx?BlobID=31878>

DISCUSSION:

The second half of the current fiscal year (FY2019-20) has been challenging for the City of San Bruno on a number of fronts. First and foremost, our community and communities across the globe have been rocked by COVID-19 – a pandemic that continues to threaten the physical health of our residents as well as the City's economy. Two notable businesses closed, Sears (a

retail department store) and SkyPark (an off-airport parking facility). In addition to the loss of local jobs, these closures resulted in a downward projection of General Fund revenue. Additionally, we were forced to address a severe mid-year budgetary shortfall that required the defunding of capital projects, cuts to operating expenditures and other strategies -all of which negatively impacted our ability to provide services and enhancements to the community. Unfortunately, the Proposed Budget for FY2020-21 replicates this negative trajectory due to the fact that we find ourselves in a recession that has been triggered by the novel coronavirus. In our local economy, retail, hospitality, personal services, and airport-support businesses appear to be the most impacted.

The Proposed Budget includes a projected \$8.2 million General Fund deficit, along with recommended strategies for closing the deficit that create a balanced budget. In total, General Fund revenue is projected to be down by 8% (or \$4.1 Million). This, coupled with approximately \$3.9 Million increases in personnel and contractual services, create the deficit. Approximately, \$179,000 of critically needed enhancements and other changes make of the remainder of the deficit.

Projected Sales Tax and Transient Occupancy Tax (“hotel room tax”) revenue are projected to sharply decrease in FY2020-21 over the current’s budget:

- 40% (or -\$1.4M) drop in Transient Occupancy Tax Revenue (from \$3.5M to \$2.1M)
- 18% (or -\$1.4M) drop in General Sales Tax Revenue (from \$7.9M to \$6.5M)
- 28% (or -\$1.1M) drop in the new District “Measure G” Sales Tax Revenue (from \$4M to \$2.9M)

The proposed budget incorporates estimated revenues and planned expenditures for all funds. 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.

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 tax, sales tax, hotel/motel tax and business license tax. The following table summarizes FY2020-21 financial information compared to the prior year in the City Manager’s proposed budget:

General Fund Summary	FY2019-20 Adopted Budget	FY2019-20 Amended Budget	FY2019-20 Estimated Actual	FY2020-21 Proposed Budget	Change from FY2019-20 Amended Budget
Beginning Fund Balance	\$2,798,305	\$2,798,305	\$2,798,305	\$1,547,510	(\$1,250,795)
Revenue	50,111,247	52,906,331	47,522,730	48,805,458	(\$4,100,878)
Expenditure	50,436,351	50,776,798	48,773,525	49,352,968	(\$1,423,830)
Surplus (Deficit)	(325,103)	2,129,533	(1,250,795)	(547,510)	
Ending Fund Balance	\$2,473,302	\$4,927,838	\$1,547,510	\$1,000,000	

Total projected General Fund revenue for FY2020-21 is \$48,805,458, a decrease of \$4.1 million or 9% less than FY2019-20 Amended Budget. A majority of the projected FY2020-21 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 60% of the total revenue. Sales tax at \$6,468,900, 13% of total revenues and property tax at \$12,111,500, at 25%, represent the largest categories of revenues supporting General Fund operations.

The proposed budget projects \$49,352,968 in General Fund expenditures supporting operations and service delivery across all City departments. This total is a decrease of \$1.4 million, or 9.7% compared to the FY2019-20 Amended Budget. This is a result of implementing budget balancing strategies aimed at reducing personnel and other expenditures to achieve savings and the City's continuing effort to contain all costs at the lowest possible levels necessary to support continued delivery of services. Overall, \$9.1 Million of budget balancing strategies are proposed and required, particularly given the increase in pension and other benefit costs for City staff which are required through settled bargaining unit contracts.

The table below summarizes the budget balancing strategies included in the proposed budget and described in detailed in the City Manager's Letter in the proposed FY2020-21 budget:

Budget Balancing Strategy	FY2020-21 Proposed Budget Reductions
CIP Project De-Funding, Alternative Funding or Scope Change	\$1,569,900
Delay filling 13 vacant positions in multiple departments	1,765,160
Personnel reduction of 1 Senior Code Enforcement Officer	158,130
Operating Expense Reductions	107,900
Eliminate Annual Equipment Reserve Allocation	340,600
Additional fund balance – transfer in from other funds	400,000
Utilize Measure G District Sales Tax Funds	2,000,000
Utilize General Fund Reserves	587,910
Utilize Available Fund Balance in the General Fund	500,000
Personnel Cost Reductions (various measures, subject to bargaining)	C
Total	\$9,131,100

At the date this staff report was finalized, the City is still in negotiations with the employee bargaining unions regarding the personnel cost reductions of \$1.7 Million required to balance the budget for FY2020-21. Since the proposed budget was submitted to the City Council on May 21, 2020, staff have identified the following five additional positions proposed to be held vacant for the duration of FY2020-21 in order to achieve approximately \$729,000 of additional savings. This leaves \$972,500 (\$1,701,500, minus \$729,000) of personnel cost reductions to be identified in order to balance the FY2020-21 budget. The additional five vacancies are:

Additional Vacancy Holds

Position	Department	Projected FY2020-21 Savings
Public Information Officer	City Manager's Office	\$149,000
Recreation Services Coordinator	Community Services	113,000
Firefighter	Fire Department	157,000
Firefighter	Fire Department	157,000
Police Officer	Police Department	153,000
Total		\$729,000

If the City Council adopts the resolution to approve of the FY2020-21 operating budget tonight, staff will adjust departmental budgets to reflect the five additional vacancy holds as well as maintain the reduction of \$972,500 needed to balance the budget. As such, the adopted budget will be balanced. The City will continue to partner with its labor unions to identify specific reductions in order to avoid further personnel reductions. In the event an agreement is not reached, staff will return to the City Council with specific personnel reductions to implement the \$972,500 of needed budgetary savings.

Service Level Enhancements

The proposed budget includes minimal but critical one-time expenditures in the General Fund in FY2020-21 which are described in detail in the Service Enhancement Section of the budget. These include the following items:

- The Fire Department includes a new ongoing budget of \$35,000 for wellness screening based on NFPA 1582 recommended standards, to provide for early identification of cardiopulmonary, cancer or other health concerns specifically pertaining to firefighters.
- The Planning division includes a one-time enhancement for an internship position that will start in summer 2020 and last approximately 10 weeks. The intern will focus on City-led affordable housing programs and preparation for the next Housing Element.
- The Planning division also includes a proposed Housing Element Update that the City is required to prepare and certify to comply with the State Housing and Community Development Department (HCD) Regional Housing Number Allocation (RHNA) by December 2022. This enhancement request is a 2-year ongoing cost of \$100,000 annually.
- The Parks Division has an enhancement request to reclassify a Lead Maintenance Worker to Parks Services Manager, with the incremental cost increase funded by the Measure G district sales tax. The request is for an ongoing increased cost of \$43,360.
- The Library Services division is proposing to install computer cabling funded by Library Donations: Ed Johnson Bequest Funds to strengthen community connections and engagement for a one-time cost of \$12,146. This is not an additional General Fund expense.

General Fund Reserves

The City Council adopted an aggressive reserve policy in 2013 that set a target of retaining \$1.5 Million as contingency in the General Fund, 25% of annual, operating expense budget in the

General Fund Reserve, \$5 Million in the General Fund Capital Reserve and \$3 Million in the Emergency Disaster Reserve Fund to only be accessed in a declaration of an emergency. The City had been steadily approaching attaining all reserve targets and was able to meet them just 2 years ago. The table below lists the City’s reserves funds and targets, and the estimated ending balance by the end of FY2019-20 and FY2020-21.

Reserve Type	Reserve Policy Target	FY2019-20 Estimated Ending Balance	FY2020-21 Budget Ending Balance
General Fund	\$1,500,000	\$1,547,510	\$1,000,000
General Fund Reserve	25% of annual, budget expenditures	\$12,613,134	\$12,022,285
General Fund Capital Reserve	Goal of \$5,000,000	\$5,102,456	\$4,921,902
Emergency Disaster Fund	Target of \$3,000,000	\$1,993,107	\$2,023,107
Total		\$21,256,207	\$19,967,294

The FY2020-21 proposed budget taps into each of these reserves (most significantly utilizing \$587,910 from the General Fund Reserve), similar to the strategies being proposed by many other cities during this time of extreme economic impacts. The City’s reserve policy states that the General Fund Reserve may be used if a decrease in revenues in excess of 5% of total budgeted General Fund revenues are anticipated to occur within one year. This criterion is met with the revenue decline projected in FY2020-21. The policy also stipulates that the General Fund Reserve can only be utilized through resolution of the City Council. The budget resolution includes authorizes to utilize the General Fund Reserve in FY2020-21.

Each reserve is projected to fall short of the policy target in FY2020-21; however, the most significant strain on the City’s reserves continues to be the negative fund balance in the CityNet Services enterprise fund which has required the City’s General Fund reserves to loan funds to CityNet to allow for ongoing operations and required capital upgrades. This loan significantly reduces the amount of available cash on hand to weather future revenue loss from continued economic instability. The table below shows the cash balances in the City’s reserve funds when reducing the balance by the CityNet Services negative fund balance as well as including the available equipment reserves which do not have a target set in the City’s reserve policy.

City Reserves – Cash Balance	FY2020-21 Budget Ending Balance
Total General Fund Reserves	\$19,967,293
City Net Services - Enterprise Fund Deficit	(13,642,816)
General Fund Reserves – Cash Balance	\$6,324,477
Equipment Reserve	3,438,160
Total Reserves – Cash Balance	\$9,762,637

A consolidated reserve balance of only \$9.8 Million for a city with an approximate \$50 Million annual, operating budget is significantly lower compared to most cities of a similar size as well as below municipal government standards. The replenishment and preservation of reserve funds must be a focus for long-term fiscal sustainability so that the City may access them in the future for similar economic instability that we are currently experiencing today.

Enterprise Funds

The City’s four Enterprise operations provide business-type services that are budgeted to be rate and fee supported. 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 FY2019-20 operating revenues and expenditures for the City’s Enterprise Funds to the amounts proposed for FY2020-21.

Fund	FY2019-20 Amended Budget	FY2019-20 Estimated Actual	FY2020-21 Proposed Budget	Change from FY2019-20 Amended
Water				
Revenue	\$16,583,260	\$16,359,737	\$17,395,923	\$812,663
Expenditure	\$10,242,244	\$9,044,746	\$9,888,765	\$(353,479)
Wastewater				
Revenue	\$18,621,632	\$18,620,132	\$18,984,665	\$363,033
Expenditure	\$9,145,696	\$8,683,150	\$9,469,405	\$323,709
Stormwater				
Revenue	\$ 679,000	\$675,000	\$693,000	\$14,000
Expenditure	\$1,229,045	\$1,026,056	\$1,154,255	\$(74,790)
CityNet Services				
Revenue	\$9,907,120	\$9,591,730	\$10,837,377	\$930,257
Expenditure	\$9,455,756	\$9,512,590	\$9,979,423	\$523,667

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 FY2021-22. The City will need to consider other funding sources, including the General Fund, to fund required stormwater operations and capital improvement projects as well as an adjustment to the existing or potentially additional, dedicated funding sources in the future.

CityNet Services 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, CityNet Services 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. Starting FY2019-20 CityNet Services operating budget eliminates the equity earnings transfer to the General Fund.

With the great strides made in FY2019-20 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 \$6,203,554 across all operations for FY2020-21. The largest single category of internal service costs is for Self-Insurance at \$2,846,554. The Internal Service departments are budgeted to meet the 25% fund balance target as identified in the City’s reserve policy in FY2020-21.

The table below lists the ending fund balance projected in FY2019-20 and FY2020-21 for the four internal service funds. Central Garage, Building and Facilities and Technology funds meet the reserve target identified in the City’s reserve policy. The proposed budget also increases the ending fund balance in the Self-Insurance fund in FY2020-21.

Fund	Reserve Policy Target	FY2019-20 Ending Balance	FY2020-21 Ending Balance	Budget Percent of Target
Central Garage	25% of annual, budget expenditures	\$237,376	\$108,935	100%
Building & Facilities	25% of annual, budget expenditures	79,860	248,431	100%
Technology	25% of annual, budget expenditures	128,429	162,361	100%

Self-Insurance	N/A	310,889	500,852	N/A
Total		\$756,554	\$1,020,579	100%

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.

Overall the FY2020-21 Capital Improvement Program identifies more than 100 funded and underfunded projects/programs organized in 9 categories. \$206.8 Million in capital investment is programmed through the 5-year CIP to assure rehabilitation, replacement, and improvement of City facilities and infrastructure. \$124 Million of this amount is the expected cost of scheduled improvements to the City’s water and wastewater systems.

The following chart summarizes the carryforward appropriations, FY2020-21 funding request, total project funding in FY2020-21 and the total proposed 5 fiscal year capital budget (FY2021-25) appropriations by capital program area.

Capital Program Area	Carryover Appropriations	FY2020-21 Funding Request	FY2020-21 Total Project Funding	Total 5-Year Program
Water	\$21,330,461	\$857,159	\$22,187,620	\$66,987,620
Wastewater	21,139,486	1,660,544	22,800,030	57,020,030
Stormwater	1,650,799	(317,851)	1,332,948	2,832,948
CityNet Services	352,282	(352,282)	0	0
Parks	5,506,515	135,748	5,370,767	7,635,767
Facilities	5,197,653	15,900,145	21,097,798	55,697,798
Police	227,141	0	227,141	227,141
Streets	4,814,569	3,001,829	7,816,398	15,748,298
Technology	110,889	276,111	387,000	687,000
Total	\$60,329,795	\$20,889,907	\$81,219,702	\$206,836,702

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 8 projects in the adopted Capital Improvement Program were completed during FY2019-20. 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:

- Water Main Improvement and Replacement at San Mateo Avenue
- Pressure Regulator Station Improvement at Arbor Court
- Sewer Main Improvement and Replacement for Pipeline Repair (Grade 5)
- Sewer Main Improvement and Replacement for 1st Avenue Sanitary Sewer Line
- Sewer Main Improvement and Replacement for Jenevein Avenue
- Sewer Main Improvement and Replacement for Crystal Springs Avenue
- Stormwater Green Infrastructure Improvement Program
- Digital Permit and Management System Improvement

In order to balance the General Fund budget for FY2020-21 and leverage federal, state, county and other funding sources, the proposed budget includes identifying alternative funding sources or a reduced scope in order to make additional resources available to aid in balancing the budget:

- Reduced scope for the stormwater trash capture device project
- Removed funding for the climate action plan project
- Delayed the Commodore Dog Park improvement project
- Reduced the scope of the Florida Avenue Park project
- Delayed the start of the Park Pathways Project
- Identified alternative funding sources for the Tom Lara Grandstand improvement project
- Identified alternative funding sources for the Police Dispatch and Records ergonomic update project
- Delayed the start of the city facilities security improvement (door access and management system) project
- Identified alternative funding sources for the Library HVAC improvement project
- Identified alternative funding sources for the Police HVAC improvement project
- Cancelled the Public Works Corporation Yard Facility Improvement project as the improvements were no longer required
- Identified alternative funding sources for the Tom Lara Field Parking Lot Rehabilitation project
- Identified alternative funding sources for the Bicycle and Pedestrian Improvement Program for Huntington Avenue
- Defunded the Downtown Parking Lot Improvement project
- Identified alternative funding sources for the Pavement Management Program
- Identified alternative funding sources for the Sidewalk Repair Project
- Identified alternative funding sources for the Streetlight Pole Replacement Program

New projects for FY2020-21 in the proposed Capital Improvement Program include:

- Tom Lara Field Parking Lot Rehabilitation Project
- Crystal Springs Road Utility Undergrounding Project
- Downtown Parking Meters
- Pedestrian Safety and Traffic Calming Program – TSPC Studies and Local Road Safety Plan
- Streetlight Pole Replacement Program

While the comprehensive CIP is not limited to projects for which funding has been identified, the CIP generally includes a more limited presentation on proposed projects for which funding is not available. The FY2020-21 CIP Budget includes \$500.3 Million in capital projects that do not have a designated funding source. These projects are shown in the Unfunded Priorities section of the CIP. Many of the unfunded projects address community needs for rehabilitation and/or replacement of critical facilities such as the Library, City Hall, Fire Station 51 and 52 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.

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, 2020 where a resolution 2020-03 was adopted making this determination.

Measure G District Sales Tax

San Bruno voters approved Measure G, a half cent district sales tax measure, in November 2019. These funds will prove to be a vital funding source to enhance maintenance of the City’s 89 miles of local streets and roads --many of which have not had a major repair in over 30 years. In addition to roadway improvements, a March 2019 Community Priorities Survey highlighted that residents also valued expenditures to support:

- Maintaining neighborhood police patrols;
- Attracting and maintaining local businesses;
- Maintaining City parks and playgrounds; and
- Maintaining and repairing park structures for children and youth.

The global pandemic has triggered an economic recession that is second only to the devastating health effects of the novel coronavirus itself. The immediacy of the financial consequences from the Shelter in Place, the closure of most retail businesses and the extensive hotel room vacancies is devastating to the City’s budget. Further, the limited availability of City reserve funds means that the City has few options to address the \$8.2 million General Fund deficit that do not involve defunding needed capital projects and severe reductions to critical services that residents and businesses depend on. As such, to avoid further reductions in essential public safety services and support park and open space maintenance, the Proposed Budget includes a \$2 Million allocation from Measure G funds. In total, the projected revenue from Measure G in FY2020-21 is \$2.9 million.

The table below summarizes the appropriations in FY2020-21 using Measure G district sales tax funds:

Item	FY2020-21 Proposed Budget
General Fund Transfer to Avoid Further Cuts to Fund Police, Fire and Park Maintenance	\$2,000,000

Street Sign Replacement Program	150,000
Parks Manager Enhancement Request (<i>cost increase from position reclassification</i>)	44,000
Police Facility HVAC Replacement & Roof Repair	205,000
Street Light Pole Replacement Program	200,000
Total	\$2,599,000
Projected Ending Fund Balance FY2020-21	\$462,017

The Citizen’s Revenue Measure Oversight Committee held their first meeting on June 15, 2020. Staff presented an overview of the proposed budget to the committee as well as the proposed Measure G allocations described above in the FY2020-21. ***The Committee unanimously approved of these proposed Measure G allocations in FY2020-21 with the exception of requesting an alternative funding source be identified for the Parks Manager enhancement request, reducing the overall allocation to \$2,555,000. Staff agrees with the Committee’s feedback and recommends the funding for the Parks Manager enhancement request be allocated from General Fund balance, which would reduce the balance to just below \$1 Million by the end of FY2020-21.***

Vehicles & Equipment

The FY2020-21 budget includes the planned purchase of necessary equipment and vehicles to continue to provide services to the community. There are no planned equipment purchases, and vehicle purchases are budgeted at \$65,000 for one water truck.

The equipment budget annual allocation of \$340,600 into the fund from departments was postponed this year as a budget balancing strategy. Staff estimate a \$3.4 million ending balance at the end of FY2019-20. Current balance represents a 26% of the target amount needed to replace city vehicles and equipment. The fund balance should be \$13.3 million if all vehicles and equipment were to be replaced based on their useful life.

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 FY2020-21 MFS does not include any fee changes from the current FY2019-20 fee schedule. As discussed at the budget study session held on May 27, 2020, 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 FY2020-21 which will likely result in multiple changes to the MFS.

The City’s current master fee schedule can be found on the City’s website:
<https://www.sanbruno.ca.gov/civicax/filebank/blobdload.aspx?BlobID=31757>

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 4, the FY2020-21 appropriation limit is adjusted by the cost-of-living factor (3.73%) and the population factor (-0.13%) provided by the Department of Finance; establishing the FY2020-21 appropriation limit at \$46,129,927. 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 \$31,218,833. The City's appropriations subject to limit are \$14,911,095, or 32%, below the FY2020-21 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 27 and June 11, 2020. General Fund revenues are budgeted to be \$48,805,458, and expenditures are budgeted to be \$49,352,968 in FY2020-21 resulting in an operating deficit of \$547,510. The Proposed Budget includes a projected \$8.2 million General Fund deficit, along with recommended strategies for closing the deficit that create a balanced budget. In total, General Fund revenue is projected to be down by 8% (or \$4.1 Million). This, coupled with approximately \$3.9 Million increases in personnel and contractual services, create the deficit. Approximately, \$179,000 of critically needed enhancements and other changes make of the remainder of the deficit.

The proposed budget includes budget balancing strategies totaling \$9.1 Million, including de-funding capital improvement projects, delaying the filling of vacant positions and other personnel cost reductions, reducing operating expenses, utilizing available fund balancing, transferring funds into the General Fund from other funds and utilizing approximately \$587,000 of General Fund Capital Reserve funds.

The City's four Enterprise operations provide business-type services that are budgeted to be entirely rate and fee supported. The adoption of the FY2020-21 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 FY2020-21 budget will appropriate revenues and expenditures for these departments to carry out operational support initiatives in the coming year.

The 5 fiscal year Capital Improvement Program work program identifies \$206,836,702 of prior year budget carryforward and new requests for FY2021-25 in necessary capital investment to assure rehabilitation, replacement, and improvement of City facilities and infrastructure.

The budget also allocates \$2,599,000 of Measure G district sales tax funds with the most significant allocation of \$2 Million into the General Fund to avoid further cuts to fund Police, Fire

and Park Maintenance operations as well as funding for street sign replacement program, Parks Manager enhancement request, Police facility maintenance and the streetlight pole replacement program. The Citizen's Revenue Measure Oversight Committee provided feedback that the total allocation should be reduced by \$44,000 for a total allocation of \$2,544,000 for an alternative funding source be identified for the Parks Manager enhancement request. Staff concur and recommend the use of General Fund Balance in order to fund this enhancement request in FY2020-21.

The proposed budget includes one vehicle purchase at \$65,000 in the Water Enterprise.

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, 2020. In this case, the City Council can adopt an alternate resolution assuring continued municipal operations until the City Council adopts the budget at a later meeting. An alternate resolution for this purpose is attached to this report.
3. Do not accept the Citizen's Revenue Measure Oversight Committee's feedback for identifying an alternative funding source for the Parks Manager enhancement request and staff's recommendation for the use of General Fund balance.

RECOMMENDATION:

Hold public hearing and adopt resolutions approving FY2020-21 Operating and FY2021-25 Capital Improvement Program Budget, approving City Appropriations (Gann) Limit for FY2020-21 and approving the City's Master Fee Schedule for FY2020-21.

ATTACHMENTS:

1. City Manager's Proposed Budget Transmittal Letter, May 22, 2020
2. Resolution Approving FY2020-21 Operating and the FY2021-25 Capital Improvement Program Budget
3. Resolution Authorizing Preliminary Expenditure Appropriation to Support City Operations Pending Approval of the Proposed FY2020-21 Operating and Capital Budget
4. Resolution Approving the City's Appropriation Limit (Gann Limit) of \$46,129,927 for FY2020-21
5. Gann Limit Report
6. Resolution of the San Bruno Planning Commission Finding that the Proposed Capital Improvement Program Budget for FY2020-21 is in Conformance with the City of San Bruno General Plan

DATE PREPARED:

June 15, 2020

RESOLUTION NO. 2020 - 45

RESOLUTION APPROVING FY2020-21 OPERATING AND FY2021-25 CAPITAL IMPROVEMENT PROGRAM BUDGET

WHEREAS, the City Manager transmitted the FY2020-21 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 27, and June 11, 2020; and

WHEREAS, the City Council authorizes the use of funds in the General Fund Reserve in order to balance the budget in FY2020-21; 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, 2020 for compliance with the General Plan of the City and adopted a resolution confirming project compliance; and

WHEREAS, the Proposed Capital Improvement Program identifies over one hundred projects in the FY2020-21 work-plan;

WHEREAS, the proposed allocations totaling \$2,599,000 of the Measure G District Sales Tax revenues in FY2020-21 were presented to the Citizen's Revenue Measure Oversight Committee on June 15, 2020. The Committee unanimously approved of these proposed Measure G allocations in FY2020-21 with the exception of requesting an alternative funding source be identified for the Parks Manager enhancement request, reducing the overall allocation to \$2,555,000. Staff agrees with the Committee's feedback and recommends the funding for the Parks Manager enhancement request be allocated from General Fund balance;

WHEREAS, the City Council, being fully advised and informed and having fully reviewed the Proposed FY2020-21 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 \$103,813,100, Transfers In appropriations of \$13,303,200, Operating Budget appropriations of \$88,792,000 and Transfers Out appropriations of \$13,303,200 for FY2020-21; and

NOW THEREFORE BE IT FURTHER RESOLVED, that the City Council of the City of San Bruno approves the recommended budget enhancements, in the total amounts identified below:

Department	Supplemental Enhancement Requests	Ongoing Costs	One-Time Costs	New Rev / Exp	Net Impact to Fund
Fire	Wellness Screening	35,000			35,000
Planning	Planning and Housing Intern		12,000		12,000
Planning	Housing Element Update (FY2020-21 and FY2021-22)	100,000		12,000	88,000
Parks Maintenance	Reclassify 1.0 Lead Maintenance Worker to Parks Services Manger	157,250		113,890	43,360
Library	Install Computer cabling (Funded by Library Donations: Ed Johnson Bequest Funds)		12,146	12,146	0
Central Garage	Reclassify Parks & Facilities Manager to Facilities & Garage Services Manager (0.25 FTE)	39,267		40,630	(1,363)
Building & Facilities	Reclassify Park & Facilities Manager to Facilities & Garage Services Manager (0.75 FTE)	117,299		121,391	(4,092)
Information Technology	Microsoft Office 365 Full City License	5,780			5,780
	Total Supplemental Requests	\$ 454,596	\$ 24,146	\$ 300,057	\$ 178,685
	Total General Fund Costs	\$ 420,981	\$ 24,146	\$ 266,409	\$ 178,719
	General Fund ongoing costs net of ongoing revenue	\$ 420,981			

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 FY2020-21 Operating and the FY2021-25 Capital Improvement Program Budget are hereby appropriated.

SECTION 2: That the FY2020-21 Proposed Capital Improvement Program is hereby adopted and budget appropriations totaling \$20,776,348 and in the following amounts are hereby approved:

Capital Program Area	Carryover Appropriations	FY2020-21 Funding Request	FY2020-21 Total Project Funding	Total 5-Year Program
Water	\$21,330,461	\$857,159	\$22,187,620	\$66,987,620
Wastewater	21,139,486	1,660,544	22,800,030	57,020,030
Stormwater	1,650,799	(317,851)	1,332,948	2,832,948
CityNet Services	352,282	(352,282)	0	0
Parks	5,721,799	(249,307)	5,472,492	7,737,192
Facilities	5,197,653	15,900,145	21,097,798	55,697,798
Police	227,141	0	227,141	227,141
Streets	4,814,569	3,001,829	7,816,398	15,748,298
Technology	110,889	276,111	387,000	687,000
Total	\$60,545,080	\$20,776,348	\$81,321,427	\$206,938,427

SECTION 3: The FY2020-21 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 FY2019-20 are estimated to be \$60,545,080.

SECTION 4: The FY2020-21 budget includes one vehicle purchase budgeted at \$65,000 in the Water Enterprise.

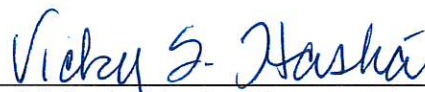
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I hereby certify that foregoing **Resolution No. 2020 - 45** was introduced and adopted by the San Bruno City Council at a regular meeting on June 23, 2020, by the following vote:

AYES: Councilmembers: Davis, Mason, M. Medina, Salazar, Mayor R. Medina

NOES: Councilmembers: None

ABSENT: Councilmembers: None



 Vicky S. Hasha, Deputy City

City of San Bruno
FY2020-21 Gann Appropriation Limit
Date Prepared: 6/12/2020

FY2019-20 Appropriation Limit		\$ 44,529,041
Calculation of FY2020-21 Adjustment Factor		
Annual Change Factors		
Cost of Living Adjustment Factors for FY2020-21		
California Per Capita Personal Income (CPCPI)	3.73%	
Population Adjustment Factors for FY2020-21		
San Mateo County Population Change	-0.13%	
Adjustment Factor for FY2020-21		
(1 +0.0373) x (1 - 0.0013)		<u>1.03595151</u>
FY2020-21 Appropriation Limit		<u>46,129,927</u>
Proceeds of Taxes		32,578,337
Exclusions:		
Qualified Capital Projects and Debt		<u>(1,359,504)</u>
FY2020-21 Appropriations Subject to Limit		<u>31,218,833</u>
Over (Under) Appropriations Limit		<u>\$ (14,911,095)</u>
Percent Over (Under)	-32.32%	

City of San Bruno
FY2020-21 Gann Appropriation Limit
Date Prepared: 6/12/2020

Fiscal Year Ending June 30,	Adjustment Factor	Gann Limit	Appropriation Subject to Limit	Over/(Under) Limit
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)
2021	3.60%	46,129,927	31,218,833	(14,911,095)

RESOLUTION NO. 2020 - 46

RESOLUTION APPROVING CITY'S APPROPRIATIONS LIMIT
(GANN LIMIT) OF \$46,129,927 FOR FY2020-21

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 FY2020-21 and is set forth in that certain document Appropriations Limit Calculation for FY2020-21, 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.

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 3.73% and the San Mateo County population change of -0.13%;
2. The Appropriation Limit for FY2020-21 is established at \$46,129,927; and
3. The City Council reserves the right to recalculate this Appropriations Limit utilizing Non-Residential Assessed Valuation.

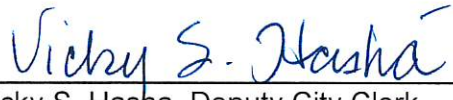
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I hereby certify that foregoing **Resolution No. 2020 - 46**
was introduced and adopted by the San Bruno City Council at a regular meeting on
June 23, 2020, by the following vote:

AYES: Councilmembers: Davis, Mason, M. Medina, Salazar, Mayor R. Medina

NOES: Councilmembers: None

ABSENT: Councilmembers: None



Vicky S. Hasha, Deputy 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 (CIP) – A comprehensive five-year plan of implementing proposed capital projects which identifies priorities as to need, cost, and method of financing during the next five years. The first year of the CIP is typically adopted as the annual capital budget.

Capital Projects Fund – Fund type used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds).

Capital Outlay – Expenditure for the acquisition of equipment and furniture with a useful life of two or more years and an acquisition cost of \$10,000 or more per unit. Capital Outlay is budgeted in the operating budget.

Carryover Appropriations – Unexpended project cost previously appropriated and designated for future design/construction activities. Carryover appropriations include encumbered funds dedicated to approved service or construction contracts as well as unencumbered funds for future planned work efforts.

Certificates of Participation (COP) – Debt instrument, commonly called COP that provides long-term financing through a lease or through an installment agreement.

Community Development Block Grant – Federal grant allocated according to pre-determined formulas and for use within a pre-approved broad functional area such as the CDBG.

Consumer Price Index (CPI) – A statistical description of price levels provided by the United States Department of Labor. The change in this index from year to year is used to measure the cost of living and economic inflation.

Contingency – An amount set aside for emergency or unanticipated expenditures and revenue shortfalls.

Contractual Services – Services rendered to a government by private firms, individuals, or other governmental agencies. Examples include maintenance agreements and professional consulting services.

Debt Service – Payment of interest and repayment of principal to holders of the City's debt instruments.

Debt Service Fund – A government fund type used to account for the accumulation of resources and the payment of, principal and interest on the City's bonds, Certificates of Participation (C.O.P.), and other long-term obligations.

Department – A major organizational unit of the City, which has been assigned overall management responsibility for an operation or a group of related operations within a functional area. In San Bruno, Department Heads are the chief administrators within a department. Program Managers typically report to either the Department Head or his/her assistant.

Development Impact Fees – Fees placed on the development of land or conditions required for the approval of a development project such as the donation ("dedication" or "exaction") of certain lands (or money) to specific public uses. The fees are typically justified as an offset to the future impact that development will have on existing infrastructure.

Division – An organizational unit within a City department.

Educational Revenue Augmentation Fund (ERAF) – Accounts established by the state legislature to receive shifts of property tax revenues from cities, counties, special districts and redevelopment agencies. The additional ERAF property tax revenues to schools enable the state to reduce support from the state general fund, thereby saving the state billions of dollars annually.

Encumbrances – An anticipated expenditure committed for the payment of goods and services not yet received or paid for. They are commitments against an approved budget for unperformed (executed) contracts for goods and services. They cease to be encumbrances when the obligations are paid or otherwise terminated.

Enterprise Fund – Used to account for operations that are financed and operated in a manner similar to private business enterprises – where the intent of the City Council is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user fees and charges or where the City Council has decided that periodic determination of net income is appropriate.

Equipment Charges – Charges or "rental fees" charged to user departments to defray the cost of maintaining the equipment used and to replace the equipment when it exceeds its useful life.

Equity – The net assets of a fund (i.e. the assets less the liabilities on a fund balance sheet).

Expenditure – The payment of cash for an asset obtained or goods and services obtained. Note: An encumbrance is not an expenditure; an encumbrance reserves funds to be expended. (See Encumbrances.)

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 XIIB of the state Constitution, was drafted to be a companion measure to Proposition 13, Article XIII A of the Constitution. Article XIIB limits growth in government spending to changes in population and inflation.

Gas Tax – Share of revenue derived from the State taxes on gasoline.

General Fund – The primary operating fund of the City. It is used to account for financial resources that are not legally or contractually required to be accounted for in another fund. With the exception of subvention or grant revenues restricted for specific uses, General Fund resources can be utilized for any legitimate governmental purpose.

General Law City – A city that has not adopted a charter and is therefore bound by the state’s general laws, even with respect to municipal affairs. In contrast, charter cities have authority over “municipal affairs,” trumping state law governing the same topic.

General Obligation (G.O.) Bonds -Bonds issued through a governmental entity which have the legal authority to levy a tax on real and personal property located within the governmental boundaries at any rate necessary to collect enough money each year to pay for principal and interest due.

General Revenue – Those revenues that are not associated with a specific expenditure, such as property taxes (other than voter approved indebtedness), sales tax, and business license tax.

- General Tax – A tax imposed for general governmental purposes, the proceeds of which are deposited into the general fund. A majority vote of the electorate is required to impose, extend or increase any general tax. See also "special tax."
- Government Accounting Standards Board (GASB) – A standard-setting body, associated with the Financial Accounting Foundation, which prescribes standard accounting practices for governmental organizations.
- Governmental Funds – Funds generally used to account for tax-supported activities. There are five different types of governmental funds: the general fund, special revenue funds, debt service funds, capital projects funds and permanent funds.
- Grants – Contributions of cash or other assets from another governmental agency to be used or expended for a specified purpose, activity or facility.
- Highway Users Tax Account (HUTA) – State transportation revenues from motor vehicle fuel taxes allocated to state and local governments by formula.
- Hotel/Motel Tax – also known as Transient Occupancy Tax – Tax levied by cities on persons staying 30 days or less in room(s) in a hotel, inn, motel, or other lodging facility. The tax is currently 12% of receipts.
- Infrastructure – The physical assets of a government (i.e. streets, water and sewer systems, public buildings and parks).
- Investment Earnings – Income resulting from the prudent investment of idle cash. The types of investments are controlled by the City's Investment Policy in accordance with the California Government Code.
- Investment Portfolio – The collection of securities held by an individual or institution.
- Internal Service Funds – Proprietary fund type that may be used to account for any activity that provides goods or services to other funds, departments, or agencies of the City on a cost reimbursement basis.
- Joint Powers Authority – The Joint Exercise of Powers Act authorizes local public agencies to exercise common powers and to form joint powers authorities ("JPAs") for purpose of jointly receiving or providing specific services.
- Legal Level of Budgetary Control – The lowest level at which a government's management may not reallocate resources without special approval from the legislative body.
- Levy – (verb) To impose taxes, special assessments or service charges for the support of governmental activities; (noun) the total amount of taxes, and/or special assessments and/or service charges imposed by a governmental agency.
- Line Item – The description of an object of expenditure, i.e. salaries, supplies, contract services, etc.
- Liquidity – The ability to convert assets or securities into cash promptly with minimum risk of principal.
- Licenses and Permits – A charge designed to reimburse city for costs of regulating activities being licensed, such as licensing of bicycles, etc.
- Local Agency Investment Fund (LAIF) – A special fund in the state treasury. Local governments may deposit in this fund through the state treasurer for investment purposes.
- Maintenance of Effort (MOE) – A requirement, often as a condition of an intergovernmental subvention or supplemental tax, to maintain a level of spending at a certain level. Maintenance of Effort requirements are intended to prevent or limit the use of the additional revenues to supplant existing revenues such that the new revenues result in an increase in the level of program spending and services.
- Materiality – The magnitude of an omission or misstatement of accounting information that, in the light of surrounding circumstance, makes it probable that the judgment of a reasonable person relying on the

information would have been changed or influenced by the omission or misstatement. The objective of accountability in governmental financial reporting requires materiality to be judged in both a quantitative and qualitative manner (involves such issues as legal and contractual compliance).

Modified Accrual Basis – A basis of accounting in which revenues are recognized when measurable and available and expenditures are recorded when the related fund liability is incurred, except for principal and interest on general long-term debt, claims and judgments, and accumulated unpaid vacation, sick pay and other employee benefit amounts, which are recognized as expenditures to the extent they have matured.

Motor Vehicle Fuel Tax – An excise tax, applied per gallon, on fuel used to propel a motor vehicle or aircraft. Use of tax is limited to research, planning, construction, improvement, maintenance and operation of public streets and highways or public mass transit guideways.

Motor Vehicle License Fee (VLF) – A fee for privilege of operating a vehicle on public streets. VLF is levied annually at 2 percent of the market value of motor vehicles and is imposed by the state “in lieu” of local property taxes. VLF is also called Motor Vehicle in-Lieu Tax.

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).

Property Tax In Lieu of VLF – Property tax shares and revenues allocated to cities and counties beginning in FY2004-05 as compensation for Vehicle License Fee (VLF) revenues, previously allocated to cities and counties by the State. Referred to in the statute as “vehicle license fee adjustment amounts.”

Proprietary Funds – Funds that focus on the determination of operating income, changes in net assets (or cost recovery), financial position, and cash flows. There are two different types of proprietary funds: enterprise funds and internal service funds.

Reimbursement for State Mandated Costs – Article XIII B, Section 6 of the California Constitution which requires the state to reimburse local agencies for the cost of state-imposed programs. Process is commonly called "SB 90" after its original 1972 legislation.

Recreation Fees – Charges for services provided to participants of Community and Recreation Services' classes, activities, and recreational sports.

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.

Tax Rate – The amount of tax applied to the tax base. The rate may be flat, incremental or a percentage of the tax base, or any other reasonable method.

Teeter Plan – Enacted in 1949, an alternative method for allocating delinquent property tax revenues, authorized by Revenue and Taxation Code section 4701, in which the County Auditor allocates property tax revenues based on the total amount of property taxes billed, but not yet collected. The county government then collects and keeps the delinquency, penalty and interest payments. The City of San Bruno is on the teeter plan.

Transfers In/Out – Amounts transferred from one fund to another to assist in financing the services for the recipient fund.

Transient Occupancy Tax (TOT – Tax levied by cities on persons staying 30 days or less in a room(s) in a hotel, inn, motel, tourism home, non-membership campground or other lodging facility.

Undesignated Unreserved Fund Balance – Available expendable financial resources in a governmental fund that are not the object of tentative management plans (designations).

Unrestricted Net Positions – That portion of net positions that is neither restricted nor invested in capital assets (net of related debt).

Unsecured Property – As the property tax is guaranteed by placing a lien on the real property, unsecured property is that real property in which the value of the lien is not sufficient to assure payment of the property tax.

Use Tax – A tax imposed on the use or storage of tangible personal property when sales tax is not paid.

User Fee – Fees charged for the use of a public service or program such as for recreation programs or public document retrieval. User fees for property-related services are referred to as property-related fees.

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**