



San Bruno 50th Anniversary Jubilee, held in San Bruno City Park, 1964



El Camino Real & San Mateo Ave, 1914



Posy Parade, 1954



San Bruno City Limit, 1950

CITY OF SAN BRUNO

Celebrating 100 Years

Fiscal Year 2013-14

City Council Adopted General Fund, Enterprise Funds,
Internal Service Funds and Special Revenue Funds Operating Budget

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Introduction
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Connie Jackson
City Manager

CITY OF SAN BRUNO
CITY MANAGER

June, 2013

Honorable Mayor and Members of the City Council:

In just less than seven months from now, at the start of 2014, the City of San Bruno will welcome the year of its 100th anniversary of incorporation. As depicted on the cover of this Budget document, the City has come a long ways over these past 100 years! The City's Centennial Year is a wonderful opportunity to recognize not only San Bruno's history, but importantly, it is a time to celebrate what San Bruno has become and where it is going. Our future is bright and the enterprising, resilient spirit of this "City with a Heart" stands poised to take on the challenges and reap the rewards that will come with the year ahead and those beyond.

With this letter I am pleased to forward the Proposed 2013-14 General Fund, Enterprise Funds, Internal Service, and Special Revenue Funds Operating Budgets (collectively referred to as the Budget) for your review and consideration of the financial plan and the work program it outlines for the coming fiscal year.

The most notable feature of this Budget and the financial information it contains is that for the first time in nearly a decade, no significant budget reductions were necessary to balance the Budget. Improvement in the overall regional and national economy has provided growth in some important revenue categories and contributes to this very positive result. The City's continuing conservative budget development and management practice to contain costs at the lowest possible amounts in all categories also contributes to this result. Overall the City's budget development approach across all operations and funds adheres to the City Council's ongoing policy for the delivery of a financial plan that is balanced with expenditures contained at the levels that can reasonably be supported by on-going revenues and that supports a work program targeted to meet the specific needs and interests of the San Bruno community.

For the last many years, the City has scaled back its municipal operations to the level supported by the actual projected revenue. Program and service level reductions, elimination of staff positions, consolidation of operating departments, shared service initiatives with other cities and concessions by the City's employee bargaining units have all been critical to closing the budgetary gap. Detailed discussion of the many actions that the City has previously taken to reduce costs and to maintain acceptable service delivery in the face of revenue decline can be

found in previous years' budgets. Many of these previous reductions remain in place in the proposed budget.

The Proposed General Fund budget anticipates total revenues of \$34.6 million, with key City revenues such as sales tax and transient occupancy tax at all-time highs. While these revenue increases provide strong indication of the beginning of full financial recovery for the City, at this time it remains too soon to tell whether the current trends will be sustained and at what levels. In addition, the anticipated revenue increases only offset some of the financial impact that the City experienced through the loss of Redevelopment in January 2012. As a result, the preparation of this Budget continues the prior years' proactive efforts to contain all expenditures at the lowest possible level necessary to assure continued service delivery and it uses relatively conservative revenue projections consistent with the City Council's budget preparation guidance. One-time funds have not been utilized to balance the proposed budget.

Overall total proposed expenditures in this General Fund Budget are \$900,182 more than the prior year's amended budget primarily due to cost increases necessary to maintain existing levels of service. For the coming year the Budget projects a surplus of \$304,866. While this is a very positive situation for the City, there are many competing demands for these limited resources. In order to allow the City Council to consider some limited changes to the City's organization and operation, the Budget proposes some supplemental expenditures presented as "Service Level Enhancements". These proposals are outlined in an attachment to this letter and are detailed in the individual departmental presentations. The overall net effect of these changes is a new cost of \$302,893 to the General Fund, of this amount \$97,900 are proposed one-time costs and \$204,993 are on-going costs. Including these changes, the General Fund Budget remains balanced with a small projected surplus of \$1,973 at June 30, 2014.

Review of 2012-13

During the past year the City of San Bruno continued its strong record of service and accomplishment consistent with the City Council's guidance and policy objectives. Summary of many of the significant initiatives and accomplishments achieved by the City are identified in the narrative sections of the Budget in each operating department. A new feature of this 2013-14 Budget is identification of the status of each of the "Goals and Objectives" listed in the 2012-13 Budget in the "Goals and Accomplishments" section of the narrative. This information is intended to assist the City Council and other users of the Budget to understand and to track the organization's progress in key areas of the City's service.

Taken together the long list of accomplishments achieved by the City over the past year demonstrates the unwavering commitment of the City's workforce and its elected leadership to anticipate, respond to and fully address the many and varied needs and interests of the residents of San Bruno. A small number of examples of the important work program achievements with broad City-wide impact and benefit from the past year are:

Completed approval and adoption of the Downtown and Transit Corridors Plan creating the vision and setting the stage for revitalization of the central core business area of the community;

Selected a qualified developer and initiated planning for development of the Crossing Hotel site to complete the Crossing site development and fulfill the community vision for a modern, high quality hotel with community meeting space;

Worked closely with the CalTrain Joint Powers Board to move construction of the San Bruno grade separation to anticipated final completion by the end of 2013;

Provided on-going representation of the City's interests in the continuing California Public Utilities Commission proceedings related to the tragic September, 2010 explosion and fire in the Crestmoor neighborhood to assure that utility safety issues are fully addressed;

Completed reconstruction of critical infrastructure in the Crestmoor neighborhood areas damaged by the September, 2010 explosion and fire and initiated infrastructure rehabilitation in the remainder of the neighborhood and continued proactive support to residents of the Crestmoor neighborhood to rebuild their homes and restore their lives;

Initiated full administrative consolidation of the San Bruno, Millbrae and Central County Fire Departments;

Completed refunding of the City's \$13 million public safety side fund obligation to Cal PERS saving the General Fund just over \$3.1 million, or 23.6% over the 30 year life of the debt;

Completed negotiations and implemented new contracts with all six employee bargaining units;

Developed the Water System Master Plan, a comprehensive assessment which identified improvements to the water infrastructure system in order to maintain reliable service to the community;

Implemented Information Technology (IT) Disaster Recovery Plan to ensure continued critical IT system operations in the event of a catastrophic event.

Developed a Reserve Policy to ensure financial stability and sustainability of operations during critical times.

From a financial perspective, at year end, estimated actual expenditures are expected to be right on target with the amended budget amounts with estimated expenditures at \$33,515,530 compared with the amended budget expenditure amount of \$33,475,525. During the development of the 2012-13 budget, the salary and benefit concessions that had been negotiated in previous bargaining unit agreements were still in effect. Over the course of the year, the City completed new agreements with each of the City's six bargaining units. The new agreements eliminated the employee furlough and other concessions that increased the original 2012-13 adopted budget by \$1 million, from the adopted budget amount of \$32,488,786 to the current amended 2012-13 budget amount of \$33,475,525.

The bargaining unit agreements call for a salary and health care re-opener in October 2013, with any negotiated salary or benefit changes to take effect by January 1, 2014. At this time it is not yet known what the result of these re-openers will be. As such, the Proposed Budget does not include any new amounts for salary or health care costs that might be negotiated during the coming months.

On January 1, 2013, the Public Employee's Pension Reform Act (PEPRA) went into effect, creating a state mandated second tier retirement system for all new employees. This legislation creates a standard formula for all new hires that is lower than the existing tiers and requires greater contributions towards retirement costs by employees. This legislation is intended to

begin to address rising retirement costs but it is estimated to take at least ten years before public agencies begin to experience the effects of this change.

Overview of the Proposed 2013-14 Budget

In developing the revenue and expenditure amounts for the proposed 2013-14 Budget, staff carefully analyzed the historic trends, the current year experience and economic data from a variety of sources.

Total projected General Fund revenue for 2013-14 is \$34,680,573, an increase of \$1.3 million or 4% over the 2012-13 Amended Budget. This increase in revenues is primarily attributable to increases in several of the City’s tax revenues, including property tax, sales tax, transient occupancy tax, and business tax. These increased taxes continue to offset the loss of funds resulting from the elimination of Redevelopment. In addition, a decline in building revenues for the 2013-14 fiscal year has been budgeted, as revenues from one-time development projects (Crestmoor home rebuild, Skycrest, and San Francisco Police Credit Union) are budgeted in the One-Time Revenue Fund.

As shown in the table below, proposed fiscal year 2013-14 expenditures are \$900,182 higher than the 2012-13 Amended Budget amounts, an increase of 2.7%. The increase in expenditures results from the increased cost of providing services, increased salary costs resulting from step increases in accordance with the City’s Memorandums of Understanding with its bargaining units and increased PERS costs accounting for nearly 35% of the increase. Other changes in the Proposed Budget include an increase of \$150,000 in the overtime budget for Fire, a \$54,000 budget for the City election in November, increased costs in the Recreation Department to reflect program expansion (offset by increased revenues), and increased costs for the City’s liability insurance premium.

General Fund	2012-13 Adopted Budget	2012-13 Amended Budget	2012-13 Estimated Actual	2013-14 Proposed Budget	Change from 2012-13 Amended Budget
Revenue	\$ 32,504,372	\$ 33,550,405	\$ 34,576,137	\$ 34,680,573	\$ 1,130,168
Expenditure	\$ 32,488,786	\$ 33,475,525	\$ 33,515,530	\$ 34,375,707	\$ 900,182
Difference	\$ 15,586	\$ 74,880	\$ 1,060,607	\$ 304,860	\$ 229,986

General Fund Revenues

Of the \$34,680,573 in projected 2013-14 General Fund revenue, the majority, nearly 67% 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 these categories. Sales taxes at \$7,343,812, or 21.2% of total revenues and property tax at \$6,454,213, or 18.6%, represent the single largest categories of revenues that support the City’s General Fund operations. The information below reviews these and other significant revenues to the General Fund for 2013-14. A detailed summary of all General fund

revenues with historical information back to fiscal year 2011-12 is found on page B-6 of the Budget.

Sales tax has experienced dramatic fluctuation during the past six years as the economic recession caused significant declines in the City's taxable sales activity in the community. During the 2007-08 fiscal year, sales tax had reached a high of \$6.7 million. In the following fiscal year, sales tax revenues dropped below \$6 million for the first time since 2004. The City saw sales tax "bottom-out" during the 2009-10 fiscal year to \$5.8 million. Since then, gradual economic recovery has brought steady gains in sales tax. During the past year, sales tax finally surpassed levels seen in 2007-08. In 2013-14, the City anticipates that sales tax will increase over the current fiscal year by 7%, to \$7.3 million.

In previous years, property tax revenue could be expected to increase on an annual basis as property values increased and new development occurred. In recent years, property tax revenue has remained flat or has declined as a result of the recession and continuing depressed property values. While economic indicators show increased housing values in San Bruno and across the region, the increase to base property tax remains low. As a result of the dissolution of Redevelopment, the City now receives additional property tax. These "Redevelopment Boomerang" funds are expected to amount to \$750,000 during the coming year. While these boomerang funds are unrestricted property tax, the loss of Redevelopment funds presents a need for the City to identify new funding sources for projects and activities formerly funded by Redevelopment. A supplemental expenditure of \$125,000 is proposed as a set-aside to fund economic development initiatives in the City during the coming year.

TOT (transient occupancy or hotel/motel tax) revenues continue to show a strong recovery with 2013-14 revenues projected at \$2.35 million. Since 2011, TOT revenues have increased by \$700,000, an 18.85% increase from the 2011-12 Budgeted amount. This increase is due in part to the 2% tax rate increase approved by voters in 2009, and to the increase in business travel to San Bruno in coordination with the several large corporate offices new to the City in the last several years. Among others, Walmart.com, YouTube, Ironport (a subsidiary of Cisco Systems) and the online jewelry retailer Stella and Dot all call San Bruno home. The thousands of employees in these prominent businesses and others use local businesses for meals and shopping creating additional economic value in the community.

Perhaps the most significant revenue indicator of the growth in businesses activity in San Bruno is the City's business license tax. While not one of the largest General Fund revenue categories at \$2,328,000, since 2011-12, the City has seen a 25% increase in business tax revenue as result of an increased number of sizeable businesses locating in San Bruno. The City also benefits from the collection of an airport parking tax that also contributes to the business tax revenue for the City.

Although the City has experienced increases in many of the above mentioned revenues, many other revenue sources remain at low levels. Interest rates continue at historic lows resulting in the City's interest earnings still well below historical average earnings. The loss of interest income from the City's outstanding advances between the City and Redevelopment Agency also has a significant budgetary impact. In addition, the City has experienced a decline in vehicle license fees (VLF) resulting from changes in State law to address the State's own budget deficit problems. The City is also anticipating a loss of in-lieu payments related to the VLF, an unanticipated change in the wake of the loss of Redevelopment that is still being determined by the County Auditor-Controller. At this time, the City has planned for a decline of \$110,000 until the County completes its analysis of the true impact of this complex calculation.

Overall revenues generated by the City's operating departments are anticipated to decline in 2013-14 by 4% from the 2012-13 Amended Budget. Most significant in this budget category is the decrease of \$413,500 in Building revenues as a result of lower than anticipated "regular" building permit activity in the current fiscal year. This includes remodel and repair of existing structures along with some limited construction of new individual residences. Consistent with prior year budgeting practice, building permit revenues from significant subdivision and other larger scale building projects are treated as one-time revenues and are typically not included in on-going annual revenue projections.

The 2012-13 Budget included \$250,000 in one-time building revenues related to rebuilding in the Crestmoor neighborhood, as well as the Skycrest and Cedar Mills residential projects. The 2013-14 budget projection of \$720,500 represents only the ongoing building permit activity and does not include any one-time building permit revenues. The one-time building revenues associated with anticipated major projects to be initiated in 2013-14 will be proposed to fund one-time projects to be included in the City's Capital Improvement Program Budget.

In the area of Recreation Services Fees, the Budget anticipates an increase of 24% over the current year budget amount as a result of program expansion. The 2013-14 Budget amount is consistent with the actual estimated revenues for 2012-13. The increased fee amounts are offset by increased expenditures for program delivery.

General Fund Expenditures

In developing the 2013-14 Budget, staff has continued the effort to reduce and/or contain costs in all categories. This approach has been used in each of the past several years and has resulted in effective cost containment every year. For fiscal year 2013-14, total proposed expenditures of \$34,375,707 are \$900,182 or 2.7% higher than the 2012-13 Amended Budget – an amount that is less than increases related to annual inflation.

The increase in proposed expenditure results primarily from increases in many base operating costs, such as scheduled employee salary step changes in accordance with the City's Memorandums of Understanding with its bargaining units and increased employee retirement costs through the CalPERS program. Other changes in the proposed budget include an increase of \$150,000 in the overtime budget for Fire, the \$54,000 cost of the bi-annual municipal election in November, increased costs in the Recreation Department to reflect program expansion (offset by increased revenues), and increased costs for the City's liability insurance premium.

For the first time since 2004-05, this budget does not propose elimination of staff positions. Since 2004-05, General Fund positions have been reduced significantly by consolidation of departments, shared services with other cities and the implementation of operational efficiencies as opportunities arise. Over the years, position eliminations have offset wage and benefit increases that are part of every budget cycle, stabilizing year-to-year budget increases. In order to ensure that the City is sufficiently staffed to successfully implement the work program outlined in the proposed budget, additional position eliminations are not recommended at this time.

While the City-wide furlough was eliminated effective July 1, 2012, several prior year budget reductions remain in place, including reduced hours at the Library, reduced maintenance of parks and open space areas and reduction of staff positions eliminated in previous years. In preparing this budget, staff has carefully evaluated base budgets and incorporated increases

only where it is necessary to maintain current service levels. In some limited areas, where staff believes it is necessary to address specific service and policy objectives for the community, this budget proposes supplemental expenditures that are identified for separate City Council review and decision-making. These are summarized in the list following this letter.

Enterprise, Internal Service and Special Revenue Funds

The following information addresses some of the important budget-related issues relevant to several Enterprise, Internal Service, and Special Revenue Funds through which the City of San Bruno delivers services. The City's Enterprise operations provide business-type services that are entirely rate or fee supported. These services do not receive any funding from the City's General Fund. In order to recognize the cost of the administrative and other services provided through the General Fund funded departments of the City, each Enterprise Fund budget shows an administrative allocation to the General Fund which covers these service costs.

Similarly, the Internal Service operations are departments that provide direct services to other City departments and are funded through an allocation that is charged to the user departments. These Internal Service Funds include the Building and Facilities Division of the Community Services Department and the Central Garage which is part of the Public Services Department.

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

Over the past several years that the City has experienced serious revenue shortfalls and budgetary challenges, the same cost containment and reduction strategies that have been implemented in the General Fund have been applied to the Enterprise Fund operations. As identified in this letter, many of these budget development, operational cost containment and budget management strategies remain fully in place and are continuing to have a beneficial impact to maintain the cost of service delivery at the lowest possible amounts. This approach is intended to relieve pressure on rates that would otherwise result from unchecked cost increases.

The following table provides a historical summary of revenues and expenditures for several of the City's Enterprise Funds along with the amounts proposed for 2013-14.

Fund	2012-13 Amended Budget	2012-13 Estimated Actual	2013-14 Proposed Budget	Change from 2012-13 Amended
Water				
Revenue	\$ 11,152,000	\$ 11,583,039	\$ 12,236,641	\$ 1,084,641
Expenditure	\$ 7,728,133	\$ 7,735,104	\$ 7,750,356	\$ 22,223
Difference	\$ 3,423,867	\$ 3,847,935	\$ 4,486,285	
Wastewater				
Revenue	\$ 12,044,000	\$ 12,101,721	\$ 13,258,688	\$ 1,214,688
Expenditure	\$ 7,980,213	\$ 7,566,999	\$ 8,185,319	\$ 205,106
Difference	\$ 4,063,787	\$ 4,534,722	\$ 5,073,369	
Stormwater				
Revenue	\$ 599,500	\$ 600,679	\$ 632,089	\$ 32,589
Expenditure	\$ 552,164	\$ 404,760	\$ 613,949	\$ 61,785
Difference	\$ 47,336	\$ 195,919	\$ 18,140	
Cable				
Revenue	\$ 10,036,180	\$ 9,650,969	\$ 10,598,474	\$ 562,294
Expenditure	\$ 9,574,741	\$ 9,299,856	\$ 9,904,193	\$ 329,452
Difference	\$ 461,439	\$ 351,113	\$ 694,281	

Water Enterprise

The City's Water Enterprise provides water service to residents and businesses located in the City. The City's water supply comes from water purchased from the San Francisco Public Utilities Commission (SFPUC) and water produced by the City through groundwater pumping. The City's water system includes five production wells and eight storage tanks in six locations throughout the City. The City's average annual production capacity is 2.1 million gallons per day.

In 2012, the City updated its comprehensive ten-year analysis of costs associated with the operating and capital improvement needs of the water system that was originally established in 2009. This analysis provides the basis for revenue requirements to assure that the City has the ability to meet the system's operating and capital requirements over the long term. That analysis took into full consideration the fact that most of the City's utility infrastructure is now 50-100 years old in most areas of the City. In order to assure continuing reliable service delivery, the City is pursuing a systematic approach to address the urgent need for replacement of the system infrastructure over the next 20 years.

The City Council approved a five-year water rate increase program that took effect September 1, 2012, with a planned rate increases of 9.8% annually. In accordance with the rate analysis, water system revenues are anticipated to increase by approximately \$1,084,641 in 2013-14 over the prior year budgeted amount.

On the expenditure side, the total Water Enterprise budget is anticipated to remain relatively flat with an increase of only \$22,223 for total operating costs of \$7,750,356. The operating surplus of \$4.4 million is the set-aside amount that will be invested in the City's Capital Improvement Program for replacement and rehabilitation of water main lines, wells, and pump stations to ensure the reliability of the City's water delivery system into the long-term future.

Wastewater Enterprise

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

The primary issue affecting operations in the Wastewater Enterprise continues to be the City's compliance with new operating and capital improvement requirements resulting from a Regional Water Quality Control Board (RWQCB) compliance order and the settlement of a lawsuit brought by the San Francisco Baykeepers organization in 2010. These actions were brought against the City primarily as a result of violations of the stringent requirements of the Clean Water Act which prohibits any release of untreated wastewater that could make its way to the Bay or another waterway that occurred during the major storm events in early 2008. Due to the aggressive work effort by the City to address system deficiencies and a significant investment in equipment and other operating costs, the City has successfully decreased the number of sanitary sewer overflows (SSOs) from a high of 54 in 2008 to 12 in 2012.

Concurrent with the comprehensive ten-year analysis of costs described for the water system, the financial needs of the wastewater system were also evaluated to determine the revenue requirements necessary to operate and maintain the system in a proactive manner and to meet the requirements outlined by the compliance and settlement agreements. This analysis provided the basis for a five-year wastewater rate increase program approved by the City Council that took effect September 1, 2012. The program includes rate increases of 10.3% annually for each of the five years through August, 2017. In accordance with the adopted rate adjustment program, wastewater system revenues are anticipated to increase by approximately \$1,214,688 in 2013-14 over the prior year budgeted amount.

Anticipated expenditures for 2013-14 in the Wastewater Fund are \$205,106 higher than the current year budget. In an effort to continue the work program previously described, this amount provides for the addition of an on-call video inspection contract to be utilized after an SSO event, the purchase of four additional smart meter covers, and increased staff training for department staff. Despite the City's good work to significantly reduce the incidence of system overflows, the City's liability premium costs have increased as a result of prior year SSO events that caused damage to private property. This impact is reflected as a cost increase in the Wastewater Fund self-insurance allocation.

The other significant issues for the Wastewater Enterprise are related to the capital improvements that need to be made to the City's wastewater collection system as well as significant improvements to the jointly owned treatment plant in South San Francisco. The 2012-2017 Capital Improvement Program budget anticipates just over \$7 million as the City's contribution towards the shared treatment plant improvements over the next five years. Separate from these costs, the City anticipates over \$34 million in improvements during this same timeframe to the City's own collection system including sewer main and pump station improvement and replacement. These significant investments in the wastewater system

infrastructure are the primary drivers for the rate increases established in the current five-year rate program.

Cable Enterprise

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

Originally established in the 1970's, San Bruno Cable Television remains one of fewer than a dozen municipally owned and operated incumbent cable television providers in the nation. Although no other cable television provider has ever operated inside San Bruno and in direct competition with San Bruno Cable, the Enterprise is subject to the same competitive pressures and the environment of rapidly changing technology that is dramatically shaping and affecting the way companies like San Bruno Cable do business.

Competition comes from the growth of alternative technologies, satellite dish operators and from American Telephone and Telegraph Company's (AT&T) entry into the data and (via satellite) the video business. Aggressive marketing campaigns by these competitors offering initial discounted package prices for new customers have resulted in customer migration to alternative providers. For each of the last several years, San Bruno Cable, like virtually all other similar companies, whether operated by private businesses or municipal enterprise, has experienced a steady decline in the number of basic cable customers it serves.

Recent subscriber information indicates that total customers of San Bruno Cable have decreased by 156 during the first eight months of 2012-13. This amount shows a slowing rate of basic subscriber loss compared to the decline of 484 customers in the 12 months ending March, 2012. The Enterprise has also been able to grow its customer base in key service areas including high definition television, internet services, and commercial services. By adding VoIP (voice over internet protocol) and continuing to increase the capacity and speed of the Enterprise's internet service, San Bruno Cable retains a credible presence in the community with subscriber penetration comparable to other cable businesses.

Looking towards the future, customer growth in these segments is vital as the popularity of accessing television programming via the internet increases. San Bruno Cable has also pursued a strategy to develop and market technology services for business customers as a way to maintain competitive viability. High speed internet and telephone services are now provided to over 145 commercial customers in the community, including the City itself.

Over the past several years, as the Enterprise has experienced the results of increasing competition and technology innovation, the City Council has wrestled with how to understand and evaluate the effect of these issues on the long term vitality and viability of the Enterprise. Consultation with industry experts demonstrates that the basic cable system infrastructure is adequate to incorporate new technologies and that the business plan and model that the Enterprise is pursuing is both strategically correct and it is being delivered well. Additional focus on a marketing campaign to improve competitive positioning compared to the larger, national companies now doing business in San Bruno is part of the work program initiated in 2012-13 and is planned and budgeted for continuation in the coming year.

As the City continues to monitor and evaluate the long-term viability of the Cable operations as a City Enterprise it will continue to be important to consider the beneficial impacts of the Enterprise contributes over \$1.65 million into the General Fund annually. Only a small portion of this amount represents the statutory 5% franchise fee that any cable operator is required to pay to the local municipality. For 2013-14 the franchise fee amounts to \$462,000. In addition, the Enterprise pays 10% of its gross revenue as an equity transfer to the General Fund which is projected to amount to \$924,000 in 2013-14. In addition to these two amounts, the Cable Enterprise Fund also contributes \$267,000 via internal service allocation to support the General Administration activities of the City to support the Enterprise.

The fact that the General Fund relies on this funding to sustain its own operations may have the inadvertent consequence of limiting options the City Council might want to consider for the future of the Enterprise. As such, staff recommends that the City Council may want to evaluate whether it is prudent to gradually reduce the amount of the equity transfer. Any amount of revenue retained by the Enterprise could be used to reduce the deficit that exists in the Enterprise Fund balance.

The 2013-14 revenue projections as budgeted anticipate a 5% rate increase to go into effect in Fall 2013. Total cable revenues for 2013-14 are budgeted at \$10,598,474, an increase of \$562,294 above the 2012-13 Budget amount. This increase is being driven by growth in the commercial phone and data segment as well internet and digital services. Anticipated revenues for 2013-14 are sufficient to cover the cost of operations and debt service payments, however they do not provide sufficient funds to address the enterprise's ongoing capital needs. Further discussion about the revenue requirements of the Cable Enterprise is anticipated to occur with the recommendation of a rate increase in Fall, 2013.

On the expenditure side, 2013-14 budgeted expenditures are anticipated to increase by \$329,400 over the 2012-13 amount. This increase is primarily attributable to increased service and programming fees, along with the purchase of equipment necessary to maintain current services. The budget for the Cable Enterprise also includes a debt service payment in the amount of \$430,267 for the purchase of equipment associated with the start-up of commercial phone and data services.

Internal Service Funds

The City maintains five internal service funds that support the operations of City departments. These five units include the Central Garage, Buildings and Facilities, Technology, Self-Insurance, and Equipment Reserve. The operations of the internal service units are funded entirely through allocations paid by user departments. In the proposed 2013-14 Budget, a significant increase for the City's liability insurance premium is anticipated. This increase results in not only a higher budget for the Self-Insurance Fund, but an increase in the allocations to user departments, thus impacting all City funds supporting operations. The City is proactively investigating alternative liability insurance options in an attempt to control future cost increases.

Special Revenue Funds

In the months following the tragic and devastating September, 2010 PG&E gas transmission pipeline and fire in the Crestmoor neighborhood, the City worked with PG&E to establish a Trust Fund to cover the City's costs associated with, and arising from the incident and its impacts. The Trust Fund was originally established in March, 2011 with a \$12 million deposit and had an initial cap of \$70 million. It is intended to avoid any potential cost exposure to the City, through

its General Fund or Enterprise Funds, related to the extensive and costly activities toward recovery and rebuilding of the community and its infrastructure. During subsequent negotiations between the City and PG&E for global settlement, the total maximum amount of the Trust Fund was capped at \$50 million.

Throughout the past two and half years, City staff has maintained accounting of the costs of the many and various activities that the City has been forced to take on in order to support the community rebuilding and recovery effort. Costs are typically assembled and submitted to the Trustee for reimbursement on a periodic basis as they are incurred. As of the current time, reimbursements received and pending through the Trust total approximately \$10 million.

Although at the outset, it was difficult to predict the type and scope of costs to which the City might be exposed, as time and the recovery/rebuilding process has progressed, it is now possible to accurately predict and develop a budget for these costs over the coming year. The Crestmoor Recovery Trust fund section of the Budget beginning on page D-65 provides a detailed summary of the proposed costs in the same format that the Budget uses for each operating department's presentation.

The City Manager's letter accompanying the 2011-12 Budget outlined the City's significant new priorities and work effort associated with the disaster and the community's ongoing restoration and recovery. Those priorities and key aspects of the City work program continue to include:

- supporting the rebuilding of neighborhood homes and the area infrastructure;
- responding to the many real and urgent needs of our residents who continue to struggle to put their lives back together;
- responding to the nation-wide public and media interest in our community's experience;
- sharing information with our municipal colleagues and pipeline operators who need and want to learn from us to become better prepared for response to potential similar incidents in their own communities;
- supporting the on-going investigations and regulatory proceedings; and
- advocating, where appropriate, for legislative and other initiatives to improve pipeline safety.

Two and one half years following the disaster we can see that we have made a lot of progress. Still there remains a great deal to be done to assure that the neighborhood is fully and finally completely rebuilt and restored and to assure that we have done everything possible to assure that what happened in San Bruno will not ever happen again, anywhere.

Conclusion and Acknowledgements

After years of having to make difficult choices, eliminating jobs and critical services in order to prepare a balanced budget, it is a relief to finally see the coming fiscal year with a bit of optimism that perhaps the worst of the global economic crisis is now behind us and that the fiscal condition of the City of San Bruno may be improving. Time will tell whether the current positive revenue trends will continue. What we know for sure is that the City remains confronted with significant challenges and the need to continue careful planning for the future if we are to assure the continuing vitality of the community and the continuing viability of the City's organization and operations into the long term future. Clearly it is critical that we do so. This Budget outlines a work program and financial strategy intended to continue moving us in that direction.

Production of a budget that provides the depth and breadth of information and sound recommendations needed by the City Council for informed decision-making and by the public as a resource for information about the community is a time consuming and demanding work effort. Remembering that the Budget is more than a compilation of numbers and details, that it is also a critical statement of the community and City Council priorities and an operational plan for delivery of services to address those priorities, our staff in all departments have devoted themselves to producing a Budget that is clear, complete and accurate.

I appreciate our Department Directors' leadership, effective management and initiative in assuring this work through each of our departments and enterprises. The continuing commitment, expertise and attention to our community's priorities by each staff member are critical to our strength as an organization and our ability to meet the challenges in front of us. Behind each of the Directors is a team of dedicated staff members who deliver high quality services to the residents of San Bruno day in and day out whose I also gratefully acknowledge the participation and contribution of the members of our staff in all departments who contributed to the development of this Budget.

The Finance team including Finance Director Kim Juran, Financial Services Manager Pak Lin, Accounting Manager Darlene Wong, Management Analyst Jennifer Dianos and Financial Services Supervisor Karen Huang coordinated with each department and sifted through volumes of financial and narrative details to produce the Budget. Each of them worked long hours to assure that all of the details were covered and that the budget document is easy to understand and use. They also collaborated to develop recommendations to improve the appearance and content of the Budget document to make it even more informative and easy to use.

I also want to recognize and express my appreciation for the leadership and insightful guidance that the City Council provides in establishing the policy and outlining the objectives for the City's work program and resource allocation. Your devotion to meeting the needs of people that live and work in San Bruno demonstrates your recognition that the work we, staff and the City Council, do every day is critical to the lives of the residents we serve.

We stand ready to assist you as you consider the important initiatives and policy contained in this Budget and as we look forward to the coming fiscal year and the challenges and the opportunities it will bring.

Sincerely,


Connie Jackson
City Manager

Budget Purpose and Organization

The annual budget serves multiple purposes and audiences. As a comprehensive statement of the City's organization, resources and operations, the Operating Budget is intended to communicate and implement City Council policy.

- The budget is the plan and the resource allocation program that guides and assures implementation of City Council policy and priorities for the coming year.
- The budget provides descriptions of the services provided through each department and enterprise, including a review of the prior year accomplishments and the objectives driving the coming year's work program.
- The budget serves as a resource for important information about the City and its government for residents and other agencies.
- Throughout the year, City personnel utilize the budget as a working document to gauge progress on policies and programs and to monitor expenditures consistent with City Council priorities.

The budget for each of the operating departments in the City organization is presented separately with a narrative description of the department's organization and detailed line item expenditure information. The narrative section of each departmental presentation is intended to tell the story of the department's services and priorities. An organization chart for the department, an overview of the department operational plan and service responsibilities along with a brief description of program and service priorities for the coming year are provided.

There are two new additions to the budget presentation for 2013-14. First, a one-page Budget Summary for each department provides historical budget amounts, graphical charts, and a summary of the department budget financial changes for 2013-14 as compared to the prior year. Second, the Accomplishments section of each departmental narrative portion of the Budget now includes a statement of the status for each of the Goals and Objectives listed for the department in the 2012-13 Budget. This information is provided to better report on the progress of important work program initiatives and routine activities identified as priorities for the previous year and to assist the City Council and others to understand the City's departmental work program.

The 2013-14 Budget document is organized with departmental budgets grouped together to allow the reader is readily able to understand the City's operational structure. For example, the City's Water, Wastewater and Stormwater Enterprises operate as divisions of the Public Services Department. Each of these Enterprise Fund budgets is shown under the Public Services Department tab together with the Engineering and Administration Division of the Public Services Department. Similarly, the Self Insurance Funds are grouped together with the General Administration operating departments whose staff are responsible for the operations of these special revenue fund activities.

Financial information for all funds is provided in the Financial Summaries section which is located at the beginning of the Budget. This summary shows the balance available in each fund, a description of the funding source and the allowed uses for each fund.

The FY 2013-14 budget continues to show the Crestmoor Recovery Budget with the proposed operating expenditures associated with the continuing City work effort to assure community recovery, neighborhood rebuilding, investigations, participation in regulatory, legislative and

safety advocacy proceedings and the development of necessary policy initiatives. All of these activities and responsibilities arise as a result of the devastating September 9, 2010 PG&E gas pipeline explosion and resulting fire. All expenditures shown in this budget will be covered through reimbursement from the Trust Fund established in 2011 by the City and PG&E. Costs for the physical rebuild and replacement of infrastructure are also fully covered through the Trust Fund. These costs are budgeted through the City's Capital Improvement Program Budget.

A change in the recommended 2013-14 Budget is the consolidation of the Successor Agency to the former San Bruno Redevelopment Agency into the Community Development Department Planning Budget in anticipation of the continuing work effort residing with the Planning Department going forward. This budget is funded through the \$125,000 administrative allowance that the City continues to receive through the Redevelopment Dissolution process.

HISTORY OF SAN BRUNO

HISTORY

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 – a milestone that was celebrated this year with a parade of vintage cars and old time outfits. Before Tanforan was developed as a shopping center, it was an airstrip that saw the first airplane flight in the Bay Area by Frenchman Louis Paulhan and then a racetrack.

On December 23, 1914, the City of San Bruno became an incorporated municipal law agency with a population at the time of approximately 1,400 residents. Louis Traeger, who had moved to San Bruno after the 1906 earthquake was elected as the City's first Mayor. The population passed 1,500 by 1920 and soared to over 3,600 by 1930.

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

The second event of the 1940s that changed San Bruno was the purchase and development of much of the land owned in the city by the Mills family, founders of the Bank of California. The new owner, George Williams, built houses marketed to military support personnel and veterans returning from service in World War II. Soon after Williams developed the Mills Park Addition, the western hills of San Bruno were also developed with housing. The housing boom that took place between the 1940's and 1960's transformed San Bruno from a town of about 6,500 to a thriving community of over 35,000 by the mid 1960's. Since then the population has stabilized due to a lack of available land. Currently, there are about 41,000 residents in San Bruno.

PRESENT DAY

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

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

In the last two years, San Bruno has also focused its attention to the victims of the Glenview Fire, resulted from the PG&E pipeline explosion. The City is committed to continue to monitor and oversee the recovery effort to help residents rebuild their homes and to ensure safe and reliable public infrastructures damaged in the fire.

FUTURE

With the completion of the Transit Corridors Plan, General Plan, Grand Boulevard Initiative and the ReBuild it Green Incentive, San Bruno is currently poised with exciting opportunities for economic revitalization and transformation just as was the case in earlier days – including but not limited to the completion of the Caltrain Grade Separation project. Community and economic development is the key to San Bruno’s future and one purpose of the budget document is to outline the resources necessary to maintain the services provided to the community.

CITY GEOGRAPHY

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

CITY AUTHORITY

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

ELECTED OFFICIALS

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

Mayor	Jim Ruane	November 2013
Vice Mayor	Irene O'Connell	November 2015
Member	Ken Ibarra	November 2013
Member	Rico Medina	November 2013
Member	Michael Salazar	November 2015
City Clerk	Carol Bonner	November 2013
City Treasurer	John Marty	November 2013

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.

DOCUMENT ORGANIZATION

The City Council's Adopted 2013-14 General Fund, Special Revenue Funds, and Enterprise Funds Budget is a comprehensive one-year financial plan for the City's departments. The primary sections of the document include:

City Manager's Message – A summary prepared by the City's chief executive of the major fiscal and policy issues contained within the budget document.

Financial and Personnel Summaries – A financial and personnel overview of the City's major funds indicating the projected June 30, 2014 financial position of each fund.

Operating Budget – A detailed description of departmental activities, and adopted expenditures. The chapters are organized according to the fund types and scope of responsibilities assigned to each department.

Boards, Commissions, and Committees

CITY COUNCIL APPOINTED BOARDS

PERSONNEL BOARD

Ed Fuentes, Chair

Anna Marie Jones, Vice Chair

Ed Comerford

Joe Roberts

City Staff Liaison:
Tami Yuki, Human Resources

City Council Liaison:
Michael Salazar

SENIOR CITIZENS ADVISORY BOARD

Bill Goff, Chair

Barbara Luzaich, Vice Chair

Karen Hornung, Treasurer

Dorothy Carmichael

Elisa Gerald

Ellen Donnelly

Flori Green

Ken Kreisel, AARP Representative

City Staff Liaisons:
John Alita, Community Services
Mary Tessier, Community Services

City Council Liaison:
Ken Ibarra

Boards, Commissions, and Committees

CITY COUNCIL APPOINTED COMMISSIONS

CULTURE AND ARTS COMMISSION

Melodie Tobin, Chair
Pamela Gamble, Vice Chair
Bardi Rosman Koodrin
Carolyn Livengood
Jeanne George
Tami Parker
Pamela Madden
City Staff Liaison:
John Alita, Community Services
City Council Liaison:
Michael Salazar

PLANNING COMMISSION

Rick Biasotti, Chair
Perry Petersen, Vice Chair
Bob Marshall, Jr.
Joseph Sammut
Kevin Chase
Mary Lou Johnson
Sujendra Mishra
City Staff Liaison:
David Woltering, Community Development
Matt Neuebaumer, Community Development
Laura Russell, Community Development
City Council Liaison:
Jim Ruane, Mayor

PARKS AND RECREATION COMMISSION

Mike Palmer, Chair
Dave Nigel, Vice Chair
Greg Pierce
Laura Davis
Stephen Marshall
Lorry Greenberg
Mary Lucy Zamattia
Tom Lara
Claudia Calonje, Youth Representative
City Staff Liaison:
Kerry Burns, Community Services
City Council Liaison:
Ken Ibarra

Boards, Commissions, and Committees

CITY COUNCIL APPOINTED COMMITTEES

BEAUTIFICATION COMMITTEE

Tammy Del Bene, Co-Chair
Irene O'Connell, Co-Chair, Councilmember
Brijit Lopez
Carol Moraity
Carolyn Livengood
Melodie Tobin
Sally Calvert
Sandy Hedley

COMMUNITY PREPAREDNESS COMMITTEE

Dena Gunning, Chair
George Peponis, Vice Chair
Mike Ward
Ron LaPedis
Steven Johnson
Clifford Biggs, Radio Club
Dan Lyttle, School District
Steve Mahaley, San Mateo County OES
Barbara Neuhauser, Red Cross
City Staff Liaison:
Dave Downing, Fire
Jim Allen, Fire
Neil Telford, Police
Timothy Mahon, Police
City Council Liaison:
Rico E. Medina

BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE

Randy Brase, Chair
Dave Nigel, Vice Chair
Cecile Riborozo
Walter Bird
Henry Mar
Jeffrey Tong
City Staff Liaison:
Laura Russell, Community Development
City Council Liaison:
Irene O'Connell

CITIZENS CRIME PREVENTION COMMITTEE

Robert Riechel, Chair
Peter Carey, Vice Chair
Brandon Lau
Frank Deering
Roberto Donlucas
Nawied Amin
Sehar Muzaffar
Mary Nunnery, Neighborhood Watch
City Staff Liaison:
Daryl McCoy, Police
City Council Liaison:
Rico E. Medina

Boards, Commissions, and Committees

CITY COUNCIL APPOINTED COMMITTEES (CONT)

PROJECT PRIDE COMMITTEE

Michael Salazar, Co-Chair, Councilmember

Rico E. Medina, Co-Chair, Councilmember

City Staff Liaison:

Danielle Brewer, Community Services

TRAFFIC SAFETY AND PARKING COMMITTEE

Jessica Barnes-Lopez, Chair

Mark Howard – Vice Chair

Tim Fuller

Tom Hamilton

Eric Wood

City Staff Liaison:

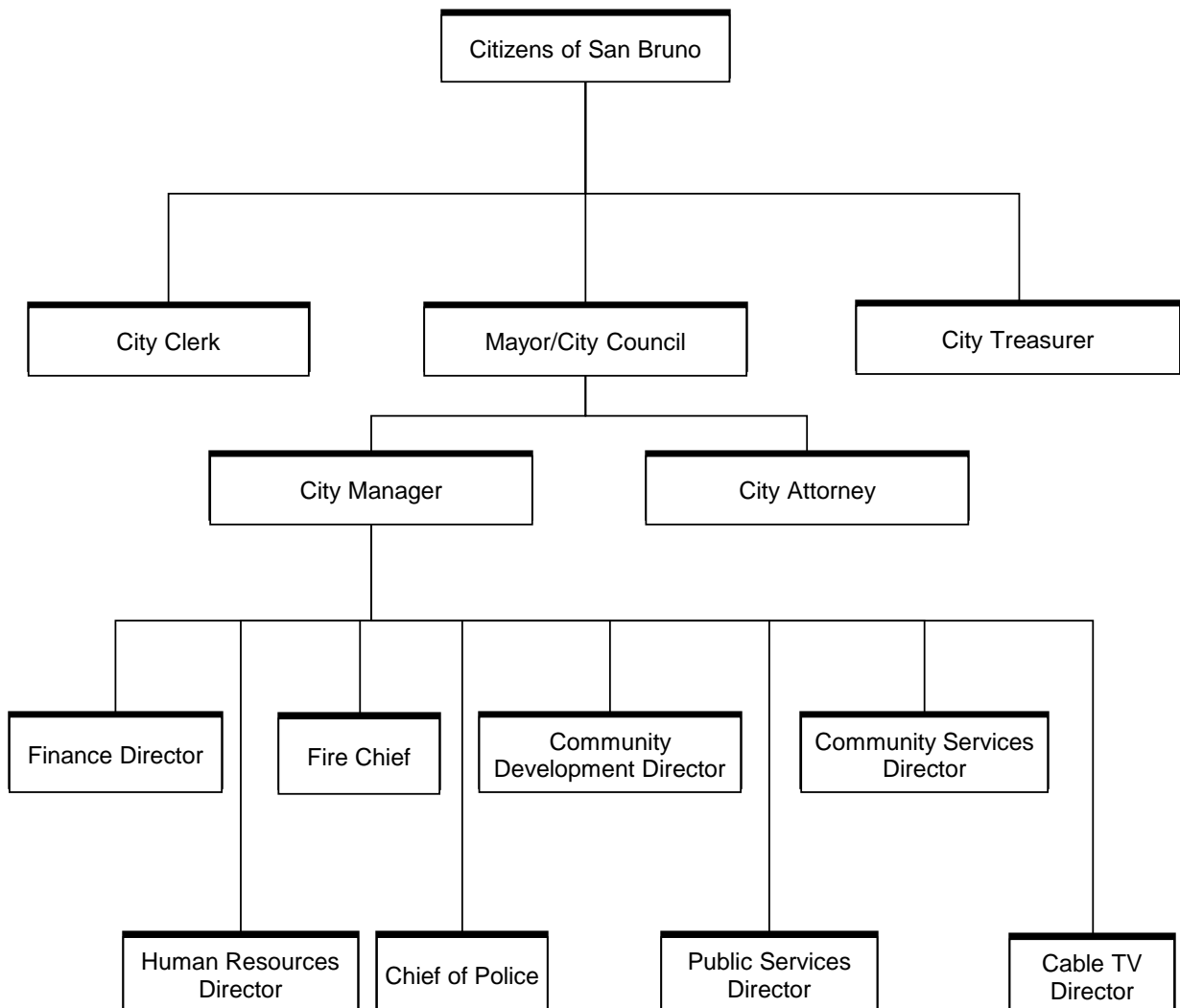
Tina Tseng, Public Services

Timothy Mahon, Police

City Council Liaison:

Irene O'Connell

CITY OF SAN BRUNO



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City Personnel Summaries 2013-14 Budget

Department	2009-10 Budget	2010-11 Budget	2011-12 Budget	2012-13 Budget	2013-14 Budget
General Fund					
City Council	5.00	5.00	5.00	5.00	5.00
City Clerk	1.75	1.75	1.75	1.75	1.75
City Treasurer	1.00	1.00	1.00	1.00	1.00
Legal Services	1.25	1.25	1.25	1.25	1.25
City Manager	2.00	2.00	2.00	3.00	3.00
Human Resources	2.75	1.75	1.75	2.25	2.25
Finance					
Administration	5.00	5.00	5.00	4.50	5.00
Revenue Services	6.00	6.00	6.00	6.00	5.00
Police	61.00	58.50	59.00	60.00	61.50
Fire	33.50	32.50	32.50	32.75	32.75
Public Services					
Admin. & Engineering	6.75	6.75	6.75	6.75	6.70
Streets Maintenance	5.05	5.05	5.05	5.05	5.10
Community Development					
Planning	2.00	2.00	4.50	3.50	4.50 ¹
Building	4.00	4.00	7.00	6.50	6.50
Redevelopment Agency (Eliminated February 1, 2012)	5.50	5.50	-	-	-
Community Services					
Recreation	3.85	4.05	4.05	4.00	4.00
Parks Maintenance	15.50	13.35	13.10	13.80	13.80
Senior Services ²	3.75	2.85	2.85	3.35	3.35
Library Services	9.00	8.75	8.75	7.65	7.65
Subtotal	174.65	167.05	167.30	168.10	170.10
Special Revenues					
Solid Waste	0.35	0.35	0.35	0.35	0.35
Successor Agency to RDA	-	-	-	1.00	-
Emergency Disaster	-	-	1.25	1.25	4.25
Subtotal	0.35	0.35	1.60	2.60	4.60
Internal Services					
Central Garage	3.95	3.35	3.35	2.85	2.35
Buildings and Facilities	7.00	6.10	5.85	5.70	5.70
Technology Support	3.00	3.00	3.00	3.00	3.00
Self-Insurance	1.00	1.00	1.00	1.00	1.00
Subtotal	14.95	13.45	13.20	12.55	12.05
Enterprise Funds					
Water Enterprise	17.30	17.30	17.30	17.30	16.95
Stormwater Enterprise	3.05	3.65	3.65	3.65	3.75
Wastewater Enterprise	14.55	14.55	15.55	15.55	15.80
Cable Enterprise	20.00	20.00	20.00	20.00	20.00
Subtotal	54.90	55.50	56.50	56.50	56.50
Total Positions (all funds)	244.85	236.35	238.60	239.75	243.25

¹ For 2013-14, the Successor Agency to RDA personnel has been reallocated to the Planning Division.

² For comparison purposes, the Senior Services personnel budget prior to 2012-13 includes two part-time employees.

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Departmental Personnel 2013-14 Budget

Elected Offices	General Fund	Special Revenue	
Classification	Elected Offices	Crestmoor (Glenview) Recovery	Total
City Council (part-time)	5.00	0.00	5.00
City Clerk	1.00	0.00	1.00
Deputy City Clerk (appointed)	0.75	0.25	1.00
City Treasurer (part-time)	1.00	0.00	1.00
Total	7.75	0.25	8.00

City Attorney's Office	General Fund	Self Insurance Fund		
Classification	City Attorney's Office	Workers Compensation	Liability	Total
City Attorney	0.75	0.00	0.25	1.00
Legal Secretary	0.50	0.25	0.25	1.00
Total	1.25	0.25	0.50	2.00

Management Services	General Fund	Special Revenue	
Classification	City Manager	Crestmoor (Glenview) Recovery	Total
City Manager	1.00	0.00	1.00
Assistant City Manager	1.00	0.00	1.00
Management Analyst I/II	1.00	1.00	2.00
Total	3.00	1.00	4.00

Human Resources	General Fund	Self Insurance Fund	
Classification	Human Resources	Workers Compensation	Total
Human Resources Director	0.75	0.25	1.00
Management Analyst I/II	1.50	0.00	1.50
Total	2.25	0.25	2.50

Finance	General Fund		
Classification	Administration	Revenue Services	Total
Finance Director	1.00	0.00	1.00
Accounting Manager	1.00	0.00	1.00
Financial Services Manager	0.50	0.50	1.00
Financial Services Supervisor	0.50	0.50	1.00
Lead Accounting & Customer Services Representative	0.00	1.00	1.00
Accounting & Customer Services Representative III	1.00	0.00	1.00
Accounting & Customer Services Representative I/II	1.00	3.00	4.00
Total	5.00	5.00	10.00

Technology Support	Internal Services
Classification	Technology Support
Information Tech. Manager	1.00
Computer Support Tech.	2.00
Total	3.00

Police Department	General Fund	Special Revenue	
Classification	Police	Crestmoor (Glenview) Recovery	Total
Chief of Police	1.00	0.00	1.00
Police Commander	1.00	0.00	1.00
Police Lieutenant	2.00	0.00	2.00
Police Sergeant	8.00	0.00	8.00
Police Officer	34.00	1.00	35.00
Records/Dispatch Supervisor	1.00	0.00	1.00
Public Safety Dispatcher I/II	6.00	0.00	6.00
Police Clerk II	5.00	0.00	5.00
Community Services Officer	3.00	1.00	4.00
Management Analyst I/II	0.50	0.00	0.50
Emergency Service	0.00	1.00	1.00
Total	61.50	3.00	64.50

Fire Department	General Fund
Classification	Fire
Fire Chief	0.25
Deputy Fire Chief	0.50
Battalion Chief	2.00
Fire Captain	9.00
Firefighter	20.00
Secretary	1.00
Total	32.75

Community Development Department	General Fund		Special Revenues	
Classification	Planning	Building Inspection & Code Enforcement	Successor Agency to RDA	Total
Community Development Director	0.50	0.50	0.00	1.00
Building Official	0.00	1.00	0.00	1.00
Long-Range Planning Manager	1.00	0.00	0.00	1.00
Building Inspector	0.00	2.00	0.00	2.00
Senior Planner	1.00	0.00	0.00	1.00
Associate Planner	1.00	0.00	0.00	1.00
Senior Code Enforcement Officer	0.00	1.00	0.00	1.00
Code Enforcement Officer	0.00	1.00	0.00	1.00
Com Dev Tech II	1.00	1.00	0.00	2.00
Total	4.50	6.50	0.00	11.00

Community Services Department	General Fund				Internal Services	
Classification	Recreation Services	Park Maint.	Senior Services	Library	Buildings & Facilities	Total
Community Services Director	0.25	0.25	0.15	0.25	0.10	1.00
Assistant Library & Senior Services Director	0.00	0.00	0.10	0.90	0.00	1.00
Superintendent	0.45	0.45	0.00	0.00	0.10	1.00
Library Services Manager	0.00	0.00	0.00	1.00	0.00	1.00
Recreation Services Supervisor	2.00	0.00	1.00	0.00	0.00	3.00
Information & Referral Program Coordinator	0.00	0.00	1.00	0.00	0.00	1.00
Nutrition Program Manager	0.00	0.00	1.00	0.00	0.00	1.00
Field Supervisor	0.00	1.50	0.00	0.00	0.50	2.00
Maintenance Technician I/II	0.00	2.00	0.00	0.00	1.00	3.00
Lead Maintenance Worker	0.00	2.00	0.00	0.00	0.00	2.00
Maintenance Worker I/II	0.00	7.00	0.00	0.00	0.00	7.00
Custodian I/II	0.00	0.00	0.00	0.00	4.00	4.00
Librarian	0.00	0.00	0.00	2.00	0.00	2.00
Library Services Coordinator	0.00	0.00	0.00	2.00	0.00	2.00
Children's Services Manager	0.00	0.00	0.00	1.00	0.00	1.00
Library Assistant II	0.00	0.00	0.00	0.50	0.00	0.50
Accounting & Customer Services Representative I/II	0.50	0.50	0.00	0.00	0.00	1.00
Executive Assistant	0.80	0.10	0.10	0.00	0.00	1.00
Total	4.00	13.80	3.35	7.65	5.70	34.50

Cable Television Department	Cable Enterprise		Total
	Operations	Local Origination	
Classification			
CATV Director	0.85	0.15	1.00
CATV System Engineer	1.00	0.00	1.00
CATV Business Manager	1.00	0.00	1.00
Programmer & Technology Mgr	0.00	1.00	1.00
CATV Field Supervisor	1.00	0.00	1.00
CATV Technician III	3.00	0.00	3.00
CATV Technician I/II	6.00	0.00	6.00
Warehouse Clerk	1.00	0.00	1.00
Accounting & Customer Services Lead	1.00	0.00	1.00
Accounting & Customer Services Representatives III	1.00	0.00	1.00
Accounting & Customer Services Representatives I/II	3.00	0.00	3.00
Total	18.85	1.15	20.00

Public Services Department	General Fund		Water		Stormwater	Wastewater	Internal Services	Special Revenue	Total
	Admin. & Engineering	Streets	Supply	Distribution	Operations	Operations	Central Garage	Solid Waste	
Public Services Director	0.15	0.05	0.20	0.15	0.05	0.35	0.05	0.00	1.00
Deputy Director of Engineering	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
Deputy Director of Utilities	0.00	0.20	0.15	0.20	0.05	0.35	0.05	0.00	1.00
Maintenance Services Manager	0.00	0.50	0.30	0.70	0.50	1.00	0.00	0.00	3.50
Principle Civil Engineer	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
Associate Civil Engineer	2.00	0.00	0.50	0.00	0.00	1.50	0.00	0.00	4.00
Water System Conservation Manager	0.00	0.00	0.50	0.50	0.00	0.00	0.00	0.00	1.00
Water Quality Technician	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	1.00
Management Analyst I/II	0.40	0.05	0.15	0.25	0.10	0.50	0.25	0.30	2.00
Engineering Technician	1.00	0.00	0.00	0.50	0.00	0.50	0.00	0.00	2.00
Pump Mechanic I/II	0.00	0.00	0.25	0.75	0.00	2.00	0.00	0.00	3.00
Lead Maintenance Worker	0.00	0.00	1.00	1.00	1.00	1.00	0.00	0.00	4.00
Maintenance Worker I/II	0.00	4.00	1.20	6.80	2.00	8.00	0.00	0.00	22.00
Lead Mechanic	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	1.00
Mechanic I/II	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	1.00
Executive Assistance	1.15	0.05	0.20	0.15	0.05	0.35	0.00	0.05	2.00
Secretary	0.00	0.25	0.25	0.25	0.00	0.25	0.00	0.00	1.00
Total	6.70	5.10	4.70	12.25	3.75	15.80	2.35	0.35	51.00

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Financial Summaries
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Summary of Funds 2013-14

Fund Title	Projected Fund Balance as of July 1, 2013	Operating Revenue	Operating Expense	Non-Operating Revenue/ (Expense) ^	Projected Fund Balance as of June 30, 2014
General Fund:					
Operations	\$ 6,149,208	\$ 34,947,173	\$ (34,938,672)	\$ -	\$ 6,157,709
General Fund Reserve	3,026,446	-	-		3,026,446
One-Time Revenue	6,690,985	1,067,500	-		7,758,485
Internal Services Funds:					
Central Garage	442,873	614,773	(614,865)		442,781
Buildings & Facilities Maint.	881,114	866,971	(867,962)		880,123
Equipment Reserve	6,771,524	430,587	(5,600) ^		7,196,511
Technology Support	311,354	520,772	(532,022)		300,104
Self-Insurance	146,709	1,805,615	(1,805,615)		146,709
Special Revenue Funds:					
Solid Waste	225,079	82,110	(65,593)		241,596
Crestmoor (Glenview) Recovery	36,600,191	-	(3,633,907)		32,966,284
Redevelopment Obligation Retirement Fund	-	125,000	(125,000)		-
Gas Tax	958,155	1,295,948	(750,000)		1,504,103
Measure A	1,168,606	838,861	-		2,007,467
Street Special Revenue	308,175	805	-		308,980
Safety Augmentation - Prop 172	12,945	92,300	(86,000)		19,245
Citizens Option for Public Safety	20,945	100,056	(100,000)		21,001
Police Asset Forfeiture	50,966	5,254	(10,000)		46,220
Library Special Revenue	280,563	3,474	(39,000)		245,037
Agency on Aging	5,770	203,761	(203,761)		5,770
Park-in-Lieu	614,586	5,483	-		620,069
BMR Housing in-Lieu	3,025,701	534,148	(58,500)		3,501,349
City Art Fund	136,288	30,872	(77,473)		89,688
Document Imaging Fund	51,311	20,374	-		71,685
Technology Fee Fund	245,969	51,553	-		297,522
General Plan Maintenance Fund	29,589	155	(25,000)		4,744
Library Donations	308,851	9,662	-		318,513
Enterprise Funds*:					
Water	14,855,867	12,236,641	(7,749,726)		19,342,782
Stormwater	1,395,675	632,089	(613,304)		1,414,460
Wastewater**	10,279,208	13,258,688	(8,184,913)		15,352,983
Cable Television**	(3,534,679)	10,598,474	(9,904,193)		(2,840,398)
Debt Service Fund					
	-	1,604,381	(1,604,381)		-
GRAND TOTAL					
	\$ 91,459,974	\$ 81,983,481	\$ (71,995,487)	\$ -	\$ 101,447,969

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

** The enterprise funds treat principal payments as balance sheet activities and are not recorded as operating or non-operating expenses.

^ Expense will be updated after adoption of the 2013-18 Capital Improvement Program

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General Fund

Four Year Summary

	2010-11 Actual	2011-12 Actual	2012-13 Amended Budget	2012-13 Estimated Actual	2013-14 Adopted Budget
Operating Revenues					
Taxes	\$ 20,350,998	\$ 21,369,345	\$ 21,792,000	\$ 22,591,334	\$ 23,356,536
Departmental Revenues	5,005,225	6,079,071	5,325,789	5,568,693	5,129,913
Franchises	1,753,459	1,775,284	1,745,180	1,703,300	1,722,147
Use of Money & Property	1,822,120	1,726,699	1,591,000	1,507,127	1,484,385
Allocations & Other Revenue	3,519,078	3,559,169	2,916,952	3,116,952	3,254,192
Total Operating Revenues	32,450,880	34,509,568	33,370,921	34,487,406	34,947,173
Operating Expenses					
General Administration	3,168,609	3,042,177	3,639,988	3,356,485	3,890,456
Public Safety	20,499,041	21,240,985	21,568,556	21,555,217	21,749,939
Public Services	2,430,672	2,592,973	2,462,203	2,483,247	2,592,293
Community Development	1,512,143	1,753,986	2,268,565	2,128,256	2,234,702
Community Services	6,327,831	6,380,675	6,497,115	6,482,419	6,782,497
Non-Departmental	401,719	225,547	335,950	314,599	351,700
Internal Allocations	(3,303,324)	(3,518,112)	(3,335,350)	(3,335,350)	(3,880,939)
Debt Service	378,501	378,501	38,498	530,657	1,218,024
Total Operating Expenses	31,415,191	32,096,732	33,475,525	33,515,530	34,938,672
Operating Surplus (Deficit)	\$ 1,035,689	\$ 2,412,836	\$ (104,604)	\$ 971,876	\$ 8,501
Use Fund Balance for PO Carryover and One-time Costs			179,484	179,484	
Change in Fund Balance	\$ 1,035,689	\$ 2,412,836	\$ 74,880	\$ 971,876	\$ 8,501

General Fund

Four Year Revenue Summary

	2010-11 Actual	2011-12 Actual	2012-13 Amended Budget	2012-13 Estimated Actual	2013-14 Adopted Budget	Change in Budget
Taxes						
Property Taxes	\$ 5,535,244	\$ 5,641,634	\$ 6,201,300	\$ 6,309,503	\$ 6,579,213	6%
Sales Taxes	6,498,220	6,861,036	6,850,000	7,032,259	7,343,812	7%
Hotel/Motel Taxes	1,763,680	2,183,947	2,100,000	2,350,000	2,350,000	12%
Vehicle License Fees	3,374,101	3,255,434	3,210,000	3,223,000	3,100,000	-3%
Regulatory Cardroom Fee	1,531,232	1,572,708	1,572,700	1,616,868	1,655,511	5%
Business Taxes	1,648,521	1,854,586	1,858,000	2,059,704	2,328,000	25%
Subtotal	20,350,998	21,369,345	21,792,000	22,591,334	23,356,536	7%
Franchises						
PG&E/AT&T	418,642	464,501	410,000	410,000	410,000	0%
San Bruno Garbage	844,561	842,410	855,180	845,000	850,000	-1%
Cable Television In-Lieu	490,256	468,373	480,000	448,300	462,147	-4%
Subtotal	1,753,459	1,775,284	1,745,180	1,703,300	1,722,147	-1%
Use of Money & Property						
Interest Earnings	340,986	285,113	120,000	140,000	120,000	0%
Rentals	413,233	436,682	471,000	400,000	400,000	-15%
Cable Equity Earnings	980,511	936,746	960,000	896,628	924,385	-4%
Other	87,390	68,158	40,000	70,499	40,000	0%
Subtotal	1,822,120	1,726,699	1,591,000	1,507,127	1,484,385	-7%
Allocations & Other Revenues						
Transfers from Other Funds	3,307,325	3,349,130	2,707,032	2,907,032	3,040,874	12%
Other	211,753	210,039	209,920	209,920	213,318	2%
Subtotal	3,519,078	3,559,169	2,916,952	3,116,952	3,254,192	12%
Departmental Revenues						
Police	1,595,132	1,601,472	1,402,433	1,480,740	1,416,433	1%
Fire	241,571	384,086	441,886	450,399	413,470	-6%
Public Works Engineering	149,299	205,610	158,463	183,842	91,500	-42%
Public Works Streets	761,742	826,328	805,051	842,034	808,700	0%
Planning	76,589	49,518	37,500	65,753	50,000	33%
Building	787,073	1,586,432	1,134,000	875,924	720,500	-36%
Recreation Services	1,032,478	1,068,914	1,055,000	1,312,277	1,310,000	24%
Parks Maintenance	17,446	17,554	15,110	18,967	17,110	13%
Senior Services	135,634	164,402	165,346	241,813	208,200	26%
Library Services	208,261	174,756	111,000	96,944	94,000	-15%
Subtotal	5,005,225	6,079,071	5,325,789	5,568,693	5,129,913	-4%
Total	\$ 32,450,880	\$ 34,509,568	\$ 33,370,921	\$ 34,487,406	\$ 34,947,173	5%

General Fund

Four Year Expenditure Summary

	2010-11 Actual	2011-12 Actual	2012-13 Amended Budget	2012-13 Estimated Actual	2013-14 Adopted Budget	Change in Budget
General Government						
City Council	\$ 151,247	\$ 123,753	\$ 162,401	\$ 138,043	\$ 175,644	8%
City Clerk	211,646	212,732	226,514	216,030	278,866	23%
City Treasurer	74,189	88,333	89,635	77,297	78,431	-12%
City Attorney	323,642	312,561	401,357	384,268	419,200	4%
City Manager	401,796	355,355	675,681	430,787	807,419	19%
Human Resources	404,858	387,432	419,918	494,795	489,096	16%
Finance						
Administration	862,035	811,489	789,162	788,030	857,763	8.7%
Revenue Services	739,196	750,522	875,320	827,235	784,037	-10.4%
Total General Government	3,168,609	3,042,177	3,639,988	3,356,485	3,890,456	6.9%
Police	12,762,992	13,069,276	13,653,345	13,309,446	13,722,246	0.5%
Fire	7,736,050	8,171,709	7,915,211	8,245,771	8,027,693	1.4%
Public Services						
Admin. & Engineering	1,233,478	1,393,870	1,183,035	1,311,455	1,300,761	10.0%
Streets Maintenance	1,197,194	1,199,103	1,279,168	1,171,792	1,291,532	1.0%
Total Public Services	2,430,672	2,592,973	2,462,203	2,483,247	2,592,293	5.3%
Community Development						
Planning	472,951	635,738	991,485	971,918	929,259	-6.3%
Building Inspection	1,039,192	1,118,248	1,277,080	1,156,338	1,305,443	2.2%
Total Community Development	1,512,143	1,753,986	2,268,565	2,128,256	2,234,702	-1.5%
Community Services						
Recreation Services	1,455,663	1,540,545	1,444,625	1,626,885	1,637,048	13.3%
Parks Maintenance	2,137,820	2,178,623	2,303,454	2,175,916	2,361,428	2.5%
Senior Services	887,122	844,520	896,418	845,490	890,885	-0.6%
Library	1,847,226	1,816,987	1,852,618	1,834,128	1,893,136	2.2%
Total Community Services	6,327,831	6,380,675	6,497,115	6,482,419	6,782,497	4.4%
Non-Departmental	401,719	225,547	335,950	314,599	351,700	4.7%
Allocation Offsets	(3,303,324)	(3,518,112)	(3,335,350)	(3,335,350)	(3,880,939)	16.4%
Debt Service	378,501	378,501	38,498	530,657	1,218,024	3063.9%
Subtotal	(2,523,104)	(2,914,064)	(2,960,902)	(2,490,094)	(2,311,215)	-21.9%
Total	\$ 31,415,191	\$ 32,096,732	\$ 33,475,525	\$ 33,515,530	\$ 34,938,672	4.4%

General Fund Reserves

Accounts for funds that can be used for City facility capital improvements and replacements, disaster recovery, litigation or legal judgment, uninsured losses, excess worker's compensation claims and economic disaster.

Four Year Summary

	2010-11 Actual	2011-12 Actual	2012-13 Budget	2012-13 Estimated Actual	2013-14 Budget
Revenues	\$ 153,028	\$ 276,178	\$ -	\$ -	\$ -
Non-Operating Revenue (Expense)					
Transfer to General Fund - Deficit Strat	-	-	-	-	-
Transfer to Projects	(40,000)	(40,321)	-	-	-
Change in Fund Balance	\$ 113,028	\$ 235,857	\$ -	\$ -	\$ -
Unrestricted Fund Balance July 1				3,026,446	3,026,446
Unrestricted Fund Balance June 30				3,026,446	3,026,446

General Fund One Time Revenues

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

Four Year Summary

	2010-11 Actual	2011-12 Actual	2012-13 Budget	2012-13 Estimated Actual	2013-14 Budget
Revenues					
One-Time Building Permit Revenues	\$ -	\$ -	\$ -	\$ -	\$ 217,500
Crestmoor Recovery Trust					
Reimbursement for staff salaries	-	-	457,000	711,124	500,000
RPTTF	-	645,665	-	558,146	-
Excess ERAF	1,108,454	619,194	-	741,703	350,000
Other one time recoveries	-	-	-	25,371	-
Total Revenues	1,108,454	1,264,859	457,000	2,036,344	1,067,500
Expenditures					
Archway at Grade Separation				684,000	
Equipment Purchase	-	-	-	190,000	-
Total Expenditures	-	-	-	874,000	-
Non-Operating Revenue (Expense):					
Transfers Out:					
Parks & Facilities Capital	117,000	-	-	-	-
Subtotal	117,000	-	-	-	-
Change in Fund Balance	\$ 1,225,454	\$ 1,264,859	\$ 457,000	\$ 1,162,344	\$ 1,067,500
Unrestricted Fund Balance July 1				5,528,641	6,690,985
Unrestricted Fund Balance June 30				6,690,985	7,758,485

Central Garage

The Central Garage Division is responsible for managing and maintaining the City's non-Fire fleet 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.

Four Year Summary

	2010-11 Actual	2011-12 Actual	2012-13 Amended Budget	2012-13 Estimated Actual	2013-14 Adopted Budget
Transfers In	\$ 623,232	\$ 668,841	\$ 625,056	\$ 625,068	\$ 614,773
Expenditures					
Operating Expenses	594,565	520,571	626,316	616,885	614,865
Equipment Reserve Purchase	-	12,391			
Total Expenditures	594,565	532,962	626,316	616,885	614,865
Change in Fund Balance	\$ 28,667	\$ 135,879	\$ (1,260)	\$ 8,183	\$ (92)
Unrestricted Fund Balance, July 1	270,144	298,811	434,690	434,690	442,873
Unrestricted Fund Balance, June 30	298,811	434,690	433,430	442,873	442,781

Buildings & Facilities

The Buildings and Facilities Division provides a clean and functional work environment for all users of City facilities. This includes repair and maintenance services for municipal buildings and facilities and periodic repairs and maintenance for other city-owned properties.

Four Year Summary

	2010-11 Actual	2011-12 Actual	2012-13 Amended Budget	2012-13 Estimated Actual	2013-14 Adopted Budget
Transfers In	\$ 1,006,080	\$ 916,192	\$ 881,655	\$ 881,655	\$ 866,971
Expenditures					
Operating Expenses	843,679	835,792	887,111	907,626	867,962
Total Expenditures	843,679	835,792	887,111	907,626	867,962
Change in Fund Balance	\$ 162,401	\$ 80,400	\$ (5,456)	\$ (25,971)	\$ (991)
Unrestricted Fund Balance, July 1	664,284	826,685	907,085	907,085	881,114
Unrestricted Fund Balance, June 30	826,685	907,085	901,629	881,114	880,123

General Fund Equipment Reserve

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

Four Year Summary

	2010-11 Actual	2011-12 Actual	2012-13 Amended Budget	2012-13 Estimated Actual	2013-14 Adopted Budget
Transfers In	\$ 726,406	\$ 479,793	\$ 430,587	\$ 430,587	\$ 430,587
Expenditures					
Equipment Reserve Purchases	264,957	440,496	308,554	^	5,600 ^
Payment of RDA advance to General Fund					
Transfer Out:					
Parks & Facilities Capital	90,000				
Total Expenditures	354,957	440,496	308,554	-	5,600
Change in Fund Balance	\$ 371,449	\$ 39,297	\$ 122,033	\$ 430,587	\$ 424,987
Unrestricted Fund Balance*, July 1				6,340,937	6,771,524
Unrestricted Fund Balance*, June 30				6,771,524	7,196,511

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

^ Expense will be updated after adoption of the 2013-18 Capital Improvement Program

Technology Support

Technology Support maintains and provides support for all computer systems from network infrastructure and securities to individual peripherals. The Division also maintains and supports the City's telephone system (VOIP), voicemail network, telephone calling plans, administers cell phone hardware, maintains the City's website and web server.

Four Year Summary

	2010-11 Actual	2011-12 Actual	2012-13 Amended Budget	2012-13 Estimated Actual	2013-14 Adopted Budget
Transfers In	\$ 488,419	\$ 480,027	\$ 512,652	\$ 512,652	\$ 520,772
Expenditures					
Operating Expenses	448,124	474,563	537,274	515,667	532,022
Transfer Out:					
Phone System Replacement	91,576				
Disaster Recovery Project			131,000	131,000	
Fire Suppression Project			10,132	10,132	
Total Expenditures	539,700	474,563	678,406	656,799	532,022
Change in Fund Balance	\$ (51,281)	\$ 5,464	\$ (165,754)	\$ (144,147)	\$ (11,250)
Unrestricted Fund Balance, July 1				455,501	311,354
Unrestricted Fund Balance, June 30				311,354	300,104

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

	2010-11 Actual	2011-12 Actual	2012-13 Amended Budget	2012-13 Estimated Actual	2013-14 Adopted Budget
Transfers In	\$ 1,578,036	\$ 1,582,445	\$ 1,611,477	\$ 1,611,477	\$ 1,805,615
Expenditures					
Workers Compensation Expenses	415,204	946,331	711,446	538,797	641,305
General Liability Expenses	919,187	1,244,051	1,001,132	945,449	1,123,110
Unemployment Expenses	40,269	28,986	58,000	26,220	41,200
Total Expenditures	1,374,660	2,219,368	1,770,578	1,510,466	1,805,615
Change in Fund Balance	\$ 203,376	\$ (636,923)	\$ (159,101)	\$ 101,011	\$ -
Unrestricted Fund Balance, July 1				45,698	146,709
Unrestricted Fund Balance, June 30				146,709	146,709

Solid Waste Fund

The Solid Waste Fund is responsible for compliance with state mandates to achieve and maintain a fifty percent (50%) waste diversion (recycling) goal. These activities are funded through a 1% fee assessed on garbage bills for the City's franchised solid waste hauler.

Four Year Summary

	2010-11 Actual	2011-12 Actual	2012-13 Amended Budget	2012-13 Estimated Actual	2013-14 Adopted Budget
Revenues					
1% AB 939 Fee	\$ 64,799	\$ 66,382	\$ 68,379	\$ 68,379	\$ 69,746
State of California	11,859	11,516	-	11,516	11,000
Interest Earnings	1,232	1,721	435	1,837	1,364
Total Revenues	77,890	79,619	68,814	81,732	82,110
Expenditures					
Solid Waste Operations	58,710	55,389	71,716	42,361	65,593
Change in Fund Balance	\$ 19,180	\$ 24,230	\$ (2,902)	\$ 39,371	\$ 16,517
Unrestricted Fund Balance, July 1				185,708	225,079
Unrestricted Fund Balance, June 30				225,079	241,596

Crestmoor (Glenview) Recovery

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

Four Year Summary

	2010-11 Actual	2011-12 Actual	2012-13 Amended Budget	2012-13 Estimated Actual	2013-14 Adopted Budget
Expenditures					
Recovery Activities	\$ 3,369,625	\$ 2,329,223	\$ 5,707,163	\$ 2,384,262	\$ 3,633,907
Infrastructure Reconstruction		1,636,797	9,370,917	3,679,901	^
Total Expenditures	3,369,625	3,966,020	15,078,080	6,064,163	3,633,907
Change in Fund Balance	\$ (3,369,625)	\$ (3,966,020)	\$ (15,078,080)	\$ (6,064,163)	\$ (3,633,907)
Unrestricted Fund Balance, July 1				42,664,355	36,600,191
Unrestricted Fund Balance, June 30				36,600,191	32,966,284

^ Capital Improvement Program Expense Budget will be updated after adoption of the 2013-18 Capital Improvement Program

Redevelopment Obligation Retirement Fund (Successor Agency to SB RDA)

The Successor Agency to the San Bruno Redevelopment Agency was created as the result of the California Supreme Court decision on December 29, 2011 upholding ABx1 26, which eliminated all redevelopment agencies in California and created a process for winding down their operations.

Four Year Summary

	2010-11 Actual	2011-12 Actual	2012-13 Amended Budget	2012-13 Estimated Actual	2013-14 Adopted Budget
Revenues					
Administrative Allowance	\$ -	\$ 250,000	\$ 250,000	\$ 250,000	\$ 125,000
Total Revenues	-	250,000	250,000	250,000	125,000
Expenditures					
Administrative Cost	-	250,000	250,000	250,000	-
Total Expenditures	-	250,000	250,000	250,000	-
Non-Operating Revenue (Expense)					
Transfers Out:					
Transfer to Planning Operations	-	-	-	-	(125,000)
Total Expenditures	-	-	-	-	(125,000)
Change in Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -
Unrestricted Fund Balance, July 1				-	-
Unrestricted Fund Balance, June 30				-	-

Gas Tax

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

Four Year Summary

	2010-11 Actual	2011-12 Actual	2012-13 Amended Budget	2012-13 Estimated Actual	2013-14 Adopted Budget
Revenues					
Gas Tax	\$ 1,071,709	\$ 1,260,931	\$ 1,187,044	\$ 1,150,869	\$ 1,289,903
Investment Income	4,315	8,207	2,388	8,430	6,045
Total Revenues	1,076,024	1,269,138	1,189,432	1,159,299	1,295,948
Expenditures					
General Fund for Street Operations	(614,305)	(750,000)	(750,000)	(750,000)	(750,000)
Non-Operating Revenue (Expense)					
Transfers Out:					
Streets Capital	(127,675)	(81,683)	(822,500)	(628,574)	^
Total Expenditures	(741,980)	(831,683)	(1,572,500)	(1,378,574)	(750,000)
Change in Fund Balance	\$ 334,044	\$ 437,455	\$ (383,068)	\$ (219,275)	\$ 545,948
Unrestricted Fund Balance, July 1				1,177,430	958,155
Unrestricted Fund Balance, June 30				958,155	1,504,103

^ Capital Improvement Program Expense Budget will be updated after adoption of the 2013-18 Capital Improvement Program

Measure A

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

Four Year Summary

	2010-11 Actual	2011-12 Actual	2012-13 Amended Budget	2012-13 Estimated Actual	2013-14 Adopted Budget
Revenues					
1/2 cent sales tax allocation	\$ 717,285	\$ 780,563	\$ 700,000	\$ 829,004	\$ 830,000
Investment Income	3,985	8,400	1,763	12,102	8,861
Total Revenues	721,270	788,963	701,763	841,106	838,861
Non-Operating Revenue (Expense)					
Transfers Out:					
Streets Capital	(637,010)	(4,000)	(782,500)	(782,500)	^
Total Expenditures	(637,010)	(4,000)	(782,500)	(782,500)	-
Change in Fund Balance	\$ 84,260	\$ 784,963	\$ (80,737)	\$ 58,606	\$ 838,861
Unrestricted Fund Balance, July 1				1,110,000	1,168,606
Unrestricted Fund Balance, June 30				1,168,606	2,007,467

^ Capital Improvement Program Expense Budget will be updated after adoption of the 2013-18 Capital Improvement Program

Street Fund Street Revenue

This fund is restricted for street improvements and mitigation.

Four Year Summary

	2010-11 Actual	2011-12 Actual	2012-13 Amended Budget	2012-13 Estimated Actual	2013-14 Adopted Budget
Revenues					
Other Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Investment Income	2,474	1,970	772	1,265	805
Total Revenues	2,474	1,970	772	1,265	805
Non-Operating Revenue (Expense)					
None	-	-	-	-	-
Total Expenditures	-	-	-	-	-
Change in Fund Balance	\$ 2,474	\$ 1,970	\$ 772	\$ 1,265	\$ 805
Unrestricted Fund Balance, July 1				306,910	308,175
Unrestricted Fund Balance, June 30				308,175	308,980

Police Grant Safety Augmentation (Prop 172)

A voter approved half cent sales tax to fund local public safety.

Four Year Summary

	2010-11 Actual	2011-12 Actual	2012-13 Amended Budget	2012-13 Estimated Actual	2013-14 Adopted Budget
Revenues					
Prop 172 Revenue	\$ 88,526	\$ 97,082	\$ 86,000	\$ 87,247	\$ 92,000
Investment Income	103	194	115	421	300
Total Revenues	88,629	97,277	86,115	87,668	92,300
Expenditures					
General Fund for Police Operations	87,877	86,000	86,000	86,000	86,000
Total Expenditures	87,877	86,000	86,000	86,000	86,000
Change in Fund Balance	\$ 752	\$ 11,277	\$ 115	\$ 1,668	\$ 6,300
Unrestricted Fund Balance, July 1				11,277	12,945
Unrestricted Fund Balance, June 30				12,945	19,245

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

	2010-11 Actual	2011-12 Actual	2012-13 Amended Budget	2012-13 Estimated Actual	2013-14 Adopted Budget
Revenues					
SLESF Fund	\$ 103,308	\$ 109,397	\$ 100,000	\$ 100,000	\$ 100,000
Investment Income	13	106	29	87	56
Total Revenues	103,321	109,503	100,029	100,087	100,056
Expenditures					
Enforcement Cost (General Fund)	95,188	100,000	100,000	100,000	100,000
Total Expenditures	95,188	100,000	100,000	100,000	100,000
Change in Fund Balance	\$ 8,133	\$ 9,503	\$ 29	\$ 87	\$ 56
Unrestricted Fund Balance, July 1				20,858	20,945
Unrestricted Fund Balance, June 30				20,945	21,001

Police Grant Police Asset Forfeiture

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

Four Year Summary

	2010-11 Actual	2011-12 Actual	2012-13 Amended Budget	2012-13 Estimated Actual	2013-14 Adopted Budget
Revenues					
Asset Forfeiture Allocation	\$ 4,311	\$ 5,051	\$ 5,000	\$ 2,507	\$ 5,000
Investment Income	597	466	160	157	254
Total Revenues	4,907	5,517	5,160	2,664	5,254
Expenditures					
Program Cost	3,646	-	-	4,900	-
Safety Equipment	-	8,013	16,500	14,953	10,000
Total Expenditures	3,646	8,013	16,500	19,853	10,000
Change in Fund Balance	\$ 1,261	\$ (2,496)	\$ (11,340)	\$ (17,189)	\$ (4,746)
Unrestricted Fund Balance, July 1				68,155	50,966
Unrestricted Fund Balance, June 30				50,966	46,220

Library Grant Library Special Revenue

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

Four Year Summary

	2010-11 Actual	2011-12 Actual	2012-13 Amended Budget	2012-13 Estimated Actual	2013-14 Adopted Budget
Revenues					
Inter-Library Loan Program	\$ 31,887	\$ 20,334	\$ -	\$ -	\$ -
Interest Earnings	4,333	3,692	1,065	4,503	3,474
Total Revenues	36,220	24,026	1,065	4,503	3,474
Expenditures					
Transfer Out:					
General Fund Operations	(234,887)	(100,000)	(39,000)	(39,000)	(39,000)
Library Facility Maintenance Program	-	(4,675)	(62,500)	(53,500)	^
Total Expenditures	(234,887)	(104,675)	(101,500)	(92,500)	(39,000)
Change in Fund Balance	\$ (198,667)	\$ (80,649)	\$ (100,435)	\$ (87,997)	\$ (35,526)
Unrestricted Fund Balance, July 1				368,560	280,563
Unrestricted Fund Balance, June 30				280,563	245,037

^ Capital Improvement Program Expense Budget will be updated after adoption of the 2013-18 Capital Improvement Program

State Grant 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

	2010-11 Actual	2011-12 Actual	2012-13 Amended Budget	2012-13 Estimated Actual	2013-14 Adopted Budget
Revenues					
Area Agency on Aging Grant					
Transportation	\$ 18,004	\$ 14,996	\$ 16,500	\$ 20,405	\$ 17,465
Congregate Nutrition Program	130,497	91,005	95,630	101,514	120,000
Senior Center Donation	-	68,203	61,200	63,000	66,200
Investment Income	204	132	88	146	96
Total Revenues	148,705	174,336	173,418	185,065	203,761
Expenditures					
Congregate Nutrition Program	117,094	171,295	123,258	158,514	180,096
Transportation Program	16,500	21,966	16,500	26,405	23,665
Total Expenditures	133,594	193,260	139,758	184,919	203,761
Change in Fund Balance	\$ 15,111	\$ (18,925)	\$ 33,660	\$ 146	\$ -
Unrestricted Fund Balance, July 1				5,624	5,770
Unrestricted Fund Balance, June 30				5,770	5,770

In-Lieu Fund Park-in-Lieu

Fees required by City ordinance on new development projects to provide park land or park-in-lieu fees to address the needs of future residents.

Four Year Summary

	2010-11 Actual	2011-12 Actual	2012-13 Amended Budget	2012-13 Estimated Actual	2013-14 Adopted Budget
Revenues					
Development Fee	\$ 306,622	\$ 202,204	\$ -	\$ -	\$ -
Interest Earnings	14,473	8,286	201	7,155	5,483
Total Revenues	321,095	210,490	201	7,155	5,483
Non-Operating Revenue (Expense)					
Transfers Out:					
Lions Field Synthetic Turf Project	-	(1,500,000)	-	-	^
Total Expenses	-	(1,500,000)	-	-	-
Change In Fund Balance	\$ 321,095	\$ (1,289,510)	\$ 201	\$ 7,155	\$ 5,483
Unrestricted Fund Balance, July 1				607,431	614,586
Unrestricted Fund Balance, June 30				614,586	620,069

^ Capital Improvement Program Expense Budget will be updated after adoption of the 2013-18 Capital Improvement Program

In-Lieu Fund BMR Housing in-Lieu

The Below Market Rate Housing Fund are used to maintain or increase the quantity, quality, and variety of affordable housing units or assist other governmental entities, private organizations, or individuals to do so.

Four Year Summary

	2010-11 Actual	2011-12 Actual	2012-13 Amended Budget	2012-13 Estimated Actual	2013-14 Adopted Budget
Revenues					
Development Fee	\$ -	\$ 294,000	\$ 753,200	\$ 117,600	\$ 516,000
Interest Earnings	21,225	22,952	11,350	24,724	18,148
Total Revenues	21,225	316,952	764,550	142,324	534,148
Expenditures					
HIP Housing Program	-	-	30,000	30,000	30,000
Shelter Network Homesharing Program	-	-	7,500	7,500	7,500
North Peninsula Neighborhood Center	-	-	6,000	6,000	6,000
Supplemental:					
Affordable Housing Nexus Study	-	-	-	-	15,000
Total Expenditures	-	-	43,500	43,500	58,500
Change in Fund Balance	\$ 21,225	\$ 316,952	\$ 721,050	\$ 98,824	\$ 475,648
Unrestricted Fund Balance, July 1				2,926,877	3,025,701
Unrestricted Fund Balance, June 30				3,025,701	3,501,349

Permit Revenue City Art Fund

A portion of the building permit fee, as required by Ordinance, is designated for displaying art works in the City as well as sponsoring, conducting and hosting art programs, events and exhibits.

Four Year Summary

	2010-11 Actual	2011-12 Actual	2012-13 Amended Budget	2012-13 Estimated Actual	2013-14 Adopted Budget
Revenues					
City Art Program	\$ 25,873	\$ 63,360	\$ 30,000	\$ 30,000	\$ 30,000
Investment Income	770	837	288	1,032	872
Total Revenues	26,643	64,197	30,288	31,032	30,872
Expenditures					
Movies in the Park	1,904	2,149	1,900	1,870	1,844
Music in the Park	-	-	-	225	-
Shakespeare in the Park	629	629	629	629	629
Centennial Art Project	-	-	-	-	75,000
Other Cultural & Art Activities	-	52,613	16,700	-	-
Total Expenditures	2,533	55,392	19,229	2,723	77,473
Change in Fund Balance	\$ 24,110	\$ 8,806	\$ 11,059	\$ 28,308	\$ (46,601)
Unrestricted Fund Balance, July 1				107,980	136,288
Unrestricted Fund Balance, June 30				136,288	89,688

Permit Revenue Document Imaging Fund

A portion of the building permit fee is allocated to maintain and keep thorough records of San Bruno property plans and maps.

Four Year Summary

	2010-11 Actual	2011-12 Actual	2012-13 Amended Budget	2012-13 Estimated Actual	2013-14 Adopted Budget
Revenues					
Document Imaging	\$ 15,547	\$ 38,529	\$ 20,000	\$ 20,000	\$ 20,000
Investment Income	93	318	89	455	374
Total Revenues	15,641	38,847	20,089	20,455	20,374
Expenditures					
Sire Document Imaging Conversion	-	10,017	37,000	10,000	-
Total Expenditures	-	10,017	37,000	10,000	-
Change in Fund Balance	\$ 15,641	\$ 28,830	\$ (16,911)	\$ 10,455	\$ 20,374
Unrestricted Fund Balance, July 1				40,856	51,311
Unrestricted Fund Balance, June 30				51,311	71,685

Permit Revenue Technology Fee Fund

Permit fees assessed on residential improvements to provide more effective city services through the use of City websites and digital permit system.

Four Year Summary

	2010-11 Actual	2011-12 Actual	2012-13 Amended Budget	2012-13 Estimated Actual	2013-14 Adopted Budget
Revenues					
Technology Fee	\$ 43,044	\$ 106,655	\$ 50,000	\$ 50,000	\$ 50,000
Investment Income	777	1,620	469	1,932	1,553
Total Revenues	43,821	108,275	50,469	51,932	51,553
Expenditures					
Sire Document Imaging Fee	29,156	-	23,000	-	-
Website Enhancement	-	-	10,000	10,000	-
Office Suite Upgrade Project	-	-	4,250	4,250	-
Total Expenditures	29,156	-	37,250	14,250	-
Change in Fund Balance	\$ 14,665	\$ 108,275	\$ 13,219	\$ 37,682	\$ 51,553
Unrestricted Fund Balance, July 1				208,287	245,969
Unrestricted Fund Balance, June 30				245,969	297,522

Permit Revenue General Plan Maintenance Fund

Mandated by the State to maintain and keep the City's General Plans updated, the City allocates a portion of the new construction building permit fees for General Plan maintenance.

Four Year Summary

	2010-11 Actual	2011-12 Actual	2012-13 Amended Budget	2012-13 Estimated Actual	2013-14 Adopted Budget
Revenues					
General Plan Maintenance	\$ -	\$ 12,692	\$ -	\$ 5,250	\$ -
Investment Income	240	341	80	368	155
Total Revenues	240	13,033	80	5,618	155
Expenditures					
Housing Element			25,000	20,000	25,000
Total Expenditures	-	-	25,000	20,000	25,000
Change in Fund Balance	\$ 240	\$ 13,033	\$ (24,920)	\$ (14,382)	\$ (24,845)
Unrestricted Fund Balance, July 1				43,971	29,589
Unrestricted Fund Balance, June 30				29,589	4,744

Library Donations

Donations provided by San Bruno residents and Friends of the Library are used to enhance services provided by the San Bruno library, including children’s programs, tutor.com subscription, Freegal streaming music subscription, children’s DVDs, and redesign of the Library’s magazine room.

Four Year Summary

	2010-11 Actual	2011-12 Actual	2012-13 Amended Budget	2012-13 Estimated Actual	2013-14 Adopted Budget
Revenues					
Library Donations	\$ 1,420	\$ 1,225	\$ 6,000	\$ 352	\$ 2,000
Friends of the Library	14,165	3,156	3,000	6,567	6,000
Investment Income	2,485	2,484	760	2,450	1,662
Total Revenues	18,070	6,865	9,760	9,369	9,662
Expenditures					
Community Promotion	14,721	3,537	2,000	8,656	-
Library Book Donations	4,898	2,703	3,000	2,512	-
Library Facilities Maintenance Program	-	-	-	10,000	-
Total Expenditures	19,619	6,240	5,000	21,168	-
Change in Fund Balance	\$ (1,549)	\$ 625	\$ 4,760	\$ (11,799)	\$ 9,662
Unrestricted Fund Balance, July 1				320,650	308,851
Unrestricted Fund Balance, June 30				308,851	318,513

Water Enterprise

The Water Enterprise is responsible for the efficient and effective operation and maintenance of the Water 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.

Four Year Summary

	2010-11 Actual	2011-12 Actual	2012-13 Amended Budget	2012-13 Estimated Actual	2013-14 Adopted Budget
Revenues					
Operating Revenues	\$ 9,410,933	\$ 10,344,090	\$ 11,067,000	\$ 11,414,930	\$ 12,138,236
Capacity Charges	16,439	162,662	30,000	30,000	30,000
Interest Income	71,446	130,849	55,000	138,109	68,405
Total Revenues	9,498,818	10,637,601	11,152,000	11,583,039	12,236,641
Operating Expenses					
Supply Operating Expenses	4,043,289	5,444,882	5,072,476	5,258,820	5,059,923
Distribution Operating Expenses	3,163,057	3,240,106	2,655,657	2,476,284	2,689,803
Total Operating Expenses	7,206,346	8,684,988	7,728,133	7,735,104	7,749,726
Operating Surplus (Deficit)	2,292,472	1,952,613	3,423,867	3,847,935	4,486,915
Non-Operating Revenues (Expenses)					
Capital Improvement Program	(1,918,014)	(469,221)	(8,364,138)	^	^
Equipment Purchases	(15,884)	-	-	-	^
Non-Operating Surplus (Deficit)	(1,933,898)	(469,221)	(8,364,138)	-	-
Change in Fund Balance	\$ 358,574	\$ 1,483,392	\$ (4,940,271)	\$ 3,847,935	\$ 4,486,915
Fund Balance*, July 1				11,007,932	14,855,867
Fund Balance*, June 30				14,855,867	19,342,782

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

^ Capital Improvement Program Expense Budget will be updated after adoption of the 2013-18 Capital Improvement Program

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

	2010-11 Actual	2011-12 Actual	2012-13 Amended Budget	2012-13 Estimated Actual	2013-14 Adopted Budget
Revenues					
Operating Revenues	\$ 557,228	\$ 556,965	\$ 570,000	\$ 562,485	\$ 600,000
Reimbursements	35,951	55,360	19,500	19,593	17,551
Interest Income	10,200	16,107	10,000	18,601	14,538
Total Revenues	603,379	628,432	599,500	600,679	632,089
Expenses					
Stormwater Operations	455,743	482,368	552,164	404,760	613,304
Operating Surplus (Deficit)	147,636	146,064	47,336	195,919	18,785
Non-Operating Revenues (Expenses)					
Capital Improvement Program	(35,507)	(157,732)	(368,000)	^	^
Equipment Purchases	-	-	(210,390)	(210,390)	^
Non-Operating Surplus (Deficit)	(35,507)	(157,732)	(578,390)	(210,390)	-
Change in Fund Balance	\$ 112,129	\$ (11,668)	\$ (531,054)	\$ (14,471)	\$ 18,785
Fund Balance*, July 1				1,410,146	1,395,675
Fund Balance*, June 30				1,395,675	1,414,460

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

^ Capital Improvement Program Expense Budget will be updated after adoption of the 2013-18 Capital Improvement Program

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, recently revised by the U.S. Environmental Protection Agency and the State Water Resources Control Board.

Four Year Summary

	2010-11 Actual	2011-12 Actual	2012-13 Amended Budget	2012-13 Estimated Actual	2013-14 Adopted Budget
Revenues					
Operating Revenues	\$ 10,107,160	\$ 10,993,504	\$ 11,912,832	\$ 11,964,573	\$ 13,139,854
Capacity Charges	21,639	283,114	87,000	87,000	80,000
Interest Income	37,382	72,753	44,168	50,148	38,834
Total Revenues	10,166,181	11,349,371	12,044,000	12,101,721	13,258,688
Operating Expenses					
Wastewater Operations	8,690,605	8,114,538	7,301,642	6,888,428	7,541,318
Interest Expense	728,006	712,259	678,571	678,571	643,595
Total Operating Expenses	9,418,611	8,826,797	7,980,213	7,566,999	8,184,913
Operating Surplus (Deficit)	747,570	2,522,575	4,063,787	4,534,722	5,073,775
Non-Operating Revenues (Expenses)					
Capital Improvement Program	(106,950)	(234,455)	(2,544,795)	^	^
Debt Service Principal Payment	(1,121,572)	(1,155,536)	(1,190,136)	(1,190,136)	(1,225,389)
Equipment Purchases	-	-	(275,390)	(277,347)	^
Non-Operating Surplus (Deficit)	(1,228,521)	(1,389,991)	(4,010,321)	(1,467,483)	(1,225,389)
Change in Fund Balance	\$ 640,621	\$ 2,288,119	\$ 1,243,602	\$ 4,257,375	\$ 5,073,775
Fund Balance*, July 1				6,021,833	10,279,208
Fund Balance*, June 30				10,279,208	15,352,983

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

^ Capital Improvement Program Expense Budget will be updated after adoption of the 2013-18 Capital Improvement Program

Cable Enterprise

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

Four Year Summary

	2010-11 Actual	2011-12 Actual	2012-13 Amended Budget	2012-13 Estimated Actual	2013-14 Adopted Budget
Revenues					
Basic Service (incl Local Orig.)	\$ 4,642,927	\$ 4,192,081	\$ 3,957,228	\$ 3,780,309	\$ 4,010,614
Internet Service Fees	2,344,223	2,526,765	2,613,318	2,562,752	2,803,829
Pay-Per-View Services	979,304	874,409	902,069	830,255	869,900
Digital Service	1,239,156	1,137,414	1,110,498	1,110,498	1,261,748
International Programming	138,574	121,718	120,413	120,413	120,413
Fees & Taxes	414,560	392,227	393,622	373,189	359,900
Voice Service	417,641	430,100	455,692	427,000	487,500
Fiber Leasing	17,352	28,752	42,000	17,500	30,052
TV Guide Magazine	4,098	3,487	3,000	3,000	3,108
Commercial Phone & Data	69,038	114,868	214,000	171,000	416,410
Other Receipts	303,170	381,194	224,340	255,053	235,000
Total Revenues	10,570,044	10,203,015	10,036,180	9,650,969	10,598,474
Expenditures					
Operating Expenses	9,766,948	8,948,014	7,815,284	7,675,440	8,307,385
Local Origination Expenses	168,707	152,800	189,002	155,358	195,238
Pass Thru Fees	556,600	554,181	572,100	532,953	462,147
Equity Earnings Transfer	980,511	936,746	960,000	897,750	924,295
Interest Expense	109,154	74,264	38,355	38,355	15,128
Total Expenditures	11,581,921	10,666,005	9,574,741	9,299,856	9,904,193
Operating Surplus (Deficit)	(1,011,877)	(462,990)	461,439	351,113	694,281
Non-Operating Revenues (Expenses)					
Equipment Reimbursement/ (Purchase)	91,576	-	-	-	^
Debt Service Principal Payment	(630,010)	(742,590)	(407,040)	(407,040)	(430,267)
Capital Improvement Program	-	-	(747,013)	(277,480)	^
Non-Operating Surplus (Deficit)	(538,434)	(742,590)	(1,154,053)	(684,520)	(430,267)
Change in Fund Balance	\$ (920,301)	\$ (462,990)	\$ (285,574)	\$ 73,633	\$ 694,281
Fund Balance*, July 1				(3,608,313)	(3,534,679)
Fund Balance*, June 30				(3,534,679)	(2,840,398)

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

^ Expense will be updated after adoption of the 2013-18 Capital Improvement Program

Elected Offices
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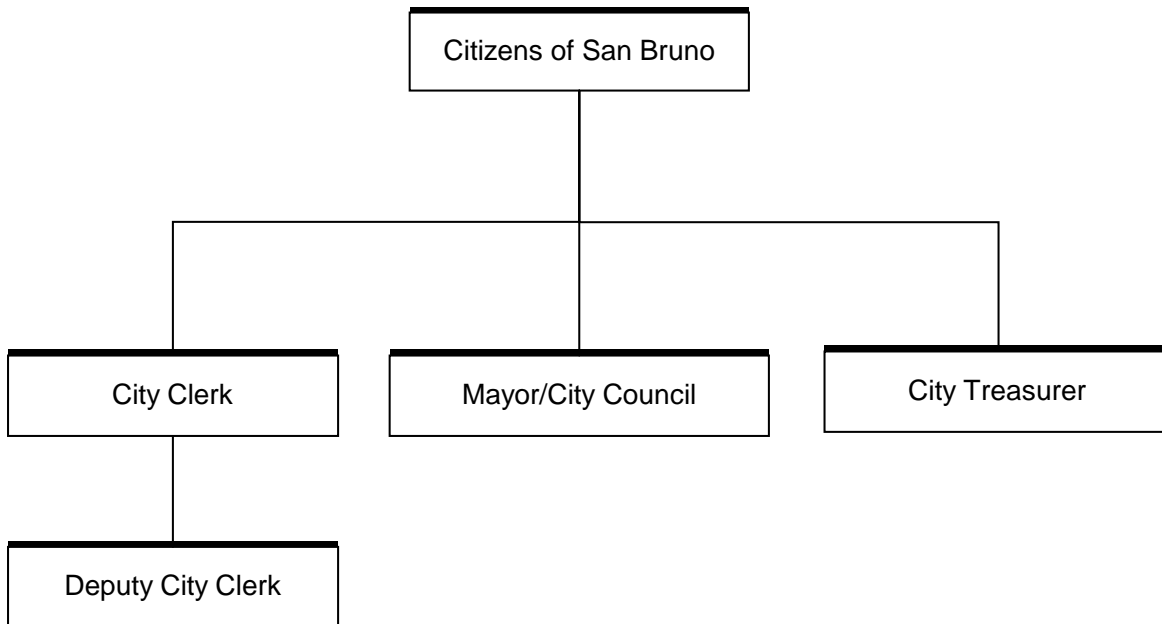
Elected Offices

City Council

City Clerk

City Treasurer

Elected Offices



Elected Offices

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

Programs

The citizens of San Bruno elect members of the City Council, City Clerk and City Treasurer to elected offices. The Mayor is directly elected for a two-year term. Other Council members are elected for four-year staggered terms with elections held in November of odd numbered years. The City Clerk and City Treasurer are each elected for a four-year term.

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

City Council

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

The City operates under a Council-Manager form of government. The Mayor presides at City Council meetings, held on the second and fourth Tuesdays of each month. The Mayor and Council members act as a collective body to set policies and provide direction for City programs and services to meet the needs and interests of San Bruno residents.

The City Council appoints the City Manager to support the City Council in its policy development functions and oversee management and administration of all City operations to ensure implementation of City Council policies and programs. The City Council also appoints the City Attorney who serves as the legal advisor to the City Council and staff. As the City's policy-making body, the City Council has the ultimate responsibility to the people of San Bruno and the implementation of all City programs and services. The City Council approves all ordinances, resolutions and major contracts, modifies and approves the budget.

- **City Council Activities**

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

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

2013-14 Goals and Objectives

- Continue review and approval of all ordinances, resolutions and major contracts brought forward by staff.
- Continue to develop and maintain policies to provide quality public services.
- Develop and host centennial events to celebrate the City of San Bruno's Centennial.

City Clerk

The City Clerk serves as Clerk to the City Council to perform statutory duties prescribed by State Law. The department is responsible for maintaining the historical records of all official City meeting minutes, ordinances and resolutions. As the official elections officer, the City Clerk assists candidates in meeting their legal responsibilities before, during and after an election. The City Clerk also serves as the Secretary to the Successor Agency to the San Bruno Redevelopment Agency. The department compiles the City Council's meeting agenda and is responsible for posting and publishing all meeting and legal notices.

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

2012-13 Goals and Accomplishments	Status
✓ Create an index of Resolutions and Ordinances that will link to the resolution or ordinance and also to the minutes when they are adopted. <i>Status:</i> Continued to log Resolutions and Ordinance to facilitate record keeping and reference tools.	Ongoing
✓ Conduct City Elections. <i>Status:</i> No City elections were scheduled during fiscal year 2012-13.	Ongoing
✓ Conduct the 2012 Fireworks Stand Permit and Sales Process. <i>Status:</i> Completed	Complete
✓ Continue to reorganize and archive files to make them more accessible. <i>Status:</i> Continued the process to archive City records. Assisted City departments with research and historical information as needed.	Ongoing
✓ Complete the 2012-13 Annual Statements of Economic Interests for all designated officials and positions by the filing deadline. <i>Status:</i> Completed	Complete
✓ Direct city officials to satisfy the guidelines issued by the Fair Political Practices Commission by completing public service ethics education. <i>Status:</i> Completed	Complete
✓ Assist with the bi-annual re-appointment and oath administration of citizens to Committees, Boards, and Commissions. <i>Status:</i> Completed	Complete

2013-14 Goals and Objectives

- Develop process for paperless documents to be distributed to City Council through electronic devices.
- Complete the 2013-14 Annual Statements of Economic Interests for all designated officials and positions by the filing deadline.
- Continue ongoing efforts to reorganize and archive files to make them more accessible.
- Conduct the 2013 Fireworks Stand Permit and Sales process.
- Continue ongoing efforts to create an index of Resolutions and Ordinance that will link to the resolution or ordinance and also to the minutes once they are adopted.
- Conduct the November 2013 General Municipal Election.

City Treasurer

The City Treasurer ensures the safety, investment and management of cash necessary to meet approved City expenditures. Constant monitoring of cash receipts and cash needs allows the City Treasurer the opportunity to anticipate cash flow requirements and seek for optimum return on invested funds. On a monthly basis, the Treasurer reconciles the computer generated fund balances to the bank and invested balances and transmits reports to the City Council.

- **Management of Funds**
Provide cash management for timely payment of approved City expenditures.
- **Investment of Funds and Reporting**
Monitor interest earnings on invested funds and supply monthly reporting to City Council.
- **Custody and Deposit of Funds**
Secure safe placement of City funds.
- **Reconciliation**
Reconcile fund balances to the bank and investment statements monthly.

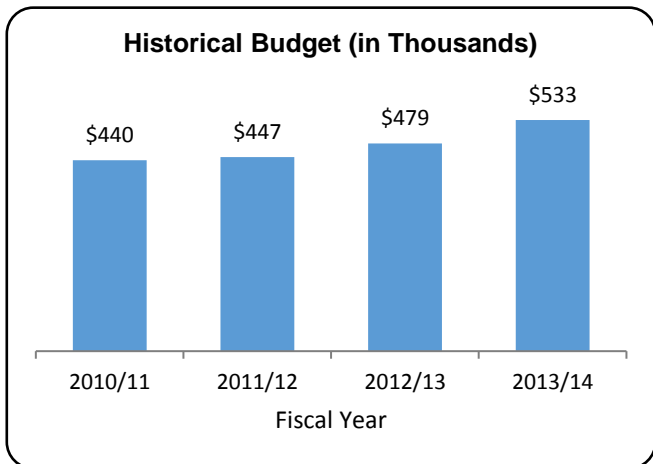
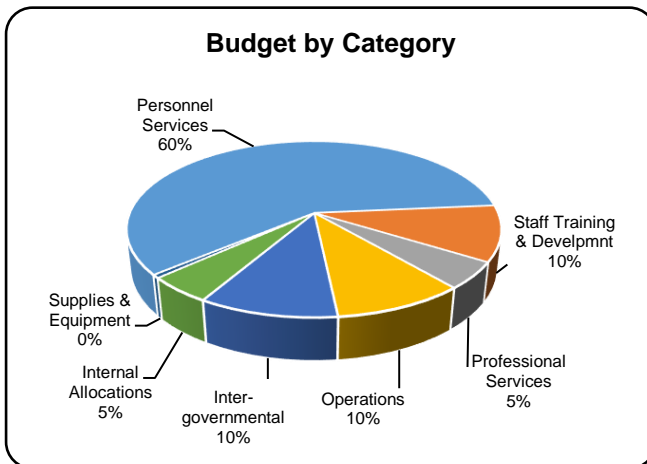
2012-13 Goals and Accomplishments	Status
✓ Continue training for designation of certified California Municipal Treasurer. <i>Status:</i> Continued education for certification.	Ongoing
✓ Update the City’s Investment Policy in accordance with State regulations. <i>Status:</i> Completed	Complete
✓ Achieve positive return on invested funds while adhering to the City’s Investment Policy. <i>Status:</i> Completed	Complete
✓ Continue to meet state guidelines for investment reporting. <i>Status:</i> Completed	Complete
✓ Further diversify investment funds to strengthen the portfolio against possible market downturn, in accordance with Investment Policy. <i>Status:</i> Completed	Complete

2013-14 Goals and Objectives
<input type="checkbox"/> Continue to monitor the City’s Investment Policy to ensure compliance with State regulations.
<input type="checkbox"/> Continue to further diversify investment funds to strengthen the portfolio against possible market downturn, in accordance with the City’s Investment Policy.
<input type="checkbox"/> Continue to achieve positive return on invested funds while adhering to the City’s Investment Policy.
<input type="checkbox"/> Continue to meet state guidelines for investment reporting.
<input type="checkbox"/> Continue training for designation of certified California Municipal Treasurer.

Elected Offices Budget Summary

Budgeted Expenditures	FY 2010-11 Budget	FY 2011-12 Budget	FY 2012-13 Budget	FY 2013-14 Budget
Personnel Services	\$ 288,883	\$ 297,112	\$ 315,121	\$ 318,069
Staff Training & Development	49,865	50,832	50,967	54,467
Professional Services	32,300	25,423	38,100	26,161
Supplies & Equipment	3,175	3,154	3,175	3,175
Operations	39,652	45,141	45,064	51,260
Intergovernmental	0	0	0	54,000
Internal Allocations	25,939	25,649	26,123	25,809
Total:	\$ 439,814	\$ 447,311	\$ 478,550	\$ 532,941

Funding Summary	FY 2010-11 Budget	FY 2011-12 Budget	FY 2012-13 Budget	FY 2013-14 Budget
General Fund	\$ 361,314	\$ 346,331	\$ 378,282	\$ 416,843
General Administration Recovery from Other Funds:				
Water Fund	35,960	46,258	45,962	53,218
Wastewater Fund	21,207	27,280	27,085	31,361
Stormwater Fund	1,928	2,480	2,462	2,851
Cable Fund	19,237	24,746	24,531	28,404
Solid Waste	168	216	228	264
Total:	\$ 439,814	\$ 447,311	\$ 478,550	\$ 532,941



Summary of 2013-14 Budget Changes

The City Council budget increased by \$13,243. This change is attributable to an increase in the health insurance line item for three council members and an increase of \$2,000 for employee recognition, \$2,500 for volunteer recognition, and \$3,500 for US Conference of Mayor.

The City Clerk budget increased by \$52,352, as a result of a \$54,000 planned expenditure for the municipal election and ballot measure in November 2013.

The City Treasurer budget decreased by \$11,204, as a result of a \$12,000 reduction in bank fees due to the elimination of lockbox service.

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City Council

Personnel Services	2013-14 Budget	Description
5102 Part-Time Salaries	\$29,160	Salary for Mayor and City Council.
5200 Employee Benefits	46,906	City's cost of CalPERS pension, Medicare, FICA and health insurance where applicable.
Total Personnel Services		\$76,066 44% of Grand Total

Staff Training & Development	2013-14 Budget	Description
6701 Dues & Memberships	\$45,400	Memberships to the Association of Bay Area Governments, (\$8,300); League of California Cities, (\$14,500); HEART of San Mateo County, (\$17,000); Peninsula Division, LLC, (\$100); SMC Airport Roundtable, (\$1,500); Sister Cities International, (\$500); US Conference of Mayor, (\$3,500).
6704 Meetings/Conferences	5,000	County, regional, and state meetings and conferences attended by the City Council.
Total Staff Training & Development		\$50,400 29% of Grand Total

Supplies & Equipment	2013-14 Budget	Description
6001 Office Supplies	\$1,900	Supplies and materials related to City Council operation.
Total Supplies & Equipment		\$1,900 1% of Grand Total

Operations	2013-14 Budget	Description
6112 Postage	\$50	Postage cost for City Council correspondence.
6141 Printing, Copying & Binding	21,000	City FOCUS Newsletter, three issues per year.
6409 Special Projects	18,500	Departmental and employee recognition, (\$3,000); Volunteer recognition, (\$2,500); Narita Sister City activities, (\$3,000); Centennial celebration, (\$10,000).

Operations (Cont.)

6450	Communications	2,528	Costs associated with a telephone line, (\$728); Data plan for five tablets, (\$1,800).
6502	Community Promotion	5,000	Financial support for community based organization activities as approved by the City Council.

Total Operations	<u> </u>	\$47,078 27% of Grand Total
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Internal Allocation	2013-14 Budget	Description
7901	Internal Service Allocations	\$200 Internal service allocation for copier charges.

Total Internal Allocation	<u> </u>	\$200 0% of Grand Total
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Grand Total	<u> </u>	\$175,644
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City Clerk

Personnel Services	2013-14 Budget	Description
5101 Regular Salaries	\$84,000	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period. Subject to benefits per applicable MOUs.
5102 Part-Time Salaries	44,883	Base salary and incentives for all department personnel working less than 80 hours per pay period. Subject to benefits per applicable MOUs.
5200 Employee Benefits	64,301	City's cost of CalPERS pension, Medicare and FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays.
Total Personnel Services		
	\$193,184	69% of Grand Total

Staff Training & Development	2013-14 Budget	Description
6701 Dues & Memberships	\$392	Membership in the California City Clerk's Association.
6702 Pubs & Subscriptions	2,500	California Elections Code updates and ordinance publication and updates.
6704 Meetings/Conferences	1,000	League of California Cities Clerk Conference.
Total Staff Training & Development		
	\$3,892	1% of Grand Total

Supplies & Equipment	2013-14 Budget	Description
6001 Office Supplies	\$1,200	Supplies and materials related to City Clerk operation.
Total Supplies & Equipment		
	\$1,200	0% of Grand Total

Operations	2013-14 Budget	Description
6112 Postage	\$250	Postage costs for City Clerk correspondence.
6450 Communications	775	Costs associated with three telephones and one fax line.
6501 Public Notices	3,000	Legal advertising for public notice.
Total Operations		
	\$4,025	1% of Grand Total
Intergovernmental	2013-14 Budget	Description
7043 Elections	\$54,000	Municipal election.
Total Intergovernmental		
	\$54,000	20% of Grand Total
Internal Allocation	2013-14 Budget	Description
7901 Internal Service Allocations	\$22,565	Internal service allocations for self insurance cost, (\$5,113); building & facilities maintenance, (\$7,976); information technology support, (\$6,025); copier charges, (\$3,451).
Total Internal Allocation		
	\$22,565	8% of Grand Total
Grand Total		
	\$278,866	

City Treasurer

Personnel Services	2013-14 Budget	Description
5102 Part-Time Salaries	\$39,984	Salary for City Treasurer.
5200 Employee Benefits	8,835	City's cost of CalPERS retirement, Medicare, health insurance where applicable.
Total Personnel Services	\$48,819	63% of Grand Total

Staff Training & Development	2013-14 Budget	Description
6701 Dues & Memberships	\$175	California Municipal Treasurers' Association.
Total Staff Training & Development	\$175	0% of Grand Total

Professional Services	2013-14 Budget	Description
6419 Other Services	\$26,161	Safekeeping charges for investments, (\$3,500); Bank fees and charges, (\$18,000); Armored car services, (\$4,661).
Total Professional Services	\$26,161	33% of Grand Total

Supplies & Equipment	2013-14 Budget	Description
6001 Office Supplies	\$75	Supplies and materials related to City Treasurer operation.
Total Supplies & Equipment	\$75	0% of Grand Total

Operations	2013-14 Budget	Description
6112 Postage	\$25	Postage costs for City Treasurer correspondence.
6450 Communications	132	Cost associated with an office telephone.
Total Operations	\$157	0% of Grand Total

Internal Allocation	2013-14 Budget	Description
7901 Internal Service Allocations	\$3,044	Internal service allocations for information technology support, (\$3,012); copier charges, (\$32).
Total Internal Allocation	<u>\$3,044</u>	4% of Grand Total
Grand Total	<u><u>\$78,431</u></u>	

General Administration
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General Administration

City Manager's Office

City Attorney's Office

Human Resources Department

Information Technology

Finance Department

Crestmoor (Glenview) Recovery

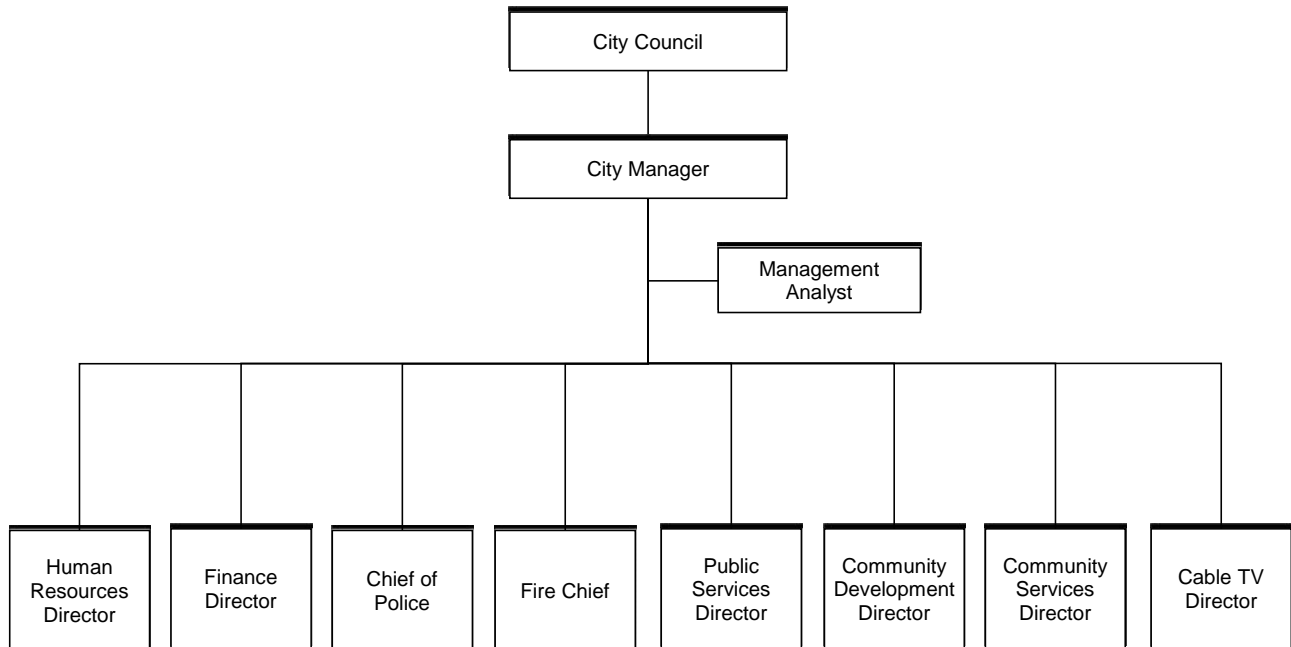
Non-Departmental

Self Insurance

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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.

Programs

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

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

Priority Focus

The City Manager’s Office’s work program will continue to be heavily impacted by the recovery, investigations, and policy initiatives resulting from the 2010 explosion and fire in the Crestmoor neighborhood. Restoration and rebuilding of the Crestmoor neighborhood and the transformation for the community is paramount over the next year. Also critical is the City’s continued involvement in the ongoing adjudicatory proceedings through the California Public Utilities Commission (CPUC) that will result in penalties and remedial requirements directed to improving and ensuring safety in utility operations in San Bruno and throughout the State of California.

In addition, the City Manager’s Office will continue implementing City Council-approved policies related to cost containment and established strategies to ensure long-term fiscal stability. The work program will continue to emphasize the development of improved practices, policies, and procedures to ensure the highest quality of customer service in all City programs and services.

In order to assure the most effective implementation of City Council priorities, the City Manager’s Office will continue focusing on coordinating with all departments to develop and implement the necessary improvements to policies, standards, and procedures. The focus on the internal structure and capability of the organization is intended to ensure the continuing long-term ability of the organization to know and respond to community service needs effectively and efficiently.

Developing strategic plans for the City’s long-term maintenance, rehabilitation, and replacement of critical service delivery facilities remain a key need for the City even while current efforts must continue to be focused on development of General Fund revenues.

2012-13 Goals and Accomplishments	Status
<p>✓ Continue training all City departments to assure their preparation to perform all specific disaster response and recovery functions. <i>Status:</i> Performed simulated disaster response event in the Emergency Operations Center (EOC) to further develop and identify response functions during a disaster and completed additional trainings were also held in conjunction with County training initiatives for regional response efforts.</p>	Ongoing
<p>✓ Continue ongoing effort to develop specific operational policies, procedures and standards to improve the structure of City organization to assure efficient and effective delivery of all City services and operations. <i>Status:</i> Identified and implemented operational processes to increase efficiencies and expedite the delivery of City services and customer service including focused attention to resolve long standing code enforcement cases, expansion and improvement of information available through the City website and development of recommended strategies to improve and expand the City use of technology to streamline and expedite City service delivery.</p>	Ongoing
<p>✓ Complete establishment of not-for-profit public benefit entity to oversee and determine best use of the \$70 million in settlement funds received from PG&E. <i>Status:</i> Conducted two City Council Study Sessions to initiate the process in establishing a not-for-profit entity. Worked with the City Attorney’s Office to file the required Not-For-Profit application to the State of California.</p>	Ongoing

- ✓ **Continue proactive monitoring and management of the City's resources to ensure continuing fiscal and organizational vitality of the City's operations.** Ongoing
Status: Worked with the Finance Department to ensure fiscal vitality, coordinated quarterly financial updates to City Council, and developed recommendations for establishment of reserve funds to assure long term financial planning for critical needs.
- ✓ **Continue proactive involvement in California Public Utility Commission (CPUC) regulatory proceedings and pipeline safety initiatives to ensure that the interests and the experience of the residents of San Bruno are properly and fully represented.** Ongoing
Status: Continued to represent the City's interests throughout the CPUC regulatory proceedings and continued active advocacy for pipeline safety. Represented the City of San Bruno at the National Pipeline Safety Trust's annual conference and continued to share safety initiatives with other municipal agencies to help prepare for disaster recovery.
- ✓ **Develop and implement a plan and funding options to address long term repair, rehabilitation and replacement of City facilities.** Ongoing
Status: Developed and implemented a reserve policy to establish the foundation for designation of monies to reserve funds that support the commitment to ensuring financial stability and sustainability of operations during times of fiscal constraint and emergency situations.
- ✓ **Complete full implementation of Fire Administration Consolidation with the City of Millbrae and the Central County Fire Department (City of Burlingame and Town of Hillsborough).** Ongoing
Status: Continued oversight of the City of San Bruno, City of Millbrae and Central County Fire Departments to implement full administration consolidation. Initiated shared fire services administration and continued to implement shared functions including agreements for shared Fire Mechanic, shared Deputy Chief and shared Fire Marshal services.
- ✓ **Identify and provide necessary support and services to the residents of the Crestmoor neighborhood and the community to continue restoration and healing following the September 2010 gas pipeline explosion and fire.** Ongoing
Status: Continued support and provided resources to the Crestmoor neighborhood residents. Held several community meetings and expanded website information to keep residents informed and updated during the recovery and infrastructure rebuild process.
- ✓ **Develop and implement a comprehensive organization leadership succession plan to address anticipated management personnel transition over the next several years.** Ongoing
Status: Explored opportunities for shared services with neighboring agencies and evaluated alternatives for internal reorganization in several departments.
- ✓ **Completed an exclusive negotiating rights agreement for the development of the Crossings Hotel Site.** Ongoing
Status: Developed a Request for Proposal/Qualifications (RFP/RFQ) and evaluated submittals for recommendation and consideration by the City Council.

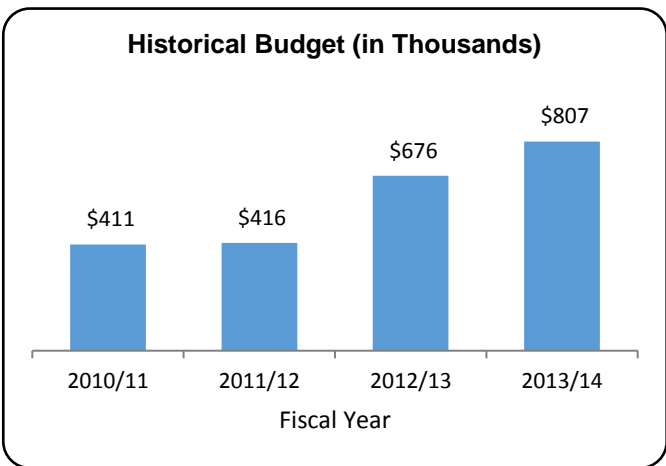
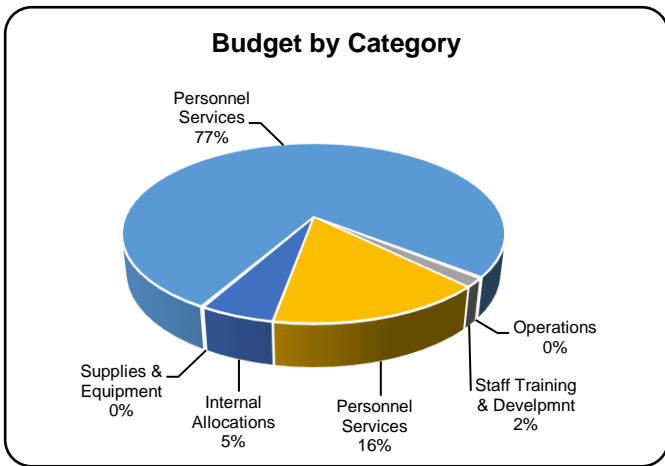
2013-14 Goals and Objectives

- Continue and improve the City's ongoing effort to assure preparation of all City departments and operations to perform all specific disaster response and recovery functions.
- Continue ongoing effort to develop specific operational policies, procedures and standards to improve the structure of City organization to assure efficient and effective delivery of all City services and operations.
- Complete the establishment and initiate operations of not-for-profit public benefit entity to oversee and determine best use of the \$70 million in settlement funds received from PG&E.
- Continue proactive monitoring and management of the City's resources to ensure continuing fiscal and organizational vitality of the City's operations.
- Continue proactive involvement in California Public Utility Commission (CPUC) regulatory proceedings and pipeline safety initiatives to ensure that the interests and the experience of the residents of San Bruno are properly and fully represented.
- Develop and implement a plan and funding options to address long term repair, rehabilitation and replacement of City facilities.
- Continue efforts for full implementation of Fire consolidation with the City of Millbrae and the Central County Fire Departments (City of Burlingame and Town of Hillsborough).
- Complete the Phase III Crestmoor neighborhood infrastructure rebuilding project and planning for the final phases of the neighborhood restoration including restoration of the park and the canyon areas.
- Complete negotiations and initiate development of the Crossings Hotel project.
- Initiate development of City and PG&E owned lots in the Crestmoor neighborhood.
- Develop and initiate strategies for further support to the vitality and growth of the City's business centers, including the Bayhill office park, downtown and the Transit Corridor area.
- Continue to monitor and evaluate opportunities for further coordination and consolidation of City services to ensure long-term viability of essential services.
- Continue to provide proactive results-oriented leadership and oversight to all City operations and initiatives to represent and assure delivery of the City Council's policy and community service objectives.

City Manager Budget Summary

Budgeted Expenditures	FY 2010-11 Budget	FY 2011-12 Budget	FY 2012-13 Budget	FY 2013-14 Budget
Personnel Services	\$ 355,872	\$ 365,496	\$ 624,351	\$ 623,292
Staff Training & Development	11,350	10,850	12,350	12,850
Professional Services	0	0	0	125,000
Supplies & Equipment	1,500	1,500	1,250	1,250
Operations	1,517	1,278	1,378	1,950
Internal Allocations	40,281	36,539	36,352	43,077
Total:	\$ 410,520	\$ 415,663	\$ 675,681	\$ 807,419

Funding Summary	FY 2010-11 Budget	FY 2011-12 Budget	FY 2012-13 Budget	FY 2013-14 Budget
General Fund	\$ 333,294	\$ 337,305	\$ 585,722	\$ 657,147
General Administration Recovery from Other Funds:				
Water Fund	35,376	35,895	41,236	68,883
Wastewater Fund	20,863	21,169	24,300	40,592
Stormwater Fund	1,897	1,924	2,209	3,690
Cable Fund	18,925	19,203	22,009	36,765
Solid Waste	165	167	205	342
Total:	\$ 410,520	\$ 415,663	\$ 675,681	\$ 807,419



Summary of 2013-14 Budget Changes

The 2013-14 Budget increased by \$132,000 resulting from the following:

- Approved service level enhancement to allocate \$125,000 for the development of an Economic Development Plan.
- Minor increases in communications and internal allocations budget line items.

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City Manager's Office

Personnel Services	2013-14 Budget	Description
5101 Regular Salaries	\$443,615	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period. Subject to benefits per applicable MOUs.
5152 Transportation Allowances	7,200	Monthly auto allowance (\$300/month) in accordance with MOU.
5200 Employee Benefits	172,477	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays.
Total Personnel Services	\$623,292	78% of Grand Total

Staff Training & Development	2013-14 Budget	Description
6405 Staff Training	\$5,000	Executive management leadership development and team building for Department Head team.
6406 Professional Development	2,500	Two managers and one mid-management in accordance to employment agreement and MOU, as applicable.
6701 Dues & Memberships	2,350	California City Management Foundation, (\$400); International City/County Management Association, (\$1,700); San Mateo County City Managers' Association, (\$250).
6702 Pubs & Subscriptions	500	San Mateo Times, (\$200); Miscellaneous publications and reference materials, (\$300).
6704 Meetings/Conferences	2,500	League of California Cities' City Managers Department, (\$1,000); San Mateo County City Managers Organization and Progress Seminar, (\$1,000); Local meetings, (\$500).
Total Staff Training & Development	\$12,850	2% of Grand Total

Professional Services	2013-14 Budget	Description
6401 Professional Services	\$125,000	<i>Service level enhancement for the development of an Economic Development Plan.</i>
Total Professional Services	\$125,000	15% of Grand Total

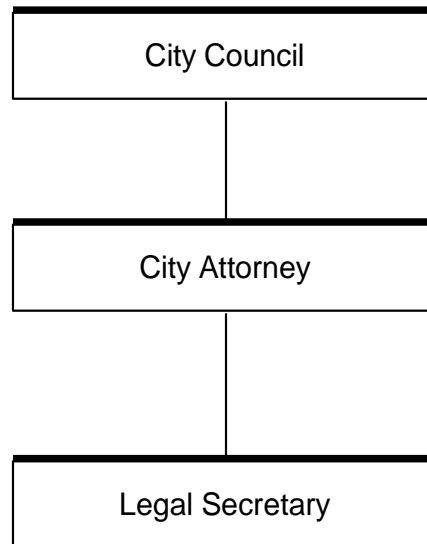
Supplies & Equipment		2013-14 Budget	Description
6001	Office Supplies	\$1,000	Supplies for daily operations.
6204	Supplies	250	Replacement of calculators, printers and other office equipment.
Total Supplies & Equipment		\$1,250	0% of Grand Total

Operations		2013-14 Budget	Description
6112	Postage	\$200	Postage costs associated with City Manager correspondence.
6450	Communications	1,750	Costs associated with two office telephones, one fax machine and one cell phone.
Total Operations		\$1,950	0% of Grand Total

Internal Allocations		2013-14 Budget	Description
7901	Internal Service Allocations	\$43,077	Internal service allocations for self insurance cost, (\$17,044); building and facilities maintenance, (\$14,565); information technology support, (\$11,424); copier charges, (\$44).
Total Internal Allocations		\$43,077	5% of Grand Total
Grand Total		\$807,419	

City Attorney's Office

City Attorney



City Attorney's Office Legal Services

Programs

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 Manager and Departments on City matters.

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. The City Attorney's Office is responsible for the administration of all City related legal matters.

The City Attorney's Office is guided by the following three principles in performing these functions:

- Provide clear, concise, practical, and high-quality legal advice and representation in a timely, effective, and cost-efficient manner;
- Identify potential legal risks among all City departments, and in consultation with the City Council and staff, develop, implement, and monitor measures to address those risks;
- Ensure that City ordinances and other legal documents reflect the priorities of the City Council and implement best practices.

2012-13 Goals and Accomplishments	Status
✓ Work with staff to develop and revise ordinances relating to signs, massage establishments, and Public Services contract bid procedures. <i>Status:</i> Completed massage ordinance; deferred sign ordinance pending zoning code update; revised bid ordinance included in the 2013-14 work plan.	Complete; Pending
✓ Continue management of legal issues arising out of the Glenview Fire incident. <i>Status:</i> Continued to work with staff to resolve construction bid issues for reconstruction of the Crestmoor Glenview neighborhood; for fiscal year 2013-14, the goal is to develop and implement the Not-For-Profit (NFP) entity to manage the \$70 million restitution fund.	Ongoing

- ✓ **Continue ongoing support to all City departments and operations to minimize risk and avoid liability.** **Ongoing**
Status: Continued general oversight of the City's general liability claims and risk management functions including responsibility for leadership of the City's Risk Management Committee and increased coordination with all City departments.
- ✓ **Negotiate and implement the \$70M settlement with PG&E, in addition to resolving all legal and insurance issues arising from the explosion.** **Complete**
Status: The City has received the settlement funds and five lots pursuant to the settlement; all legal and insurance issues have been resolved.
- ✓ **Coordinate and close the escrow for the complex, multi-party transaction involving the grade separation project.** **Complete**
Status: The City received fee title to two roadway parcels at no cost at close of escrow.
- ✓ **Implement a comprehensive program to resolve difficult and longstanding code enforcement matters.** **Ongoing**
Status: Developed top ten list of long standing difficult code enforcement cases and provided proactive coordination with Code Enforcement. The City has successfully resolved over twenty cases of blighted and unsafe properties.
- ✓ **Revise ordinance relating to firearms dealers.** **Complete**
Status: The City adopted an ordinance requiring new firearms dealers to locate in a portion of the M-1 zoning District and to obtain a police permit to ensure safe operations.
- ✓ **Advise and train staff in personnel-related matters.** **Ongoing**
Status: Provided continuing legal support to personnel and other departmental matters.
- ✓ **Work with staff to implement the Transit Corridors Plan, the Crossings Hotel development, and associated policy and zoning issues.** **Pending**
Status: Assisted the City Council in review and approval of the Transit Corridors Plan and initiated negotiation of agreements for the development of the Crossing Hotel. Continuing to support the Community Development Department's development of the comprehensive zoning ordinance update.
- ✓ **Establish a legally sustainable system for determining the proper classification and amount of business license tax owed from businesses that sell goods or services using internet-based platforms.** **Pending**
Status: In coordination with the Finance Department, completed review and development of a formula to assure an equitable business license tax collection.

2013-14 Goals and Objectives

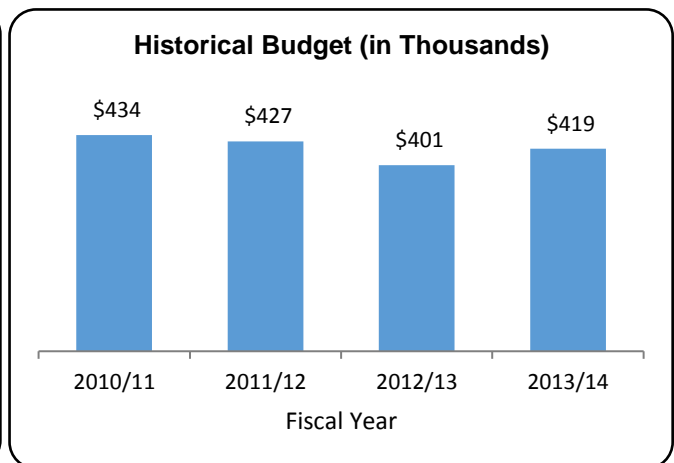
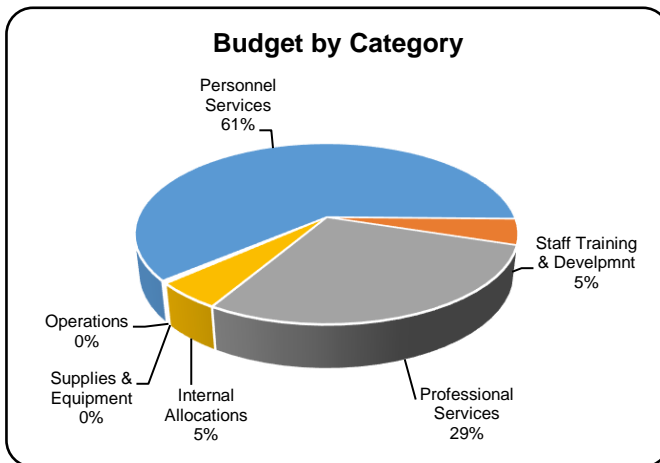
- Conduct a comprehensive review of the City's insurance and claims management needs including evaluation of alternatives for the City's liability insurance.
- Complete property transfers involving the grade separation project.
- Develop and implement the City's email retention policy.
- Introduce revisions to the City's purchasing policies and ordinance.
- Continue management of legal issues arising out of the Glenview Fire incident.
- Continue ongoing support to all City departments and operations to minimize risk and avoid liability.
- Implement a comprehensive program to resolve difficult and longstanding code enforcement matters.
- Work with staff to implement the Transit Corridors Plan and associated policy and zoning issues, and to complete agreements for the Crossings Hotel development.
- Fully implement a legally sustainable system for determining the proper classification and amount of business license tax owed from businesses that sell goods or services using internet-based platforms.

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City Attorney Budget Summary

Budgeted Expenditures	FY 2010-11 Budget	FY 2011-12 Budget	FY 2012-13 Budget	FY 2013-14 Budget
Personnel Services	\$ 238,469	\$ 236,631	\$ 240,754	\$ 257,358
Staff Training & Development	15,225	13,825	19,325	19,325
Professional Services	155,000	155,000	120,000	120,000
Supplies & Equipment	800	900	900	900
Operations	1,884	1,108	1,008	1,091
Internal Allocations	22,737	19,590	19,370	20,526
Total:	\$ 434,115	\$ 427,054	\$ 401,357	\$ 419,200

Funding Summary	FY 2010-11 Budget	FY 2011-12 Budget	FY 2012-13 Budget	FY 2013-14 Budget
General Fund	\$ 352,622	\$ 346,519	\$ 317,092	\$ 327,211
General Administration Recovery from Other Funds:				
Water Fund	37,331	36,892	38,626	42,167
Wastewater Fund	22,016	21,757	22,762	24,848
Stormwater Fund	2,001	1,978	2,069	2,259
Cable Fund	19,971	19,736	20,616	22,506
Solid Waste	174	172	192	209
Total:	\$ 434,115	\$ 427,054	\$ 401,357	\$ 419,200



Summary of 2013-14 Budget Changes

The City Attorney budget increased by \$18,000 as a result of increases in salaries, as well as an increase of \$500 in dues and memberships due to higher costs to maintain State Bar membership.

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City Attorney Office

Personnel Services	2013-14 Budget	Description
5101 Regular Salaries	\$183,643	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period. Subject to benefits per applicable MOUs.
5152 Transportation Allowances	3,600	Monthly auto allowance (\$300/month) in accordance with MOU.
5200 Employee Benefits	70,115	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays.
Total Personnel Services	\$257,358	61% of Grand Total

Staff Training & Development	2013-14 Budget	Description
6405 Staff Training	\$250	Required annual ethics training, (\$125); Required continuing professional education, (\$125).
6701 Dues & Memberships	1,775	State Bar of California, (\$600); Bay Area City Attorneys and Municipal Lawyers meeting, (\$800); San Mateo County Bar Association, (\$375).
6702 Pubs & Subscriptions	13,000	California Codes, (\$3,836); Westlaw subscription, (\$5,250); Continuing Education of the Bar (CEB) reference materials, (\$2,100); The Recorder, (\$369); Verdict search, (\$425); International Municipal Law Association (IMLA), (\$695); California Municipal Law Handbook, (\$325).
6703 Travel/Vehicle Use	300	Reimbursement for business related travel expenses.
6704 Meetings/Conferences	4,000	League of California Cities seminars, (\$2,000); City Attorney annual seminars, (\$2,000).
Total Staff Training & Development	\$19,325	5% of Grand Total

Professional Services	2013-14 Budget	Description
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6402	Legal Expenses	\$120,000 Retain outside counsel and legal fees.
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Total Professional Services	\$120,000	29% of Grand Total
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Supplies & Equipment	2013-14 Budget	Description
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6001	Office Supplies	\$900 Supplies and materials related to the City Attorney's operation.
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Total Supplies & Equipment	\$900	0% of Grand Total
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Operations	2013-14 Budget	Description
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6112	Postage	\$500 Postage costs for City Attorney correspondence.
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6450	Communications	591 Costs associated with two office telephones and one fax machine.
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Total Operations	\$1,091	0% of Grand Total
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Internal Allocations	2013-14 Budget	Description
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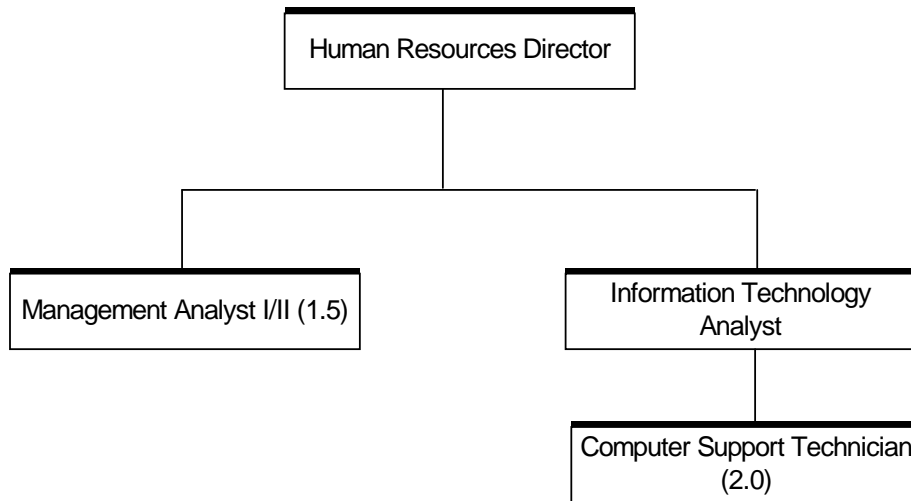
7901	Internal Service Allocations	\$20,526 Internal service allocations for self insurance cost, (\$8,522); building and facilities maintenance, (\$7,976); information technology support, (\$3,878); copier charges, (\$150).
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Total Internal Allocations	\$20,526	5% of Grand Total
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Grand Total	\$419,200	
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Human Resources Department

Human Resources



Human Resources Department

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

Programs

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

- **Recruitment, Selection and Retention**

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

- **Employee Development and Training**

Ensure that employees are well trained and have the appropriate skill sets and abilities to perform their duties and to advance within the organization. To achieve this, Human Resources coordinates and provides a range of individual, group and regional training opportunities that address organizational needs including professional development, team building, skill enhancement, and compliance with regulatory requirements.

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

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

- **Benefits Administration**

Provide employees with accurate and timely information to assist their personal management of City benefits.

- **Risk Management and Workers' Compensation**
Coordinate the Workers' Compensation program to ensure timely delivery of medical treatment and benefits to injured workers while minimizing the City's exposure. Human Resources administers a comprehensive and evolving safety program to ensure the safety of employees and citizens and implements policies and procedures to assure a proactive risk management and risk avoidance program for all City operations.
- **Labor Relations**
Represent the City in negotiations, ensure fair and even implementation of negotiated agreements, and maintain a positive and productive work environment for employees.

Priority Focus

Human Resources will continue to develop, improve, and update new and existing human resources work processes and policies utilizing updated technology and compliance with federal, state, and local rules and regulations.

During the coming year, the Human Resources Department will complete review and negotiation of the wage and health benefits reopener that was negotiated in agreements with all of the City's bargaining units in the previous year. Consistent with the City Council's interest and direction, this effort will include focused work with employees and the Teamsters Union Health and Welfare Trust to evaluate alternatives to the current benefits cost structure.

Additional employee safety training, supervisory, and development programs focused on leadership and customer service will be provided to employees to assure safe and effective delivery of quality services. Citywide administration of training is provided in compliance with regulatory programs, from Occupational Safety and Health Administration (OSHA), Department of Transportation (DOT), and Department of Motor Vehicles (DMV).

The Department will continue to provide consultation and support to all operating departments in the areas of policy interpretation, employee development and performance, workers' compensation, employee and labor relations, including the completion of all active recruitments.

A continual effort is placed on delivering high-quality, cost-effective services in the face of budget challenges on a day-to-day basis. The continued exploration of cost-saving strategies remains a priority including the consideration of shared services with neighboring agencies when feasible.

2012-13 Goals and Accomplishments	Status
<p>✓ Continue to provide support with the Glenview recovery efforts by managing the Glenview Fire Hotline, overseeing the City Liaison Program, which provides support and resources to Glenview residents, and working on the Long Term Recovery Committee to provide resources to those impacted by the fire.</p> <p><i>Status:</i> Continued management of support provided to Glenview residents, and participated on the Long Term Recovery Committee to provide resources to those impacted by the disaster.</p>	<p>Ongoing</p>

- | | | |
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| ✓ | <p>Complete negotiations and implementation for new contracts with all six bargaining units whose Memorandum of Understandings are expiring.
<i>Status:</i> Completed</p> | Complete |
| ✓ | <p>Monitor and evaluate the recent change to Employee Assistance Program to ensure quality of care, cost effectiveness, and responsiveness of the delivery of services.
<i>Status:</i> Completed. The Department will continue to monitor the new Employee Assistance Program that offers comprehensive counseling and work/life services and realized a 40% savings by changing providers at the end of the FY 11-12.</p> | Complete |
| ✓ | <p>Continue to monitor employment law and other requirements pertaining to recruitment, selection, and employee management/supervision and provide advice and assistance to all City departments.
<i>Status:</i> Provided consultation and support to operating departments in the areas of policy interpretation, disciplinary issues, employee performance matters, workers' compensation, and staff and organizational development.</p> | Ongoing |
| ✓ | <p>Provide required training opportunities to employees to ensure compliance.
<i>Status:</i> Coordinated and shared costs for Harassment Prevention training with the City of Millbrae for supervisors and managers. Provided citywide administration of required compliance programs [Department of Transportation (DOT), Department of Motor Vehicles (DMV), Occupational Safety and Health Administration (OSHA)].</p> | Complete |
| ✓ | <p>Provide advice and assistance to the City Manager and all departments on improvements to the City's employee performance evaluation process, identification of employee training needs, and resolution of employee concerns in a timely and appropriate manner.
<i>Status:</i> Continued to oversee the employee recognition program and provided quarterly updates on new hires, promotions, resignations, retirements, and service awards.</p> | Ongoing |
| ✓ | <p>Update and implement changes to the human resources processes and procedures to increase efficiency, effectiveness, and delivery.
<i>Status:</i> Identified and implemented internal processes to improve efficiencies and effectiveness of service delivery such as the implementation of employee benefits review and enhanced employee recognition program.</p> | Ongoing |
| ✓ | <p>Evaluate employee benefit programs with the goal of increasing employee satisfaction with program offerings while working with brokers to reduce cost for employee benefits.
<i>Status:</i> Provided first annual refresher to employees on City-provided benefits such as health and welfare coverage, life and disability insurance, deferred compensation accounts, commuter checks, home loan assistance program, counseling and work/life services, as well as the City's tuition reimbursement program.</p> | Complete |
| ✓ | <p>Provide assistance with labor, salary, and benefits issues related to the merger of the San Bruno Fire Department with the Central County and Millbrae Fire Departments.
<i>Status:</i> Worked on consolidated job descriptions with all three agencies for Firefighter, Fire Captain, and Battalion Chief.</p> | Complete |

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| ✓ | Led planning, coordination and implementation of activities to commemorate the second anniversary of the Glenview Fire in September 2012.
<i>Status: Completed</i> | Complete |
| ✓ | Completed a broad range of recruitments for 24 part-time and regular, full-time critical City positions including processing nearly 3,000 applications. Welcomed and completed orientations for fifteen new employees in different City positions, and assisted in the promotional process for five City employees.
<i>Status: Completed</i> | Complete |
| ✓ | Continued to provide oversight of the workers' compensation program.
<i>Status: Continued oversight of program.</i> | Ongoing |
| ✓ | Worked with the Personnel Board and revised various job descriptions in the Public Services, Finance, and Community Services Departments.
<i>Status: Completed</i> | Complete |

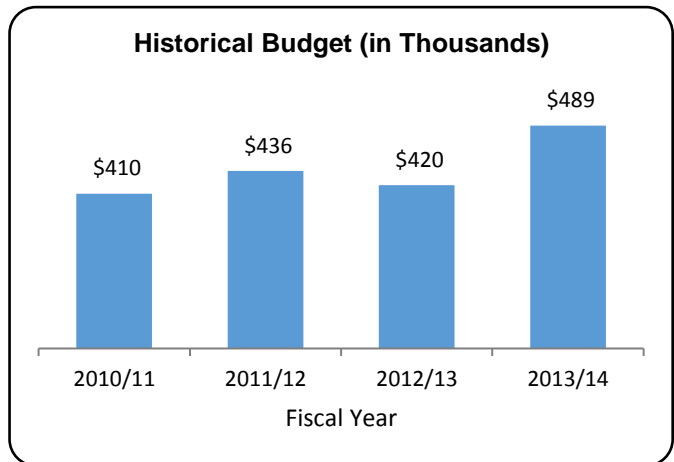
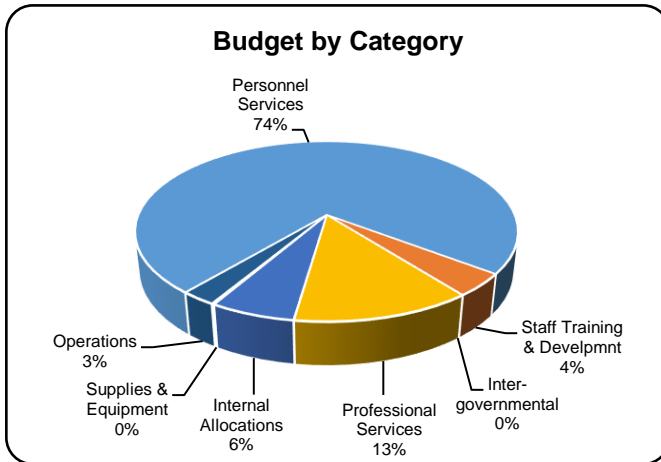
2013-14 Goals and Objectives

- Continue to provide support with the Glenview recovery efforts by managing the Glenview Fire Hotline, overseeing the City Liaison Program, which provides support and resources to Glenview residents and those impacted by the fire.
- Work with the City's bargaining units to complete the negotiated salary and health benefits reopener by December 2013.
- Continue to monitor and evaluate the recent change to Employee Assistance Program to ensure quality of care, cost effectiveness, and responsiveness of the delivery of services and to increase employee awareness of the program.
- Continue to monitor employment law and other requirements pertaining to recruitment, selection, and employee management/supervision and provide advice and assistance to all City departments.
- Provide required training and develop new training opportunities for employees to ensure compliance and meet the City's operational needs.
- Provide advice and assistance to the City Manager and all departments on improvements to the City's employee performance evaluation process, identification of employee training needs, and resolution of employee concerns in a timely and appropriate manner.
- Work with all Departments to identify, develop and implement leadership training and succession planning to fill and retain leadership talent.
- Continue to increase the use of the Human Resources Information System (HRIS) to perform routine tracking and reporting functions that improve Human Resources operations and efficiency.

Human Resources Budget Summary

Budgeted Expenditures	FY 2010-11 Budget	FY 2011-12 Budget	FY 2012-13 Budget	FY 2013-14 Budget
Personnel Services	\$ 266,051	\$ 285,222	\$ 264,981	\$ 345,232
Staff Training & Development	16,350	18,850	19,850	19,140
Professional Services	58,500	58,500	69,078	59,730
Supplies & Equipment	1,000	1,000	1,000	800
Employee Support Services	34,500	31,000	25,000	23,950
Operations	10,395	14,014	11,764	11,930
Internal Allocations	23,066	27,671	28,245	28,314
Total:	\$ 409,862	\$ 436,257	\$ 419,918	\$ 489,096

Funding Summary	FY 2010-11 Budget	FY 2011-12 Budget	FY 2012-13 Budget	FY 2013-14 Budget
General Fund	\$ 318,207	\$ 356,318	\$ 314,628	\$ 381,415
General Administration Recovery from Other Funds:				
Water Fund	41,986	36,619	48,264	49,360
Wastewater Fund	24,761	21,596	28,441	29,087
Stormwater Fund	2,251	1,963	2,586	2,644
Cable Fund	22,461	19,590	25,760	26,345
Solid Waste	196	171	239	245
Total:	\$ 409,862	\$ 436,257	\$ 419,918	\$ 489,096



Summary of 2013-14 Budget Changes

The 2013-14 budget is \$69,000 higher than the prior year due to the modification of prior year proposed reorganization. The current staffing reflects a Human Resources Director rather than a Human Resources Manager. Some changes were made to the non-salary line items to reflect current costs that resulted in a reduction of \$500.

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Human Resources

Personnel Services	2013-14 Budget	Description
5101 Regular Salaries	\$238,335	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period. Subject to benefits per applicable MOUs.
5152 Transportation Allowances	3,600	Monthly auto allowance (\$300/month) in accordance with MOU.
5200 Employee Benefits	103,297	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays.
Total Personnel Services	\$345,232	71% of Grand Total

Staff Training & Development	2013-14 Budget	Description
6405 Staff Training	\$13,000	General employee training.
6406 Professional Development	2,000	Reimbursement for one department head and two mid-managers.
6701 Dues & Memberships	890	Northern California Chapter International Public Management Association - 2 memberships, (\$120); California Public Employers Labor Relations Association - 2 memberships, (\$700); Municipal Management Association of Northern California - 1 membership for Management Analyst, (\$70).
6702 Pubs & Subscriptions	150	California Public Employee Relations (CPER) and IPMA Publications, (\$150).
6703 Travel/Vehicle Use	300	Reimbursement for business related travel expenses.
6704 Meetings/Conferences	2,800	California Public Employee Labor Relations Association (CALPELRA) conference - 2 employees; Liebert, Cassidy Whitmore Employment Law conference - 2 employees.
Total Staff Training & Development	\$19,140	4% of Grand Total

Professional Services		2013-14 Budget	Description
6401	Professional Services	\$50,500	IEDA Survey Builder for access to job descriptions, salary schedules, and MOUs from various cities, (\$6,500); Labor negotiations services and consulting, (\$27,000); Liebert-Cassidy Training and Legal Assistance, (\$6,000); Preferred Alliance for alcohol and drug testing services, (\$4,500); Bilingual testing services for testing/retesting employees for bilingual incentive, (\$4,000); CalOpps Fee for online application processing, (\$2,500).
6402	Legal Expenses	9,230	Pre-employment background checks, investigations, polygraphs tests, and psychological exams for police positions.
Total Professional Services		\$59,730	12% of Grand Total

Supplies & Equipment		2013-14 Budget	Description
6001	Office Supplies	\$800	Supplies for daily operations, excluding recruitment expenses.
Total Supplies & Equipment		\$800	0% of Grand Total

Employee Support Services		2013-14 Budget	Description
6404	Emp. Assistance	\$7,950	Concern Employee Assistance Program.
6407	Exam Services	5,000	Written exams for recruitments and proctor services (Personnel Board Members)
6408	Medical Exams	11,000	Pre-employment medical exams; DMV commercial driver's license physicals.
Total Employee Support Services		\$23,950	5% of Grand Total

Operations		2013-14 Budget	Description
6112	Postage	\$200	Postage costs associated with Human Resource Department correspondence.
6141	Printing, Copying & Binding	300	Recruitment flyers, job applications, ID card stock.
6409	Special Projects	4,000	City-wide employee recognition events and awards.
6450	Communications	1,200	Costs associated with five office telephones, three data lines, one fax machine, and one cell phone.

Operations (Cont.)

6501 Public Notices 6,230 Position recruitment advertising in newspapers, trade journals, and public sector association employment publications and membership mailing lists.

Total Operations	\$11,930	2% of Grand Total
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Internal Allocations	2013-14 Budget	Description
7901 Internal Service Allocations	\$28,314	Internal service allocations for self insurance cost, (\$10,226); building and facilities maintenance, (\$10,577); information technology support, (6,889); copier charges, (\$622).

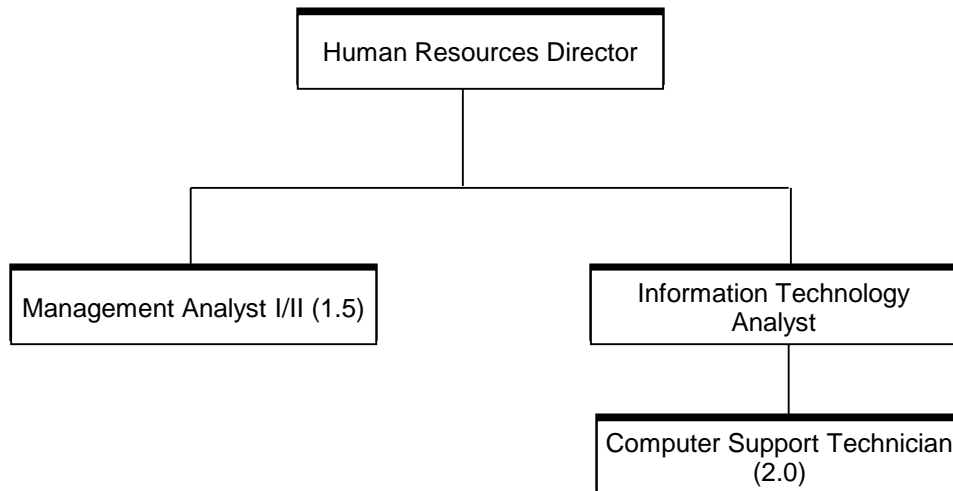
Total Internal Allocations	\$28,314	6% of Grand Total
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Grand Total	\$489,096
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Information Technology

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, in addition, to providing outstanding, timely, and quality customer service to City staff that allow City staff to maximize the use of information technologies in the most efficient and effective way possible.

Programs

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:

- **Management and Maintenance of the City's Core IT Infrastructure**
Manage the daily operations of all IT systems (network, data center, storage systems, servers, databases, web services) and apply technology 'best practices' to deliver applications and to support business processes throughout the City organization.
- **Network and Data Security**
Ensure the integrity and security of the City's digital assets and data. The IT Division focuses on controlling access, detecting and eliminating external and in-house 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**
Provide direct support to City employees for a variety of hardware and software products.
- **Business Applications and Management**
Manage the planning, development, implementation and maintenance of all software systems and continue exploration of new technologies.
- **City Department Solutions Management**
Assist City departments with meeting their objectives by understanding their business needs, and recommending and implementing technology solutions that enable the departments to meet business objectives. In addition, the IT Division hosts and manages the San Bruno and Millbrae Fire Incident Reporting software FireRMS and provides remote access to all Fire staff 24/7.
- **Staff Education & Training**
Assist in the training of City employees on network features and software to increase users' proficiency and comfort with technology.
- **Centralized Phone Management**
Support the citywide Voice over Internet Protocol (VoIP) phone system allowing for modification of phone extensions and voicemail boxes, managing voicemail calling trees,

and troubleshooting and maintaining equipment deployed throughout the City. The Division also manages all wireless mobile devices and cellular contracts.

- **Web Site Development & Administration**

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

Priority Focus

As an internal service, the IT Division provides information technology management and support to the City’s various departments. To further the goals of the City’s priority focus, the Division’s maintenance of the City network, phone systems, and website provides the tools necessary for departments to conduct business.

2012-13 Goals and Accomplishments		Status
✓	Implement Disaster Recovery Plan to ensure continued critical IT system operations in the event of a catastrophic event that would render the City Hall data center inoperable and/or inaccessible. <i>Status:</i> Implemented Disaster Recovery Plan which included the replacement of the City’s end-of-life data storage system to ensure continued critical IT system operations in the event of a catastrophic event.	Complete
✓	Assist software coordination related to Fire consolidation with Central County, San Bruno and Millbrae Fire Departments. <i>Status:</i> Continued discussions and performed major upgrade to Fire Safety (San Bruno & Millbrae Fire Departments) application FireRMS. The upgrade included new database, FireRMS, and CADLink servers.	Ongoing
✓	Upgrade Microsoft Office Suite applications from Office 2000 to most current Office Suite version and provide staff training on the upgraded applications (Word, Excel, and PowerPoint). <i>Status:</i> Completed	Complete
✓	Complete installation of a Fire Suppression system in City Hall Data Center. <i>Status:</i> Completed	Complete
✓	Complete major update of Citrix infrastructure allowing enhanced remote network access for tablets and other mobile devices. <i>Status:</i> Completed	Complete
✓	Upgrade Community Development application CRW/TrakIT to the latest web-enabled version, TrakIT.NET. <i>Status:</i> Completed	Complete
✓	Upgrade Computerized Maintenance Management System (CMMS), MaintStar, to the latest web-enabled version. <i>Status:</i> Additional review of the CMMS operations and development will be completed through the Capital Improvement Project Budget process.	Pending

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| ✓ | Continue to provide customer support to City staff on all network applications & equipment, wireless devices, telephones, and other technology related services.
<i>Status:</i> Assisted staff with technology needs. Migrated all Nextel cell phones to the new Sprint data network. | Ongoing |
| ✓ | Continue to coordinate City staff computer training needs.
<i>Status:</i> Facilitated training for Microsoft Office Suite applications upgrade and provided customized assistance to staff when needed. | Ongoing |
| ✓ | Performed major upgrade to EDEN Financial Suite from version 4.4 to 5.7.
<i>Status:</i> Completed | Complete |
| ✓ | Performed major upgrade to the Virtual Machine infrastructure to the latest version 5.1.
<i>Status:</i> Completed | Complete |
| ✓ | Assisted with San Bruno Cable Voice Over Internet Protocol (VOIP) Phone System upgrade.
<i>Status:</i> Completed | Complete |
| ✓ | Performed upgrade to Public Service’s vehicle and fleet management software, SquareRigger.
<i>Status:</i> Completed | Complete |

2013-14 Goals and Objectives

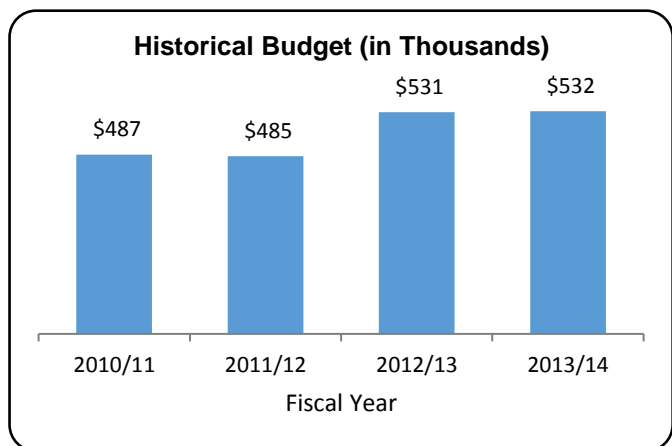
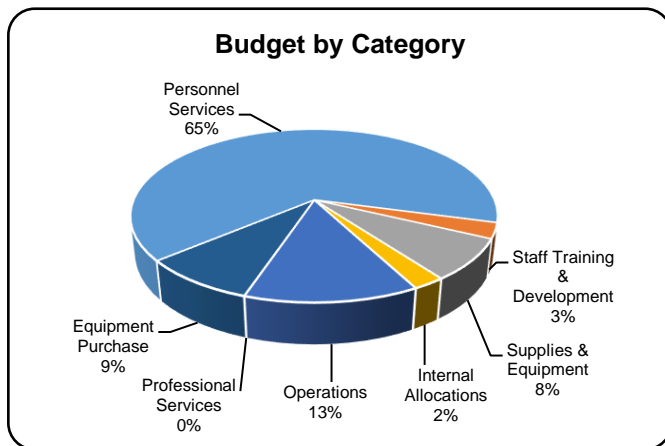
- Assist the Police Department with the technical support required to maintain software, hardware, and special projects.
- Assist with the technology consolidation with Central County, San Bruno, and Millbrae Fire Departments.
- Replace the City’s aging Firewall to detect and defend against the growing complexity of today’s cyber threats, such as malware, viruses, and hacking attacks.
- Enhance the wireless device and mobility capabilities of the City network to grant a larger range of devices secure access to the City network to perform work-related tasks.
- Implement Emergency Operations Center (EOC) equipment upgrades.
- Assist with the City website update to meet mandates regarding accessibility requirements, ease of use, and access for mobile devices.
- Evaluate the Geographic Information System (GIS) strategic plan to increase utilization of the City’s geographic data, to include adding or enhancing the use of GIS mapping information into the City’s current applications and reporting processes.
- Continue to provide customer support to City staff on all network applications & equipment, wireless devices, telephones, and coordinate City staff computer training needs, and other technology related services.

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Information Technology Budget Summary

Budgeted Expenditures	FY 2010-11 Budget	FY 2011-12 Budget	FY 2012-13 Budget	FY 2013-14 Budget
Personnel Services	\$ 312,952	\$ 323,718	\$ 341,457	\$ 347,264
Staff Training & Development	11,115	10,784	10,784	15,345
Professional Services	4,000	5,400	34,000	0
Supplies & Equipment	72,986	49,230	47,230	41,210
Equipment Purchase	11,675	20,800	17,285	46,405
Operations	61,760	63,721	68,471	68,874
Internal Allocations	12,362	11,523	11,647	12,924
Total:	\$ 486,850	\$ 485,176	\$ 530,874	\$ 532,022

Funding Summary	FY 2010-11 Budget	FY 2011-12 Budget	FY 2012-13 Budget	FY 2013-14 Budget
General Fund	\$ 403,758	\$ 397,527	\$ 419,015	\$ 434,174
Recovery from Other Funds:				
Water Fund	15,937	15,139	15,529	16,567
Wastewater Fund	14,754	13,941	16,300	17,334
Stormwater Fund	788	737	754	803
Cable Fund	40,184	46,906	48,062	51,171
Central Garage Fund	6,070	5,803	5,956	6,359
Building & Facilities	5,359	5,123	5,258	5,614
Crestmoor (Glenview) Recovery	0	0	10,000	0
Permit Revenue - Technology Fee	0	0	10,000	0
Total:	\$ 486,850	\$ 485,176	\$ 530,874	\$ 532,022



Summary of 2013-14 Budget Changes

The IT budget increased by \$1,148. A summary of the budget changes is as follows:

- Elimination of the prior year budget appropriation of \$30,000 to update the City website, which will be presented as a Capital Improvement project in 2013-14
- Maintenance costs for the former servers and storage system were reduced by \$6,000 as a result of the system upgrade with the Disaster Recovery Project in 2012-13
- New items in the 2013-14 budget include additional training funds for staff to attend Microsoft Server Administration Course which provides the skills and knowledge necessary to administer a Microsoft Windows Server 2012 infrastructure
- Addition of \$17,800 for the replacement of personal computers, printers, and other technical equipment determined to be necessary by the IT Division
- Incorporation of the IT Division's supplemental requests, which include position reclassification and replacement of computer monitors

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Information Technology

Personnel Services	2013-14 Budget	Description
5101 Regular Salaries	\$237,821	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period, and subject to benefits per applicable MOUs, (\$231,977). <i>Service level enhancement for position reclassification, (\$5,844).</i>
5200 Employee Benefits	109,443	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays, (\$107,987). <i>Service level enhancement for position reclassification, (\$1,456).</i>
Total Personnel Services	\$347,264	64% of Grand Total

Staff Training & Development	2013-14 Budget	Description
6403 Personnel Services	\$3,300	LearnIT corporate card passes/training vouchers.
6405 Staff Training	\$8,655	VMware Training (2 classes), Microsoft Server Training (1 class), (\$8,655).
6406 Professional Development	500	Professional development in accordance with MOU.
6701 Dues & Memberships	160	Municipal Information Systems Association of California (MISAC), (\$160).
6703 Travel/Vehicle Use	300	Reimbursement for business use of personal vehicles.
6704 Meetings/Conferences	2,430	CRW/TrakIT Training and Conference, (\$1,950); Annual Government Technology Conference, (\$480).
Total Staff Training & Development	\$15,345	3% of Grand Total

Supplies & Equipment	2013-14 Budget	Description
6001 Office Supplies	\$17,500	Toner and other printer consumables for 32 department printers.
6204 Supplies	1,000	Backup Tapes, cabling, and network and computer components.

Supplies & Equipment (Cont.)

6304	Maintenance	22,710	Firewall hardware annual maintenance/ support, (\$2,950); VMware annual maintenance/ support, (\$3,750); VMware disaster recovery software (SRM) annual maintenance/ support, (\$6,700); BearData umbrella technology support and annual maintenance, (\$6,600); Printer maintenance/ support - CATV printers, (\$880); Printer maintenance/ support - Community Development Department's Plotter / Scanner, (\$1,830).
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Total Supplies & Equipment	\$41,210	8% of Grand Total
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Equipment Purchase	2013-14 Budget	Description
6650 Tools & Eqpt. -\$25K	\$46,405	Desktop computers for Police Department - 10 units, (\$6,500); Desktop computers for various departments - 12 units, (\$8,250); Cisco IP Phone spares, (\$880); Replacement laptops for Community Development Department, (\$3,000); Replacement monochrome printer for Community Development Department (Permits), (\$3,200); Laptop for IT staff, (\$1,600); Uninterruptible power supplies, (\$825); Upgrade / replace Firewall, (\$7,450); Upgrade EDEN Financial Suite Server, (\$1,500); Upgrade operating systems on servers (File Server, VMSB), (\$1,500); Backup tape cartridges, (\$450). <i>Service level enhancement to replace 50 monitors, (\$11,250).</i>

Total Equipment Purchase	\$46,405	9% of Grand Total
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Operations	2013-14 Budget	Description
6112 Postage	\$300	Allocation of postage required by department operations for outside correspondence including regular, certified, return receipt, and express/overnight mails.
6450 Communications	3,423	Internal allocation of 6 dedicated fax and data lines, office telephone charges, 3 mobile phones, and wireless modem cards.
6541 Licensing Fees	41,500	Citrix XenApp Presentation Server - Support and Maintenance, (\$5,400); Anti-virus software support/ licensing, (\$3,550); CRW/TrakIT software, (\$8,000); MetroscanOnline software, (\$6,300); SunPro/ FireRMS software, (\$3,400); SIRE Document Imaging software, (\$3,200); Support/licensing for: ArcView/GIS software licensing, (\$5,450); Veritas Symantec Backup Executive licensing, (\$2,600); Appsense Environment & Performance Manager (Citrix Tool), (\$2,100); Miscellaneous software for web calendar, remote access, RapidSSL (Citrix) etc., (\$1,500).

Operations (Cont.)

6601 Rental & Leases 23,651 Lease payments for Postage and Stuffer machine, (\$8,050), and City Hall copiers, (\$15,601).

Total Operations \$68,874 13% of Grand Total

Internal Allocations	2013-14 Budget	Description
7901 Internal Service Allocations	\$12,924	Internal service allocations for self insurance cost, (\$10,226); building and facilities maintenance, (\$2,688); copier charge, (\$10).
Total Internal Allocations	<u>\$12,924</u>	2% of Grand Total
Grand Total	<u><u>\$532,022</u></u>	

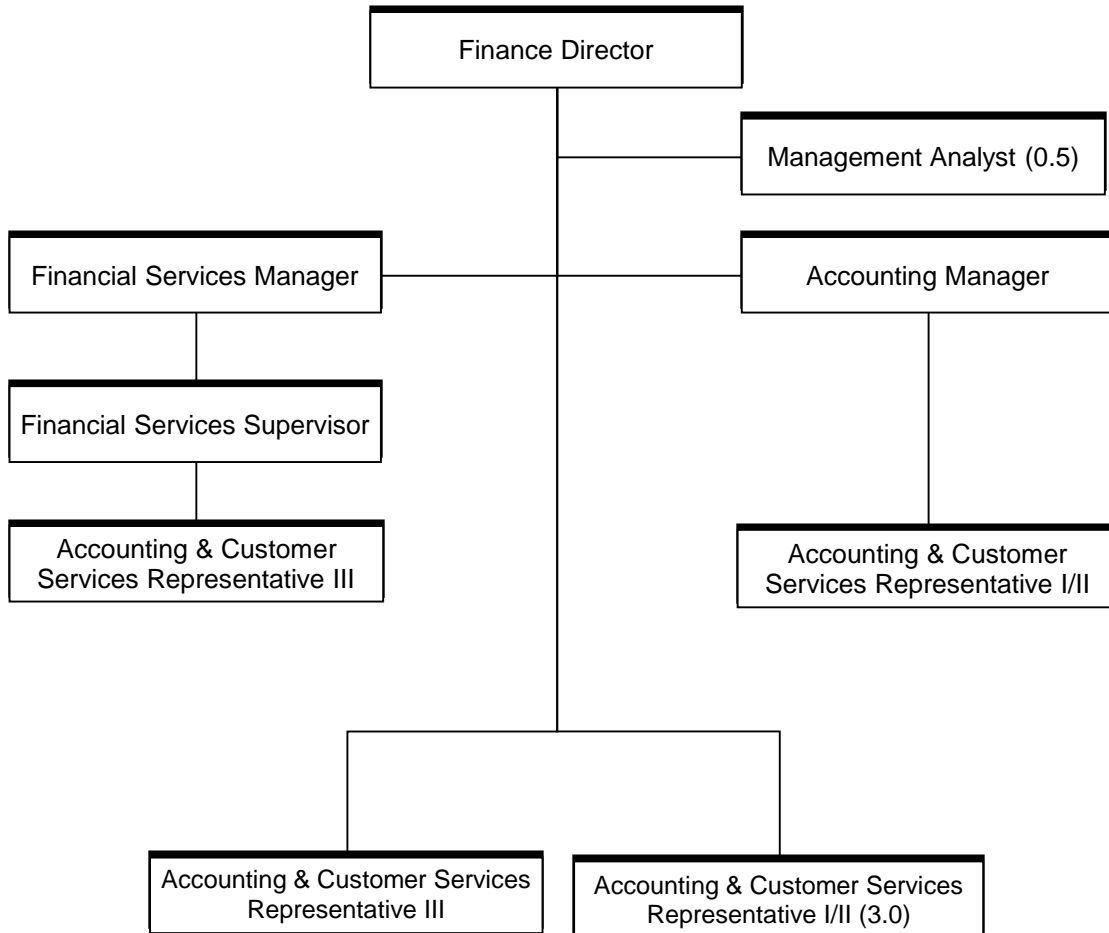
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Finance Department

Administration

Revenue Services

Finance



Finance Department Administration and Revenue Services

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

Programs

The Finance Department is responsible for the overall financial administration of the City, including the Successor Agency to the San Bruno Redevelopment Agency. The Department provides for operation of the general accounting system including the oversight of independent audits, payroll processing for all City employees, equipment purchasing for all City departments, administrating accounts payable; collection of revenues, including business taxes, water, wastewater, and garbage charges through Revenue Services; and disbursements of all monies as authorized by the City Council. The primary services provided include:

- **Financial Accounting and Reporting**
Supply other departments with regular financial reports accounting for cash, revenues and expenditures on a monthly basis, as well as providing quarterly budget status reports to City Council. On an annual basis, this information is used to complete the City's Comprehensive Annual Financial Report, special reports to State and Federal Agencies Grant Administrators, and requests from bondholders.
- **Budgeting, Purchasing & General Administration**
Maintain financial oversight of the organization by preparing and monitoring the City Council approved budgets, issuing purchase order contracts and administering competitive bids, and implementing internal controls.
- **Revenue Services Customer Service**
Generate and manage utility bills for over 12,000 accounts, serving both residential and commercial locations. The Department's utility customer service team is comprised of 5.0 full time employees.
- **Accounts (Employee & Vendor) Payable**
Provide weekly payment for services and supplies rendered by vendors and bi-weekly payroll for City employees.
- **Accounts Receivable**
Collect the City's business taxes on over 3,500 open tax accounts. In addition to business taxes, the Department is responsible for invoicing and collecting miscellaneous receivables, such as transient occupancy taxes, reimbursements from developers, and rental agreements.

Priority Focus

During fiscal year 2012-13, staff continued to lead the process of the dissolution of the San Bruno Redevelopment Agency by providing the Successor Agency financial information to the San Bruno Redevelopment Agency Oversight Board as required in AB26. This process will continue into 2013-14 as the Recognized Obligation Payment Schedule continues to wind down. In addition, staff continued to focus efforts on the recovery of costs associated with the Crestmoor (Glenview) recovery including

the tracking of costs and the compilation of documentation and support for each reimbursement submittal. The financial recovery process is expected to continue into and beyond the 2013-14 year, and staff will continue to direct its efforts in this important area.

The Department will continue to focus on providing customer service improvements and identifying areas to increase efficiency and delivery, including the option of automated pay-by-phone services for utility customers.

The Department will also continue to encourage staff members to pursue outside training to develop and maintain their government accounting and best practices knowledge to ensure the day-to-day operations and accuracy of the City's financial statements. The work effort for 2013-14 will include the continued enhancement of the City's budget document for submittal for a California Society of Municipal Finance Officers budget award.

2012-13 Goals and Accomplishments	Status
✓ Complete the financial statement audit for the year ended June 30, 2012 prior to December 31, 2012. <i>Status:</i> Completed	Complete
✓ Prepare a Comprehensive Annual Financial Report (CAFR) for fiscal year 2011-12 and submit it for an award to the Government Finance Officers' Association. <i>Status:</i> Completed	Complete
✓ Prepare a 2013-14 Operating/Capital Budget and 2013-17 Five-Year Capital Improvement Plan for presentation to City Council that includes elements needed to submit for an award with the California Society of Municipal Finance Officers (CSMFO). <i>Status:</i> Completed. Significant budget changes are being incorporated into the Recommended 2013-14 Budget that includes elements needed to qualify for award programs. Staff will continue to work on developing the budget into 2013-14 to ensure that the 2014-15 budget is eligible for submission to the CSMFO award.	Complete
✓ Continue to ensure the reimbursement of City costs associated with the Crestmoor (Glenview) Recovery and Reconstruction. <i>Status:</i> Prepared request for reimbursement of costs incurred and presented to the Trustee for reimbursement, and posted updated summaries to the City website for public information.	Ongoing
✓ Lead and complete an update to the City's Cost Allocation Plan (CAP), which was last updated in 2005-06. The CAP is the basis for allocating the City General Administration Costs to its various departments / programs. <i>Status:</i> Engaged a consulting firm to assist with the update of the Cost Allocation Plan and purchased software program that enables City staff to complete this update internally going forward.	Pending

- ✓ **Collaborate with the Community Development Department to oversee the wind down of the activities of the former Redevelopment Agency (RDA) and create a plan to encourage economic development in the City in light of the loss of Redevelopment.** **Ongoing**

Status: During the 2012-13 fiscal year, the Department completed two Due Diligence Review (DDR) audits as required by State legislation and the Department of Finance. Staff also continues to prepare and submit the bi-annual Recognized Obligation Payment Schedule to the Oversight Board for approval. Next steps in the process will be preparing the Long Range Property Management Plan for property owned by the former RDA.
- ✓ **Continue training and development of staff members to meet the Department's need for highly skilled analysis and technical governmental accounting.** **Ongoing**

Status: Staff members participated in local training opportunities when available, including attending the CSMFO conference in Oakland. The City's Accounting Manager will attend the GFOA conference in San Francisco in June 2013 to ensure that accounting staff are educated on most current accounting standards.
- ✓ **Continue to improve customer service for the City's utility customers by implementing 24 hour/day pay-by-phone options in addition to online bill payment.** **Pending**

Status: Staff has evaluated several different automated pay-by-phone (IVR) vendors and has narrowed down the options to two vendors that meet the requirements of compatibility with existing systems and offer the most competitive fees. It is anticipated that the City will be able to expand its current payment options to automated pay-by-phone and mobile phone payment options during summer 2013.
- ✓ **Issued pension obligation bonds to refinance the outstanding Public Safety side fund obligation of the City to the California Public Employees Retirement Fund.** **Complete**

Status: Completed

2013-14 Goals and Objectives

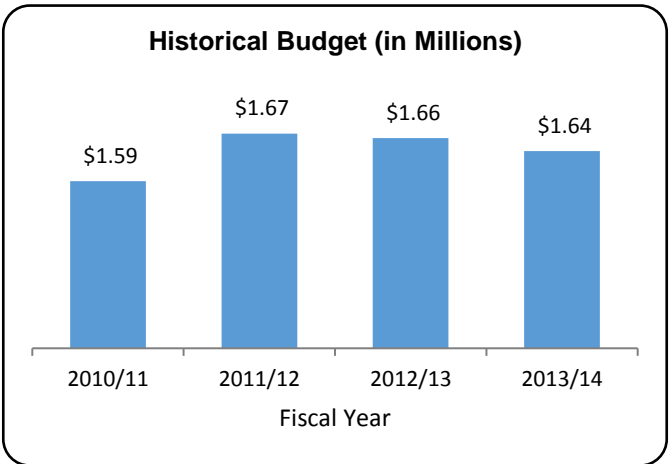
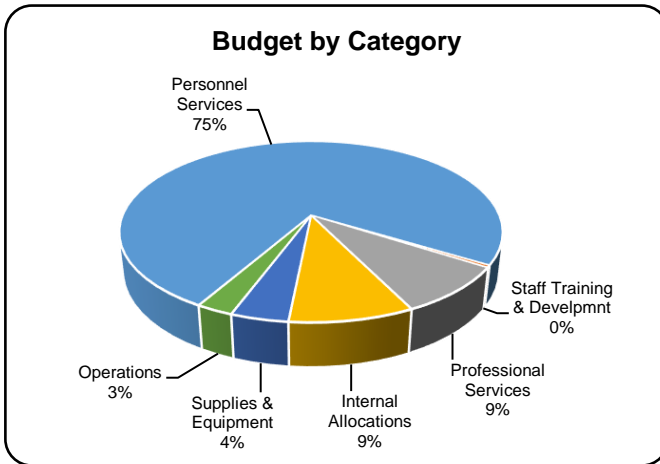
- Complete the financial statement audit for the year ended June 30, 2013 prior to December 31, 2013.
- Prepare a Comprehensive Annual Financial Report (CAFR) for fiscal year 2012-13 and submit it for an award to the Government Finance Officers' Association.
- Prepare a 2014-15 Operating/Capital Budget and 2014-18 Five-Year Capital Improvement Plan for presentation to City Council that includes elements needed to submit for an award with the California Society of Municipal Finance Officers.
- Continue to ensure the reimbursement of City costs associated with the Crestmoor (Glenview) Recovery and Reconstruction.
- Continue efforts to develop an update to the City's Cost Allocation Plan (CAP), which was last updated in 2005-06. The CAP is the basis for allocating the City General Administration Costs to its various departments/programs.

- Collaborate with the Community Development Department to oversee the wind down of the activities of the former Redevelopment Agency and create a plan to encourage economic development in the City in light of the loss of Redevelopment.
- Continue training and development of staff members to meet the Department's need for highly skilled analysis and technical governmental accounting.
- Issue a Request for Proposals for City Banking Services to ensure that the City is receiving the most current technological banking solutions at the most competitive rate.
- Continue to improve customer service for the City's utility customers by implementing 24 hour/day pay-by-phone options in addition to online bill payment.
- Evaluate the issuance of wastewater revenue bonds for the refunding of the 2002 Wastewater Certificates of Participation (2002 COPs)

Finance Administration & Revenue Services Budget Summary

Budgeted Expenditures	FY 2010-11 Budget	FY 2011-12 Budget	FY 2012-13 Budget	FY 2013-14 Budget
Personnel Services	\$ 1,220,208	\$ 1,273,540	\$ 1,248,254	\$ 1,236,605
Staff Training & Development	6,575	6,075	6,575	6,575
Professional Services	110,250	141,050	156,570	141,570
Supplies & Equipment	61,500	62,810	67,680	67,680
Operations	45,550	42,952	42,552	43,393
Internal Allocations	145,522	145,808	142,851	145,977
Total:	\$ 1,589,605	\$ 1,672,235	\$ 1,664,482	\$ 1,641,800

Funding Summary	FY 2010-11 Budget	FY 2011-12 Budget	FY 2012-13 Budget	FY 2013-14 Budget
General Fund	\$ 871,969	\$ 922,150	\$ 857,890	\$ 811,128
General Administration Recovery from Other Funds				
Water Fund	344,732	360,425	389,011	400,542
Wastewater Fund	285,113	298,609	327,891	337,241
Stormwater Fund	3,966	4,055	4,475	4,640
Cable Fund	83,480	86,643	84,801	87,819
Solid Waste Fund	345	353	414	430
Total:	\$ 1,589,605	\$ 1,672,235	\$ 1,664,482	\$ 1,641,800



Summary of 2013-14 Budget Changes

The 2013-14 Budget for Finance and Revenue Services decreased by \$23,000 resulting from the following:

- Approved service level enhancement for Revenue Services reorganization.
- A reduction of \$15,000 in one-time costs during the 2012-13 fiscal year for the update of the City's cost allocation plan.

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Finance Department Administration

Personnel Services	2013-14 Budget	Description
5101 Regular Salaries	\$474,476	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period. Subject to benefits per applicable MOUs.
5105 Overtime	800	Overtime pay in accordance with the applicable MOU. Overtime pay is only subject to Medicare and FICA employer contributions, when applicable, not City cost of CalPERS retirement.
5152 Transportation Allowances	3,600	Monthly auto allowance (\$300/month) in accordance with MOU.
5200 Employee Benefits	208,249	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays.
Total Personnel Services	\$687,125	81% of Grand Total

Staff Training & Development	2013-14 Budget	Description
6405 Staff Training	\$1,000	Training in accounting, collections, spreadsheet, financial analysis for department employees.
6406 Professional Development	1,500	Department head and one mid-manager, in accordance with MOU.
6701 Dues & Memberships	415	California Society of Municipal Finance Officers membership, (\$110); Governmental Finance Officer Association, (\$305).
6702 Pubs & Subscriptions	175	Subscription for San Francisco Business Time for Business Tax leads.
6704 Meetings/Conferences	1,000	League of California Cities Finance Conference for 1 employee.
Total Staff Training & Development	\$4,090	0% of Grand Total

Professional Services		2013-14 Budget	Description
6401	Professional Services	\$36,000	Annual Audit Services, (\$34,000); CAFR Stat Info, (\$750); GFOA CAFR Application, (\$500); VEBA Admin Fee, (\$750).
6419	Other Services	250	Graphics and print layout for budget documents and public notices.
Total Professional Services		\$36,250	4% of Grand Total

Supplies & Equipment		2013-14 Budget	Description
6001	Office Supplies	\$5,000	Supplies for daily operations.
6304	Maintenance	35,300	Annual Eden financial software support fees.
Total Supplies & Equipment		\$40,300	5% of Grand Total

Operations		2013-14 Budget	Description
6112	Postage	\$6,400	Postage costs associated with Finance Department correspondence.
6141	Printing, Copying & Binding	250	Printing budget documents and public notices.
6450	Communications	1,544	Costs associated with five office telephones, five data lines, and a fax machine.
6501	Public Notices	710	Publication of Annual City Financial Report per State Controller's Office requirement.
Total Operations		\$8,904	1% of Grand Total

Internal Allocations		2013-14 Budget	Description
7901	Internal Service Allocations	\$78,134	Internal service allocations for self insurance cost, (\$18,748); building & facilities maintenance, (\$30,951); information technology support, (\$21,771); copier charges, (\$6,664).
9079	Transfers To Reserves	2,960	Allocation of reserve funding to provide for replacement of capital assets at the end of their useful lives.
Total Internal Allocations		\$81,094	9% of Grand Total
Grand Total		\$857,763	

Finance Department Revenue Services

Personnel Services	2013-14 Budget	Description
5101 Regular Salaries	\$347,644	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period, and subject to benefits per applicable MOUs, (\$383,511). <i>Service level enhancement for Revenue Services reorganization, (\$ -35,867).</i>
5102 Part-Time Salaries	27,900	<i>Service level enhancement for Revenue Services reorganization, including base salary for all department personnel working less than 80 hours per pay period.</i>
5105 Overtime	500	Overtime pay in accordance with the applicable MOU. Overtime pay is only subject to Medicare and FICA employer contributions, when applicable, not City cost of CalPERS retirement.
5200 Employee Benefits	173,436	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays, (\$188,600). <i>Service level enhancement for Revenue Services reorganization, (\$ -15,164).</i>
Total Personnel Services	\$549,480	70% of Grand Total

Staff Training & Development	2013-14 Budget	Description
6405 Staff Training	\$500	Training in accounting, collections, spreadsheets, and financial analysis for department employees.
6406 Professional Development	1,000	Reimbursement for two mid-managers, in accordance with MOU.
6701 Dues & Memberships	185	Membership with California Society of Municipal Finance Officers, (\$110); California Municipal Revenue and Tax Association, (\$75).
6704 Meetings/Conferences	800	California Society of Municipal Financial Officers conference for two employees.
Total Staff Training & Development	\$2,485	0% of Grand Total

Professional Services		2013-14 Budget	Description
6419	Other Services	\$105,320	InfoSend online bill pay website monthly fees, (\$12,000); InfoSend utility bill printing and mailing, (\$12,000); Credit Card Fees for utility payments, (\$80,000); Credit check, (\$1,320).
Total Professional Services		\$105,320	14% of Grand Total

Supplies & Equipment		2013-14 Budget	Description
6001	Office Supplies	\$4,500	Supplies for daily operations, (\$1,500); Customized paper and envelopes used for mailing delinquent utility bills to customers, (\$3,000).
6304	Maintenance	22,880	Progressive Solutions annual license fees for utility billing, business license, and cashier software systems, (\$21,000); Sensus annual license fee for meter reading software, (\$1,500); Hedman Endorser check signing equipment, (\$380).
Total Supplies & Equipment		\$27,380	4% of Grand Total

Operations		2013-14 Budget	Description
6112	Postage	\$33,120	First class postage for approximately 72,000 mail pieces.
6450	Communications	1,369	Charges for seven office phones, one fax line, and six data lines.
Total Operations		\$34,489	4% of Grand Total

Internal Allocations		2013-14 Budget	Description
7901	Internal Service Allocations	\$33,048	Internal service allocations for self insurance cost, (\$22,157); information technology support, (\$9,059); copier charges, (\$1,832).
7902	General Administration Allocation	31,835	Allocation of services provided to this fund based on cost allocation plan conducted in 2005-06.
Total Internal Allocations		\$64,883	8% of Grand Total
Grand Total		\$784,037	

Crestmoor (Glenview) Recovery

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Crestmoor (Glenview) Recovery

Programs

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

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

Priority Focus

All City Departments have continued to work tirelessly on behalf of the Crestmoor residents and community. The September 9, 2010 incident has affected the work program throughout the organization and has resulted in a broad range of issues and activities that include:

- Supporting the rebuilding of neighborhood homes and the area infrastructure.
- Responding to the many real and urgent needs of our residents who continue to struggle and put their lives back together.
- Responding to the nation-wide public and media interest in our community's experience.
- Sharing information with our municipal colleagues and pipeline operators who need and want to learn from us to become better prepared for response to potential similar incidents in their own communities.
- Supporting the ongoing investigations into the cause of the incident.
- Advocating, where appropriate, for legislative and other initiatives to improve pipeline safety.

The work program will continue to focus on recovery, rebuilding, investigations, and policy initiatives resulting from the September 9, 2010 fire and explosion with a strong commitment to continue to provide support and resources to those impacted by this devastating incident.

2012-13 Goals and Accomplishments	Status
<p>✓ Continue to provide support with the Glenview recovery efforts by managing the Glenview Fire Hotline, overseeing the City Liaison Program, which provides support and resources to the Crestmoor Glenview residents, and working with the Long Term Recovery Committee to provide resources to those impacted by the fire. <i>Status:</i> Continue to provide support with the Glenview recovery efforts by managing the Glenview Fire Hotline, overseeing the City Liaison Program, which provides support and resources to the Crestmoor Glenview residents and those impacted by the fire.</p>	Ongoing
<p>✓ Construct infrastructure, repairs and replacement to restore the neighborhood. <i>Status:</i> Construction and replacement of neighborhood infrastructure entails a robust workload, which has been split into several phases for completion. The following work was performed during fiscal year 2012-13: Phase I Water System Improvements was completed; Phase II Utility Replacement (in the fire damaged area) was prepared for bid process and completed; Phase III Utility Replacement (in the remaining areas of the neighborhood) was prepared for bid process and is currently under way.</p>	Ongoing
<p>✓ Develop and implement a plan for use and development of the vacant property lots acquired by the City as part of its settlement agreement with PG&E. <i>Status:</i> Staff was authorized to negotiate an agreement with PG&E and package the PG&E and City owned lots together in a Request for Proposals from qualified homebuilders. Staff is currently preparing specifications for the bid preparation and process.</p>	Ongoing

- ✓ **Establish a tax-exempt, not-for-profit public purpose entity to oversee the settlement funds.** **Ongoing**
Status: Conducted two City Council Study Sessions to initiate the process in establishing a not-for-profit entity. The City Attorney's Office has worked towards obtaining the necessary information to prepare and submit the required Not-For-Profit application to the State of California.
- ✓ **Design and complete Crestmoor Canyon reforestation, the neighborhood park and tree planting in the neighborhood.** **Pending**
Status: Considered and designed plan for the Crestmoor Canyon replanting of trees. Both the park reconstruction and reforesting the Crestmoor Canyon will be completed as the final phase of the Crestmoor neighborhood restoration over the next 18 to 24 months.
- ✓ **Continue to plan and implement community events and to support full restoration of the Crestmoor neighborhood.** **Ongoing**
Status: Held several community meetings to provide residents with construction updates and to gather community feedback. Planned and implemented the second remembrance of the incident to support and celebrate the continual progress and recovery made by the community.
- ✓ **Represent the City's interests in the continuing California Public Utilities Commission (CPUC) proceedings.** **Ongoing**
Status: The City Manager's Office, along with a team consisting of special outside legal counsel, public relations/media and financial experts, continued to represent the City's interests throughout the CPUC regulatory proceedings and advocated for pipeline safety. Represented the City of San Bruno at the National Pipeline Safety Trust's annual conference and other industry and safety conferences. Continued as an active participant in the regulatory investigation and penalty proceedings through the CPUC.
- ✓ **Continue oversight and coordination with PG&E related to ongoing and regular utility projects in the Crestmoor neighborhood and elsewhere to assure minimum disruption to residents.** **Ongoing**
Status: Held regular meetings with City and PG&E staff to coordinate the citywide work plan and ensure ongoing communication.
- ✓ **Developed and submitted expenditure reimbursement documentation to assure full cost recovery through the trust fund established between the City and PG&E.** **Ongoing**
Status: Prepared request for reimbursement of costs incurred and presented to the Trustee for reimbursement. Posted updated summaries to the City website for public information.
- ✓ **Continued to offer counseling services to those residents impacted by the incident.** **Ongoing**
Status: Ongoing
- ✓ **Continued to staff a full-time sworn member of the Police Department to the investigation of the fire and explosion.** **Ongoing**
Status: Ongoing

- ✓ **Managed an informational and interactive website (rebuildcrestmoor.org) to keep the community updated on the reconstruction progress.** **Ongoing**
Status: Ongoing
- ✓ **In coordination with other Mayors in cities affected by pipeline disasters, continued safety advocacy with the establishment of the Mayors Pipeline Safety Coalition.** **Ongoing**
Status: Ongoing
- ✓ **Continue to provide proactive engagement and outreach to the media and to other governmental entities to advocate for strict utility regulation.** **Ongoing**
Status: Ongoing

2013-14 Goals and Objectives

- Continue to support the Glenview recovery efforts by providing support and resources to the Crestmoor Glenview residents and those impacted by the disaster.
- Continue reconstruction with focus on Phase III (Utility Replacement) and Phase IV (Surface Improvements) to construct infrastructure, repairs and replacement to restore the neighborhood.
- Implement a plan for use and development of the vacant property lots acquired by the City as part of its settlement agreement with PG&E.
- Continue process of establishing a tax-exempt, not-for-profit public purpose entity to oversee the settlement funds.
- Design and complete Crestmoor Canyon replanting, the neighborhood park and tree planting in the neighborhood as part of the Phase IV neighborhood reconstruction effort.
- Continue to plan and implement community events and to support full restoration of the Crestmoor neighborhood.
- Represent the City's interests in the continuing CPUC proceedings.
- Continue active advocacy for pipeline safety and regulatory reform through the National Pipeline Safety Trust, the Sate Legislature and other organizations.
- Continue oversight and coordination with PG&E related to ongoing and regular utility projects in the Crestmoor neighborhood and elsewhere to assure minimum disruption to residents.
- Continue to submit expenditure reimbursement documentation to assure full cost recovery through the trust fund established between the City and PG&E.
- Continue efforts to inform residents and the community of current Crestmoor related activity by posting announcements on the City website and local channel, maintaining the rebuildcrestmoor.org website, and neighborhood mailings.

Personnel Allocation

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

Classification	Glenview Fund
City Manager	0.50
City Attorney	0.15
Police Chief	0.05
Police Lieutenant	0.10
Police Officer	1.00
Community Service Officer	1.00
Human Resources Director	0.10
Finance Director	0.10
Financial Services Manager	0.05
Accounting Manager	0.05
Community Development Director	0.20
Building Inspectors	0.20
Associate Planners	0.20
Community Development Techs	0.15
Public Services Director	0.20
Engineering Technician	1.00
Community Services Director	0.10
Deputy City Clerk	0.25
Management Analyst I/II	1.20
Emergency Services Coordinator	1.00
Cable Business Manager	0.05
Cable Programming & Tech Manager	0.10
Total	7.75

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Crestmoor (Glenview) Recovery

Personnel Services	2013-14 Budget	Description
5101 Regular Salaries	\$756,270	Base salary and incentives for all city personnel, working a minimum of 80 hours per pay period who are providing support to the ongoing restoration, rebuilding and other activities associated with the explosion and fire incident, and subject to benefits per applicable MOUs, (\$615,978). <i>Service level enhancement for an addition of Management Analyst, (\$71,940) and Emergency Services Coordinator, (\$68,352).</i> Amounts are reimbursed to the appropriate City funds when received from the trust fund.
5102 Part-Time Salaries	40,000	Base salary and incentives for part-time employee(s) working less than 80 hours per pay period who provide support to the ongoing restoration, rebuilding and other activities associated with the explosion and fire incident.
5200 Employee Benefits	336,837	City's cost of CalPERS pension, Medicare, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance for city personnel providing support and associated activities on the explosion and fire incident, (\$269,129). <i>Service level enhancement for an addition of Management Analyst, (\$34,348) and Emergency Services Coordinator, (\$33,360).</i>
6403 Personnel Services	920,000	Contract project management and inspection services for Crestmoor Infrastructure Rebuild, (\$750,000); Contract planning services to assist with plan review of Crestmoor home rebuild, (\$170,000).
Total Personnel Services	\$2,053,107	56% of Grand Total

Professional Services	2013-14 Budget	Description
6401 Professional Services	\$1,285,000	Costs associated with representing the City at CPUC proceedings and non-profit formation, (\$800,000); Public relations and media support, (\$150,000); Consultation services for Rebuild it Green Program, (\$65,000); Specialized engineering support services for oversight of PG&E gas line work in the Crestmoor neighborhood, (\$25,000); Develop informational materials to document and tell the City's story, (\$200,000); Consultation services for development and evaluation of Request for Proposals for Crestmoor home rebuild, (\$45,000).
Total Professional Services	\$1,285,000	35% of Grand Total

Supplies & Equipment		2013-14 Budget	Description
6001	Office Supplies	\$3,000	Day-to-day supplies needed for daily operations related to Crestmoor Neighborhood Rebuild.
6101	Gas and Oil	2,000	Fuel and Oil for vehicles traveling to Crestmoor neighborhood.
6102	Operating Supplies	10,000	Annual rental fee and maintenance for Crestmoor Neighborhood Rebuild Construction Trailer.
Total Supplies & Equipment		\$15,000	0% of Grand Total

Operations		2013-14 Budget	Description
6112	Postage	\$1,000	First class postage for approximately 2,100 mail pieces.
6409	Special Projects	35,000	Commemorative events and community meetings (\$20,000); NTSB Recognition monument (\$15,000).
6450	Communications	300	Charges for Crestmoor Rebuild hotline.
6704	Meetings/Conferences	25,000	Travel costs associated with attendance at CPUC proceedings and other events associated with the pipeline explosion.
6910	Contingencies/Other	218,000	Trustee Bond (\$48,000); Counseling Assistance Program (\$20,000); Homeowner grants for Rebuild it Green program (\$150,000).
Total Operations		\$279,300	8% of Grand Total

Internal Allocations		2013-14 Budget	Description
7901	Internal Service Allocations	\$1,500	Copier charges.
Total Internal Allocations		\$1,500	0% of Grand Total
Grand Total		\$3,633,907	

Non Departmental

General Non-Departmental

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General Non Departmental

Programs

The Non-Department activity is responsible for the budget expenses benefiting the general operations of the City and not assigned to an individual department. Special non-department charges relate to the General Fund allocation for self-insurance costs, and the retiree medical reimbursement program.

- **Retiree Medical and Separation Pay**

This program makes payments for benefits to separated employees eligible for MOU benefits.

Personnel Services	2013-14 Budget	Description
5200 Employee Benefits	\$250,000	Earned vacation and sick leave payout upon General Fund employee separation, including retirement, in accordance with MOUs.
5214 Retiree Health Insurance	92,000	Benefits to limited number of retired employees per MOUs, (\$92,000).
Total Personnel Services	\$342,000	

Professional Services	2013-14 Budget	Description
6419 Other Services	\$5,000	Fiscal agent fee for the City's debt service insurance.
Total Professional Services	\$5,000	

Intergovernmental	2013-14 Budget	Description
7069 Intergovernmental-Other	\$4,700	Special assessment charges on City owned properties - Mosquito abatement, (\$2,000); LAFCO - Local Agency Formation Commission; (\$2,700).
Total Intergovernmental	\$4,700	

Internal Allocations	2013-14 Budget	Description
7902 General Administration Allocation	(\$3,880,939)	Allocation of services provided to this fund based on the cost allocation plan conducted in 2005-06
Total Internal Allocations	(\$3,880,939)	
Grand Total	(\$3,529,239)	

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Self Insurance Funds

Workers' Compensation

General Liability

Unemployment Insurance

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Self Insurance

Workers' Compensation

Programs

The Self Insurance Fund provides insurance protection for the City against 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 totaling \$1,805,615 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 Director in conjunction with City Attorney's Office manages Workers' Compensation. The primary services provided include:

- **Workers' Compensation**

- Workers' Compensation manages the total reported on-the-job injuries by City employees and proactive case management.

General Liability

Programs

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

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

The City's General Fund and Enterprise Funds departments contribute to the Self Insurance Fund through transfers totaling \$1,805,615 based on a ratio of the fund's operating budgets to the combined budgets of all funds and prior claim loss history associated with departments' operations.

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

- **Liability Insurance**

- Liability Insurance handles tort claims filed against the City, and City property claims for recovery against third parties.

Unemployment Insurance

Programs

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.

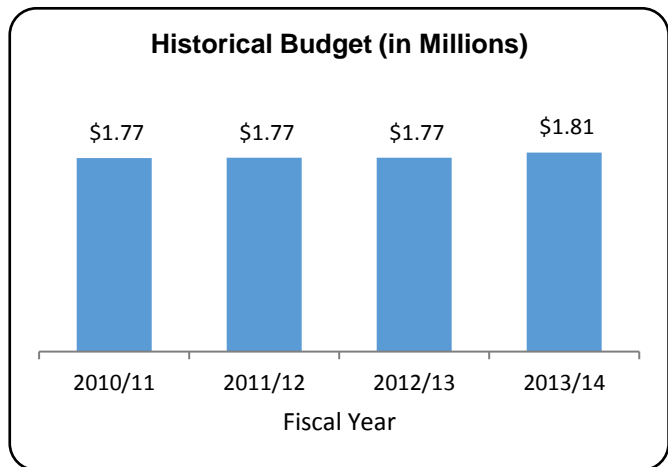
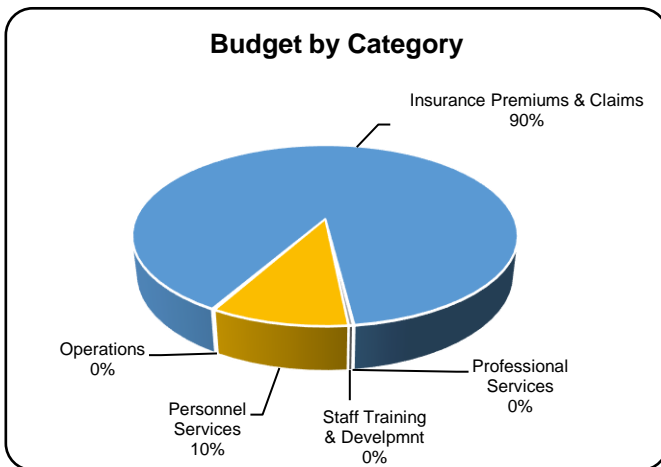
To reduce unemployment insurance costs, the City has elected the reimbursement method for financing unemployment insurance costs for former employees.

The City's General Fund and Enterprise Funds departments contribute to the Self Insurance Fund through transfers totaling \$1,805,615 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.

Self Insurance Budget Summary

Budgeted Expenditures	FY 2010-11 Budget	FY 2011-12 Budget	FY 2012-13 Budget	FY 2013-14 Budget
Personnel Services	\$ 162,660	\$ 163,884	\$ 169,853	\$ 175,741
Staff Training & Development	5,825	5,825	5,825	5,825
Insurance Premiums and Claims	1,595,000	1,595,000	1,588,400	1,619,349
Professional Services	3,000	3,000	3,000	1,200
Operations	2,000	3,500	3,500	3,500
Total:	\$ 1,768,485	\$ 1,771,209	\$ 1,770,578	\$ 1,805,615

Funding Summary	FY 2010-11 Budget	FY 2011-12 Budget	FY 2012-13 Budget	FY 2013-14 Budget
Self Insurance Fund Balance	\$ 190,437	\$ 195,192	\$ 159,098	\$ 0
Recovery from Other Funds				
General Fund	1,020,588	987,168	1,021,104	1,068,635
Redevelopment Agency	13,908	11,781	0	0
Water Fund	227,760	244,500	248,568	284,085
Stormwater Fund	19,356	24,372	23,772	27,270
Wastewater Fund	185,664	188,316	196,452	301,206
Cable Fund	71,820	79,440	80,880	83,514
Central Garage	9,480	9,576	10,068	8,522
Buildings & Facilities	20,040	21,996	21,552	22,157
Technology Support	9,432	8,868	9,084	10,226
Total:	\$ 1,768,485	\$ 1,771,209	\$ 1,770,578	\$ 1,805,615



Summary of 2013-14 Budget Changes

There are several significant changes in the budgets for the self-insurance fund for fiscal year 2013-14. The premium for the City's liability coverage will increase by \$116,500 next fiscal year. This increase in the City's liability costs are being offset by a reduction in the cost of the City's excess workers compensation premium, the budget for which will decrease by \$79,000.

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Self Insurance Workers' Compensation

Personnel Services	2013-14 Budget	Description
5101 Regular Salaries	\$58,986	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period. Subject to benefits per applicable MOUs.
5200 Employee Benefits	23,154	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays.
Total Personnel Services	\$82,140	13% of Grand Total

Staff Training & Development	2013-14 Budget	Description
6405 Staff Training	\$5,000	Mandatory training for OSHA compliance.
6701 Dues & Memberships	225	Public Agency Risk Management Association (PARMA).
6704 Meetings/Conferences	600	PARMA conference.
Total Staff Training & Development	\$5,825	1% of Grand Total

Insurance Premiums & Claims	2013-14 Budget	Description
6521 Insurance Premiums	\$80,840	Excess workers compensation premium.
6525 Claims	390,000	Worker's compensation claims paid.
6529 Other Insurance Costs	79,000	Third-party claim adjustment services.
Total Insurance Premiums & Claims	\$549,840	86% of Grand Total

Operations	2013-14 Budget	Description
6408 Medical Exams	\$3,500	Medical examinations.
Total Operations	\$3,500	0% of Grand Total
Grand Total	\$641,305	

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Self Insurance General Liability

Personnel Services	2013-14 Budget	Description
5101 Regular Salaries	\$67,375	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period. Subject to benefits per applicable MOUs.
5200 Employee Benefits	26,226	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays.
Total Personnel Services	\$93,601	8% of Grand Total

Insurance Premiums & Claims	2013-14 Budget	Description
6521 Insurance Premiums	\$742,109	ABAG Plan Liability Coverage with Self-Insured Retention of \$100,000 Premium, (\$707,130); Bond premium, (\$805); City property insurance premium, (\$34,174).
6525 Claims	287,400	Liability claims paid.
Total Insurance Premiums & Claims	\$1,029,509	92% of Grand Total
Grand Total	\$1,123,110	

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Self Insurance Unemployment Insurance

Professional Services	2013-14 Budget	Description
6401 Professional Services	\$1,200	E-Group Unemployment Insurance Services administrative fees.
Total Professional Services	\$1,200	3% of Grand Total

Insurance Premiums & Claims	2013-14 Budget	Description
6525 Claims	\$40,000	Reimbursement to State of California for former employees claiming unemployment benefits.
Total Insurance Premiums & Claims	\$40,000	97% of Grand Total

Grand Total	\$41,200	
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Public Safety
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Public Safety

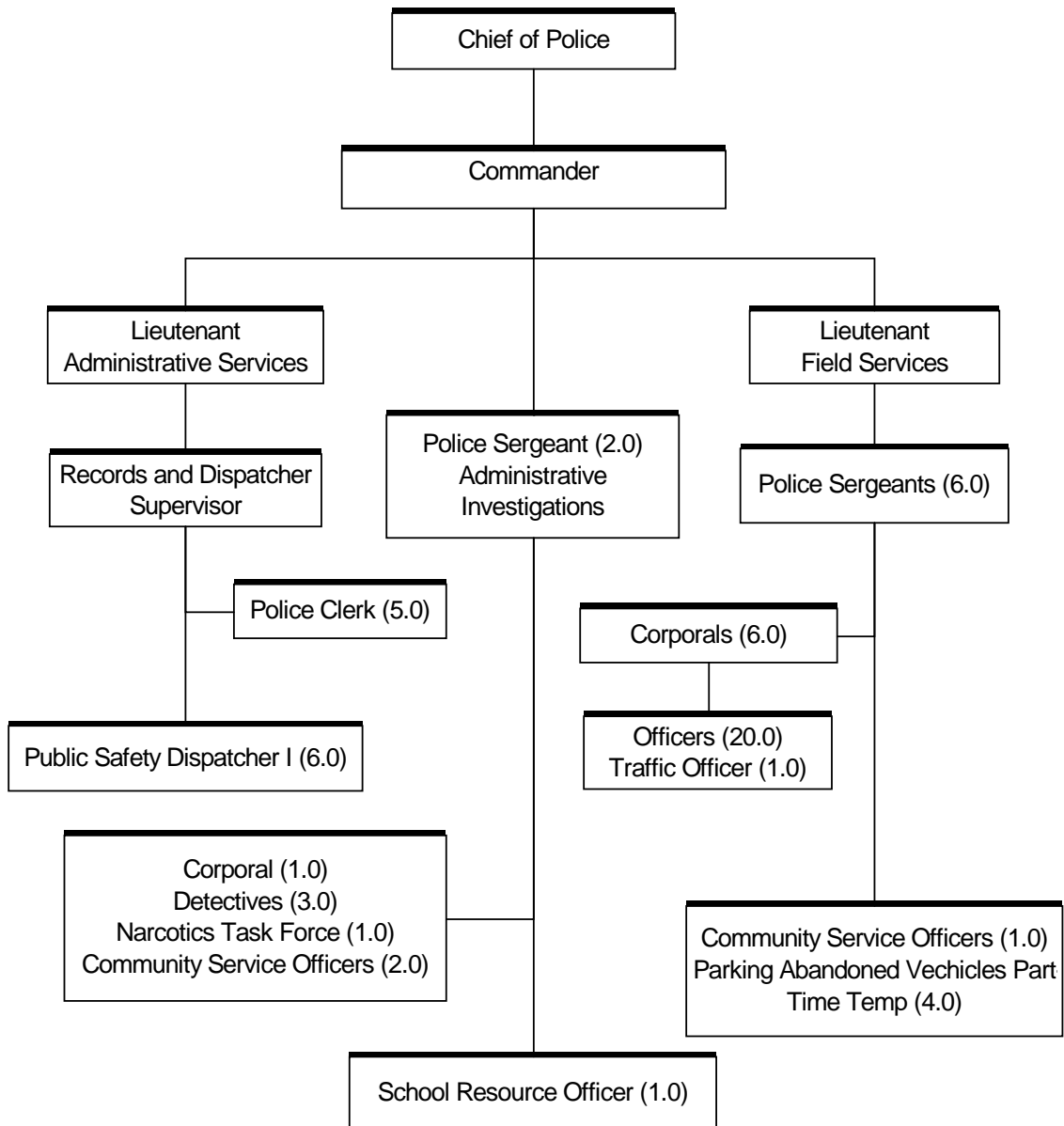
Police Department

Fire Department

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Police Department

Police



Police Department

Every member of the San Bruno Police Department is committed to providing the highest level of police service to our community. We are dedicated to preserving our community's peace while adhering to the highest level of ethical standards and professional conduct.

Programs

The San Bruno Police Department is a full service law enforcement agency that provides police services 24 hours a day, 7 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.
- **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, assigned to resolve chronic quality of life issues in the community, facilitate crime prevention programs such as Neighborhood Watch and the Citizen's Crime Prevention Committee, and assure employees meet mandated training requirements.
- **Administration**
Provide for planning, resource development and management, budget preparation, acquisition of equipment, licensing and permit issuance, and emergency preparedness.
- **Records and Dispatch Services**
Obtain information from callers and relay necessary facts to patrol units in the field. This Division serves to provide 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**
Contract with various public and private agencies allow 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.

Priority Focus

The Police Department will continue to provide quality service to the citizens of San Bruno in the most efficient method possible. The Police Department has experienced a reduction in staffing due to budget constraints from previous years. The Department has attempted to keep front-line service delivery intact, while reductions were made in administration, traffic and crime prevention in order to minimize the impact to the community. The Department has found it challenging to maintain the same level of service the community previously enjoyed.

Quality of life issues, such as graffiti, alcohol related offenses, and other chronic neighborhood generated complaints, often invite criminal activity or pose a hazard to public health or safety. Despite the individual efforts of the officers on patrol, there needs to be a single point of contact in the Department to coordinate a response and solution to community concerns regarding on-going nuisance violations. The Department is seeking to restore an officer position assigned to handle chronic violations in addition to coordinating crime prevention efforts in the City. These duties would also include development plan review, safety and crime prevention presentations to various groups in the community, and coordination with the City's Code Enforcement Department to address areas of blight.

The Police Department will continue to seek and evaluate shared service opportunities that would improve the ability to provide police services to the community and reduce costs associated with the service. The Department will replace its 9-1-1 phone lines with equipment capable of accepting the next generation of cell phone technology and have the ability to transmit the information to officers in the field. The equipment will also be compatible with other San Mateo County law enforcement agencies and will provide a virtual dispatch center so other agencies can supply the dispatch function in the event of an emergency.

The Police Department will look to advancements in technology to improve efficiency and enhance service to the public. The Department is seeking to replace its dated Computer Automated Dispatch and Records Management Systems, which will eliminate duplication of records entry and enable clerical staff to focus efforts on other administrative functions. The new software will also allow the Department to become interoperable with other law enforcement agencies in the County, provide investigators additional tools to assist in solving crime, improve efficiency in the documentation of crimes, and provide the public access to view where crime is occurring in the City.

Keeping with the City Council's directive of customer service, the Police Department will continue to seek community feedback on service delivery. The Department continues to provide a survey instrument where customers can provide commentary regarding the service they received and offer suggestions to improve police services. Almost all of the responses received were complimentary of the service provided by employees of the Police Department.

The Department will continue to participate with other San Mateo County law enforcement agencies to combat gang activity on a regional basis. The Department will also continue to monitor the impact of the State's "Realignment" or the transfer of certain convicted felons from State prison to county incarceration and what impact this will have on crime patterns in our community.

The Department will continue to contribute to the Crestmoor neighborhood recovery and reconstruction. The Department continues to dedicate staff to the ongoing investigation of the pipeline explosion, and devoted additional resources to provide assistance with traffic and parking related matters during the rebuilding efforts. The Department also seeks to add an Emergency Services Coordinator to assist all City departments and manage disaster preparedness efforts.

2012-13 Goals and Accomplishments	Status
<p>✓ Continue to collaborate with other City departments to assist with the Crestmoor neighborhood recovery effort. <i>Status:</i> Assigned resources to address traffic related issues in the Crestmoor neighborhood and continued to collaborate with other City departments to assist with recovery efforts.</p>	Ongoing
<p>✓ Continue to devote a full time staff member to the investigation of the pipeline explosion. <i>Status:</i> Continued assignment of a full time detective to the investigation of the pipeline explosion.</p>	Ongoing
<p>✓ Continue to seek opportunities for the sharing of police resources to enhance the overall delivery of services to the community. <i>Status:</i> Developed virtual dispatch plan with multi agency capability in an effort to further enhance the overall delivery of services to the community.</p>	Pending
<p>✓ Continue to participate with state and local law enforcement agencies to reduce criminal street gang activity in San Mateo County. <i>Status:</i> Participated in regional Task Force deployments with other state & local law enforcement agencies to reduce criminal street gang activity in San Mateo County.</p>	Ongoing
<p>✓ Continue to seek grant funding designed to enhance the Department's ability to provide essential police services. <i>Status:</i> Prevented sales of alcohol to minors and obtained safety equipment for officers through utilization of grant funds.</p>	Ongoing
<p>✓ Continue with survey instruments designed to solicit community feedback on the level of satisfaction with essential police services. <i>Status:</i> Surveyed citizens for community feedback on the level of satisfaction with essential police services, which resulted in a 93% satisfaction rate.</p>	Ongoing
<p>✓ Continue to work with other City departments as resources are available, to combat conditions adversely affecting the quality of life in neighborhoods and the downtown corridor. <i>Status:</i> Collaborated with the City Attorney, and other City departments to address concerns in the downtown corridor.</p>	Ongoing
<p>✓ Replace and upgrade systems technology that will improve efficiency, provide redundancy in case of an emergency, and enhance our ability to provide online services to the community. <i>Status:</i> Received over 140 online reports making it easier for the public to request police service.</p>	Ongoing
<p>✓ Continue to work with the Bureau of Gambling Control and the local card room to regulate gaming activities and develop in-house expertise associated with gaming establishments. <i>Status:</i> Assigned resources to work with the Bureau of Gambling Control and the local card room to regulate gaming activities.</p>	Ongoing
<p>✓ Provided proactive investigation and law enforcement to address merchant and resident complaints about a problem downtown business. <i>Status:</i> Investigated and addressed concerns regarding blight and crime in our downtown area.</p>	Ongoing

2013-14 Goals and Objectives

- Provide traffic calming and parking assistance associated with the Crestmoor neighborhood recovery efforts.
- Continue to participate in the collaborative investigation of the pipeline explosion involving federal and local agencies.
- Provide staff support to the Traffic Safety and Parking Committee and assistance to the Engineering Division to address neighborhood traffic and circulation complaints.
- Complete an upgrade of our 9-1-1 system that will implement a virtual dispatch consolidation link with the Burlingame Police Department to allow coordinated peak period and after hours dispatch.
- Continue assignment of an officer to Gang Task Force deployments in an effort to reduce criminal street gang activity in San Mateo County.
- Provide proactive response and intervention to address downtown business area concerns.
- Actively seek grant funding to enhance police services to the public.
- Continue ongoing efforts to survey citizens regarding level of satisfaction with police services.
- Assign one officer to coordinate a multi disciplinary approach to resolving on-going quality of life issues to meet needs of merchants, patrons and citizens in neighborhoods and the downtown corridor.
- Upgrade Computer Automated Dispatch and other records system to allow for efficient recording and posting of police records.
- Continue to collaborate with state and local law enforcement and with casino personnel related to gaming, safety and security areas impacting the casino.
- Appoint new Commander and develop new command staff team.

Value Statement

Members of the San Bruno Police Department are dedicated to the community we serve and to our fellow employees. We believe in and are committed to the following values:

- Honesty and Integrity** are the fundamental building blocks on which credibility and trust are established with both the community and our peers. We will:

Consistently perform and behave in such a way that we exemplify the Law Enforcement Code of Ethics and are recognized for our commitment to ethical conduct and high professional standards.

- ❑ **Innovation** is key to remaining viable with limited resource in today's competitive environment. We will:

Explore and implement technologies that will assist us in the efficient delivery of law enforcement services and reward those employees who define problems and develop usable solutions to address them.

- ❑ **Communication** is the lifeblood of any organization. Honest, frequent interaction is the basis for establishing good working relationships and critical for team building. We will:

Promote good communications among all employees by creating and maintaining an environment that fosters loyalty and openness in sharing thoughts and ideas without fear of reprisal.

Listen to others when they talk. Interpersonal communications require patience and good listening skills. We recognize that informal communication is often more effective in resolving problems or concerns.

Strive to be approachable and sensitive to changing demographics. We will encourage each other to extend this relationship to the community, enabling us to better communicate with those we serve.

- ❑ **Quality Service** occurs when an organization is committed to excellence in every task or assignment. Providing such service requires dedication to personal development and high professional standards. We will:

Provide a work environment that encourages all employees to better themselves through formal education and professional training.

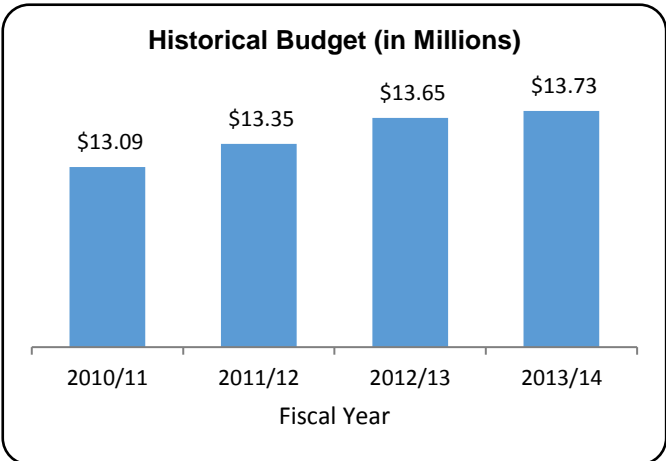
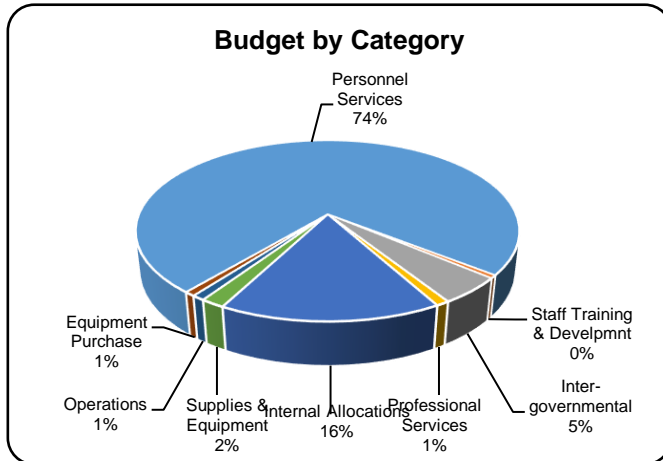
Produce the highest quality work product through teamwork that fosters confidence and respect for each other and the community we serve.

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Police Department Budget Summary

Budgeted Expenditures	FY 2010-11 Budget	FY 2011-12 Budget	FY 2012-13 Budget	FY 2013-14 Budget
Personnel Services	\$ 9,975,431	\$ 10,248,948	\$ 10,398,708	\$ 10,231,476
Staff Training & Development	66,289	63,100	65,015	74,515
Professional Services	113,500	91,636	129,000	131,200
Supplies & Equipment	215,753	230,000	240,000	236,039
Equipment Purchase	91,700	12,500	106,719	105,500
Operations	143,459	130,777	125,500	126,720
Intergovernmental	514,795	541,614	615,582	661,132
Internal Allocations	1,964,885	2,032,009	1,972,821	2,165,664
Total:	\$ 13,085,812	\$ 13,350,583	\$ 13,653,345	\$ 13,732,246

Funding Summary	FY 2010-11 Budget	FY 2011-12 Budget	FY 2012-13 Budget	FY 2013-14 Budget
General Fund	\$ 11,638,416	\$ 12,126,425	\$ 12,250,912	\$ 12,305,813
Department Revenues	1,447,396	1,224,158	1,402,433	1,416,433
Special Revenue Fund:				
Police Asset Forfeiture	0	0	0	10,000
Total:	\$ 13,085,812	\$ 13,350,583	\$ 13,653,345	\$ 13,732,246



Summary of 2013-14 Budget Changes

The 2013-14 budget has increased by \$78,900, as compared to the budget of 2012-13. A summary of the budget changes is as below:

- PERS costs decreased by approximately \$600,000 for 2013-14 due to the issuance of pension obligation bonds (POB) to refinance the City's safety side fund, which reduced the City's employer contribution rate to 26.149% (from 36.604% for fiscal year 2012-13). This decrease is offset by a debt service payments for the POB's paid for by the General Fund
- Addition of Team Building Workshop of \$9,000 (reimbursable by P.O.S.T.) to staff training
- Addition of "Leads Online" nationwide pawn shop database of \$2,240
- Request for four ballistic helmets for SWAT Team of \$1,300 and two shields of \$2,700
- Increase of \$32,450 for animal control services, an increase of \$25,000 for San Mateo County Parking allocations, and the elimination of booking fees \$11,900 due to realignment
- Incorporation of the supplemental requests for service level enhancement, which include adding one police officer, a half-time management analyst and purchase of celebrite forensic system

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Police Department

Personnel Services	2013-14 Budget	Description
5101 Regular Salaries	\$6,147,031	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period, and subject to benefits per applicable MOUs, (\$6,026,749). <i>Service level enhancement for an addition of Police Officer, (\$79,999) and 0.5 FTE Management Analyst, (\$40,283).</i>
5102 Part-Time Salaries	109,000	Base salary for temporary employees working fewer than 980 hours per fiscal year.
5105 Overtime	640,000	Overtime pay in accordance with the applicable MOU. Overtime pay is only subject to Medicare and FICA employer contributions, when applicable, not City cost of CalPERS retirement.
5200 Employee Benefits	3,294,445	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays, (\$3,235,528). <i>Service level enhancement for an addition of Police Officer, (\$40,681) and 0.5 FTE Management Analyst, (\$18,236).</i>
6403 Personnel Services	41,000	Crossing guard personnel services.
Total Personnel Services	\$10,231,476	75% of Grand Total

Staff Training & Development	2013-14 Budget	Description
6405 Staff Training	\$51,000	Staff training for range, use fee, and ammunition, (\$13,400); Supervisory Leadership Institute for one Sergeant, (\$4,000); POST approved training courses, (\$6,000); POST reimbursed Team Building workshop, (\$9,000); In service training and materials, (\$3,200); Police academy costs, (\$2,500); In service training for two canines and their handlers, (\$6,000); Lexipol daily training, (\$2,700); SWAT training, (\$2,500); Training in gang investigations, (\$1,700).
6406 Professional Development	14,915	Department head and 12 mid-management employees, (\$6,500); Tuition reimbursement in accordance with applicable MOUs for 3 employees, (\$7,915).
6702 Pubs & Subscriptions	4,600	California Penal and Vehicle Codes, (\$500); Legal Sourcebook Site Licenses, (\$1,050); Lexipol General Order Updates - reimbursable by ABAG, (\$2,850); Robbery/Gang Investigators publications, (\$65); Printed copies of penal and vehicles codes, (\$135).

Staff Training and Development (Cont.)

6704	Meetings/Conferences	4,000	San Mateo County meetings and membership dues for County Commanders, Training Managers Association, Communication Managers Association, Chief and Sheriff Associations, County Investigators, and 100 Club, (\$1,500); California Peace Officer Associations membership and seminars, (\$1,500); Cal Chiefs and International Association of Chiefs of Police, (\$500); Seminars including Juvenile Officer Association and Property Officer Association, (\$500).
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Total Staff Training & Development	\$74,515	0% of Grand Total
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Professional Services	2013-14 Budget	Description
6401 Professional Services	\$73,200	Processing and collection of fines related to all parking citations issued by officers, (\$30,000); Technical support for Computer Aided Dispatch/Records Management system, In-Car video system, Mobile Computing Applications, CCTV system, Voice Print Recorder, Identification Card system, Live Scan Fingerprinting system, 9-1-1 Interfaces, Radio system and all related components, (\$43,200).
6402 Legal Expenses	3,000	Investigative services such as public information database, confidential informants and travel expenses related to out of town investigations.
6419 Other Services	55,000	North Peninsula Family Alternatives - Juvenile Diversion, (\$40,217); Peninsula Conflict Resolution Center, (\$4,550); Community Overcoming Relationship Abuse (CORA), (\$6,752); Towing charges, (\$1,281); Police canine veterinary services, (\$1,000); Contribution to maintain the Keller Center for sexual assault victims, (\$1,200).
Total Professional Services	\$131,200	1% of Grand Total

Supplies & Equipment	2013-14 Budget	Description
6001 Office Supplies	\$35,000	Supplies, materials and services related to the operation of the Police Department. This includes the preparation of reports, evidence supplies to process crime scenes, secure destruction of documents, and the preparation of detailed investigations that are forwarded to the District Attorney's office and other interested parties.
6101 Gas and Oil	110,000	Fuel for Police Department fleet of 32 vehicles.

Supplies & Equipment (Cont.)

6102	Operating Supplies	11,800	Safety equipment and uniforms for sworn peace officers, reserve officers and specified non sworn personnel as specified by MOUs.
6204	Supplies	1,000	Office chair replacement, (\$500); patrol car supplies, (\$500).
6304	Maintenance	78,239	Software maintenance for Computer Aided Dispatch/Records Management system, mobile computing, 9-1-1 interface and related components (\$45,397); Hardware maintenance for HP Unix server, (\$3,800); Software maintenance for document imaging and scanning system, (\$3,000); Software maintenance for Critical Reach, (\$450); San Bruno share of regional records exchange program (SNARE), (\$1,000); Maintenance of Live Scan fingerprinting system, (\$5,000); Maintenance of Card Reader Security Access system, (\$1,000); Software/Hardware maintenance for Identification card system, (\$1,990); Software maintenance for voice print digital recording system for preservation of all radio 9-1-1 and business telephones, (\$2,363); Hardware/Software maintenance for In-car video system, (\$3,000); Miscellaneous repairs to 41 PCs, 16 laptop computers, printers, typewriters, fax machines and other related equipment, (\$6,000); Annual costs for Leads Online database, (\$2,240). <i>Service level enhancement for the Cellebrite Forensic System annual costs, (\$2,999).</i>

Total Supplies & Equipment	\$236,039	2% of Grand Total
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Equipment Purchase	2013-14 Budget	Description
6650 Tools & Eqpt. -\$25K	\$105,500	Purchase of four ballistic helmets for SWAT Team, (\$1,300) and two shields, (\$2,700); Ammunition for range qualification and firearms proficiency, (\$9,000); Purchase of three (3) marked vehicles, (\$82,500). <i>Service level enhancement to use Asset Forfeiture Fund to purchase the Cellebrite Forensic System, (\$10,000).</i>

Total Equipment Purchase	\$105,500	0% of Grand Total
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Operations	2013-14 Budget	Description
6112 Postage	\$3,500	Postage costs for department correspondence.
6408 Medical Exams	7,000	Forensic examinations for sexual assault victims.

Operations (Cont.)

6450	Communications	34,220	Telephone and fax line coverage for 26 cell phones, 41 telephones and radio line communication including 911 lines.
6531	Utilities	82,000	Gas, electrical and water costs for police facility.

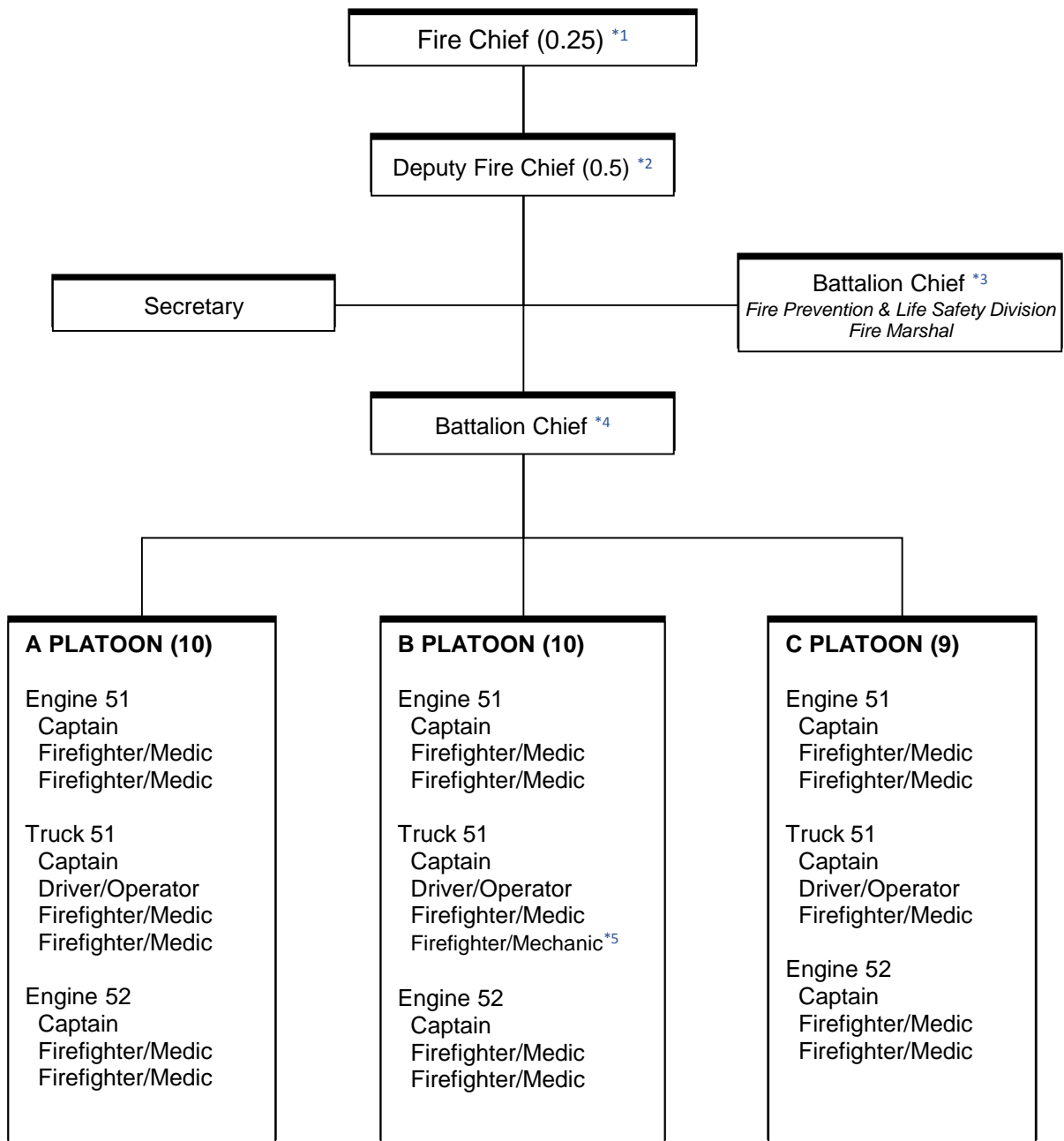
Total Operations	\$126,720	1% of Grand Total
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Intergovernmental	2013-14 Budget	Description
6309 Radio Maintenance	69,000	Maintenance for call 9-1-1 consoles, transmitters, receivers, repeaters and other base station equipment for the two-way radio communication, (\$23,808); Access/Maintenance fees for utilization of the San Mateo County Rapid Telecommunication system which provides the gateway to State and National systems, (\$40,812); Battery replacement, (\$1,880); Miscellaneous repairs to portable and mobile radios and related equipment, (\$2,500).
7041 County Svce.Charges	592,132	Services provided by the County including animal control services, (\$304,951); Crime lab fees, (\$84,000); Regional Computer Forensic Laboratory (RCFL), (\$3,400); Parking allocations, (\$150,000); Department of Justice fingerprinting fees, (\$5,000); July 4th enforcement, (\$10,000); First Chance, (\$34,781).
Total Intergovernmental	\$661,132	5% of Grand Total

Internal Allocations	2013-14 Budget	Description
7901 Internal Service Allocations	\$796,035	Internal service allocation for self insurance cost, (\$392,003); Building and facilities services and maintenance, (\$131,606); Information technology support, (\$84,227); Central garage services, (\$188,199).
7902 Interdepartmental Charges	1,261,480	Allocation of services provided to this fund based on cost allocation plan conducted in 2005-06.
9079 Transfers To Reserves	108,149	Allocation of reserve funding to provide for replacement of capital assets at the end of their useful lives.
Total Internal Allocations	\$2,165,664	16% of Grand Total
Grand Total	\$13,732,246	

Fire Department

Fire



*1 Shared Fire Chief position with Central County Fire Department and City of Millbrae as part of administrative fire merge.

*2 Shared Deputy Fire Chief position with City of Millbrae as part of administrative fire merge.

*3 Shared Fire Marshal position with City of Millbrae as part of administrative fire merge.

*4 Shared Battalion Chiefs position with City of Millbrae. San Bruno shares one Battalion Chief and Millbrae shares two.

*5 Mechanic currently assigned to Central County Fire Department as part of the shared services agreement.

Fire Department

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

Programs

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

- **Administration**
Support the day-to-day management of department personnel, apparatus and fire stations. Also provide planning and budget allocation for resources, equipment, training, and community preparedness.
- **Operations**
Provides apparatus and equipment for emergency responses to medical, fire, hazardous material and rescue incidents. Oversee maintenance of stations, apparatus and personal protective equipment. The Department provides these services out of two fire stations.
- **Training / Emergency Medical Services (EMS)**
Maintain record keeping and documentation of EMS and fire-based training. Also provide standardization in delivery of services and assure compliance with mandated training requirements.
- **Fire Prevention / Life Safety**
Provides enforcement of appropriate codes and ordinances, inspections, public education, and fire cause and origin investigation.
- **Community Preparedness**
Participate in the City's disaster preparedness program and provide a Fire Department liaison to assist the Community Preparedness Committee.

Priority Focus

The Fire Department provides priority services in a number of areas. These priority services include emergency response, fire prevention and public education, training for City employees, and management and support of disaster preparedness activities.

The Fire Prevention Division supervises annual inspections of all multi-unit dwellings, including apartments, motels, hotels and condominiums. Through this program, the life safety in occupancies where visitors to the community stay and where property owners have investment properties is ensured. Additionally, the fire/life safety of the community is improved in apartment buildings that have operable smoke alarms and fire extinguishers. Inspections of auto repair garages and body shops on San Mateo and Montgomery Avenues find a continued need to maintain compliance. This compliance reduces the likelihood of a fire causing a business to close down or be inoperable for a long period of time. There were no significant automotive services fires this year.

The Fire Department provides emergency responses for fire suppression, medical incidents, vehicle accidents and rescues, as well as public assist calls. The department is part of the San Mateo County Advanced Life Support (ALS) Joint Powers Authority (JPA) for emergency responses. This plan provides for response of the closest resource to an incident regardless of jurisdiction or City boundaries. The Fire Department operates two front line engine companies and one truck company as

first line apparatus out of two fire stations. Engine Company 51 (E-51) was the third busiest engine company on the countywide response list for 2012 after 3 consecutive years as the second busiest. E-51 responded to 2083 calls for service. E-52 responded to 1280 calls for service. Truck 51 responded to 896 calls for service. The total call volume in 2012 was 3684 calls for service, an increase of 3% from 2011. There were a total of 70 fires with 34 of those fires involving structures. Of the total calls, approximately 61% were medical related.

The Department has worked cooperatively with the Millbrae Fire Department over the past five years to enhance the service delivery for emergency responses in both communities. Shared Battalion Chief coverage and standardized truck company responses have provided better emergency capabilities for both jurisdictions. San Bruno Fire also shares the services of a training officer with five other agencies. The Department also has an agreement to provide lead mechanic services for 5 fire agencies in the county by deploying the Department's Mechanic to the Central County Fire Department. The Department also responds to hazardous materials incidents and utilizes the services of the San Mateo County Office of Emergency Services and the Belmont Fire Department to mitigate these incidents when additional resources are required. Administrative and supervisory costs for these services have increased to all jurisdictions in the County. However, this program remains a very cost effective means for the Department to manage a low frequency/high hazard type of emergency.

The Fire Department is currently working with the Central County Fire Department (CCFD) and Millbrae Fire Department to consolidate services. In 2011, the City Councils approved the department to proceed to Phase 1 of the consolidation effort. This first phase includes the Administrative merger of the departments and to establish a temporary station that would replace one Millbrae and one Central County fire station. As part of this merger, San Bruno entered into agreements to share a Fire Chief with CCFD and Millbrae, and a Deputy Fire Chief and Fire Marshal with Millbrae. The City has also adopted a formal shared staffing agreement to share personnel to help cover mandatory shifts created by vacancies, workers' compensation and other leave.

San Bruno entered into a formal shared services agreement with Millbrae for the Fire Marshal's position. The Fire Marshal will continue to work cooperatively with the Community Development Department to provide support for development activities within the City by participating in the interdepartmental Development Review Team. July 4th firework sale activities will continue to be coordinated by the Fire Marshal with assistance from the Battalion Chiefs for periodic booth inspections. The Fire Marshal will continue to coordinate the annual Fire Poster Contest with the San Bruno schools with support from suppression personnel.

The Department continues to be sought out to provide information on the emergency response and training support to other agencies and organizations throughout the nation as a result of the September 9, 2010 gas line explosion in the Crestmoor neighborhood.

The Fire Department strives to attain excellence in service delivery through a well trained, professional staff using advanced technology such as thermal imaging cameras. The Department's paramedic program is a leader in San Mateo County for the level of expertise and care provided by emergency responders. All fire department apparatus, including Truck 51, are paramedic staffed.

The Department provides training for City employees in Cardio Pulmonary Resuscitation (CPR) and basic first aid as well as mandated disaster preparedness training. During the 2013/14 fiscal year, training will also involve Automatic External Defibrillator (AED) orientation and fire extinguisher and emergency evacuation procedures for all employees. The Fire Department provides support for the Community Preparedness Committee and is involved with activities such as community outreach, presentations at community events. The Department has completed Community Emergency Response Team (CERT) training to more than 50 residents during the year that graduated and received certification from this 8-week course.

2012-13 Goals and Accomplishments	Status
<p>✓ Evaluate Administrative merger with Cities of San Bruno, Millbrae, Burlingame and the Town of Hillsborough and continue work toward full consolidation. <i>Status:</i> Continued Phase 1 (Administrative Merge) of fire merger with the Cities of Millbrae, Burlingame, and the Town of Hillsborough. Completed agreements to share a Fire Chief, Deputy Chief and Fire Marshal.</p>	Ongoing
<p>✓ Continue training program through task force training and coordination with neighboring jurisdictions. <i>Status:</i> Continued improvement of Fire and EMS training program through task force scheduling, coordination with neighboring jurisdictions, and the use of "Target Safety" a web-based training system. Completed 240 hours of training per firefighter.</p>	Ongoing
<p>✓ Continue role of engine and truck companies in company inspections and code enforcement. <i>Status:</i> Inspected apartments and schools City wide as mandated by the State of California Fire Marshal's Office.</p>	Ongoing
<p>✓ Develop complete set of standardized operational policies and procedures for the Department. <i>Status:</i> Initiated process development of set of standardized operational policies and procedures for the Department.</p>	Ongoing
<p>✓ Continued active community outreach and education program regarding fireworks safety in the months preceding July 4, 2012. <i>Status:</i> Continued active community outreach and education program regarding fireworks safety in the months preceding the July 4, 2012 holiday. In coordination with the Police Department, confiscated in excess of 140 pounds of illegal fireworks as a result of the City's Zero Tolerance Program.</p>	Complete
<p>✓ Evaluate option to use biodiesel fuel for fire apparatus. <i>Status:</i> Initiated process to research option of biodiesel fuel for fire apparatus.</p>	Pending
<p>✓ Continue to actively participate in the City Emergency Operations Center (EOC) exercises and training. <i>Status:</i> Performed radio communication drills and also participated in County-wide exercise including EOC exercise of a simulated earthquake.</p>	Ongoing
<p>✓ Provide Community Emergency Response Team (CERT) training to the community. <i>Status:</i> Provided Community Emergency Response Training Certification (CERT) to 50 residents.</p>	Ongoing
<p>✓ Worked with the Human Resources Department to assist with Firefighter, Battalion Chief and Fire Captain recruitments. <i>Status:</i> Completed</p>	Complete
<p>✓ Established eligibility lists for the positions of Battalion Chief and Fire Captain. <i>Status:</i> Completed</p>	Complete
<p>✓ Responded to a total of 3,684 calls for service in 2012 including 70 fires. <i>Status:</i> Completed</p>	Complete

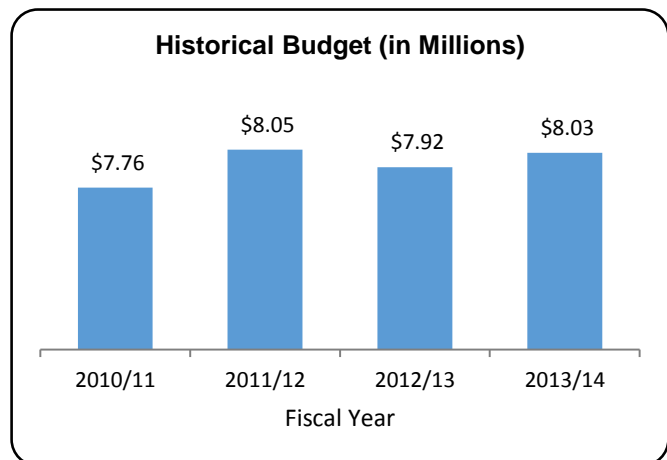
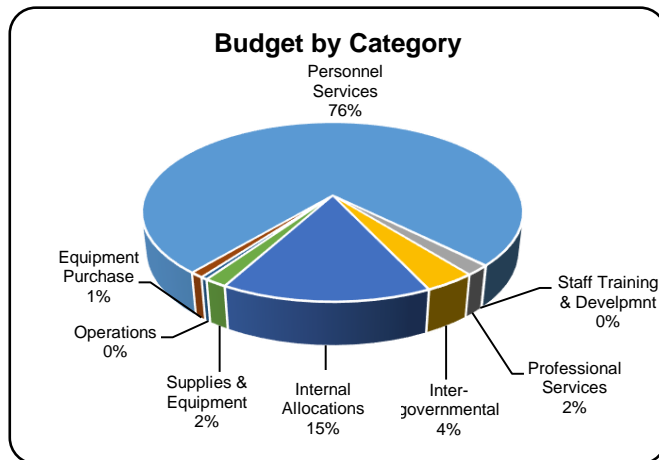
2013-14 Goals and Objectives

- Continue to implement administrative merger with Cities of San Bruno, Millbrae, Burlingame and the Town of Hillsborough and continue to work toward full consolidation.
- Continue training program through task force training and coordination with neighboring jurisdictions. Complete 240 hours of training per firefighter annually.
- Continue support by engine and truck companies for fire prevention inspections and code enforcement.
- Develop complete set of standardized operational policies and procedures for the Department.
- Provide active community outreach and education program regarding fireworks safety in the months preceding July 4, 2013.
- Support the City's Emergency Operations Center (EOC) exercises and training.
- Provide Community Emergency Response Team (CERT) training to the community in two 8-week courses (April / Sept. 2013)
- Re-evaluate departmental equipment and vehicle replacement needs.
- Complete evaluation of biodiesel fuel for use in fire apparatus.
- Implement iPad technology to improve efficiency in operations, training, emergency medical services (EMS) and fire prevention.
- Combine San Bruno, Central County Fire Department (CCFD) and Millbrae's IT systems in records management (RMS) and staffing (Telestaff).
- Develop and manage Emergency Preparedness program.
- Provide semi-annual CPR (cardiopulmonary resuscitation) / AED (automated external defibrillator) training to City employees and quarterly community based classes with partnering local agencies.
- Support staff in continued involvement in local, county, state and national organizations.

Fire Department Budget Summary

Budgeted Expenditures	FY 2010-11 Budget	FY 2011-12 Budget	FY 2012-13 Budget	FY 2013-14 Budget
Personnel Services	\$ 6,159,604	\$ 6,430,281	\$ 6,330,259	\$ 6,126,542
Staff Training & Development	9,200	9,200	7,350	7,350
Professional Services	173,589	166,525	135,443	142,943
Supplies & Equipment	92,280	88,748	105,940	131,540
Equipment Purchase	2,500	12,413	28,713	78,863
Operations	37,651	33,615	33,615	39,429
Intergovernmental	184,311	184,311	183,427	295,660
Internal Allocations	1,098,234	1,125,313	1,090,464	1,205,366
Total:	\$ 7,757,368	\$ 8,050,407	\$ 7,915,211	\$ 8,027,693

Funding Summary	FY 2010-11 Budget	FY 2011-12 Budget	FY 2012-13 Budget	FY 2013-14 Budget
General Fund	\$ 7,491,368	\$ 7,700,407	\$ 7,519,411	\$ 7,614,223
Department Revenues	266,000	350,000	395,800	413,470
Total:	\$ 7,757,368	\$ 8,050,407	\$ 7,915,211	\$ 8,027,693



Summary of 2013-14 Budget Changes

The 2013-14 budget has increased by \$112,000, as compared to the budget of 2012-13. A summary of the budget changes is as below:

- PERS costs decreased by approximately \$393,000 for 2013-14 due to the issuance of pension obligation bonds (POB) to refinance the City's safety side fund, which reduced the City's employer contribution rate to 26.149% (from 36.604% for fiscal year 2012-13). This decrease is offset by a debt service payments for the POB's paid for by the General Fund
- Addition of \$165,000 in overtime costs, with an additional \$115,000 budgeted for City overtime costs and \$50,000 budgeted for shared overtime costs
- Addition of \$35,000 for part-time fire prevention inspector in coordination with the shared Fire Marshal with City of Millbrae
- Addition of \$114,000 in intergovernmental for shared Fire Deputy Chief with City of Millbrae. The increase is offset by reimbursement of \$106,000 from Millbrae for shared Fire Marshal. The net financial impact is \$8,000
- Ten self contained breathing apparatus (SCBA) regulators for \$9,950, a budget for new dashboard program in the amount of \$3,800, and CERT supplies totaling \$3,000
- Addition of \$3,000 to provide for the replacement of supplies at the two fire stations. In addition, a budget of \$1,500 is to replace outdated and broken station furniture, to occur over several budget cycles
- Incorporation of the approved service level enhancement, which include purchases of turnout lockers and fire hose replacement for two front line engines

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Fire Department

Personnel Services	2013-14 Budget	Description
5101 Regular Salaries	\$3,659,613	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period. Subject to benefits per applicable MOUs.
5102 Part-Time Salaries	35,000	Base salary for part-time fire prevention workers.
5105 Overtime	520,000	Overtime pay in accordance with the applicable MOU. Overtime pay is only subject to Medicare and FICA employer contributions, when applicable, not City cost of CalPERS retirement.
5200 Employee Benefits	1,911,929	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays.
Total Personnel Services	\$6,126,542	76% of Grand Total

Staff Training & Development	2013-14 Budget	Description
6405 Staff Training	\$3,500	Mandatory training classes, (\$1,000); State Emergency Medical Association, (\$2,500).
6406 Professional Development	1,000	Two public safety mid-managers, in accordance with MOU.
6701 Dues & Memberships	1,250	Fire service professional organizations such as: San Mateo County Fire Chief's Assn., (\$500); Northern Ca. Fire Mechanic's Assn., (\$100); San Mateo County Training Officer's Assn., (\$250); National Fire Protection Assn., (\$100); San Mateo County Fire Prevention Officer's Assn., (\$50); Ca. Assn. of Arson Investigators, (\$150); International Assn. of Arson Investigators, (\$50); Northern Ca. Fire Prevention Officers, (\$50).
6702 Pubs & Subscriptions	1,600	Trade journals such as Fire Engineering, Firehouse, NFPA News & OnScene, (\$200); International fire code journals, (\$1,000); San Mateo County Paramedic Protocol Updates, (\$400).
Total Staff Training & Development	\$7,350	0% of Grand Total

Professional Services		2013-14 Budget	Description
6419	Other Services	\$142,943	Department fitness program, (\$3,600); Ground ladder and aerial ladder testing to maintain mandated certifications, (\$2,500); Breathing air support unit for multi-alarm fires and hazmat incidents, (\$1,500); Shared joint training services and administration program agreement between Millbrae, San Bruno, San Mateo and Central County Fire Agencies, (\$128,643); Respiratory protection program fit testing for SCBA masks, (\$3,600); San Mateo County Public Safety Communication Pager-Pass Through, (\$3,100).
Total Professional Services		\$142,943	2% of Grand Total

Supplies & Equipment		2013-14 Budget	Description
6001	Office Supplies	\$2,700	Supplies needed for daily operations.
6101	Gas and Oil	35,000	Allocation of fuel used by division's vehicles, gas and diesel. Vehicles include: fire trucks and Chief & Chief Officer's vehicles.
6102	Operating Supplies	36,950	Janitorial supplies needed for daily operations at fire stations including cleaning materials, paper goods, mops and brooms, (\$3,000); Miscellaneous personal protective equipment, (\$3,400); Mandated cleaning of personal protection equipment, (\$3,000); Six pairs of Turnout Gear and personal protective equipment, (\$15,000); Ten pairs of Wildland Gear, (\$4,000); Fire prevention education supplies and community preparedness materials, (\$1,500); Community Emergency Response Team (CERT) Program (2 training classes per year for the public - Spring/Fall), (\$3,000); Supplies for CPR/AED trainings, (\$4,050);
6201	Building and Grounds Supplies	20,300	Supplies for oxygen used on medical calls, (\$1,000); Disposal of medical/biological waste, (\$2,000); Station maintenance supplies, (\$3,000); Station chairs replacement, (\$1,500); Certification of fire extinguishers in station and on apparatus, (\$1,000). <i>Service level enhancement for purchase of fire turnout lockers, (\$11,800).</i>
6204	Supplies	35,800	Parts to maintain department apparatus, (\$5,500); Tires and batteries, (\$8,000); Shop costs for major apparatus repairs, (\$14,000); Miscellaneous parts and supplies for shop, (\$4,000); Copier lease payments, (\$4,300).
6304	Maintenance	790	Maintenance for copiers located at Station 51 and Station 52.
Total Supplies & Equipment		\$131,540	2% of Grand Total

Equipment Purchase	2013-14 Budget	Description
6650 Tools & Eqpt. -\$25K	\$78,863	Self contained breathing apparatus (SCBA) testing, (\$9,000); Gas monitor maintenance, (\$4,913); SCBA regulators (10 sets), (\$9,950). <i>Service level enhancement for fire hose replacement for two engines, (\$50,000) and backup fire hose, (\$5,000).</i>
Total Equipment Purchase	\$78,863	1% of Grand Total

Operations	2013-14 Budget	Description
6112 Postage	\$500	Postage costs for department correspondence.
6450 Communications	18,929	Phone lines for Station 51 and 52, Emergency Operations Center, 5 department cell phones, and station alerting systems.
6531 Utilities	20,000	Electric and gas utility charges for Station 51 and 52.
Total Operations	\$39,429	0% of Grand Total

Intergovernmental	2013-14 Budget	Description
6309 Radio Maintenance	\$8,200	Station and apparatus radio maintenance, (\$7,000); Replacement of radio batteries, (\$1,200).
7041 County Svce.Charges	50,960	San Bruno share of San Mateo County Sheriff's Office of Emergency Services (OES): Countywide Emergency Services, (\$28,850); State mandated planning services, (\$2,500); Hazardous materials, (\$15,810); Dashboard program, (\$3,800).
7069 Intergovernmental-Other	236,500	San Bruno share of Fire Chief Services with Central County Fire Department, (\$72,500); Shared Deputy Fire Chief with City of Millbrae, (\$114,000); Shared overtime services with Central County Fire Department and City of Millbrae, (\$50,000).
Total Intergovernmental	\$295,660	4% of Grand Total

Internal Allocations		2013-14 Budget	Description
7901	Internal Service Allocations	\$317,724	Internal service allocation for self insurance cost, (\$252,245); Building and facilities maintenance, (\$6,936); Information technology support, (\$57,930); Central garage support, (\$613).
7902	Interdepartmental Charges	729,231	Allocation of services provided to this fund based on cost allocation plan conducted in 2005-06.
9079	Transfers To Reserves	158,411	Allocation of reserve funding to provide for replacement of capital assets at the end of their useful lives.
Total Internal Allocations		\$1,205,366	15% of Grand Total
Grand Total		\$8,027,693	

Public Services
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Public Services Department

Administration & Engineering

Streets Maintenance

Central Garage

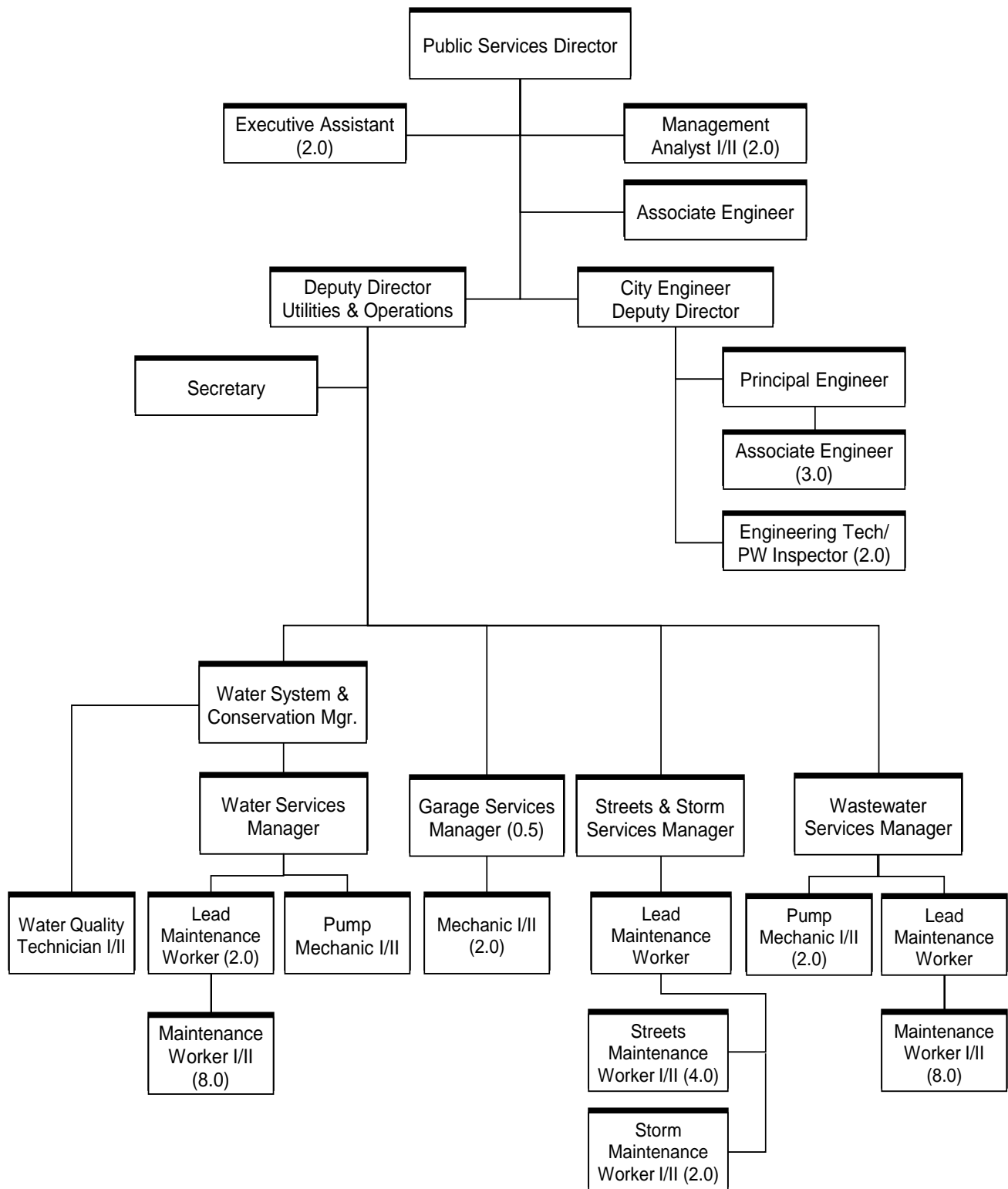
Solid Waste

Water Supply & Distribution

Stormwater

Wastewater

Public Services



Public Services Department Administration & Engineering Division

Provide leadership and strategic management to the Public Services Department in an effort to effectively coordinate the wide array of high quality services for the residents and businesses of San Bruno and enhance the health, safety and welfare of the public through the professional, competent and cost effective administration in the areas of capital projects, development review, and traffic engineering, consistent with the City's priorities for planned growth, and high quality residential and business environment and economic development.

Programs

The Administration & Engineering Division provides leadership and oversight for all department programs and serves as the professional engineering resource for the City.

Public Services Administration coordinates the various work activities of each division and provides high-level strategic management for the Department. 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.

Public Services Engineering is responsible for the delivery of the Capital Improvement Program, management of traffic related issues, right-of-way management and development review. Various tasks to deliver these programs include assessment and technical review of soil movements; archiving of record maps and construction plans; easement acquisition and recording; application and administration for Federal, State, and local grant programs; boundary coordination of utilities, streets and other systems with adjoining agencies; and technical assistance for code enforcement and legal actions.

The primary services provided include:

- **Delivery of the City's Capital Improvement Program**
Manage and coordinate the City's Capital Improvement Program to ensure that current projects are delivered on time through contract execution, on-going monitoring, inspections and regulatory compliance.
- **Traffic Management and Support**
Provide technical and administrative support to Transportation Safety and Parking Committee (TSPC) and conduct monthly meetings to enable the TSPC to engage and respond to urgent community needs.
- **Regulatory Compliance and Right-of-way Management**
Maintain, manage and ensure availability of records regarding systems, facilities and properties within the City to comply with regulatory and Right-of-way requirements. Establish and apply policies and standards for management of public rights-of-way and infrastructure facilities and improvements that ensure public health safety and welfare. Establish and apply policies and standards for management of public rights-of-way and infrastructure facilities and improvements that ensure public health safety and welfare.

- **Development Review**
Review, approve and monitor development construction and applications to ensure compliance with City's Standards and Specifications as well as regulatory requirements including, but not limited to, the Subdivision Map Act.
- **Regulatory Compliance**
Ensure that various reports mandated by the Federal, State or regional governments are correct and submitted in a timely fashion.
- **Management of Special Projects**
Provide management assistance and coordination of special projects such as the Caltrain Grade Separation and the Crestmoor Reconstruction projects. Other special projects include researching and identifying grants and other funding opportunities to support projects, collaborating with other government agencies to provide critical services, policy analysis and Public Services website content management.

Priority Focus

The Administration & Engineering Division will continue to ensure the delivery of the Capital Improvement Program projects with emphasis on sewer and water infrastructure. The Capital Improvement Program is a crucial service to the City's residents to protect their health and safety and utilizes a majority of Engineering's personnel resources.

The Division will also continue to maintain the current high priority placed on assisting customers on right-of-way related issues, and developing formally accepted engineering standard drawings, specifications, contract documents, and conditions of approval.

Engineering staff continues to exercise control over City and private contractors when work is done in public right-of-ways and other locations that can impact residents. Additionally, the Division plans for utilities and transportation improvements for future developments so that impacts on City systems can be fully and fairly allocated. Future-year pavement management studies and capital improvement projects address unsightly and deteriorating street and other infrastructure conditions.

Administration continues to emphasize performance measurement within each division to ensure that the allocation of resources meets expected results. Each division has categorized each of their services into individual programs with measurable outcomes. With costs assigned to each program, Administration can monitor the cost for each outcome. Over time, the process will create a series of benchmarks to measure annual performance.

2012-13 Goals and Accomplishments		Status
✓	<p>Continue revising internal filing system to allow for easier document retrieval. <i>Status:</i> Streamlined scanning of construction plans and as-built to move towards a paperless filing system.</p>	Ongoing
✓	<p>Conduct additional training to increase expertise in construction inspection and project management. <i>Status:</i> Staff trained on stormwater management, implementation and inspection and Caltrain Resident Engineer standards.</p>	Ongoing
✓	<p>Continue to refine process for delivery of capital improvements projects. <i>Status:</i> Engineering is meeting internally and with construction and consulting firms to analyze options on the optimal way for the capital program to move forward.</p>	Ongoing
✓	<p>Deliver the projects as scheduled for construction in the 2012-17 Capital Improvement Program on time and within budget. <i>Status:</i> Delivered the following Capital Improvement Program projects: Madison Slope Stabilization, Lion's Field Synthetic Turf, Commodore Drive Pedestrian Access, Transit Corridor Pedestrian Connection Improvement, El Camino Real Medians and Pedestrian Signals, Slurry Seal and Fire Suppression System.</p>	Ongoing
✓	<p>Continue to refine and improve the performance measurement system and create a process so that performance information can be easily shared. <i>Status:</i> Established program based budgets for Administration & Engineering and Solid Waste and updated and refined program based budgets for other Public Services divisions to improve and ensure continued performance measurement of all divisions.</p>	Ongoing
✓	<p>Continue to investigate opportunities to share services with neighboring cities and other local governments. <i>Status:</i> Continue opportunities to share services with neighboring cities and other local governments. For example, traffic signal maintenance and Fats, Oils, and Grease (FOG) outreach program coordination with the City of South San Francisco. The Department will continue to look for opportunities to share other program services, including possible sewer vector and video services.</p>	Ongoing
✓	<p>Continue to coordinate response to public infrastructure information requests related to the Glenview Fire. <i>Status:</i> Continued support of reconstruction project. Phase II has been completed with Phase III occurring during the fiscal year 2013-14.</p>	Ongoing
✓	<p>Developed Water System Master Plan. <i>Status:</i> Completed</p>	Complete
✓	<p>Continue collaboration with the Peninsula Corridor Joint Powers Board in coordinating the Caltrain Grade Separation Project to minimize the impact of construction to the City and community. <i>Status:</i> Continued coordination with the Board to address the needs and interests of the City and community.</p>	Ongoing

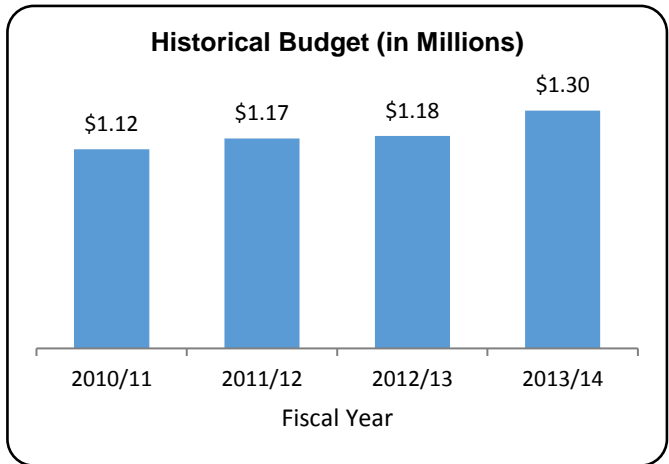
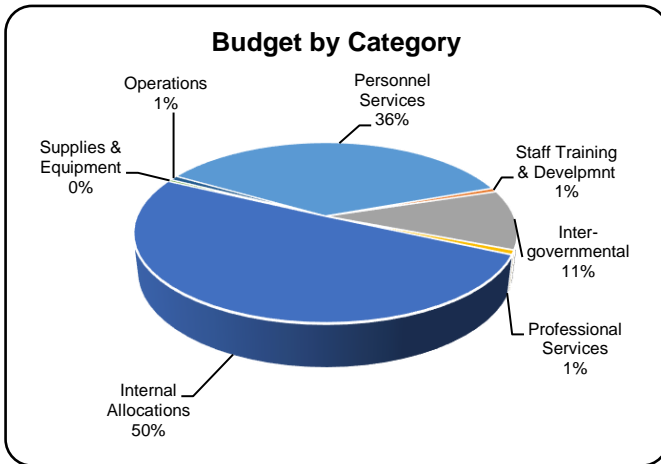
2013-14 Goals and Objectives

- Deliver projects as scheduled for construction in the 2013-18 Capital Improvement Program on time and within budget.
- Continue revising internal filing system to allow for easier document retrieval.
- Conduct additional training to increase expertise in construction inspection and project management.
- Continue to refine process for delivery of capital improvement projects.
- Continue to refine and improve the performance measurement system and create a process such that performance information can be easily shared.
- Continue to investigate opportunities to share services with neighboring cities and other local governments.
- Continue to coordinate response to public infrastructure information requests related to the Glenview Fire.
- Monitor and implement a vigorous training program.

Administration & Engineering Budget Summary

Budgeted Expenditures	FY 2010-11 Budget	FY 2011-12 Budget	FY 2012-13 Budget	FY 2013-14 Budget
Personnel Services	\$ 372,874	\$ 399,867	\$ 435,995	\$ 470,301
Staff Training & Development	5,900	8,200	8,675	9,300
Professional Services	13,750	10,250	10,675	10,250
Supplies & Equipment	4,600	6,341	6,100	5,200
Operations	5,501	7,451	6,751	10,762
Intergovernmental	139,350	139,350	139,351	139,351
Internal Allocations	579,447	599,321	575,488	655,597
Total:	\$ 1,121,422	\$ 1,170,780	\$ 1,183,035	\$ 1,300,761

Funding Summary	FY 2010-11 Budget	FY 2011-12 Budget	FY 2012-13 Budget	FY 2013-14 Budget
General Fund	\$ 476,786	\$ 488,715	\$ 381,719	\$ 531,547
Department Revenues	39,500	48,500	158,464	91,500
General Administration Recovery from Other Funds				
Water Fund	352,080	368,617	374,016	394,306
Wastewater Fund	242,052	253,428	257,148	271,086
Stormwater Fund	11,004	11,520	11,688	12,322
Total:	\$ 1,121,422	\$ 1,170,780	\$ 1,183,035	\$ 1,300,761



Summary of 2013-14 Budget Changes

The 2013-14 budget is \$117,000 higher than prior year. Budget changes include the reclassification of an existing Associate Engineer to a Principal Engineer. This has historically been an authorized position in the department and was underfilled by an Associate Engineer for the past two years. The 2013-14 budget re-establishes this position. The budget also includes an increase of \$80,000 to Internal Allocations due to increased costs in the General Administration and Internal Service Departments.

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Public Services Department Administration & Engineering

Personnel Services	2013-14 Budget	Description
5101 Regular Salaries	\$669,399	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period. Subject to benefits per applicable MOUs.
5105 Overtime	500	Overtime pay in accordance with the applicable MOUs. Overtime pay is only subject to Medicare and FICA employer contributions, when applicable, not City cost of CalPERS retirement.
5199 Allocation to Projects	(487,344)	Engineering staff time to manage Enterprise Fund projects recovering direct salary and benefit charges: regular staff time.
5200 Employee Benefits	287,746	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays.
Total Personnel Services		
	\$470,301	36% of Grand Total

Staff Training & Development	2013-14 Budget	Description
6405 Staff Training	\$2,875	Two construction management training sessions scheduled at City Hall on newest construction standards, Federal Grant management and grant application techniques and strategies, (\$2,500); Mandatory safety training, (\$375).
6406 Professional Development	3,500	Department head and five mid-managers, in accordance with MOUs.
6701 Dues & Memberships	1,425	Engineering license renewal - 3 staff, (\$375); American Society of Civil Engineers, (\$500) - 2 staff; Institute of Transportation Engineers - 1 staff, (\$275); Women in Transportation - 1 staff, (\$275).
6702 Pubs & Subscriptions	250	Caltrans specifications, (\$50); Specialized engineering manuals, (\$200).

Staff Training & Development (Cont.)

6703	Travel/Vehicle Use	100	Reimbursement for business use of personal vehicles.
6704	Meetings/Conferences	1,150	League of Cities Public Works Annual Conference, (\$600); Monthly City/County Engineer's meeting, (\$400); Traffic Safety and Parking Committee supplies, (\$150).
Total Staff Training & Development		\$9,300	1% of Grand Total

Professional Services	2013-14 Budget	Description
6401 Professional Services	\$10,250	Geotechnical survey and analysis, (\$7,000); Survey services and installation of survey benchmarks and monuments as needed, (\$3,250).
Total Professional Services	\$10,250	1% of Grand Total

Supplies & Equipment	2013-14 Budget	Description
6001 Office Supplies	\$1,400	Supplies for daily operations.
6101 Gas and Oil	2,600	Fuel for four vehicles: one vehicle for Public Service Director, two for Engineering Inspectors, and one for general engineering use.
6102 Operating Supplies	500	Safety equipment including hardhats, safety shoes and safety vests.
6204 Supplies & Equipment	200	Purchase of one digital camera for fieldwork documentation.
6304 Maintenance	500	Maintenance and toner for large copier and plans plotter.
Total Supplies & Equipment	\$5,200	0% of Grand Total

Operations	2013-14 Budget	Description
6112 Postage	\$1,800	Mailed noticing for Traffic Safety and Parking Committee meetings, (\$500); Postage associated with all other general Engineering correspondence (\$1,300).
6450 Communications	8,962	Usage charges for Department's dedicated fax and data lines, office telephone and various mobile devices.
Total Operations	\$10,762	1% of Grand Total

Intergovernmental		2013-14 Budget	Description
7069	Intergovernmental-Other	\$139,351	C/CAG assessments calculated annually based on City's share of San Mateo County's population and trip generation.
Total Intergovernmental		\$139,351	11% of Grand Total
Internal Allocations		2013-14 Budget	Description
7901	Internal Service Allocations	\$110,569	Internal service allocation for self insurance cost, (\$30,678); building and facilities maintenance, (\$26,443); information technology support, (\$43,176); central garage support, (\$9,837); copier charges, (\$435).
7902	General Admin Allocations	536,726	Allocation of services provided to this fund based on cost allocation plan conducted in 2005-06.
9079	Transfers to Reserves	8,302	Allocation of reserve funding to provide for replacement of capital assets at the end of their useful lives.
Total Internal Allocations		\$655,597	50% of Grand Total
Grand Total		\$1,300,761	

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Public Services Department Streets Maintenance Division

The City of San Bruno Public Services – 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.

Programs

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 Shelter Creek Lane and the Crestmoor Drive overpass. Collect abandoned shopping carts. 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.
- **Routine Repair and Maintenance**
Perform preventative 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 signs.
- **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, remove abandoned hazardous materials from the City right-of-way.

Priority Focus

The Streets Maintenance Division focuses on providing rapid response and proactive preventative maintenance measures for each of the assets necessary to ensure safe travel for motorists, bicyclists and pedestrians throughout the travel ways of the City. Additionally, high emphasis is placed on maintaining aesthetics within the travel ways, which also serves to discourage illegal dumping and vandalism.

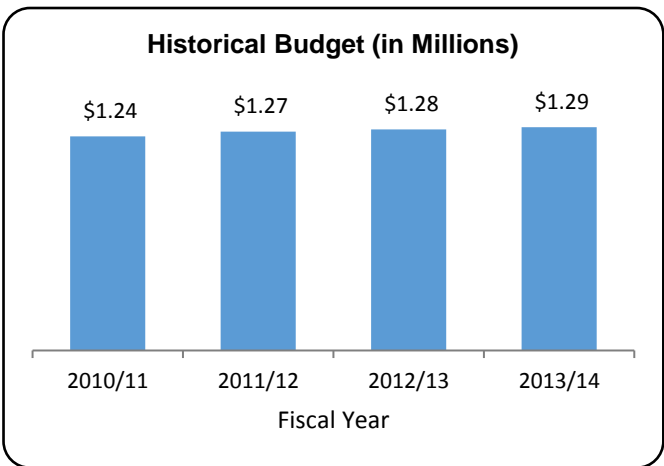
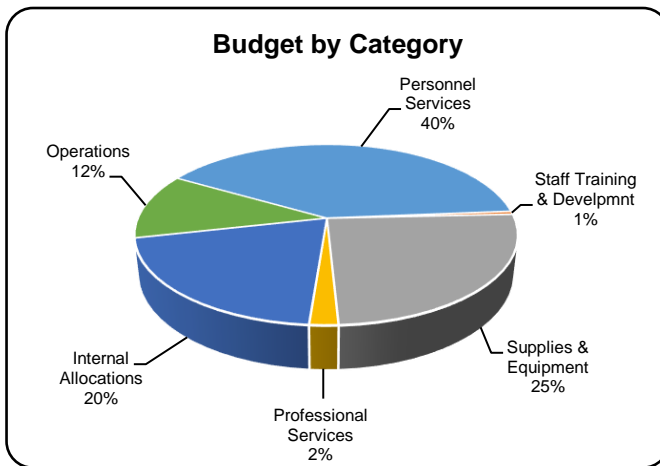
2012-13 Goals and Accomplishments		Status
✓	Increase pavement repair output and efficiency. <i>Status:</i> Repaired approximately 1,000 potholes as of June 30, 2013.	Ongoing
✓	Evaluate the effectiveness and practicality of utilizing a tow behind asphalt paver for asphalt repairs. <i>Status:</i> Researched and in process of evaluation which will continue in 2013-14.	Pending
✓	Increase output of paint and thermoplastic replacement. <i>Status:</i> Applied approximately 18,000 square feet of traffic control striping.	Ongoing
✓	Determine new streetlight technology to implement i.e., LED or Induction. <i>Status:</i> Initiated process for LED/Induction streetlight fixture pilot program. Staff will continue to evaluate the appropriate streetlight technology, which will continue in 2013-14.	Pending
✓	Reduced the use of hazardous materials by switching to water based curb paint. <i>Status:</i> Completed.	Complete
✓	Replaced over 113 linear feet of metal beam guardrail. <i>Status:</i> Completed.	Complete

2013-14 Goals and Objectives	
<input type="checkbox"/>	Complete annual road resurfacing program.
<input type="checkbox"/>	Continue to evaluate the effectiveness and practicality of utilizing a tow behind asphalt paver for asphalt repairs.
<input type="checkbox"/>	Determine new streetlight technology to implement i.e., LED or Induction.
<input type="checkbox"/>	Monitor and implement a vigorous training program.

Street Maintenance Budget Summary

Budgeted Expenditures	FY 2010-11 Budget	FY 2011-12 Budget	FY 2012-13 Budget	FY 2013-14 Budget
Personnel Services	\$ 485,376	\$ 498,904	\$ 526,691	\$ 521,656
Staff Training & Development	4,271	4,271	3,971	7,325
Professional Services	47,000	39,223	26,300	26,300
Supplies & Equipment	317,090	320,864	325,509	321,664
Operations	139,689	153,203	153,203	152,692
Intergovernmental	700	700	0	0
Internal Allocations	244,781	249,478	243,494	261,895
Total:	\$ 1,238,907	\$ 1,266,643	\$ 1,279,168	\$ 1,291,532

Funding Summary	FY 2010-11 Budget	FY 2011-12 Budget	FY 2012-13 Budget	FY 2013-14 Budget
General Fund	\$ 428,501	\$ 461,592	\$ 474,117	\$ 482,832
Grant Revenues				
Gas Tax	753,706	750,000	750,000	750,000
C/CAG Vehicle Registration Fee	38,000	36,351	36,351	40,000
Caltrans Highway Grant	18,700	18,700	18,700	18,700
Total:	\$ 1,238,907	\$ 1,266,643	\$ 1,279,168	\$ 1,291,532



Summary of 2013-14 Budget Changes

The 2013-14 budget has increased by \$12,000 from prior year. The budget changes include a one-time addition of \$500 in the Supplies & Equipment account to fund the re-furnishing of the Service Manager office at the Corporation Yard. The other significant change to the base budget is an increase of \$3,400 in staff training to provide increased Cal/OSHA safety training in 2013-14.

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Public Services Department Streets Maintenance

Personnel Services	2013-14 Budget	Description
5101 Regular Salaries	\$324,803	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period. Subject to benefits per applicable MOUs.
5102 Part-Time Salaries	18,500	Base salary for temporary employees working fewer than 980 hours per fiscal year. Employees in this category are exempt from all benefits.
5105 Overtime	10,000	Overtime pay in accordance with the applicable MOUs. Overtime pay is only subject to Medicare and FICA employer contributions, when applicable, not City cost of CalPERS retirement.
5200 Employee Benefits	168,353	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays.
Total Personnel Services		\$521,656 40% of Grand Total

Staff Training & Development	2013-14 Budget	Description
6405 Staff Training	\$5,875	Subsurface utility locating and marking best practices, (\$600); Mandatory safety trainings, (\$5,275).
6406 Professional Development	250	One mid-management employee (50% in Streets and 50% in Stormwater), in accordance with MOUs.
6701 Dues & Memberships	250	American Public Works Association, American Society of Civil Engineers, (ASCE) and Underground Service Alert (USA).
6702 Pubs & Subscriptions	250	Subscriptions to professional journals and publications.
6704 Meetings/Conferences	700	"Green Book Practices" Conference and training for 1 staff - various locations and mediums, (\$175); Leagues of Cities Conference for 1 staff, (\$525).
Total Staff Training & Development		\$7,325 1% of Grand Total

Professional Services		2013-14 Budget	Description
6411	Contractual Services	\$12,000	Repair of damaged sidewalks to prevent or respond to a trip and fall.
6419	Other Services	14,300	Hazardous waste material and disposal, recycling hazardous waste materials, San Mateo County fees and uniform cleaning, alarm services and fork lift fuel.
Total Professional Services		\$26,300	2% of Grand Total

Supplies & Equipment		2013-14 Budget	Description
6001	Office Supplies	\$500	Supplies for daily operations.
6101	Gas and Oil	32,500	Fuel and lubrication for vehicles and equipment.
6102	Operating Supplies	5,000	Uniforms and personal protective equipment.
6201	Building and Grounds Supplies	5,000	Small tools and hardware, propane and yard supplies.
6202	Street Repairs and Supplies	81,964	Concrete/cement, baserock, tools, (\$6,000); Guard rail replacement materials, tools, (\$8,000); Asphalt and emulsion material, baserock, tools, saw blades, (\$42,964); Pothole patch material, crack seal material, tools, (\$25,000).
6203	Street Light and Traffic Signals	196,000	Preventative maintenance/ repair contract, parts/ material, (\$39,000); Streetlight maint/ repair, parts/ material, (\$85,500); Maint of paint/ markers, install signs/ paint/ markers for TSPC/ Eng work orders, (\$46,000); Maintenance of signs/ poles/ hardware, and associated tools and equipment, (\$25,500).
6204	Supplies & Equipment	500	Office furniture - <i>one time cost</i> .
6304	Maintenance	200	Repair/maintenance of copier and other office equipment.
Total Supplies & Equipment		\$321,664	25% of Grand Total

Operations		2013-14 Budget	Description
6450	Communications	\$2,192	Internal allocation of dedicated fax and data lines, office phone lines and eight mobile phones.
6531	Utilities	150,000	Allocation of garbage services, PG&E utilities provided to the Corporation Yard and all streetlights.
6601	Rental & Leases	500	Charges for special equipment rental.
Total Operations		\$152,692	12% of Grand Total

Internal Allocations		2013-14 Budget	Description
7901	Internal Service Allocations	\$113,223	Internal service allocation for self insurance cost, (\$59,653); information technology support, (\$8,672); central garage support, (\$44,898).
7902	General Administration Allocation	116,398	Allocation of services provided to this fund based on cost allocation plan conducted in 2005-06.
9079	Transfers To Reserves	32,274	Allocation of reserve funding to provide for replacement of capital assets at the end of their useful lives.
Total Internal Allocations		\$261,895	20% of Grand Total
Grand Total		\$1,291,532	

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Public Services Department Central Garage Division

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

Programs

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:

- **Scheduled Preventive Maintenance**
Provide service and safety inspection every 3,000 miles for 14 police patrol vehicles, service and safety inspections for 112 other vehicles every 5,000 miles or annually, additional safety inspections every 45 to 90 days for safety-sensitive equipment, and routine repair of various large equipment items.
- **Non-Scheduled Repair**
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.
- **Small Equipment Maintenance/Repair**
Provide regularly scheduled and custom repair to a wide variety of tools and equipment.
- **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.

Priority Focus

The Central Garage is responsible for providing support to all City departments, except the Fire Department, in the areas of fleet maintenance, support services, and new acquisitions and disposal of surplus vehicles and equipment.

Excellence in customer service delivery is the key goal of the Division. By providing a well-maintained and serviceable vehicle fleet and equipment inventory, the Division supports departments in their efforts to fulfill service and operational goals.

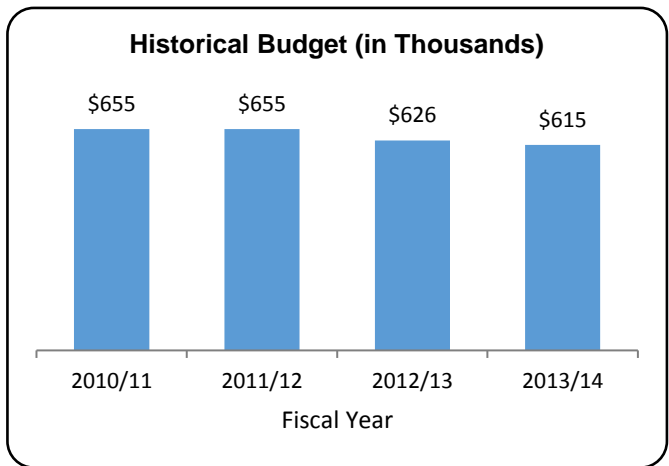
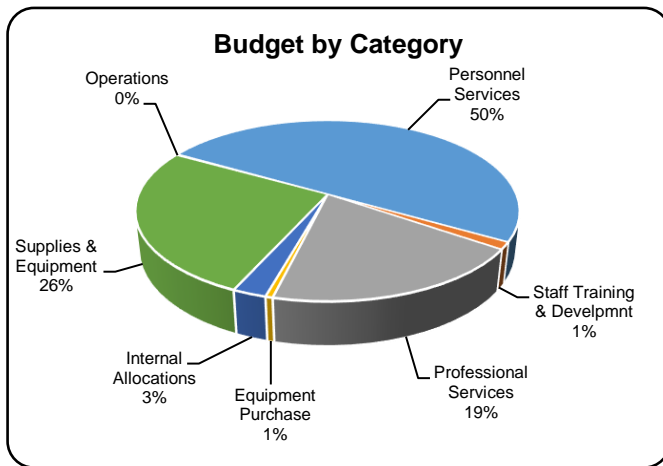
2012-13 Goals and Accomplishments		Status
✓	<p>Continue to meet the demands of user departments in a professional and cost effective manner.</p> <p><i>Status:</i> Worked with Departments to accommodate fleet needs and assisted with specifications for fleet bid purchases, procured and integrated into the fleet: one service lateral truck for the Wastewater Division; three patrol vehicles; three administration vehicles for the San Bruno Police Department. Re-used an under-used car from San Bruno Fire and repurposed it for a Community Service vehicle.</p>	Ongoing
✓	<p>Continue to develop an accurate and meaningful database of fleet costs and other management information.</p> <p><i>Status:</i> Maintained records with no failed test for the California Air Resources Board that required periodic smoke inspection program; Maintained smog certificates and records with no failed smog tests; Passed the annual California Highway Patrol fleet inspection that certifies the fleet owners' vehicles are inspected and maintained to comply with all applicable requirements.</p>	Ongoing
✓	<p>Continue to review opportunities to use alternative fuel vehicles or other opportunities to reduce air pollution.</p> <p><i>Status:</i> To lessen the environmental impact of its fleet, all diesel vehicles purchased meet California Air Resources Board (CARB) standards.</p>	Ongoing
✓	<p>Perform necessary upgrades to garage repair bays and facilities.</p> <p><i>Status:</i> Completed.</p>	Complete
✓	<p>Continue to review opportunities to reduce the size of the fleet as a way of reducing ongoing operation costs and decreasing the environmental impact.</p> <p><i>Status:</i> Removed from the fleet two off-highway diesel-powered equipment, and two diesel trucks from the fleet to meet CARB regulations, reducing the overall number of fleet vehicles. Part of an annual review for opportunities to reduce the size of the fleet as a way of reducing ongoing operation costs and decreasing the environmental impact.</p>	Ongoing

2013-14 Goals and Objectives	
<input type="checkbox"/>	Continue to meet the demands of user departments in a professional and cost effective manner.
<input type="checkbox"/>	Continue to develop and implement an accurate and meaningful database of fleet costs and other management information.
<input type="checkbox"/>	Continue to review opportunities to use alternative fuel vehicles or other opportunities to reduce air pollution.
<input type="checkbox"/>	Continue to review opportunities to reduce the size of the fleet as a way of reducing ongoing operation costs and decreasing the environmental impact.
<input type="checkbox"/>	Monitor and implement a vigorous training program.
<input type="checkbox"/>	Complete certification course on servicing vector equipment.

Central Garage Budget Summary

Budgeted Expenditures	FY 2010-11 Budget	FY 2011-12 Budget	FY 2012-13 Budget	FY 2013-14 Budget
Personnel Services	\$ 356,108	\$ 354,863	\$ 317,366	\$ 307,149
Staff Training & Development	4,500	4,500	6,650	7,925
Professional Services	6,700	108,380	119,955	118,380
Supplies & Equipment	272,500	161,950	161,950	161,950
Equipment Purchase	0	7,500	2,540	3,200
Operations	4,495	2,084	1,834	1,380
Internal Allocations	10,250	15,375	16,021	14,881
Total:	\$ 654,553	\$ 654,652	\$ 626,316	\$ 614,865

Funding Summary	FY 2010-11 Budget	FY 2011-12 Budget	FY 2012-13 Budget	FY 2013-14 Budget
Central Garage Fund	\$ 31,345	\$ 0	\$ 1,260	\$ 92
Recovery from Other Funds				
General Fund	396,336	422,400	404,856	389,306
Water Fund	75,216	81,756	73,572	75,568
Stormwater Fund	56,112	60,996	54,888	55,902
Wastewater Fund	56,184	59,172	53,244	54,679
Cable Fund	31,800	34,548	31,092	31,948
Buildings & Facilities	7,560	8,220	7,404	7,370
Total:	\$ 654,553	\$ 667,092	\$ 626,316	\$ 614,865



Summary of 2013-14 Budget Changes

The 2013-14 budget includes the following changes:

- Elimination of the vacant service manager position and the additional to obtain a consultant to develop a Central Garage Process Improvement Plan, as part of the approved service level enhancement
- Minor increase in staff training for mandatory safety training, \$1,300; and in the replacement of existing metal inert gas welder for \$3,200

The budget includes \$4,000 for a one-week certification training course on servicing the City vector. This item was budgeted in the 2012-13 fiscal year but staff was unable to attend the training during that fiscal year and is proposing to attend in Fall 2013.

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Public Services Department Central Garage

Personnel Services	2013-14 Budget	Description
5101 Regular Salaries	\$183,150	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period, and subject to benefits per applicable MOUs, (\$219,035). <i>Service level enhancement for the elimination of the Service Manager position, (\$-35,885).</i>
5105 Overtime	1,500	Overtime pay in accordance with the applicable MOUs. Overtime pay is only subject to Medicare and FICA employer contributions, when applicable, not City cost of CalPERS retirement.
5200 Employee Benefits	89,049	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays, (\$103,351). <i>Service level enhancement for the elimination of the Service Manager position, (\$14,302).</i>
Total Personnel Services	\$307,149	50% of Grand Total

Staff Training & Development	2013-14 Budget	Description
6405 Staff Training	\$5,275	Travel and accommodations for two staff for a one week certification training on servicing Vactor vehicles at Streator, IL, (\$4,000); Mandatory safety trainings, (\$1,275).
6406 Professional Development	500	One mid-management employee, in accordance with MOUs.
6701 Dues & Memberships	200	Maintenance Superintendents Association and Public Fleet Supervisors Association.
6702 Pubs & Subscriptions	1,650	Shop Key online repair manual subscription.
6704 Meetings/Conferences	300	Local Fleet and State meetings including Bay Area Air Quality Management District and California Air Resources.
Total Staff Training & Development	\$7,925	1% of Grand Total

Professional Services		2013-14 Budget	Description
6411	Contractual Services	\$100,000	Contract repair of City vehicles and equipment including transmissions, inspections for boom trucks, and body repair, (\$83,000); Smog test, (\$2,000); Fuel system maintenance including controller dispenser and fuel tanks, (\$15,000).
6419	Other Services	18,380	Waste oil disposal (including oil picked up on the street), old tire disposal (including tires picked up on the street), car wash for City vehicles, laundry services, County Haz-Mat fee and miscellaneous expenses not anticipated, (\$6,700); Annual support for Fleet Computer Maintenance Management System, (\$1,680); Central Garage Process Improvement Plan, (\$10,000) - part of the service level enhancement.
Total Professional Services		\$118,380	20% of Grand Total

Supplies & Equipment		2013-14 Budget	Description
6001	Office Supplies	\$500	Supplies for daily operations.
6101	Gas and Oil	6,450	Allocation of fuel used by division and pool vehicles.
6102	Operating Supplies	2,000	Safety supplies including work boots, goggles, first aid supplies (\$1,000); Replacement of apparel including jumpsuits, pants and shirts (\$1,000).
6201	Building and Grounds Supplies	3,000	Vehicle diagnostic scanner cartridge (\$1,000); Assorted small tools and shop supplies (\$2,000).
6204	Supplies & Equipment	150,000	Replacement parts including brakes, hoses, alternators and starters, (\$70,000); filters, fluids, minor preventative maintenance parts, (\$12,500); repair parts for large equipment, (\$12,500); emergency lighting and siren equipment, (\$10,000); tires, (\$45,000).
Total Supplies & Equipment		\$161,950	26% of Grand Total

Equipment Purchase		2013-14 Budget	Description
6650	Tools & Eqpt. -\$25K	\$3,200	Replacement of one metal inert gas welder (MIG) with cart and accessories.
Total Equipment Purchase		\$3,200	1% of Grand Total

Operations	2013-14 Budget	Description
6450 Communications	\$380	Internal allocation of dedicated fax and data lines, three office telephone charges and two mobile phones.
6531 Utilities	1,000	Allocation of PG&E services to the Corporation Yard.
Total Operations	\$1,380	0% of Grand Total

Internal Allocations	2013-14 Budget	Description
7901 Internal Service Allocations	\$14,881	Internal service allocation for self insurance cost, (\$8,522); information technology support, (\$6,359).
Total Internal Allocations	\$14,881	2% of Grand Total
Grand Total	\$614,865	

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Public Services Department Solid Waste Division

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

Programs

The Solid Waste Fund is responsible for compliance with state mandates to achieve and maintain a fifty percent (50%) waste diversion (recycling) goal. These activities are 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**
Assist 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**
Publish and distribute promotional materials to encourage waste diversion by residents. Develop and implement programs or policies to further encourage recycling and other alternatives to reduce waste stream. Coordinate outreach activity with Recology San Bruno.
- **Regulatory Compliance**
Submit Annual Waste Diversion Report to the California Integrated Waste Management Board that documents the City's compliance with AB 939 and SB 1016, mandating that the City work to meet waste reduction goals.

Priority Focus

The Solid Waste Fund is responsible for managing resources that allow the City to encourage diversion of solid waste from California landfills and to annually report progress and successes in this endeavor to state regulators. Achieving success in this program will not only allow the City to meet State-mandated waste diversion goals, but will also lead to improved recycling and continued sponsorship of annual clean up events such as Operation Clean Sweep. This will result in a corresponding reduction of litter and debris in the community and an enhancement of the City's appearance. Additionally, in coordination with neighboring cities and San Mateo County, the Solid Waste Division will focus on plans and actions to achieve greenhouse gas reductions from both city operations and the wider San Bruno community.

2012-13 Goals and Accomplishments		Status
✓	Work with San Mateo County to evaluate an ordinance banning single-use carryout plastic bags. <i>Status:</i> Adopted ordinance banning single-use carryout plastic bags.	Complete
✓	Work with Recology San Bruno to provide education and outreach to the business community regarding the State of California's mandatory recycling requirement. <i>Status:</i> Organized City involvement in recycling and waste reduction promotions, including procurement of recycling containers distributed to businesses and schools throughout the city.	Ongoing
✓	Complete approval and implement programs as recommended in the adopted Climate Action Plan. <i>Status:</i> Coordinated with the Community Development Department to develop a draft Climate Action Plan to reduce greenhouse gas emissions from City operations and the greater San Bruno community.	Ongoing
✓	Seek grant opportunities to replace waste receptacles along San Mateo Avenue and El Camino Real. <i>Status:</i> Grant opportunities researched; unable to identify grant funding that meets the needs of the City along San Mateo Avenue and El Camino Real.	Ongoing
✓	Submit the 2011 Annual Waste Diversion Report to CalRecycle. <i>Status:</i> Submitted the City's 2011 Annual Waste Diversion Report to the California Integrated Waste Management Board. The City was successful and came in under its per capita disposal target.	Complete

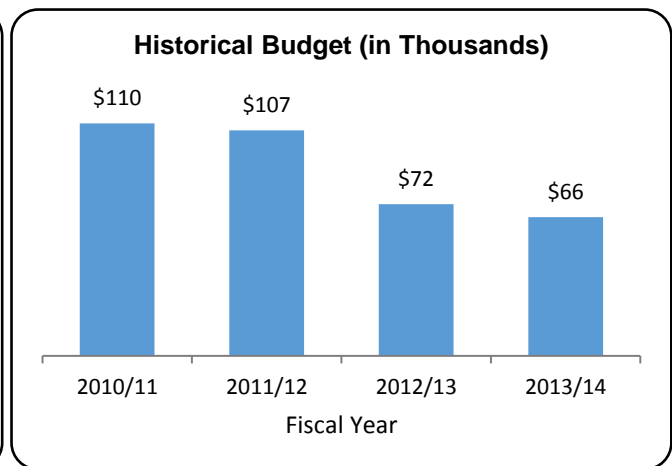
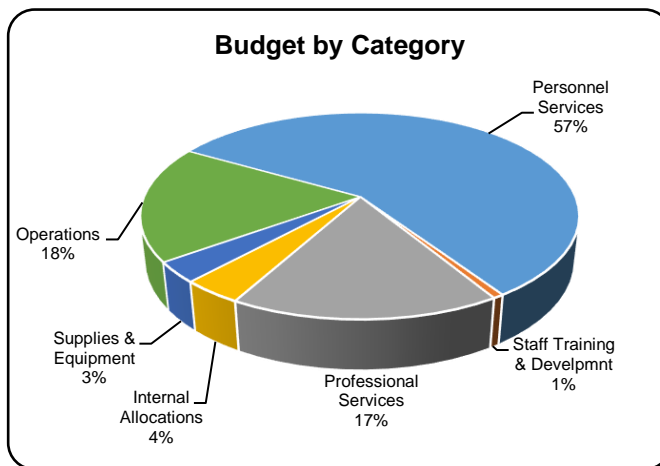
2013-14 Goals and Objectives

- ❑ Continue to work with Recology San Bruno to provide education and outreach to the business and residential community regarding organics collection and State mandated recycling requirements.
- ❑ Continue to seek grant opportunities to replace waste receptacles along San Mateo Avenue and El Camino Real.
- ❑ Implement programs as recommended in the adopted Climate Action Plan.
- ❑ Submit the 2012 Annual Waste Diversion Report to the California Integrated Waste Management Board.
- ❑ Continue to support the Operation Clean Sweep program and expand opportunities for volunteer participation in litter control.

Solid Waste Budget Summary

Budgeted Expenditures	FY 2010-11 Budget	FY 2011-12 Budget	FY 2012-13 Budget	FY 2013-14 Budget
Personnel Services	\$ 42,550	\$ 43,745	\$ 44,062	\$ 37,556
Staff Training & Development	750	500	500	450
Professional Services	42,600	41,600	11,000	11,000
Supplies & Equipment	2,100	2,100	2,100	2,100
Operations	19,191	15,751	12,000	12,000
Intergovernmental	700	700	0	0
Internal Allocations	2,055	2,166	2,054	2,487
Total:	\$ 109,946	\$ 106,562	\$ 71,716	\$ 65,593

Revenue Summary	FY 2010-11 Budget	FY 2011-12 Budget	FY 2012-13 Budget	FY 2013-14 Budget
Operating Revenue	\$ 65,862	\$ 66,815	\$ 68,379	\$ 69,746
CalRecycle Grant	6,000	11,000	0	11,000
Other Revenues	0	1,636	435	1,364
Total:	\$ 71,862	\$ 79,451	\$ 68,814	\$ 82,110



Summary of 2013-14 Budget Changes

The 2013-14 budget remains the same as the prior year with the exception of the elimination of the publications and subscriptions account.

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Public Services Department Solid Waste

Personnel Services		2013-14 Budget	Description
5101	Regular Salaries	\$24,918	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period. Subject to benefits per applicable MOUs.
5200	Employee Benefits	12,638	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays.
Total Personnel Services		\$37,556	57% of Grand Total

Staff Training & Development		2013-14 Budget	Description
6405	Staff Training	\$150	Various training related to methods to increase waste diversion.
6701	Dues & Memberships	100	Municipal Managers Association of Northern California.
6704	Meetings/Conferences	200	Waste reduction, recycling and sustainability workshops.
Total Staff Training & Development		\$450	1% of Grand Total

Professional Services		2013-14 Budget	Description
6401	Professional Services	\$10,000	Contractor assistance for outreach related to state-mandated recycling programs and organics program to commercial customers, (\$5,000); and among multifamily dwelling, (\$5,000).
6419	Other Services	1,000	Sustainable Silicon Valley membership to provide resources and training related to sustainability programs.
Total Professional Services		\$11,000	17% of Grand Total

Supplies & Equipment		2013-14 Budget	Description
6001	Office Supplies	\$100	Supplies for daily operations.
6102	Operating Supplies	2,000	Supplies for litter clean up and landscape beautification related to Operation Clean Sweep.
Total Supplies & Equipment		\$2,100	3% of Grand Total

Operations	2013-14 Budget	Description
6112 Postage	\$2,700	Utility insert to promote various recycling programs, (\$1,350); Utility insert for Operation Clean Sweep, (\$1,350).
6502 Community Promotion	9,300	Purchase and distribution of reusable bags to discourage plastic bag use, (\$4,000); Purchase of recycling containers for distribution to businesses and schools, (\$3,000); Promotional materials and Thank You gifts for Operation Clean Sweep, (\$2,300).
Total Operations	\$12,000	18% of Grand Total

Internal Allocations	2013-14 Budget	Description
7902 General Administration Allocation	\$2,487	Allocation of services provided to this fund based on the cost allocation plan conducted in 2005-06.
Total Internal Allocations	\$2,487	4% of Grand Total
Grand Total	\$65,593	

Public Services Department Water Supply Division

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

Programs

The Water Division of the Public Services Department is responsible for the efficient and effective operation and maintenance of the Water Supply and Distribution systems, which make up the Water Enterprise Fund activities. The San Bruno water supply system consists of 5 production wells, 13 pressure zones, 8 storage tanks located at 6 sites, and 5 connections to major transmission pipelines, 4 owned and operated by the San Francisco Public Utility Commission and one by the North Coast County Water District. The division performs the following services:

- **Preventive System Maintenance, Rehabilitation and Replacement**
Maintain, rehabilitate and assure necessary replacement of all 8 storage tanks and 5 wells to ensure a daily average well production of 2.1 million gallon per day (MGD).
- **Best Management Practices to Optimize Services**
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. Maintain a graffiti abatement program at all water supply facilities.
- **Routine Repair and Maintenance**
Provide daily inspections of water levels and maintain exterior and interior of eight storage tanks on a continuing basis. Conduct quarterly testing and reporting of water quality that is provided in the yearly consumer confidence report. Provide long-term planning and engage the Engineering division to ensure a viable CIP program.
- **Regulatory Compliance**
Assure disinfection at 5 wells, treatment for iron and manganese at 2 wells, and maintenance and monitoring of storage 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.

Priority Focus

The Water Supply Division places an emphasis on customer service by 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.

The adequacy of the City's water supply is vital for the commercial redevelopment of parcels in the community. The recently adopted Urban Water Management Plan, Groundwater Management Plan, and the Water Master Plan, have guided past priorities for system supply improvements, and will help establish priorities for future capital improvement programs.

2012-13 Goals and Accomplishments		Status
✓	<p>Manage the drilling of test wells to determine the appropriate location for replacing Well No. 15. <i>Status:</i> Managed drilling of test wells and will continue during 2013-14 until replacement work begins.</p>	Pending
✓	<p>Partner with Engineering to ensure completion of high priority water capital projects including retrofit of Tank No. 3, rehabilitation of College Pump Station No. 4, and the Water System Master Plan. <i>Status:</i> Continued to work with Engineering to complete the listed projects.</p>	Ongoing
✓	<p>Continue to implement water conservation programs. <i>Status:</i> Continued water conservation programs such as EarthCapades, High Efficiency Toilet and washing machine rebates, Lawn Be Gone, and water audits for large landscapes.</p>	Ongoing
✓	<p>Monitor progress of San Francisco Public Utilities Commission (SFPUC) Capital Improvement Program and Environmental Impact Reports through BAWSCA, as these SFPUC efforts have a direct impact on water rates charged by that agency. <i>Status:</i> Continued work to complete negotiation with the San Francisco Public Utilities Commission (SFPUC) for a new multi-year Master Water Supply Agreement and updated Supply Assurance Agreement for the City of San Bruno.</p>	Ongoing
✓	<p>Maintain an aggressive continuing education program to ensure that all Water personnel hold the appropriate level of certification required by the State of California. <i>Status:</i> Maintained an aggressive continuing education program to ensure that all Water personnel hold the appropriate level of certification required by the State of California.</p>	Ongoing
✓	<p>Develop written Standard Operating Procedures (SOP) for critical maintenance activities, with a target of five SOPs for both Supply and Distribution. <i>Status:</i> Developed two written standard operating procedures for critical maintenance activities.</p>	Ongoing
✓	<p>Completed Water System Master Plan. <i>Status:</i> Completed</p>	Complete
✓	<p>Completed the annual Cross-Connection survey in conjunction with San Mateo County Health Services. <i>Status:</i> Completed</p>	Complete
✓	<p>Completed Long-Term Testing Program (LTTP) at Well No. 16 (Forest Lane) with SFPUC to evaluate potential impacts when a well is idle for extended periods of time. <i>Status:</i> Completed</p>	Complete
✓	<p>Completed the Hazardous Material Business Plan in conjunction with San Mateo County Environmental Health and the annual Sanitary Survey in conjunction with the California Department of Public Health Services. <i>Status:</i> Completed</p>	Complete

2013-14 Goals and Objectives

- Replace Well No. 15 in order to maintain production level.
- Implementation of the of high priority water capital projects including retrofit of Tank No. 3, rehabilitation of College Pump Station No. 4, and the Water System Master Plan.
- Continue to implement water conservation programs.
- Monitor progress of SFPUC Capital Improvement Program and Environmental Impact Reports through BAWSCA, as these SFPUC efforts have a direct impact on water rates charged by that agency.
- Continue development of written standard operating procedures for critical maintenance activities for both Supply and Distribution.
- Maintain an aggressive continuing education program to ensure that all Water personnel hold the appropriate level of certification required by the State of California.
- Improve the security at Water system facilities.
- Monitor and implement a vigorous training program.

Public Services Department Water Distribution Division

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

Programs

The Water Distribution Division is responsible for the efficient and effective operations and maintenance of the Water Supply and Distribution systems that make up the Water Enterprise Fund activities. 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 Distribution Division maintains and operates the water supply and distribution system 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 primary services provided include:

- **Best Management Practices to Optimize Services**
Continue a comprehensive meter-testing program to ensure maximum production, accuracy, and reliability throughout the distribution system. Maintain a graffiti abatement program at all water distribution facilities. Provide routine preventative maintenance on 985 fire hydrants, painting appropriate color caps and tops to match fire flows. Update fire flow database, continuing the fire flow-testing program.
- **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.
- **Routine Repair and Maintenance**
Provide preventative maintenance at eight pump stations to reliably meet the City's daily water demand. Perform periodic generator maintenance testing to ensure fire flow pumping capacity during a power outage.
- **Regulatory Compliance**
Provide station inspection and repairs, major pump repairs performed by contractors, response and repairs to 90-130 annual main breaks, meter reading, annual hydrant flushing to lower nitrites, and weekly biological sampling are basic functions required to operate the City's distribution system.

Priority Focus

The adequacy and reliability of the City's water distribution system is vital for the use of parcels in the community and for fire protection. Essential to providing an adequate and reliable water distribution system are preventative and timely repair and maintenance of the water mains and pumping stations, as well as adequate replacement of the City's aging water system's physical assets. Assisting in this is a reliable and usable Supervisory Control and Data Acquisition (SCADA) system that allows the most efficient use of City resources, both personnel and energy related. Staff responds to the approximately 90-130 water breaks per year in order to continue reliable service to the City's customers as well assure the city has adequate pressure and flows for fire protection.

In 2013-14, the Division will continue to place a priority on capital and real-time monitoring improvements to better serve customers' needs. Design and construction work will continue on the seismic retrofit of structurally outdated water tanks, and on the replacement of water main lines in older areas of the City subject to frequent breaks and the cause of significant overtime charges.

2012-13 Goals and Accomplishments	Status
✓ Replace the assembly of pump and motor and the control center of motor at Pump Station No. 1. <i>Status:</i> Evaluated condition and reprogrammed for 2013-14.	Pending
✓ Enhance the pump station and periodic preventive maintenance plan to ensure the essential pumping capacity throughout the distribution system. <i>Status:</i> Completed annual preventative maintenance of pump stations to ensure essential pumping capacity throughout the distribution system.	Ongoing
✓ Keep main leaks in the City's aging infrastructure to a minimum by on-going preventive maintenance to the distribution systems pressure regulators, which regulate adequate pressures between pressure zones. <i>Status:</i> Completed annual maintenance program. Successfully repaired over 50 main leaks throughout the distribution system with minimal interruptions of service to customers.	Ongoing
✓ Constructed a regulator at Arbor Court. <i>Status:</i> Completed	Complete
✓ Ensure all water quality parameters are met including the Initial Distribution System Evaluation (IDSE) and the Unregulated Contaminant Monitoring Regulation (UCMR) health-based standards set under the Safe Drinking Water Act. <i>Status:</i> Completed annual maintenance program.	Ongoing
✓ Develop written standard operating procedures for critical maintenance activities, with a target of five standard operating procedures for both Supply and Distribution Divisions in the Water Enterprise Fund. <i>Status:</i> Completed 2 standard operating procedures for critical maintenance activities.	Ongoing
✓ Re-coated Corporation Yard holding tanks and completed re-roofing of Pump Station No. 6 (Corporation Yard). <i>Status:</i> Completed	Complete
✓ Purchased two portable generators utilized during emergencies or repairs. <i>Status:</i> Completed	Complete
✓ Completed the update of water assets into the City's Geographic Information System (GIS). <i>Status:</i> Completed	Complete
✓ Installed additional solar panels and battery storage at tanks 9-10, increasing storage tank mixing capabilities enhancing water quality. <i>Status:</i> Completed	Complete

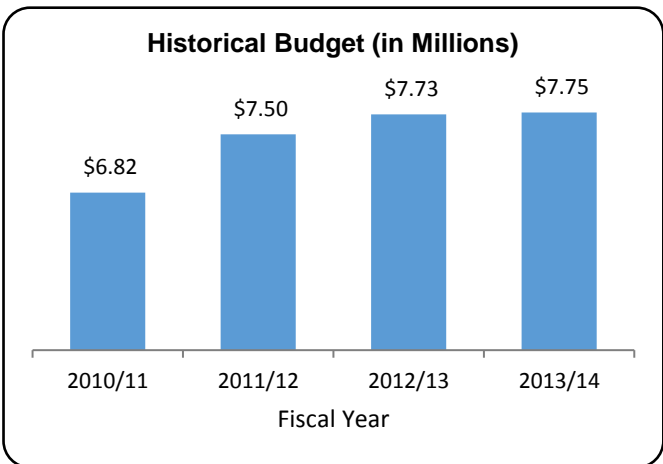
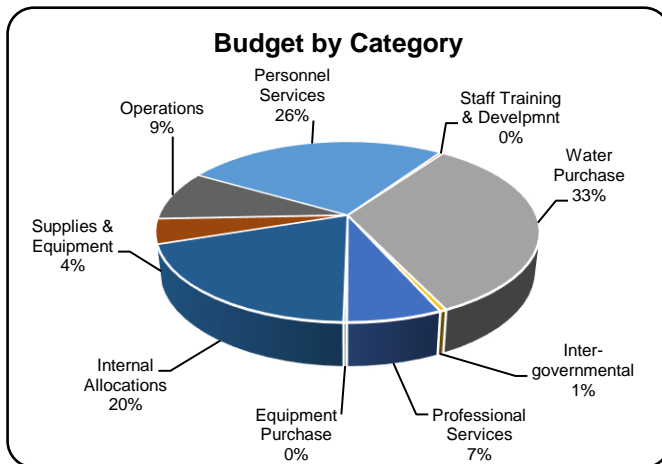
2013-14 Goals and Objectives

- ❑ Enhance pump stations and periodic preventive maintenance plan to ensure the essential pumping capacity throughout the distribution system with an on-call repair and maintenance contract for wells and pump stations.
- ❑ Keep main leaks in the City's aging infrastructure to a minimum through monthly preventive maintenance to the distribution systems pressure regulators, which regulate adequate pressures between pressure zones.
- ❑ Ensure all water quality parameters are met including the Initial Distribution System Evaluation (IDSE), the Unregulated Contaminant Monitoring Regulation (UCMR) health-based standards set under the Safe Drinking Water Act, as well as from seawater intrusion.
- ❑ Develop written standard operating procedures for critical maintenance activities for both Supply and Distribution Divisions in the Water Enterprise Fund.
- ❑ Install Cedarwood Court pressure regulator vault for Zone 2 redundancy.
- ❑ Begin implementation of the Computerized Management Maintenance System (CMMS) Work Order system to increase efficiency.
- ❑ Monitor and implement a vigorous training program.

Water Enterprise Budget Summary

Budgeted Expenditures	FY 2010-11 Budget	FY 2011-12 Budget	FY 2012-13 Budget	FY 2013-14 Budget
Personnel Services	\$ 1,902,644	\$ 1,959,523	\$ 2,046,662	\$ 2,004,203
Staff Training & Development	22,700	20,950	19,800	26,450
Professional Services	535,009	606,951	554,106	514,500
Supplies & Equipment	308,450	327,519	341,300	341,300
Equipment Purchase	50,000	16,600	16,800	16,800
Operations	701,882	722,736	667,136	685,835
Water Purchase	1,879,400	2,348,700	2,589,160	2,523,000
Intergovernmental	30,000	30,000	30,800	36,000
Internal Allocations	1,391,930	1,464,126	1,462,369	1,601,638
Total:	\$ 6,822,015	\$ 7,497,105	\$ 7,728,133	\$ 7,749,726

Revenue Summary	FY 2010-11 Budget	FY 2011-12 Budget	FY 2012-13 Budget	FY 2013-14 Budget
Water Service Revenues	\$ 9,817,186	\$ 10,517,241	\$ 10,982,000	\$ 12,058,236
Connection & Capacity Fees	180,000	181,000	115,000	110,000
Other Revenues	60,000	91,818	55,000	68,405
Total:	\$ 10,057,186	\$ 10,790,059	\$ 11,152,000	\$ 12,236,641



Summary of 2013-14 Budget Changes

The 2013-14 combined budget for Water Supply and Distribution is \$22,000 higher than in the prior fiscal year. The budget changes are summarized as follows:

- Reduction of \$10,000 in costs associated with the continuing groundwater monitoring requirement
- Costs budgeted in the 2012-13 budget for the implementation of CMMS in the Water Department have been removed from the operating budget and will be presented as part of the Capital Improvement Program budget discussion of CMMS
- The budget anticipates that one well remains out of production
- The budget assumes a \$0.14/unit reduction in SFPUC per unit charge resulting in a reduction of \$66,160
- An increase in BAWSCA membership fees by \$5,200
- An increase of \$6,700 in staff training to provide increased Cal/OSHA safety training

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Public Services Department Water Supply

Personnel Services	2013-14 Budget	Description
5101 Regular Salaries	\$392,601	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period. Subject to benefits per applicable MOUs.
5105 Overtime	48,000	Overtime pay in accordance with the applicable MOU. Overtime pay is only subject to Medicare and FICA employer contributions, when applicable, not City cost of CalPERS retirement.
5200 Employee Benefits	178,828	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays.
6403 Personnel Services	4,000	Temporary office assistant for annual data collection and report filing.
Total Personnel Services		
	\$623,429	12% of Grand Total

Staff Training & Development	2013-14 Budget	Description
6405 Staff Training	\$6,325	Staff certification training for educational credits for California Department of Public Health, (\$3,000); Mandatory safety training, (\$3,325).
6406 Professional Development	1,750	Reimbursement for 3 mid-managers and 1/2 of one mid-manager (50% in Water and 50% in Wastewater) for professional development in accordance with MOU.
6701 Dues & Memberships	2,500	Dues and memberships for: Groundwater Resources Association of California - 1 membership, (\$300); American Water Works Association (AWWA) - 1 membership, (\$600); Peninsula Water Works Association (PWWA) - for entire division, (\$200); American Public Works Association (APWA) - 3 memberships, (\$600); California Water Certifications - 1 membership, (\$800).
6702 Pubs & Subscriptions	150	American Water Works Association technical manuals.
6704 Meetings/Conferences	1,500	Water Systems and Conservation Manager and Water Services Manager to attend 2013 American Water Works Association (AWWA) Conference.
Total Staff Training & Development		
	\$12,225	1% of Grand Total

Professional Services		2013-14 Budget	Description
6401	Professional Services	\$40,000	Groundwater monitoring and analysis of wells, as deemed necessary by water quality fluctuation, pumping rate, and regulatory requirement.
6402	Legal Expenses	25,000	Outside legal counsel assistance with conjunctive use program evaluation and water policy.
6411	Contractual Services	155,000	Contract repair of pumps, motor controls, and filtration facilities to maintain daily operations.
6419	Other Services	180,500	Weekly bacteriological testing and special yearly well testing, (\$72,000); EPA and Department of Public health annual cost, (\$42,000); Department of Public Health mandated sampling and special water quality testing, (\$41,000); Consumer Confidence Report printing, (\$5,500); SCADA license and maintenance, (\$20,000).
Total Professional Services		\$400,500	8% of Grand Total

Supplies & Equipment		2013-14 Budget	Description
6102	Operating Supplies	\$102,000	Water quality testing wells, (\$3,000); Uniforms and safety, (\$9,000); Chemicals at four wells, (\$90,000).
6109	Parts and Materials	60,000	Chemical feed pumps, chlorine analyzer, and chemical, (\$20,000); Water tank sampling supplies, (\$5,000); Pipes, fittings and replacement parts, (\$35,000).
6201	Building and Grounds Supplies	5,800	Building, yard, shop and field supplies.
Total Supplies & Equipment		\$167,800	3% of Grand Total

Operations		2013-14 Budget	Description
6112	Postage	\$200	Allocation of postage required by department operations for outside correspondence including regular, certified, return receipt, and express/overnight mail.
6301	Building and Grounds Maintenance	13,000	Maintenance contract for standby generators.
6309	Radio Maintenance	200	Maintenance of two-way radios.
6450	Communications	1,548	Internal allocation of a shared fax line, office telephone charges and six mobile phones and radios.

Operations (Cont.)

6502	Community Promotion	77,500	Water conservation landscape program by BAWSCA, (\$5,000); Water wise program administered by BAWSCA, (\$11,000); Rebate program for high-efficiency clothes washers for both residential and commercial users, (\$25,000); Rebate program for ultra low-flow toilets for both residential and commercial users, (\$25,000); Cash for Grass landscape classes, (\$11,500).
6531	Utilities	400,000	Energy costs for four wells and eight pump stations.
6601	Rental & Leases	182,232	Rental and leases for wells and water pump stations.

Total Operations	\$674,680	13% of Grand Total
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Water Purchase	2013-14 Budget	Description
7061 Water Purchases-SF	\$2,523,000	Water purchases from SFPUC, (\$2,380,000); Water purchases from North Coast County Water District (NCCWD), (\$143,000).

Total Water Purchase	\$2,523,000	50% of Grand Total
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Intergovernmental	2013-14 Budget	Description
7069 Intergovernmental-Other	\$35,200	Bay Area Water Supply and Conservation Agency (BAWSCA) agency membership.

Total Intergovernmental	\$35,200	1% of Grand Total
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Internal Allocations	2013-14 Budget	Description
7901 Internal Service Allocations	\$26,998	Internal service allocation for self insurance cost.
7902 General Administration Allocation	596,091	PW Administration Allocation, (\$197,153); General Administration Allocation, (\$398,938).

Total Internal Allocations	\$623,089	12% of Grand Total
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Grand Total	\$5,059,923	
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Public Services Department Water Distribution

Personnel Services	2013-14 Budget	Description
5101 Regular Salaries	\$859,138	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period. Subject to benefits per applicable MOUs.
5105 Overtime	90,000	Overtime pay in accordance with the applicable MOU. Overtime pay is only subject to Medicare and FICA employer contributions, when applicable, not City cost of CalPERS retirement.
5200 Employee Benefits	418,636	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays.
6403 Personnel Services	13,000	Temporary Water Quality Technician to assist with the annual flushing program.
Total Personnel Services		
	\$1,380,774	51% of Grand Total

Staff Training & Development	2013-14 Budget	Description
6405 Staff Training	\$7,825	Shift operators continuing education units in compliance with California Department of Public Health, (\$4,500); Mandatory safety training, (\$3,325).
6701 Dues & Memberships	4,400	Dues and memberships: American Water Works Association (AWWA) - division wide, (\$4,200); Underground Service Alert, (\$200).
6702 Pubs & Subscriptions	500	Subscription to Journal of the Water Works Association, California-Nevada Source newsletter, and vendor resource guides as necessary.
6704 Meetings/Conferences	1,500	Water Systems and Conservation Manager and Water Services Manager to attend 2013 American Water Works Association (AWWA) Conference.
Total Staff Training & Development		
	\$14,225	1% of Grand Total

Professional Services		2013-14 Budget	Description
6401	Professional Services	\$2,000	Consultant services related to water quality.
6411	Contractual Services	100,000	Fire hydrant painting program, (\$3,000); Quarterly inspections, (\$5,000); Contractor for main repairs, (\$92,000).
6419	Other Services	12,000	Security and alarm monitoring, (\$2,000); Testing of pipe repairs, (\$7,000); Cleaning and laundry services, (\$3,000).
Total Professional Services		\$114,000	4% of Grand Total

Supplies & Equipment		2013-14 Budget	Description
6001	Office Supplies	\$2,500	Office supplies for Water Distribution Division.
6101	Gas and Oil	43,000	Fuel and oil for vehicles assigned to Water Distribution.
6102	Operating Supplies	22,000	Uniform and safety equipment, (\$11,000); Field supplies, (\$11,000).
6109	Parts and Materials	98,000	Parts and materials for water main leaks in the distribution system, hydrant and valve replacement.
6201	Building and Grounds Supplies	7,500	Building, yard and shop supplies.
6304	Office Equipment Maintenance	500	Office equipment maintenance.
Total Supplies & Equipment		\$173,500	6% of Grand Total

Equipment Purchase		2013-14 Budget	Description
6650	Tools & Eqpt. -\$25K	\$16,800	Rechargeable LED task lighting, (\$2,400); 35-lb pneumatic jackhammer and attachments, (\$1,900); Pneumatic backfill tampers - 2 units, (\$4,000); 16-in gas powered chain saws and cut-off saws - 2 units each, (\$5,000); Various hand tools replacement, (\$3,500)
Total Equipment Purchase		\$16,800	1% of Grand Total

Operations		2013-14 Budget	Description
6309	Radio Maintenance	\$100	Radio maintenance.
6450	Communications	9,755	Internal allocation of a shared fax line, office telephone charges and eight mobile phones, pagers and radios.
6601	Rental & Leases	1,300	Rentals of emergency equipment.
Total Operations		\$11,155	1% of Grand Total

Intergovernmental		2013-14 Budget	Description
7069	Intergovernmental-Other	\$800	Fees assessed by Local Agency Formation Commission (LAFCO).
Total Intergovernmental		\$800	0% of Grand Total

Internal Allocations		2013-14 Budget	Description
7901	Internal Service Allocations	\$365,001	Internal service allocation for self insurance cost, (\$257,087); building and facilities maintenance, (\$15,779); information technology support, (\$16,567); central garage support, (\$75,568).
7902	General Administration Allocation	613,548	PW Administration Allocation, (\$197,153); General Admin Allocation, (\$102,470); Revenue Services Allocation, (\$313,925).
Total Internal Allocations		\$978,549	36% of Grand Total
Grand Total		\$2,689,803	

Public Services Department Stormwater Division

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

Programs

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.
- **Best Management Practices to Optimize Service**
Inspect each storm drain throughout the entire City and, in accordance with NPDES permit requirements, clean each storm drain located in known trouble areas. Monthly cleaning of 45 storm drains containing full trash capture devices. Assist the Engineering Division in the inventory of storm drain assets.
- **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**
Perform semimonthly cleaning of all residential, commercial and industrial roadways. Clean storm grates and trash racks 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.

Priority Focus

The Stormwater Division primarily focuses on reducing the amount of sediment, nutrients, bacteria, oils, metals, organics and pesticides on City streets by performing semimonthly street cleaning of the City's residential, commercial and industrial areas and by cleaning catch basin full trash capture devices on a monthly basis; thereby reducing the amount of pollutants washed into local waterways. Additionally, all programs performed by the Division work in conjunction with each other in order to adhere to, or exceed requirements set by the National Pollution Discharge Elimination System permit, as well as reduce the possibility of street flooding during significant rain events.

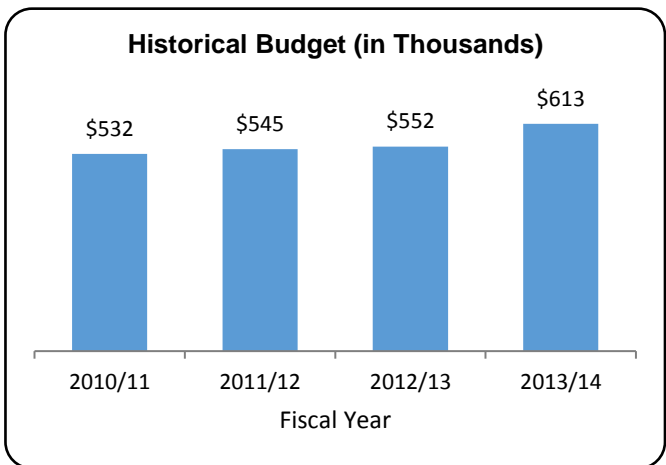
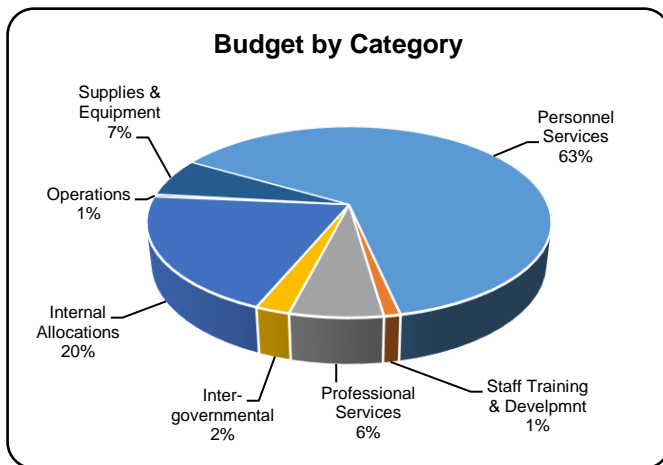
2012-13 Goals and Accomplishments		Status
✓	<p>Increase collection of Stormwater asset data geographic information system (GIS) input by 25%. <i>Status:</i> Entered approximately 80% of Stormwater assets into the City's Geographic Information System (GIS).</p>	Ongoing
✓	<p>Install horizontal steel bars on all storm drain inlet grates, which pose a hazard to bicyclists. <i>Status:</i> Installed horizontal steel bars on several storm drain inlet grates, as part of an annual replacement program.</p>	Ongoing
✓	<p>Reduce Trash Load through enhancement of wet weather street sweeping, monthly cleaning of catch basins containing full trash capture devices, and increased litter control through utilization of the new illegal dumping hotline. <i>Status:</i> Reduced Trash Load through: Enhancement of wet weather street sweeping; Monthly cleaning of catch basins containing full trash capture devices; Increased litter control through utilization of the new illegal dumping hotline and website; Implemented a reorganized Street Sweeping program with more frequent cleaning of commercial parking lots and industrial areas of the City; Adjusted Street Sweeping program schedule in residential areas to enhance service; Swept 4,300 curb miles as part of the Street Sweeping program; Cleaned 1,223 storm drains as part of annual maintenance program; Adopted the single use plastic bag ordinance.</p>	Ongoing

2013-14 Goals and Objectives	
<input type="checkbox"/>	Complete input of the remaining 20% of Stormwater asset data into geographic information system (GIS).
<input type="checkbox"/>	Continue effort to install horizontal steel bars on all storm drain inlet grates, which pose a hazard to bicyclists.
<input type="checkbox"/>	Reduce Trash Load through enhancement of wet weather street sweeping, monthly cleaning of catch basins containing full trash capture devices, develop more public trash pick up events, and continued street sweeping.
<input type="checkbox"/>	Begin developing Long-Range Trash Reduction Plan for the San Francisco Bay Regional Water Quality Control Board as required by the Municipal Regional Stormwater Permit (MRP).
<input type="checkbox"/>	Work with Central Garage to purchase a new Street Sweeper to replace one existing, older sweeper regulated to limited use due to California State Emission Regulations.
<input type="checkbox"/>	Assess the possibility of increasing the Clean Sweep program frequency.
<input type="checkbox"/>	Enhance the monitoring and enforcement of the Styrofoam ordinance.
<input type="checkbox"/>	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.
<input type="checkbox"/>	Monitor and implement a vigorous training program.

Stormwater Enterprise Budget Summary

Budgeted Expenditures	FY 2010-11 Budget	FY 2011-12 Budget	FY 2012-13 Budget	FY 2013-14 Budget
Personnel Services	\$ 343,023	\$ 338,129	\$ 344,987	\$ 388,113
Staff Training & Development	2,160	2,160	2,160	6,785
Professional Services	34,784	40,776	41,175	38,400
Supplies & Equipment	27,630	27,598	35,630	40,130
Operations	5,118	5,140	1,640	2,518
Intergovernmental	9,200	9,200	12,400	14,200
Internal Allocations	110,334	121,968	114,172	123,158
Total:	\$ 532,249	\$ 544,972	\$ 552,164	\$ 613,304

Funding Summary	FY 2010-11 Budget	FY 2011-12 Budget	FY 2012-13 Budget	FY 2013-14 Budget
Stormwater Operating Revenues	\$ 540,000	\$ 570,000	\$ 570,000	\$ 600,000
Grant Reimbursement				
C/CAG Vehicle Registration Fee	37,000	37,000	19,500	17,551
Other Revenues	20,000	13,650	10,000	14,538
Total:	\$ 597,000	\$ 620,650	\$ 599,500	\$ 632,089



Summary of 2013-14 Budget Changes

The 2013-14 budget for Stormwater is \$61,140 higher than in the prior fiscal year. The budget changes are summarized as follows:

- Moved budget for temporary sandbag worker in the amount of \$3,000 from Contract Services (6411) to Personnel Services (6403)
- The budget for staff training has increased by \$4,625 to reflect an increased number of Cal/OSHA training courses scheduled for the 2013-14 fiscal year
- The 2012-13 budget of \$3,000 for GIS input of Stormwater assets has been eliminated from the 2013-14 budget, but the cost for quarterly pressure washing of downtown has increased by \$6,400
- An increase of \$4,000 in Gas & Oil to reflect current year estimated actuals
- One-time addition of \$500 in the Supplies & Equipment account to fund the re-furnishing of the Service Manager office at the Corporation Yard
- Contract costs for quarterly downtown sidewalk power washing increased by \$6,400
- An increase of \$2,900 for the California State Water Resource Control Board fees

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Public Services Department Stormwater Enterprise

Personnel Services	2013-14 Budget	Description
5101 Regular Salaries	\$250,350	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period. Subject to benefits per applicable MOUs.
5105 Overtime	9,000	Overtime pay in accordance with the applicable MOUs. Overtime pay is only subject to Medicare and FICA employer contributions, when applicable, not City cost of CalPERS retirement.
5200 Employee Benefits	125,763	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays.
6403 Personnel Services	3,000	Temporary workers for sandbag construction.
Total Personnel Services	\$388,113	63% of Grand Total

Staff Training & Development	2013-14 Budget	Description
6405 Staff Training	\$5,875	Subsurface utility locating and marking best practices, (\$600); Mandatory safety trainings, (\$5,275).
6406 Professional Development	250	Professional development for 1/2 of a mid-manager (50% Stormwater, 50% Streets) in accordance with MOUs.
6701 Dues & Memberships	60	California Water Environment Association (CWEA).
6702 Pubs & Subscriptions	100	Publications of American Public Works Association Reporter, safety related brochure and display materials.
6704 Meetings/Conferences	500	Bimonthly workshop meetings associated with National Pollutant Discharge Elimination System (NPDES) compliance and San Mateo County Water Pollution Prevention Program (SMCWPPP).
Total Staff Training & Development	\$6,785	1% of Grand Total

Professional Services		2013-14 Budget	Description
6401	Professional Services	\$7,000	Geotechnical surveys to respond to rain events when necessary.
6411	Contractual Services	26,900	Quarterly pressure washing of downtown San Mateo Avenue, (\$17,400); Contract repair of storm drain grates and mains, (\$5,000); Video inspection of storm mains (\$4,500).
6419	Other Services	4,500	Uniform cleaning (\$2,000); Disposal of excavation material, (\$2,500).
Total Professional Services		\$38,400	6% of Grand Total

Supplies & Equipment		2013-14 Budget	Description
6101	Gas and Oil	\$21,000	Fuel and oil for vehicles and equipment assigned to Stormwater Division.
6102	Operating Supplies	12,400	Uniforms and safety equipment, field supplies, and storm and flood supplies.
6201	Building and Grounds Supplies	1,530	Building yard and shop supplies such as lockers, wet gear, camera, hand tools, pallets for sandbags, barricade tape, etc.
6202	Street Repairs and Supplies	4,700	Replacement of asphalt, concrete, base rock, and sand following repairs, (\$3,700); Sand for sandbag construction, (\$1,000).
6204	Supplies & Equipment	500	Office furniture - <i>one time cost</i> .
Total Supplies & Equipment		\$40,130	7% of Grand Total

Operations		2013-14 Budget	Description
6112	Postage	\$500	Annual valley gutter maintenance notice.
6450	Communications	1,018	Internal allocation of dedicated fax and data lines, office telephone charges and mobile phones.
6601	Rental & Leases	1,000	Rentals and leases of equipment for County storm stations.
Total Operations		\$2,518	1% of Grand Total

Intergovernmental		2013-14 Budget	Description
7041	County Svce.Charges	\$200	County assessment service charge.
7069	Intergovernmental-Other	14,000	California State Water Resources Control Board permit fees.
Total Intergovernmental		\$14,200	2% of Grand Total

Internal Allocations		2013-14 Budget	Description
7901	Internal Service Allocations	\$83,975	Internal service allocation for self insurance cost, (\$27,270); information technology support, (\$803); central garage support, (\$55,902).
7902	General Admin Allocations	39,183	Public Works Administration Allocation, (\$12,322); General Administration Allocation, (\$26,861).
Total Internal Allocations		\$123,158	20% of Grand Total
Grand Total		\$613,304	

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Public Services Department Wastewater Division

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

Programs

The Wastewater Division of the Public Services Department 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, 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:

- **Best Practices to Optimize Service**
Implement 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, laterals 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, service laterals, 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.

Priority Focus

The Wastewater Division makes regular use of high-pressure hydraulic cleaning methods supplied by two combination Vactor trucks. The Vactor trucks remove debris and grease from sewer mains, manholes, and pump station wet wells. A lower lateral response maintenance truck handles all sewer back up service calls and is used five days per week in preventative maintenance of known trouble locations that require weekly preventative maintenance (55 sewer main locations). The Division also is obligated to perform administrative and operational functions to stay compliant with all Federal and State regulations such as the prompt and accurate reporting of any sanitary sewer overflows as well as other mandated annual reports.

The Wastewater Division is faced with new challenges with a Cease and Desist Order (CDO) from the State Water Resources Control Board and a Consent Decree (CD) with Baykeeper, both of which obligate the City to drastically reduce the number of annual sewer system overflows. The City has revised its on-going preventative maintenance program and implemented new approaches in reducing these overflows, including enhanced maintenance of the sewer lines, performing a greater number of spot repairs, and conducting annual and spot video inspections of sewer mains. As a condition to the CDO and CD, the City sponsors several environmental programs aimed at increasing water quality and administers a grant program to encourage homeowners in the Sharp Park neighborhood to replace their sewer laterals.

2012-13 Goals and Accomplishments	Status
<p>✓ Enhance proactive preventative maintenance to include more responsive hydraulic jetting and other means to clean and clear lines; perform inspections and needed pipe and manhole upgrades and repairs; and continue video inspection of the sanitary sewer system. <i>Status:</i> Completed and implemented proactive cleaning preventative maintenance program of City-owned lower sewer laterals; Implemented new preventative mechanical rodding program to remove roots from sewer mains; Purchased and replaced the Division's two hydro-jetting sewer main cleaning vehicles; Completed 100% Closed-Circuit Television (CCTV) of sewer main inspection.</p>	Ongoing
<p>✓ Actively engage the Computerized Maintenance Management System (CMMS) on a daily basis. <i>Status:</i> Continued implementation of CMMS within City database and workstations.</p>	Ongoing
<p>✓ Continue aggressive repair of sewer mains, laterals, and manholes that have caused sanitary sewer overflows or are problem spots. <i>Status:</i> Repaired 8 sewer mains, 32 lower laterals, and 10 manhole problem spots that have caused multiple Sanitary Sewer Overflows; Established aggressive spot repair program to quickly address damaged sewer mains and laterals; Purchased and deployed the sewer lateral maintenance and response truck, for lower lateral maintenance; Purchased new lower lateral CCTV camera for sewer line inspection.</p>	Ongoing
<p>✓ Complete video inspection of remaining 50% of the sewer collection system. <i>Status:</i> Completed</p>	Complete
<p>✓ Conduct additional residential outreach regarding the Fats, Oils and Grease (FOG) program. <i>Status:</i> Completed 131 annual FOG inspections of food producing establishments by personnel from the South San Francisco/San Bruno Treatment Plant.</p>	Ongoing

- ✓ **Continue to implement the Sewer System Overflow Reduction Plan that was created to reduce sanitary sewer overflows through enhanced maintenance practices.** **Ongoing**
Status: Continued to implementation of the Sewer System Overflow Reduction Plan.
- ✓ **Develop written standard operating procedures for critical maintenance activities.** **Ongoing**
Status: Created standard operating procedures for two new hydro-jetting sewer main cleaning vehicles.

2013-14 Goals and Objectives

- ❑ Enhance proactive preventative maintenance to include more responsive hydraulic jetting and other means to clean and clear lines; perform inspections and needed pipe and manhole upgrades and repairs; and continue video inspection of the sanitary sewer system.
- ❑ Actively engage the Computerized Maintenance Management System (CMMS) on a daily basis for preventative maintenance, Sewer System Overflow tracking, GIS and asset management, Work Orders, and tracking labor and maintenance costs.
- ❑ Continue aggressive repair of sewer mains, laterals, and manholes that have caused sanitary sewer overflows or are problem spots.
- ❑ Deploy informational CMMS laptop computers in trucks for crew knowledge and enhanced customer service.
- ❑ Develop additional residential outreach regarding the FOG program.
- ❑ Continue to implement the Sewer System Overflow Reduction Plan that was created to reduce sanitary sewer overflows through enhanced maintenance practices.
- ❑ Further develop written standard operating procedures for critical maintenance activities.
- ❑ Develop next levels of GIS/CMMS interaction and data sharing for in-field laptops.
- ❑ Monitor and implement a vigorous training program.

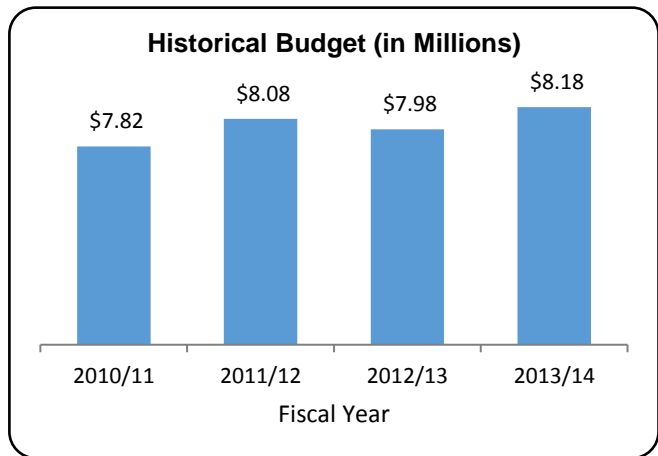
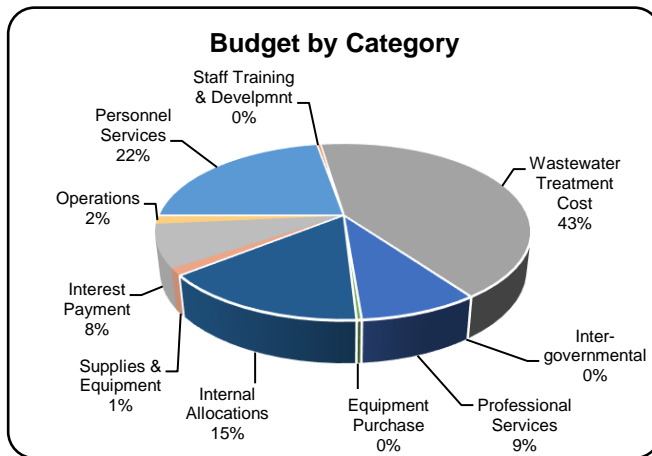
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Wastewater Enterprise Budget Summary

Budgeted Expenditures	FY 2010-11 Budget	FY 2011-12 Budget	FY 2012-13 Budget	FY 2013-14 Budget
Personnel Services	\$ 1,525,047	\$ 1,661,696	\$ 1,767,172	\$ 1,822,446
Staff Training & Development	32,650	26,650	26,150	29,800
Professional Services	449,763	889,575	706,172	711,500
Supplies & Equipment	92,548	103,178	108,000	110,300
Equipment Purchase	63,900	24,000	27,100	29,500
Operations	115,389	124,241	125,361	124,503
Wastewater Treatment Cost	3,800,000	3,305,394	3,470,000	3,470,000
Intergovernmental	1,513	177,063	1,513	1,513
Internal Allocations	1,013,367	1,051,650	1,070,174	1,241,756
Debt Services Interest Payment	728,006	712,259	678,571	643,595
Total Operating Expenditures	\$ 7,822,183	\$ 8,075,705	\$ 7,980,213	\$ 8,184,913

Revenues Summary	FY 2010-11 Budget	FY 2011-12 Budget	FY 2012-13 Budget	FY 2013-14 Budget
Wastewater Service Revenues	\$ 10,475,626	\$ 11,118,479	\$ 11,912,832	\$ 13,139,854
Connection & Capacity Fees	75,000	75,000	87,000	80,000
Other Revenues	40,000	52,285	44,168	38,834
Total Revenues	\$ 10,590,626	\$ 11,245,764	\$ 12,044,000	\$ 13,258,688

Debt Service Principal Payment	\$ 1,121,572	\$ 1,155,536	\$ 1,190,136	\$ 1,225,389
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Summary of 2013-14 Budget Changes

The 2013-14 budget for Wastewater is \$240,000 higher than in the prior fiscal year. The budget changes are summarized as follows:

- Addition of \$70,000 for video inspection (CCTV) services as required after SSO event
- Costs budgeted in the 2012-13 budget for the upgrade of CMMS have been removed from the operating budget and will be presented as part of the Capital Improvement Program budget discussion of CMMS
- Purchase of one additional sewer lateral camera for \$15,000, four smart cover meters totaling \$9,500, and one emergency trash pump and backup generator in the amount of \$5,000
- The budget for staff training has increased by \$3,650 to reflect an increase in number of Cal/OSHA safety training courses scheduled for Fiscal Year 2013-14

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Public Services Department Wastewater Enterprise

Personnel Services	2013-14 Budget	Description
5101 Regular Salaries	\$1,128,543	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period. Subject to benefits per applicable MOUs.
5105 Overtime	143,000	Overtime pay in accordance with the applicable MOUs. Overtime pay is only subject to Medicare and FICA employer contributions, when applicable, not City cost of CalPERS retirement.
5200 Employee Benefits	550,903	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays.
Total Personnel Services		
	\$1,822,446	24% of Grand Total

Staff Training & Development	2013-14 Budget	Description
6405 Staff Training	\$19,650	California Water Environment Association (CWEA) conference and training, (\$3,000); Bay Area Clean Water Agency (BACWA) training, (\$1,000); Water Environment Federation (WEF) training, (\$1,000); American Management Association (AMA) and Management training, (\$1,500); Sewer cleaning efficiency enhancement, (\$6,500); Mandatory safety trainings, (\$6,650).
6406 Professional Development	1,750	Reimbursement for 3 mid-managers and 1/2 of one mid-manager (50% in Wastewater and 50% in Water Supply) in accordance with MOUs.
6701 Dues & Memberships	4,400	California Water Environment Association (CWEA) dues, (\$900); Bay Area Clean Water Agency (BACWA) dues, (\$2,000); State Water Resources Control Board, (\$1,300); Underground Service Alert, (\$200).
6702 Pubs & Subscriptions	500	Training books and publications used by staff to prepare for certifications, (\$200); American Public Works Association technical manuals, (\$300).
6704 Meetings/Conferences	3,500	Bay Area Clean Water Agency (BACWA), (\$500); American Public Works Association (APWA), (\$3,000).
Total Staff Training & Development		
	\$29,800	0% of Grand Total

Professional Services		2013-14 Budget	Description
6401	Professional Services	\$180,000	Development of best management practices, (\$20,000); Fats, oils and grease outreach program, (\$15,000); State-mandated background sampling and Sanitary Sewer Overflow (SSO) sampling, (\$20,000); Organization review of Wastewater Division, (\$55,000); Annual sewer closed-circuit inspection (CCTV) required to video an estimated 12 SSOs per year, (\$70,000).
6402	Legal Expenses	25,000	Outside legal counsel assistance.
6411	Contractual Services	450,000	Contract repair of sewer mains, manholes, lateral, pumps, electrical components/trouble shooting and other necessary services that the City is unable to provide.
6419	Other Services	56,500	After hours phone service, (\$3,500); Root treatment for sewer mains, (\$36,000); Uniform cleaning/replacement, (\$6,500); CMMS annual maintenance cost, (\$10,500).
Total Professional Services		\$711,500	9% of Grand Total

Supplies & Equipment		2013-14 Budget	Description
6001	Office Supplies	\$2,000	Office supplies for Wastewater Division.
6101	Gas and Oil	27,300	Fuel and oil for vehicles assigned to Wastewater Division.
6102	Operating Supplies	35,000	Safety supplies for field personnel, (\$4,000); Uniforms, (\$9,000); Field tools used for system maintenance, (\$22,000).
6201	Building and Grounds Supplies	17,500	Pump station and corporation yard maintenance supplies, (\$8,750); Replacement supplies for pumps, generators, hoses, and trucks, (\$8,750).
6202	Street Repairs and Supplies	25,000	Debris removal and backfill material for sewer repairs.
6204	Office Equipment	3,500	Replace desk for Wastewater Service Manager and the meeting room used by Wastewater personnel.
Total Supplies & Equipment		\$110,300	2% of Grand Total

Equipment Purchase		2013-14 Budget	Description
6650	Tools & Eqpt. -\$25K	\$29,500	Emergency trash pump and backup generator, (\$5,000); Four smart meter cover, (\$9,500); Backup sewer lateral camera, (\$15,000).
Total Equipment Purchase		\$29,500	0% of Grand Total

Operations	2013-14 Budget	Description
6112 Postage	\$300	Allocation of postage required by department operations for outside correspondence including regular, certified, return receipt, and express/overnight mail.
6450 Communications	15,435	Internal allocation of a shared fax line, office telephone charges and 12 mobile phones, pagers, radios, (\$9,995); Smart manhole cover notification, (\$4,000); Annual data plans for GPS and mobile devices, (\$1,440).
6531 Utilities	30,000	Utilities for all pump stations and portion of the Corporation Yard.
6601 Rental & Leases	78,768	Small truck rental, (\$1,000); Equipment rental for excavations, (\$5,000); Emergency generator rental, (\$5,000); Lease of City-owned property, (\$67,768).
Total Operations	\$124,503	2% of Grand Total

Wastewater Treatment Cost	2013-14 Budget	Description
7062 Waste Treatment-SSF	\$3,470,000	Operation and maintenance costs or treatment of San Bruno's wastewater at the jointly owned South San Francisco/San Bruno Water Quality Control Plant.
Total Wastewater Treatment Cost	\$3,470,000	46% of Grand Total

Intergovernmental	2013-14 Budget	Description
7069 Intergovernmental-Other	\$1,513	Fees to the County of San Mateo and the California State Water Resources Control Board.
Total Intergovernmental	\$1,513	0% of Grand Total

Internal Allocations	2013-14 Budget	Description
7901 Internal Service Allocations	\$388,998	Internal service allocation for self insurance cost, (\$301,206); building and facilities maintenance, (\$15,779); information technology support, (\$17,334); central garage support, (\$54,679).
7902 General Admin Allocation	852,758	PW Administration Allocation, (\$271,086); General Admin Allocation, (\$295,473); Revenue Services Allocation, (\$286,199).
Total Internal Allocations	\$1,241,756	17% of Grand Total
Grand Total	\$7,541,318	

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Community Development
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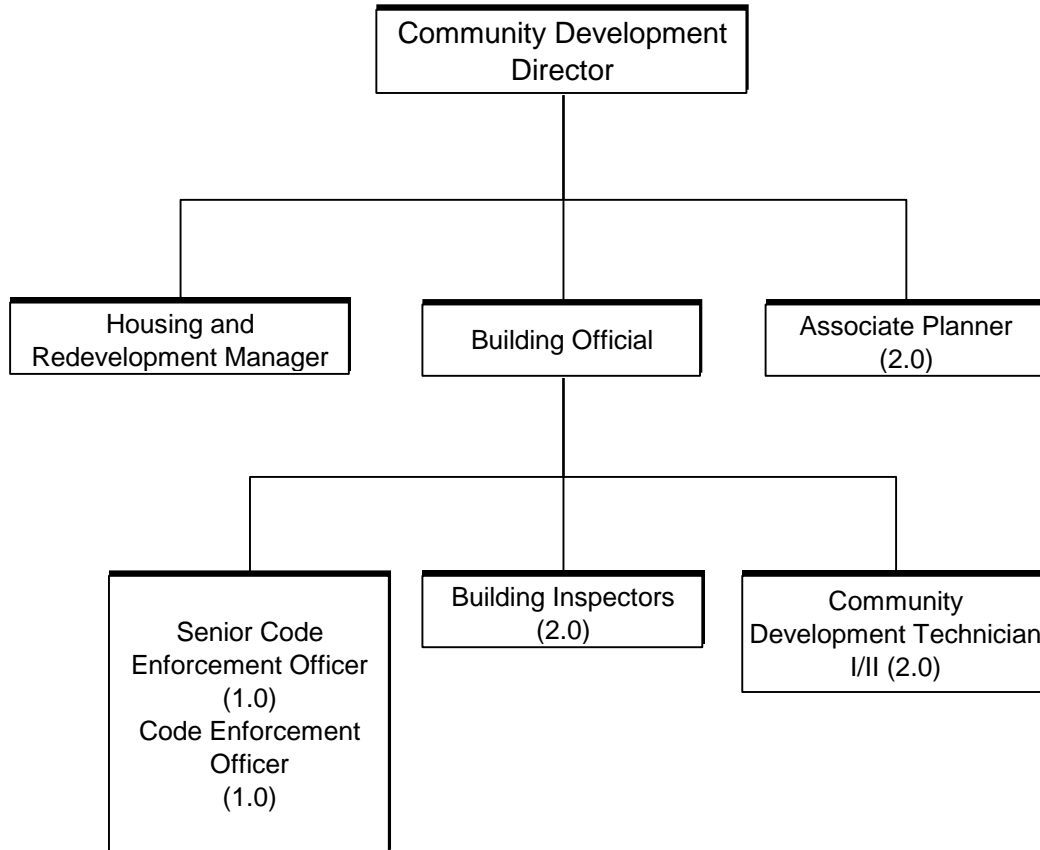
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Community Development Department

Planning Division

Building Inspection & Code Enforcement Division

Community Development



Community Development Department Planning Division

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

PROGRAMS

Community Development's Planning Division is responsible for land development review, project management and application processing, including environmental review, plan check and inspection, long range planning (General Plan, Transit Corridors Plan, Zoning Code Update, etc), planning to address regional housing needs, and the analysis and processing/project management of all development applications. In addition, with the adoption of the General Plan and the Transit Corridors Plan, the Division has become increasingly involved in coordinating the creation and implementation of economic development programs with the City Manager's Office. Furthermore, due to the loss of Redevelopment, the Planning Division has assumed many of the duties of the former Redevelopment Agency, including housing and economic development functions. The followings summarize the most significant programs that the Division provides:

- **Development Review (Current Planning)**

Planning staff conducts review of proposed development projects, including review of building permit applications, sign permits, certificates of occupancy, business license applications for new businesses, Planning Commission related applications such as general plan amendments, rezoning, commercial and residential use permits, variances, minor modifications, subdivisions, second dwelling units, and Architectural Review permits involving site plan and architectural review and façade improvement program applications. Planning staff review ensures that improvement of the subject property will have a positive impact on the City, as well as consistency with the City's General Plan, Zoning Code and other applicable federal, state and local codes and ordinances, including the California Environmental Quality Act (CEQA). This program also includes regular updates of procedures, applications and handouts so that they are clear and valuable to applicants in guiding them through the development process.

- **Creation and Implementation Of Long Range Planning Documents**

Long range planning establishes the framework for future developments through the creation and adoption of a General Plan, Specific Plans and Design Guidelines. These include updating of the Housing Element and development of the Transit Corridors Specific Plan. Planning staff helps to create and maintain these documents to ensure that they are consistent with applicable federal, state, and local requirements, policies, and laws. With the recent adoption of several long-range planning documents, the Planning Division will also be responsible for implementation of the policies and programs set forth in those documents.

- **Zoning Code Maintenance**

The Zoning Code is periodically updated as a result of City Council action, revisions to the General Plan, amendments to federal and state laws, and the need to remove impediments to the development process or changes to planning practice. The comprehensive zoning code update process will be completed in fiscal year 2013-14. While minor amendments have been made to the zoning code over the past two decades, the last comprehensive zoning code amendment occurred in 1982.

- **Special Studies & Projects**

Periodically the need to conduct special studies and projects arises. Examples include downtown parking studies, developing and implementing a new newsrack program, applying for grants, and participating in regional planning efforts.
- **Economic Development**

Planning staff is often the first point of contact for new businesses looking to locate within the City of San Bruno. In addition, planning staff is also the ongoing point of contact for existing business owners and commercial property owners who are looking to expand their business or improve their properties. Therefore, it is often up to the planning staff to ensure that potential and existing business owners understand the business opportunities that are available in San Bruno to locate and expand their business within the City Limits. Furthermore, with the loss of the tools that Redevelopment provided, planning staff works diligently with local business owners to assist them in finding all available resources to be successful. The Department also serves as the liaison to the Chamber of Commerce.
- **Code Enforcement Support**

Most building code-related violations require either Planning Commission or staff level planning approval prior to obtaining a building permit as part of correcting a violation. Therefore, assistance and coordination with Planning staff is necessary for the code enforcement officer to provide comprehensive and accurate guidance on how to remedy a violation. Legalization or removal of non-permitted existing second dwelling units is one example of this coordinated effort between divisions.
- **Building Division Support**

When smaller commercial and residential projects are submitted to the Building Division for structural review, Planning staff reviews the proposals to ensure they comply with the zoning ordinance. In addition, Planning staff also reviews all residential expansions and alterations to ensure they are consistent with Residential Design Guidelines. During the construction phase of projects, Planning staff also conducts pre-construction meetings, in-progress inspections, and final inspections in conjunction with the Building Inspectors to ensure the project is proceeding in accordance with applicable zoning code requirements and conditions of approval.
- **Successor Agency**

The Redevelopment Agency ceased operations on February 1, 2012, pursuant to ABX1 26, and the Successor Agency is tasked with winding down the affairs of the former Agency. Community Development staff serves as staff to the Successor Agency. The Planning Division provides administrative support to the Successor Agency and performs work to assist the Oversight Board in carrying out its duties and responsibilities.
- **Affordable Housing**

With the elimination of the Redevelopment Agency, the Planning Division has assumed the Housing Successor function, including planning for affordable housing developments and implementing the City's new Below Market Rate (BMR) housing ordinance. The Division will evaluate housing development opportunities as they become available, coordinate with affordable housing developers and regional agencies, and monitor compliance with affordable housing covenants, as well as administer housing in-lieu funds and assist in securing other housing funds for housing developments.

Priority Focus

The Planning Division provides primary direct support to the Crestmoor neighborhood rebuilding efforts. This effort involves neighborhood outreach, working with homeowners regarding Green Building options to incorporate into their new homes, and facilitating review of construction plan check processes. Six homes in the Crestmoor neighborhood were completed and occupied during 2012-13, and 15 homes within this neighborhood received ReBuild it Green grants.

The Planning Division also focused on a number of current planning applications related to major developments during this period. The Cedar Mills residential development, which was approved in 2008, and updated in 2011, for 14 single-family homes on the former Peninsula Christian Church site is under construction with completion expected at the end of this period. Construction continued on the 308-unit Pacific Bay Vistas apartment project (formerly Treetops). Staff continues to work closely with the developer to ensure the required development conditions are met and the surrounding neighborhood interests are addressed with this project. Initial units of this project are scheduled for occupancy during the summer of 2013. Additionally, staff is working with a number of other projects including the followings: the San Francisco Police Officers Credit Union on a proposed 68,000 square foot office facility on the former TGIF site in the Bayhill Office Park; completion of the 12 remaining residential units at the Skycrest development on San Bruno Avenue West; and, the Glenview Terrace 14-unit detached single-family residential project on San Bruno Avenue West. Staff assisted in the preparation of the Request for Proposals (RFP) that resulted in the selection of OTO Development for consideration to build a select service hotel of at least 120 rooms and a conference room of at least 3,000 square feet on a 1.5-acre vacant city-owned property at The Crossing development on El Camino Real at Highway 380.

In February 2013, the Transit Corridors Plan (TCP) environmental impact report (EIR) was certified and the Specific Plan approved by the City Council. The goal of this Specific Plan is to guide future development and reuse in Downtown and along adjacent transit corridors, including El Camino Real (between Crystal Springs and I-380), San Mateo/Huntington Avenue (between El Camino Real and the BART station) and San Bruno Avenue (between 101 and Elm Avenue). The process included community wide workshops, steering committee meetings, joint Planning Commission/City Council study sessions, numerous stakeholder outreach meetings and a dedicated website (planbruno.org). To enable full implementation of this Specific Plan, the Planning Division is completing the update to the City's Zoning Ordinance and a citywide ballot initiative to allow voters consider amendments to Ordinance No. 1284 to allow increased height limits, increased residential densities, and above-ground parking garages in the 150-acre Plan area to facilitate the vision of a vibrant, compact, transit-oriented development in proximity to a Caltrain station, BART station, bus routes, and the San Francisco International Airport (SFO).

The Planning Division is involved in several regional efforts. The Grand Boulevard Initiative is evaluating improvements cities can make to El Camino Real to create a pedestrian-friendly road through the 18 communities in San Mateo County and Santa Clara County along El Camino Real. The Grand Boulevard Guiding Principles were adopted within the General Plan Update and are incorporated into the TCP. City staff is working closely with Association of Bay Area Governments (ABAG) and the Metropolitan Transportation Commission (MTC) in the implementation of SB375 and release of the Initial Vision Scenario. The City is participating with C/CAG and San Mateo County and cities in the Regional Housing Needs Allocation (RHNA) sub-regional process to plan to meet the City's share of the regional housing need between 2014-2022. The City will continue to work closely with these regional agencies to stay up to date with regional planning efforts, while ensuring that San Bruno's vision is also reflected within regional plans.

The San Bruno Redevelopment Agency was dissolved on February 1, 2012 pursuant to ABX1 26, and the City Council subsequently elected to take on the role of Successor Agency to wind down the affairs

of the former Redevelopment Agency. The Oversight Board reviews and approves enforceable obligations of the former Redevelopment Agency included in the Recognized Obligation Payment Schedule (ROPS) and directs the Successor Agency to dispose of assets and properties that were funded by tax increment or to transfer assets that were constructed and used for a governmental purpose to the appropriate public jurisdiction. A new ROPS must be approved every six months.

To promote affordable housing development, the Division assists with the implementation of the Housing Element, preparation of the Transit Corridors Plan, and administration of the Below Market Rate (BMR) housing ordinance and BMR in-lieu fee fund, which has collected approximately \$3 million to date. The fees can be used to leverage other federal, state and/or local funding sources to help a developer build affordable units.

2012-13 Goals and Accomplishments	Status
<p>✓ Work with the community to develop a vision for City owned lots in the Crestmoor neighborhood.</p> <p><i>Status:</i> A request for proposals is being prepared to solicit proposals from qualified developers to design and build single-family homes on ten of the remaining undeveloped lots in the Crestmoor neighborhood.</p>	Ongoing
<p>✓ Coordinate and provide input on the development review process related to the remaining privately held lots in the Crestmoor neighborhood.</p> <p><i>Status:</i> Continued implementation of the Residential Design Guidelines (RDG) in the Crestmoor rebuild area and other single-family residential areas in the community. Completed work and signed off for occupancy on six new homes and provided ReBuild it Green grants to 15 property owners in the Crestmoor rebuild area.</p>	Ongoing
<p>✓ Continue to improve upon the front counter and website experience allowing for greater transparency and availability of information.</p> <p><i>Status:</i> Computer equipment at the front counter has been requested for replacement to facilitate visibility and customer service. The information on the City website will be updated and organized to make it easier to locate information.</p>	Pending
<p>✓ Lead and complete the Climate Action Plan process as outlined in the San Bruno General Plan and required by State law.</p> <p><i>Status:</i> A draft plan has been completed. This draft will be reviewed for final edits and proofing and then forwarded to the Planning Commission and City Council for consideration of formal adoption.</p>	Ongoing
<p>✓ Strengthen the relationship with project applicants by engaging them early on in the planning process and ensuring they understand the City’s expectations upfront. In addition, introduce applicants to building process and building staff during the planning phase, so they understand the entirety of the development review process.</p> <p><i>Status:</i> Staff encourages pre-application meetings with prospective applicants to understand the objectives of the applicants and provide clear guidance on requirements, options and process. Staff acquaints the prospective applicants with entire process, including the building process and key contacts.</p>	Ongoing

- ✓ **Utilizing the City’s website, create an easy to understand diagram which allows residents to understand the connection between long range planning documents and city actions.** **Pending**
Status: Creation of this diagram was not completed during 2012-13 and has been reprogrammed for 2013-14.
- ✓ **Adopt and begin implementation of the Zoning Code Update and Transit Corridor Plan.** **Ongoing**
Status: Completed a major portion of work associated with the comprehensive Zoning Code Update and obtained certification of the related Environmental Impact Report (EIR) and adoption of the Transit Corridors Plan.
- ✓ **Create Economic Development Action Plan, which includes a strategy for business recruitment, expansion and retention in light of the recent loss of Redevelopment.** **Pending**
Status: This work was not completed during 2012-13. A service enhancement request is proposed to fund this initiative during the coming year.
- ✓ **Work with the Chamber of Commerce on development of a downtown business incubator and small business center.** **Ongoing**
Status: This work objective was not completed during 2012-13. Staff will work closely with the Chamber of Commerce to determine if there are areas for an effective partnership in 2013-14.
- ✓ **Utilize the Residential Design Guidelines to streamline the residential project review process and allow compatible design within existing residential neighborhoods.** **Ongoing**
Status: The Residential Design Guidelines are routinely and effectively used by applicants, staff and decision makers. These guidelines establish clear expectations and facilitate the process for project review.
- ✓ **Fully wind down the former Redevelopment Agency activities and continue to provide administrative assistance to the Successor Agency and Oversight Board.** **Ongoing**
Status: In conjunction with the Finance Department, assisted with the wind down of the San Bruno Redevelopment Agency by providing administrative assistance to the Successor Agency and Oversight Board as needed.
- ✓ **Develop strategies to promote affordable housing development to meet the City’s fair share of regional need, with an emphasis on facilitating a project to redevelop the vacant downtown cinema site.** **Ongoing**
Status: Staff has offered to prepare a Request for Proposals (RFP) and partner with the owner of the cinema site to locate viable redevelopment interests for the cinema property. It is anticipated that In-Lieu housing funds would facilitate an affordable housing component within this project.
- ✓ **Promote major development sites in San Bruno, including the Crossing Hotel site, downtown “cinema” site and former TGIF site.** **Ongoing**
Status: Assisted with the selection of OTO Development to be considered to build a select service hotel of at least 120 rooms and a conference room of at least 3,000 square feet on a final vacant, city-owned 1.5-acre site at The Crossing.

- ✓ **In conjunction with the regional housing and transportation planning efforts related to SB375, begin to prepare the Housing Element for City Council consideration and adoption.** **Ongoing**
Status: Participated in the region-wide SB 375 implementation process, Grand Boulevard Initiative, Comprehensive Airport Land Use Plan Subcommittee and Regional Housing Needs Allocation (RHNA) process.

- ✓ **Worked with the Human Resources Department to assist with the Community Development Director and Counter Technician recruitments.** **Complete**
Status: Completed.

2013-14 Goals and Objectives

- Implement the Transit Corridors Plan by providing staff support for the citywide vote regarding Ordinance No. 1284 and completing the Zoning Code Update project.
- Process the entitlements needed to realize the envisioned select service hotel at The Crossing development site.
- Facilitate economic development by working proactively and creatively with development opportunities to redevelop key properties that are in a state of significant disrepair or abandoned, such as the Cinema Site at 406 San Mateo Avenue.
- Provide the needed support to select a developer to build homes on the remaining City-owned and PG&E-owned lots in the Crestmoor neighborhood.
- Coordinate and provide input on the development review process related to the remaining privately held lots as well as the City-owned and PG&E-owned lots in the Crestmoor neighborhood.
- Complete the processing of entitlements for major current development projects such as the San Francisco Police Officer Credit Union development, the Glenview Terrace residential development, and The Crossing Hotel project.
- Proactively seek cost-efficient opportunities to use technology, e.g., the TRAKit permit system, GIS, etc., to provide improved customer service.
- Provide needed training to staff in the systems used by the City to become more technological proficient and efficient to improve customer service.
- Work with the Chamber of Commerce to expand, recruit, and retain businesses within the San Bruno community.
- Complete the Climate Action Plan process as outlined in the San Bruno General Plan and required by State law.
- Strengthen the relationship with project applicants by engaging them early on in the planning process and ensuring they understand the City's expectations upfront. In addition, introduce applicants to building process and building staff during the planning phase, so they understand the entirety of the development review process.

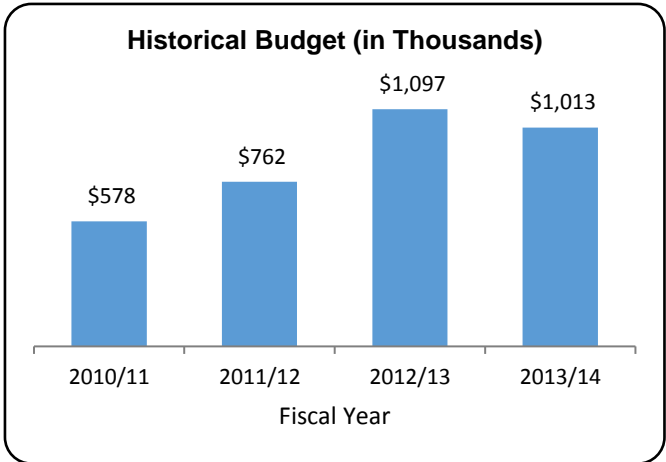
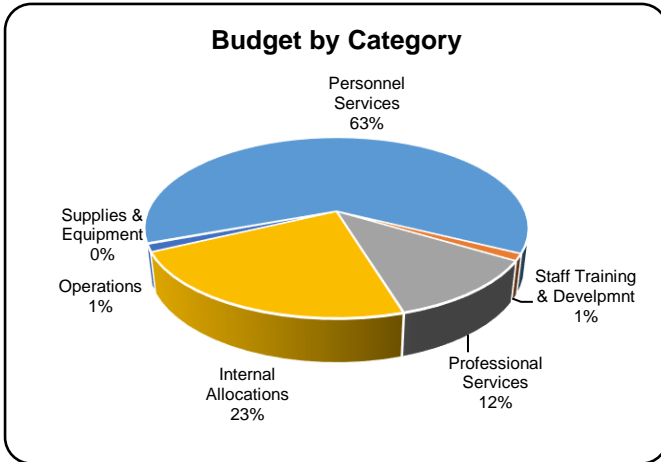
- Utilizing the City's website, create an easy to understand diagram which allows residents to understand the connection between long range planning documents and city actions.
- Continue to utilize the Residential Design Guidelines to streamline the residential project review process and allow compatible design within existing residential neighborhoods.
- Develop strategies to promote affordable housing development to meet the City's fair share of regional need.
- In conjunction with the regional housing and transportation planning efforts related to SB375, begin to prepare the Housing Element for City Council consideration and adoption.
- Continue to provide administrative assistance to the Successor Agency and Oversight Board.

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Planning Division Budget Summary

Budgeted Expenditures	FY 2010-11 Budget	FY 2011-12 Budget	FY 2012-13 Budget	FY 2013-14 Budget
Personnel Services	\$ 261,948	\$ 381,249	\$ 473,118	\$ 636,838
Staff Training & Development	7,100	6,100	7,350	12,700
Professional Services	101,191	107,305	397,388	118,500
Supplies & Equipment	2,000	1,500	1,500	1,500
Operations	16,222	59,113	14,613	13,693
Internal Allocations	189,672	206,507	203,016	229,528
Total:	\$ 578,133	\$ 761,774	\$ 1,096,985	\$ 1,012,759

Funding Summary	FY 2010-11 Budget	FY 2011-12 Budget	FY 2012-13 Budget	FY 2013-14 Budget
General Fund	\$ 522,633	\$ 696,724	\$ 953,985	\$ 879,259
Department Revenues	55,500	55,050	37,500	50,000
Special Revenue Funds:				
Below Market Housing Fund	0	0	43,500	58,500
Document Imaging Fund	0	10,000	37,000	0
General Plan Maintenance Fund	0	0	25,000	25,000
Total:	\$ 578,133	\$ 761,774	\$ 1,096,985	\$ 1,012,759



Summary of 2013-14 Budget Changes

The 2013-14 budget for Planning is \$84,000 lower than the 2012-13 budget. This decrease is attributable to one-time costs budgeted in 2012-13 for the Zoning Code Update, the preparation of an environmental impact report for the select service hotel at the Crossing, and the Ordinance 1284 polling contract. New budget items include a budget request for \$5,000 for on-call design review services and \$5,000 for CEQA consulting services. An increase of \$800 in the staff training budget and a \$750 increase in the meetings and conferences budget has also been incorporated into the 2013-14 budget to allow sufficient funds for staff to attend necessary training and conferences. Approved service level enhancement includes position reclassification, additional funding for Zoning Code Update, and a one-time cost for the Affordable Housing Nexs Study.

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Community Development Department Planning Division

Personnel Services	2013-14 Budget	Description
5101 Regular Salaries	\$437,650	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period, and subject to benefits per applicable MOUs, (\$317,878). <i>Service level enhancement for position reclassification, (\$119,772).</i>
5102 Part-Time Salaries	3,500	Base salary for intern working 15 hours a week for 15 weeks. The Internship program is extended to local universities.
5152 Transportation Allowances	3,600	Monthly auto allowance (\$300/month) in accordance with MOU.
5200 Employee Benefits	192,088	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays, (\$143,637). <i>Service level enhancement for position reclassification, (\$48,451).</i>
Total Personnel Services	\$636,838	63% of Grand Total

Staff Training & Development	2013-14 Budget	Description
6405 Staff Training	\$1,300	Travel and attendance costs for three staff members to attend CEQA, Subdivision Map Act, Planning Law, and AB32/SB375 training seminars.
6406 Professional Development	5,700	One department head and three mid-managers in accordance with MOU, (\$2,500); Tuition reimbursement, (\$3,200).
6701 Dues & Memberships	2,500	APA and AICP dues for 4 members.
6702 Pubs & Subscriptions	200	Annual updated California Environmental Quality Act (CEQA) and Subdivision Map Act guidebooks.
6704 Meetings/Conferences	3,000	APA State Conference for 2 staff, (\$2,000); League of CA Cities Planning Commissioner Conference for 1 Planning Commissioner, (\$1,000).
Total Staff Training & Development	\$12,700	1% of Grand Total

Professional Services		2013-14 Budget	Description
6401	Professional Services	\$118,500	Design Review Services, (\$5,000); CEQA Consultation Services, (\$5,000); Housing Element Prep Services, (\$25,000) paid for from General Plan Maint. Fee; HIP Housing Program (\$30,000), Shelter Network Family Homeless Center (\$7,500) and North Peninsula Neighborhood Services Center (\$6,000), funded by the Below Market Rate (BMR) Housing Fund. <i>Service level enhancement for Zoning Code Update, (\$25,000); and to use the BMR Housing Fund to complete an Affordable Housing Nexus Study, (\$15,000).</i>
Total Professional Services		\$118,500	12% of Grand Total

Supplies & Equipment		2013-14 Budget	Description
6001	Office Supplies	\$1,500	Supplies for daily operations.
Total Supplies & Equipment		\$1,500	0% of Grand Total

Operations		2013-14 Budget	Description
6112	Postage	\$4,500	Allocation of postage required by department operations for outside correspondence including regular, certified, return receipt, and express/overnight mail.
6141	Printing, Copying & Binding	4,000	Copies of Transit Corridor Plan and Zoning Code.
6450	Communications	693	Internal allocation charges for phones and phone service; monthly charges for modems and fax lines.
6501	Public Notices	4,500	Newspaper legal notices for Planning Commission hearings.
Total Operations		\$13,693	1% of Grand Total

Internal Allocations		2013-14 Budget	Description
7901	Internal Service Allocations	\$63,884	Internal service allocation for self insurance cost, (\$18,748); building and facilities maintenance, (\$15,605); information technology support, (\$28,258); copier charges, (\$1,273).
7902	General Administration Allocation	165,644	Allocation of services provided to this fund based on cost allocation plan conducted in 2005-06.
Total Internal Allocations		\$229,528	23% of Grand Total

Grand Total \$1,012,759

Community Development Department Building Inspection and Code Enforcement Division

The Building Inspection and Code Enforcement Division works to protect the health, safety and welfare of residents and visitors by ensuring the physical integrity of buildings and the elimination of nuisance and other violations of the San Bruno Municipal Code.

Programs

The Building Inspection Division is responsible for all aspects of building plan check and inspection services and code enforcement efforts. The primary services include:

- **Building Plan Check and Inspection Services**
Building Inspection staff reviews building permit applications, issues building and related permits, checks plans, 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.
- **Code Enforcement**
Code Enforcement staff responds to code violations reported by the public and actively identifies and seeks compliance with nuisance, building and housing, news rack, and vehicle code violations to achieve a safe and attractive environment for city residents and businesses. Effective code enforcement to eliminate nuisance and other code violations remains a high priority for the community and continues at a high level of activity.
- **Planning Division Support**
Building Inspectors and Code Enforcement Officers perform inspections to ensure compliance with the Zoning Ordinance, Conditional Use Permits, Architectural Review Permits, and other Planning and Zoning issues. Code Enforcement staff acts as the enforcement arm of the Planning Division.

Priority Focus

The Building Division's first priority is to ensure that structures are being constructed safely and to current building code standards. This is accomplished through the review of plans to check for compliance with building code and engineering standards before the building is constructed. The Building Inspectors then inspect the building while under construction, to verify work is consistent with the approved plans.

The Division assures that the built environment is safely and aesthetically maintained in order to preserve the character of neighborhoods and maintain public health and safety. This is accomplished through the enforcement of the Municipal Codes dealing with public nuisances, building trade code violations, Health and Safety code violations, Housing Code violations and certain Zoning Ordinance violations. code enforcement activity necessary to enhance the City's appearance and image, as well as ensure the safety of city residents and the built environment, will continue to be a primary focus within the Division.

Front counter staff supports Building Inspection by performing minor plan checks, routing plans, issuing permits, scheduling inspections, sending letters for expired permits and time limit ordinance violations, and invoicing customers. The construction time limit ordinance has proven to be very effective in assuring that projects are completed expeditiously. Plans and construction documents are scanned into the Department's automated system to expedite processing. Counter staff performs over the counter and other plan checks, allowing a reduction in use of outside consultants for plan checking services.

Building Inspectors will continue to provide high quality and timely inspections, typically responding to requests for inspections within 24 hours. Emergency and after hours inspections will also continue to be available. Public information is provided through informational brochures at the counter and online. Case history, including scanned permits, are also available on the City's website.

Cross-training between code enforcement and building inspector personnel will provide better service delivery to those individuals involved in building-related code enforcement actions. Staff will continue its use of the Code Enforcement Strategy Guide that establishes enforcement and resolution plans, and a Code Enforcement tool kit utilizing items such as notices, compliance plans, and recorded documents. Code Enforcement staff will work with Planning staff to develop and implement zoning enforcement standards. Cross training between the two Counter Technicians and Building Inspectors will also be important to providing consistent and high-level customer service.

The Building Division will continue to make the rebuilding and restoration of the Crestmoor neighborhood a high priority. Staff is committed to providing expedited services, such as plan checks, in half of the regular time frame. Staff will work with owners, designers and contractors to ensure that projects are completed in an expeditious manner. Furthermore, staff will continue to promote and implement the Crestmoor Rebuild it Green program, which aims to increase energy efficiency and renewable energy production in the Crestmoor neighborhood.

2012-13 Goals and Accomplishment	Status
<p>✓ Continue to improve upon implementation of the CalGreen Codes. Additional revisions to the law are expected in August and the Department will aim to make implementation as easy as possible for residents and contractors. <i>Status:</i> Continued to educate residents and contractors on the new 2010 California Green Building Standards Code, which took effect during the initial Crestmoor rebuilding stages. Distributed handouts and checklists so homeowners and designers could better understand this new and complex set of laws.</p>	Ongoing
<p>✓ Complete inspection on many of the Crestmoor rebuilds and repair projects. Approve permits and complete inspections on other Crestmoor rebuilding applications. <i>Status:</i> Continued to assist with rebuilding the Crestmoor neighborhood, including the Rebuild it Green program, which increases energy efficiency and renewable energy production in the Crestmoor neighborhood. To date, more than twenty homeowners have participated in the program.</p>	Ongoing
<p>✓ Educate business and property owners on current ADA requirements so they can make the improvements necessary to avoid litigation. <i>Status:</i> Provided handouts to property owners and/or their design professionals regarding current ADA requirements.</p>	Ongoing

- ✓ **Cross train Building Inspectors on NPDES engineering requirements so they can spot potential issues in the field.** Ongoing
Status: Building Inspectors and Code Enforcement Officers attended training workshop regarding current stormwater best management practices and state requirements.
- ✓ **Continue to improve the division website by adding more customer information, such as checklists for inspection requirements and developing a FAQ section.** Ongoing
Status: Information on division website is regularly updated to address needs of prospective applicants.
- ✓ **Reduce costs in the expired permit program by utilizing email list and postcards, rather than letters. Increase customer awareness of building permit time limits by reminding the contractors and property owners during the building inspection process.** Ongoing
Status: Handouts describing time limits for permits are provided to and signed by contractors and property owners when they pick up their permits. The division's computer tracking system generates reminders of permits to expire and those which have expired. Staff is able to send out reminder notices based on this tracking system.
- ✓ **Utilizing the document-imaging fee, complete scanning of historical, full size plans for public viewing.** Ongoing
Status: Completed scanning of approximately 6-10% of historical, full size plans for public viewing.
- ✓ **Fully implement Code Enforcement Strategy Guide, including implementing property manager outreach program and new homebuyers' tool kit.** Ongoing
Status: The Code Enforcement Strategy Guide is used routinely by staff. Improved code enforcement closure rate of difficult cases in conjunction with the City Attorney's Office through use of a consulting attorney to handle non-responsive parties. Also, increased use of substandard building notices, which has resulted in increased awareness at the time of sale.
- ✓ **Utilize free and low cost training through PG&E and CalBIG, for continuing education credit requirements for inspectors.** Ongoing
Status: Promoted educational and training goals for staff by attending various trainings including: California Building Officials Education Week, Americans with Disabilities Act training, lead paint, stormwater, mold, human trafficking, recertification in the Safety Assessment Program (to evaluate buildings after an earthquake), certification as a Disaster Safety Worker Coordinator, and preparation for the Certified Accessibility Specialist test.
- ✓ **Continue to provide customer service goals of next day inspections, 10 business day plan checks and 5 business day plan checks for revisions.** Ongoing
Status: Customer service goals are continually practiced to deliver efficient and effective services. Emphasis is focused on providing service based on available resources.
- ✓ **Work with the Bayhill Office property owners to implement site wide ADA measures as individual tenant improvements are received.** Ongoing
Status: Reviewed and inspected several large renovations in the Bayhill Office area during 2012-13.

- ✓ **Complete a majority of the inspections of the Pacific Bay Vistas apartments and Cedar Mills single-family home development.** **Ongoing**
- Status:* Completed inspections in Pacific Bay Vistas apartments, with expectation of release for occupancy of 22-units in July of 2013. Inspections of the last two units on Lots 1 and 2 of Cedar Mills occurred, with final inspections of these two units expected in June of 2013.

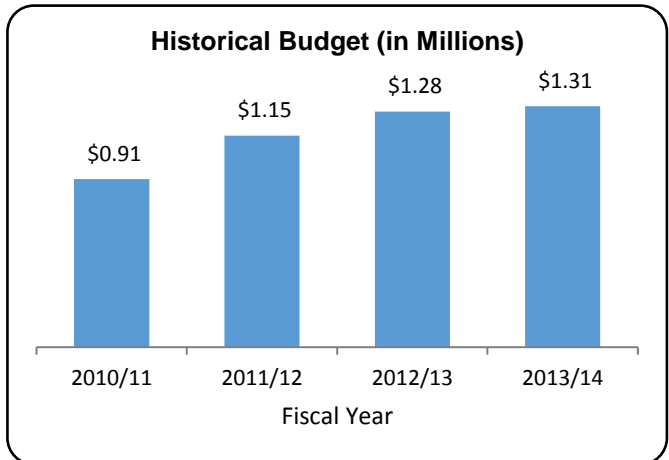
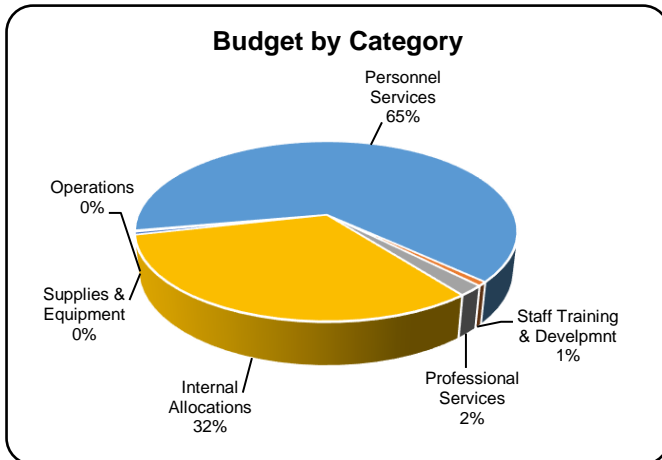
2013-14 Goals and Objectives

- Continue to improve upon implementation of the California Green Building Standards Code. Additional revisions to the law are expected in August and the department will aim to make implementation as easy as possible for residents and contractors.
- Complete inspection on many of the Crestmoor rebuilds and repair projects. Approve permits and complete inspections on other Crestmoor rebuilding applications.
- Educate business and property owners on current accessibility and ADA requirements so they can make the improvements necessary to avoid litigation.
- Continue to improve the division website by adding more customer information, such as checklists for inspection and updating brochures and handouts.
- Utilize free and low cost training through PG&E and CalBIG, for continuing education credit requirements for inspectors.
- Continue to provide customer service goals of next day inspections, 10 business day plan checks and 5 business day plan checks for revisions.
- Continue to work with the Bayhill Office property owners to implement site wide accessibility (ADA) measures as individual tenant improvements are received.
- Complete a majority of the inspections of the Pacific Bay Vistas apartments.
- Continue to utilize the document-imaging fee to complete scanning of historical, full size plans for public viewing.
- Continue the on-going implementation of the Code Enforcement Strategy Guide, including implementing property manager outreach program and new homebuyers' tool kit.
- Assist the Human Resources Department with the Chief Building Official recruitment.
- Collaborate with the Fire Marshal to develop City specific requirements for the adoption of the new California 2013 Codes and provide training for staff on the changes.
- Research and develop amendments for the new building codes going into effect on January 1, 2014.
- Provide training to Department staff including Certified Accessibility Specialist (CASp) certification as required by state law.

Building Inspection & Code Enforcement Budget Summary

Budgeted Expenditures	FY 2010-11 Budget	FY 2011-12 Budget	FY 2012-13 Budget	FY 2013-14 Budget
Personnel Services	\$ 458,418	\$ 670,986	\$ 852,886	\$ 839,949
Staff Training & Development	24,210	18,470	13,970	9,470
Professional Services	40,000	40,000	25,000	25,000
Supplies & Equipment	6,225	6,950	6,700	6,700
Operations	14,650	28,294	2,800	3,037
Internal Allocations	361,297	376,446	370,674	416,237
Total:	\$ 911,300	\$ 1,146,196	\$ 1,277,080	\$ 1,305,443

Funding Summary	FY 2010-11 Budget	FY 2011-12 Budget	FY 2012-13 Budget	FY 2013-14 Budget
General Fund	\$ 161,300	\$ (395,909)	\$ 143,080	\$ 582,343
Department Revenues	750,000	1,542,105	1,134,000	720,500
CASp fee	0	0	0	2,600
Total:	\$ 911,300	\$ 1,146,196	\$ 1,277,080	\$ 1,305,443



Summary of 2013-14 Budget Changes

The 2013-14 budget for the Building Inspection Division increased \$28,000 over 2012-13, primarily as a result of an increase in internal allocations. The only significant change in the 2013-14 budget is an increase of \$3,000 in staff training, \$2,600 of which is for Certified Access Specialist program (CASp) as required by the State of California. Effective January 1, 2013, the City began collecting a mandatory \$1 CASp fee on all business license applications as required by Senate Bill 1186. The law requires that 30% of this fee be remitted back to the State of California and the remaining 70% be utilized by the City to provide increase CASp training for Building Inspection staff.

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Community Development Department Building Inspection and Code Enforcement Division

Personnel Services	2013-14 Budget	Description
5101 Regular Salaries	\$581,016	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period. Subject to benefits per applicable MOUs.
5105 Overtime	1,000	Overtime pay in accordance with the applicable MOU. Overtime pay is only subject to Medicare and FICA employer contributions, when applicable, not City cost of CalPERS retirement.
5200 Employee Benefits	257,933	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays.
Total Personnel Services		
	\$839,949	64% of Grand Total

Staff Training & Development	2013-14 Budget	Description
6405 Staff Training	\$5,000	ICC and CALBO training, (\$2,400); Paid by CASp fee: CASp training, (\$2,600).
6406 Professional Development	1,500	Professional development for the Building Official (\$500) and 2 Building Inspectors (\$1,000).
6701 Dues & Memberships	1,470	International Code Council, (\$75); American Assn. of CEO, (\$225); Ca. Assn. of Building Officials, (\$525); International Assn. of Electrical Inspectors, (\$200); International Assn. of Plumbing and Mechanical Inspectors, (\$300); Ca. Assn Building Inspection Group dues, (\$120); CalBIG, (\$25).
6702 Pubs & Subscriptions	500	California Codes book updates.
6704 Meetings/Conferences	1,000	CACEO annual conference.
Total Staff Training & Development		
	\$9,470	1% of Grand Total

Professional Services	2013-14 Budget	Description
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6401 Professional Services	\$25,000	Graffiti & nuisance abatement services.
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Total Professional Services	\$25,000	2% of Grand Total
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Supplies & Equipment	2013-14 Budget	Description
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6001 Office Supplies	\$2,000	Supplies for daily operations.
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6101 Gas and Oil	4,200	Fuel and oil for 5 vehicles.
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6102 Operating Supplies	500	Shirts with department and City logo, gloves, coveralls, safety boots, respirators and dust masks, & misc. equipment.
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Total Supplies & Equipment	\$6,700	1% of Grand Total
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Equipment Purchase	2013-14 Budget	Description
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6650 Tools & Eqpt. -\$25K	\$500	Annual purchase of safety boots and other safety equipment, such as respirators, tool belts, rain gear and flashlights, in accordance with MOU.
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Total Equipment Purchase	\$500	0% of Grand Total
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Operations	2013-14 Budget	Description
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6112 Postage	\$1,250	Allocation of postage required by department operations for outside correspondence including regular, certified, return receipt, and express/overnight mail.
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6141 Printing, Copying & Binding	500	Printing costs for pamphlets, brochures, booklets, flyers, etc. for public information.
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6450 Communications	1,287	Internal allocation charges for phones and phone service; Monthly charges for modems and fax lines; Wifi network cards and hands free ear piece.
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Total Operations	\$3,037	0% of Grand Total
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Intergovernmental	2013-14 Budget	Description
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7069 Intergovernmental-Other	\$4,550	Peninsula Conflict Resolution Center - facilitation of neighborhood and other disputes.
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Total Intergovernmental	\$4,550	0% of Grand Total
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Internal Allocations	2013-14 Budget	Description
7901 Internal Service Allocations	\$83,560	Internal service allocation for self insurance cost, (\$28,974); building and facilities maintenance, (\$15,605); information technology support, (\$26,590); copier charges, (\$94); central garage support, (\$12,297).
7902 General Administration Allocation	326,313	Allocation of services provided to this fund based on cost allocation plan conducted in 2005-06.
9079 Transfers To Reserves	6,364	Allocation of reserve funding to provide for replacement of capital assets at the end of their useful lives.
Total Internal Allocations	\$416,237	32% of Grand Total
Grand Total	\$1,305,443	

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Community Services
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Community Services Department

Recreation Services

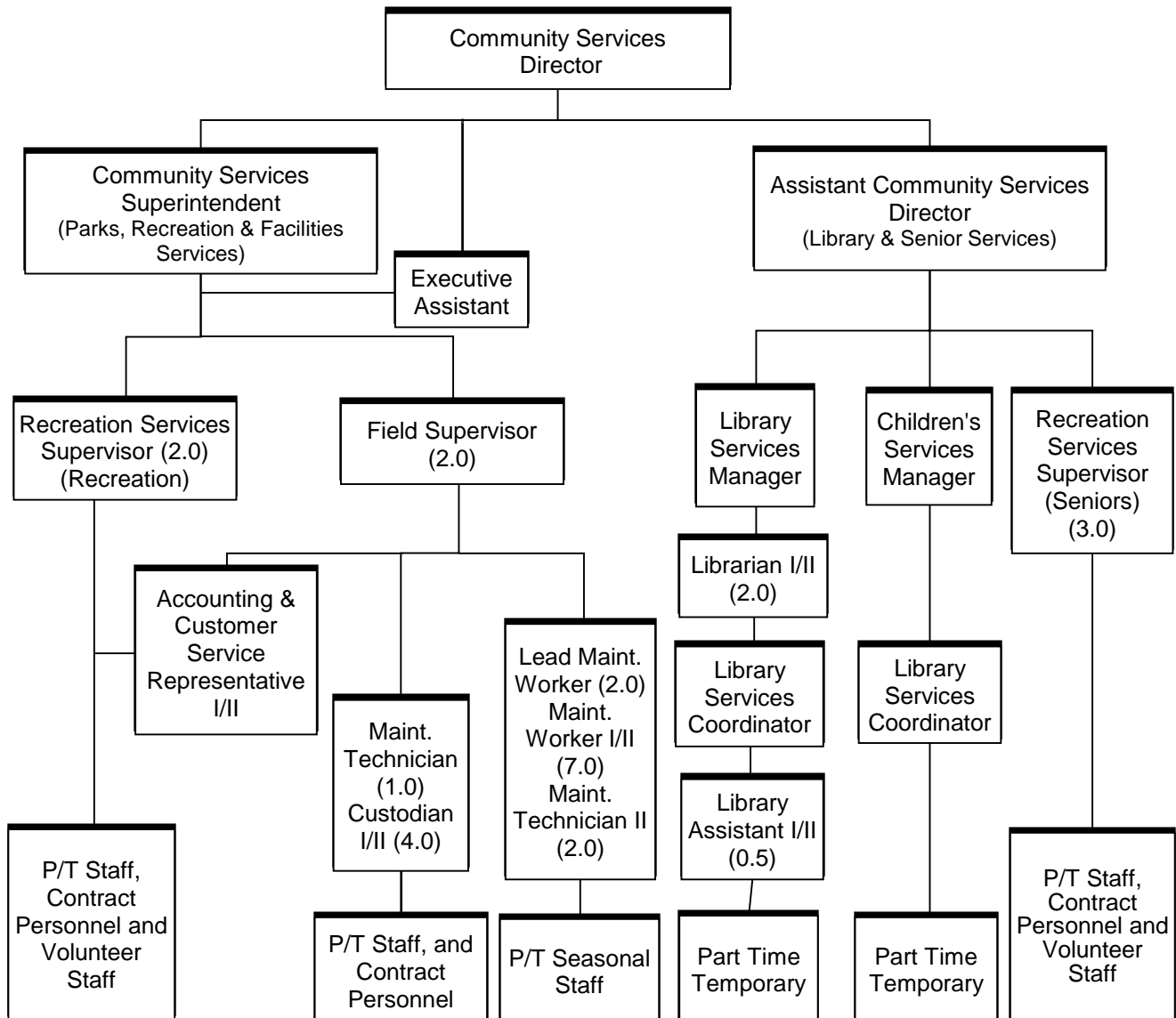
Parks Maintenance

Senior Services

Library Services

Building and Facilities

Community Services



Community Services Department Recreation Services Division

Providing quality programs, places and services.

Programs

The Recreation Services Division is responsible for planning and implementing activities to enrich the lives of people of all ages in the community. This is accomplished by engaging all segments of the community in recreation-based programs. Through the Parks and Recreation Commission, the Recreation Services Division receives community input and recommendations regarding recreation programs and services. The primary services provided by the Division include:

- **Aquatics**

The San Bruno City Park Swimming Pool hosts a wide variety of aquatics activities each year from early June through the end of August including swim lessons, recreation and lap swim, swim camps and water aerobics. This past year, staff hired a contractor to fix some broken pipes, which circulate pool water and chemicals. In the process, additional damaged pipes have been located and will need to be replaced in the near future.

- **Classes**

Enrichment classes, on a variety of topics, are offered to the public at the Recreation Center, local schools, in private businesses (such as a skating rink) throughout the Peninsula and in neighboring recreation centers through cooperative arrangements. Activity Guides are mailed to San Bruno residents three times each year.

- **Facility and Picnic Site Rentals**

13 sites at City Park, 3 at Commodore Park and 1 at Grundy Park are available to be reserved for picnics by the public. Indoor facilities, suitable for small meetings to larger family celebrations, are also available at both the Recreation Center and Senior Center.

- **Special Events**

The Recreation Services Division conducts over a dozen special events each year for families and residents of all ages. These include holiday celebrations, music concerts and flea markets. The dates provided below are tentative and will be confirmed and advertised in the Community Services Activity Guide.

Calendar Year 2013

Youth Triathlon	July 27
Concerts In The Park	All Fridays in August
Clean Sweep Flea Markets	July 28 & September 8
Family Overnight	October 12
Goblin Grotto	October 30
Tanforan Halloween Parade	October 31
Holiday Boutique	November 30
Holiday Tree Lighting	December 5
Visits from Santa	December 14, 15, and 17

Calendar Year 2014

Father Daughter Dinner	February 8
Easter Egg Hunt	April 12

- **Sports**

In addition to providing facilities for many local non-profit sports organizations, the Recreation Services Division conducts a wide variety of sports leagues for both youth and adults. Youth in grades 2 through 5 can compete in basketball, kickball and flag football. Practices are held at each elementary school site to make attending practice convenient for families. Adults have opportunities to participate in softball, flag football, soccer and basketball leagues. The City operates the after school sports program at Parkside for students in grades 6-8. Students participate in flag football, volleyball, cross-country and basketball.

- **Youth Programs**

The Recreation Services Division offers a wide variety of programs for local youth, such as preschool, vacation camps, after school playground programs, trips and specialty sports camps. Scholarships are available to assist low-income residents under the age of 17 to attend these fee-based programs. The Youth Activities Committee begins its fifth year of assisting with special events, recreation programs and special projects. The Division also offers social events for developmentally disabled individuals.

Priority Focus

The Division accommodates the busy schedules of its customers, residents and non-residents, by providing a broad range of programs and services during the day and the evening hours. Each trimester, staff strives to create new, exciting, and interesting programs for the community. The Department offers a Youth Enrichment Scholarship program to San Bruno residents ages 17 and under. Through this program, youth from low-income families are able to participate in Division-sponsored classes, events and programs.

The Recreation Services Division is committed to utilizing the available facilities to their fullest potential. The Department currently maintains three year-round facilities (the Veterans Memorial Recreation Center, Portola Performing Arts Center, and the Belle Air Firehouse) and opens the City Park Swimming Pool for the summer season.

The current recreation facilities are used for both Recreation Services Division programming as well as community use. Both the Portola Performing Arts Center and the Belle Air Firehouse are used during the school year as after school recreation sites. Additionally, the Belle Air Firehouse is used during the summer months as drop in camp facilities. The Veterans Memorial Recreation Center is used seven days a week for Department sponsored programs and services, community based non-profit group meetings and private rentals. Staff continues to work closely with the San Bruno Park School District to offer after school enrichment classes at the school sites. The Department also currently runs After School Adventure (ASA) programs at the following school sites: John Muir, Rollingwood, Parkside and Portola Schools. The Department also offers an Afterschool Education and Safety program (ASES) at Belle Air and Allen Schools. In the coming year, a new After School Adventures program at El Crystal Elementary will be established.

The Recreation Services Division continues to offer a broad range of quality programs and services to the community. Special events will continue to be a priority to gather the community together. Adult sports will grow with the addition of the Lions Field. Youth sports will expand as the schools grow and the programs remain at the elementary and middle school locations. By expanding our offerings at the school sites, our summer camp and aquatics will continue to grow as the community recognizes our quality programming. Staff will also assist in the delivery of San Bruno's centennial celebration activities.

Staff will continue to research the development of a new Recreation Registration Software solution for the Department. Currently, the program used by the department is very comprehensive; however, it is also very costly. Staff will test newly released software and determine if it is an affordable alternative to the program currently used.

2012-13 Goals and Accomplishments	Status
<p>✓ Expand existing youth and adult sports programming at Lions Field to include winter months. <i>Status:</i> Extended adult softball to include a winter league (January through March) at Lions Field.</p>	Complete
<p>✓ Work with Community Youth Sports Groups to construct a restroom/concession building at Lions Field. <i>Status:</i> Continued to work with user groups on finding in-kind contractual services and outside funding opportunities.</p>	Pending
<p>✓ Develop an afterschool program at Parkside Middle School. <i>Status:</i> Developed an After School Adventures program at Parkside Middle School and John Muir Elementary (at the request of the parents).</p>	Complete
<p>✓ Offer additional ASES programs on elementary school campuses. <i>Status:</i> Developed and implemented Afterschool Education and Safety Program (ASES) at Belle Air Elementary School and maintained the ASES program at Allen Elementary School with State Grant money with approximately 85 daily participants at each site.</p>	Ongoing
<p>✓ Distributed approximately \$18,200 in scholarship money for Department programs to children and families in need. <i>Status:</i> Completed.</p>	Complete
<p>✓ Incorporated neighboring cities (Brisbane) into elementary sports leagues (Flag Football & Basketball). <i>Status:</i> Completed.</p>	Complete
<p>✓ Maintained the Community Services Monthly e-Newsletter distributed to over 2,500 community members. <i>Status:</i> Completed.</p>	Complete
<p>✓ Continued successful development and delivery of recreation and community service programs generating revenues at a 75% cost recovery level. <i>Status:</i> Completed.</p>	Complete

2013-14 Goals and Objectives

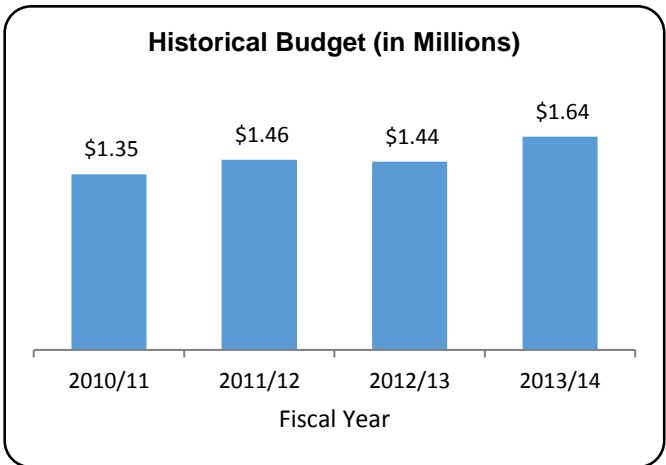
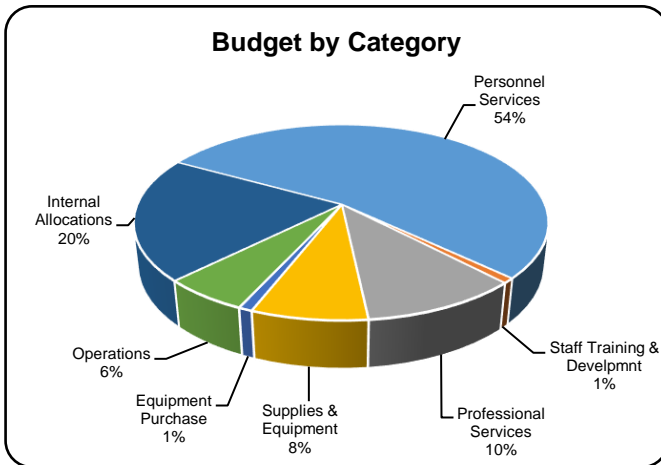
- Continue to work with Community Youth Sports Groups to construct a restroom/concession building at Lions Field.
- Develop an After School Adventure program at El Crystal Elementary School to partner with the new STEM Magnet School status.
- Support the delivery of community programming in support of the Centennial Celebration of the City of San Bruno.
- Expand the Youth Activities Committee to include large community services projects such as beach clean ups and participation in Operation Clean Sweep.
- Expand contract classes by utilizing off site locations such as Portola Performing Arts Center and Belle Air Firehouse.
- As technology becomes available, implement a new Registration and Facilities Software.
- Evaluate fees and program delivery as a result of the new fee structure adopted by the San Bruno Park School District.

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Recreation Services Budget Summary

Budgeted Expenditures	FY 2010-11 Budget	FY 2011-12 Budget	FY 2012-13 Budget	FY 2013-14 Budget
Personnel Services	\$ 712,968	\$ 795,602	\$ 781,439	\$ 882,722
Staff Training & Development	5,620	9,120	13,520	13,520
Professional Services	126,500	126,500	126,500	171,900
Supplies & Equipment	81,100	121,158	124,930	124,930
Equipment Purchase	0	0	0	14,963
Operations	98,480	93,548	92,998	93,555
Internal Allocations	323,960	313,994	305,238	335,458
Total:	\$ 1,348,628	\$ 1,459,922	\$ 1,444,625	\$ 1,637,048

Funding Summary	FY 2010-11 Budget	FY 2011-12 Budget	FY 2012-13 Budget	FY 2013-14 Budget
General Fund	\$ 498,628	\$ 451,922	\$ 389,625	\$ 327,048
Department Revenues	850,000	1,008,000	1,055,000	1,310,000
Total:	\$ 1,348,628	\$ 1,459,922	\$ 1,444,625	\$ 1,637,048



Summary of 2013-14 Budget Changes

The 2013-14 Recreation Services budget increased \$192,000 over the 2012-13 budget. A summary of the budget changes is as follows:

- An increase in part-time salaries and benefits to reflect two Afterschool Education & Safety Programs (ASES) at Allen and Belle Air Schools which are supported by a school district grant (\$67,000 increase) and an increase of \$50,000 as a result of program expansion and enrollment that are offset by corresponding revenue growth
- Instructor payments for contract classes increased \$45,000, offset by an increase in revenues
- One-time costs of \$15,000 for a new dishwasher, chairs and tables at the Recreation Center which will replace existing outdated equipment

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Community Services Department Recreation Services

Personnel Services	2013-14 Budget	Description
5101 Regular Salaries	\$308,087	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period. Subject to benefits per applicable MOUs.
5102 Regular Part-Time	392,033	Base salary for temporary employees working fewer than 980 hours per fiscal year, (\$261,033); Allen & Belle Air after-school program temporary employees supported by school district grant, (\$131,000).
5152 Transport. Allowances	3,600	Monthly auto allowance (\$300/month) in accordance with MOU.
5200 Employee Benefits	179,002	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays.
Total Personnel Services	\$882,722	54% of Grand Total

Staff Training & Development	2013-14 Budget	Description
6406 Professional Development	\$10,400	Professional development reimbursement for department head & 3 mid-managers in accordance with MOU, (\$2,500); tuition reimbursement for 1 employee's masters program, (\$7,900).
6701 Dues & Memberships	1,120	California Parks and Recreation Society, (\$730); National Parks and Recreation Association, (\$390).
6702 Publications & Subscriptions	500	LERN Magazine, (\$250); American Camping Society Publication, (\$250).
6704 Meetings/ Conferences	1,500	CPRS annual conference for staff and commissioners.
Total Staff Training & Development	\$13,520	1% of Grand Total

Professional Services		2013-14 Budget	Description
6411	Contractual Services	\$127,500	Instructor payments for youth and enrichment classes, (\$97,500); ActiveNet maintenance fee, (\$30,000).
6419	Other Services	44,400	Contract services for special events, (\$9,000); DJ services for teens and special needs dances, (\$7,000); transportation for seasonal camps, (\$7,500); weight room quarterly maintenance and concession stand, (\$900); Youth and adult sports umpires and referees, (\$20,000).
Total Professional Services		\$171,900	10% of Grand Total

Supplies & Equipment		2013-14 Budget	Description
6001	Office Supplies	\$7,000	Supplies for daily operations.
6101	Gas & Oil	1,000	Fuel to operate one department van.
6102	Operating Supplies	86,750	Supplies for all programs and services offered including: after school program, (\$7,000); seasonal camps, (\$15,750); youth and adult sports, (\$19,750); special needs, (\$1,000); aquatics operating supplies, (\$17,000); aquatics maintenance supplies, (\$16,000); special events supplies, (\$6,500); first aid supplies, (\$3,000); teen program supplies (\$750).
6204	Supplies & Equipment	24,000	Supplies for Allen & Belle Air after-school program (ASES) which is supported by a school district grant.
6304	Office Equipment Maintenance	6,180	Quarterly and emergency maintenance of copy machine.
Total Supplies & Equipment		\$124,930	8% of Grand Total

Equipment Purchase		2013-14 Budget	Description
6650	Tools & Equipment	\$14,963	Dishwasher, (\$1,000); Chairs, (\$7,900); Tables, (\$6,063).
Total Equipment Purchase		\$14,963	1% of Grand Total

Operations	2013-14 Budget	Description
6112 Postage	\$4,500	Postage for daily mailing as well as for direct mailing of program flyers and announcements.
6141 Printing, Copying & Binding	23,000	Printing and mailing of three recreation activity brochures.
6301 Building & Grounds Maintenance	4,300	Alarm systems at Recreation Center, swimming pool and Belle Air.
6409 Special Projects/ Events	950	Supplies for staff and Youth Activities Committee (YAC) meetings & events.
6450 Communications	4,805	Costs associated with two cell phones for after school sites, three cell phones for Recreation manager and two supervisors, nine office telephones, eight data lines, and one fax machine.
6531 Utilities	56,000	Electric and gas utilities for three recreation facilities.
Total Operations		\$93,555 6% of Grand Total

Internal Allocations	2013-14 Budget	Description
7901 Other Internal Service Alloc.	\$197,470	Internal service allocation for self insurance cost, (\$30,679); building and facilities maintenance, (\$132,733); information technology support, (\$30,369); central garage support, (\$3,689).
7902 General Admin. Alloc.	124,357	Allocation of services provided to this fund based on the cost allocation plan conducted in 2005-06.
9079 Transfer To Eqpt. Reserves	13,631	Allocation of reserve funding to provide for replacement of capital assets at the end of their useful lives.
Total Internal Allocations		\$335,458 20% of Grand Total
Grand Total		\$1,637,048

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Community Services Department Parks Maintenance Division

The San Bruno Community Services Department is committed to providing quality programs and services to benefit the health and well being of the community. The Parks Maintenance Division provides the maintenance support needed to deliver these programs and services.

Programs

The Parks Maintenance Division of the Community Services Department is responsible for the maintenance of all the City's parks and recreational areas, including 18 parks covering 71 acres, 12 baseball and softball fields, 8 soccer fields, 2 football fields and a dog park. The Division maintains approximately 10 acres of street medians, approximately 4,700 street trees and 128 acres of open space. The Parks Division is responsible for the landscaping at all City facilities and the downtown. The Division provides essential logistical support to City wide special events held at City parks and other venues. The primary services provided include:

- **Parks and Facility Maintenance**

In each of the 18 parks and related maintenance areas, staff regularly performs such duties as field maintenance, debris removal, inspecting and repairing playground equipment, cleaning restrooms, graffiti removal, weed and gopher prevention, cleaning barbecue and picnic areas, and a variety of duties specific to individual areas. Staff's goal is to maintain safe and functional parks and recreational facilities for all users.

- **Tree Maintenance**

The Parks Maintenance Division is responsible for proper maintenance of the City's urban forest, including the City's street trees, trees on City property and in open space. Proper maintenance includes regularly scheduled inspections and trimming, as well as removal and replacement of trees, as necessary.

- **Maintenance of Street Median and Rights of Way**

Maintenance of the landscaped medians throughout the City is important for the safety of the pedestrians and motorists using our roadways, as well as to improve the aesthetics of the City. Staff tasks in these areas include weeding, irrigating, planting and trimming.

- **Sports Field Maintenance**

The public, non-profit sports organizations and the Recreation Services Division programs heavily utilize the City's 22 sports fields. Maintenance to these areas includes mowing, irrigation, chalk lining, removing debris, grooming infields, filling potholes and repairs to adjacent fixtures such as benches, bleachers, lighting systems and backstops. The addition of the synthetic turf surface at Lions Field has reduced the daily maintenance. Lions Field is now maintained about once every two weeks with a quick sweep of the leaves and a large sweep is done once per year.

Priority Focus

The Division works with sports user groups to coordinate scheduling and provide sports field capacity as needed to accommodate the use by all leagues. In the area of landscape maintenance, emphasis is placed on facility and median landscaping to improve the overall aesthetics of these areas. Additional

landscaping of El Camino Real median islands will require more maintenance during the year to ensure the appearance of these areas. The City is committed to maintaining “Tree City USA” status by increasing community participation in the annual citywide “Arbor Day” tree planting effort. Staff will continue to seek a proactive approach in open-space tree management with the goal of evaluating and addressing tree issues before they create problems.

2012-13 Goals and Accomplishments		Status
✓	Utilize the new tree inventory program to streamline documentation of tree work. <i>Status:</i> Implemented the Tree Inventory program to streamline the documentation of tree work.	Ongoing
✓	Present proposed City’s Tree Management Plan for approval by the City Council. <i>Status:</i> Researched development of Tree Management Plan for further approval.	Pending
✓	Assist the Public Services Department with the renovation of medians on El Camino Real (Phase # 2), lower San Bruno Avenue, and Sneath Lane. <i>Status:</i> Coordinated with the Public Services Department with the renovation of the medians on El Camino Real (phase 2).	Complete
✓	Replace the wooden creek bridge by San Bruno Park Pool. <i>Status:</i> Completed.	Complete
✓	Install truck and equipment wash station in Parks Corporation Yard to comply with the City’s annual Municipal Regional Stormwater Permit (MRP) application. <i>Status:</i> Coordinated with Public Services to use existing wash station located at Corporation Yard.	Pending
✓	Add wood chips and level all picnic tables in San Bruno City Park. <i>Status:</i> Completed.	Complete
✓	Replenish the mulch on upper San Bruno Avenue medians and Huntington Avenue median. <i>Status:</i> Completed.	Complete
✓	Replace Mexican Feather Grass plant material on El Camino Real with Lily Turf. <i>Status:</i> Research options of alternative replacement material.	Pending
✓	Replaced the roof at the Commodore Park restroom. <i>Status:</i> Completed.	Complete
✓	Updated vehicle inventory for Parks and Facilities and developed a priority list of vehicles to be replaced in the upcoming years. <i>Status:</i> Completed.	Complete
✓	Through the generous donation of the San Bruno Lions Club, replaced the roof at the Beckner Shelter and refurbished the interior of the structure. <i>Status:</i> Completed.	Complete

2013-14 Goals and Objectives

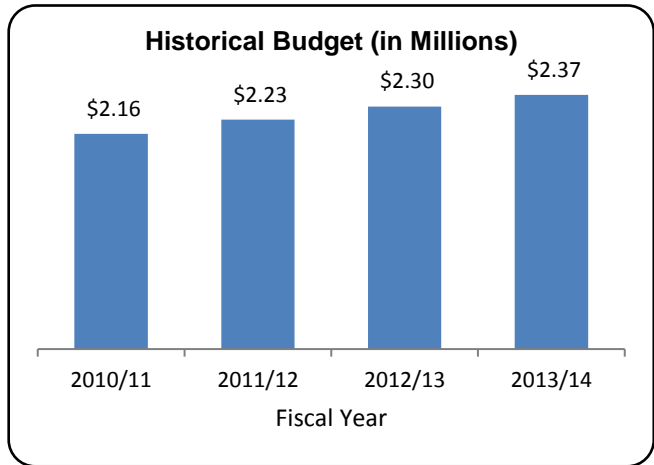
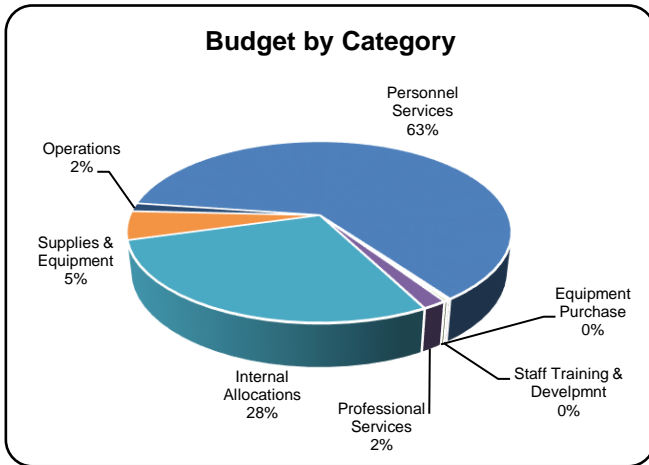
- Work with the Colt Baseball Organization in accordance with the existing MOA to make minor renovations to Lara Field.
- Implement the Adopt-A-Park program throughout the community.
- Develop a plan for tree removal in open space areas.
- Develop a plan for tree removal with the Plymouth Way neighbors.
- Improve or replace the creek grates in City Park.
- Replace two-foot bridges in lower City Park near the large playground.
- Landscape the triangle at entrance to San Mateo Avenue (The Avenue) to match the newly renovated El Camino Real medians.
- Explore alternatives to assure the expected high level of maintenance at the recently renovated medians along El Camino Real and San Bruno Avenue given limited staff resources.

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Parks Maintenance Budget Summary

Budgeted Expenditures	FY 2010-11 Budget	FY 2011-12 Budget	FY 2012-13 Budget	FY 2013-14 Budget
Personnel Services	\$ 1,316,014	\$ 1,378,716	\$ 1,469,637	\$ 1,487,342
Staff Training & Development	6,300	5,800	5,800	5,800
Professional Services	25,000	27,500	27,500	41,500
Supplies & Equipment	117,103	121,135	119,935	120,935
Equipment Purchase	1,400	1,400	1,400	7,000
Operations	35,869	35,747	35,747	35,450
Internal Allocations	655,117	662,602	643,435	669,001
Total:	\$ 2,156,803	\$ 2,232,900	\$ 2,303,454	\$ 2,367,028

Funding Summary	FY 2010-11 Budget	FY 2011-12 Budget	FY 2012-13 Budget	FY 2013-14 Budget
General Fund	\$ 2,142,303	\$ 2,217,184	\$ 2,288,344	\$ 2,344,318
Department Revenues	14,500	15,716	15,110	17,110
Equipment Reserve Fund	0	0	0	5,600
Total:	\$ 2,156,803	\$ 2,232,900	\$ 2,303,454	\$ 2,367,028



Summary of 2013-14 Budget Changes

The 2013-14 Parks Maintenance Division budget is increased by \$64,000 over the 2012-13 budget, primarily as a result of the increase in internal allocations. Other significant changes to the base are a budget request of \$5,600 for griddles and barbeque units to replace outdated equipment to be funded by the Equipment Reserve Fund and \$14,000 to maintain a water feature at the Caltrain grade separation. The gas and oil budget also increased by \$1,000 in accordance with the estimated actual amount of the current year.

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Community Services Department Parks Maintenance

Personnel Services	2013-14 Budget	Description
5101 Regular Salaries	\$958,791	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period. Subject to benefits per applicable MOUs.
5102 Regular Part-Time	51,284	Base salary for seasonal and clerical staff working less than 80 hours per pay period. Subject to benefits per applicable MOUs.
5105 Overtime	10,000	Overtime pay in accordance with the applicable MOU for call outs, seasonal standby, and civic events. Overtime pay is only subject to Medicare and FICA employer contributions, where applicable.
5200 Employee Benefits	467,267	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays.
Total Personnel Services	\$1,487,342	63% of Grand Total

Staff Training & Development	2013-14 Budget	Description
6405 Staff Training	\$3,200	Backflow Prevention Certification, (\$200); Mandatory continuing education in pesticide and arborist regulation and applicator, (\$2,600); National Playground Safety Institute, (\$400).
6406 Professional Development	1,000	Professional development reimbursement for 2 mid-managers in accordance with MOU.
6701 Dues & Memberships	1,000	Pesticide Applicator Professional Association for 13 employees, (\$500); International Society of Arboriculture for 2 employees, (\$300); CPRS for one employee, (\$200).
6702 Publications & Subscriptions	100	Updates on current laws related to pesticide regulation.
6704 Meetings/ Conferences	500	Meetings that provide updates for staff related to landscaping, pesticides regulations, supervisory training, parks maintenance operations, and staff general meetings.
Total Staff Training & Development	\$5,800	0% of Grand Total

Professional Services	2013-14 Budget	Description
6411 Contractual Services	\$41,500	Outside contractors needed for open space tree maintenance and where tree climbing is needed, (\$25,000); annual maintenance fee for tree inventory database, (\$2,500); maintenance for water feature at Grade Separation, (\$14,000).
Total Professional Services	\$41,500	2% of Grand Total

Supplies & Equipment	2013-14 Budget	Description
6001 Office Supplies	\$800	Supplies for daily operations.
6101 Gas & Oil	39,000	Allocation of fuel used by division's vehicles, gas and diesel.
6102 Operating Supplies	23,635	Cleaning supplies to maintain 5 park restrooms, 18 park garbage recepticals, and bags for dog park, (\$5,000); laundry service, uniforms and safety boot replacement, (\$11,835); pesticides, rodenticides and pest control for parks, medians, and landscaped area, (\$6,800).
6201 Building & Grounds Supplies	57,500	Plumbing, irrigation, and construction supplies for parks and landscaped area amenities and facilities repairs, (\$19,000); Flowers, plants and other landscape materials for sports field, sod, seed, fertilizer and other supplies for park maintenance, (\$38,500).
Total Supplies & Equipment	\$120,935	5% of Grand Total

Equipment Purchase	2013-14 Budget	Description
6650 Tools & Equipment	\$7,000	Replacement of older inefficient equipment & purchase of string trimmers, blowers, chain saws, edgers, mowers and hand pruners, (\$1,400); Funded by Equipment Reserve: four griddles, (\$3,600); two barbecue units, (\$2,000).
Total Equipment Purchase	\$7,000	0% of Grand Total

Operations	2013-14 Budget	Description
6301 Building & Grounds Maintenance	\$5,100	Repair and replacement parts for all small power equipment not covered under Central Garage allocation, including mowers, trimmers and chain saws.
6450 Communications	3,850	Allocation for local and long distance charges for 7 office telephones, 1 fax and data lines, and 12 mobile phones/pagers.
6531 Utilities	25,000	Electric and gas service for parks facilities, including sports field lighting.

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Community Services Department Senior Services Division

The San Bruno Community Services Department is committed to providing quality programs and services to benefit the health and well being of the community. The Senior Services Division provides daily congregate lunch and transportation programs, classes, health screenings and special events to adults 50 and over.

Programs

The Senior Services Division of the Community Services Department works with the San Bruno Senior Citizen's Advisory Board to plan and implement activities and services that enrich the lives of adults in the community age 50 and over.

The Senior Services Division offers a broad array of programs designed to promote an active, healthy, and engaged community of active adults. A majority of the classes and programs are supported by revenue from non-General Fund sources, including the San Bruno Senior Center's Operational Trust Fund, the non-profit Nutrition Site Council, and government grants. The primary services provided include:

- **Congregate Nutrition Program**

In conjunction with Older Americans Act funds received from the San Mateo County Area Agency on Aging, the City provides a daily donation-based lunch program. The program is designed to insure that active adults receive a healthy, nutritionally balanced meal. Approximately 25,000 lunches are served annually to over 1,200 registered participants.

- **Transportation Program**

The City provides a transportation program for active adults who are no longer able to drive or who lack other transportation. The program takes participants to and from the Senior Center so that they may participate in the lunch program and Senior Center classes and events. This program is also supported by the Older Americans Act grant and the City's General Fund.

- **Classes and Activities**

To promote a healthy lifestyle for active adults, the Senior Services Division offers over 70 weekly recreation programs. These include academic classes, exercise classes, health screenings and special programs devoted to issues of importance to active adults.

- **Special Events and rentals**

In order to promote a spirit of community engagement, the Senior Center offers special events monthly such as lunchtime parties, trips, holiday events, and dances. These events are primarily funded through the Center's operational Trust Fund and through donations from the non-profit Nutrition Site Council. In addition, the Senior Center is offered for facility rentals to outside groups.

- **Administration**

The broad array of programs offered by the Senior Center requires the attention and supervision of staff. In addition to the development and management of programs and classes, Center staff also provides information and referral services to active adults and their families related to important life decisions such as housing, health, and social well

being. There are also more than 200 community volunteers who provide 40,000 volunteer hours, annually. Staff works with these volunteers to insure the delivery and quality of Division programs. Staff also works with the San Mateo County Area Agency on Aging to meet the reporting requirements related to the approximately \$100,000 in annual funds received from the Older Americans Act. These funds support the Congregate Nutrition and Transportation Programs.

Priority Focus

The Division will continue its focus on delivering diverse and high-quality programs, events and activities for the enjoyment of adults 50 and over.

2012-13 Goals and Accomplishments	Status
<p>✓ Work closely with the Nutrition Site Council of San Bruno to lessen the impacts of the Division reorganization on Senior Division programs and services. <i>Status:</i> City Staff and the non-profit Nutrition Site Council Staff have developed suggested donation models and are in the process of evaluating them for recommendation to the City Council.</p>	Ongoing
<p>✓ Introduce and add new classes and programs to the Senior Center schedule. <i>Status:</i> Several one-time and ongoing classes were added to program offerings. One-time offerings included a fall prevention workshop and a book talk by a local author. Weekly programs were enhanced with one additional Zumba class and weekly ping-pong.</p>	Ongoing
<p>✓ Use Non-Profit Nutrition Site funds to purchase a new color copier for Senior Center administrative work. <i>Status:</i> Purchase options are being evaluated by staff.</p>	Pending
<p>✓ Develop a fixed bus route for the newly acquired Senior Center bus. <i>Status:</i> A fixed bus route was developed and grant funds were approved to create a route map for distribution.</p>	Complete
<p>✓ The Senior Lunch program grew 4% per year over the past 3 years with 18,957 attendees in 2009 increasing to 21,586 in 2012. <i>Status:</i> Completed.</p>	Complete
<p>✓ Visits to the Senior Center grew by 1.7% per year over the past 3 years with 67,825 visits in 2009 compared to 71,476 in 2012. <i>Status:</i> Completed.</p>	Complete

2013-14 Goals and Objectives

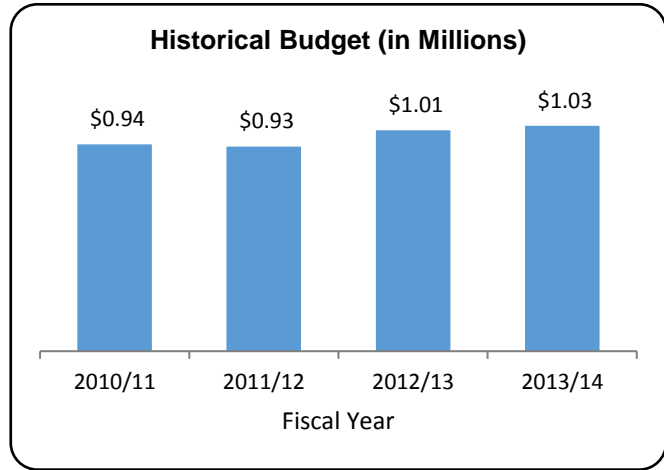
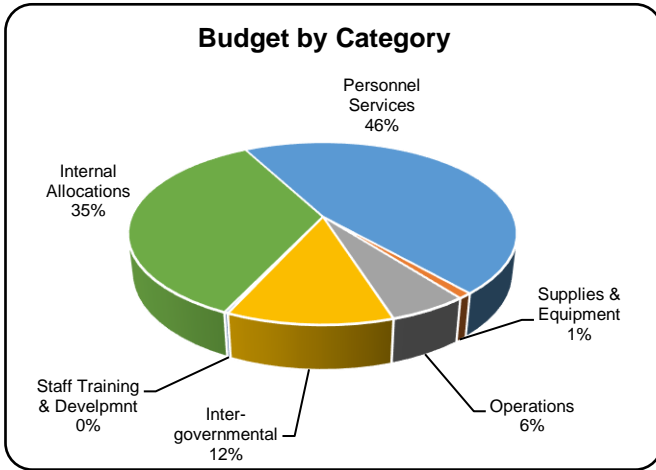
- Present to the City Council for its consideration a memorandum of understanding with the Nutrition Site Council to support the donation model.
- Improve Division advertising and marketing materials as well as outreach to insure services are well known to residents.
- Increase attendance for the Congregate Nutrition program by 5% on lower attendance days.
- Increase Senior bus ridership by 5% to accommodate reductions in service by SamTrans.
- Develop an interactive process for evaluating Division programs and identifying new program opportunities.
- Increase direct staff participation with clients by streamlining back-office processes.

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Senior Services Budget Summary

Budgeted Expenditures	FY 2010-11 Budget	FY 2011-12 Budget	FY 2012-13 Budget	FY 2013-14 Budget
Personnel Services	\$ 410,627	\$ 424,530	\$ 462,881	\$ 475,982
Staff Training & Development	1,000	1,110	1,100	2,675
Supplies & Equipment	9,167	8,921	9,700	10,200
Operations	56,803	57,008	57,008	57,572
Intergovernmental	76,000	76,000	123,258	120,000
Internal Allocations	390,508	366,032	354,601	361,921
Total:	\$ 944,105	\$ 933,601	\$ 1,008,548	\$ 1,028,350

Funding Summary	FY 2010-11 Budget	FY 2011-12 Budget	FY 2012-13 Budget	FY 2013-14 Budget
General Fund	\$ 633,521	\$ 651,120	\$ 703,444	\$ 682,685
Department Revenues	5,000	29,000	27,000	32,000
Nutrition Site Council	145,000	75,000	104,774	110,000
Area Agency on Aging Grant	90,000	110,278	112,130	137,465
Donations	70,584	68,203	61,200	66,200
Total:	\$ 944,105	\$ 933,601	\$ 1,008,548	\$ 1,028,350



Summary of 2013-14 Budget Changes

The 2013-14 Senior Services Division budget increased by \$19,800 over the 2012-13 budget. The budget changes for 2013-14 include an addition of \$500 in meetings and conferences to allow staff to attend a conference, along with a \$500 increase in gas and oil to reflect the current year-end estimate.

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Community Services Department Senior Services

Personnel Services	2013-14 Budget	Description
5101 Regular Salaries	\$269,356	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period, (\$138,516). Subject to benefits per applicable MOUs. Portion of Nutrition salary paid for by Nutrition Site Council & donations, (\$130,840)
5102 Regular Part-Time	71,475	Base salary for all department personnel working less than 80 hours per pay period, (\$41,435). Portion of Transportation salary paid for by AAA grant, (\$17,465); Nutrition Site Council and donations, (\$12,575).
5200 Employee Benefits	135,151	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays.
Total Personnel Services		\$475,982 46% of Grand Total

Staff Training & Development	2013-14 Budget	Description
6406 Professional Development	\$1,500	Professional development reimbursement for 3 mid-managers in accordance with MOU.
6701 Dues & Memberships	675	American Society on Aging; (\$525), California Parks and Recreation Society, (\$150).
6704 Meetings/ Conferences	500	CPRS conference & workshops related to Aging services, nutrition programs, software training & state mandated certificate training.
Total Staff Training & Development		\$2,675 0% of Grand Total

Supplies & Equipment	2013-14 Budget	Description
6001 Office Supplies	\$2,200	Flyers, monthly calendar, registration materials, computer materials, paper, printer ink, miscellaneous office supplies, note cards.
6101 Gas & Oil	4,500	Fuel and oil for senior bus.
6102 Operating Supplies	1,700	SESAC music license, (\$320); piano tuning, (\$175); Helium tank for events, (\$220); supplies for bocce ball, horseshoe, ceramics, stained glass and other special programs and events, (\$985).

Supplies & Equipment (Cont.)

6304 Office Equipment Maintenance 1,800 Office duplicator and copier usage and maintenance contracts.

Total Supplies & Equipment \$10,200 1% of Grand Total

Operations	2013-14 Budget	Description
6112 Postage	\$900	Postage for monthly calendar of events, advertising, correspondence.
6301 Building & Grounds Maintenance	2,000	Alarm system.
6450 Communications	2,672	Computer internet service, senior center portable phone, fax machine, cell phones for bus driver and recreation supervisor.
6531 Utilities	52,000	Utility expenses for San Bruno Senior Center.
Total Operations	\$57,572	6% of Grand Total

Intergovernmental	2013-14 Budget	Description
7041 County Svce.Charges	\$120,000	Funded by AAA Grant and Nutrition Site Council: Congregate Nutrition Program food services from Lydia's Italian Deli, (\$40,000) and Nutrition Site Council, (\$80,00).
Total Intergovernmental	\$120,000	12% of Grand Total

Internal Allocations	2013-14 Budget	Description
7901 Other Internal Service Alloc.	\$304,933	Internal service allocations for self insurance cost, (\$18,748); building & facilities maintenance, (\$254,976); information technology support, (\$21,982); central garage support, (\$9,227).
7902 General Admin. Alloc.	55,215	Allocation of services provided to this fund based on the cost allocation plan conducted in 2005-06.
9079 Transfer To Eqpt. Reserves	1,773	Allocation of reserve funding to provide for replacement of capital assets at the end of their useful lives.
Total Internal Allocations	\$361,921	35% of Grand Total
Grand Total	\$1,028,350	

Community Services Department Library Services

“Providing quality, programs, places and services.”

Our mission statement is anchored by the following assumptions:

A responsibility to offer free Library service

The City’s commitment to a municipal Library

Responsiveness to the community

Utilization of modern technology

Cooperative efforts with other City departments, other libraries, and other agencies

Commitment to intellectual freedom for all

Programs

The San Bruno Public Library offers library services to San Bruno residents in cooperation with the Peninsula Library System, a consortium of all public and community college libraries in San Mateo County. Library staff serves on five overlapping, cross-functional teams. Primary program areas are:

- **Public Service**
Provide 47 weekly hours of adult and children’s Reference, customer account, proctoring and inter-library loan services.
- **Internet and Public Computer Access**
Provide free public computer and Internet access including wireless service, maintain 34 public and 15 staff computers, purchase new equipment, upgrade existing equipment, maintain Integrated Library System hardware and software, interface with the Peninsula Library System Automated Network on consortium-wide technical projects and provide online services including research databases, eBooks and online homework help.
- **Programming**
Plan and direct the annual Summer Reading Club; host educational and entertaining programs for adults, teens and children; provide three weekly children’s story-times; film and televise story-times for San Bruno Cable; and, operate an after-school homework center.
- **Collection Development and Maintenance**
Select print and electronic content, process materials for use, re-shelve returned items, fill hold requests, and remove old and damaged inventory.
- **Administration**
Personnel management, marketing, strategic planning, and administration of the operating and capital improvement project budgets to assure an adequate facility to meet community needs. Staff also serves as liaison to Friends of the Library and represents the City on the Peninsula Library System’s Administrative Council and Committees. Staff support of the San Bruno Culture and Arts Commission is also provided through the Library Division.

Priority Focus

The Library Services Division's chief focus for the 2013-14 fiscal year is to enhance the user experience within the Library and through online services. Minor modifications to the building interior layout combined with expansion of Internet access will address the community's request for online access and self-directed service. In addition, Library staff will continue their commitment to children and youth through the continuation of programs geared to enrich development and instill basic learning skills through family-centered, literacy-based activities.

2012-13 Goals and Accomplishments	Status
<p>✓ Renovate basement Community Room restrooms to create ADA accessible bathroom facilities. <i>Status:</i> Secured grant funds to renovate the basement Community Room restrooms to create ADA accessible bathroom facilities.</p>	Pending
<p>✓ Partner with the San Bruno PTA Council to offer a summer school academy that will prepare students for the upcoming school year. <i>Status:</i> This program was evaluated and it was determined to not move it forward at this time.</p>	Pending
<p>✓ Present at least four adult programs that bring a minimum attendance of 20 people. <i>Status:</i> Presented four adult programs with an average attendance of 16. This was a positive step toward the goal of an average of 20 or more participants. Programs included eBook download trainings, rare book appraisal, pairing wine with food and the basics of home beer brewing.</p>	Ongoing
<p>✓ Add library materials handling system to automate returns process. <i>Status:</i> Working with the Peninsula Library System, staff selected an automated materials return machine that, when installed, will allow users to return items to a walk up book drop that checks items in and prints receipts.</p>	Pending
<p>✓ Institute and publicize a comprehensive sponsorship program for library programs and acquire at least \$5,000 in donations. <i>Status:</i> Sponsorship program is being evaluated to demonstrate a comprehensive, Department-wide approach.</p>	Pending
<p>✓ Bring in at least \$2,000 from facility rentals of the Library Community Room. <i>Status:</i> Utilized the Library Community Room as the site for several <i>Music Together</i> recreation classes, Glenview Community meetings, and a special forum titled <i>When I Grow Up</i> hosted by Congresswoman Jackie Speier.</p>	Pending
<p>✓ Increased Story time attendance by 13% to 4,727 total attendees. <i>Status:</i> Completed.</p>	Complete
<p>✓ Provided over 600 live one-on-one homework sessions through tutor.com. <i>Status:</i> Completed.</p>	Complete

- ✓ **Increased participation in after-school homework center by 25% to 132 registered participants.** **Complete**
Status: Completed.
- ✓ **Completed a school-wide library card campaign with two schools resulting in 140 new children's registrations.** **Complete**
Status: Completed.
- ✓ **Through promotion, classes and reader interest, eBook usage increased 85% in one year from 1,900 to 3,500.** **Complete**
Status: Completed.
- ✓ **Introduced the Discover & Go service, providing free museum passes to residents electronically via the library catalog.** **Complete**
Status: Completed.

2013-14 Goals and Objectives

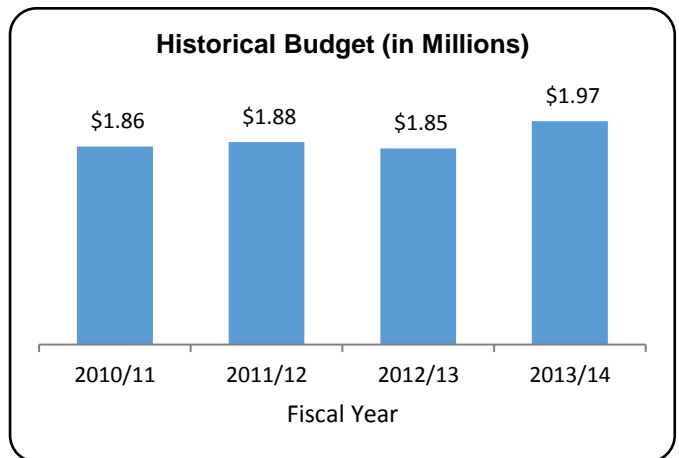
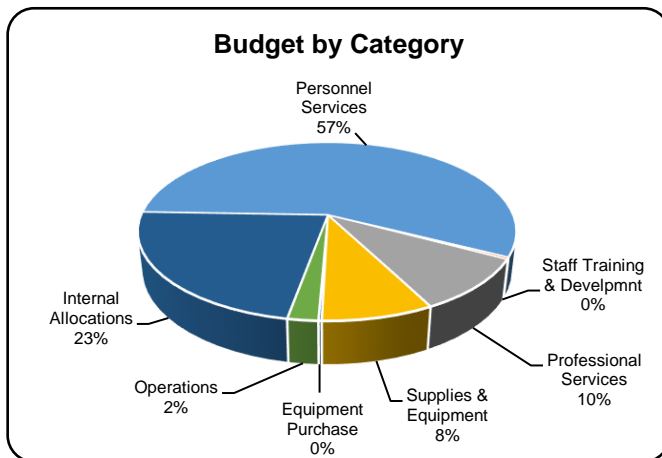
- ❑ Expand school-wide library card campaign from two to four schools.
- ❑ Promote basic literacy skills by expanding Baby Story time from two-month sessions to three-month sessions.
- ❑ Expand browsing area and increase number of public computers by moving service desk under the mezzanine and shrinking the desk area footprint.
- ❑ Improve user experience by installing automated book return for walk-up instant check-in and receipt printing.
- ❑ Enrich online presence by implementing new catalog interface and mobile application in conjunction with the Peninsula Library System.
- ❑ Increase Internet access by expanding laptop loan program to include standard size laptop computers.
- ❑ Complete plans and hire a contractor to make accessibility modifications for basement restrooms.
- ❑ Assist the Culture and Arts Commission's delivery of the Centennial Mural Projects.

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Library Services Budget Summary

Budgeted Expenditures	FY 2010-11 Budget	FY 2011-12 Budget	FY 2012-13 Budget	FY 2013-14 Budget
Personnel Services	\$ 1,103,462	\$ 1,134,179	\$ 1,122,396	\$ 1,121,361
Staff Training & Development	10,300	10,800	10,700	6,900
Professional Services	107,153	107,153	107,153	188,655
Supplies & Equipment	152,400	152,000	151,800	158,600
Equipment Purchase	6,800	6,800	6,800	4,550
Operations	42,407	42,845	42,645	43,175
Internal Allocations	438,039	426,904	411,124	447,368
Total:	\$ 1,860,561	\$ 1,880,681	\$ 1,852,618	\$ 1,970,609

Funding Summary	FY 2010-11 Budget	FY 2011-12 Budget	FY 2012-13 Budget	FY 2013-14 Budget
General Fund	\$ 1,657,961	\$ 1,694,781	\$ 1,722,389	\$ 1,799,136
Department Revenues	65,600	80,000	72,000	55,000
State Library Revenues	137,000	105,900	39,000	39,000
Public Art Fund	0	0	19,229	77,473
Total:	\$ 1,860,561	\$ 1,880,681	\$ 1,852,618	\$ 1,970,609



Summary of 2013-14 Budget Changes

The 2013-14 Library budget increased \$40,518 over the 2012-13 budget, primarily as the result of an increase in internal allocations. New budget items in 2013-14 include the Discover and Go Museum Pass Program for \$400, which is a service offering free museum passes to residents, and maintenance fees of \$3,600 for Bibliocommons, a mobile library application for smartphones. Also, the supplemental request for \$7,000 to increase library materials collection has been incorporated into the adopted budget.

The 2013-14 Library budget also includes expenditures supported by the Public Arts Fund, since the Library serves as the department liaison to the Culture and Arts Committee. The budget for the Public Art fund includes The Centennial Art Project, Shakespeare in the Park and various movie licenses account for approximately \$77,000 in the professional services (6401) line item.

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Community Services Department Library Services

Personnel Services	2013-14 Budget	Description
5101 Regular Salaries	\$649,534	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period. Subject to benefits per applicable MOUs.
5102 Regular Part-Time	150,395	Salaries for part-time Library Assistant and part-time temporary & per-diem employees, which includes 6 Library Pages and 2 Library Assistants , averaging 15 hrs per week. Per-diem part time personnel staff the Homework Help Center at 13.5 hrs per week.
5200 Employee Benefits	321,432	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays.
Total Personnel Services		\$1,121,361 57% of Grand Total

Staff Training & Development	2013-14 Budget	Description
6406 Professional Development	\$3,500	Professional development reimbursement for 3 mid-managers, in accordance with MOU, (\$1,500); Tuition reimbursement, (\$2,000).
6701 Dues & Memberships	1,200	Membership in California Library Association, (\$600); American Library Association, (\$500); Innovative Users Group, (\$100).
6703 Travel/Vehicle Use	100	Reimbursement for business-related travel expenses when City pool cars are not available.
6704 Meetings/ Conferences	2,100	Peninsula Library System meetings and workshops, (\$360); California Library Association Annual Conference, (\$1,740).
Total Staff Training & Development		\$6,900 0% of Grand Total

Professional Services		2013-14 Budget	Description
6419	Other Services	\$188,655	Hardware & system maintenance, (\$18,747); Online homework help service, (\$7,850); Safari computer & technical e-books, (\$426); Overdrive e-book collection, (\$4,720); Gale database subscription for national journals, newspapers & academic press, (\$8,747); EBSCO database service for book covers licensing, (\$663); Peninsula Library System (PLS) management, interlibrary item delivery costs & JPA fees, (\$66,000); Discover & Go museum pass program, (\$400); Maintenance of Bibliocommons catalog user interface and mobile library application for smartphones, (\$3,629). Supported by Public Art Fund: Swank Corporation Movies in the Park licenses, (\$1,300); Motion Picture Licensing Corporation umbrella license, (\$544); Shakespeare in the Park, (\$629); Centennial art project, (\$75,000).
Total Professional Services		\$188,655	10% of Grand Total

Supplies & Equipment		2013-14 Budget	Description
6001	Office Supplies	\$18,000	General office supplies, including paper for public and staff, printer supplies, miscellaneous computer parts and cables; Specialty vendors for CD and DVD cases, security tags, self-check receipt paper, due date cards, and other library operating supplies.
6108	Books & Materials	140,000	Print books, e-books, cds, dvds, electronic databases and audiovisual materials; magazines, periodicals and newspaper subscriptions for library use and circulation, (\$133,000). <i>Service level enhancement to increase library materials collection, (\$7,000).</i>
6304	Office Equipment Maintenance	600	Monthly copier usage charges.
Total Supplies & Equipment		\$158,600	8% of Grand Total

Equipment Purchase		2013-14 Budget	Description
6650	Tools & Equipment	\$4,550	Replacement computer parts & cords, (\$100); Replace 3 public access terminals that are 4 years old, (\$2,250); Software upgrade to Microsoft Office 2013 for public computers, (\$700); LCD projector compatible with Windows 7, (\$1,500).
Total Equipment Purchase		\$4,550	0% of Grand Total

Operations		2013-14 Budget	DESCRIPTION
6112	Postage	\$400	Postage required by department operations for outside correspondence including regular, certified, return receipt, and express/overnight mail.
6301	Building & Grounds Maintenance	1,000	Security alarm system for building.
6409	Special Projects/ Events	7,000	Supplies and costs for six children's library programs, six summer reading club performers, three weekly story times, four adult programs and four young adult programs per year.
6450	Communications	3,045	Internal allocation charges for phones and phone service; cell phone charges; monthly charges for modems and fax lines; library-specific requests for programming of the automated response unit.
6531	Utilities	25,000	Electric and gas utility charges for Library facility.
6601	Rental & Leases	6,730	Monthly lease payments for public and staff photocopier machines.
Total Operations		\$43,175	2% of Grand Total

Internal Allocations		2013-14 Budget	Description
7901	Other Internal Service Alloc.	\$216,999	Internal service allocations for self insurance cost, (\$32,383); buildings and facilities maintenance, (\$140,016); information technology support, (\$44,600).
7902	General Admin. Alloc.	221,356	Allocation of services provided to this fund based on the cost allocation plan conducted in 2005-06.
9079	Transfer To Eqpt. Reserves	9,013	Allocation of reserve funding to provide for replacement of capital assets at the end of their useful lives.
Total Internal Allocations		\$447,368	23% of Grand Total
Grand Total		\$1,970,609	

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Community Services Department Buildings and Facilities

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

Programs

The Buildings and Facilities Division provides a clean and functional work environment for all users of City facilities. This includes repair and maintenance services for municipal buildings and facilities, including routine custodial services for the City Hall, Library, Police Plaza, Recreation Center, satellite recreation centers, Senior Center, Cable Television, two Corporation Yards; periodic repairs and maintenance for two fire stations and various miscellaneous public buildings such as the Volunteer Firemen's Hall, Catalpa storage building, and the Carlton Corners Building. These services are provided to user departments on a cost allocation basis. The primary services provided include:

- **Custodial Maintenance**
Provide routine custodial services for 17 City facilities.
- **Facility Maintenance**
Ensure proper maintenance and repair is performed on equipment in 17 City facilities.
- **Facility Management**
Manage contracts and vendor relationships necessary to ensure that the City's building maintenance needs are being properly met.

Priority Focus

For fiscal year 2013-14, the focus of the Division will be to continue to work closely with all City departments to evaluate and address facility and operational issues to assure continued delivery of City services.

2012-13 Goals and Accomplishments	Status
✓ Implement new Heating, Ventilation and Air Conditioning (HVAC) maintenance services contract. <i>Status:</i> Implemented a new HVAC maintenance service contract to find a new cost effective solution and worked with service contractor to repair HVAC malfunction at the San Bruno Senior Center.	Complete
✓ Replace boiler at the Recreation Center. <i>Status:</i> Repair made to boiler eliminating the need for immediate replacement.	Complete
✓ Replace compressor at the Library. <i>Status:</i> Repair made to compressor eliminating the need for immediate replacement.	Complete
✓ Recycled materials being stored at Skyline Activities Center. <i>Status:</i> Completed.	Complete

- | | | |
|---|---|-----------------|
| ✓ | Removed and recycled old equipment at the Parks Yard.
<i>Status: Completed.</i> | Complete |
| ✓ | Began a comprehensive carpet-cleaning program with cleaning at Library, Engineering, Senior Center Office and Recreation Center.
<i>Status: Carpet cleaning program developed and cleaning schedule began with departments.</i> | Ongoing |
| ✓ | Replaced all shades and mini blinds at Senior Center and installed cleaning solution mixing units at all City facilities.
<i>Status: Completed.</i> | Complete |

2013-14 Goals and Objectives

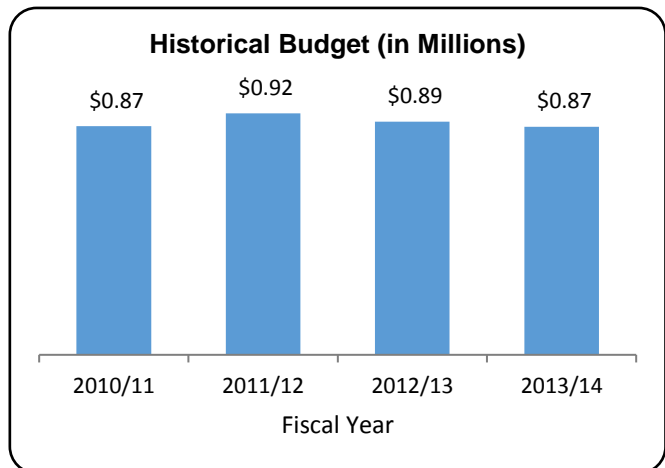
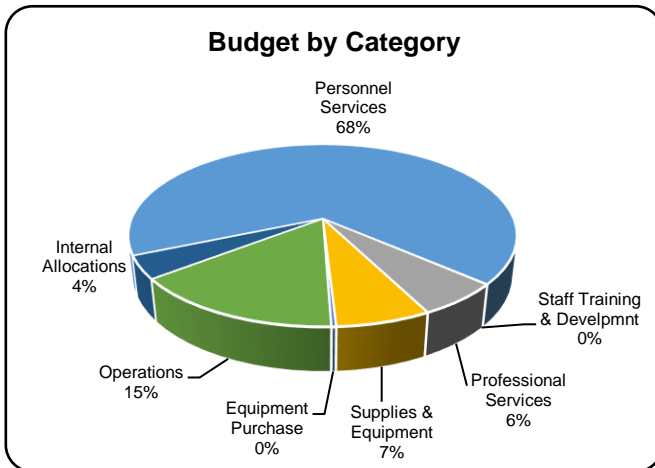
- Replace outside wooden benches and some floorboards at San Bruno Senior Center deck.
- Replace retaining wall at Senior Center Bocce Ball Court.
- Repair and paint on exterior walls of Police Plaza.
- Install additional recycling containers at all City facilities.
- Initiate an Organics Pilot Program in all City facilities in conjunction with San Bruno Recology.
- Refinish gymnasium floor at Recreation Center.
- Evaluate storage needs and possible future use of Skyline Activities Center.
- Support capital project to repaint City Hall, Fire Station 51 and the Library.

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Building & Facilities Budget Summary

Budgeted Expenditures	FY 2010-11 Budget	FY 2011-12 Budget	FY 2012-13 Budget	FY 2013-14 Budget
Personnel Services	\$ 569,583	\$ 618,784	\$ 611,824	\$ 588,100
Staff Training & Development	550	550	575	575
Professional Services	60,100	60,100	52,100	52,100
Supplies & Equipment	63,941	63,797	56,600	57,850
Equipment Purchase	3,000	2,800	2,800	2,800
Operations	139,851	137,192	129,000	131,396
Internal Allocations	32,965	35,345	34,212	35,141
Total:	\$ 869,990	\$ 918,568	\$ 887,111	\$ 867,962

Funding Summary	FY 2010-11 Budget	FY 2011-12 Budget	FY 2012-13 Budget	FY 2013-14 Budget
Building & Facilities Fund	\$ -	\$ 5,560	\$ 5,459	\$ 991
Recovery from Other Funds				
General Fund	939,216	850,596	821,388	804,548
Water Fund	16,560	15,024	14,508	15,779
Wastewater Fund	16,560	15,024	14,508	15,779
Cable Fund	32,736	29,700	28,680	28,177
Technology Fund	1,008	2,664	2,568	2,688
Total:	\$ 1,006,080	\$ 918,568	\$ 887,111	\$ 867,962



Summary of 2013-14 Budget Changes

The 2013-14 Building and Facilities Division budget decreased by \$19,150 from the 2012-13 budget, primarily as a result of the salary savings from a step reduction of the vacant Community Services Director position and reclassification of the Assistant Director position to Superintendent. Other budget increases include: a \$1,250 increase in gas and oil to reflect current year anticipated actuals, along with a \$3,100 budget request to refinish the gymnasium floor at the Recreation Center.

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Community Services Department Building & Facilities

Personnel Services	2013-14 Budget	Description
5101 Regular Salaries	\$370,232	Base salary and incentives for all department personnel working a minimum of 80 hours per pay period. Subject to benefits per applicable MOUs.
5102 Regular Part-Time	22,836	Salaries for seasonal part-time, temporary staff utilized in the Building and Facilities Division. Employees in this position work less than 980 hours per fiscal year.
5105 Overtime	6,000	Overtime pay in accordance with the applicable MOU. Overtime pay is only subject to Medicare and FICA employer contributions, where applicable.
5200 Employee Benefits	189,032	City's cost of CalPERS retirement, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance.
Total Personnel Services	\$588,100	68% of Grand Total

Staff Training & Development	2013-14 Budget	Description
6405 Staff Training	\$575	License for staff on back flow certification for ten back flow devices, (\$200); Biennial backflow certification classes, (\$150); Mandatory green building code training, (\$225).
Total Staff Training & Development	\$575	0% of Grand Total

Professional Services	2013-14 Budget	Description
6411 Contractual Services	\$52,100	Emergency repairs to facility equipment and fixtures.
Total Professional Services	\$52,100	6% of Grand Total

Supplies & Equipment	2013-14 Budget	Description
6001 Office Supplies	\$400	Office supplies needed for facilities office operations and for HVAC computer control systems.
6101 Gas & Oil	1,950	Cover cost for fuel and supplies for three division vehicles.
6102 Operating Supplies	35,500	Janitorial supplies for city facilities including: City Hall, Cable TV, Fire and Police stations, Library, Corporation Yard, Senior Center, and three Recreation Centers; Custodian safety shoes and uniforms.

Supplies & Equipment (Cont.)

6201 Building & Grounds Supplies 20,000 Maintenance and repair supplies for city facilities including: City Hall, Cable TV, Fire and Police stations, Library, Corporation Yard, Senior Center, and three Recreation Centers.

Total Supplies & Equipment \$57,850 7% of Grand Total

Equipment Purchase	2013-14 Budget	Description
6650 Tools & Equipment	\$2,800	Replacement tools, such as vacuums, polishers and hand tools, used to maintain facilities on a daily basis at City Hall, Cable, Fire and Police stations, Library, Corporation Yards, Senior Center, and three Recreation Centers.

Total Equipment Purchase \$2,800 0% of Grand Total

Operations	2013-14 Budget	Description
6301 Building & Grounds Maintenance	\$70,100	Service contracts for facility maintenance including HVAC, generators, structural pest control, automatic doors, elevators, and fire extinguishers for all facilities and City vehicles, (\$67,000); Refinishing gymnasium floor, (\$3,100).

6450 Communications 1,296 Cost of five mobile phones for custodial personnel.

6531 Utilities 60,000 Gas, electric, and garbage charges for City Hall and Library.

Total Operations \$131,396 15% of Grand Total

Internal Allocations	2013-14 Budget	Description
7901 Other Internal Service Alloc.	\$35,141	Internal service allocation for self insurance cost, (\$22,157); information technology support, (\$5,614); central garage support, (\$7,370).

Total Internal Allocations \$35,141 4% of Grand Total

Grand Total \$867,962

Cable Fund
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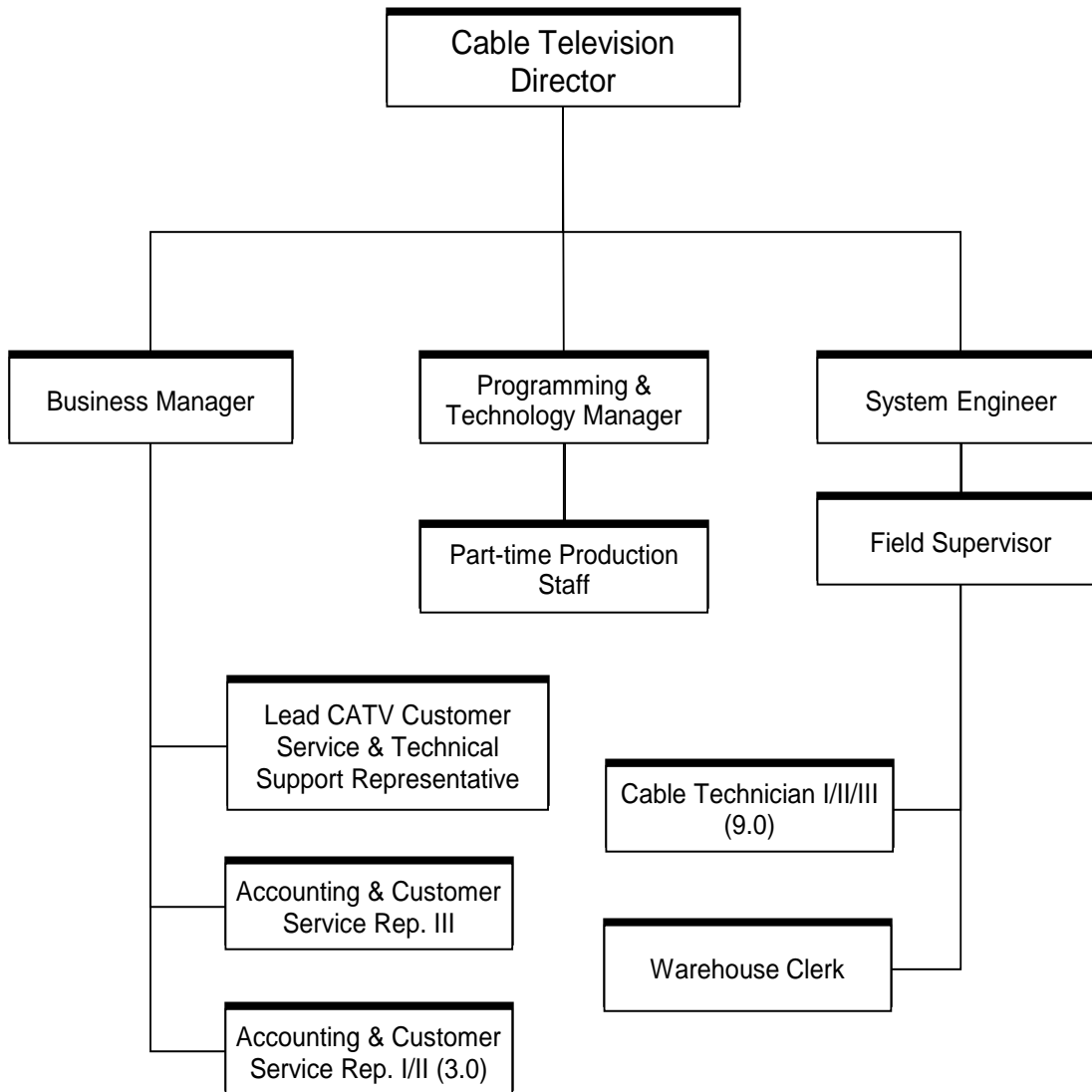
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Cable Television

Cable Operations

Local Origination

Cable Television



Cable Television Department Operations & Local Origination Divisions

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

Programs

The Cable Television Department is responsible for the operations of San Bruno Municipal Cable TV, the City's telecommunications enterprise and San Bruno Cable Channel 1, the City's governmental access channel. San Bruno Municipal Cable TV delivers a full suite of broadband video, data and voice services to residential and business customers over a state-of-the-art all-digital cable network consisting of over 100 miles of fiber and coaxial cable plant. Cable Channel 1 covers all the local City meetings, events and festivities, produces and airs local programming such as Story Time, Senior Moments and What's Happening Around Town, and public service announcements in collaboration with the City's other departments. San Bruno Cable also provides and maintains the City's fiber optic communications network, and provides data and voice services to the City.

The Department's work program consists of the following:

- **Customer Care And Support**
Provide excellent customer care and support through the employment of tenured and experienced management, customer service personnel and field technicians. Deliver the highest quality 24/7 technical support service, informational website, online support, and online bill presentation and payment options for subscribers.
- **State of the Art Delivery System**
Maintain the all-digital cable system in compliance with Federal Communication Commission (FCC) regulations, and implement the latest advancements in cable technology to ensure the most efficient utilization of the cable infrastructure to obtain the maximum value from the City's investments. Optimize the cable infrastructure for delivery of broadband video, data and voice services.
- **Services**
 - **High Speed Internet Service**
Internet service with speeds of up to 100 Mbps down and 5 Mbps up and with 500 GB of data downloads per month.
 - **Wi-Fi Internet Service**
Wi-Fi Internet service at the Shops at Tanforan, Senior Center and other City facilities. Service to expand to other areas within the City based on feasibility and demand.

- **Voice over Internet Protocol Phone Service (VoIP)**
Residential VoIP phone service comprising of unlimited local calling, unlimited domestic long distance, unlimited international calling to over 20 countries that are included in the calling plan, and a standard set of calling features such as voicemail, caller ID, call waiting and call forwarding among others; and international calling to hundreds of other countries at very low per minute calling rates.
- **Commercial Voice and Data Services**
Commercial voice using multimedia terminal adapters or as a hosted IP PBX service with additional value added services available such as eFax (Internet based fax) and 1-800 Virtual Number service. Dedicated IP Ethernet, point-to-point Ethernet transport with asymmetrical speeds up to 100 Mbps and Domain Name Server (DNS) Options.
- **Local Origination Programming**
Cover live City meetings, events and festivities, promote Cable TV Department services, produce and air local programming related to issues that are of interest to the community of San Bruno as well as produce local promotions of Cable TV Department services.

The chart below represents the current subscriber numbers for services as of March 31, 2013:

Service	Jul-12	Feb-13
Basic	6,770	6,551
Expanded Basic	6,099	5,913
Digistar Basic	2,681	2,555
High Definition	3,015	3,062
Internet	5,690	5,788
Digital Phone	1,009	1,016
Commercial Services	110	125
Households Served	8,182	8,026

Through February 28, 2012 there were 1,030 new service connections and 1,186 service disconnections. The deeply discounted competitive offers floating in the market are still driving this high rate of customer churn. Competitors continue to conduct very aggressive door-to-door sales campaigns to gain a larger market share. The City re-launched its promotional campaign between July 2012 through November 2012, garnering an additional 223 new subscribers over the previous years increase of 800 new subscriptions for Cable, Internet and Phone services. Other marketing efforts include a "Refer-A-Friend" campaign advertised in Focus magazine with 23 new customers taking advantage of that program. The City's promotional "Dish Buy Back" offer continues for those coming back from DISH, which also features a \$100 credit towards their account and several customers have taken advantage of that program.

San Bruno Cable's operations have seen significant inroads into commercial business. Currently, San Bruno Cable serves 145 local businesses with commercial services. These now include 18 dedicated Fiber to Metro Ethernet services in the Bayhill Business Park, 2 point to point applications, 3 multi-line phone customers and 110 commercial Internet customers. In addition, over 250 businesses use level one residential Internet service, which is robust enough for their business purposes.

Priority Focus

During FY 2013-14, the Cable Department will pursue the following key initiatives to ensure the viability of the enterprise. The field system infrastructure is due for a rebuild to improve reliability, increase bandwidth and Internet speeds, and add potential new programming to meet the future technology needs of residents and commercial business. A Fiber to the Home network or a field equipment replacement alternative is being evaluated. The Department will continue to develop and execute sales and marketing campaigns to improve the visibility and image of San Bruno Cable as the municipally owned, premier choice, telecommunications service provider whose focus is to exceed customer expectations and provide the broadest choice of telecommunications products and services. The highest focus is to pursue improvements to the system and to customer service delivery to the residents of San Bruno.

2012-13 Goals and Accomplishments	Status
<p>✓ Continue direct sales and other marketing campaigns to win back customers. <i>Status:</i> Continued direct sales and marketing campaigns including Fixed Pricing, Dish Buy Back, Refer A Friend, International Channels, Retention Videos, Hosted a booth at the San Bruno Flea Market, and Sponsored the following local community groups: AYSO; Capuchino High School; St. Robert's School; San Bruno Park School District (SBPSD); San Bruno Girls Softball League; San Bruno Chamber of Commerce.</p>	Ongoing
<p>✓ Aggressively market commercial services to the business community. <i>Status:</i> Hired a Salesperson to market commercial services to the business community and distributed direct mail pieces to Businesses in Bayhill Park. Produced promotional video for the Cable Department sales effort.</p>	Ongoing
<p>✓ Explore Fiber-to-the-Home (FTTH) installation. <i>Status:</i> Researched and obtained pricing for Fiber-to-the-Home (FTTH) installation.</p>	Pending
<p>✓ Explore channel additions and enhancements to Video on Demand content. <i>Status:</i> Enhanced Video on Demand (VOD) programming by adding 500 hours of new programming content.</p>	Ongoing
<p>✓ Extend cable plant to new development as opportunities arise. <i>Status:</i> Extended two new fibers to the City network, rebuilt infrastructure at Treetops apartment complex and extended plant to Shari's Restaurant.</p>	Ongoing
<p>✓ Offer "over the top" services to view content on smart phones, tablets, and other portable electronic devices. <i>Status:</i> Offered coverage of the 2012 Olympics for "over the top" services to view content on smart phones, tablets, and other portable electronic devices.</p>	Ongoing
<p>✓ Added third IP Circuit to increase bandwidth capacity. <i>Status:</i> Completed</p>	Completed
<p>✓ Enhanced after-hours response to service issues. <i>Status:</i> Completed</p>	Completed

2013-14 Goals and Objectives

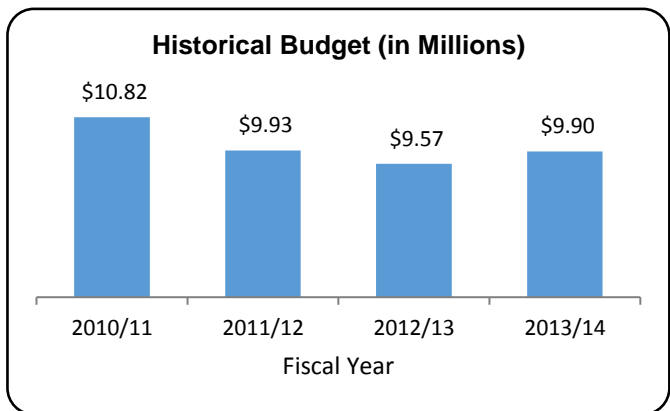
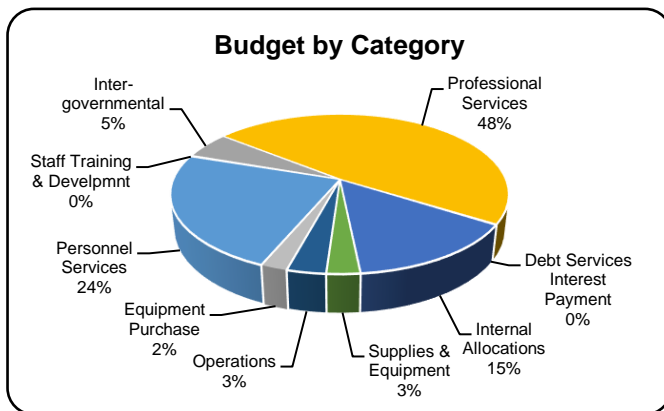
- Continue direct sales and other marketing campaigns to win back customers.
- Aggressively market commercial services to the business community.
- Explore channel additions and enhancements to Video on Demand content.
- Extend cable plant to new development as opportunities arise.
- Offer “over the top” services to view content on smart phones, tablets, and other portable electronic devices.
- Continue expansion of local programming on San Bruno Cable Channel 1.
- Explore Internet Protocol Television (IPTV) solutions for delivery of video programming.

Cable Television Budget Summary

Budgeted Expenditures	FY 2010-11 Budget	FY 2011-12 Budget	FY 2012-13 Budget	FY 2013-14 Budget
Personnel Services	\$ 2,176,796	\$ 2,235,313	\$ 2,280,725	\$ 2,344,586
Staff Training & Development	22,612	22,112	20,727	22,827
Professional Services	5,451,519	4,703,058	4,612,539	4,764,167
Supplies & Equipment	208,802	224,988	225,510	266,610
Equipment Purchase	71,305	154,801	88,960	214,300
Operations	566,604	431,259	314,259	311,787
Intergovernmental	641,686	605,165	574,600	536,817
Internal Allocations	1,573,309	1,479,514	1,419,066	1,428,311
Debt Services Interest Payment	110,972	75,206	38,355	15,128
Total Operating Expenditures	\$ 10,823,605	\$ 9,931,416	\$ 9,574,741	\$ 9,904,533

Revenue Summary	FY 2010-11 Budget	FY 2011-12 Budget	FY 2012-13 Budget	FY 2013-14 Budget
Basic Service (incl Local Orig.)	\$ 5,290,348	\$ 4,418,981	\$ 3,957,228	\$ 4,010,614
Internet Service Fees	2,453,878	2,711,098	2,613,318	2,803,829
Pay-Per-View Services	978,515	1,029,142	902,069	869,900
Digital Service	1,403,302	1,368,525	1,110,498	1,261,748
International Programming	148,758	130,715	120,413	120,413
Fees & Taxes	484,390	433,617	393,622	359,900
Voice Service	413,480	441,308	455,692	487,500
Fiber Leasing	17,352	0	42,000	30,052
TV Guide Magazine	4,644	3,888	3,000	3,108
Commercial Phone & Data	317,634	234,349	214,000	416,410
Other Receipts	197,916	296,647	224,340	235,000
Total Revenues	\$ 11,710,217	\$ 11,068,270	\$ 10,036,180	\$ 10,598,474

Debt Services Principal Payment	\$ 630,010	\$ 742,590	\$ 407,040	\$ 430,267
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Summary of 2013-14 Budget Changes

The 2013-14 combined budget for Cable Operations and Local Origination is \$330,000 higher than in the prior fiscal year. The budget changes are summarized as follows:

- Addition of \$2,000 for staff to attend the Society of Cable Television Engineers Conference
- Increase of \$139,000 for internet service providers' fees and \$125,000 increase in various television programming fees
- Addition of contract cost of \$40,000 for BearData direct marketing support for the Cable Television Commercial Services System
- A budget of \$209,000 in Tools & Equipment for the replacement of equipment necessary to maintain the current services
- Reduced postage expenses by \$5,000 as more customers move to email billing

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Cable Television Cable Operations

Personnel Services		2013-14 Budget	Description
5101	Regular Salaries	\$1,398,717	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period. Subject to benefits per applicable MOUs.
5105	Overtime	90,000	Overtime pay in accordance with the applicable MOUs. Overtime pay is only subject to Medicare and FICA employer contributions, when applicable, not City cost of CalPERS retirement.
5200	Employee Benefits	684,336	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays.
Total Personnel Services		\$2,173,053	22% of Grand Total

Staff Training & Development		2013-14 Budget	Description
6405	Staff Training	\$4,000	National Cable Television Institute (NCTI) Courses - 3 staff, (\$3,100); Society of Cable Television Engineers (SLTE) Courses, (\$900).
6406	Professional Development	5,000	Professional development for 1 department head and 3 mid-managers in accordance with MOUs, (\$2,500); Tuition reimbursement, (\$2,500).
6701	Dues & Memberships	6,727	Society of Cable Television Engineers, (\$884); San Bruno Chamber of Commerce annual membership, (\$150); ASCAP/BMI music license fees, (\$1,250); California Cable Telecommunications Associations, (\$4,368); SCAN-NATO annual membership, (\$75).
6702	Pubs & Subscriptions	200	Subscriptions to Cable Fax, Cable World, Multichannel News.
6703	Travel/Vehicle Use	100	Reimbursement for business use of personal vehicles.
6704	Meetings/Conferences	6,000	National Cable Television Cooperative (NCTC), (\$2,000); National Cable Television Association Cable Show, (\$2,000); Society of Cable Television Engineers (SCTE), (\$2,000).
Total Staff Training & Development		\$22,027	0% of Grand Total

Professional Services		2013-14 Budget	Description
6401	Professional Services	\$80,000	Develop and implement a comprehensive marketing program, (\$70,000); Support for contracts, (\$10,000)
6402	Legal Expenses	12,000	Legal reviews of Retransmission Agreement, contract renewals and new service contracts.
6411	Contractual Services	3,887,462	Standard Pay Per View, (\$30,500); Video on Demand (VOD) Pay Per View, (\$65,400); National Cable Television Cooperative (NCTC) programming license fees, (\$2,592,000); Direct affiliation programming license fees, (\$1,169,362); TV Guide Magazine, (\$3,400); Fees for TV Everywhere License, (\$12,400); Off-air programming via fiber, (\$14,400).
6412	Internet Service Fees	686,600	Internet service provider: XO Communications Ethernet IP circuit, (\$22,800); Level 3 Ethernet IP circuit, (\$71,600); Internet, Phone and Cable technical support services, (\$288,350); Momentum Telecom fully hosted VOIP service, (\$268,000); Abovenet circuit from Astound, (\$30,000). ARIN IP address lease fee, (\$2,250); CALEA compliance, (\$3,600).
6419	Other Services	98,105	Credit card and ACH fees, (\$77,180); Bill presentation, (\$12,755); Security alarm service, (\$3,605); PPV processing fees, (\$4,000); Document shredding service, (\$430); HBO guides for hotels/motels, (\$135).
Total Professional Services		\$4,764,167	49% of Grand Total

Supplies & Equipment		2013-14 Budget	Description
6001	Office Supplies	\$9,500	Purchase of office supplies for the delivery of services to customers.
6101	Gas and Oil	21,000	Allocation of fuel used by Cable division's vehicles.
6102	Operating Supplies	50,000	Uniforms for cable employees, (\$5,000); Field supplies for installation of services, (\$45,000).
6204	Supplies & Equipment	5,000	Electronic maintenance and repairs of plant, converters, office equipment and headend equipment.

Supplies & Equipment (Cont.)

6304	Office Equipment Maintenance	178,110	Emergency alert system support, (\$3,500); Big Band support, (\$6,240); Arris equipment support, (\$14,000); Enhanced Communications Incorporated (ETI) support, (\$4,500); Wincable annual billing software license, (\$18,775); Wincable billing system support, (\$18,200); Motorola encryption equipment support, (\$5,500); Motorola Digital Access Controller (DAC) support, (\$42,000); RGB equipment support, (\$17,200); IneoQuest monitoring, (\$6,400); Arista copier maintenance, (\$595); Cable leakage meter license fee, (\$1,200); BearData support for commercial subscribers, (\$40,000).
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Total Supplies & Equipment	\$263,610	3% of Grand Total
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Equipment Purchase	2013-14 Budget	Description
6650 Tools & Eqpt. -\$25K	\$209,000	Purchase, replace and upgrade of: field power supply batteries, (\$9,000); Motorola 6300 digital satellite receiver, (\$24,000); power supply, (\$15,000); field work tools, (\$9,000); headend expansion, (\$6,000); field meter, (\$7,000); 300 Docsis III modems for internet services, (\$16,000); 200 EMTA's for voice services - 2 line and 4 line, (\$12,000); Motorola nodes, (\$24,000); 4.5-meter satellite dish, (\$14,000); Fiber Optic TX and RX platforms, (\$24,000); COD Motorola APEX 1500 for encoding, (\$17,000); CALM equipment, (\$10,000); ASI Analyzer, (\$5,000); BMR 1200 ASI input/output and Gig E-Card, (\$15,000); System building monitoring, (\$2,000).

Total Equipment Purchase	\$209,000	2% of Grand Total
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Operations	2013-14 Budget	Description
6112 Postage	\$45,000	Allocation of postage required by department operations for outside correspondence including regular, certified, return receipt, and express/overnight mail.
6409 Special Projects	22,750	Contingency for miscellaneous repair and maintenance work of plant, satellite dishes or headend emergencies, (\$22,500); Staff recognition, (\$250).
6450 Communications	15,490	Internal allocation of 7 dedicated fax and data lines, office telephone charges and 14 mobile phones, pagers and radios.

Operations (Cont.)

6502	Community Promotion	39,000	In-House Marketing promotions with bill inserts, bill messaging, social media, print and video advertisements and direct mail printing, (\$4,000); Contribution to local community organization, (\$5,000); Outside marketing/sales program designed to attract new commercial and residential businesses, (\$30,000).
6531	Utilities	152,700	Water and garbage fees, (\$4,800); Electric service for Cable headend, office, warehouse, and 25 field power supply units, (\$147,900).
6601	Rental & Leases	35,877	Utility pole rental fees, (\$15,075); Fiber lease, (\$4,242); Co-location site rental, (\$16,560).

	Total Operations	\$310,817	3% of Grand Total
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Intergovernmental	2013-14 Budget	Description	
7041	County Svce.Charges	\$70	Mosquito abatement charges.
7063	City Taxes & Fees	534,247	In-Lieu Franchise Fee, (\$462,147); Copyright Fees, (\$16,500); VOIP Taxes & Fees, (\$55,600).
7069	Intergovernmental-Other	2,500	SAMCAT annual dues, (\$1,000); LAFCO share, (\$1,500).
Total Intergovernmental		\$536,817	6% of Grand Total

Internal Allocations	2013-14 Budget	Description	
7901	Internal Service Allocations	\$181,175	Internal service allocation for self insurance cost, (\$69,879); building and facilities maintenance, (\$28,177); information technology support, (\$51,171); central garage support, (\$31,948).
7902	General Administration Allocation	309,206	General Administration Allocation, (\$267,617); Revenue Services Allocation for processing of daily transactions and deposits, (\$41,589).
8926	CATV Equity Earn.Transf.	924,295	Equity earnings transfer.
Total Internal Allocations		\$1,414,676	15% of Grand Total

	Grand Total	\$9,694,167	
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Cable Television Local Origination

Personnel Services	2013-14 Budget	Description
5101 Regular Salaries	\$116,004	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period. Subject to benefits per applicable MOUs.
5102 Part-Time Salaries	8,000	Base salary for temporary employees working fewer than 980 hours per fiscal year. Employees in this category are exempt from all benefits.
5200 Employee Benefits	47,529	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays.
Total Personnel Services		
	\$171,533	88% of Grand Total

Staff Training & Development	2013-14 Budget	Description
6406 Professional Development	\$500	One mid-managers, in accordance with MOU.
6701 Dues & Memberships	300	Alliance for Community Media.
Total Staff Training & Development		
	\$800	0% of Grand Total

Supplies & Equipment	2013-14 Budget	Description
6102 Operating Supplies	\$750	Videotapes, CDs, DVDs and cases, (\$500); Gaffer tape, batteries, video/audio adaptors, (\$250).
6204 Supplies & Equipment	2,250	Maintenance of audio and visual equipment, (\$1,000); Uniforms for production staff, (\$500); Replacement parts for audio visual equipment, (\$750).
Total Supplies & Equipment		
	\$3,000	2% of Grand Total

Equipment Purchase	2013-14 Budget	Description
6650 Tools & Eqpt. -\$25K	\$5,300	Adobe editing software, (\$1,200); Apple iMac Monitor, (\$2,200); External hard drive for video storage, (\$300); Computer with compatible video capture card for encoding audio/video, (\$1,300); Annual subscription for streaming, (\$300).
Total Equipment Purchase		
	\$5,300	3% of Grand Total

Operations	2013-14 Budget	Description
6450 Communications	\$470	Internal allocation of mobile phone, fax and data lines, and telephone local and long distance charges.
6502 Community Promotion	500	Miscellaneous program development costs.
Total Operations	\$970	0% of Grand Total

Internal Allocations	2013-14 Budget	Description
7901 Internal Service Allocations	\$13,635	Self-Insurance Allocation.
Total Internal Allocations	\$13,635	7% of Grand Total
Grand Total	\$195,238	

Debt Service
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Debt Service Requirements

This section summarizes the debt services obligations of the City as of July 1, 2013 and the amounts due during the fiscal year for payment of principal and interest.

Summary of Debt Obligations

State Revolving Fund with City of South San Francisco	
Purpose:	Rehabilitation of the Sewer Water Quality Treatment Plant jointly owned with the City of South San Francisco
Maturity Date:	1993 / 1999 / 2007
Original Amount:	\$19,170,177
Outstanding Principle as of July 1, 2013:	\$10,360,416
Interest Rate:	Varies
Funding Source:	Wastewater Fund

2000 Certificates of Participation	
Purpose:	Construction of the San Bruno Police Facility at 1177 Huntington Avenue
Maturity Date:	2031
Original Amount:	\$9,600,000
Outstanding Principle as of July 1, 2013:	\$7,430,000
Interest Rate:	5% to 7%
Funding Source:	Redevelopment Property Tax Trust Fund

2002 Certificates of Participation	
Purpose:	Construction of improvements to the City's Wastewater System
Maturity Date:	2032
Original Amount:	\$9,500,000
Outstanding Principle as of July 1, 2013:	\$7,800,000
Interest Rate:	4.1% to 4.8%
Funding Source:	Wastewater Fund

2009 Cable Commercial Services Capital Lease Financing

Purpose:	Acquisition of equipment to initiate Commercial Services program for San Bruno Cable Television
Maturity Date:	2015
Original Amount:	\$1,609,267
Outstanding Principle as of July 1, 2013:	\$467,212
Interest Rate:	4.76%
Funding Source:	Cable Fund

2011 Fire Apparatus Lease Purchase Financing

Purpose:	Acquisition of Seagrave Fire Apparatus
Maturity Date:	2018
Original Amount:	\$546,306
Outstanding Principle as of July 1, 2013:	\$208,897
Interest Rate:	2.95%
Funding Source:	General Fund

2013 Pension Obligation Bonds

Purpose:	Refund outstanding side fund obligation of the City's Safety Plan to the California Public Employees' Retirement System
Maturity Date:	2027
Original Amount:	\$13,175,000
Outstanding Principle as of July 1, 2013:	\$12,820,000
Interest Rate:	4.05%
Funding Source:	General Fund

Annual Debt Service Budget

Annual Debt Service Obligations	2012-13	2013-14
General Fund		
2011 Fire Apparatus Lease Purchase Financing		
Principal	31,409	32,336
Interest	7,089	6,162
	38,498	38,498
2013 Pension Obligation Bonds		
Principal	355,000	775,000
Interest	137,159	404,526
	492,159	1,179,526
Total General Fund	530,657	1,218,024
Successor Agency to the San Bruno Redevelopment Agency		
2000 Certificates of Participation		
Principal	250,000	260,000
Interest	398,358	386,357
	648,358	646,357
Wastewater Fund		
2002 Certificates of Participation		
Principal	235,000	245,000
Interest	388,215	378,493
	623,215	623,493
State Revolving Fund		
Principal	955,135	980,389
Interest	290,356	265,102
	1,245,491	1,245,491
Total Wastewater Fund	1,868,706	1,868,984
Cable Television Fund		
2009 Cable Commercial Services Capital Lease Financing		
Principal	407,040	430,267
Interest	38,355	15,128
	445,396	445,395
Total Annual Debt Service Obligations	\$ 3,493,117	\$ 4,178,760

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Computation of Legal Debt Margin

Gross Assessed Valuation (projected for fiscal year 2013-14):

Secured property assessed value, net of exempt real property	<u><u>\$ 5,374,997,241</u></u>
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Debt limit - 3.75% of gross assessed valuation (a)	<u><u>201,562,397</u></u>
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Amount of debt subject to limit: (b)

Capital Lease	208,897
Pension Obligation Bonds	<u>12,820,000</u>
Amount of debt subject to debt limit	<u><u>13,028,897</u></u>

Legal debt margin	<u><u>\$ 201,353,500</u></u>
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- Note:**
- (a) The California Government Code, Section 43605, provides for a legal debt limit of 15% of gross assessed valuation based on 25% of market value. Since this limit was set, the State Constitution has changed, requiring assessed value to be set at 100% of market value. Adjusting for this change results in a comparable legal debt limit of 3.75% of assessed value.

 - (b) In accordance with California Government Code Section 43605, only the City's general obligation bonds are subject to the legal debt limit of 15%. The above does not include debt recorded in the Enterprise Funds because such debt is not subject to legal debt margin.

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**Adopted Service Level Enhancements
Summary**

Budget Change Request	New Ongoing Cost	One-Time Costs	New Revenue or Allocation	Net Impact on Fund
General Administration				
City Manager				
Set aside of Property Tax coming from the loss of Redevelopment (RDA Boomerang funds) for development of Economic Development Plan	125,000		125,000	0
City Manager Total	125,000	-	125,000	-
Finance				
Eliminate 0.5 FTE Management Analyst II currently shared with the Human Resources Department	(58,519)			(58,519)
Reclassification of 1 ACSR III to Lead ACSR for Utility Operations	5,388			5,388
Addition of Part-Time staffing to provide clerical support to department	30,000			30,000
Finance Total	(23,131)	-	-	(23,131)
Technology				
Reclassification of Information Technology Analyst to Information Technology Manager	7,300			7,300
Replacement of 50 outdated 15" computer monitors with energy efficient/higher resolution monitors		11,250	11,250	0
Technology Total	7,300	11,250	11,250	7,300
General Fund Impact				5,913
Crestmoor Recovery Fund				
Addition of a contract Management Analyst to provide support to various City departments for the ongoing work effort associated with the Crestmoor Recovery	106,288		106,288	0
Crestmoor Recovery Total	106,288	-	106,288	-

**Adopted Service Level Enhancements
Summary**

Budget Change Request	New Ongoing Cost	One-Time Costs	New Revenue or Allocation	Net Impact on Fund
Public Safety				
Police				
Addition of a Police Officer focused on nuisance complaints within the community	120,680			120,680
Addition of 0.5 Management Analyst I/II to be shared with the Human Resources Department	58,519			58,519
Creation of an Emergency Services Coordinator position to be funded through the Crestmoor Trust Fund	101,712		101,712	0
Purchase of Cellebrite forensic analysis equipment with Police Asset Forfeiture Funds	2,999	10,000	10,000	2,999
Police Total	283,910	10,000	111,712	182,198
Fire				
Purchase of new Turnout Lockers for Station 51 to replace existing, outdated storage lockers		11,800		11,800
Replacement of fire hose for two front line engines		55,000		55,000
Fire Total	-	66,800	-	66,800

Community Development				
Planning				
Reclassification of existing Associate Planner to Senior Planner	7,470			7,470
Reclassification of Housing & Redevelopment Manager to Long-Range Planning Manager and move from Successor Agency budget to Planning Division. This position would continue to be funded with the Administrative Allowance that the Successor Agency will continue to receive through the Redevelopment Dissolution process	160,753		125,000	35,753
Additional funds to complete the Zoning Code Update		25,000		25,000
Use of Below and Moderate Income Housing Funds to complete an Affordable Housing Nexus Study		15,000	15,000	0
Planning Total	168,223	40,000	140,000	68,223

**Adopted Service Level Enhancements
Summary**

Budget Change Request	New Ongoing Cost	One-Time Costs	New Revenue or Allocation	Net Impact on Fund
Public Services				
Central Garage				
Central Garage reorganization: eliminate the 0.5 FTE Central Garage Service Manager position, reclassify an existing Mechanic position to a Lead Mechanic, and add part-time staffing	(16,737)			(16,737)
Implement process improvement plan for Central Garage		10,000		10,000
Central Garage Total	(16,737)	10,000	-	(6,737)
General Fund Impact	(10,210)	6,100	-	(4,110)

Community Services				
Library				
Increase library materials collection to respond to community demand	7,000	0	0	7,000
Library Total	7,000	-	-	7,000

Total Supplemental Requests	657,853	138,050	494,250	301,653
Total General Fund Costs	662,993	97,900	458,000	302,893
Ongoing Costs net of Revenue	204,993			

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City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: June 25, 2013
TO: Honorable Mayor and Members of the City Council
FROM: Connie Jackson, City Manager
SUBJECT: Hold Public Hearing and Adopt Resolutions

Approving the City Manager's Recommended 2013-14 General Fund, Enterprise Funds, Internal Service Funds, and Special Revenue Funds Budget

Approving the City's Appropriations Limit of \$34,397,677 for Fiscal year 2013-14 (Gann Limit)

BACKGROUND

The City Manager's Recommended 2013-14 Operating Budget has been presented for the City Council's review and consideration for the fiscal year beginning July 1, 2013. For the first time in many years, no significant budget reductions were necessary to balance the 2013-14 proposed budget, as an improvement in the overall regional and national economy has provided growth in some important revenue categories

The City's budget development approach across all operations and funds adheres to the City Council's ongoing policy for the delivery of a financial plan that is balanced with expenditures contained at the levels that can reasonably be supported by on-going revenues and that supports a work program targeted to meet the specific needs and interests of the San Bruno community. The Recommended Budget was reviewed with the City Council at study sessions held on June 6 and 10, 2013.

DISCUSSION

The City Manager's Recommended 2013-14 Budget incorporates the estimated revenues and planned expenditures for all General Fund, Enterprise Funds, Internal Service Funds, and Special Revenue Funds. The revenue total for all funds is projected at \$82.9 million. Total proposed expenditures, excluding transfers to capital improvement program, amount to \$72.1 million.

GENERAL FUND

The Proposed General Fund budget anticipates total revenues of \$34.9 million, with key City revenues such as sales tax and transient occupancy tax at all-time highs. While these revenue increases provide strong indication of the beginning of full financial recovery for the City, the anticipated revenue increases only offset some of the financial impact that the City experienced through the loss of Redevelopment in January 2012. As a result, the preparation of this Budget continues the prior years' proactive efforts to contain all expenditures at the lowest possible level necessary to assure continued service delivery and it uses relatively conservative revenue projections consistent with the City Council's budget preparation guidance. One-time funds have not been utilized to balance the proposed budget.

Total projected General Fund revenue for 2013-14 is \$34,947,173, an increase of \$1.5 million or 4% over the 2012-13 Amended Budget. This increase in revenues is primarily attributable to increases in several of the City's tax revenues, including property tax, sales tax, transient occupancy tax, and business tax. Of this amount, nearly 67% 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 these categories. Sales taxes at \$7,343,812, or 21.2% of total revenues and property tax at \$6,579,213, or 18.6%, represent the single largest categories of revenues that support the City's General Fund operations.

Although the City has experienced increases in many of the above mentioned revenues, many other revenue sources remain at low levels. Interest rates continue at historic lows resulting in the City's interest earnings still well below historical average earnings. The loss of interest income from the City's outstanding advances between the City and Redevelopment Agency also has a significant budgetary impact. The City is also anticipating a loss of \$110,000 of in-lieu payments related to the VLF, an unanticipated change in the wake of the loss of Redevelopment that is still being determined by the County Auditor-Controller.

Other notable revenue changes are as follows:

- As a result of the dissolution of Redevelopment, the City now receives additional property tax. These "Redevelopment Boomerang" funds are expected to amount to \$750,000 during the coming year. While these boomerang funds are unrestricted property tax, the loss of Redevelopment funds presents a need for the City to identify new funding sources for projects and activities formerly funded by Redevelopment.
- An increase of 25% in business tax revenue as result of an increased number of sizeable businesses locating in San Bruno. The City also benefits from the collection of an airport parking tax that also contributes to the business tax revenue for the City.
- Decrease of \$413,500 in Building revenues as a result of lower than anticipated "regular" building permit activity in the current fiscal year. This includes remodel

and repair of existing structures along with some limited construction of new individual residences. Consistent with prior year budgeting practice, building permit revenues from significant subdivision and other larger scale building projects are treated as one-time revenues and are typically not included in on-going annual revenue projections.

- An increase of 24% in Recreation Service Fees over the current year budget amount as a result of program expansion. The 2013-14 Budget amount is consistent with the actual estimated revenues for 2012-13. The increased fee amounts are offset by increased expenditures for program delivery.

For fiscal year 2013-14, total proposed expenditures of \$34,385,779 are \$910,254 or 2.7% higher than the 2012-13 Amended Budget. The increase in proposed expenditure results primarily from increases in many base operating costs, such as scheduled employee salary step changes in accordance with the City's Memorandums of Understanding with its bargaining units and increased employee retirement costs through the CalPERS program. Other increases in operating costs over 2012-13 budget amounts that are incorporated in the proposed budget include the following:

- City Clerk: Increase of \$54,000 for election costs
- Fire: Increase of \$150,000 for overtime costs
- General Liability: General Fund Increase of \$70,000 to fund City's Liability Premium
- Recreation: Increased Costs of \$175,000 to fund program expansion (offset by revenues)

The recommended budget also includes several supplemental proposals for consideration for inclusion into the adopted budget, which have a total General Fund impact of \$302,893 after accounting for new revenues, \$97,900 of which are one-time costs and \$204,993 are continuing costs. A summary of the supplemental requests are as follows:

- Set-aside of RDA boomerang funds for the development of an Economic Development Plan
- Reorganization in the General Administrative Departments to provide increased oversight of the Revenue Services and Information Technology divisions:
 - Elimination of .5 Management Analyst in Finance currently shared with the Human Resources Department
 - Reclassification of the ACSR III in Revenue Services Division to Lead ACSR
 - Request for part-time staffing in the Finance Department to provide clerical support to the department
 - Reclassification of Information Technology Analyst to Information Technology Manager
- Replacement of 50 outdated 15" computer monitors with larger, more energy efficient monitors

- Management Analyst to provide support to various departments for the ongoing work effort associated with the Crestmoor Recovery
- Addition of one Police Officer focused on nuisance complaints within the community
- .5 Management Analyst (formerly within the Finance Department) to be shared with the Human Resources Department
- Create an Emergency Services Coordinator position to be funded through the Crestmoor Trust Fund
- Purchase of Cellebrite forensic analysis equipment funded by Police Asset Forfeiture Funds
- Purchase of new Turnout Lockers for Fire Station 51
- Replacement of fire hose for two front line engines
- Reclassification of existing Associate Planner to Senior Planner
- Reclassification of Housing and Redevelopment Manager to Long-Term Planning Manager to be partially funded with \$125,000 administrative allowance received by the Successor Agency to the San Bruno Redevelopment Agency
- Additional funds to complete the Zoning Code Update
- Use Below Market Rate Housing Funds to complete an Affordable Housing Nexus Study
- Reorganization in the Central Garage to eliminate the 50% Central Garage Manager and reclassify an existing Mechanic to a Lead Mechanic
- Implementation of a process improvement plan for the Central Garage
- Increase in the library materials collection budget

In addition to the supplemental budget requests, the 2013-14 budget will also incorporate \$14,000 in the Parks Department Budget for maintenance of the water feature at the new Caltrain Grade Separation site, per the discussion at the June 11, 2013 City Council meeting.

After incorporating the recommended supplemental budget requests, the proposed General Fund budget surplus is \$8,501.

CRESTMoor (GLENVIEW) RECOVERY

The Crestmoor (Glenview) Recovery Program was developed after the devastating September 9, 2010 explosion and fire in the Crestmoor neighborhood. The 2013-14 Recommended budget represents the second year in which a budget has been presented for the anticipated ongoing expenditures associated with the recovery and rebuilding efforts. The proposed Crestmoor budget includes an allocation of salaries and benefits for those positions focused on the recovery efforts, supplies, professional services, and other costs associated with the continuing work program. The total budget for the 2013-14 fiscal year is \$3,425,907 (not including the above referenced supplemental requests) and does not include construction costs associated with the Crestmoor Reconstruction Project, which are budgeted for in the Capital Improvement

Program. All of the budgeted expenditures will be reimbursed through the trust fund established between the City and PG&E.

WATER ENTERPRISE

The recommended 2013-14 budget estimates that total water revenues increase to \$12,236,641, a \$1,084,641 increase over the 2012-13 budget in accordance with the five-year water rate adjustment program adopted in 2012-13. The proposed budget for all operational costs amounts to \$7,750,356, which includes estimated water purchases totaling \$2,523,000. The resulting operating surplus of \$4,486,285 is necessary to fund critical capital improvements, which will be discussed in greater detail in the Capital Improvement Program budget.

WASTEWATER ENTERPRISE

Revenues for 2013-14 are projected to be \$13,258,688, an increase of \$1,214,688 over the 2012-13 budget and in accordance with the five-year rate adjustment program adopted in 2012-13. The proposed total expenditure base budget for the Wastewater Enterprise is \$8,185,319. Slightly less than half of these costs are allocated for San Bruno's share of operating and maintaining the jointly owned Water Quality Control Facility with the City of South San Francisco. The remaining costs include expenditures planned for the preventative maintenance of other components of the sewer collection system. Additionally, the Wastewater Fund budgets for annual debt service payments to the City of South San Francisco and for the 2002 Wastewater Certificates of Participation, which totals \$1,868,984 in 2013-14.

STORMWATER ENTERPRISE

The Stormwater Enterprise performs services to manage surface water runoff throughout the community. This includes drainage channel and ditch maintenance, wet-weather slope protection on public lands, and drainage inlet cleaning on City streets. Total projected revenues in 2012-13 for the Stormwater Fund amount to \$632,089 that are primarily from charges collected on the property tax bill. The proposed expenditure budget in the Stormwater Enterprise is \$613,949.

CABLE TELEVISION ENTERPRISE

The Cable TV budget for the 2013-14 fiscal year projects revenues at \$10,598,474, an increase of \$562,294 over the 2012-13 budget. This revenue estimate anticipates a rate increase of approximately 5% to go into effect in Fall 2013. The majority of the revenue comes from basic, premium, and digital monthly television billing. Internet services represent an increasingly significant share of the revenue total at \$2,803,829 as the Enterprise has made significant upgrades in its equipment allowing for high-speed access up to 100Mbps. Voice and commercial services revenue is anticipated to amount to \$903,910.

The proposed expenditure budget is \$9,904,193, including \$195,238 for local origination programming. This amount does not include debt service for Cable Television for one capital lease that totals \$445,395.

GANN Limit

Voter approved Proposition 4 and 111, also known as the Gann Initiatives, places a limit on the amount of tax-generated revenue (“proceeds of taxes”) that a local agency can receive and appropriate each year. The limit is based on actual appropriations during 1978-79 and is adjusted each year by cost of living and population growth adjustments. Not all revenues are restricted by the limit, only those referred to as “proceeds of taxes,” which for San Bruno are property tax, sales tax, transient occupancy tax, and business tax.

As shown in Attachment A to the resolution, the carry forward 2012-13 Appropriation Limit is adjusted by the Cost of Living factor of 5.17% and the population factor of 1.12% (provided by the Department of Finance); establishing the 2013-14 Appropriation Limit as \$34,397,677. Reducing the revenues generated from tax proceeds by exempted expenditures, such as Social Security and Medicare payments, San Mateo County Charges, and Fair Labor Standards Act Fire expenditures, total revenues subjected to Appropriation Limit is \$22,060,645, which is significantly less than the 2013-14 calculated Appropriation Limit.

FISCAL IMPACT

The City Council reviewed the proposed revenues, expenditures, and transfers for the General Fund, Special Revenue Funds, and Enterprise Funds at public budget study sessions on June 6 and June 10, 2013. In adopting the 2013-14 operating budget, the proposed resolutions appropriate total revenues and transfers in of \$82,944,063 and total expenditures and transfers out of \$72,107,931 for 2013-14. Specific revenue, expenditure, and transfer line items enumerated in the City Manager’s Recommended Budget for 2013-14 are appropriated accordingly.

ALTERNATIVES

The City Council must appropriate revenues, expenditures, and transfers in order for the City to maintain operations each year. The City Council may amend the appropriation amounts contained in the proposed budget as part of the budget approval at any time during the fiscal year.

RECOMMENDATION

Hold Public Hearing and Adopt Resolutions

Approving the City Manager's Recommended 2013-14 General Fund, Enterprise Funds, Internal Service Funds, and Special Revenue Funds Budget

Approving the City's Appropriations Limit of \$34,397,677 for Fiscal year 2013-14 (Gann Limit)

ATTACHMENTS

1. Resolution Approving the City Manager's Recommended 2013-14 Operating Budget.
2. Resolution Approving the City's Appropriation Limit of \$34,397,677 for Fiscal Year 2013-14 (Gann Initiative).
3. Attachment A – Appropriation Limit Calculation
4. Attachment B – Appropriation Limit Comparison

DATE PREPARED

June 18, 2013

**RESOLUTION APPROVING THE CITY MANAGER'S RECOMMENDED
2013-14 GENERAL FUND, ENTERPRISE FUNDS, INTERNAL SERVICE FUNDS, AND
SPECIAL REVENUE FUNDS BUDGET**

WHEREAS, the City Manager transmitted the 2013-14 Recommended General Fund, Enterprise Funds, Internal Service Funds, and Special Revenue Funds Budget to the City Council in accordance with the Municipal Code Section 2.12.060; and

WHEREAS, the City prepares and adopts the General Fund, Enterprise Funds, Internal Service Funds, and Special Revenue Funds 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, for the first time in many years, no significant budget reductions were necessary to balance the 2013-14 proposed budget; and

WHEREAS, the City Council first considered development of the 2013-14 budget and budget strategies on March 26, 2013 and gave the City Manager the underlying direction for preparation of the City Manager's 2013-14 Recommended Budget; 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, total projected General Fund revenue for 2013-14 is projected to increase 4% over the 2012-13 Amended Budget; and

WHEREAS, total proposed 2013-14 General Fund expenditures are projected to be 2.7% higher than the 2012-13 Amended Budget

WHEREAS, the City Manager's Recommended Budget includes supplemental budget enhancements including:

Proposed Service Level Enhancements	Total Cost	New Revenue or Allocation
General Fund		
Set aside of Property Tax coming from the loss of Redevelopment (RDA Boomerang funds) for development of Economic Development Plan	125,000	125,000
Eliminate 0.5 FTE Management Analyst II in Finance currently shared with the Human Resources Department	(58,519)	
Proposal for the reclassification of 1 ACSR III to Lead ACSR for Utility Operations	5,388	
Request for additional Part-Time staffing to provide clerical support to Finance department	30,000	
Proposal to add one Police Officer focused on nuisance complaints within the community	120,680	
Proposal for .5 Management Analyst I/II to be shared with the Human Resources Department	58,519	
Purchase of Cellebrite forensic analysis equipment with Police Asset Forfeiture Funds	12,999	10,000
Purchase of new Turnout Lockers for Station 51 to replace existing, outdated storage lockers	11,800	
Request for the replacement of fire hose for two front line engines	55,000	
Reclassification of existing Associate Planner to Senior Planner	7,470	
Reclassification of Housing & Redevelopment Manager to Long-Term Planning Manager and move from Successor Agency budget to Planning Division. This position would continue to be funded with the Administrative Allowance that the Successor Agency will continue to receive through the Redevelopment Dissolution process	160,753	125,000
Request for additional funds needed to complete the Zoning Code Update	25,000	
Proposal to use Below and Moderate Income Housing Funds to complete an Affordable Housing Nexus Study	15,000	15,000
Increase library materials collection to respond to community demand	7,000	0
Internal Service Funds		
Reclassification of Information Technology Analyst to Information Technology Manager	7,300	
Replacement of 50 outdated 15" computer monitors with energy efficient/higher resolution monitors	11,250	11,250
Technology Total	18,550	11,250
General Fund Impact	5,913	
Central Garage		
Central Garage reorganization which would eliminate the 50% Central Garage Service Manager position and reclassify an existing Mechanic position to a Lead Mechanic and add part-time salary budget	(16,737)	
Implement process improvement plan for Central Garage	10,000	
Central Garage Total	(6,737)	-
General Fund Impact	(4,110)	-
Special Revenue Funds		
Crestmoor Recovery Fund		
Request for one contract Management Analyst to provide support to various City departments for the ongoing work effort associated with the Crestmoor Recovery	106,288	106,288
Proposal to create an Emergency Services Coordinator position to be funded through the Crestmoor Trust Fund	101,712	101,712

WHEREAS, the City Council held duly noticed public study sessions on June 6, 2013 and June 10, 2013; and

WHEREAS, the City Council, being fully advised and informed and having fully reviewed the City Manager's Recommended Budget for 2013-14, finds and determines that the City Manager's Recommended 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 budget appropriation for the General Fund totaling revenues and transfers of \$34,947,173 and expenditures and transfers, including supplemental budget requests of \$34,938,672 for 2013-14; and

BE IT FURTHER RESOLVED, that the budget appropriations for the Water, Stormwater, Wastewater, and Cable Television Enterprise Funds are adopted totaling revenues of \$36,725,892 and expenditures and transfers, including supplemental budget requests, of \$26,453,817 for 2013-14 including all Funds revenues, expenditures, and transfers, including;

Enterprise Funds	Revenues	Expenditures
Water Fund	\$12,236,641	\$7,750,356
Stormwater Fund	\$632,089	\$613,949
Wastewater Fund	\$13,258,688	\$8,185,319
Cable Television	\$10,598,474	\$9,904,193

and

BE IT FURTHER RESOLVED, that the budget appropriations for the Central Garage, Building & Facilities Maintenance, Technology Support, and Self-Insurance Internal Service Funds are adopted totaling transfers of \$4,238,147 and expenditures and transfers of \$3,825,963 for 2013-14 including all Funds revenues, expenditures, transfers and supplemental budget requests, including;

Internal Service Funds	Revenues	Expenditures
Central Garage	\$621,502	\$614,765
Building & Facilities Maint.	\$866,971	\$867,961
General Equipment Reserve	\$430,587	\$5,600
Technology Support	\$513,472	\$532,022
Self Insurance	\$1,805,615	\$1,805,615

and

BE IT FURTHER RESOLVED, that the budget appropriation for other Special Revenue Funds are adopted totaling revenues of \$7,032,851 and expenditures and transfers of \$5,174,234 for 2013-14, including all Funds revenues, expenditures, transfers and supplemental budget requests, including;

Special Revenue Funds	Revenues	Expenditures
Solid Waste	\$82,110	\$65,593
Crestmoor Recovery	\$3,633,907	\$3,633,907
Redevelopment Obligation Retirement Fund	\$125,000	\$125,000
Gas Tax	\$1,295,948	\$750,000
Measure A	\$838,861	-
Street Special Revenue	\$805	-
Safety Augmentation	\$92,300	\$86,000
Citizens Option for Public Safety	\$100,056	\$100,000
Police Asset Forfeiture	\$5,254	\$10,000
Library Special Revenue	\$3,474	\$39,000
Agency on Aging	\$203,761	\$203,761
Park in-Lieu Fees	\$5,483	-
Below Market Rate Housing in-Lieu Fees	\$534,148	\$58,500
City Art Fund	\$30,000	\$77,473
Document Imaging Fund	\$20,374	-
Technology Fee	\$51,553	-
General Plan Maintenance	\$155	\$25,000
Library Donations	\$9,662	-

and

BE IT FURTHER RESOLVED, that the budget appropriations for Debt Service are adopted totaling principal payments of \$2,722,992 and interest payments of \$1,455,768 for 2013-14, including;

Funds	Principal	Interest
General Fund	\$807,336	\$410,668
Successor Agency to the RDA	\$260,000	\$386,357
Wastewater Fund	\$1,225,389	\$643,595
Cable Television Fund	\$430,267	\$15,128

BE IT FURTHER RESOLVED, that specific revenue and expenditure line items and transfers enumerated in the City Manager's Recommended General Fund, Enterprise Funds, Internal Service Funds, and Special Revenue Funds Budget are hereby appropriated.

---oOo---

I hereby certify that foregoing **Resolution No. 2013 - 55** was introduced and adopted by the San Bruno City Council at a regular meeting on June 25, 2013, by the following vote following vote:

AYES: Councilmembers: Medina, O'Connell, Salazar, Mayor Ruane

NOES: Councilmembers: None

ABSENT: Councilmembers: Ibarra



Carol Bonner, City Clerk

RESOLUTION NO. 2013 - 56

RESOLUTION APPROVING THE CITY'S APPROPRIATIONS LIMIT OF \$34,397,677 FOR FISCAL YEAR 2013-14 (GANN INITIATIVE)

WHEREAS, Article XIII of the California Constitution and Section 7900 et seq. of the California Government Code require cities to adopt limits on appropriations for each fiscal year, and

WHEREAS, the Appropriation Limit has been calculated for the fiscal year 2013-14 and is set forth in that certain document Appropriations Limit Calculation for Fiscal Year 2013-14, Attachment A, attached hereto and made a part hereof, and

WHEREAS, the staff report and the documentation used in determining the Appropriations Limit and the appropriations subject to limit have been made available to the public as required by law, and

NOW, THEREFORE, be it RESOLVED by the San Bruno City Council that:

1. The adjustment factors selected for calculating this Appropriations Limit are based on California Per Capita Income change of 5.12% and the City of San Bruno population change of 1.12%;
2. The Appropriation Limit for 2013-14 fiscal year is established at \$34,397,677;
and
3. The City Council reserves the right to recalculate this Appropriations Limit utilizing Non-Residential Assessed Valuation.

---oOo---

I hereby certify that foregoing **Resolution No. 2013 - 56** was introduced and adopted by the San Bruno City Council at a regular meeting on June 25, 2013, by the following vote following vote:

AYES: Councilmembers: Medina, O'Connell, Salazar, Mayor Ruane

NOES: Councilmembers: None

ABSENT: Councilmembers: Ibarra



Carol Bonner, City Clerk

**City of San Bruno
2013-14 Gann Appropriation Limit
6/12/2013**

2012-13 Appropriation Limit		\$ 32,359,865
Calculation of 2013-14 Adjustment Factor		
Annual Change Factors		
Cost of Living Adjustment Factors for 2013-14		
California Per Capita Personal Income (CPCPI)	5.12%	
Population Adjustment Factors for 2013-14		
San Bruno Population Change	1.12%	
Adjustment Factor for 2013-14		
$(1 + 0.0512) \times (1 + 0.0112)$		<u>1.06297344</u>
2013-14 Appropriation Limit as Adjusted		<u>34,397,677</u>
2013-14 Estimated Tax Proceeds Subject to Appropriations Limit		
Property Taxes		
Current Secured & Unsecured	5,249,213	
Redevelopment Property Tax Trust Fund (RPTTF) Property Tax	750,000	
In-Lieu of Sales Tax	1,968,812	
In-Lieu of Vehicle License Fees	3,100,000	
Supplemental Taxes	150,000	
Property Transfer Tax	140,000	
Homeowner's Property Tax Exemption	40,000	
Subtotal - Property Taxes	<u>11,398,025</u>	
General Sales Tax	5,375,000	
Hotel/Motel Tax	2,960,000	
Business Taxes	3,373,511	
Vehicle License Fee & Off-Highway License	-	
Total Estimated Taxes Subject to Appropriations Limit	<u>23,106,536</u>	
2013-14 Proposed Expenditures Exempt from Limit		
Social Security & Medicare payments	302,709	
San Mateo County Charges	643,092	
FLSA - Fire	100,090	
Total Proposed Expenditures Exempt from Limit	<u>(1,045,891)</u>	
2013-14 Appropriations Subject to Limit		<u>22,060,645</u>
Over (Under) Appropriations Limit		<u>\$ (12,337,032)</u>
Percent Over (Under)	-36%	

**City of San Bruno
7-year Gann Appropriations Limit Comparison
6/12/2013**

Fiscal Year Ending June 30,	Adjustment Factor		Gann Limit	Appropriation Subject to Limit	Over/(Under) Limit
2008	5.43%	(a)	26,719,921	19,230,080	(7,489,841)
2009	8.22%		28,916,761	19,115,689	(9,801,072)
2010	1.84%		29,448,107	17,781,407	(11,666,700)
2011	-0.35%	(b)	29,345,760	17,370,728	(11,975,032)
2012	4.29%		30,605,771	18,644,113	(11,961,658)
2013	5.73%		32,359,865	19,858,084	(12,501,781)
2014	6.30%		34,397,677	22,060,645	(12,337,032)

(a) - Adjustment Factor changed to reflect San Mateo County Population Percent Change.

(b) - Adjustment Factor changed to reflect change in non-residential Assessed Valuation due to new construction within the City.

GLOSSARY OF TERMS

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.

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.

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).

Balanced Budget – A balanced budget is defined as a budget where the anticipated operating revenues and other financing resources including carryover of outstanding encumbrances from prior year are equal to or exceed operating expenditures.

Budget – A plan of financial operation embodying an estimate of proposed expenditures for a given period of time and the proposed means of financing them. San Bruno's operating budget encompasses a fiscal year from July 1 through June 30.

Budget Amendment – The Council has the sole responsibility for adopting the City's budget, and may amend or supplement the budget at any time after adoption. The City Manager has the authority to approve administrative adjustments to the budget as outlined in the Financial Policies set by Council.

Budgetary Basis – This refers to the basis of accounting used to estimate financing sources and uses in the budget. This generally takes one of three forms: cash, accrual or modified accrual.

Building Permit Fee – Fee required for new construction or for any alteration or addition to a residence or commercial building. The fee is based on valuation. Electrical or plumbing/mechanical work also requires a similar permit with an itemized fee schedule.

Business License Tax – A type of excise tax imposed on businesses for the privilege of conducting business in the community. The tax is most commonly based on gross receipts or levied at a flat rate.

Capital Assets – Assets of significant value and having a useful life of greater than two years (the term Fixed Assets is also used).

- Capital Budget – A plan of proposed capital expenditures and the appropriations to finance them. The capital budget is usually enacted as part of the complete annual budget that includes both an operating component and a capital component. The capital budget should be based on a Capital Improvement Program (CIP) and is typically the first year of a multi-year CIP.
- Capital Improvement Project – Projects which purchase or construct capital assets. Typically capital improvements projects include new street improvements, park equipment replacements, major construction of public facilities, water, wastewater and stormwater infrastructure replacements, major maintenance/repair projects such as street resurfacing or modifications to public facilities, and the acquisition of real property such as land.
- Capital Improvement Program – A comprehensive five-year plan of implementing proposed capital projects which identifies priorities as to need, cost, and method of financing during the next five years. The first year of the CIP is typically adopted as the annual capital budget.
- Capital Projects Fund – Fund type used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds).
- Capital Outlay – Expenditure for the acquisition of equipment and furniture with a useful life of two or more years and an acquisition cost of \$10,000 or more per unit. Capital Outlay is budgeted in the operating budget.
- Carryover Appropriations – Unexpended project cost previously appropriated and designated for future design/construction activities. Carryover appropriations include encumbered funds dedicated to approved service or construction contracts as well as unencumbered funds for future planned work efforts.
- Certificates of Participation (COP) – Debt instrument, commonly called COP that provides long-term financing through a lease or through an installment agreement.
- Community Development Block Grant – Federal grant allocated according to pre-determined formulas and for use within a pre-approved broad functional area such as the CDBG.
- Contingency – An amount set aside for emergency or unanticipated expenditures and revenue shortfalls.
- Contractual Services – Services rendered to a government by private firms, individuals, or other governmental agencies. Examples include maintenance agreements and professional consulting services.
- Debt Service – Payment of interest and repayment of principal to holders of the City's debt instruments.
- Debt Service Fund – A government fund type used to account for the accumulation of resources and the payment of, principal and interest on the City's bonds, Certificates of Participation (C.O.P.), and other long-term obligations.
- Department – A major organizational unit of the City, which has been assigned overall management responsibility for an operation or a group of related operations within a functional area. In San Bruno, Department Heads are the chief administrators within a department. Program Managers typically report to either the Department Head or his/her assistant.
- Development Impact Fees – Fees placed on the development of land or conditions required for the approval of a development project such as the donation ("dedication" or "exaction") of certain lands (or money) to specific public uses. The fees are typically justified as an offset to the future impact that development will have on existing infrastructure.
- Division – An organizational unit within a City department.

- Encumbrances – An anticipated expenditure committed for the payment of goods and services not yet received or paid for. They are commitments against an approved budget for unperformed (executed) contracts for goods and services. They cease to be encumbrances when the obligations are paid or otherwise terminated.
- Enterprise Fund – Used to account for operations that are financed and operated in a manner similar to private business enterprises – where the intent of the City Council is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user fees and charges or where the City Council has decided that periodic determination of net income is appropriate.
- Equipment Charges – Charges or "rental fees" charged to user departments to defray the cost of maintaining the equipment used and to replace the equipment when it exceeds its useful life.
- Equity – The net assets of a fund (i.e. the assets less the liabilities on a fund balance sheet).
- Expenditure – The payment of cash for an asset obtained or goods and services obtained. Note: An encumbrance is not an expenditure; an encumbrance reserves funds to be expended. (See Encumbrances.)
- Expense – Charges incurred for operations, maintenance, interest or other charges.
- Fee – A charge to the consumer for the cost of providing a particular service. California government fees may not exceed the estimated reasonable cost of providing the particular service or facility for which the fee is charged, plus overhead.
- Fines, Forfeitures and Penalties – Revenues received and/or bail monies forfeited upon conviction of a misdemeanor or municipal infraction.
- Fiscal Year – The period designated by the City for the beginning and ending of financial transactions. The fiscal year begins July 1 and ends June 30.
- Fixed Assets – Assets of long-term character that are intended to continue to be held or used, such as land, buildings, machinery, furniture or other equipment. The city has defined such assets as those with an expected life in excess of two years and an acquisition cost in excess of \$10,000.
- Forfeiture – See fines, forfeitures and penalties.
- Franchise Act of 1937 – Like the Broughton Act, restricts franchise collections to 2% of gross annual receipts, but includes a minimum fee of 1/2% of gross annual receipts for electric franchises or 1 % of gross annual receipts for gas or water franchises operating within the city limits.
- Franchise Fee – A regulatory fee charged to a franchisee for "rental" or "toll" for the use of city streets and rights-of-way utility companies for the privilege of doing business in the City of San Bruno, i.e. garbage franchise fee, gas and electric franchise fee, and Cable TV franchise fee.
- Full Service City – A city that is financially responsible for the major categories of municipal services including police, fire, planning and parks services. San Bruno is a full service City.
- Full Time Equivalent (FTE) – The numeric equivalent of a staff position based on the amount of time that a regular, full-time employee normally works in a year. Full-time employees are paid for 2,080 hours in a year equating 1.0 FTE. Correspondingly, a part-time employee who worked 1,040 hours would equate to 0.5 FTE.
- Fund – Municipal governments organize and operate their accounting systems on a fund basis. A fund is an independent financial and accounting entity with a self-balancing set of accounts used to record all financial transactions relating to revenues, expenditures, assets and liabilities related to the specific purpose for which the fund was created.

Fund Balance – The amount of financial resources immediately available for use. Generally, this represents the difference between unrestricted current assets over current liabilities. Fund Balance is future classified as designated, undesignated, reserved, and unreserved.

Fund Classifications – One of the three categories (governmental, proprietary, and fiduciary) used to classify fund types.

Fund Type – One of eleven classifications into which all individual funds can be categorized. Governmental fund types include the general fund, special revenue funds, debt service funds, capital projects funds, and permanent funds. Proprietary fund types include enterprise funds and internal service funds. Fiduciary fund types include pension (and other employee benefit) trust funds, investment trust funds, private-purpose trust funds, and agency funds.

Gann Limit (Proposition 4 – 1979) – This initiative, now Article XIII B of the state Constitution, was drafted to be a companion measure to Proposition 13, Article XIII A of the Constitution. Article XIII B limits growth in government spending to changes in population and inflation.

Gas Tax – Share of revenue derived from the State taxes on gasoline.

General Fund – The primary operating fund of the City. It is used to account for financial resources that are not legally or contractually required to be accounted for in another fund. With the exception of subvention or grant revenues restricted for specific uses, General Fund resources can be utilized for any legitimate governmental purpose.

General Obligation (G.O.) Bonds -Bonds issued through a governmental entity which have the legal authority to levy a tax on real and personal property located within the governmental boundaries at any rate necessary to collect enough money each year to pay for principal and interest due.

General Revenue – Those revenues that are not associated with a specific expenditure, such as property taxes (other than voter approved indebtedness), sales tax, and business license tax.

General Tax – A tax imposed for general governmental purposes, the proceeds of which are deposited into the general fund. A majority vote of the electorate is required to impose, extend or increase any general tax. See also "special tax."

Government Accounting Standards Board (GASB) – A standard-setting body, associated with the Financial Accounting Foundation, which prescribes standard accounting practices for governmental organizations.

Governmental Funds – Funds generally used to account for tax-supported activities. There are five different types of governmental funds: the general fund, special revenue funds, debt service funds, capital projects funds and permanent funds.

Grants – Contributions of cash or other assets from another governmental agency to be used or expended for a specified purpose, activity or facility.

Hotel/Motel Tax – also known as Transient Occupancy Tax – Tax levied by cities on persons staying 30 days or less in room(s) in a hotel, inn, motel, or other lodging facility. The tax is currently 12% of receipts.

Infrastructure – The physical assets of a government (i.e. streets, water and sewer systems, public buildings and parks).

Investment Earnings – Income resulting from the prudent investment of idle cash. The types of investments are controlled by the City's Investment Policy in accordance with the California Government Code.

Investment Portfolio – The collection of securities held by an individual or institution.

- Internal Service Funds – Proprietary fund type that may be used to account for any activity that provides goods or services to other funds, departments, or agencies of the City on a cost reimbursement basis.
- Joint Powers Authority – The Joint Exercise of Powers Act authorizes local public agencies to exercise common powers and to form joint powers authorities ("JPAs") for purpose of jointly receiving or providing specific services.
- Legal Level of Budgetary Control – The lowest level at which a government's management may not reallocate resources without special approval from the legislative body.
- Levy – (verb) To impose taxes, special assessments or service charges for the support of governmental activities; (noun) the total amount of taxes, and/or special assessments and/or service charges imposed by a governmental agency.
- Line Item – The description of an object of expenditure, i.e. salaries, supplies, contract services, etc.
- Liquidity – The ability to convert assets or securities into cash promptly with minimum risk of principal.
- Local Agency Investment Fund (LAIF) – A special fund in the state treasury. Local governments may deposit in this fund through the state treasurer for investment purposes.
- Maintenance of Effort (MOE) – A requirement, often as a condition of an intergovernmental subvention or supplemental tax, to maintain a level of spending at a certain level. Maintenance of Effort requirements are intended to prevent or limit the use of the additional revenues to supplant existing revenues such that the new revenues result in an increase in the level of program spending and services.
- Materiality – The magnitude of an omission or misstatement of accounting information that, in the light of surrounding circumstance, makes it probable that the judgment of a reasonable person relying on the information would have been changed or influenced by the omission or misstatement. The objective of accountability in governmental financial reporting requires materiality to be judged in both a quantitative and qualitative manner (involves such issues as legal and contractual compliance).
- Modified Accrual Basis – A basis of accounting in which revenues are recognized when measurable and available and expenditures are recorded when the related fund liability is incurred, except for principal and interest on general long-term debt, claims and judgments, and accumulated unpaid vacation, sick pay and other employee benefit amounts, which are recognized as expenditures to the extent they have matured.
- Net Assets – The equity associated with (the difference between) general government wide assets and liabilities. Proprietary Fund equity is also classified as Net Assets. Net Assets are future classified as restricted and unrestricted.
- Non-Departmental – This department has the sole purpose of accounting for all expenditures that the City cannot specifically designate to any operating department.
- Operating Budget – The operating budget provides a plan for current expenditures and the proposed means of financing them. In a broader sense, the annual operating budget is a statement of what services the municipality will deliver to its citizens.
- Ordinance – A formal legislative enactment by the City Council. It has the full force and effect of law within City boundaries unless pre-empted by a higher form of law. An Ordinance has a higher legal standing than a Resolution and is typically codified in a city's municipal code.
- PERS – acronym for State of California's Public Employee's Retirement System (PERS) for the City's employees.
- Prior-Year Encumbrances – Obligations from previous fiscal years in the form of purchase orders or contracts. They cease to be an encumbrance when the obligations are paid or otherwise terminated.

Property Tax – An ad valorem tax imposed on real property (land and permanently attached improvements) and tangible personal property (movable property).

Proprietary Funds – Funds that focus on the determination of operating income, changes in net assets (or cost recovery), financial position, and cash flows. There are two different types of proprietary funds: enterprise funds and internal service funds.

Reimbursement for State Mandated Costs – Article XIII B, Section 6 of the California Constitution which requires the state to reimburse local agencies for the cost of state-imposed programs. Process is commonly called "SB 90" after its original 1972 legislation.

Recreation Fees – Charges for services provided to participants of Community and Recreation Services' classes, activities, and recreational sports.

Regulatory Fee – A charge imposed on a regulated action to pay for the cost of public programs or facilities necessary to regulate a business or other activity or mitigate the impacts of the fee payer on the community. A regulatory fee does not include a charge on a property or a property owner solely due to property ownership.

Rents and Concessions – Charges for rentals of City facilities.

Reserves – An account which the City uses either to set aside revenues that it does not need to spend in the current fiscal year or to earmark revenues for a specific future purpose such as to protect the City from emergencies or unanticipated expenditures.

Resolution – A special or temporary order of a legislative body requiring less formality than an ordinance.

Restricted Net Assets – net assets 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 \$0.0825 sales tax paid on every \$1.00 spent when shopping in San Bruno, approximately \$0.01 is returned to the City.

Secured Property – As the property tax is guaranteed by placing a lien on the real property, secured property is that real property in which the value of the lien on the real property and personal property located thereon is sufficient to assure payment of the tax.

Securities – Investment instruments such as bonds, stocks and other instruments of indebtedness or equity.

Service Charges – Charges imposed to support services to individuals or to cover the cost of providing such services. The fees charged are limited to the cost of providing the service or regulation required (plus overhead).

Service Level Enhancements – New program expenditures or capital equipment, which a City department adds to their basic budget to enhance the quality and/or quantity of service they provide the public.

Supplies and Contractual Services – The category of line items that describe non-salary and non capital outlay expenditures.

Special Revenue Fund – Used to account for specific revenues that are legally or otherwise set aside for restricted use e.g. gas tax receipts are set aside in such a fund to be used solely for street improvements.

Supplemental Appropriation – An additional appropriation made by the governing body after the budget year has started.

Tax – Compulsory charge levied by a government for the purposes of financing services performed for the common benefit of the people. This term does not include specific charges made against particular persons or property for current or permanent benefit, such as special assessments.

Teeter Plan – Enacted in 1949, an alternative method for allocating delinquent property tax revenues, authorized by Revenue and Taxation Code section 4701, in which the County Auditor allocates property tax revenues based on the total amount of property taxes billed, but not yet collected. The county government then collects and keeps the delinquency, penalty and interest payments. The City of San Bruno is on the teeter plan.

Transfers In/Out – Amounts transferred from one fund to another to assist in financing the services for the recipient fund.

Undesignated Unreserved Fund Balance – Available expendable financial resources in a governmental fund that are not the object of tentative management plans (designations).

Unrestricted Net Assets – That portion of net assets 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 Operating Budget