



City of San Bruno
2011-12 City Council
Adopted
Operating Budget



Operating Budget Cover Pictures:

San Bruno Downtown Water Fountain (top)
San Bruno City Park Storm drain (bottom)



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CITY MANAGER'S MESSAGE
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June, 2011

Honorable Mayor and Members of the City Council:

This letter transmits the City Manager's Recommended 2011-12 General Fund, Special Revenue Funds and Enterprise Funds Operating Budget for your consideration. The Budget has been developed consistent with the City Council's policy and priority for the establishment of a budget that balances expenditures to available revenues.

In each of the last several years, the City has scaled back its municipal operations to the level supported by the actual projected revenue. Program and service level reductions have been implemented and concessions by the City's employee bargaining units have assisted in closing the structural budgetary gap. This budget continues the structural changes implemented in previous years to match expenditures to the continued situation of constrained revenues.

Discussion of the actions that the City has previously taken to reduce costs and to maintain acceptable service delivery in the face of revenue decline is detailed in previous years' budgets. In summary, the City has restructured employee compensation, eliminated staff positions, reduced park and street maintenance, consolidated operating departments, deferred equipment replacement and facility maintenance, shared service delivery with other agencies, and strengthened budget management policies and practices to contain and control costs across the board. As indicated above, these previous initiatives remain fully in place.

For the first time in several years, this budget does not recommend new reductions in staffing levels or in program delivery. Although the City continues to experience significant fiscal challenges, improvement in projected revenues offers some relief. For the coming fiscal year this Budget projects a year-end deficit well below that projected in previous annual budgets at just \$322,571. This amount compares to the fiscal year 2010-11 Adopted Budget deficit amount of \$920,698.

The 2010-11 Adopted Budget anticipated that limited term revenues in the amount of \$900,000 would be needed to close the deficit and create a balanced budget. This amount was comprised of \$500,000 in excess Education Reduction Augmentation Funds (ERAF) and \$400,000 from repayment of the outstanding Redevelopment Agency loan due to the General Fund Equipment Reserve. The significant improvement in revenues over the amounts shown in the 2010-11 Budget has erased the deficit for the current year and allows the City to confidently base 2011-12 revenue projections on these actual current year revenue amounts. The

improvement in revenues is largely attributable to increases in sales taxes, business taxes and hotel/motel taxes (TOT). Overall, tax revenues available to pay for basic services are expected to be \$1,272,972 more in fiscal year 2011-12 than budgeted in fiscal year 2010-11.

The following sections of this letter outline the overall financial situation the City is experiencing along with discussion of the important issues for the City Council's consideration of the policy, the work program and the expenditures contained in this Budget.

BUDGET PURPOSE, ORGANIZATION AND INTRODUCTION

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 General Fund Operating Budget is organized by department, with citywide summary financial tables provided at the beginning of the document. To assist City Council decision-making and to enhance the use and understanding of budget information by all users, each departmental presentation provides both narrative sections and a line item expenditure detail. 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 as well as a brief description of program and service priorities for the coming year, and a summary of the personnel and financial resources proposed to support the work program are provided.

Following City Council review of this Recommended Budget, a resolution that incorporates all City Council direction and decisions will be prepared for the City Council's consideration at a public hearing on June 28, 2011.

REVIEW OF 2010-11

The single most significant issue, affecting all aspects of the City's operation in 2010-11 has been the response to, and the aftermath from, the devastating September 9, 2010 Pacific Gas and Electric Company (PG&E) natural gas transmission pipeline explosion and the resulting fire in our community. The incident caused the death of eight persons, injured over 60 more, destroyed 38 homes, damaged dozens more and physically decimated a once quiet and peaceful neighborhood in our community. Despite the devastation that this incident created, what has increasingly emerged in the weeks and months since September 9th is the strength of

the community's resolve to rebuild, to recover and to restore the community's identity and purpose.

Continuing its long-standing tradition of strong community and policy leadership, the City Council immediately engaged with residents to hear, understand and assure response to their real and urgent needs. The City Council has continued to work tirelessly on behalf of residents, representing their interests at the federal, state and local level and maintaining a close connection with those throughout the neighborhood whose lives have been so tragically impacted. The City Council's priority for a comprehensive, effective and timely response to the incident has affected the work program throughout the organization and has included a broad range of issues and activities that include, among others:

- 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 into the cause of the incident; and
- advocating, where appropriate, for legislative and other initiatives to improve pipeline safety.

Some of the most important accomplishments of the City's work program in this area are listed below in this letter.

I am profoundly proud and grateful to our staff for the exemplary way that they handled the initial response to this incident and for their sustained commitment and effort to meet the needs of our residents – even those needs that we could never have predicted or planned for. With their commitment and effort, the employees of the City of San Bruno have once again, and even more clearly than ever before, demonstrated their technical and professional capability, their passion for what they do, their understanding and their compassion for the residents of our community and their dedication to achieve the highest standards of municipal service.

At this time, some nine months since the incident, we can see that the pace of the incident response has slowed in some areas of the City's service. Still, the work effort associated with the City's support for full community and neighborhood recovery remains complex, time consuming and challenging given the City organization's limited capacity and resources. The timeline for full recovery remains long into the future.

At the same time, work on all major projects, City programs and policy has continued. In many cases the workload and priorities associated with the on-going response and recovery from the fire has resulted in delay to the delivery and/or progress on other projects and programs. As the fiscal year draws to a close, and the first anniversary of the fire comes closer, we are now beginning to see that other projects and activities are moving forward again and obtaining the attention they need.

From a financial perspective, the City has not, and is not expecting to experience impact to the General Fund or to the Enterprise Funds to cover the costs associated with the on-going

response to the September 9th incident. Fortunately there are three sources of funding available to the City to cover these extraordinary costs. These are the State of California Emergency Management Agency (CalEMA) disaster reimbursement process, the City's property insurance through the Association of Bay Area Governments (ABAG) Plan Corporation risk management authority and the Trust Fund established with funding from PG&E to cover uninsured and unreimbursed City costs directly associated with, and resulting from, the incident. Costs associated with the City response that will be reimbursed through these sources are not included in the fiscal year 2010-11 results or the 2011-12 Budget.

Fifteen months ago when the fiscal year 2010-11 Budget was under development, staff projected a significant revenue shortfall for fiscal year 2009-10 as of June 30, 2010 and for fiscal year 2010-11. As a result, mid-year adjustments were made to the 2009-10 Budget and additional reductions were incorporated into the fiscal year 2010-11 Budget. Because nearly 75% of City expenditures are attributable to employee salary and benefits costs, these reductions necessarily included elimination of additional General Fund staff positions.

The City has eliminated General Fund staff positions every year since 2004-05. In the three years since 2007-08 alone, General Fund staff positions have been reduced by nearly 20, from 183.1 to 163.95. My letter accompanying the 2009-10 Budget identified that the number of staff positions funded that year was "the lowest in more than a decade". That statement is only more true today.

In total, General Fund expenditures were reduced by just over \$2 million between fiscal years 2008-09 and 2010-11 from \$33,633,104 to \$31,334,641. This fiscal year 2010-11 projected actual expenditure amount of \$31,334,641 is right on target with the 2010-11 Amended Budget expenditure amount of \$31,398,789. At this amount, the City is projected to end the current fiscal year at June 30, 2011 with a positive General Fund revenue to expenditure balance of \$113,500. As discussed above in this letter, this means that the \$920,698 deficit originally projected at the adoption of the fiscal year 2010-11 Budget will not occur. This is due to improvement in projected revenues and the continuing attention to strong management of all operations and containment of costs.

While the single priority focus of the overall City work during the majority of the past year since September 9th has been the incident response and the continuing effort toward full rebuilding of the community, work also continued on important initiatives to move San Bruno forward and to provide lasting improvements to the community. Each department's narrative presentation in this budget provides detail on many of these accomplishments.

Taken as a whole, the residents, elected officials and staff of our city can be very proud of the work program results and the progress that has occurred over the past year despite the continuing staff and resource constraints that have become an integral part of the way that we operate in service to the San Bruno community. Important services were delivered and improved, we made changes to the way that we provide services, we began using new equipment and technologies, and we coordinated with other agencies and organizations to assure needed services continued to meet the needs of the community. During 2010-11 we:

- Quickly established emergency management functions and directed the emergency response for the deadly September 9th pipeline explosion and resulting fire in the Glenview neighborhood through activation of all sections of the City's Emergency Operations Center (EOC) according to the National Incident Management System (NIMS) protocols.

- Through the public safety Incident Command, coordinated and directed the work of a small army of mutual aid first responders who arrived the night of September 9th and in the days immediately following to fight the fire, evacuate residents, conduct search, rescue and recovery operations, provide security, and assist residents to access their properties.
- Within hours of the initial explosion and fire, established an overnight shelter/evacuation and resource center, and 24-hour telephone hotline for residents affected by the neighborhood evacuation.
- Established and continue to provide one-to-one liaison services to Glenview area residents through a team of 15 City staff persons, who in addition to their normal duties, are assigned to assist the 55 families whose homes were demolished or seriously damaged.
- Coordinated and hosted five Town Hall meetings and two social gatherings to maintain communications and coordination with Glenview fire victims and the community at large.
- Implemented a streamlined and expedited planning and building permit review process and waived building and planning permit fees to assist families to meet their objectives to rebuild homes destroyed by the Glenview fire.
- Actively participated in and monitored the National Transportation and Safety Board (NTSB) investigation into the cause of the pipeline explosion and the California Public Utilities Commission (CPUC) investigation and rule-making proceedings.
- Completed the draft Downtown and Transit Corridors Plan, that describes the design and type of development that should be encouraged in the downtown and in the San Bruno Avenue and El Camino corridors.
- Initiated preparation of the Environmental Impact Report on the Transit Corridors Plan.
- Implemented first direct sales campaign and special marketing programs designed to bring subscribers back to San Bruno Cable.
- Completed American with Disabilities Act (ADA) improvements at the Library, including upgrading the public restroom and installing a wheelchair lift to the mezzanine level.
- Completed construction of the Crossing/San Bruno retail project and opened Jack's Restaurant, a casual fine dining establishment with private dining/banquet space.
- Broke ground for construction of the San Bruno Caltrain Grade Separation project in October and initiated the two-year construction process with regular oversight and coordination between the City and CalTrain.
- In coordination with the Chamber of Commerce, provided a full year of the weekly Farmer's Market bringing farm fresh produce to downtown San Bruno during the late spring and summer months.

- Conducted continued Emergency Preparedness training and debrief of Glenview Fire emergency operations with staff from all departments.
- Continued analysis and conducted subcommittee review of the process towards consolidation of Fire Departments among the Cities of San Bruno, Millbrae and Burlingame, and the Town of Hillsborough.
- Resurfaced the San Bruno Park Swimming Pool to help extend its life.
- Continued a shared Police Chief relationship with the City of Millbrae and completed analysis of the potential to consolidate Police Departments between the two cities.
- Completed open space vegetation and tree maintenance in several key areas of the community to address hazard conditions.
- Completed recruitment and selection of a new City Attorney and welcomed him to City service.
- Welcomed a delegation of 29 representatives from Sister City Narita, Japan and hosted a week-long celebration of the 20th anniversary of the San Bruno – Narita Sister City relationship.
- Established agreements between the City and the San Bruno Redevelopment Agency for completion of redevelopment projects in an effort to protect redevelopment revenues in the face of the Governor's proposal to eliminate redevelopment as a State budget strategy.
- Continued delivery of a vibrant and diverse program of activities for older adults delivered through the San Bruno Senior Center.
- Completed traffic calming improvements at the intersection of DeSoto and Santa Lucia.
- Initiated San Bruno Cable's Business Services providing broadband and telephone services to businesses in San Bruno.

OVERVIEW OF THE RECOMMENDED 2011-12 BUDGET

Total projected General Fund revenue for 2011-12 is \$31,891,677, an increase from the 2010-11 Adopted Budget of \$1,455,988. Amendments to the 2010-11 Budget during the year increased revenues by a small amount and reduced the difference between the proposed 2011-12 revenues and the prior year Amended Budget amounts to \$1,413,586, a 4.6% increase. Revenues for fiscal year 2011-12 are conservatively estimated based on the 2010-11 actual revenue amounts and show only a modest increase over the prior year actual collections.

As shown in the table below, proposed fiscal year 2011-12 expenditures are \$815,459 greater than 2010-11 Amended Budget expenditures, an increase of only 2.6%. The improvement in revenues over the fiscal year 2010-11 budgeted amounts combined with containment of costs in all categories results in a projected year-end deficit for fiscal year 2011-12 of \$322,571.

GENERAL FUND	2010-11 ADOPTED BUDGET	2010-11 AMENDED BUDGET	2010-11 PROJECTED ACTUAL	2011-12 PROPOSED BUDGET	CHANGE FROM 10-11 ADOPTED	CHANGE FROM 10-11 AMENDED
Revenues	\$30,435,689	\$30,478,091	\$31,448,336	\$31,891,677	\$1,455,988	\$1,413,586
Expenditures	<u>\$31,335,689</u>	<u>\$31,398,789</u>	<u>\$31,334,641</u>	<u>\$32,214,248</u>	\$ 903,195	\$ 815,459
Difference	<\$900,000>	<\$920,698>	\$113,695	<\$322,571>		

This Budget proposes the use of the City's positive General Fund balance to cover the projected year-end deficit amount as the best available way to bridge the gap and provide a balanced budget.

For the first time in several years, no position reductions or other major reductions in programs and service costs are proposed. However, the proposed expenditures include all of the reductions implemented in prior years as permanent changes to the City's workforce and operations. Additionally, the proposed expenditures include the employee salary and benefit concessions incorporated in the agreements with each of the City's six employee bargaining units as detailed below in this letter.

GENERAL FUND REVENUES

The 2011-12 General Fund revenue increase of \$1,413,586 over the prior year Amended Budget is based on careful evaluation of revenues actually expected as of June 30, 2011, analysis of trends and other economic factors affecting City operating revenues and revenues that are known to be generated from programs and activities in the coming year.

Of the \$31,891,677 in projected 2011-12 General Fund revenue, approximately 62% is generated from taxes including sales tax, property tax, transient occupancy tax (TOT or hotel/motel tax), motor vehicle license fees and various business taxes. Several of these sources and others are discussed in further detail below.

Sales tax revenue is projected at \$6,100,000 for 2011-12. It represents 19.1% of total General Fund revenue. This amount is \$750,000 more than the 2010-11 Amended Budget and it is estimated consistent with the \$6,241,500 in sales tax revenues anticipated at June 30, 2011. The City's practice has been to use a conservative estimate for sales tax revenue as its receipt is directly related to the level of consumer spending and private business decision-making. The 2011-12 Budget amount is based on reliable data and the current year experience.

In previous years, **property tax** revenue could be expected to increase on an annual basis as property values increased and new development occurred. In the last two years, property tax revenue has declined, and for 2011-12 it is projected to decrease again by the small amount of 0.7% (\$38,600) compared to the 2010-11 Amended Budget. All current economic indicators suggest that property values will be slow to show any marked increase and may show additional decrease over the next few years.

Actual 2010-11 **TOT** (hotel/motel tax) revenues of \$1,577,200 are projected to be 16.8% higher than the 2010-11 Amended Budget amounts. The 2011-12 Budget projects no increase in TOT

over this actual 2010-11 amount. Over the past six months, TOT receipts demonstrate a slight increase in the travel/visitor service economic sector. Additionally, the 2010-11 projections reflect the first full year of TOT at the 12% rate that was approved by the voters in November, 2009. This measure was originally expected to generate \$260,000 in annual TOT revenues. Actual results show an increase of about \$233,000 in TOT collections over the 2008-09 amounts.

With the expiration of a "tax holiday" previously approved by the City Council in recognition of a significant decline in air travel over the past few years, the **airport parking tax** (one component of the business tax revenue category) will be collected at the full 8% amount during the coming fiscal year. This is one of the drivers for the overall 5.4% increase in the business tax category.

Over the past few years of the economic recession, **development service fees** have declined significantly as a result of the reduction of large project development activity occurring in the community. During the past month, rebuilding in the Glenview fire area has begun with groundbreaking for two new homes to replace those lost in the fire. Over the coming year additional new home construction projects are planned. In order to assist Glenview area residents, the City Council approved waiver of all regular fees for planning and design review and for building permits. The amount of the waived fees will be reimbursed to the General Fund through the Trust funded by PG&E. For fiscal year 2011-12 \$300,000 is included in the Budget for reimbursement of permit fees based on the anticipated level of building activity.

With the continuation of the economic recession throughout the country, the good news represented by the projected increase in revenues for 2011-12 does not come without a caveat. In some categories of City revenue, decreases will be realized in 2011-12 due to the continuing difficulties that the State government is experiencing. Decreases in typical annual revenue will be experienced with the loss of State COPS grant funding in the amount of \$100,000 that has been used to fund one Traffic Officer position. In addition, projected revenues reflect a loss of \$37,000 from the State Library Fund. These funds were previously deposited to a special fund intended to provide "seed money" for the development of a new Library and in recent years have been drawn annually to support regular Library operations through the General Fund Budget.

The most significant area of concern for the City of San Bruno is the Governor's proposal to eliminate Redevelopment in the State of California. This proposal continues to be controversial and to date the State Legislature has failed to muster the required votes to approve the proposal. This Budget maintains the approximately \$1,200,000 in Redevelopment resources that are transferred to the General Fund to support on-going Redevelopment Agency administration, operations and project delivery based on the current uncertainty and indications that the Legislature ultimately will not support full elimination of Redevelopment. As discussed further later in this letter, should a subsequent State budget proposal or legislative action result in substantial change or elimination of the City's Redevelopment Agency and funding, the City could be faced with the need to consider additional actions to maintain a balanced budget.

GENERAL FUND EXPENDITURES

At \$32,214,248, proposed expenditures are increased by \$815,459 over the 2010-11 Amended Budget amount; a 2.6% increase. The primary driver for the increase in proposed expenditures over the FY 2010-11 amounts is the increase in CalPERS rates for employee retirement benefits of \$614,000.

This Budget, like those of the last several years has been developed using a deliberate and strategic effort to reduce and/or contain costs in all categories. Direction to the Departments in preparing their expenditure budgets for the coming year continued the prior years' commitment to maintain operating costs at or below the prior year levels. With limited exceptions, this direction has been accomplished. Each department has carefully evaluated all proposed expenditures and has made thoughtful choices in those cases where operational and service needs required an increase in one expenditure category and another could be reduced. Changes that have been made in previous years to adjust the City's operations, methods of service delivery, staffing levels and employee compensation have been maintained. This is an increasingly difficult challenge in the face of the extraordinary new workload associated with response to the September 9th incident and the community expectations that the organization can deliver all services at the very high level that we provided to the incident response.

A critical strategy to contain employee costs that was originally implemented in the 2009-10 Budget is a 6-day employee furlough that resulted in the reduction of employee pay by 2.3%. Through contract negotiations with each employee bargaining unit beginning that year, no employee compensation improvements have been made. The Management and Mid-Management bargaining units are subject to additional negotiated concessions on management-related benefits to reduce costs. The employee furlough and the concessions are continued in the amounts budgeted for 2011-12. All current employee bargaining unit agreements will expire on June 30, 2012. At that time some of the City's units will have not received an across-the-board salary adjustment for five years.

The cost of employee health care benefits also continues to be a significant City cost. For 2011-12, like in the previous year, increase in the medical premium cost will be covered by additional furlough time and commensurate reduction of employee pay. For fiscal year 2010-11 an additional 15 hours of furlough time was implemented to cover the medical premium increase. Any premium increase effective October 1, 2011 will be covered by up to two additional furlough days.

The 2011-12 Budget includes a significant increase in employee retirement costs imposed by CalPERS effective July 1, 2011. CalPERS rates have risen every year beginning in 2004-05 following a period of no employer cost. Employees contribute a fixed percentage of income toward their CalPERS retirement benefit and the City contributes a rate that fluctuates annually based on the City's retirement plan asset valuation. In light of the devastating loss over the last several years of investment earnings that CalPERS relies on to offset employer rates, rates have increased more sharply in recent years.

Total costs for employee retirement benefits are approximately \$4.5 million. As a long-term strategy to address the increasing cost of retirement benefits for public sector employees, many public agencies are considering the establishment of two-tiered systems which would create a new retirement formula for new hires. While the cost savings of a two-tiered system are not realized in the short term, the long term potential savings, or cost containment could be significant. This is an issue that the City should continue to consider along with its bargaining units to assist in stabilizing the City's expenditures.

A short summary of some important departmental items and issues relevant to the expenditure budget preparation follows.

City Council – In anticipation of the 100th anniversary of the City's incorporation in December, 2014, it is timely to begin thinking about plans for commemoration of this historic and symbolic

occasion. In some cities, a program of activities and events that occur throughout the entire year is planned to include the broadest possible spectrum of the community. To avoid the cost of such activities impacting a single year's budget, the City may want to begin setting aside funds for this purpose on annual basis. A \$10,000 initial budget amount for this purpose is proposed for 2011-12 as a supplemental budget request. This amount is not yet shown in the recommended budget but is proposed for separate City Council consideration and direction for inclusion in the Final Budget document.

City Clerk's Office – a cost of \$80,000 for the November, 2011 Municipal Election is included based on estimates from the County Elections Office. This expenditure is only budgeted in odd-numbered years corresponding with the bi-annual City election schedule. This amount is significantly increased from the \$65,000 budgeted in 2009-10.

Finance Department – the City's Cost Allocation Plan is proposed to be updated in 2011-12. The anticipated cost of the update is \$15,000. The Plan was originally prepared in 2005-06 to provide an accurate and defensible method of setting fees and charges for City services. In order to stay current with City operational costs and procedures, the Plan should be updated every five years. Given the extensive changes that have occurred in the past six years in the cost and manner the City operates, the Plan update is needed to confirm and document any needed fee adjustments. This \$15,000 amount is proposed as a supplemental expenditure and is not included in the Budget pending separate consideration and action by the City Council.

Fire Department – Mandated testing of Firefighter breathing apparatus and for gas monitor calibration and maintenance will increase costs by \$9,912. The budget continues the prior year practice to include funding in the training category only for mandated training, and not for training that is intended to promote career advancement.

At the current time, discussion is continuing among the cities of San Bruno, Millbrae, Burlingame and the Town of Hillsborough toward a final decision about consolidating Fire Departments into a single Central County Fire Department. These discussions have progressed slowly over the past three years as the parties have worked to resolve a number of operational, organizational and financial issues. At this time it is expected that a final decision will be reached within the next 60 days whether to proceed with a Phase 1 administrative operations merger and consolidation of two existing fire stations (one in Millbrae and one in Burlingame) into a single, jointly operated station.

Due to the pending status of this process, and City Council decision-making, this Budget is developed based on the current operations and continues the shared services arrangement between the San Bruno and Millbrae Fire Departments whereby the cities share the services of a single Chief and 3 Battalion Chiefs who manage the operations of both departments.

Police Department – An increase of \$21,000 will be required to fund costs payable to the County for County Crime Lab fees. This increase results from discontinuation of a remaining "credit" balance from a grant that was previously applied to this cost in the prior two years.

Costs for replacement of ballistic vests estimated at \$18,200, which includes a 50% matching federal grant from the Department of Justice and for replacement of duty weapons of \$12,000 are included as new costs in the 2011-12 Budget. Additionally, the City will incur an increase of \$9,000 resulting from re-negotiation of the County-wide Animal Services contract with the Peninsula Humane Society for an additional three-year period. These negotiations occur

through the County with participation and input by the County City Managers' Group to assure reasonable representation of the interests of the cities who receive and pay for the service. This process included evaluation of alternative service delivery options and service providers and ultimately resulted in a determination that the existing service delivery remains the most viable option for the near term.

As discussed above in this letter, State COPS grant funding of \$100,000 that the City has historically been used to fund one Traffic Officer position is at risk and is not included in the 2011-12 Budget due to the lack of final resolution on the State Budget deficit situation. The position remains included in the City's 2011-012 Budget because of the continuing priority of traffic-related concerns in the community.

The Governor's Budget also eliminates funding to cover the fees associated with prisoner booking services provided through the County Sheriff's Office. The continuing uncertainty of the State Budget discussions could result in additional cost of \$140,000 for booking fees. However, the Sheriff has advised that he does not intend to institute booking fee charges to law enforcement agencies in the County and he will provide advance notice if he is forced to do so, when and if the efforts underway at the State level are unsuccessful in saving the booking fee reimbursement program.

For the past year, since March, 2010, the City has shared the Police Chief position with the City of Millbrae under a shared services agreement that calls for the City of Millbrae to reimburse the City for half the total cost of the position in the amount of \$123,000. This revenue amount is not included in the 2011-12 Budget in anticipation that final review and consideration of the possible merger of the two departments will be completed within the next several months.

Savings of \$50,000 in the 2011-12 Budget result from the advancement of the typical annual purchase of two patrol vehicles through the General Fund Budget. Four patrol vehicles were purchased in 2010-11 in anticipation of the current vehicle model being discontinued.

Community Development Department – Building Division costs include \$10,000 for document imaging including services to complete scanning of the backlog of archived plans and the cost of scanning new plans received. Building permit fees include a small surcharge to cover costs associated with document imaging.

Community Services Department – Establishment of the State grant funded after school program at Allen School will result in additional costs and additional associated projected revenues of \$107,000 over the 2010-11 budgeted amounts in the Recreation Division.

In the Senior Services Division, expansion of the Senior Center rental program is projected to result in \$62,000 additional revenue over the amounts projected for 2010-11.

Public Services Department – In the Garage Division, new costs in the amount of \$21,500 are incurred for 2011-12 for replacement of the inoperable shop heating system and for a new lubrication delivery system and bulk oil storage.

ENTERPRISE AND SPECIAL REVENUE FUNDS

The following section discusses some of the important Budget issues relevant to the several Enterprises and Special Revenue Funds through which the City of San Bruno delivers services

to residents. The Enterprises provide business-type services that are entirely rate or fee supported. These services do not receive any funding from the City's General Fund. The Special Revenue Funds fund operations and services of the City that are supported by dedicated revenues that must be accounted separate from the General Fund.

The following table summarizes revenues and expenditures proposed in this 2011-12 Budget for several of the City's major Enterprise Fund and Special Revenue Fund operations.

ENTERPRISE & SPECIAL REVENUE FUNDS	2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	2010-11 PROJECTED ACTUAL	2011-12 PROPOSED BUDGET
Redevelopment Operations					
Revenues	\$7,373,602	\$7,465,485	\$7,007,679	\$7,227,495	\$7,277,171
Expenditures	\$5,541,663	\$8,439,148	\$5,180,648	\$6,676,766	\$5,969,071
Water					
Revenues	\$8,027,444	\$8,841,547	\$10,057,186	\$9,568,789	\$10,781,029
Expenditures	\$7,211,905	\$6,956,191	\$ 6,818,853	\$6,747,034	\$ 7,680,099
Wastewater					
Revenues	\$8,965,839	\$10,076,160	\$10,590,626	\$10,165,342	\$11,237,646
Expenditures	\$9,417,472	\$ 8,120,680	\$ 7,606,821	\$ 8,731,223	\$ 9,076,486
Cable Television					
Revenues	\$ 9,057,444	\$10,212,620	\$11,710,217	\$10,586,969	\$11,057,830
Expenditures	\$10,556,451	\$11,458,920	\$10,923,605	\$10,460,148	\$10,740,401

REDEVELOPMENT AGENCY

Although the San Bruno Redevelopment Agency is still relatively young by comparison to others throughout the State, it has been instrumental in making significant improvements to the community to fulfill the redevelopment purposes for elimination of blight, production of affordable housing and economic revitalization. These important accomplishments over the last several years include an annual contribution to assure the continuing affordability of 20% of the housing units at the Crossing/San Bruno, improvement of El Camino Real median islands and other public infrastructure in the redevelopment project area and the development of the Transit Corridors strategic plan for the redevelopment and revitalization of the downtown and transit corridors in the community.

As discussed previously in this letter, the Governor has proposed elimination of redevelopment throughout the State as a method to assist in resolving the critical State budget deficit problem. In very simple terms, the Governor's proposal assumes that if redevelopment agencies are eliminated, the property tax revenue that they receive and which is currently dedicated to redevelopment purposes, would be available to fund the State's obligation to K-12 education.

This additional funding to assist in covering on-going State costs would significantly alleviate, but not entirely solve, the State budget crisis. One key assumption driving this proposal is that property values within redevelopment project areas would continue to rise predictably and substantially even without the investment to revitalize the area and to pursue economic improvements that redevelopment currently provides.

The California Redevelopment Association (CRA), the San Bruno Redevelopment Agency and others up and down the State have vigorously opposed the Governor's proposal. Earlier this year the proposal failed to garner the necessary votes for approval in the State Assembly. Since that time CRA and others have worked tirelessly to develop and advocate alternative proposals that would assist the State deficit and avoid elimination of redevelopment. The Governor's "May Revise" budget proposed legislation to phase out existing redevelopment agencies beginning in 2011-12. Under this proposal, existing agencies like San Bruno's would be required to cease creation of new obligations and to retire debt in accordance with existing payment schedules. At the current time, this proposal has also failed to gather the necessary support for approval through the State Legislature. Discussion continues on alternative redevelopment reform strategies such as annual payment of a percentage of redevelopment tax revenues collected by agencies to the State.

In order to address this serious threat to the Agency and the City's ability to address real needs in the San Bruno community for economic revitalization especially in the downtown corridor and to eliminate blight, the City and Agency entered into agreements in March to establish obligations for the Agency to pay for projects and improvements envisioned in the Redevelopment Plan. As an additional approach to protect critical redevelopment services, the Agency is developing plans to issue debt to fund certain housing and other redevelopment projects.

As indicated previously in this letter, the City provides services to the Redevelopment Agency and its activities through staff in all City departments. If redevelopment is eliminated and the Agency must cease operations, the City General Fund stands to lose approximately \$1.2 million in transfers from the Agency to cover the costs of staff and services associated with redevelopment projects and activities. Because the State's deliberations regarding the future of redevelopment continue without resolution and because it is difficult to predict with reasonable certainty what form redevelopment reform might take, this Budget does not include the effects to the City and the Agency if redevelopment is actually eliminated or substantially changed. This remains an issue that the City and Agency will need to watch carefully and then be prepared to address when decisions at the State level are reached.

One supplemental request is proposed in this Budget for Agency Board consideration in approving the Redevelopment Agency Budget. This is a \$100,000 allocation for establishment of a San Bruno Entrepreneurship Program. This would be a new redevelopment program and cost to contract with an economic development organization to provide small business training and development services to promote the establishment of new business in the downtown. In order to provide space for new, start-up businesses, the program could include the Agency leasing currently vacant downtown space for use by new start-up businesses. Given the uncertainty of the State budget proposals, the Agency Board may want to defer consideration of this new initiative until the "dust settles" and there is clarity about the future of redevelopment and the availability of redevelopment revenues.

WATER ENTERPRISE

The City's Water Enterprise provides water service to residential and business premises 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. Average annual production through the City system is 2.1 million gallons per day.

For fiscal year 2011-12, total revenues are expected to increase over the current year actual amounts by nearly \$1.2 million according to the multi-year rate program approved by the City Council in 2009 and which took effect on July 1st of that year. At that time, staff completed a ten-year analysis of costs associated with the operating and capital improvement needs of the water system and recommended that the resulting customer rates be implemented for a three year period. In each of these years, rates have been raised by a level annual amount. With the expiration of the three-year rate program, there will be a need to update the rate analysis and consider the establishment of new rates to take effect July 1, 2012.

Costs to maintain operations and to purchase water from the SFPUC system are expected to increase by about \$940,000 over the fiscal year 2010-11 actual expenditure amounts. The SFPUC rate increase results from the extensive capital improvement program being undertaken by them to assure the seismic stability and integrity of the system as it runs from the Hetch Hetchy reservoir to San Francisco. In total, water purchase costs will increase by \$673,300 over the amounts budgeted in 2010-11. Additional new costs are included in the Budget to complete the rate model update and to provide necessary services for well pump repair and generator maintenance.

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. Two critical issues significantly impact the coming year's Wastewater Enterprise Budget.

The first and major issue is the cost of the City's response to, and 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. Over the past year the City has been working with both organizations to address sewer system overflow (SSO) violations that have occurred over the past several years. Violations that occurred during the major storm events in early 2008 are the majority of those addressed in the enforcement and legal actions.

Although the City is still in the process of negotiating settlement with the Baykeepers, anticipated settlement costs will include legal fees, contribution to an environmental project outside of the City, and on-going oversight and monitoring of the City's progress in making the agreed improvements. The anticipated cost of the settlement combined with the fines, penalties and environmental project contributions associated with the RWQCB consent decree total \$913,167 to be paid over three years. The first year share of these costs and the costs associated with mandated changes and improvements to the Enterprise operations and system

maintenance practices increase the fiscal year 2011-12 Budget expenditures by \$865,550 over the prior year Budget.

The new operations and maintenance cost items to be funded during the coming year are detailed in the Wastewater Enterprise section of this Budget along with their costs. All of the costs for the new mandated activities are included in the 2011-12 Budget as presented. In summary, the major cost items include the following:

- professional services to conduct a maintenance and operations evaluation to determine the necessary staffing levels and work priorities consistent with industry benchmarking;
- development of best management practices;
- update of the Sewer System Management Plan;
- development of a Fats, Oil and Grease outreach program;
- contract costs to conduct an aggressive program of spot repairs to significantly decrease the annual number of SSO's;
- chemical root foaming services; and
- additional tools, equipment and supplies needed to support routine staff maintenance functions.

A supplemental proposal is also included in the Budget for the addition of one full time Associate Engineer position to oversee the new contract spot repair program and to assure delivery of the capital improvement program associated with compliance with both the settlement agreement and the RWQCB enforcement action. Capital improvements required are separately detailed in the Capital Improvements Program and Budget still in preparation and to be presented separately for City Council consideration and approval.

The second significant issue facing the Enterprise is the need to complete extensive upgrades and repairs at the South San Francisco Treatment Plant to resolve on-going problems with wet weather flows. During the past year the two cities have completed extensive review of the necessary capital improvements and their costs. A "placeholder" amount of \$677,000 was included in the fiscal year 2010-11 Budget to cover the anticipated initial costs of the improvement program. However the review and approval of the improvement program has taken longer than originally expected. The City Council recently received a report and approved the program to begin construction in 2012-13. Given this construction schedule, no costs are included in the 2011-12 Budget for the improvement program.

The elimination of the \$677,000 Treatment Plant upgrade placeholder cost shown in the prior year Budget and the \$865,550 of new costs required by the SSO settlement and enforcement actions result in a modest increase of just under \$200,000 for fiscal year 2011-12 compared to the prior year. Combined with the routine cost increases in the normal work program, a modest increase of approximately \$345,000 over the projected actual 2010-11 expenditure amounts is included in the Budget.

As discussed in the Water Enterprise section of this letter, the City will undertake review and analysis of the multi-year rate program for the Wastewater Enterprise during the coming year. New rate proposals will be presented to the City Council in Spring 2012 and will be effective July 1, 2012. Revenues for the coming year are estimated based on the amounts identified in the previous ten-year rate analysis conducted for both the Water and Wastewater Enterprises.

CABLE ENTERPRISE

The City of San Bruno provides a broad range of telecommunications services through the Cable Television Department. Originally established over 30 years ago, in the early 1970's, San Bruno Cable Television remains one of less than a dozen municipally owned and operated incumbent cable television providers in the nation. San Bruno Cable offers a full suite of broadband video, data and voice services to residential and business customers via a state-of-the-art cable network consisting of over 100 miles of fiber and coaxial cable throughout the entire San Bruno community.

Although no other cable television provider has ever operated inside San Bruno and in direct competition with San Bruno Cable, the current operating environment for the Enterprise is one of intensifying competitive pressures to the Enterprise and its market share of subscribers. This competition comes from the growth of alternative technologies, satellite dish operators and more recently from American Telephone and Telegraph Company's (AT&T) entry into the data and (via satellite) the video business.

This increasingly competitive market environment along with the continued depressed state of the regional and local economy, bringing with it increasing price sensitivity on the part of customers, has resulted in a trend of loss of basic cable subscribers over the past few years. San Bruno Cable is by no means unique in this regard. The industry, nation-wide continues to report that similar loss of subscribers is impacting virtually all cable operators. Although San Bruno Cable made 1,100 new service connections during the recent 12 months ending March 31, 2011, the Enterprise experienced a net loss of 693 customers in this period.

The fiscal year 2011-12 Cable Enterprise work program is based on the continuing priority to develop, deploy and market new technology services to meet the needs of both residents and business customers. The Budget for the coming year includes funding for an aggressive marketing campaign, both for the expansion of the Enterprise's business technology services as well as for the effort to "win back" residential customers who have moved to other providers in recent months and years. In addition, the work program for the coming year will continue to focus on evaluation of the overall long-term outlook for the cable industry and the City Enterprise operation to confirm existing and planned business strategies are viable and to identify alternatives.

Cable programming costs, at \$3.9 million, represent the single largest category of expenditures for the Enterprise. During the coming year, retransmission consent agreements for many of the channels on the Cable Television system will expire and need to be renegotiated. As previously reported to the City Council, programmers are becoming increasingly aggressive in their demands for per-subscriber cash payments to carry their channels. The renegotiation process represents a significant work effort over the year for staff to represent the interests of subscribers for an affordable rate for their cable television service. Ultimately this process and may result in significant additional cost for the enterprise and its rate payers.

One of the key areas of importance for the City in its operations of the Cable Enterprise is the fact that the Enterprise has historically provided 10% of its gross revenue as an equity transfer to the General Fund. In recent years this transfer has provided up to \$1.05 million directly to the General Fund to assist in covering costs associated with public safety, parks maintenance, etc. For the coming year, the equity transfer is budgeted at \$1 million, representing 9% of projected Enterprise revenues. This approach is proposed to contain Enterprise costs and to provide a realistic General Fund revenue projection.

The 2011-12 Budget revenue projections are based on the rate program approved by the City Council in May, 2011 that increased the cost for basic cable service by 5%. Additionally and realistically, the Budget revenue projections include a loss of 600 subscribers. Total revenues are estimated at \$11,057,830. This amount includes revenue increased from planned growth in commercial voice (telephone) and data services.

CONCLUSION AND ACKNOWLEDGEMENTS

In summary, the 2011-12 Budget has been prepared and is recommended for the City Council's consideration consistent with the City Council's policy direction that the City address the effects of the economic recession head on by creating a balanced budget and expenditure program. Living within the City's means continues to be the City Council's policy priority to assure the stability and sustainability of City operations. This budget proposes a viable means for meeting that direction with a modest use of the General Fund balance.

City staff across the entire organization contributed to the City's ability to maintain containment of costs and avoid additional cuts to the organization over the past year by agreeing not only to freeze compensation, but to take an actual reduction in pay and to pay the cost of projected increases to medical premiums through the implementation of furlough.

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, even when adequate resources are available to cover reasonable expenditures. In times of fiscal challenges like this City continues to experience, this task becomes more complex. On a regular basis, departmental staff is called upon to develop creative solutions to difficult problems and additional service demands without additional resources—literally to do more with less.

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. 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.

Under the guidance of Finance Director Edmund Suen, Finance Department staff capably developed the analysis and prepared the budget information. Magda Gonzalez represented my office in the preparation and review process. Special recognition goes to Assistant Finance Director Kim Juran, Financial Services Supervisor Pak Liem, Accounting Supervisor Darlene Wong, Accounting and Customer Service Representative Jennifer Dianos, and Jenny Yi, Management Analyst in the Human Resources Department. 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.

I also want to recognize and express my strong continuing 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 work, like that of staff's

was made even more challenging and intense in the immediate and continuing aftermath of the September 9th events.

During the past year our strength as an organization and as a community have been tested. The many accolades we have received for the work we did, and that we continue to do is a testament to our capability and to our resolve to make the needs and the interests of San Bruno residents our priority. As I have reflected back on the past year and thought about our planning for the coming year, more than ever before, I am struck with the enormity of the responsibility that we collectively carry in service to the residents of San Bruno. The work that 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,

A handwritten signature in cursive script that reads "Connie Jackson". The signature is written in black ink and is positioned above the printed name and title.

Connie Jackson
City Manager

FINANCIAL SUMMARIES
(INSERT DIVIDER)

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**FUNDS SUMMARY
2011-12**

Fund Title	Projected Fund Balance as of July 1, 2011	Operating Revenue	Operating (Expense)	Non-Operating Revenue/ (Expense)	Projected Fund Balance as of June 30, 2012
General Fund:					
Operations	\$ 934,932	\$ 31,891,677	\$ 32,237,748	\$ -	588,861
General Fund Reserve	2,677,562	-	-	-	2,677,562
One-Time Revenue	4,263,783	-	-	-	4,263,783
Special Revenues:					
Redevelopment Operations	1,459,543	7,277,171	4,769,447	(652,138)	3,315,129
Low/Moderate Income Housing	3,207,495	1,821,533	1,408,688	-	3,620,340
Solid Waste	158,153	79,269	102,628	-	134,794
Park-in-Lieu	1,881,151	222,539	-	-	2,103,690
BMR Housing in-Lieu	2,619,289	431,939	-	-	3,051,228
Agency on Aging	300	110,629	110,278	-	651
Library Special Revenue	453,731	26,008	100,000	-	379,739
Gas Tax	705,077	1,213,972	753,037	-	1,166,012
Enterprise Funds:					
Water	8,905,489	10,781,029	7,475,849	(150,000)	12,060,669
Stormwater	1,243,407	618,745	541,903	(217,500)	1,102,749
Wastewater	5,797,991	11,237,646	8,043,627	(1,423,036)	7,568,974
Cable Television	(3,072,406)	11,057,830	9,997,811	(742,590)	(2,754,977)
Internal Services:					
Central Garage	288,556	667,092	666,903	-	288,745
Buildings & Facilities Maint.	807,284	913,004	915,884	-	804,404
Equipment Reserve	5,667,019	430,587	85,200	-	6,012,406
Technology Support	424,577	471,916	483,610	-	412,883
Self-Insurance	887,048	1,584,432	1,770,688	-	700,792
GRAND TOTAL	\$ 39,309,981	\$ 80,837,018	\$ 69,463,301	\$ (3,185,264)	\$ 47,498,434

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

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GENERAL FUND SUMMARY

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GENERAL FUND FUND SUMMARY

	2010-11 Amended Budget	2010-11 Estimate	2011-12 Adopted Budget	% of Budget	Change in Budget	% Change in Budget
Operating Revenues						
Taxes	\$ 18,535,728	\$ 19,724,977	\$ 19,808,700	62.1%	\$ 1,272,972	6.9%
Departmental Revenues	4,585,902	4,675,628	4,803,580	15.1%	217,678	4.7%
Franchises	1,759,243	1,727,900	1,758,584	5.5%	(659)	0.0%
Use of Money & Property	2,147,276	1,779,089	1,829,000	5.7%	(318,276)	-14.8%
Allocations & Other Revenue	3,449,942	3,540,742	3,691,813	11.6%	241,871	7.0%
Total Operating Revenues	30,478,091	31,448,336	31,891,677	100.0%	1,413,586	4.6%
Operating Expenditures						
General Administration	3,282,992	3,171,010	3,478,541	10.8%	195,549	6.0%
Police	13,039,823	13,128,288	13,315,300	41.3%	275,477	2.1%
Fire	7,742,448	7,711,834	8,028,117	24.9%	285,669	3.7%
Public Services	2,330,996	2,254,765	2,411,771	7.5%	80,775	3.5%
Community Development	1,393,242	1,336,457	1,444,110	4.5%	50,868	3.7%
Community Services	6,234,097	6,272,096	6,399,515	19.9%	165,418	2.7%
Non-Departmental	300,000	385,000	300,000	0.9%	-	0.0%
Internal Allocations	(3,303,310)	(3,303,310)	(3,518,107)	-10.9%	(214,797)	6.5%
Debt Service	378,501	378,501	378,501	1.2%	-	0.0%
Total Operating Expenditures	31,398,789	31,334,641	32,237,748	100.0%	838,959	2.7%
Operating Surplus (Deficit)	\$ (920,698)	\$ 113,695	\$ (346,071)	1.1%	\$ 574,627	62.4%
Budget Balancing Options						
Fund Balance	-	-	346,071			
Excess ERAF	500,000	-	-			
RDA Loan Repayment (from Equip. Reserve)	400,000	-	-			
Total Use of Limited Duration Funds	\$ 900,000	\$ -	\$ 346,071			
Undesignated Fund Balance, Beginning	821,237	821,237	934,932			
Undesignated Fund Balance, Ending	800,539	934,932	588,861			

GENERAL FUND REVENUE SUMMARY

	2008-09 Actuals	2009-10 Actual	2010-11 Amended Budget	2010-11 Estimate	2011-12 Budget	% of Budget	Change in Budget \$	%
Taxes								
Property Taxes	\$ 5,609,011	\$ 5,561,286	\$ 5,605,000	\$ 5,527,577	\$ 5,566,400	17.5%	\$ (38,600)	-0.7%
Sales Taxes	6,402,912	5,366,248	5,350,000	6,241,500	6,100,000	19.1%	750,000	14.0%
Business Taxes	1,536,391	1,502,198	1,440,000	1,580,700	1,728,400	5.4%	288,400	20.0%
Hotel/Motel Taxes	1,339,877	1,344,364	1,350,000	1,577,200	1,577,200	4.9%	227,200	16.8%
Regulatory Cardroom Fee	1,540,728	1,496,516	1,490,728	1,496,000	1,496,000	4.7%	5,272	0.4%
Vehicle License Fees	3,544,320	3,350,849	3,300,000	3,302,000	3,340,700	10.5%	40,700	1.2%
Total Taxes	19,973,239	18,621,461	18,535,728	19,724,977	19,808,700	62.1%	1,272,972	6.9%
Franchises								
PG&E	388,174	359,503	380,000	405,000	405,000	1.3%	25,000	6.6%
Recology San Bruno	799,132	813,185	828,947	825,100	830,000	2.6%	1,053	0.1%
Cable Television In-Lieu	451,549	471,703	550,296	497,800	523,584	1.6%	(26,712)	-4.9%
Total Franchise Fees	1,638,855	1,644,391	1,759,243	1,727,900	1,758,584	5.5%	(659)	0.0%
Use of Money & Property								
Interest Earnings	(48,435)	328,255	620,000	297,100	318,000	1.0%	(302,000)	-48.7%
Fair Market Value Adjustment	191,300	95,843	-	-	-	-	-	-
Rentals	418,170	397,427	424,244	424,244	471,000	1.5%	46,756	11.0%
Cable Equity Earnings	903,099	943,405	1,041,932	989,753	1,000,000	3.1%	(41,932)	-4.0%
Other	256,868	97,086	61,100	67,992	40,000	0.1%	(21,100)	-34.5%
Total Use of Money & Property	1,721,002	1,862,016	2,147,276	1,779,089	1,829,000	5.7%	(318,276)	-14.8%
Allocations & Other Revenues								
Transfers from Other Funds	3,669,605	3,732,827	3,241,742	3,341,742	3,489,913	10.9%	248,171	7.7%
Other	217,076	217,133	208,200	199,000	201,900	0.6%	(6,300)	-3.0%
Total Allocations and Others	3,886,681	3,949,960	3,449,942	3,540,742	3,691,813	11.58%	241,871	7.01%
Departmental Revenues								
Police	1,374,132	1,677,806	1,447,396	1,503,780	1,124,158	3.5%	(323,238)	-22.3%
Fire	316,289	286,205	266,000	228,744	220,000	0.7%	(46,000)	-17.3%
Public Services Engineering	50,206	39,104	39,500	99,350	48,500	0.2%	9,000	22.8%
Public Services Streets	774,565	1,021,423	810,406	808,357	805,051	2.5%	(5,355)	-0.7%
Planning	61,109	63,417	55,500	43,475	55,050	0.2%	(450)	-0.8%
Building	746,136	965,369	750,000	655,105	1,155,105	3.6%	405,105	54.0%
Recreation Services	741,516	859,720	850,000	923,817	1,008,000	3.2%	158,000	18.6%
Parks Maintenance	24,550	42,828	14,500	16,000	15,716	0.0%	1,216	8.4%
Senior Services	152,387	146,764	150,000	186,000	192,000	0.6%	42,000	28.0%
Library Services	151,909	197,030	202,600	211,000	180,000	0.6%	(22,600)	-11.2%
Total Departmental Revenues	4,392,799	5,299,666	4,585,902	4,675,628	4,803,580	15.1%	217,678	4.7%
Total	\$ 31,612,576	\$ 31,377,494	\$ 30,478,091	\$ 31,448,336	\$ 31,891,677	100.0%	\$ 1,413,586	4.6%

GENERAL FUND EXPENDITURE SUMMARY

	2008-09	2009-10	2010-11	2010-11	2011-12	% of	Change in Budget	
	Actuals	Actuals	Amended Budget	Estimate	Budget	Budget	\$	%
General Government								
City Council	\$ 133,608	\$ 144,730	\$ 165,341	\$ 153,094	\$ 154,054	0.5%	\$ (11,287)	-6.8%
City Clerk	235,883	279,949	212,078	187,974	296,811	0.9%	84,733	40.0%
City Treasurer	61,649	60,184	61,471	74,110	87,819	0.3%	26,348	42.9%
City Attorney	493,518	401,142	434,115	327,935	426,402	1.3%	(7,713)	-1.8%
City Manager	423,297	406,161	410,520	393,787	414,619	1.3%	4,099	1.0%
Human Resources	585,807	413,270	409,862	405,333	432,343	1.3%	22,481	5.5%
Finance								
Administration	884,825	762,092	858,358	866,420	896,058	2.8%	37,700	4.4%
Revenue Services	765,999	754,578	731,247	762,357	770,435	2.4%	39,188	5.4%
Total General Government	3,584,586	3,222,107	3,282,992	3,171,010	3,478,541	10.8%	195,549	6.0%
Police	13,273,880	13,111,132	13,039,823	13,128,288	13,315,300	41.3%	275,477	2.1%
Fire	8,208,885	7,996,746	7,742,448	7,711,834	8,028,117	24.9%	285,669	3.7%
Public Services								
Admin. & Engineering	1,676,970	1,229,415	1,117,922	1,040,816	1,167,256	3.6%	49,334	4.4%
Streets Maintenance	1,342,540	1,460,064	1,213,074	1,213,949	1,244,515	3.9%	31,441	2.6%
Total Public Services	3,019,510	2,689,479	2,330,996	2,254,765	2,411,771	7.5%	80,775	3.5%
Community Development								
Planning	782,922	509,626	481,942	425,537	455,121	1.4%	(26,821)	-5.6%
Building Inspection	1,141,611	958,348	911,300	910,920	988,989	3.1%	77,689	8.5%
Total Community Development	1,924,533	1,467,974	1,393,242	1,336,457	1,444,110	4.5%	50,868	3.7%
Community Services								
Recreation Services	1,531,580	1,468,709	1,348,628	1,382,360	1,457,808	4.5%	109,180	8.1%
Parks Maintenance	2,510,702	2,337,360	2,156,803	2,139,808	2,225,931	6.9%	69,128	3.2%
Senior Services	981,845	835,554	868,105	921,027	845,562	2.6%	(22,543)	-2.6%
Library	2,041,271	1,949,222	1,860,561	1,828,901	1,870,214	5.8%	9,653	0.5%
Total Community Services	7,065,398	6,590,845	6,234,097	6,272,096	6,399,515	19.9%	165,418	2.7%
Non-Departmental	213,420	231,889	300,000	385,000	300,000	0.9%	-	0.0%
Allocation Offsets	(3,657,108)	(3,659,316)	(3,303,310)	(3,303,310)	(3,518,107)	-10.9%	(214,797)	6.5%
Debt Service	-	-	378,501	378,501	378,501	1.2%	-	0.0%
Subtotal	(3,443,688)	(3,427,427)	(2,624,809)	(2,539,809)	(2,839,606)	-8.8%	(214,797)	6.5%
Total	\$ 33,633,104	\$ 31,650,856	\$ 31,398,789	\$ 31,334,641	\$ 32,237,748	100.0%	\$ 838,959	2.7%

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EQUIPMENT RESERVE SUMMARY

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2011-12 EQUIPMENT RESERVE FUNDING SUMMARY

Total Requests by Fund

General Fund Equipment Reserve	85,200	
Water Fund Equipment Reserve	150,000	
Stormwater Equipment Reserve	217,500	
Wastewater Fund Equipment Reserve	267,500	
Total		720,200

Expenditures

Police			
	Sig Sauer Handguns (60)	12,000	
	Ballistic Vest (52)	18,200	
Streets			
	Asphalt Drum Compactor	55,000	
Water			
	Water Pump Mechanics' Truck	50,000	
	Water Distribution Repair Truck	100,000	
Stormwater			
	Vacuum Combination Unit (cost shared 50%/50% with Wastewater Fund)	217,500	
Wastewater			
	Wastewater Pump Mechanics' Truck	50,000	
	Vacuum Combination Unit (cost shared 50%/50% with Stormwater Fund)	217,500	
	Total		720,200

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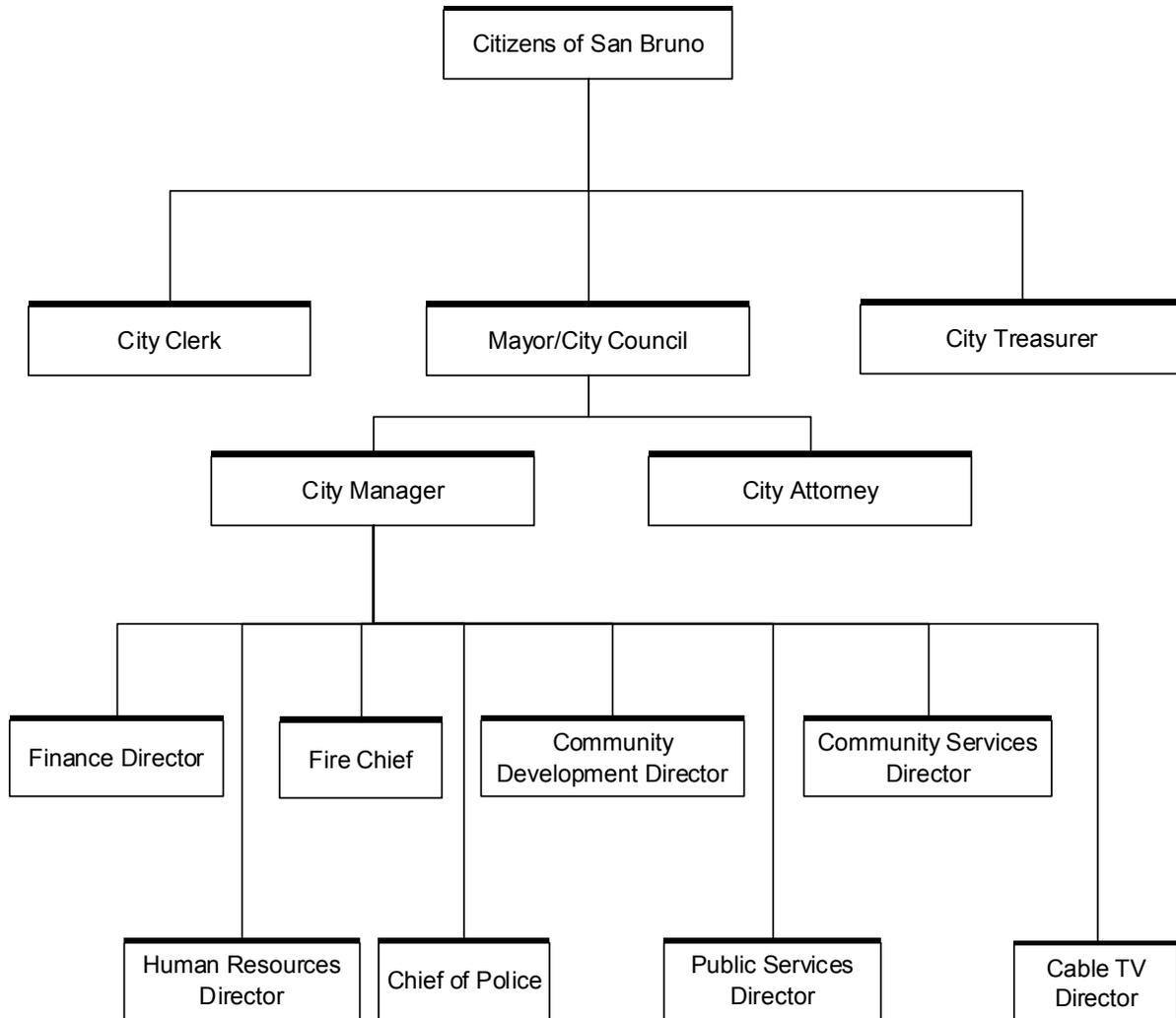
PERSONNEL SUMMARIES
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**CITY PERSONNEL
2011-12 BUDGET**

Department	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 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	2.00	2.00
Human Resources	2.75	2.75	2.75	1.75	1.75
Finance					
Administration	5.00	5.00	5.00	5.00	5.00
Revenue Services	6.00	6.00	6.00	6.00	6.00
Police	66.00	66.00	61.00	58.50	59.00
Fire	35.00	33.50	33.50	32.50	32.50
Public Services					
Admin. & Engineering	8.75	7.75	6.75	6.75	6.75
Streets Maintenance	5.60	5.60	5.05	5.05	5.05
Community Development					
Planning	2.50	2.50	2.00	2.00	1.75
Building	6.00	5.00	4.00	4.00	4.25
Community Services					
Recreation	4.20	4.35	3.85	4.05	4.05
Parks Maintenance	17.50	17.00	15.50	13.35	13.35
Senior Services	2.30	2.15	2.15	1.25	1.25
Library Services	10.50	10.00	9.00	8.75	8.75
Subtotal	183.10	178.60	167.55	159.95	160.45
Special Revenues					
Solid Waste	0.30	0.30	0.35	0.35	0.35
RDA Operations	3.60	3.60	3.60	3.60	3.60
RDA Low/Mod Housing	1.90	1.90	1.90	1.90	1.90
Subtotal	5.80	5.80	5.85	5.85	5.85
Internal Services					
Central Garage	3.95	3.95	3.95	3.35	3.35
Buildings and Facilities	7.00	7.00	7.00	6.10	6.10
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	14.95	14.95	13.45	13.45
Enterprise Funds					
Water Enterprise	17.90	16.90	17.30	17.30	17.30
Stormwater Enterprise	2.95	2.95	3.05	3.65	3.65
Wastewater Enterprise	14.60	14.60	14.55	14.55	15.55
Cable Enterprise	19.50	19.50	20.00	20.00	20.00
Subtotal	54.95	53.95	54.90	55.50	56.50
Total Positions (all funds)	258.80	253.30	243.25	234.75	236.25

CITY OF SAN BRUNO



**DEPARTMENTAL PERSONNEL
2011-12 BUDGET**

Elected Offices	
	General Fund
Classification	
City Council (part-time)	5.00
City Clerk	1.00
Deputy City Clerk (appointed)	0.75
City Treasurer (part-time)	1.00
Total	7.75

City Attorney's Office	General Fund	Self Insurance Fund		
	City Attorney's Office	Workers Compensation	Liability	Total
Classification				
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
Classification	
City Manager	1.00
Executive Assistance	1.00
Total	2.00

	General Fund	Self Insurance Fund	
	Human Resources	Workers Compensation	Total
Classification			
Human Resources Director	0.75	0.25	1.00
Administrative Analyst	1.00	0.00	1.00
Total	1.75	0.25	2.00

Finance	General Fund		
	Administration	Revenue Services	Total
Classification			
Finance Director	1.00	0.00	1.00
Assistant Director	1.00	0.00	1.00
Financial Services Supervisor	0.00	1.00	1.00
Accounting Supervisor	1.00	0.00	1.00
Accounting & Customer Services Representative III	1.00	1.00	2.00
Accounting & Customer Services Representative I/II	1.00	4.00	5.00
Total	5.00	6.00	11.00

Police Department	
Classification	General Fund
Chief of Police	1.00
Police Commander	3.00
Police Sergeant	8.00
Police Officer	32.00
Records/Dispatch Supervisor	1.00
Public Safety Dispatcher I/II	6.00
Police Clerk II	5.00
Community Services Officer	3.00
Total	59.00

Fire Department	
Classification	General Fund
Fire Chief	0.50
Division Chief	1.00
Battalion Chief	1.00
Captain	9.00
Firefighter	20.00
Secretary	1.00
Total	32.50

Community Development Department	General Fund		Redevelopment Fund		Total
	Planning	Building & Code Enforcement	Operations	Low/Mod Income Housing	
Community Development Director	0.25	0.25	0.35	0.15	1.00
Building Official	0.00	0.80	0.10	0.10	1.00
Redevelopment Manager	0.00	0.00	0.65	0.35	1.00
Senior Planner	0.00	0.00	0.35	0.15	0.50
Building Inspector	0.00	1.60	0.20	0.20	2.00
Associate Planner	0.50	0.00	0.35	0.15	1.00
Assistant Planner	0.50	0.00	0.35	0.15	1.00
Senior Code Enforcement Officer	0.00	0.40	0.35	0.25	1.00
Code Enforcement Officer	0.00	0.40	0.35	0.25	1.00
Community Development Technician I/II	0.50	0.80	0.55	0.15	2.00
Total	1.75	4.25	3.60	1.90	11.50

Community Services Department	General Fund				Internal Services	Total
	Recreation Services	Park Maint.	Senior Services	Library		
Community Services Director	0.25	0.25	0.15	0.25	0.10	1.00
Assistant Library Services Director	0.00	0.00	0.00	1.00	0.00	1.00
Recreation Services Manager	1.00	0.00	0.00	0.00	0.00	1.00
Parks & Facilities Manager	0.00	0.50	0.00	0.00	0.50	1.00
Children's Services Manager	0.00	0.00	0.00	1.00	0.00	1.00
Library Services Manager	0.00	0.00	0.00	1.00	0.00	1.00
Circulation 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
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
Senior 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 Assistance I/II	0.00	0.00	0.00	2.50	0.00	2.50
Executive Assistance	0.80	0.10	0.10	0.00	0.00	1.00
Total	4.05	13.35	1.25	8.75	6.10	33.50

Cable Television Department	Cable Enterprise		Internal Services	Total
	Operations	Local Origination		
CATV Director	0.85	0.15	0.00	1.00
System Engineer	1.00	0.00	0.00	1.00
Business Manager	1.00	0.00	0.00	1.00
Programmer & Technology Mgr	0.00	1.00	0.00	1.00
Info. Tech. Analyst I/II	0.00	0.00	1.00	1.00
Computer Support Tech.	0.00	0.00	2.00	2.00
CATV Field Supervisor	1.00	0.00	0.00	1.00
CATV Technician III	2.00	0.00	0.00	2.00
CATV Technician I/II	7.00	0.00	0.00	7.00
Warehouse Clerk	1.00	0.00	0.00	1.00
Accounting & Customer Services Supervisor	1.00	0.00	0.00	1.00
Accounting & Customer Services Representatives III	1.00	0.00	0.00	1.00
Accounting & Customer Services Representatives I/II	3.00	0.00	0.00	3.00
Total	18.85	1.15	3.00	23.00

Public Services Department	General Fund		Water		Storm water	Waste water	Internal Services	Special Revenue	Total
	Admin & Engr	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	1.00	0.00	4.00
Associate Civil Engineer	3.00	0.00	0.50	0.00	0.00	1.50	0.00	0.00	5.00
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	0.45	0.00	0.50	0.25	0.00	0.25	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	0.50	1.00	1.00	0.50	1.00	0.00	0.00	4.00
Maintenance Worker I/II	0.00	3.50	1.20	6.80	2.50	8.00	0.00	0.00	22.00
Mechanic I/II	0.00	0.00	0.00	0.00	0.00	0.00	2.00	0.00	2.00
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	6.75	5.05	5.05	12.25	3.65	15.55	3.35	0.35	52.00

GENERAL FUND
(INSERT DIVIDER)

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GENERAL ADMINISTRATION
(INSERT DIVIDER)

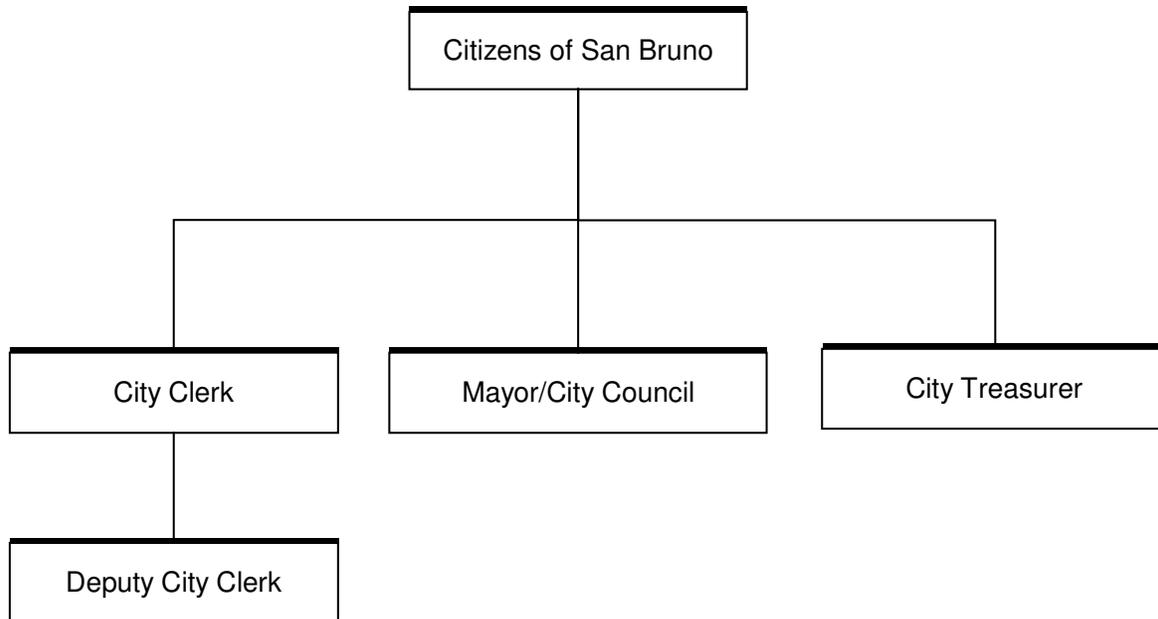
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ELECTED OFFICES
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ELECTED OFFICES

ELECTED OFFICES



CITY COUNCIL

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CITY COUNCIL

The City of San Bruno's mission is to provide exemplary services for the community to enhance and protect the quality of life. The City Council develops policy to ensure delivery of high quality public services.

PROGRAMS

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 policy for City operations and to ensure the delivery of necessary services to promote and enhance the physical, social and economic vitality of the community.

The City operates under a Council-Manager form of government. The Mayor presides at City Council meetings held on the second and fourth Tuesdays of each month. The Mayor and Council act as a collective body to set policy 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, who supports the City Council in its policy development functions and is responsible for management and administration of all City operations to ensure implementation of City Council policy 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 for City programs and services. The City Council approves all ordinances, resolutions, and major contracts, and approves and modifies the budget.

▪ CITY COUNCIL ACTIVITIES

The City Council represents 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 hires the City Manager to oversee all City employees and direct work programs set by the City Council. The City Council also hires the City Attorney to provide legal advice.

PROGRAM RESOURCES

The City Council's Office budget requires expenditures of \$154,054, 42% of which is attributed to City Council member compensation and 57% is attributed to operations cost. The expenditure budget includes costs for part time City Council members' official activities, funding for employee recognition and the costs associated with City membership that support City-wide operations.

REVENUES

The City Council is a general government department supported by the City's General Fund. As a general administration department providing support to enterprise fund activities, the Department's expenditures are partially offset by the General Administration Allocation.

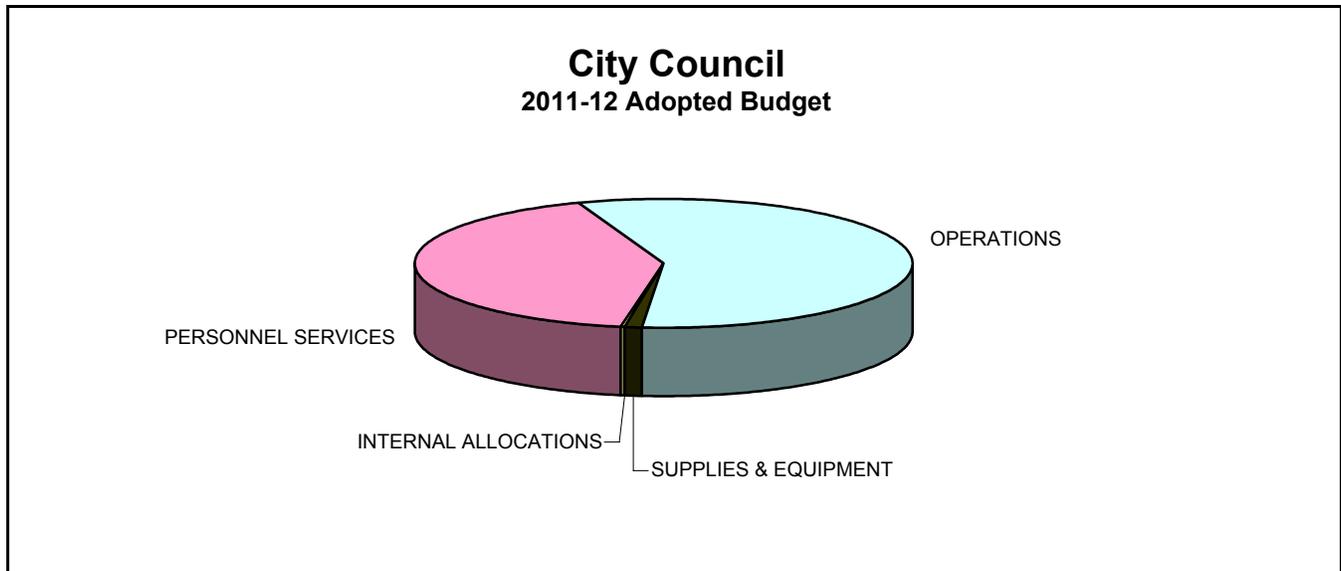
EXPENDITURES

The Department’s expenditure appropriation is split approximately 42% for personnel costs and 57% for supplies and equipment, operations and professional services.

PERSONNEL
Personnel Summary

Elected Offices	
Classification	General Fund
City Council (part-time)	5.00
City Clerk	1.00
Deputy City Clerk (appointed)	0.75
City Treasurer (part-time)	1.00
Total	7.75

San Bruno has an elected five-member City Council. The Mayor is directly elected for a two-year term. Other members are elected for four-year staggered terms with elections held in November of odd-numbered years.



	2011-12 ADOPTED	PERCENT OF TOTAL
PERSONNEL SERVICES	\$64,095	42%
SUPPLIES & EQUIPMENT	1,900	1%
OPERATIONS	87,839	57%
INTERNAL ALLOCATIONS	220	0%
GRAND TOTAL	\$154,054	100%

PERSONNEL SERVICES	ADOPTED BUDGET	DESCRIPTION
5101 REGULAR SALARIES	\$29,160	Salary for Mayor and City Council.
5200 EMPLOYEE BENEFITS	34,935	City's cost of CalPERS pension, Medicare, FICA where applicable, health insurance where applicable.
SUBTOTAL FOR PERSONNEL SERVICES	\$64,095	

SUPPLIES & EQUIPMENT	ADOPTED BUDGET	DESCRIPTION
6001 OFFICE SUPPLIES	\$1,900	Supplies and materials related to City Council operation.
SUBTOTAL FOR SUPPLIES & EQUIPMENT	\$1,900	

OPERATIONS	ADOPTED BUDGET	DESCRIPTION
6112 POSTAGE	\$50	Postage cost for City Council correspondence.
6141 PRINTING, COPYING & BINDING	21,000	City FOCUS Newsletter, three issues per year.

Operations (Cont.)

6409	SPECIAL PROJECTS/ EVENTS	14,000	Departmental and employee recognition, (\$1,000); Narita Sister City activities, (\$3,000); <i>Centennial celebration, (\$10,000).</i>
6450	COMMUNICATIONS	889	Costs associated with a telephone line.
6502	COMMUNITY PROMOTION	5,000	Financial support for community based organization activities as approved by the City Council.
6701	DUES & MEMBERSHIPS	41,900	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).
6704	MEETINGS/ CONFERENCES	5,000	County, regional, and state meetings and conferences attended by the City Council.
SUBTOTAL FOR OPERATIONS		\$87,839	

INTERNAL ALLOCATIONS	ADOPTED BUDGET	DESCRIPTION
7901 OTHER INTERNAL SERVICE ALLOC.	\$220	Internal service allocation for copier charges.
SUBTOTAL FOR INTERNAL ALLOCATIONS	\$220	
GRAND TOTAL	\$154,054	

CITY CLERK'S OFFICE

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CITY CLERK'S OFFICE

Assure open accountable government for all citizens of San Bruno by providing easy access to public information, maintaining accurate records of City Council actions and policy and encouraging participation in local government.

PROGRAMS

The City Clerk serves as Clerk to the City Council and performs statutory duties prescribed by State Law. The department is responsible for maintaining the historical record 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 department compiles the City Council's meeting agenda and is responsible for posting and publishing all meeting and legal notices. The City Clerk also serves as Secretary to the San Bruno Redevelopment Agency. The primary services provided include:

- **CLERK TO THE CITY COUNCIL**
The City Clerk generates agendas and meeting minutes for regular and special meetings of the City Council and is responsible for the resolutions, ordinances, and local elections.
- **STATUTORY DUTIES REQUIRED BY STATE LAW**
The City Clerk assures the City's adherence to the Political Reform Act requirements, certifies documents using the Official City seal, administers oaths, and assures proper retention presentation and management of the City's official records.
- **NON-STATUTORY RESPONSIBILITIES**
The City Clerk processes claims against the City, issues permits, and provides information and documents to the public.

PRIORITY FOCUS

Providing prompt and courteous public service by face-to-face contact, telephone, mail, and internet service is a key goal and objective of the department. The City Clerk's office provides support to all departments and the public in the form of records research and information retrieval. By assuring the availability of accurate and relevant research and information, the City Clerk's office supports all City departments in achieving their goals.

During fiscal year 2011-12 the City Clerk's Office will oversee the conduct of the bi-annual City Council election process.

PROGRAM RESOURCES

The Department's programs require an expenditure budget of \$296,811, 62% of which is attributed to personnel and 38% is attributed to operations. As a general administration department providing support to enterprise fund activities, the department's expenditures are partially offset by the General Administration Allocation.

REVENUES

The Department is responsible for issuing permits for a variety of special items as detailed in the Master Fee Schedule.

EXPENDITURES

As with prior years, the Department’s expenditure appropriation is split approximately 62% for personnel costs and 38% for operations and professional services. Operations expenditures provide for supplies and services necessary to deliver the department’s programs. Included in this budget are provisions for municipal code updates and internal maintenance/support allocations (e.g. technology support and janitorial services). An allocation of \$80,000 is included in the 2011-12 budget to cover the costs of the bi-annual City Council election.

PERSONNEL
Personnel Summary

Elected Offices	
Classification	General Fund
City Council (part-time)	5.00
City Clerk	1.00
Deputy City Clerk (appointed)	0.75
City Treasurer (part-time)	1.00
Total	7.75

The largest share of the Department’s budget is personnel expense totaling \$185,180 or 62% of the total expenditures. The office remains committed to provide regular office hours and timely responses to all requests for service.

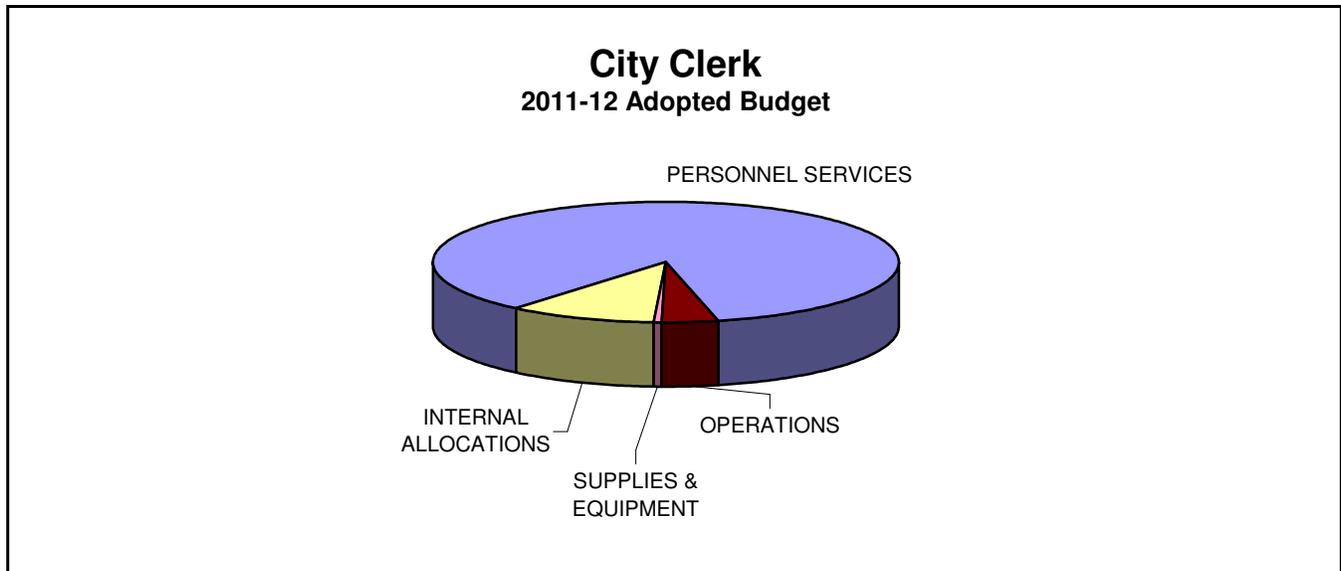
2010-11 ACCOMPLISHMENTS

- ✓ Maintained monthly public meeting calendar and posted on City’s website.
- ✓ Assisted with the bi-annual re-appointment of citizens to Committees, Boards, and Commissions.
- ✓ Completed 2010-11 Annual Statements of Economic Interests for all designated officials and positions by filing deadline.
- ✓ Continued logging resolutions dating back to the Year 1914.
- ✓ Implemented the 2010 Fireworks Stands Permit and Sales Process.
- ✓ Administered and filed oaths of office.
- ✓ Maintained an open, diplomatic and neutral relationship with news media.

- ✓ Purged and updated Commissions, Boards and Committee files.
- ✓ Assisted other departments in research of records.

2011-12 GOALS & OBJECTIVES

- ❑ Complete the Resolution Log.
- ❑ Revisit and update Ordinance log to be more user friendly.
- ❑ Create an index of Resolutions and Ordinances that will link to the resolution or ordinance and also to the minutes when they were adopted.
- ❑ Conduct City Election.
- ❑ Conduct the 2011 Fireworks Stand Permit and Sales Process.
- ❑ Continue to reorganize and archive files to make them more accessible.
- ❑ Complete 2011-12 Annual Statements of Economic Interests for all designated officials and positions by filing deadline.
- ❑ Direct City Officials to Satisfy the Guidelines Issued by the Fair Political Practices Commission by Completing Public Service Ethics Education.



	2011-12 ADOPTED	PERCENT OF TOTAL
PERSONNEL SERVICES	\$185,180	62%
SUPPLIES & EQUIPMENT	1,200	0%
OPERATIONS	7,918	3%
INTERGOVERNMENTAL	80,000	27%
INTERNAL ALLOCATIONS	22,513	8%
GRAND TOTAL	\$296,811	100%

PERSONNEL SERVICES	ADOPTED BUDGET	DESCRIPTION
5101 REGULAR SALARIES	\$80,095	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period. Subject to benefits per applicable MOUs. Salaries includes city-wide furlough.
5102 REGULAR PART-TIME	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	60,202	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.
SUBTOTAL FOR PERSONNEL SERVICES	\$185,180	

SUPPLIES & EQUIPMENT	ADOPTED BUDGET	DESCRIPTION
6001 OFFICE SUPPLIES	\$1,200	Supplies and materials related to City Clerk operation.
SUBTOTAL FOR SUPPLIES & EQUIPMENT	\$1,200	

OPERATIONS		ADOPTED BUDGET	DESCRIPTION
6112	POSTAGE	\$300	Postage costs for City Clerk correspondence.
6450	COMMUNICATIONS	726	Costs associated with 3 telephones and 1 fax line.
6501	PUBLIC NOTICES	3,000	Legal advertising for public notice.
6701	DUES & MEMBERSHIPS	392	Membership in the California City Clerk's Association.
6702	PUBLICATIONS & SUBSCRIPTIONS	2,500	California Elections Code updates and ordinance publication and updates.
6704	MEETINGS/ CONFERENCES	1,000	League of California Cities Clerk Conference.
SUBTOTAL FOR OPERATIONS		\$7,918	

INTERGOVERNMENTAL		ADOPTED BUDGET	DESCRIPTION
7043	ELECTIONS	\$80,000	Municipal election.
SUBTOTAL FOR INTERGOVERNMENTAL		\$80,000	

INTERNAL ALLOCATIONS		ADOPTED BUDGET	DESCRIPTION
7901	OTHER INTERNAL SERVICE ALLOC.	\$22,513	Internal service allocations for self insurance cost, (\$4,925); building & facilities maintenance, (\$8,367); information technology support, (\$5,519); copier charges, (\$3,702).
SUBTOTAL FOR INTERNAL ALLOCATIONS		\$22,513	
GRAND TOTAL		\$296,811	

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CITY TREASURER'S OFFICE

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CITY TREASURER'S OFFICE

Actively invest City funds, maintain the safety of funds and forecast liquidity needs for future expenditures.

PROGRAMS

The City Treasurer is elected by the citizens of San Bruno to ensure 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 allowing for optimum return on invested funds. On a monthly basis, the Treasurer reconciles the computer generated fund balances to the bank and invested balances resulting in reports transmitted to the City Council. The primary services provided include:

- **MANAGEMENT OF FUNDS**
The Treasurer provides cash management for timely payment of approved City expenditures.
- **INVESTMENT OF FUNDS AND REPORTING**
The Treasurer monitors interest earnings on invested funds and supplies monthly reporting to City Council.
- **CUSTODY AND DEPOSIT OF FUNDS**
The Treasurer secures safe placement of City funds.
- **RECONCILIATION**
The Treasurer reconciles fund balances to the bank and investment statements monthly.

PROGRAM RESOURCES

The City's entire cost for banking, armored car services, and investment are paid from the Treasurer's budget. The investment earnings are distributed among various City funds.

REVENUES

As a general administration department providing support to enterprise fund activities, the Department's expenditures are partially offset by the General Administration Allocation. The City Treasurer's efforts to carefully manage the City's funds allow for maximum investment and liquidity of funds. All the investment earnings are distributed to the City fund of origin on a quarterly basis. The active management of the City's funds fully recovers the cost of operating the City Treasurer's department.

EXPENDITURES

The Department's expenditure appropriation is split approximately 54% for personnel costs and 46% for operations and professional services.

PERSONNEL
Personnel Summary

Elected Offices	
Classification	General Fund
City Council (part-time)	5.00
City Clerk	1.00
Deputy City Clerk (appointed)	0.75
City Treasurer	1.00
Total	7.75

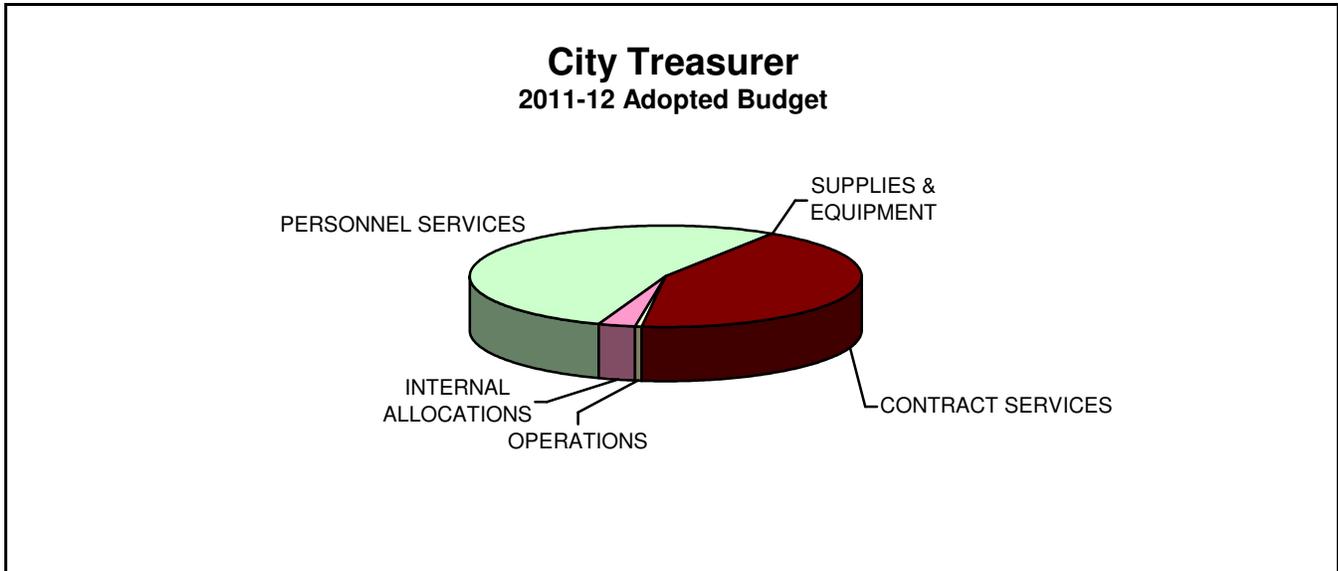
The City Treasurer is an elected official and maintains a part-time schedule to perform all the functions for the Department. The next election for City Treasurer is scheduled for the municipal election in November 2013.

2010-11 ACCOMPLISHMENTS

- ✓ Monitor the City's Investment Policy to ensure compliance with state regulations.
- ✓ Updated investment report and obtained City Council approval.
- ✓ Continued active involvement with the County-wide working group to advocate public agency recovery of investment funds lost at the Lehman Brother bankruptcy in September, 2008.

2011-12 GOALS & OBJECTIVES

- ❑ Continue training for designation of certified California Municipal Treasurer.
- ❑ Update the City's Investment Policy in accordance with state regulations.
- ❑ Achieve positive return on invested City funds while adhering to the Investment Policy.
- ❑ Continue to meet state guidelines for investment reporting.
- ❑ Further diversify investment funds to strengthen the portfolio against possible market downturn, in accordance with Investment Policy.



	2011-12 ADOPTED	PERCENT OF TOTAL
PERSONNEL SERVICES	\$46,966	54%
SUPPLIES & EQUIPMENT	75	0%
CONTRACT SERVICES	37,700	43%
OPERATIONS	324	0%
INTERNAL ALLOCATIONS	2,754	3%
GRAND TOTAL	\$87,819	100%

PERSONNEL SERVICES	ADOPTED BUDGET	DESCRIPTION
5102 REGULAR PART-TIME	\$38,772	Salary for City Treasurer - includes city-wide furlough.
5200 EMPLOYEE BENEFITS	8,194	City's cost of CalPERS retirement, Medicare, health insurance where applicable.
SUBTOTAL FOR PERSONNEL SERVICES	\$46,966	

SUPPLIES & EQUIPMENT	ADOPTED BUDGET	DESCRIPTION
6001 OFFICE SUPPLIES	\$75	Supplies and materials related to City Treasurer operation.
SUBTOTAL FOR SUPPLIES & EQUIPMENT	\$75	

CONTRACT SERVICES	ADOPTED BUDGET	DESCRIPTION
6419 OTHER SERVICES	\$37,700	Safekeeping charges for investments, (\$3,500); Bank fees and charges, (\$30,000); Armored car services, (\$4,200).
SUBTOTAL FOR CONTRACT SERVICES	\$37,700	

OPERATIONS	ADOPTED BUDGET	DESCRIPTION
6112 POSTAGE	\$25	Postage costs for City Treasurer correspondence.
6450 COMMUNICATIONS	124	Cost associated with an office telephone.
6701 DUES & MEMBERSHIPS	175	California Municipal Treasurers' Association.
SUBTOTAL FOR OPERATIONS	\$324	

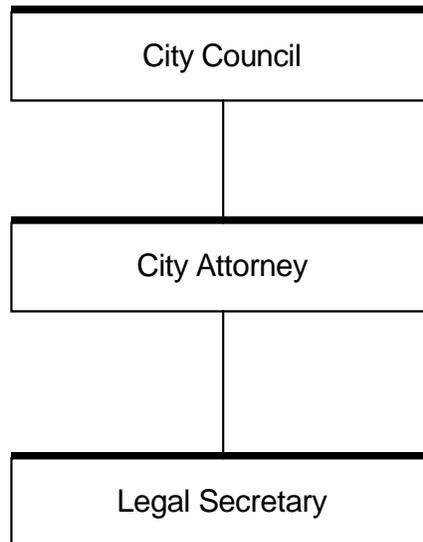
INTERNAL ALLOCATIONS	ADOPTED BUDGET	DESCRIPTION
7901 OTHER INTERNAL SERVICE ALLOC.	\$2,754	Internal service allocations for information technology support.
SUBTOTAL FOR INTERNAL ALLOCATIONS	\$2,754	
GRAND TOTAL	\$87,819	

CITY ATTORNEY
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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**

Represents and advises the City Council, Redevelopment Agency, Planning Commission, other Boards and Commissions on legal matters.

Provides legal advice to City Manager and Departments on City matters.

Manages City-related litigation and claims including appearing on behalf of City in legal proceedings and directing the defense or prosecution of complex litigation matters assigned to outside counsel.

PROGRAM RESOURCES

The Department's activities require resources of an expenditure of \$426,402 and the dedication of 1.25 full time employees. This represents a reduction of over \$7,700 from last year's budget. In addition to the Department's effort, outside legal counsel is retained for complex matters or highly specialized litigation.

REVENUES

Legal Services is a general government function supported by the City's General Fund. As a general administration department providing support to enterprise fund activities, the Department's expenditures are partially offset by the General Administration Allocation. The City actively pursues cost recovery from responsible third parties where appropriate. In addition, the City obtains reimbursement for legal costs associated with development project review.

EXPENDITURES

As with prior years, the Department's expenditure appropriation is split approximately 54% for personnel costs and 46% for operations and professional services. However for approximately six months in Fiscal Year 2010-11, the City did not have a full-time City Attorney. As a result, actual expenditures for salary and benefits were significantly under budget. Costs for outside legal counsel represent the budget category generally subject to annual expenditure fluctuations. Generally, costs for outside counsel arise from legal matters initiated by the City as directed by the City Council and defense of cases not covered by liability insurance. In Fiscal Year 2010-11, actual expenditures for all outside counsel is anticipated to be within budget.

PERSONNEL
Personnel Summary

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

The City Attorney's Office is staffed by two full time positions. Personnel allocations charge the City Attorney (0.25) and the Legal Secretary (0.25) to the Self Insurance Liability Insurance division budget and the Legal Secretary (0.25) to the Self Insurance-Workers Compensation division budget.

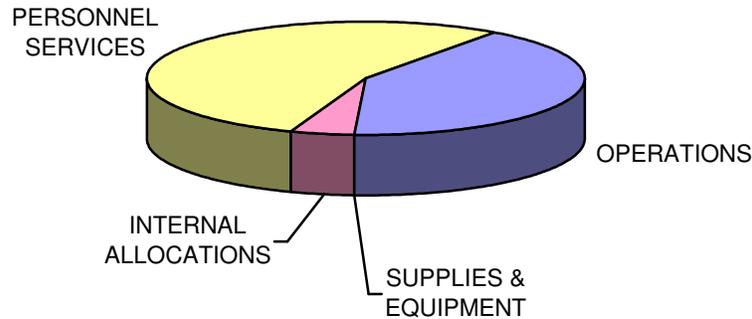
2010-11 ACCOMPLISHMENTS (FEB 2011 – MAY 2011)

- ✓ Welcomed new City Attorney to the City.
- ✓ With respect to Glenview Fire:
 - Finalized Tolling Agreements with all parties;
 - Finalized Trust Agreement with PG&E;
 - Responded to Public Records Act requests;
 - Developed protocol for recovery of City costs from all potential funding sources.
- ✓ Worked with outside counsel on Baykeeper and Regional Water Quality Control Board cases.
- ✓ Conducted comprehensive review of City ordinances for potential cleanup and revision.
- ✓ Coordinated timely response to ongoing claims, resulting in resolution of several pending cases.
- ✓ Assisted all departments with legal review of contracts, personnel, code enforcement, and other pending matters.

2011-12 GOALS & OBJECTIVES

- Work with staff to develop and revise ordinances relating to signs, medical marijuana, and public works contract bid procedures.
- Continue assistance to Glenview claims reimbursement process.
- Continue ongoing support to all City departments and operations to minimize risk and avoid liability.

City Attorney - Legal Services 2011-12 Adopted Budget



	2011-12 ADOPTED	PERCENT OF TOTAL
PERSONNEL SERVICES	\$232,379	54%
SUPPLIES & EQUIPMENT	900	0%
OPERATIONS	173,533	41%
INTERNAL ALLOCATIONS	19,590	5%
GRAND TOTAL	\$426,402	100%

PERSONNEL SERVICES	ADOPTED BUDGET	DESCRIPTION
5101 REGULAR SALARIES	\$173,530	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period. Subject to benefits per applicable MOUs. Salaries include city-wide furlough.
5200 EMPLOYEE BENEFITS	58,849	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance.
SUBTOTAL FOR PERSONNEL SERVICES	\$232,379	

SUPPLIES & EQUIPMENT	ADOPTED BUDGET	DESCRIPTION
6001 OFFICE SUPPLIES	\$900	Supplies and materials related to the City Attorney's operation.
SUBTOTAL FOR SUPPLIES & EQUIPMENT	\$900	

OPERATIONS		ADOPTED BUDGET	DESCRIPTION
5152	TRANSPORT. ALLOWANCES	\$3,600	Monthly auto allowance (\$300/month) in accordance with Contract.
6112	POSTAGE	600	Postage costs for City Attorney correspondence.
6402	LEGAL SERVICES	155,000	Retain outside counsel and legal fees.
6405	STAFF TRAINING	250	Required annual ethics training, (\$125); Required continuing professional education, (\$125).
6450	COMMUNICATIONS	508	Costs associated with 2 office telephones and 1 fax machine.
6701	DUES & MEMBERSHIPS	1,275	State Bar of California, (\$550); Bay Area City Attorneys and Municipal Lawyers meeting, (\$500); San Mateo County Bar Association, (\$225).
6702	PUBLICATIONS & SUBSCRIPTIONS	9,000	California Codes, (\$1,050); Westlaw subscription, (\$4,800); CEB reference materials, (\$2,100); The Recorder, (\$650); Verdict search, (\$400).
6703	TRAVEL/VEHICLE USE	300	Reimbursement for business related travel expenses.
6704	MEETINGS/ CONFERENCES	3,000	League of California Cities seminars, (\$1,500); City Attorney annual seminars, (\$1,500).
SUBTOTAL FOR OPERATIONS		\$173,533	

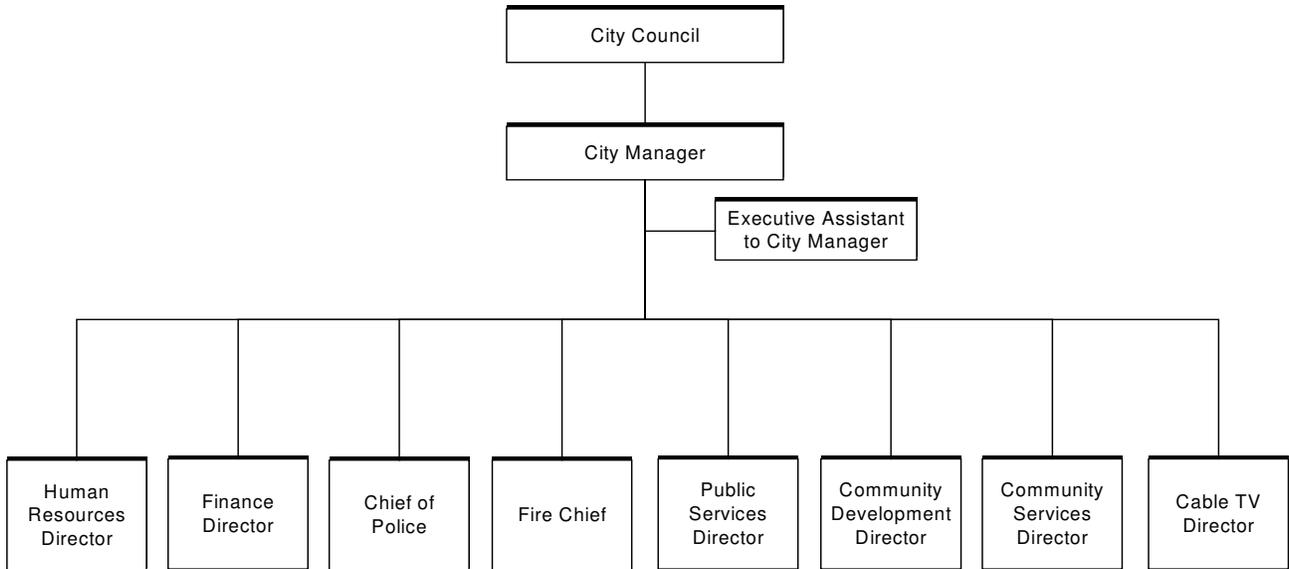
INTERNAL ALLOCATIONS		ADOPTED BUDGET	DESCRIPTION
7901	OTHER INTERNAL SERVICE ALLOC.	\$19,590	Internal service allocations for self insurance cost, (\$7,521); building and facilities maintenance, (\$8,367); information technology support, (\$3,544); copier charges, (\$158).
SUBTOTAL FOR INTERNAL ALLOCATIONS		\$19,590	
GRAND TOTAL		\$426,402	

CITY MANAGER
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CITY MANAGER'S OFFICE

CITY MANAGER



CITY MANAGER'S OFFICE

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

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**
The City Manager's Office works with the City Council and staff to facilitate identification and work program planning to address community goals and priorities.
- **MANAGEMENT AND OVERSIGHT OF ORGANIZATION**
The City Manager's Office oversees and assures 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**
In coordination with all departments and the City Clerk's Office, the City Manager's Office assures that public information is available to any interested person and provides 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**
The City Manager's Office oversees development and delivery of annual budgets and services consistent with City Council budget policies and evaluates all operations to assure best available methods for cost efficient service delivery.
- **EXTERNAL ORGANIZATION RELATIONS**
The City Manager's Office assures that 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 impacted by the recovery, investigations, and policy initiatives resulting from the Glenview Explosion and Fire. Restoration and rebuilding of the Glenview neighborhood and the transformation for the community is paramount over the next year.

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. Recovery remains painfully slow from the impacts of the severe economic recession over the past four years. In addition, the work program will continue to emphasize the development of improved practices, policies, and procedures to ensure the highest quality of customer services 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 assure 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 be focused on development of General Fund revenues.

As the City continues to experience the urgent need to develop adequate and stable resources to support on-going operations and service delivery, the City is beginning to maintain significant balances in some of its restricted revenue accounts, including both Redevelopment (at the same time the state looks to strip the City of this valuable development tool) and in-lieu fees for affordable housing and park improvements. This presents an opportunity to look forward and plan strategically for long-term benefit to the community. The City Manager's Office will provide support to the City Council in developing this planning process and establishing new programs and policies for use of these funds.

PROGRAM RESOURCES

The City Manager's Office consists of two full time employees, the City Manager and Executive Assistant to the City Manager.

REVENUES

As a general administrative department, the City Manager Office's costs are offset exclusively by revenue generated from charges to non-General Fund departments. In fiscal year 2011-12, the Department will recover approximately 64% of operating expenses from other funds including: the Water, Wastewater and Cable Television Enterprise Funds, and Redevelopment. No direct fees for service are charged through the City Manager's Office.

EXPENDITURES

As with prior years, the Department's expenditure appropriation is split approximately 87% for personnel costs and 13% for operations and professional services.

PERSONNEL
Personnel Summary

Management Services	
Classification	General Fund
City Manager	1.00
Exec. Assist. to the CM	1.00
Total	2.00

2010-11 ACCOMPLISHMENTS

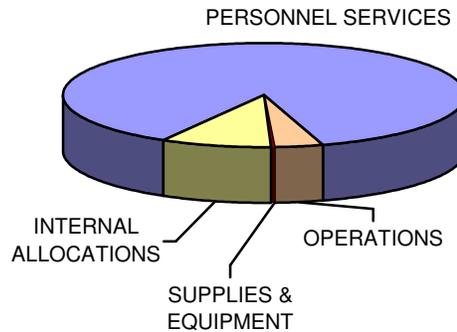
- ✓ In role as Emergency Operations Director, provided overall management of the Glenview Explosion and Fire emergency response and recovery effort following the gas line explosion and fire disaster impacting a major City neighborhood.
- ✓ Maintained communications with the most affected disaster victims through the City's Glenview Hotline, periodic town hall meetings, a 15 City staff liaison group, and the Long Term Recovery Committee.
- ✓ Implemented a streamlined and expedited planning and building permit review process for families impacted by the Glenview Fire. Additionally, the City Council waived all fees normally applied to the planning and building permit process.
- ✓ Participated in and monitored the National Transportation and Safety Board (NTSB) and California Public Utilities Commission (CPUC) investigation and hearings regarding the Glenview Explosion and Fire.
- ✓ Developed shared services agreement for Police Chief with the City of Millbrae.
- ✓ Completed draft Downtown and Transit Corridors Plan, that describes the design and type of development that should be encouraged in the downtown, as well as along the San Bruno Avenue and El Camino corridors.
- ✓ Developed Cable direct sales and promotional incentive campaigns and launched and grew commercial data and voice services.
- ✓ Completed renovation of six median islands with the addition of lush new landscaping including flowering shrubs and new trees, along El Camino Real, San Bruno Avenue, and Sneath Lane.
- ✓ Provided quarterly financial updates to the City Council on the status of the City's revenue and expenditures compared to the budget to assist the City Council in making timely corrective actions.
- ✓ Successfully completed American with Disabilities Act (ADA) improvements at the Library, including upgrading public restroom and the installation of a wheelchair lift to the mezzanine level.
- ✓ Construction of the Crossing retail project was completed and the initial tenants opened for business including, Jack's Restaurant and Scottrade.

- ✓ Groundbreaking for the San Bruno Caltrain Grade Separation Project broke took place in October 2010 and is estimated to be completed before the end of 2012.
- ✓ In coordination with the Chamber of Commerce, initiated the annual Farmer's Market program bringing farm fresh produce to a weekly Farmers Market in downtown San Bruno during the late spring and summer months.
- ✓ Conducted continued Emergency Preparedness training and debrief of Glenview Fire for Emergency Operations Center staff from all departments.
- ✓ Resurfaced the San Bruno Park Swimming Pool to help extend its life.

2011-12 GOALS & OBJECTIVES

- Continue representing the City and the community in the National Transportation and Safety Board (NTSB) and California Public Utilities Commission (CPUC) investigations regarding the Glenview Explosion and Fire.
- Continue process towards fire consolidation with Cities of Millbrae and Burlingame, and Town of Hillsborough.
- Complete the Transit Corridors Specific Plan, which creates a vision for the transformation of the downtown and commercial corridors around the future Caltrain Grade Separation/New Station project and begin the implementation of the Plan.
- Complete City's Tree Management Plan.
- Continue training for all City Departments to assure their preparation to perform all specific disaster response and recovery functions.
- Continue on-going effort to develop specific operational policies, procedures and standards to improve the structure of the City organization to assure efficient and effective delivery of all City services and operations.

City Manager's Office 2011-12 Adopted Budget



	2011-12 ADOPTED	PERCENT OF TOTAL
PERSONNEL SERVICES	\$360,852	87%
SUPPLIES & EQUIPMENT	1,500	0%
OPERATIONS	15,728	4%
INTERNAL ALLOCATIONS	36,539	9%
GRAND TOTAL	\$414,619	100%

PERSONNEL SERVICES	ADOPTED BUDGET	DESCRIPTION
5101 REGULAR SALARIES	\$269,452	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period. Subject to benefits per applicable MOUs. Salaries include city-wide furlough.
5200 EMPLOYEE BENEFITS	91,400	City's cost of CalPERS pension, Medicare,, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance.
SUBTOTAL FOR PERSONNEL SERVICES	\$360,852	

SUPPLIES & EQUIPMENT	ADOPTED BUDGET	DESCRIPTION
6001 OFFICE SUPPLIES	\$1,100	Supplies for daily operations.
6204 SUPPLIES & EQUIPMENT	400	Replacement of calculators, printers, and other office equipment.
SUBTOTAL FOR SUPPLIES & EQUIPMENT	\$1,500	

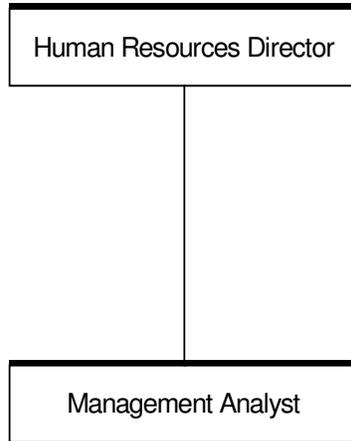
OPERATIONS		ADOPTED BUDGET	DESCRIPTION
5152	TRANSPORT ALLOWANCES	\$3,600	Monthly auto allowance (\$300/month) in accordance with contract.
6112	POSTAGE	100	Postage costs associated with City Manager correspondence.
6405	STAFF TRAINING	5,000	Executive management leadership development and team building for Department Head team.
6406	PROFESSIONAL DEVELOPMENT	500	Reimbursement for City Manager in accordance with contract.
6450	COMMUNICATIONS	1,178	Costs associated with 2 office telephones, 1 fax machine, and 1 cell phone.
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	PUBLICATIONS & 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).
SUBTOTAL FOR OPERATIONS		\$15,728	
INTERNAL ALLOCATIONS		ADOPTED BUDGET	DESCRIPTION
7901	OTHER INTERNAL SERVICE ALLOC.	\$36,539	Internal service allocations for self insurance cost, (\$10,741); building and facilities maintenance, (\$15,340); information technology support, (\$10,439); copier charges, (\$19).
SUBTOTAL FOR INTERNAL ALLOCATIONS		\$36,539	
GRAND TOTAL		\$414,619	

HUMAN RESOURCES
(INSERT DIVIDER)

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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 6 employee organizations; and assures 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**

Human Resources assists 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**

Human Resources helps 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**

Human Resources advises 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**

Human Resources provides employees with accurate and timely information to assist their personal management of City benefits.

- **RISK MANAGEMENT AND WORKERS' COMPENSATION**

Human Resources coordinates 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**

Human Resources represents the City in negotiations, ensures fair and even implementation of negotiated agreements, and maintains 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.

Human Resources will continue negotiations with the City's bargaining units and work towards settling agreements with the units whose labor contracts have expired.

Human Resources will monitor the recent change to a new medical clinic to ensure quality of care, cost effectiveness, and responsiveness of the delivery of services for pre-employment physical examinations and workers compensation injuries.

Human Resources will continue to provide consultation and support to operating departments in the areas of policy interpretation, disciplinary issues, employee performance matters, workers' compensation, and staff development.

Human Resources strives to deliver high-quality, cost-effective services, and strives to maintain employee morale in the face of budget challenges. The continued exploration of cost-saving strategies will remain a priority.

PROGRAM RESOURCES

REVENUES

As a general administrative operation, the Human Resource Department costs are offset by revenue generated from charges to non-General Fund departments. In fiscal year 2011-12, the Department will recover approximately 64% of operating expenses from other funds including: the Water, Wastewater and Cable Television Enterprise Funds, and Redevelopment. The Department does not recover fees for services provided.

EXPENDITURES

The Department's expenditure appropriations are split approximately 65% for personnel costs and 35% for operations, supplies, contract services and internal services. Many City-wide services are centrally budgeted through Human Resources, including medical examinations, psychological evaluations, and

background investigations for current and prospective employees. Additionally, City-wide benefits such as the Employee Assistance Program; management, professional development and general skills training and mandatory safety training for non-safety departments; and employee recognition programs are budgeted in Human Resources.

PERSONNEL

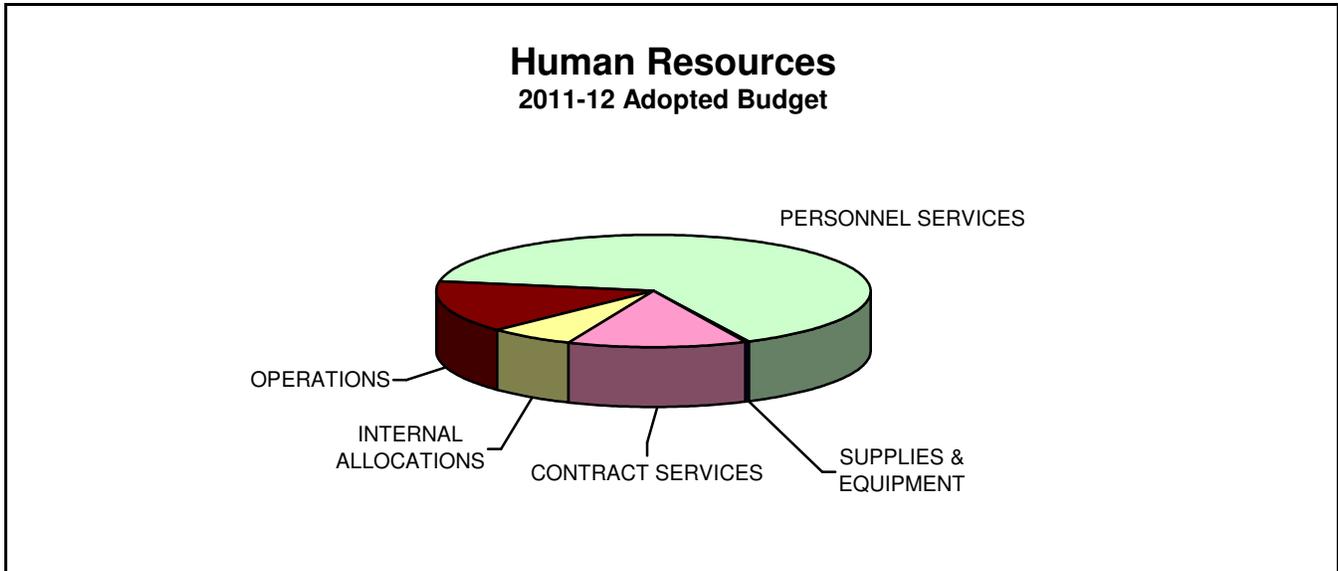
Human Resources	General Fund	Self Insurance Fund	
Classification	Human Resources	Workers Compensation	Total
Human Resources Director	0.75	0.25	1.00
Administrative Analyst	1.00	0.00	1.00
Total	1.75	0.25	2.00

2010-11 ACCOMPLISHMENTS

- ✓ Negotiated and settled with three bargaining units to extend existing memorandum of understandings, and has continued to negotiate with two other bargaining units whose agreements have expired.
- ✓ Assisted with 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.
- ✓ Coordinated and shared costs for a joint training with the City of Millbrae for all supervisory and management employees for Supervisory Harassment Training as required by AB 1825.
- ✓ Completed a broad range of recruitments for 12 part-time and regular, full-time critical City positions including processing over 1,900 applications.
- ✓ Welcomed and completed orientations for two new employees in different City positions.
- ✓ Continued to provide oversight of the workers' compensation program.
- ✓ Worked with the Personnel Board and departments to develop and revise 19 job descriptions for the various City departments.
- ✓ 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.
- ✓ Provided City-wide administration of required compliance programs (DOT, DMV, OSHA).
- ✓ Continued to oversee the employee recognition program.

2011-12 GOALS & 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 working on the Long Term Recovery Committee to provide resources to those impacted by the fire.
- ❑ Complete negotiations and implementation for new contracts with all five bargaining units whose memorandum of understandings have expired.
- ❑ Monitor and evaluate the recent change to a new medical clinic to ensure quality of care, cost effectiveness, and responsiveness of the delivery of services.
- ❑ 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 opportunities to employees to ensure compliance.
- ❑ 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.
- ❑ Update and implement changes to the human resources processes and procedures to increase efficiency, effectiveness, and delivery.
- ❑ Evaluate employee benefit programs with the goal of increasing employee satisfaction with program offerings while obtaining cost containment.



	2011-12 ADOPTED	PERCENT OF TOTAL
PERSONNEL SERVICES	\$280,708	65%
SUPPLIES & EQUIPMENT	1,000	0%
CONTRACT SERVICES	58,500	14%
OPERATIONS	64,464	15%
INTERNAL ALLOCATIONS	27,671	6%
GRAND TOTAL	\$432,343	100%

PERSONNEL SERVICES	ADOPTED BUDGET	DESCRIPTION
5101 REGULAR SALARIES	\$206,657	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period. Subject to benefits per applicable MOUs. Salaries include city-wide furlough.
5200 EMPLOYEE BENEFITS	74,051	City's cost of CalPERS pension, Medicare, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance. Benefits include elimination of secretary position as part of the budget reduction plan.
SUBTOTAL FOR PERSONNEL SERVICES	\$280,708	

SUPPLIES & EQUIPMENT	ADOPTED BUDGET	DESCRIPTION
6001 OFFICE SUPPLIES	\$1,000	Supplies for daily operations, excluding recruitment expenses.
SUBTOTAL FOR SUPPLIES & EQUIPMENT	\$1,000	

CONTRACT SERVICES		ADOPTED 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 SERVICES	8,000	Pre-employment background checks, investigations, polygraphs tests, and psychological exams for police positions.
SUBTOTAL FOR CONTRACT SERVICES		\$58,500	

OPERATIONS		ADOPTED BUDGET	DESCRIPTION
5152	TRANSPORT ALLOWANCES	\$3,600	Monthly auto allowance (\$300/month) in accordance with MOU for Human Resources Director.
6112	POSTAGE	750	Postage costs associated with Human Resource Department correspondence.
6141	PRINTING, COPYING & BINDING	1,000	Recruitment flyers, Job Applications, ID card stock.
6404	EMP. ASSISTANCE	16,000	Assist-U Employee Assistance Program.
6405	STAFF TRAINING	10,000	General Employee training.
6406	PROFESSIONAL DEVELOPMENT	1,000	Reimbursement for one department head and one mid-manager in accordance with MOU's.
6407	EXAM SERVICES	4,000	Written exams for recruitments, and proctor services (Personnel Board Members).
6408	MEDICAL EXAMS	11,000	SFO pre-employment medical exams; DMV Class B physicals.
6409	SPECIAL PROJECTS/ EVENTS	4,000	City-wide employee recognition events and awards.
6450	COMMUNICATIONS	1,264	Costs associated with 5 office telephones, 3 data lines, 1 fax machine, and 1 cell phone.
6501	PUBLIC NOTICES	7,000	Position recruitment advertising in newspapers, trade journals, and public sector association employment publications and membership mailing lists.

Operations (Cont.)

6701	DUES & MEMBERSHIPS	1,250	Northern California Chapter International Public Management Association - 2 memberships, (\$120); International Public Management Association - 1 membership, (\$360); California Public Employers Labor Relations Association - 2 memberships, (\$700); Municipal Management Association of Northern California - 1 membership for Management Analyst, (\$70).
6702	PUBLICATIONS & SUBSCRIPTIONS	300	Ca. Public Employee Relations (CPER), (\$150); IPMA Publications, (\$150).
6703	TRAVEL/VEHICLE USE	500	Reimbursement for business related travel expense.
6704	MEETINGS/ CONFERENCES	2,800	California Public Employee Labor Relations Association (CALPELRA).
SUBTOTAL FOR OPERATIONS		\$64,464	

INTERNAL ALLOCATIONS	ADOPTED BUDGET	DESCRIPTION
7901 OTHER INTERNAL SERVICE ALLOC.	\$27,671	Internal services allocation for self insurance cost, (\$9,577); building and facilities maintenance, (\$11,156); information technology support, (\$6,298), copier charges, (\$640).
SUBTOTAL FOR INTERNAL ALLOCATIONS	\$27,671	
GRAND TOTAL	\$432,343	

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FINANCE
(INSERT DIVIDER)

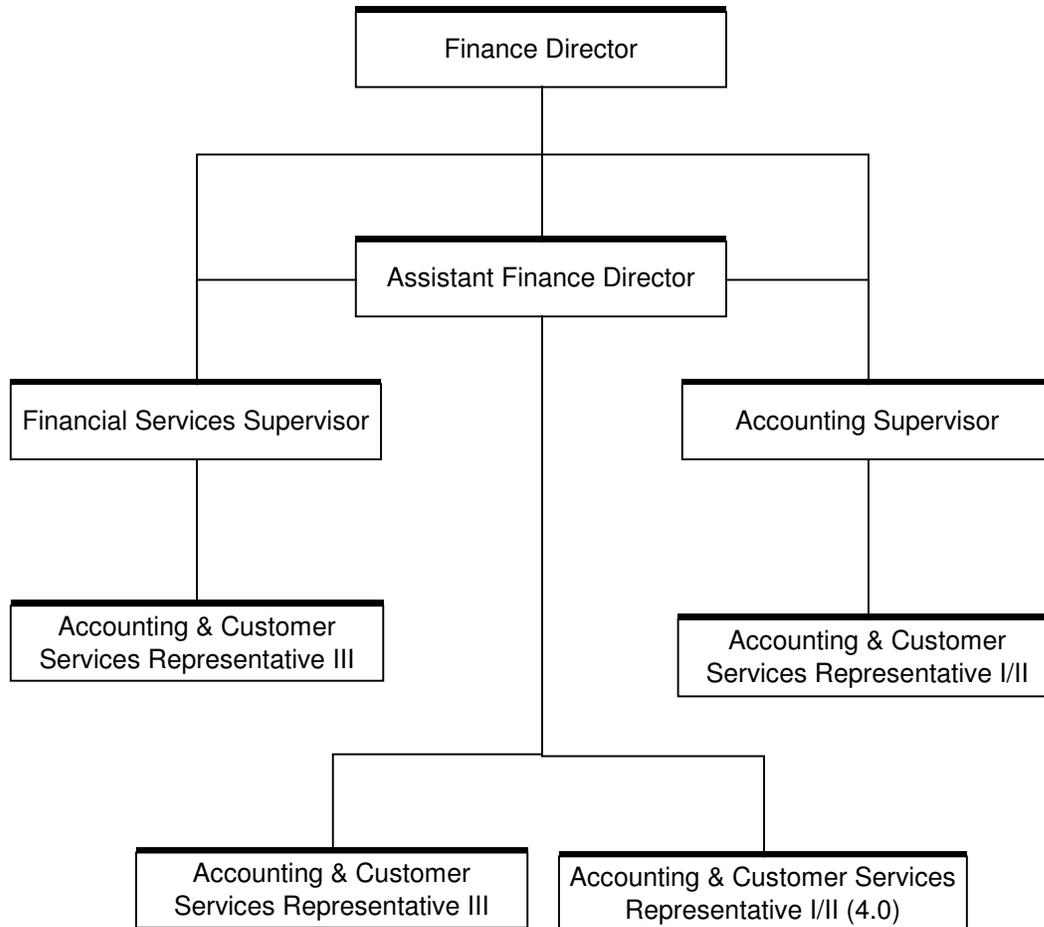
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FINANCE DEPARTMENT

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 and the San Bruno Redevelopment Agency. The Department provides for operation of the general accounting system including directing the independent audits; payroll processing, 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**

The Finance Department supplies other departments with regular financial reports accounting for cash, revenue 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**

The Finance Department maintains 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**

The Finance Department generates and manages utility bills for over 12,000 accounts, serving both residential and commercial locations. The Department's utility customer service team is comprised of 6.0 full time employees.

- **ACCOUNTS (EMPLOYEE & VENDOR) PAYABLES**

The Finance Department provides periodic payment for services and supplies rendered by vendors and payroll for City employees.

- **ACCOUNTS RECEIVABLES**

The Finance Department collects the City's business tax 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 2010-11, department resources were reassigned to address the needs associated with the September 9, 2010 gas pipeline explosion/fire including documentation, mutual aid reimbursements, and cost recovery. Since the financial recovery process is expected to continue into and beyond fiscal year 2011-12, staff will continue to direct its efforts in this important area. The Department will continue to seek process improvements by enhancing financial internal controls and

training accounting personnel in accounting policies and procedures to ensure all levels of the Department contribute to the accuracy of the City's financial statements. The Department will also continue to encourage staff members to pursue outside training to develop and maintain their government accounting and best practices knowledge. The work effort for 2011-12 will include the enhancement of the City's 2012-13 budget document for submittal for a California Society of Municipal Finance Officers budget award.

Given the continuing threat on redevelopment, including the Governor's January 2011 budget proposal to eliminate redevelopment agencies, and the City's desire to seek working capital for several high priority projects, the Finance Department will be working closely with the Community Development Department to evaluate tax increment debt financing to provide funding of these projects.

2011-12 BUDGET OPERATIONAL IMPACTS

The fiscal year 2011-12 Budget does not propose reduction of any staff positions in the Finance Department. The Department will provide support to the Human Resources Office to help with routine clerical items that were previously performed by the Human Resources Secretary position that was eliminated in fiscal year 2010-11 including answering telephones, filing and other tasks.

PROGRAM RESOURCES

The Department's budget in 2011-12 maintains current service levels, while addressing the key directives identified in the priority focus.

REVENUES

As a general administrative department, Department's costs are offset by charges to Recology San Bruno for solid waste collection/disposal billing services and the City's Enterprise Funds. In 2011-12, the Department will recover approximately 53% of its operating expenses from non-general fund sources including: Water, Wastewater and Cable Television Enterprise Funds, and Redevelopment. Additionally, Revenue Services has been allocated to non-general fund departments based on total receipts processed by the group. The Department has a timely accounts receivable function, which allows for the timely collection of monies due the City from developers, businesses, and other non-utility accounts.

EXPENDITURES

As with prior years, the Department's expenditure appropriation is split approximately 75% for personnel costs and 25% for operations and professional services. Non-personnel expenditures in the Department include a contract with a certified public accountant to conduct the annual independent audits of the City's financial records. The remaining share of the operations budget provides office supplies, services, and internal service allocations.

PERSONNEL
Personnel Summary – Administration & Revenue Services

Finance Department Classification	General Fund		Total
	Administration	Revenue Services	
Finance Director	1.00	0.00	1.00
Assistant Finance Director	1.00	0.00	1.00
Financial Services Supervisor	0.00	1.00	1.00
Accounting Supervisor	1.00	0.00	1.00
Accounting & Customer Service Representatives III	1.00	1.00	2.00
Accounting & Customer Service Representatives I/II	1.00	4.00	5.00
Total	5.00	6.00	11.00

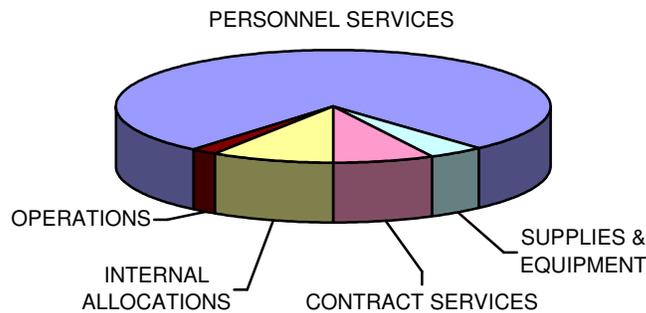
2010-11 ACCOMPLISHMENTS

- ✓ Prepared a Comprehensive Annual Financial Report (CAFR) for fiscal year 2009-10 and submitted it for an award to the Government Finance Officers' Association.
- ✓ Filed the June 30, 2010 State Controller's Reports for the City and Redevelopment Agency prior to December 31, 2010 deadline.
- ✓ Provided support to the City Manager's office in analyzing the impacts of the Governor's budget, including the proposed elimination of the San Bruno Redevelopment Agency.
- ✓ Prepared a 2011-12 Operating/Capital Budget and 2012-2016 Five-Year Capital Improvement Plan for presentation to City Council.
- ✓ Staffed Finance Section of the Emergency Operations Center and provided on-going work in the financial recovery of the September 9, 2010 gas line explosion/fire, including review and processing for mutual aid agency claims.
- ✓ Implemented positive pay cash management system to strengthen financial controls and to deter check fraud.
- ✓ Implemented SamTrans Pass sales program as an additional Finance Department service to the general public.
- ✓ Initiated new program with the Franchise Tax Board for business license discovery.
- ✓ Completed a Financial Audit Request for Proposal, yielding a cost savings to the City and Redevelopment Agency.

2011-12 GOALS & OBJECTIVES

- ❑ Complete financial statement audit for year ended June 30, 2011 prior to December 31, 2011.
- ❑ Prepare a Comprehensive Annual Financial Report (CAFR) for fiscal year 2010-11 and submit it for an award to the Government Finance Officers' Association.
- ❑ Prepare a 2012-13 Operating/Capital Budget and 2013-2017 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 work on the financial recovery from the September 9, 2010 gas line explosion/fire.
- ❑ Collaborate with Community Development Department to do San Bruno Redevelopment Agency tax increment financing to support City Council/Agency Board prioritized capital projects.
- ❑ Continue training and development of staff members to meet the Department's need for highly skilled analysis and technical governmental accounting.
- ❑ Update the City's Cost Allocation Plan (CAP) that was last conducted in 2005-06. The CAP is the basis for allocating the City's General Administration Costs to its various departments/programs. The timing of this project will be evaluated and determined so as to avoid potentially skewed results due to City personnel who have been assigned to do Glenview Fire related work.
- ❑ Support the City Manager to evaluate revenue enhancement alternatives, including a potential Landscape and Lighting Maintenance District measure.

Finance - Administration 2011-12 Adopted Budget



	2011-12 ADOPTED	PERCENT OF TOTAL
PERSONNEL SERVICES	\$693,114	78%
SUPPLIES & EQUIPMENT	37,310	4%
CONTRACT SERVICES	65,250	7%
OPERATIONS	17,563	2%
INTERNAL ALLOCATIONS	82,821	9%
GRAND TOTAL	\$896,058	100%

PERSONNEL SERVICES	ADOPTED BUDGET	DESCRIPTION
5101 REGULAR SALARIES	\$500,700	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period. Subject to benefits per applicable MOUs. Salaries include city-wide furlough.
5105 OVERTIME	2,000	Overtime pay in accordance with the applicable MOU. Overtime pay is only subject to Medicare and FICA employer contributions, where applicable.
5200 EMPLOYEE BENEFITS	190,414	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.
SUBTOTAL FOR PERSONNEL SERVICES	\$693,114	

SUPPLIES & EQUIPMENT		ADOPTED BUDGET	DESCRIPTION
6001	OFFICE SUPPLIES	\$5,000	Supplies and materials related to the operation of the Finance Department.
6304	OFFICE EQUIPMENT MAINTENANCE	32,310	Annual Eden Support fees.
SUBTOTAL FOR SUPPLIES & EQUIPMENT		\$37,310	

CONTRACT SERVICES		ADOPTED BUDGET	DESCRIPTION
6401	PROFESSIONAL SERVICES	\$65,000	Annual Audit Services, (\$35,500); CAFR Stat Info, (\$750); GFOA CAFR Application, (\$500); VEBA Admin Fee, (\$750); GASB 45 Actuarial, (\$12,500); <i>Cost Allocation Plan, (\$15,000).</i>
6419	OTHER SERVICES	250	Graphics and print layout for budget documents and public notices.
SUBTOTAL FOR CONTRACT SERVICES		\$65,250	

OPERATIONS		ADOPTED BUDGET	DESCRIPTION
5152	TRANSPORT ALLOWANCES	\$3,600	Monthly auto allowance (\$300/month) in accordance with MOU for Finance Director.
6112	POSTAGE	6,400	Postage costs associated with Finance Department correspondence.
6141	PRINTING, COPYING & BINDING	650	Printing budget documents and public notices.
6405	STAFF TRAINING	1,000	Training in accounting, collections, spreadsheet, financial analysis for department employees.
6406	PROFESSIONAL DEVELOPMENT	1,500	Reimbursement for 1 department head and 2 mid-managers in accordance with MOUs.
6450	COMMUNICATIONS	2,113	Costs associated with 5 office telephones, 5 data lines, and a fax machine.
6501	PUBLIC NOTICES	710	Publication of Annual City Financial Report per SCO requirement.
6701	DUES & MEMBERSHIPS	415	California Society of Municipal Finance Officers membership, (\$110); Governmental Finance Officer Association, (\$305).
6702	PUBLICATIONS & SUBSCRIPTIONS	175	Subscription for San Francisco Business Time for Business Tax leads.

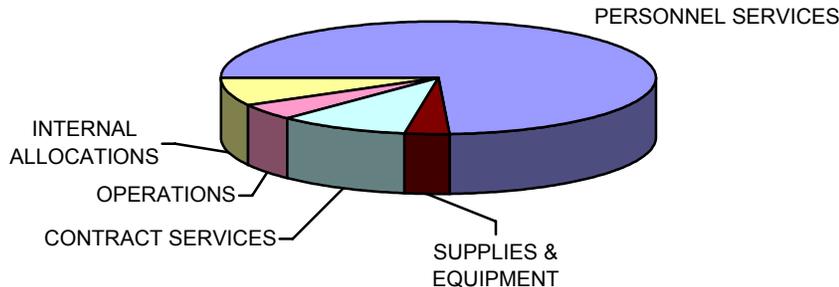
Operations (Cont.)

6704 MEETINGS/ 1,000 League of California Cities Finance Conference for 1
CONFERENCES employee.

SUBTOTAL FOR _____
OPERATIONS **\$17,563** _____

INTERNAL ALLOCATIONS	ADOPTED BUDGET	DESCRIPTION
7901 OTHER INTERNAL SERVICE ALLOC.	\$79,861	Internal service allocations for self insurance cost, (\$19,726); building & facilities maintenance, (\$32,632); information technology support, (\$21,788); copier charges, (\$5,715).
9079 TRANSFER TO EQPT. RESERVES	2,960	Allocation of reserve funding to provide for replacement of capital assets at the end of their useful lives.
SUBTOTAL FOR INTERNAL ALLOCATIONS	\$82,821	
GRAND TOTAL	\$896,058	

Finance - Revenue Services 2011-12 Adopted Budget



	2011-12 ADOPTED	PERCENT OF TOTAL
PERSONNEL SERVICES	\$571,084	74%
SUPPLIES & EQUIPMENT	25,500	3%
CONTRACT SERVICES	75,800	10%
OPERATIONS	35,064	5%
INTERNAL ALLOCATIONS	62,987	8%
GRAND TOTAL	\$770,435	100%

PERSONNEL SERVICES	ADOPTED BUDGET	DESCRIPTION
5101 REGULAR SALARIES	\$389,441	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period. Subject to benefits per applicable MOUs. Salaries include city-wide furlough.
5105 OVERTIME	500	Overtime pay in accordance with applicable MOU. Overtime pay is only subject to Medicare and FICA employer contributions, where applicable.
5200 EMPLOYEE BENEFITS	181,143	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance.
SUBTOTAL FOR PERSONNEL SERVICES	\$571,084	

SUPPLIES & EQUIPMENT	ADOPTED BUDGET	DESCRIPTION
6001 OFFICE SUPPLIES	\$4,500	Day-to-day supplies needed for daily operations, (\$1,500); Customized paper and envelopes used for mailing delinquent utility bills to customers, (\$3,000).

Supplies & Equipment (Cont.)

6304	OFFICE EQUIPMENT MAINTENANCE	21,000	Progressive Solutions annual license fees for utility billing, business license, and cashier software systems, (\$19,500); Sensus annual license fee for meter reading software, (\$1,500).
SUBTOTAL FOR SUPPLIES & EQUIPMENT		\$25,500	

	CONTRACT SERVICES	ADOPTED BUDGET	DESCRIPTION
6419	OTHER SERVICES	\$75,800	InfoSend online bill pay website monthly fees, (\$10,500); InfoSend utility bill printing and mailing, (\$13,000); Credit Card Fees for utility payments, (\$50,700); Credit check, (\$1,600).
SUBTOTAL FOR CONTRACT SERVICES		\$75,800	

	OPERATIONS	ADOPTED BUDGET	DESCRIPTION
6112	POSTAGE	\$31,680	First class postage for approximately 72,000 mail pieces.
6405	STAFF TRAINING	500	Training in accounting, collections, spreadsheets, and financial analysis for department employees.
6406	PROFESSIONAL DEVELOPMENT	500	Reimbursement for 1 mid-manager in accordance with MOU.
6450	COMMUNICATIONS	1,399	Charges for 7 office phones, 1 fax line, and 6 data lines.
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 2 employees.
SUBTOTAL FOR OPERATIONS		\$35,064	

	INTERNAL ALLOCATIONS	ADOPTED BUDGET	DESCRIPTION
7901	OTHER INTERNAL SERVICE ALLOC.	\$34,181	Internal service allocations for self insurance cost, (\$23,083); information technology support, (\$9,194); copier charges, (\$1,904).
7902	GENERAL ADMIN. ALLOC.	28,806	Allocation of services provided to this fund based on the cost allocation plan conducted in 2005-06.
SUBTOTAL FOR INTERNAL ALLOCATIONS		\$62,987	
GRAND TOTAL		\$770,435	

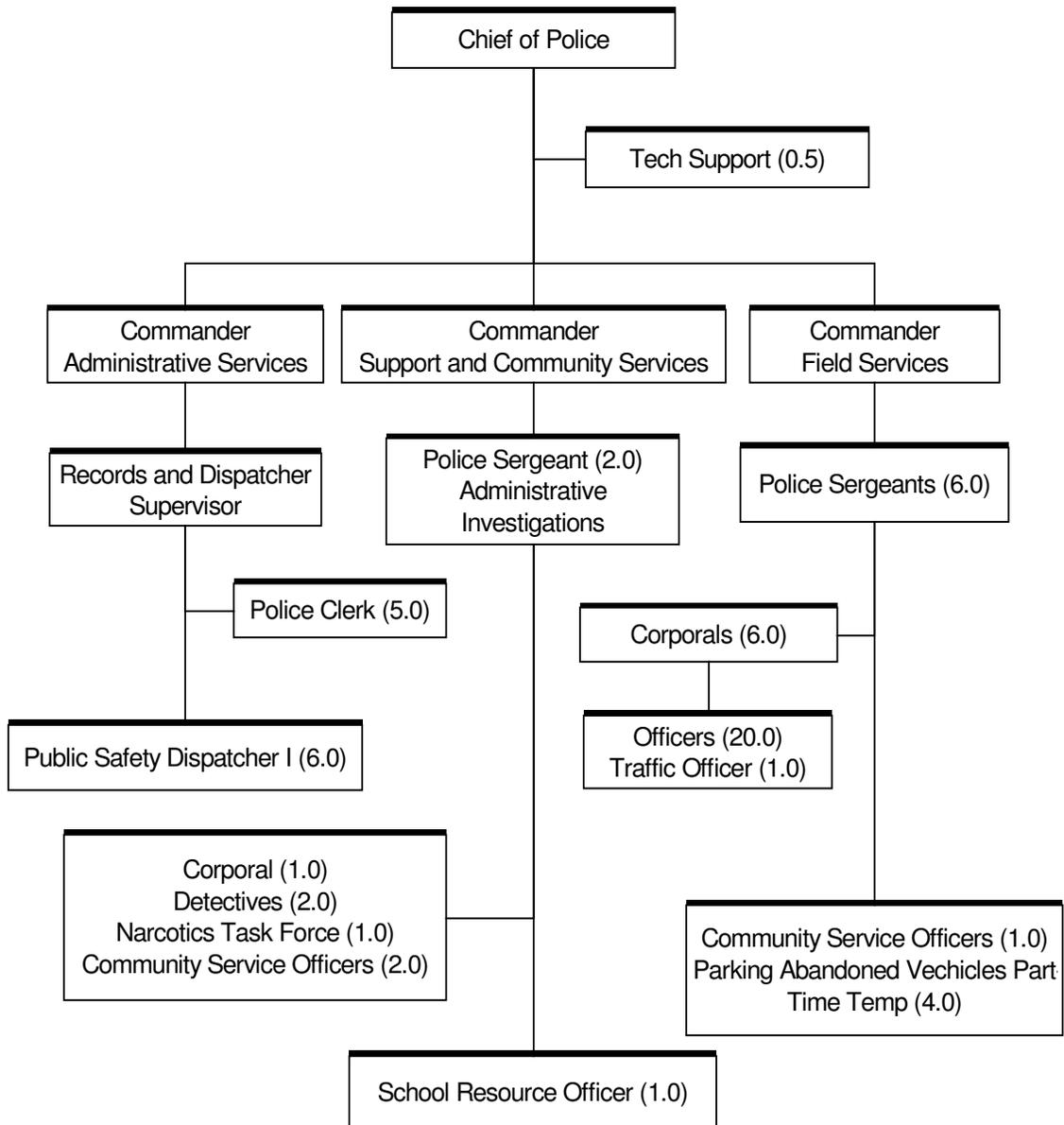
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POLICE
(INSERT DIVIDER)

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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 rigorous 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 AND FIELD SERVICES**

The Patrol Division provides immediate response to all emergency calls including crimes in progress. 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 LAW ENFORCEMENT**

The Traffic Division serves to prevent injury related collisions through education and enforcement. Officers also investigate traffic collisions and provide recommendations to the City's Engineering Division to enhance traffic and pedestrian safety.

- **INVESTIGATIVE AND SUPPORT SERVICES**

The Investigative Services Division conducts major case management and follow-up investigations that lead to the identification and apprehension of those responsible for criminal acts. The Support Services section works with the City's Code Enforcement Division to resolve chronic quality of life issues in the community, and facilitates crime prevention programs such as Neighborhood Watch and the Citizen's Crime Prevention Committee. This section ensures training needs are met for all Police Department personnel. The School Resource Officer works closely with school officials and parents to promote a safe school environment and to identify and intervene with at-risk youth.

- **ADMINISTRATIVE SERVICES**

The Administrative Services Division is responsible for planning, resource development and management, budget preparation, acquisition of equipment, licensing and permit issuance, and emergency preparedness.

- **RECORDS AND DISPATCH SERVICES**

Personnel assigned to Records and Dispatch obtains 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**

Contracts 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 Department has reduced its staff by approximately 16% in recent years, and has found it difficult to maintain the same level of service previously enjoyed. The Department has attempted to keep in tact front-line service delivery when evaluating reductions in service that will have the least impact to the community. The Department is evaluating its capability to provide collision investigation for non-injury accidents, as officers could use that time for preventative patrol and improving response times on other non-emergency requests for service.

The Police Department hopes to conclude the study of potential shared police services with the City of Millbrae. This ongoing process will involve research into the costs, benefits, opportunities and difficulties that such an undertaking might encounter. Regardless of the outcome, the 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 Police Department will continue to seek community feedback on service delivery. In 2010, the Department sent out 221 surveys that provided customers an opportunity to comment on 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 continues to enjoy a favorable rating by the public, and will continue to seek customer feedback on ways to improve service.

The Department will continue to monitor crime patterns and will devote appropriate resources where needed. The Department will continue to participate with other San Mateo County law enforcement agencies to combat gang activity on a regional basis. In addition to pro-active enforcement, the Department will continue to partner with parent groups, schools, and community-based organizations to deter youth from becoming involved in street gangs.

Despite the recent reductions in staffing, the Police Department recognizes the need to respond to and address areas of blight and quality of life issues before they invite criminal activity or pose a hazard to public health or safety. The Police Department will continue to work with other City departments to ensure such sites do not become a haven for criminal activity. Although last year's budget reductions eliminated the officer assigned solely to handle non-criminal nuisance types of calls, line personnel are encouraged to take ownership for resolving ongoing neighborhood and quality of life issues.

The Police and Fire Departments will continue to conduct an education and enforcement campaign designed to curtail the use of illegal fireworks and the improper use of Safe and Sane fireworks during the Fourth of July holiday period. The Police Department made 19 arrests for possession and use of illegal fireworks on July 4, 2010, and the majority of these arrests were made over a four-hour period. The Department will have a similar campaign for July 4, 2011 and anticipates a similar result. Fees assessed to Safe and Sane fireworks stands allow the Department to recover costs associated with the added staffing necessary to handle the increase in activity on this holiday.

BUDGET REDUCTION OPERATIONAL IMPACTS

Where possible, all expenditures were held to last year's amounts, which incorporated a significant reduction in operating expenditures. Over the past eight years, the Police Department has eliminated seven police officer positions and three non-sworn support positions. The cumulative impact of the sworn police officer eliminations has resulted in reduced service for preventative patrol, crime prevention, and delays in response to non-emergency calls for service. In light of the need to focus on front line police services, a variety of support activities have been reduced including development plan review, pre-construction consultation and final inspections, safety and crime prevention presentations, and a limited ability to handle calls involving quality of life issues such as animal complaints, loud parties, and other chronic neighborhood generated complaints that are generally non-criminal in nature. Some non-essential services will be considered for elimination, such as the investigation and formal documentation of non-injury traffic collisions, and minor property crimes when there is no suspect information.

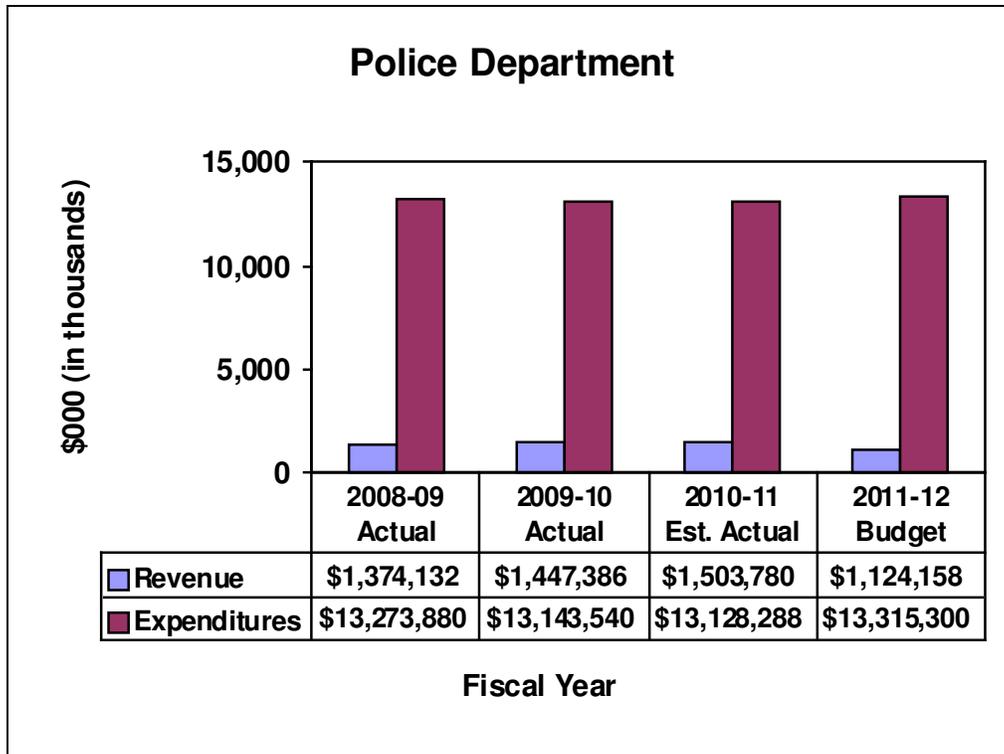
The Department has experienced the retirement of two command positions. These vacancies present the opportunity to conduct a reorganization of the command staff that will be dependant upon the results of the feasibility study with the Millbrae Police Department.

PROGRAM RESOURCES

The Department's budget consists of three primary categories: Personnel, Operations, and Professional Services. The Personnel category identifies expenses related to employee salaries and benefits. The Operations category allocates funds that provide staff with the necessary tools and equipment to complete their mission. The Professional Service category deals with expenditures related to external professional agencies that assist in the delivery of police services to the City of San Bruno.

REVENUES

The Department supports its programs in part through revenues received in the form of fees, fines, and reimbursement for special services. Fee revenue recovers the cost for specialized services offered by the Department. For example: fingerprinting, vehicle impound release fees and permit processing. Fines from parking citations and reimbursements for abandoned vehicle removal offset the salaries of the Community Service Officers assigned those responsibilities. Reimbursement from the State of California Commission on Peace Officer Standards and Training (POST) also helps offset costs associated with mandated training requirements for Police Department personnel.



The Police Department applies for available grant funding to improve public safety and service to the community. In Fiscal Year 2010-11, the Department was able to deploy patrols to specifically target street gang activity partially funded through a grant. Driving Under the Influence (DUI) enforcement, including several DUI patrols, and DUI Checkpoints, were also paid through grant monies obtained from the State of California Office of Traffic Safety. The Department will continue to seek additional grant funding to enhance safety and service in San Bruno.

EXPENDITURES

Personnel costs comprise approximately 76% of the Police Department's operating budget with the remaining expenditures for operations and professional services. The Department will use overtime to fund officers on court appearances, significant criminal investigations, specialized traffic enforcement to include DUI checkpoints, and increased patrols that will target criminal street gang activity. Training plays a significant role for personnel at the Department, and in many cases is required by the State of California's Commission on Peace Officer Standards and Training. Officers continuously train in a variety of subject matters in order to meet state mandates.

The operations portion of the budget includes funding for the replacement of safety equipment, patrol vehicles, fuel, and office supplies including office equipment. In fiscal year 2011-12, the Department will replace no vehicles in the fleet. Additional vehicle purchases were made during the 2010-11 budget, due to make and model closeouts. The acquisition will allow the department to continue to transfer existing equipment between vehicles.

A portion of the budget funds contractual services that serve the City's needs including school crossing guards, juvenile diversion, alcohol and drug diversion and animal control services. This category also funds expenses associated with prisoner booking fees, Narcotic Task Force contribution, fingerprint clearance, citation processing fees and crime lab fees. Grant funding paid a substantial portion of the

actual processing fees for the crime lab in fiscal year 2010-11. That grant was exhausted during the last fiscal year, and those expenses will again be assessed to the Police Department.

PERSONNEL
Personnel Summary

Police Department	
Classification	General Fund
Chief of Police ^	1.00
Police Commander	3.00
Police Sergeant	8.00
Police Officer	32.00
Records/Dispatch Supervisor	1.00
Public Safety Dispatcher I/II	6.00
Police Clerk II	5.00
Community Services Officer	3.00
Total	59.00

^ In 2010-11, the City shared its Police Chief with the City of Millbrae. There is a 0.50 FTE increase in 2011-12 vs. 2010-11 due to the budgeting of the Police Chief as full-time pending the completion of the police consolidation study with the City of Millbrae.

In addition to staffing police services in San Bruno, the Department deploys personnel to participate in regional task force efforts. The Department temporarily assigns officers to the San Mateo County Gang Task Force when in operation. The Department has a long history of participation in the San Mateo County Narcotics Task Force (NTF) and expects that during the 2011-12 fiscal year, an officer will be temporarily assigned to NTF. In addition to the tremendous benefit associated with regional law enforcement efforts, personnel assigned to these agencies bring an enhanced level of service to the City and provides professional development for our officers. The City receives partial salary and benefit reimbursement for the NTF position.

The Department dedicates one police officer position to handle traffic investigation and enforcement. The traffic officer position is partially funded by the State of California Citizen's Option for Public Safety grant program. The Department also devotes one police officer position to liaison with the schools in San Bruno. The Department recognizes that maintaining the officer devoted to the schools is a crucial part of helping to provide a safe learning environment and preventing at-risk youth from resorting to criminal activity.

2010-11 ACCOMPLISHMENTS

- ✓ Responded to over 29,300 calls for service in calendar year 2010.
- ✓ Coordinated the largest Law Enforcement response in San Mateo County history to mitigate the effect from the pipeline explosion in the Glenview neighborhood, and to protect residents and property from further harm in the weeks that followed.
- ✓ Continued to participate in the multi-jurisdictional San Mateo County Gang Task Force aimed at reducing criminal street gang activity.
- ✓ Conducted specialized patrols in those locations frequented by criminal street gang members, including deployment of officers devoted solely to curb an upswing in gang activity.
- ✓ Continued collaboration with local faith-based community leaders, the Peninsula Conflict Resolution Center, and the San Mateo County Probation Department to reduce violence and gang participation among our youth.
- ✓ Continued collaboration with administrators of the City's two high schools and middle school in an effort to provide safe campuses and identify and intervene in juvenile crime trends.
- ✓ Continued to partner with the Department of Alcoholic Beverage Control and allied law enforcement agencies to target establishments that provide alcohol to minors.
- ✓ Participated in the countywide Avoid the 23 holiday campaigns to enhance the safety of motorists by removing impaired and drunk drivers from the roadway.
- ✓ Obtained funding from the Office of Traffic Safety (OTS) to enhance the Department's ability to promote motorist safety through speed enforcement operations.
- ✓ Revitalized the Police Explorer program in an effort to develop young adults interested in a career in law enforcement.
- ✓ Obtained funding from the Office of Homeland Security, under the Buffer Zone Protection Plan (BZPP) to enhance the Department's ability to respond to a critical incident at an identified location within the city limit.
- ✓ Continued to develop organizational leadership in the Department by sending mid-management level personnel to the Supervisory Leadership Institute, sponsored by the State of California, Commission on Peace Officer Standards and Training.
- ✓ Continued a program to review best practice policies while limiting risk exposure as recommended by the Association of Bay Area Governments (ABAG).
- ✓ Initiated review of a shared Police Services program with the City of Millbrae to evaluate sustainable and effective opportunities.
- ✓ Initiated deployment of Police Chief on a half-time basis to the Millbrae Police Department as part of the shared services program.

2011-12 GOALS & OBJECTIVES

- ❑ Continue to collaborate with other City departments to assist with the Glenview recovery effort.
- ❑ Continue to devote a full time staff member to the investigation of the Glenview pipeline explosion, and continue to maintain an increased security presence in the Glenview area while the neighborhood rebuilds.
- ❑ Continue to seek opportunities for the sharing of police resources to enhance the overall delivery of services to the community.
- ❑ Continue to dedicate resources to reduce criminal street gang activity in San Bruno.
- ❑ Continue to participate with state and local law enforcement agencies to reduce criminal street gang activity in San Mateo County.
- ❑ Continue to seek grant funding designed to enhance the Department's ability to provide essential police services.
- ❑ Continue with survey instruments designed to solicit community feedback on the level of satisfaction with essential police services.
- ❑ Continue to conduct sobriety checkpoints to identify impaired drivers and educate motorists on the hazards associated with drunken driving.
- ❑ Continue to work with the other City departments, utilizing available resources to develop strategies, to combat conditions that lead to blight and reduce the quality of life in surrounding neighborhoods.
- ❑ Continue to improve the Department's on-line services to enhance service delivery to the community and to reduce the need for an officer to respond to non-emergency calls.
- ❑ 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.
- ❑ Consider an alternate organizational structure to improve operations and efforts at succession planning.

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.

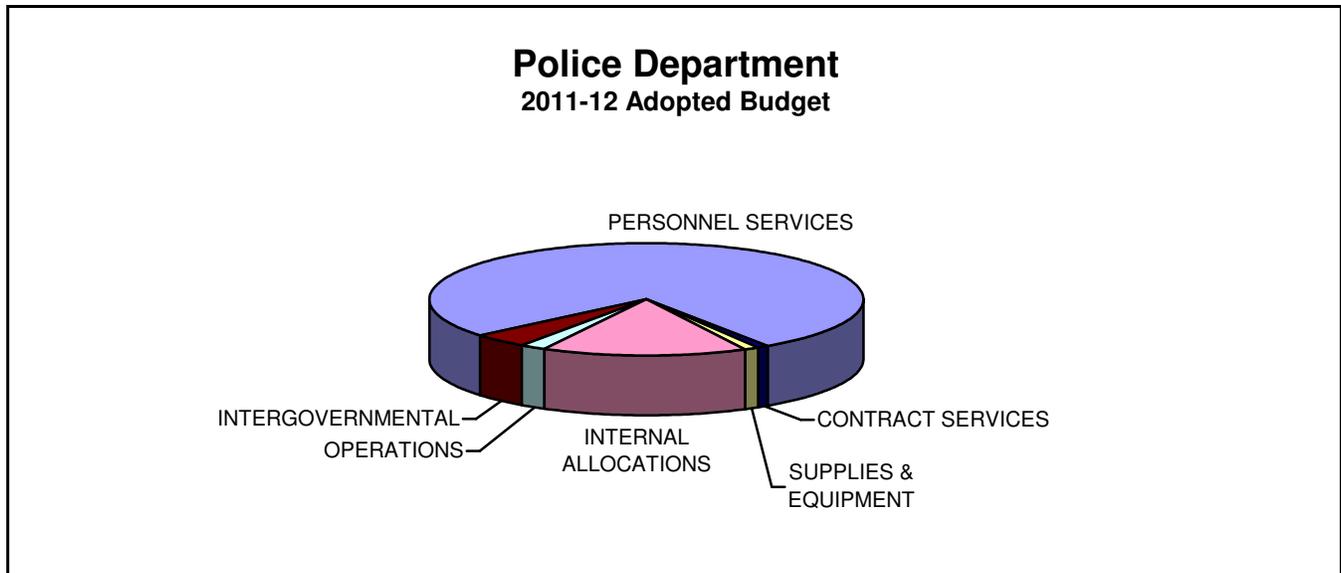
Listen to others when they talk. Interpersonal communications require patience and good listening skills. We recognize that informal communication is often more effective in resolving problems or concerns.

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.



	2011-12 ADOPTED	PERCENT OF TOTAL
PERSONNEL SERVICES	\$10,218,150	76%
SUPPLIES & EQUIPMENT	162,500	2%
CONTRACT SERVICES	84,150	1%
OPERATIONS	276,877	2%
INTERGOVERNMENTAL	541,614	4%
INTERNAL ALLOCATIONS	2,032,009	15%
GRAND TOTAL	\$13,315,300	100%

PERSONNEL SERVICES	ADOPTED BUDGET	DESCRIPTION
5101 REGULAR SALARIES	\$5,891,375	Base salary and incentives for all department personnel, sworn and non-sworn, working a minimum of 80 hours per pay period. Subject to benefits per applicable MOUs. Salaries include city-wide furlough.
5102 REGULAR PART-TIME	153,000	Base salary for temporary employees working fewer than 980 hours per fiscal year. Employees in this category are exempt from all benefits.
5105 OVERTIME	640,000	Overtime pay in accordance with the applicable MOU. Overtime pay is only subject to Medicare and FICA employer contributions, where applicable.
5200 EMPLOYEE BENEFITS	3,492,775	City's cost of CalPERS retirement, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, uniform allowance, pay in-lieu of holidays.
6403 PERSONNEL SERVICES	41,000	Crossing guard personnel services.
SUBTOTAL FOR PERSONNEL SERVICES	\$10,218,150	

SUPPLIES & EQUIPMENT		ADOPTED 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 & OIL	100,000	Fuel for Police Department fleet of 32 vehicles .
6102	OPERATING SUPPLIES	14,000	Safety equipment and uniforms for sworn peace officers, reserve officers and specified non sworn personnel. Also covers non sworn uniform cleaning costs as specified by MOU.
6204	SUPPLIES & EQUIPMENT	1,000	Office chair replacement, (\$500); patrol car supplies, (\$500).
6650	TOOLS & EQUIPMENT	12,500	Equipment and installation of mobile radios on 2 police motorcycles (\$7,100) and 6 tasers (\$5,400).
SUBTOTAL FOR SUPPLIES & EQUIPMENT		\$162,500	

CONTRACT SERVICES		ADOPTED BUDGET	DESCRIPTION
6401	PROFESSIONAL SERVICES	\$31,200	Provides the processing and collection of fines related to all parking citations issued by officers.
6419	OTHER SERVICES	52,950	North Peninsula Family Alternatives - Juvenile Diversion, (\$40,216); Peninsula Conflict Resolution Center, (\$4,550); CORA, (\$4,477); towing fees, (\$1,507); Police canine veterinary services, (\$1,000); contribution to maintain the Keller Center for sexual assault victims, (\$1,200).
SUBTOTAL FOR CONTRACT SERVICES		\$84,150	

OPERATIONS		ADOPTED BUDGET	DESCRIPTION
6112	POSTAGE	\$3,500	Postage costs for department correspondence.
6304	OFFICE EQUIPMENT MAINTENANCE	80,000	Maintenance of law enforcement software and electronic equipments, (\$68,836); Shared system costs for LiveScan fingerprinting system, (\$5,000); Support for 41 PC's 14 laptops, 21 printers, typewriters, fax machines and other related equipments, (\$6,164).
6402	LEGAL SERVICES	3,000	Investigative services such as pubic information database, confidential informants and travel expenses related to out of town investigations.

Operations (Cont.)

6405	STAFF TRAINING	42,000	Staff training for range, use fee, and ammunition, (\$13,400); POST approved training courses including Supervisory Leadership Institute and other investigative specific training, (\$12,500); Training materials, (\$1,400); K9 training for 2 handlers and their dogs, (\$6,000); SWAT training, (\$2,500); Gang investigation, (\$1,700); In Service training, (\$4,500).
6406	PROFESSIONAL DEVELOPMENT	12,500	Department head and 12 mid-management employees, (\$6,500); tuition reimbursement for 4 employees, (\$6,000).
6408	MEDICAL EXAMS	7,000	Forensic examinations for sexual assault victims.
6450	COMMUNICATIONS	38,277	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.
6702	PUBLICATIONS & 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/vehicles codes, (\$135).
6704	MEETINGS/ CONFERENCES	4,000	San Mateo County meetings and membership dues for 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).

SUBTOTAL FOR OPERATIONS	\$276,877
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INTERGOVERNMENTAL	ADOPTED BUDGET	DESCRIPTION
6309 RADIO MAINTENANCE	\$67,000	County fees for access to the various law enforcement databases. This account also funds maintenance for police two-way communication system.
7041 COUNTY SVCE.CHARGES	474,614	Services provided by the County including animal control services, (\$244,023); Booking fees, (\$12,120); Crime lab fees, (\$71,000); Parking allocation, (\$85,000); DOJ prints, (\$9,000); First Chance, (\$43,471); Fourth of July enforcement campaign, (\$10,000).
SUBTOTAL FOR INTERGOVERNMENTAL	\$541,614	

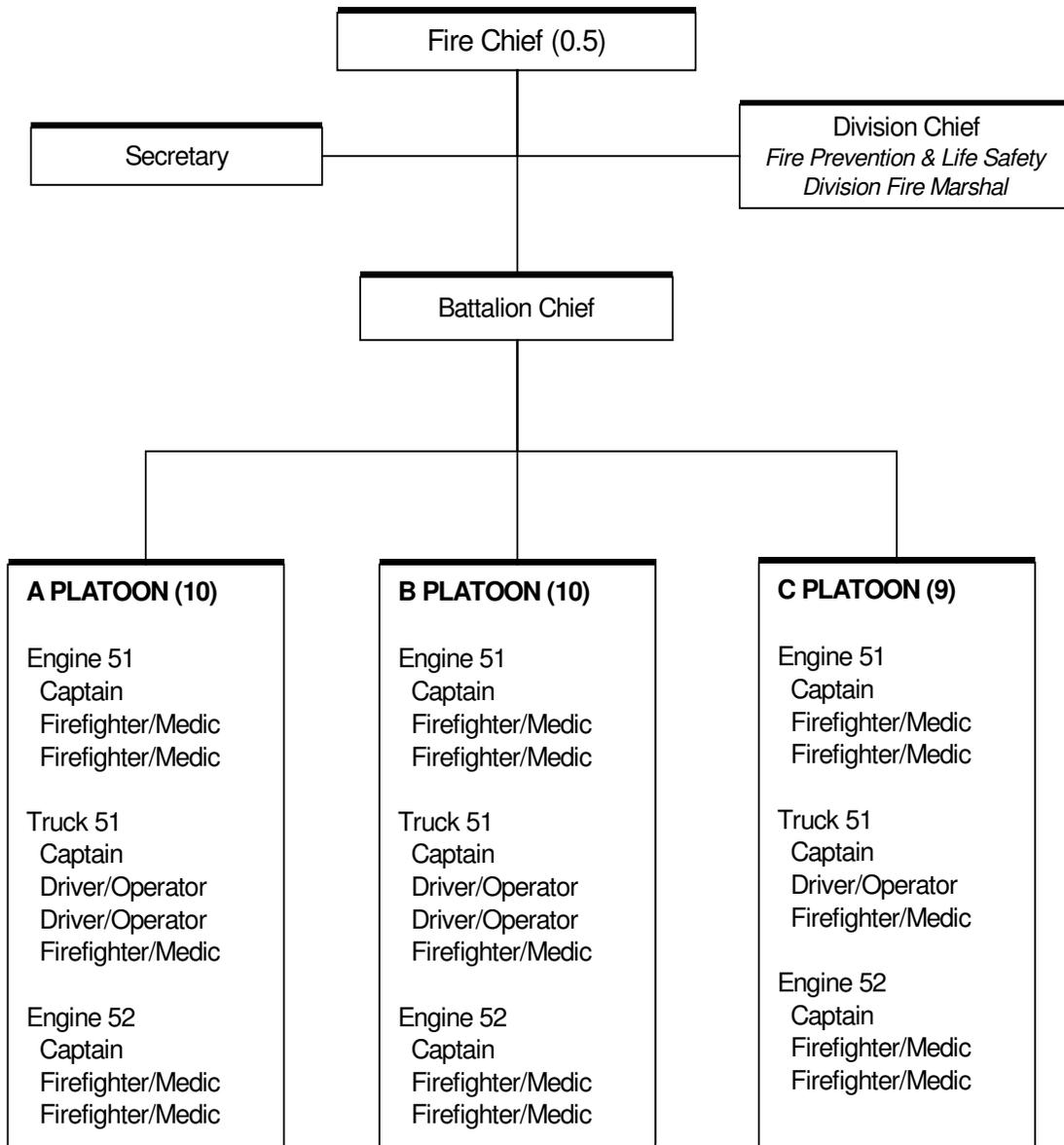
INTERNAL ALLOCATIONS		ADOPTED BUDGET	DESCRIPTION
7901	OTHER INTERNAL SERVICE ALLOC.	\$780,274	Internal service allocation for self insurance cost, (\$360,878); Building and facilities services and maintenance, (\$138,579); information technology support, (\$76,989); central garage services, (\$203,828).
7902	GENERAL ADMIN. ALLOC.	1,143,586	Allocation of services provided to this fund based on the cost allocation plan conducted in 2010-11.
9079	TRANSFER TO EQPT. RESERVES	108,149	Allocation of reserve funding to provide for replacement of capital assets at the end of their useful lives.
SUBTOTAL FOR INTERNAL ALLOCATIONS		\$2,032,009	
GRAND TOTAL		\$13,315,300	

FIRE
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FIRE DEPARTMENT

FIRE DEPARTMENT



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**
Supports the day-to-day management of department personnel, apparatus and fire stations. Also provides 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. Oversees maintenance of stations, apparatus, and personal protective equipment. The department provides these services out of two fire stations.
- **TRAINING/EMERGENCY MEDICAL SERVICES (EMS)**
Maintains record keeping and documentation of EMS and fire-based training. Also provides standardization in delivery of services and assures 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**
Supports the City's disaster preparedness program by providing a Fire Department liaison to assist the Community Services Director in continuing exercises of the City Emergency Operations Plan and attending Community Preparedness Committee meetings.

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

Fire Prevention Division supervises annual inspections of all multi-unit dwellings by the Operations Division, 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 in compliance with required Fire Code permitting, 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 remained the second busiest engine company on the county-wide response list for the second year in a row. In 2009, E-51 responded to 2,226 calls for service. E-52 responded to 1,189 calls for service. Truck 51 responded to 1,016 calls for service. The total call volume in 2009 was 3,717 calls for service, a decrease of 4% from 2008. There were a total of 137 fires with 55 of those fires involving structures. There were a total of six two-alarm fires. Of the total calls, approximately 58% were medical related.

The department has worked cooperatively with the Millbrae Fire Department over the past four 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 three other agencies and Fire Chief services with Millbrae. The department also responds to hazardous materials incidents and utilizes the services of the San Mateo County Office of Emergency Services and the Belmont-San Carlos Fire Department to mitigate these incidents when they require additional resources. 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.

On September 9, 2010, San Bruno experienced its worst disaster in its history with the gas line explosion on Glenview Drive. All three San Bruno fire crews were first to arrive on the scene of the incident. In all, over 500 firefighters responded to the incident over the course of the explosion and fire. Off-duty personnel responded and put into service the two reserve apparatus. The mutual aid system worked extremely well, providing the resources needed to mitigate the event.

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. Firefighters also change batteries and install smoke detectors in single-family dwellings on a regular basis as part of a Smoke Alarm Program developed in 2006.

The department provides training for City employees in Cardio Pulmonary Resuscitation (CPR) and basic first aid as well as mandated disaster preparedness training. For the 2011-12 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 will be implementing its first Community Emergency Response Team (CERT) program for the community in 2011.

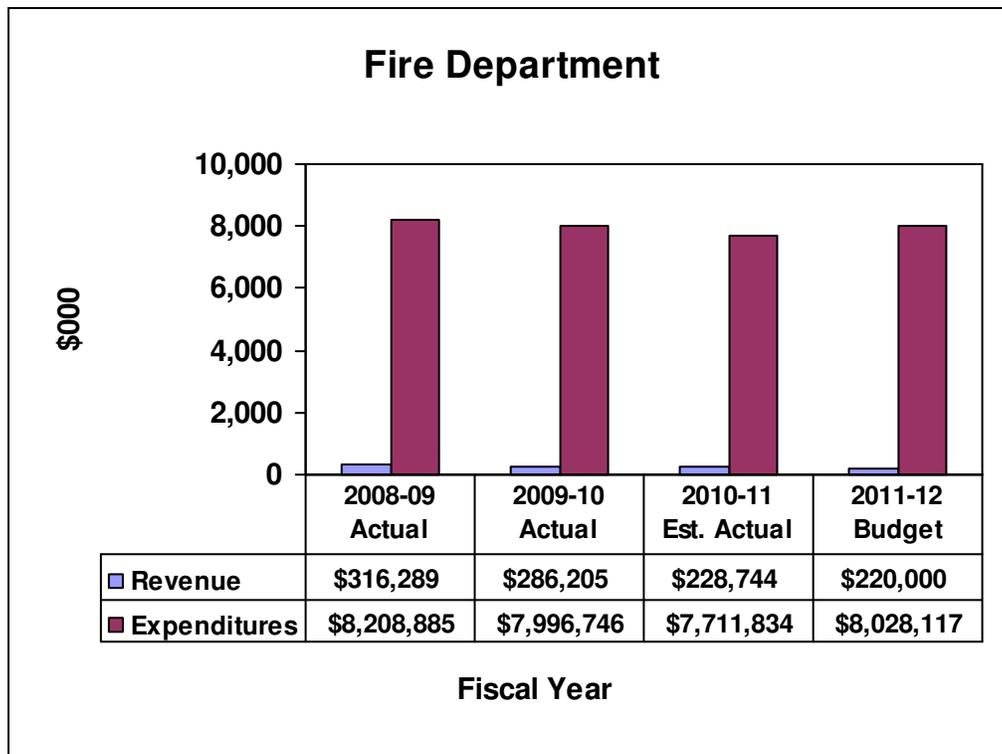
With the loss of the Prevention Bureau inspector position, there will be significant reductions in providing plan reviews, pre-construction consultations, inspections, and compliance with health and safety codes. There will be a potential loss of revenues from fire plan reviews due to the need to contract this service to the City's consultant (CSG). Responses to corrections and questions, due to outside consultant plan reviews, will be handled, as they are with Building plan reviews by CSG personnel. 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 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.

- Staff training reduced to mandatory training only. All elective training will be postponed unless classes are provided free of charge and result in no cost to the Fire Department. This may delay employees from meeting minimum qualifications for promotional opportunities and/or technical expertise.
- All conference and meeting funding has been eliminated for the coming fiscal year. This includes training seminars, Chief’s conferences, Fire Instructor Workshops, and Fire Mechanics Academy. These conferences normally provide educational and training opportunities.
- Suspension of the hose replacement program, except for emergency replacement of damaged hose. Delay in replacing hose will require a larger expenditure in the future to replace hose that no longer meets manufacturer standards.
- Two shifts are at minimum staffing of nine personnel. One over-staff position remains in department. This will have an impact on overtime.

PROGRAM RESOURCES

The Department’s programs require expenditures of \$8,028,117 and a staff of 32.5 employees. Additionally the Department utilizes shared services through the ALS JPA for the delivery of paramedic services including emergency dispatch services. Cost recovery is utilized in the Fire Prevention Division through the Master Fee Schedule for plan review, consultations, inspections and code enforcement.



REVENUES

The Fire Department's revenues are derived from two sources. The first source is partial reimbursement of costs for the Department's participation in the San Mateo County Pre-Hospital Joint Powers Authority (JPA). This JPA program partially supports the Department's paramedic services and advanced life support capabilities. The Department receives reimbursement through this contract for two paramedic engine companies and nine paramedic firefighters. The Department currently assigns eighteen personnel as paramedics. The Department also supports a paramedic truck company due to the call volume and type of calls in San Bruno. The current revenue for first responder services is \$33,816 that is administered through the EMS/JPA.

The second major source of revenue is through a cost recovery program for Fire Prevention services. Cost recovery formulas are based on actual costs including administrative and clerical support. Plan checks, pre-construction consultation, inspections, fire protection system inspections and fire code permits are all examples of services the Department provides to ensure the life safety of the community. A percentage of plan review revenues are offset by costs of contracting services with CSG.

EXPENDITURES

As in prior years, the Department's expenditure appropriation is approximately 80% for personnel costs. Approximately 20% is appropriated for non-personnel operations and training. The largest expenditures in the non-personnel category include the Department's equipment replacement fund, contract services, tools and equipment, vehicle maintenance and personal protective equipment. These expenditures allow the department to provide emergency responses in well-maintained apparatus, with well-trained personnel utilizing appropriate tools while protected with mandated safety gear and personal protective equipment. The remaining share of the operating budget accommodates supplies, services, and internal service allocations.

The department has been utilizing contract services with other agencies as a cost-effective means to provide mandated training and certifications for personnel and equipment. Program costs would be substantially greater in these areas if the fire department attempted to complete them on a stand-alone basis. Examples of these contract services include: Emergency Medical Services Training Program, Fire/Rescue Training Program, ALS Supervisor Services and Respiratory Fit Test Program. These programs have been very beneficial in the training of paramedic and emergency medical technician personnel, as well as in fire operations and coordination with neighboring agencies.

The department has established a program with the Millbrae Fire Department to share Fire Chief, Battalion Chief and truck company services. The program is successful in meeting emergency response criteria in both agencies and meeting budget reduction objectives. The Department continues to participate in regional efforts to evaluate coordinated and/or consolidated service delivery options with the City of Millbrae and Central County Fire Department.

PERSONNEL
Personnel Summary

Fire Department	
Classification	General Fund
Fire Chief	0.50
Division Chief	1.00
Battalion Chief	1.00
Captain	9.00
Firefighter	20.00
Secretary	1.00
Total	32.50

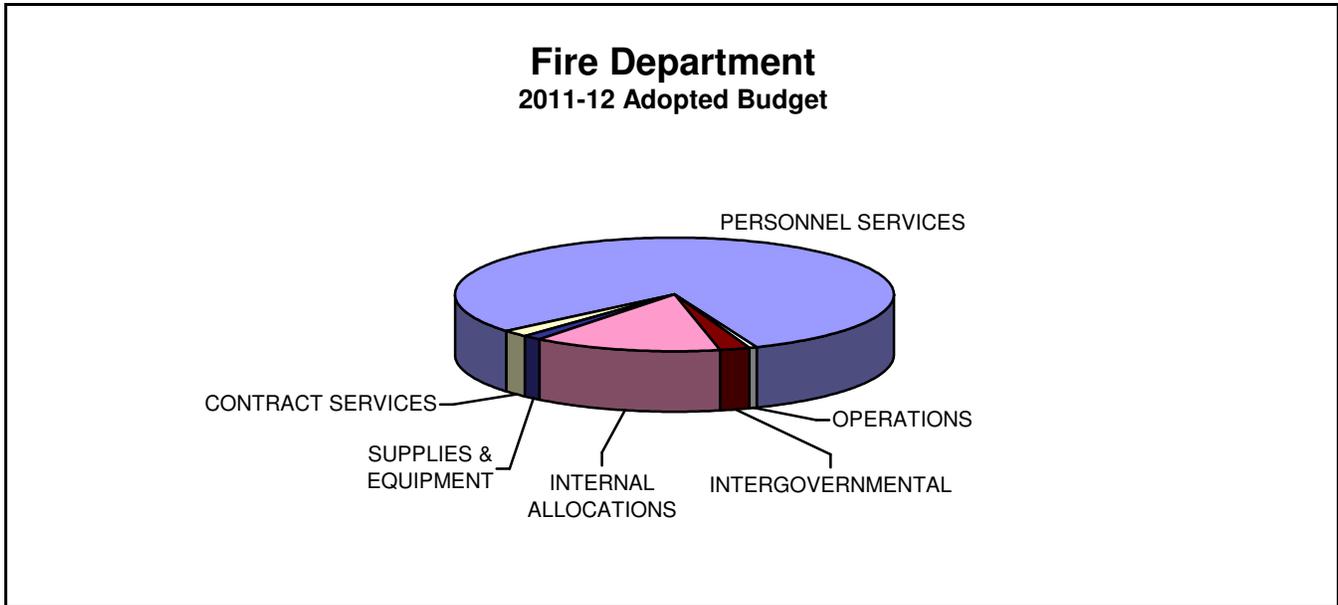
The largest share of the Department's total operating budget at 80% is personnel. The Administration program comprises the Fire Chief and Secretary. The Fire Prevention program comprises one Division Chief assigned as the Fire Marshal. The Battalion Chief serves as platoon commander and as the Operations Chief. The remaining twenty-eight personnel are divided equally among three platoons in order to provide emergency response capabilities 24 hours a day, 365 days a year. Nine Captains are divided among the three platoons and are responsible for first line supervision at each station and on engine and truck companies. The nineteen Firefighters are also divided among the three platoons. They staff stations and engine and truck companies under the supervision of the Captains. These line personnel deliver the main focus of department operations, the emergency responses. Additional service delivery by line personnel includes fire prevention inspections and public education presentations.

2010-11 ACCOMPLISHMENTS

- ✓ Improved Fire and EMS training program through task force scheduling, coordination with neighboring jurisdictions, and the use of "Target Safety" a web based training system.
- ✓ Improved communication interoperability, dependability, and capability on emergency incidents through implementation of new radio plan and purchase of Federal Communications Commission compliant portable radios.
- ✓ Established eligibility lists for the positions of Battalion Chief and Fire Captain.
- ✓ Entered into an implementation analysis agreement with consultant for fire merger with the City's of Millbrae, Burlingame, and the Town of Hillsborough.
- ✓ Continued active community outreach and education program regarding fireworks safety in the months preceding the July 4, 2010 holiday.
- ✓ Submitted three Federal Emergency Management Agency grants for station remodel, communications equipment, and Fire Prevention Enhancement Programs.
- ✓ In coordination with the Police Department, confiscated in excess of 101 pounds of illegal fireworks as a result of the City's Zero Tolerance Program.

2011-12 GOALS & OBJECTIVES

- ❑ Evaluate all shared services programs with expiration terms in 2011.
- ❑ Continue training program through task force training and coordination with neighboring jurisdictions.
- ❑ Continue role of engine and truck companies in company inspections and code enforcement.
- ❑ Expand Global Information Service (GIS) Mapping Program for disaster preparedness and emergency responses through addition of layers involving City infrastructure as an element of the Technology Capital Improvement Program.
- ❑ Develop complete set of standardized operational policies and procedures for the Department.
- ❑ Continue active community outreach and education program regarding fireworks safety in the months preceding July 4, 2011.
- ❑ Participate in the development of plans to install fire evacuation systems in the Recreation, Swimming Pool, and Cable TV facilities in accordance with the City Facilities Evacuation Alarm System Plan.
- ❑ Evaluate option to use biodiesel fuel for fire apparatus.
- ❑ Participate in an Emergency Operations Center (EOC) tabletop exercise to evaluate the coordination of fire department field operations and EOC's ability to support emergency operations.
- ❑ Provide Community Emergency Response Team training to the community.



	2011-12 ADOPTED	PERCENT OF TOTAL
PERSONNEL SERVICES	\$6,413,317	80%
SUPPLIES & EQUIPMENT	100,371	1%
CONTRACT SERVICES	161,200	2%
OPERATIONS	43,605	1%
INTERGOVERNMENTAL	184,311	2%
INTERNAL ALLOCATIONS	1,125,313	14%
GRAND TOTAL	\$8,028,117	100%

PERSONNEL SERVICES	ADOPTED BUDGET	DESCRIPTION
5101 REGULAR SALARIES	\$3,732,010	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period. Subject to benefits per applicable MOUs. Salaries include city-wide furlough.
5105 OVERTIME	405,053	Overtime pay in accordance with the applicable MOU. Overtime pay is subject to Medicare and FICA employer contributions, where applicable.
5200 EMPLOYEE BENEFITS	2,276,254	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, uniform allowance, pay in-lieu of holidays.
SUBTOTAL FOR PERSONNEL SERVICES	\$6,413,317	

SUPPLIES & EQUIPMENT		ADOPTED BUDGET	DESCRIPTION
6001	OFFICE SUPPLIES	\$2,710	Supplies needed for daily operations.
6101	GAS & OIL	25,848	Allocation of fuel used by division's vehicles, gas and diesel. Vehicles include: fire trucks and Chief & Chief Officer's vehicles.
6102	OPERATING SUPPLIES	17,400	Janitorial supplies needed for daily operations at fire stations including cleaning materials, paper goods, mops and brooms, (\$3,000); Mandated cleaning of personal protection equipment (\$6,000); Turnout gear and personal protective equipment, (\$7,000); Fire prevention education supplies and community preparedness materials, (\$1,400).
6201	BUILDING & GROUNDS SUPPLIES	6,000	Supplies for oxygen used on medical calls, (\$1,000); Disposal of medical/biological waste, (\$2,000); Certification of fire extinguishers in station and on apparatus, (\$1,000); Supplies for station repairs and maintenance, (\$2,000).
6204	SUPPLIES & EQUIPMENT	36,000	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); Miscellaneous office equipment, (\$200).
6650	TOOLS & EQUIPMENT	12,413	Replacement hose (\$2,500); SCBA testing (\$5,000); Gas monitor maintenance (\$4,913).
SUBTOTAL FOR SUPPLIES & EQUIPMENT		\$100,371	

CONTRACT SERVICES		ADOPTED BUDGET	DESCRIPTION
6419	OTHER SERVICES	\$161,200	Department fitness program at the GAP through Fitness One, (\$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 EMS training program, (\$52,000); Shared ALS JPA Supervisor, (\$37,000); Respiratory protection program fit testing for SCBA masks, (\$2,000); Shared fire/rescue based training program, (\$59,500); San Mateo County Public Safety Communication Pager-Pass Through, (\$3,100).
SUBTOTAL FOR CONTRACT SERVICES		\$161,200	

OPERATIONS		ADOPTED BUDGET	DESCRIPTION
6112	POSTAGE	\$500	Allocation of postage required by department operations for outside correspondence including regular, certified, return receipt, and express/overnight mail.
6304	OFFICE EQUIPMENT MAINTENANCE	790	Repair department office equipment.
6405	STAFF TRAINING	3,500	Mandatory training classes, (\$1,000); State Emergency Medical Association (\$2,500).
6406	PROFESSIONAL DEVELOPMENT	2,700	Reimbursement for 2 public safety mid-managers, in accordance with MOU, (\$1,000); Tuition reimbursement per MOU for 2 personnel pursuing Bachelor's degrees, (\$1,700).
6450	COMMUNICATIONS	13,115	Phone lines for Station 51 & 52, Emergency Operations Center and department cell phones, (\$10,415); Station alerting systems, (\$2,700).
6531	UTILITIES	20,000	Electric and gas utility charges for: Station 51 & Station 52.
6701	DUES & MEMBERSHIPS	1,400	Fire service professional organizations such as: Ca. Fire Chief's Assn., (\$150); 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	PUBLICATIONS & 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).
SUBTOTAL FOR OPERATIONS		\$43,605	

INTERGOVERNMENTAL		ADOPTED BUDGET	DESCRIPTION
6309	RADIO MAINTENANCE	\$8,200	Station and apparatus radio maintenance, (\$7,000); replacement of radio batteries, (\$1,200).
7041	COUNTY SVCE.CHARGES	48,510	San Bruno share of San Mateo County Sheriff's OES: Countywide Emergency Services, (\$29,114); State mandated planning services, (\$2,500); Hazardous materials, (\$16,896).
7069	INTERGOVERNMENTAL - OTHER	127,601	San Bruno share of Fire Chief Services with City of Millbrae.
SUBTOTAL FOR INTERGOVERNMENTAL		\$184,311	

INTERNAL ALLOCATIONS		ADOPTED BUDGET	DESCRIPTION
7901	OTHER INTERNAL SERVICE ALLOC.	\$305,666	Internal service allocation for self insurance cost, (\$244,597); building and facilities maintenance, (\$7,397); information technology support, (\$52,725); central garage support, (\$947).
7902	GENERAL ADMIN. ALLOC.	661,236	Allocation of services provided to this fund based on the cost allocation plan conducted in 2005-06.
9079	TRANSFER TO EQPT. RESERVES	158,411	Allocation of reserve funding to provide for replacement of capital assets at the end of their useful lives.
SUBTOTAL FOR INTERNAL ALLOCATIONS		\$1,125,313	
GRAND TOTAL		\$8,028,117	

PUBLIC SERVICES
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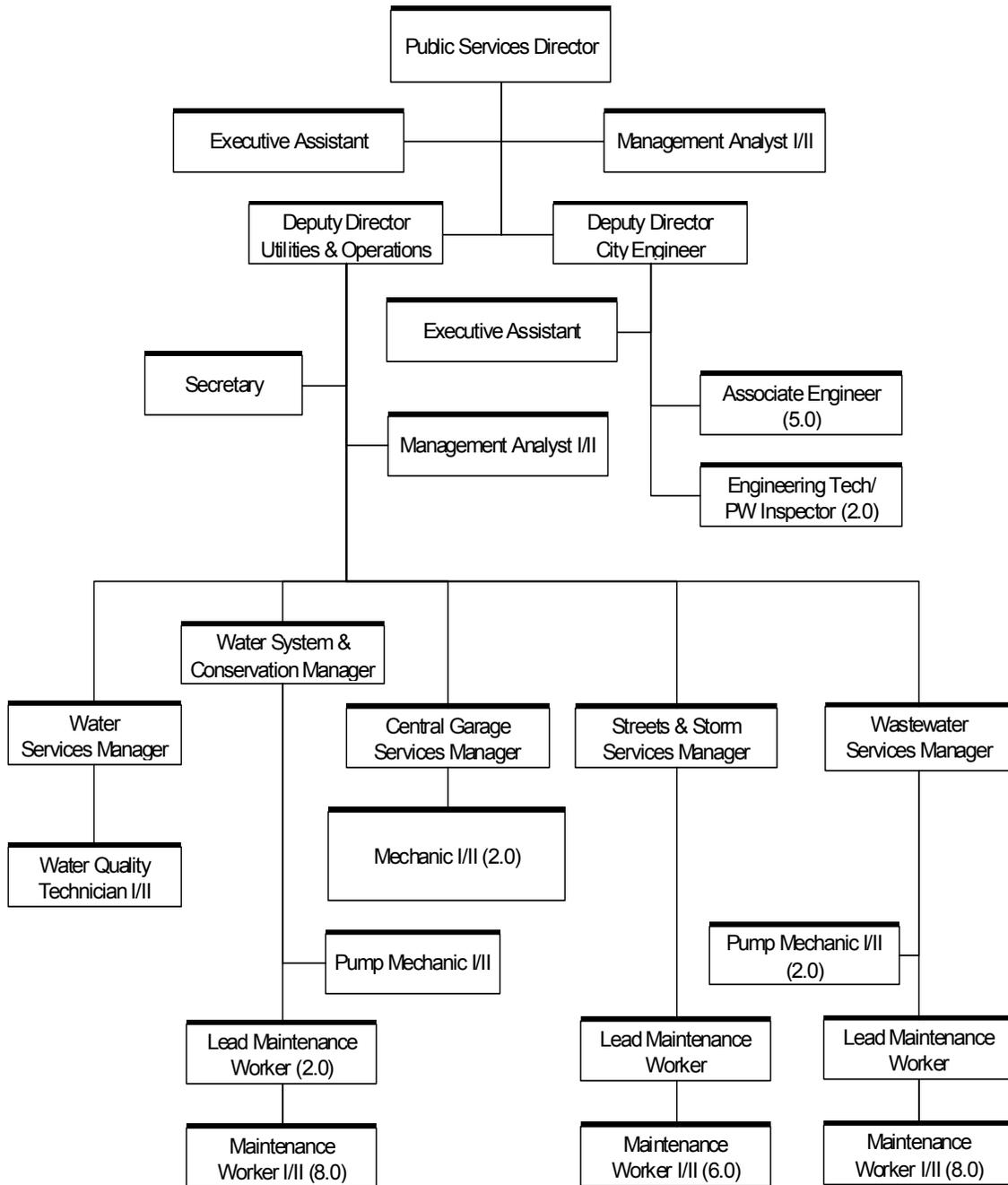
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PUBLIC SERVICES DEPARTMENT

ADMINISTRATION & ENGINEERING DIVISION

STREETS MAINTENANCE DIVISION

PUBLIC SERVICES



ADMINISTRATION & ENGINEERING
(INSERT DIVIDER)

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PUBLIC SERVICES ADMINISTRATION 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.

PROGRAMS

Formerly combined with Engineering, Administration has been called out separately to highlight its important efforts to coordinate the various work activities of each division and provide 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. The primary services provided include:

- **BEST MANAGEMENT PRACTICES TO OPTIMIZE SERVICE**
Track performance of Public Services Department through program-based budgeting, evaluating program efficacy and total costs. Develop and maintain relationships with neighboring agencies and personnel in regional, State and Federal governments to identify sources of funding. Ensure long-term sustainability of public work services such as solid waste, transportation, drinking water, wastewater discharge, and stormwater.
- **RESPONDING TO URGENT COMMUNITY NEEDS**
Ensure that the Department responds to community requests for service in a timely manner that fully addresses the issue. Work with the City Manager to meet the expectations of the City Council to provide high level customer service to San Bruno residents and businesses.
- **MINIMUM SERVICES FOR BASIC FUNCTIONALITY AND REGULATORY COMPLIANCE**
Coordinate development of operation and capital budgets. Ensure that various reports mandated by the Federal, State or regional governments are correct and submitted in a timely fashion. Coordinate with various divisions to attend to and resolve personnel matters.

PRIORITY FOCUS

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.

2010-11 ACCOMPLISHMENTS

- ✓ Pursued opportunities to share garage and fleet management services with neighboring cities.
- ✓ Coordinated the response and transmittal of maintenance and capital improvement information related to the Glenview Fire.

2011-12 GOALS & OBJECTIVES

- Refine and improve the performance measurement system and create a process so 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.

PUBLIC SERVICES ENGINEERING DIVISION

To enhance the health, safety and welfare of the public within the City of San Bruno 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, economic development.

Programs

The Engineering Division serves as the professional engineering resource for the City in the areas of design, development review and project management and program administration.

The division monitors its departmental operations and capital budgets to manage and prioritize work effort. This includes a variety of tasks, both routine and special, such as assessment and technical coordination of landslides and other soil movements; archiving of record maps and construction plans; coordinating a program of valley gutter maintenance; 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:

- **PREVENTATIVE MAINTENANCE, REHABILITATION, REPLACEMENT AND CAPACITY EXPANSION**
Identify, plan, finance, design, construct, inspect and provide oversight for projects to provide preventative system maintenance, rehabilitation and replacement, or expand the capacity of capital assets, facilities, and utility infrastructures in a professional, timely and cost effective manner.
- **BEST MANAGEMENT PRACTICES TO OPTIMIZE SERVICE**
Provide as needed assistance to other departments for design assistance and capital program delivery.
- **RESPONDING TO URGENT COMMUNITY NEEDS**
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.
- **MINIMUM SERVICES FOR BASIC FUNCTIONALITY AND REGULATORY COMPLIANCE**
Maintain, manage and ensure availability of records regarding systems, facilities and property within the City to comply with regulatory 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.

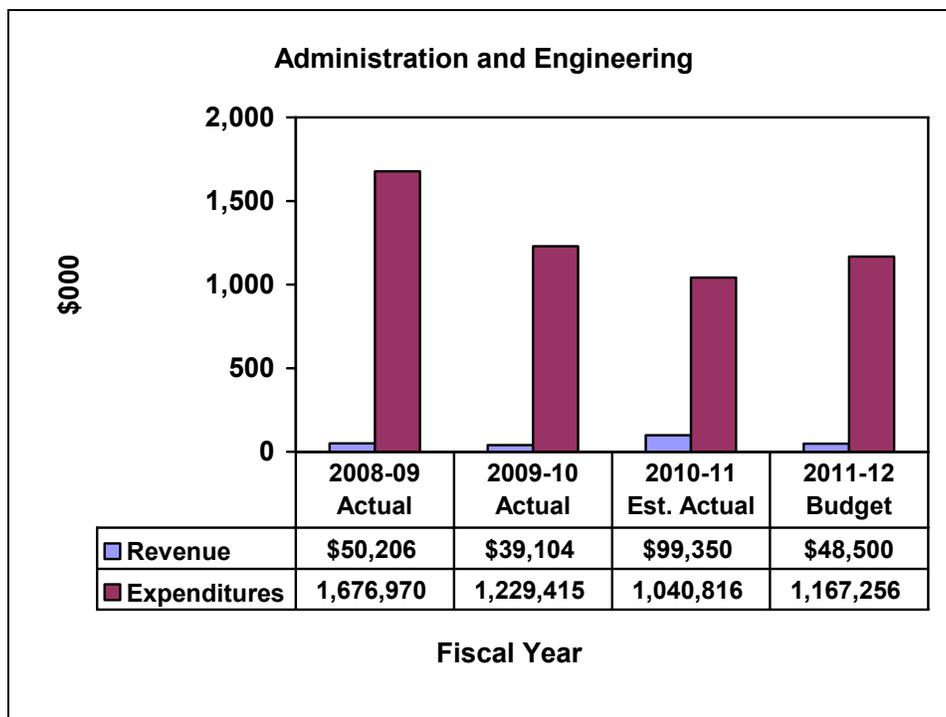
PRIORITY FOCUS

The Division will 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. The Capital Improvement Program is a crucial service to the City’s residents to protect their health and safety, and comprises the majority of Engineering’s personnel resources

Engineering continues to exercise greater control over City contractors and encroaching private contractors when they work in public right-of-way and other locations that can impact residents. Additionally, the Division continues to improve utilities and transportation planning for known future developments so that impacts on City systems can be fully and fairly allocated based on rationalized expense criteria; and plan for future-year pavement management studies and capital improvement projects, to address unsightly and deteriorating street conditions.

PROGRAM RESOURCES

Delivery of the Administration and Engineering Division’s core services during fiscal year 2011-12 will require an expenditure budget of \$1,167,256 and personnel resources of 6.75 full time equivalent employees which includes an allocation for charge-backs against capital projects for staff time. In addition, the division will recover a portion of its expenditures through fees for services and allocations to enterprise funds for time spent on utility-related activities.



REVENUES

As the divisions that deal with all divisions of Public Services—including all enterprise funds—the Administration and Engineering Divisions receive an allocation from the utility enterprise funds equivalent to 50 percent of total personnel expenditures. The Engineering Division attempts to recover the full cost of the Land Development program through direct fees to program users. Administrative and project management costs incurred for work on capital projects are recovered through charge backs to the capital project budgets.

EXPENDITURES

The Division’s expenditure appropriation is split approximately 34% for personnel costs and 66% for operations and professional services. Non-personnel expenditures in this budget are essentially those needed in support of the budgeted employees.

PERSONNEL
Personnel Summary

Public Services Department	General Fund		Water		Storm water	Waste water	Internal Services	Special Revenue	Total
	Admin & Engr	Streets	Supply	Distrib.	Ops.	Ops.	Central Garage	Solid Waste	
Classification	Admin & Engr	Streets	Supply	Distrib.	Ops.	Ops.	Central Garage	Solid Waste	Total
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	1.00	0.00	4.00
Associate Civil Engineer Water System	3.00	0.00	0.50	0.00	0.00	1.50	0.00	0.00	5.00
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	0.45	0.00	0.50	0.25	0.00	0.25	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	0.50	1.00	1.00	0.50	1.00	0.00	0.00	4.00
Maintenance Worker I/II	0.00	3.50	1.20	6.80	2.50	8.00	0.00	0.00	22.00
Mechanic I/II	0.00	0.00	0.00	0.00	0.00	0.00	2.00	0.00	2.00
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	6.75	5.05	5.05	12.25	3.65	15.55	3.35	0.35	52.00

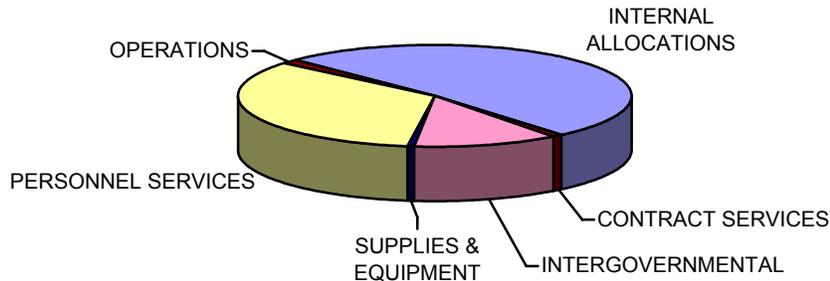
2010-11 ACCOMPLISHMENTS

- ✓ Initiated revamp of internal filing system to allow for easier document retrieval and more consistent project information management.
- ✓ Revised standard construction details and contract specifications.
- ✓ Developed standard operating procedures to process requests for encroachment permits and sidewalk repair requests.
- ✓ Developed a standard operating procedure for private development review.
- ✓ Implemented the traffic calming toolkit and parking policy that will allow for more standardized responses to requests from the community regarding traffic and parking issues.
- ✓ As part of the Glenview Fire recovery, managed the design and construction of the projects to provide erosion control to the Crestmoor Canyon hillside, and repair retaining walls on Glenview and Claremont Drives.
- ✓ Delivered the following capital improvement projects: the American Recovery and Reinvestment Paving, Fleetwood Drive Traffic Calming, Sneath Lane Bicycle Lane, Diesel Tank Replacement, Lions Field Renovation, SCADA for Wastewater Facilities, Mastick Avenue Utility Improvements, Urban Water Management Plan, Groundwater Management Plan.

2011-12 GOALS & OBJECTIVES

- ❑ Continue revising internal filing system to allow for easier document retrieval.
- ❑ Conduct additional training to increase expertise in construction inspection and project management.
- ❑ Refine process for delivery of capital improvements projects.
- ❑ Increase the amount of in-house design work performed for basic public infrastructure projects.
- ❑ Deliver the projects scheduled for construction in the 2011-12 Capital Improvement Program on time and within budget, including the Glenview Neighborhood Reconstruction Project.

Public Services - Administration & Engineering 2011-12 Adopted Budget



	2011-12 ADOPTED	PERCENT OF TOTAL
PERSONNEL SERVICES	\$396,343	34%
SUPPLIES & EQUIPMENT	5,841	1%
CONTRACT SERVICES	10,250	1%
OPERATIONS	16,151	1%
INTERGOVERNMENTAL	139,350	12%
INTERNAL ALLOCATIONS	599,321	51%
GRAND TOTAL	\$1,167,256	100%

PERSONNEL SERVICES	ADOPTED BUDGET	DESCRIPTION
5101 REGULAR SALARIES	\$635,116	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period. Subject to benefits per applicable MOUs. Salaries include city-wide furlough.
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.
5199 ALLOCATION TO PROJECTS	(487,344)	Engineering staff time to manage Enterprise Fund projects recovering direct salary and benefit charges.
5200 EMPLOYEE BENEFITS	247,571	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.
SUBTOTAL FOR PERSONNEL SERVICES	\$396,343	

SUPPLIES & EQUIPMENT		ADOPTED BUDGET	DESCRIPTION
6001	OFFICE SUPPLIES	\$1,400	Supplies for daily operations.
6101	GAS & OIL	2,591	Fuel for four vehicles: one Public Service Director, two Engineering Inspectors, and one vehicle for general engineering use.
6102	OPERATING SUPPLIES	500	Safety equipment including hardhats, safety shoes and safety vests.
6204	SUPPLIES & EQUIPMENT	1,350	Digital cameras, (\$200); Workstation PC capable of running AutoCAD 2010, (\$800); Wide-display monitor for drafting and design review, (\$350).
SUBTOTAL FOR SUPPLIES & EQUIPMENT		\$5,841	

CONTRACT SERVICES		ADOPTED 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).
SUBTOTAL FOR CONTRACT SERVICES		\$10,250	

OPERATIONS		ADOPTED BUDGET	DESCRIPTION
6112	POSTAGE	\$2,500	Mailed noticing for Traffic Safety and Parking Committee meetings, (\$2,000); Annual valley gutter maintenance notice, (\$500).
6304	OFFICE EQUIPMENT MAINTENANCE	500	Maintenance and toner for large copier and plans plotter.
6405	STAFF TRAINING	2,500	Two construction management training sessions scheduled at City Hall for updating of newest construction standards, Federal Grant management and grant application techniques and strategies.
6406	PROFESSIONAL DEVELOPMENT	3,000	Department head and 5 mid-management employees, in accordance with MOU.
6450	COMMUNICATIONS	4,951	Internal allocation of dedicated fax and data lines, office telephone charges and eight mobile phones.
6701	DUES & MEMBERSHIPS	1,450	Engineering license renewal, (\$250); Underground Service Alert (USA), (\$150); American Society of Civil Engineers, (\$500); Institute of Transportation Engineers, (\$275); Women in Transportation, (\$275).
6702	PUBLICATIONS & SUBSCRIPTIONS	250	Caltrans specifications, (\$50); Specialized engineering manuals, (\$200).

Operations (Cont.)

6703	TRAVEL/VEHICLE USE	100	Reimbursement for business use of personal vehicles.
6704	MEETINGS/ CONFERENCES	900	League of Cities Public Works Annual Conference, CA, (\$525); Monthly City/County Engineer's meeting, (\$250); Traffic Safety and Parking Committee supplies, (\$125).
SUBTOTAL FOR OPERATIONS		\$16,151	

	INTERGOVERNMENTAL	ADOPTED BUDGET	DESCRIPTION
7069	INTERGOVERNMENTAL - OTHER	\$139,350	C/CAG assessments calculated annually based on City's share of San Mateo County's population and trip generation.
SUBTOTAL FOR INTERGOVERNMENTAL		\$139,350	

	INTERNAL ALLOCATIONS	ADOPTED BUDGET	DESCRIPTION
7901	OTHER INTERNAL SERVICE ALLOC.	\$104,606	Internal service allocation for self insurance cost, (\$27,313); building and facilities maintenance, (\$27,891); information technology support, (\$37,940); copier charges, (\$491); central garage support, (\$10,971).
7902	GENERAL ADMIN. ALLOC.	486,413	Allocation of services provided to this fund based on cost allocation plan conducted in 2005-06.
9079	TRANSFER TO EQPT. RESERVES	8,302	Allocation of reserve funding to provide for replacement of capital assets at the end of their useful lives.
SUBTOTAL FOR INTERNAL ALLOCATIONS		\$599,321	
GRAND TOTAL		\$1,167,256	

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STREETS
(INSERT DIVIDER)

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PUBLIC SERVICES 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:

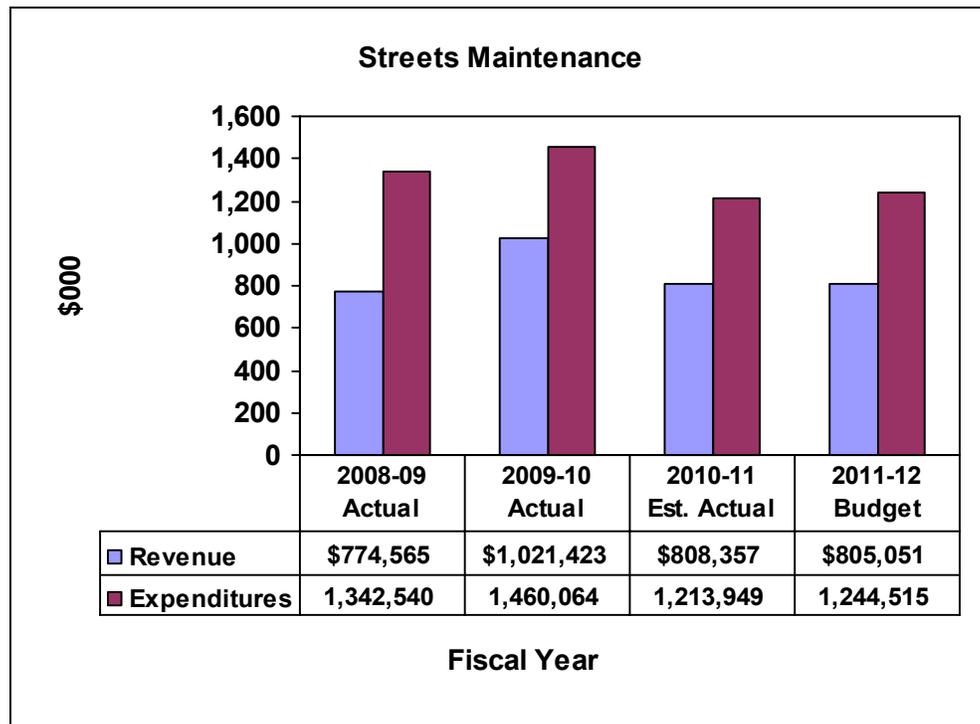
- **DISCRETIONARY CUSTOMER SERVICE ACTIVITIES**
Maintain aesthetics of City right-of-ways with an emphasis on downtown San Mateo Avenue. Periodically clean Shelter Creek and the Crestmoor Drive overpass. Collect abandoned shopping carts. Participate in annual community involved programs such as Operation Clean Sweep and the Posy Parade.
- **BEST MANAGEMENT PRACTICES TO OPTIMIZE SERVICE**
Timely abatement of graffiti and other forms of vandalism from sidewalks, pavement, street signs and other City assets. Remove abandoned trash from the City right-of-way.
- **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.
- **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. Maintain regulatory signs.
- **MINIMUM SERVICES FOR BASIC FUNCTIONALITY AND 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. 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 assists in maintaining sanitary conditions, and also serves to discourage illegal dumping and vandalism.

PROGRAM RESOURCES

Delivery of the Division’s core services during fiscal year 2011-12 will require an expenditure budget of \$1,244,515 and personnel resources of 5.05 full time employees. In addition, the Division will recover the majority of its expenditures through Gas Tax revenues.



REVENUES

Funding of Street Maintenance consists of a maintenance-of-effort contribution from the General Fund, Gas Tax, and miscellaneous reimbursements from other government agencies such as Caltrans and City/County Association of Governments. Gas Tax revenues are utilized as available, requiring an annual maintenance of effort contribution from the General Fund and an annual report to the State. There are no direct user fee revenues. Recovery from insurance is pursued for streetlight and traffic signal knockdowns as a result of damage by vehicle accidents.

EXPENDITURES

Expenditures for the Streets Maintenance Division are apportioned 40% for personnel costs, and 60% for operations, contractual and professional services. Expenditures have remained at prior annual levels with the exception of costs for utilities and gas and oil line items. Repair of potholes, streetlights, and traffic signage, along with graffiti removal, continue to demand a high percentage of crew effort.

PERSONNEL
Personnel Summary

Public Services Department	General Fund		Water		Storm water	Waste water	Internal Services	Special Revenue	Total
	Admin & Engr	Streets	Supply	Distrib.	Ops.	Ops.	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 Maintenance Services Manager	0.00	0.20	0.15	0.20	0.05	0.35	0.05	0.00	1.00
Associate Civil Engineer Water System Conservation Manager	0.00	0.50	0.30	0.70	0.50	1.00	1.00	0.00	4.00
Water Quality Technician	3.00	0.00	0.50	0.00	0.00	1.50	0.00	0.00	5.00
Management Analyst I/II	0.00	0.00	0.50	0.50	0.00	0.00	0.00	0.00	1.00
Engineering Technician	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	1.00
Pump Mechanic I/II	0.45	0.00	0.50	0.25	0.00	0.25	0.25	0.30	2.00
Lead Maintenance Worker	1.00	0.00	0.00	0.50	0.00	0.50	0.00	0.00	2.00
Maintenance Worker I/II	0.00	0.00	0.25	0.75	0.00	2.00	0.00	0.00	3.00
Mechanic I/II	0.00	0.50	1.00	1.00	0.50	1.00	0.00	0.00	4.00
Executive Assistance	0.00	3.50	1.20	6.80	2.50	8.00	0.00	0.00	22.00
Secretary	0.00	0.00	0.00	0.00	0.00	0.00	2.00	0.00	2.00
Total	1.15	0.05	0.20	0.15	0.05	0.35	0.00	0.05	2.00
	0.00	0.25	0.25	0.25	0.00	0.25	0.00	0.00	1.00
Total	6.75	5.05	5.05	12.25	3.65	15.55	3.35	0.35	52.00

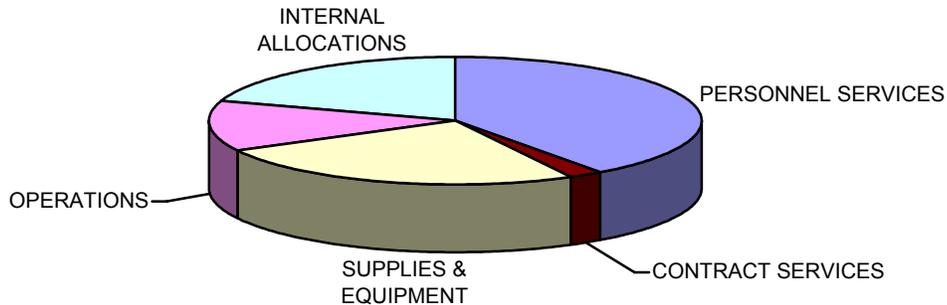
2010-11 ACCOMPLISHMENTS

- ✓ Increased efficiency and output of traffic legend maintenance and installation through utilization of thermoplastic.
- ✓ Increased efficiency and output of Metal Beam Guard Rail replacement.
- ✓ Increased the amount of trash abatements.
- ✓ Provided a range of services related to the Glenview Fire, including replacement of damaged traffic and street signs, installation of refreshed crosswalk and stop legends, and support for fire perimeter road closures.

2011-12 GOALS & OBJECTIVES

- Begin streetlight asset inventory and enter into the City's geographic information system.
- Increase pavement repair output and efficiency.
- Increase sidewalk concrete repair output and efficiency by performing 15 repairs identified by the Engineering Division.
- Replace thermoplastic pavement markings at the intersection of Earl Avenue and Glenview Drive.

Public Services - Streets Maintenance 2011-12 Adopted Budget



	2011-12 ADOPTED	PERCENT OF TOTAL
PERSONNEL SERVICES	\$496,268	40%
SUPPLIES & EQUIPMENT	310,182	25%
CONTRACT SERVICES	29,913	2%
OPERATIONS	158,674	13%
INTERNAL ALLOCATIONS	249,478	20%
GRAND TOTAL	\$1,244,515	100%

PERSONNEL SERVICES	ADOPTED BUDGET	DESCRIPTION
5101 REGULAR SALARIES	\$315,960	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period. Subject to benefits per applicable MOUs. Salaries include city-wide furlough.
5102 REGULAR PART-TIME	17,579	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 MOU. Overtime pay is only subject to Medicare and FICA employer contributions, when applicable, not City cost of CalPERS retirement.
5200 EMPLOYEE BENEFITS	152,729	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.
SUBTOTAL FOR PERSONNEL SERVICES	\$496,268	

SUPPLIES & EQUIPMENT		ADOPTED BUDGET	DESCRIPTION
6001	OFFICE SUPPLIES	\$500	Supplies for daily operations.
6101	GAS & OIL	21,718	Fuel and lubrication for vehicles and equipment.
6102	OPERATING SUPPLIES	5,000	Uniforms and personal protective equipment.
6201	BUILDING & GROUNDS SUPPLIES	5,000	Small tools and hardware, propane and yard supplies.
6202	STREET REPAIRS & SUPPLIES	81,964	Concrete/cement, baserock, tools, (\$6,996); Guard rail replacement materials, tools, (\$4,200); Asphalt and emulsion material, baserock, tools, saw blades, (\$45,488); Small tools, (\$280); Pothole patch material, crack seal material, tools, (\$25,000).
6203	STREET LIGHT & 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).
SUBTOTAL FOR SUPPLIES & EQUIPMENT		\$310,182	

CONTRACT SERVICES		ADOPTED BUDGET	DESCRIPTION
6401	PROFESSIONAL SERVICES	\$3,613	Annual support for computerized maintenance management system.
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.
SUBTOTAL FOR CONTRACT SERVICES		\$29,913	

OPERATIONS		ADOPTED BUDGET	DESCRIPTION
6304	MAINTENANCE	\$500	Repair/Maintenance of copier and other office equipment.
6309	RADIO MAINTENANCE	700	Repair/maintenance of CB radio and payment to maintain use of frequency.

Operations (Cont.)

6405	STAFF TRAINING	2,521	Competent training in the areas of trench shoring and excavation; forklift operator training; subsurface utility locating and marking best practices; traffic control and flagger class.
6406	PROFESSIONAL DEVELOPMENT	250	One mid-management employee (50% in Streets and 50% in Stormwater), in accordance with MOU.
6450	COMMUNICATIONS	2,703	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.
6701	DUES & MEMBERSHIPS	250	American Public Works Association, American Society of Civil Engineers, (ASCE), Underground Service Alert (USA) and Maintenance Supervisors Association, (MSA).
6702	PUBLICATIONS & SUBSCRIPTIONS	500	Subscriptions to professional journals and publications.
6704	MEETINGS/ CONFERENCES	750	American Public Works Association (APWA) and other Public Work conferences.
SUBTOTAL FOR OPERATIONS		\$158,674	

INTERNAL ALLOCATIONS	ADOPTED BUDGET	DESCRIPTION
7901 OTHER INTERNAL SERVICE ALLOC.	\$111,670	Internal service allocation for self Insurance cost, (\$55,228); information technology support, (\$7,925); central garage support, (\$48,517).
7902 GENERAL ADMIN. ALLOC.	105,534	Allocation of services provided to this fund based on cost allocation plan conducted in 2005-06.
9079 TRANSFER TO EQPT. RESERVES	32,274	Allocation of reserve funding to provide for replacement of capital assets at the end of their useful lives.
SUBTOTAL FOR INTERNAL ALLOCATIONS		\$249,478
GRAND TOTAL		\$1,244,515

COMMUNITY DEVELOPMENT
(INSERT DIVIDER)

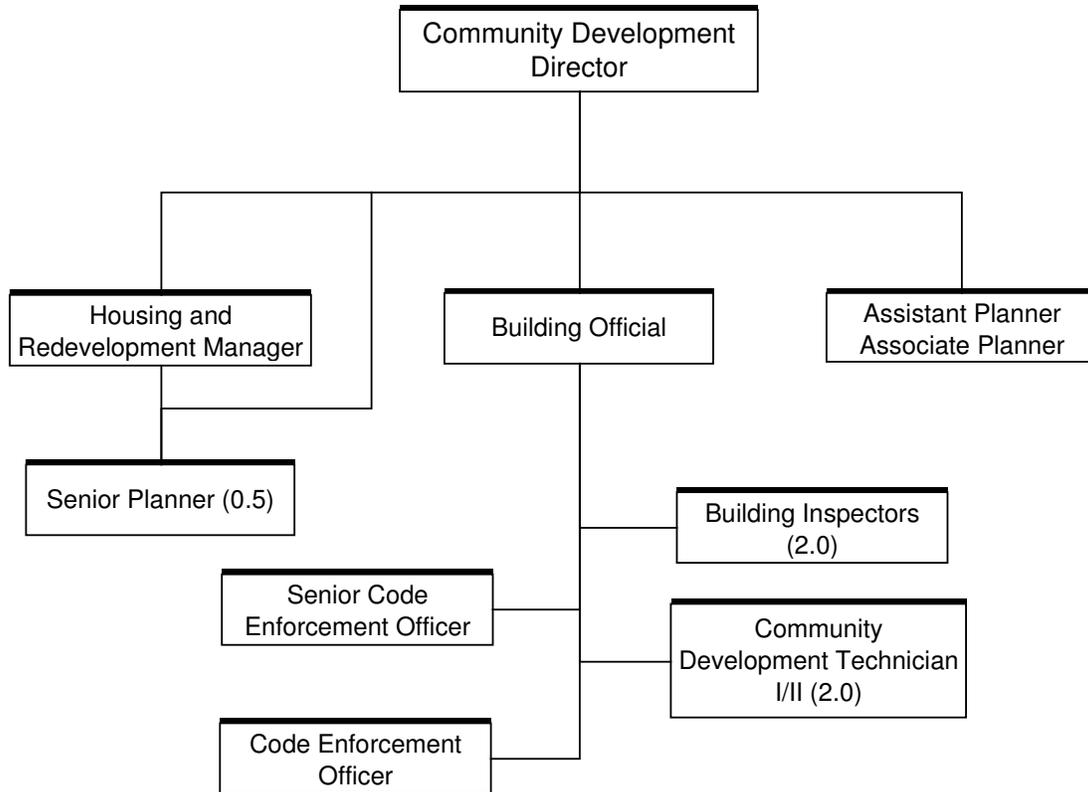
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**COMMUNITY DEVELOPMENT
DEPARTMENT**

PLANNING DIVISION

BUILDING INSPECTION & CODE ENFORCEMENT DIVISION

COMMUNITY DEVELOPMENT DEPARTMENT



PLANNING
(INSERT DIVIDER)

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Community Development PLANNING DIVISION

The City of San Bruno Community Development Department provides efficient and pro-active customer service to enhance the safety and quality of life for all citizens and act 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, etc), and the analysis and processing/project management of all development applications. In addition, with the adoption of the General Plan and upcoming 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 and the Redevelopment Agency. The following summarize the most significant programs that the division provides:

- **DEVELOPMENT REVIEW (CURRENT PLANNING)**

Planning staff is responsible for review of proposed development projects within the City of San Bruno, 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 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 state and local codes and ordinances, such as 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 of a General Plan, Specific Plans and Design Guidelines. Planning staff creates and maintains these documents to ensure that they are consistent with ordinances, state and federal requirements as well as current development projects. 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 state and federal law, need to remove impediments to the development process or changes to planning practice. In 2009-10, two such Code amendments were completed. The comprehensive zoning code update process also began in fiscal year 2009-10, and will be completed in fiscal year 2011-12. 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 upgrade 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 city limits. Furthermore, the department is increasingly becoming involved with a more sophisticated economic development strategy, which includes reaching out to businesses which may be interested in moving to San Bruno and identifying a location in the City where they can locate and grow. 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 existing in-law 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 per the zoning code and conditions of approval.

PRIORITY FOCUS

In 2010-11, the Planning Division's primary focus was on Glenview Fire recovery and rebuilding efforts. Beginning the evening of September 9, 2010, Planning staff served within the Emergency Operations Center (EOC), taking a significant role to assure inspection of the Glenview neighborhood homes and coordinating the re-entry where over 320 of the 375 evacuated families were allowed re-entry within 3 days of the fire.

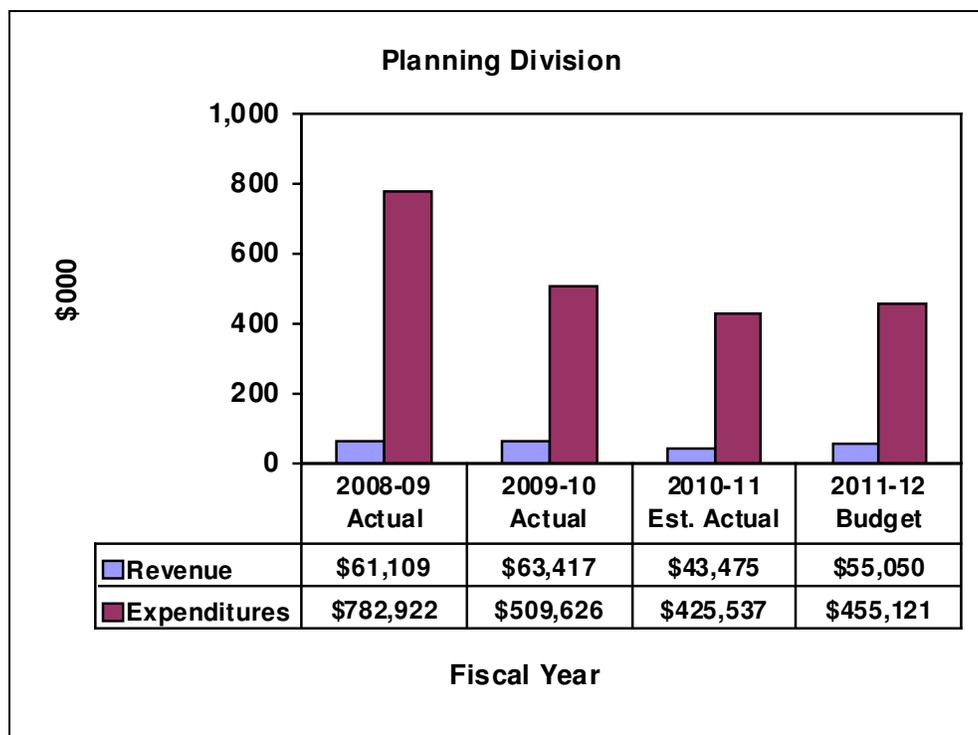
Following the immediately aftermath of the fire, Planning staff focused on revising the existing processes and codes to provide an efficient and expedited rebuilding process. This work includes chronicling the property information for each of the destroyed or damaged properties and preparation of a revised "overlay" zone ordinance for the Glenview area, which reduces the amount of time required to review and approve a new home with the Glenview area. The Residential Design Guidelines adopted prior to the disaster have assisted in expediting the design review process.

The Planning Division continues to focus on current planning applications related to major developments. The Cedar Grove development, which was originally approved in 2008, proposes 14 single-family homes on the former Peninsula Christian Church site. Changes to the project proposed by a new owner have recently been approved. Planning staff continues to work closely with the developer of Treetops to ensure they meet the required development conditions, and staff continues to meet with prospective developers regarding potential development on several key sites.

The environmental review stage of the Transit Corridors Plan (TCP) began in FY 2010-11 and resulted in the production of the draft EIR. The final formal community review was held in coordination with the Downtown Farmers' Market in late May and early June. 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 has included community wide workshops, steering committee meetings, joint Planning Commission/City Council study sessions, numerous stakeholder outreach meetings and a dedicated website (planbruno.org).

The Planning Division has been 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 being incorporated into the TCP. The City is also involved in the Comprehensive Airport Land Use Update, which is looking at the impacts the airport has on San Mateo County cities. City staff has also worked 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 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.

PROGRAM RESOURCES



REVENUES

Revenue for this division is realized from planning application fees. Most fees are charged at a flat rate. For larger projects, such as residential or commercial subdivisions, the applicant submits a deposit, and City staff and consultants charge against this deposit on a time and materials basis. The City completed a City wide cost recovery analysis and master fee schedule update in fiscal year 2006-07. Fees were adopted by the City Council in February of 2007 to allow the Planning Division to recover a majority of its expenses through applications fees during a typical year.

EXPENDITURES

PERSONNEL
Personnel Summary

Community Development Department	General Fund		Redevelopment Fund		Total
	Planning Division	Building & Code Enforcement	Operations	Low/Mod Income Housing	
Community Devel. Director	0.25	0.25	0.35	0.15	1.00
Building Official	0.00	0.80	0.10	0.10	1.00
Redevelopment Manager	0.00	0.00	0.65	0.35	1.00
Senior Planner	0.00	0.00	0.35	0.15	0.50
Building Inspector	0.00	1.60	0.20	0.20	2.00
Associate Planner	0.50	0.00	0.35	0.15	1.00
Assistant Planner	0.50	0.00	0.35	0.15	1.00
Senior Code Enforcement Officer	0.00	0.40	0.35	0.25	1.00
Code Enforcement Officer	0.00	0.40	0.35	0.25	1.00
Community Devel. Tech I/II	0.50	0.80	0.55	0.15	2.00
Total	1.75	4.25	3.60	1.90	11.50

2010-11 ACCOMPLISHMENTS

- ✓ Began implementation of the Residential Design Guidelines (RDG).
- ✓ Assisted the Redevelopment Division in implementation of the 5-year Implementation Plan and environmental work related to the Transit Corridor Plan.
- ✓ Produced full draft Transit Corridor Plan, Draft Environmental Impact Report & hosted a community information booth at the Downtown Farmers' Market.
- ✓ Processed twelve (12) Commercial Architectural Review Permits, (8) large single-family home expansions, ninety-nine (99) business licenses applications and ninety-eight (98) home occupation permits.
- ✓ Strengthened partnership with San Bruno Chamber of Commerce, including facilitating the review of the weekly Farmers' Market.

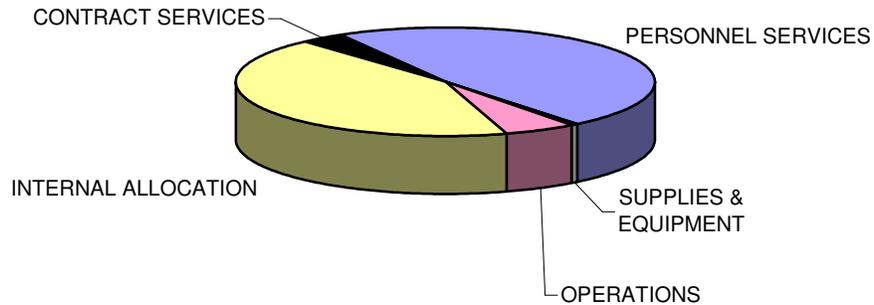
- ✓ Updated policies and materials to reflect new National Pollution Discharge Elimination System (NPDES) requirements and actively participated in County coordination meetings.
- ✓ Provided technical data support and participate in regional planning efforts and studies being conducted by Association of Bay Area Governments (ABAG), San Francisco International Airport (SFO) and City/County Association of Government (C/CAG).
- ✓ Participated in the region-wide SB 375 implementation process, Grand Boulevard Initiative, Comprehensive Airport Land Use Plan Subcommittee and Countywide Census outreach program.
- ✓ Provided staff support to the Bicycle and Pedestrian Advisory Committee, including implementation of grant supported programs and physical improvements.
- ✓ Staffed the plan section of the Emergency Operations Center during the Glenview Fire.
- ✓ Coordinated the re-entry process for the Glenview neighborhood in the days following the fire.
- ✓ Created a new process and “overlay zone” for the Glenview neighborhood, helping to expedite the rebuilding process for homeowners that are ready to rebuild.

2011-12 GOALS & OBJECTIVES

- Continue to improve upon the front counter and website experience allowing for greater transparency and availability of information.
- 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.
- Complete the Transit Corridor Plan, including the public review process and outreach efforts to the business and development community.
- Create Economic Development Action Plan, which includes a strategy for business recruitment, expansion and retention.
- Complete the Zoning Code update, including an emphasis on sustainability. Create a user-friendly website with Code language, the zoning map, and links to resources.

- ❑ Utilize the Residential Design Guidelines to streamline the residential review process and allow compatible design within our existing residential neighborhood. Introduce this document early on in the building process so residents understand the City's design expectations.
- ❑ Prepare Tier 1 Green Building guidelines which can be utilized and incorporated into during the planning review process.
- ❑ Implement improvements to the development review process to improve interdepartmental coordination and ensure complete and timely response to applicants.
- ❑ Continue to update policies and procedures to implement the new NPDES requirements affecting preparation of planning application submittals. Continue to coordinate with other departments on implementation of NPDES requirements.
- ❑ Continue to support the Glenview rebuilding process.

Community Development - Planning Division 2011-12 Adopted Budget



	2011-12 ADOPTED	PERCENT OF TOTAL
PERSONNEL SERVICES	\$216,704	48%
SUPPLIES & EQUIPMENT	1,500	0%
CONTRACT SERVICES	15,000	3%
OPERATIONS	25,313	6%
INTERNAL ALLOCATION	196,604	43%
GRAND TOTAL	\$455,121	100%

PERSONNEL SERVICES	ADOPTED BUDGET	DESCRIPTION
5101 REGULAR SALARIES	\$150,991	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period. Subject to benefits per applicable MOUs. Salaries include city-wide furlough.
5102 REGULAR PART-TIME	3,500	Base salary for intern working 15 hours a week for 15 weeks. The Internship program is extended to local universities.
5200 EMPLOYEE BENEFITS	62,213	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance.
SUBTOTAL FOR PERSONNEL SERVICES	\$216,704	

SUPPLIES & EQUIPMENT	ADOPTED BUDGET	DESCRIPTION
6001 OFFICE SUPPLIES	\$1,500	Supplies for daily operations.
SUBTOTAL FOR SUPPLIES & EQUIPMENT	\$1,500	

CONTRACT SERVICES		ADOPTED BUDGET	DESCRIPTION
6401	PROFESSIONAL SERVICES	\$15,000	Peer architectural services (\$5,000); Document Imaging (to be paid with Document Imaging funds) (\$10,000).
SUBTOTAL FOR CONTRACT SERVICES		\$15,000	

OPERATIONS		ADOPTED BUDGET	DESCRIPTION
5152	TRANSPORT ALLOWANCES	\$3,600	Monthly auto allowance (\$300/month) in accordance with MOU.
6112	POSTAGE	2,500	Allocation of postage required by department operations for outside correspondence including regular, certified, return receipt, and express/overnight mail.
6141	PRINTING, COPYING & BINDING	2,500	Copies of Residential Design Guidelines.
6405	STAFF TRAINING	500	Travel and attendance cost for 2 staffs to attend CEQA, Subdivision Map Act, GIS, planning seminars & training in zoning code amendments, legal aspect of planning and stormwater, and AB32/SB375 implementation training.
6406	PROFESSIONAL DEVELOPMENT	1,500	1 department head & 2 mid-managers in accordance with MOU.
6450	COMMUNICATIONS	613	Internal allocation charges for phones and phone service; monthly charges for modems and fax lines.
6501	PUBLIC NOTICES	10,000	Newspaper legal notices for Planning Commission hearings.
6701	DUES & MEMBERSHIPS	1,400	APA dues for 3 members, (\$800); AICP & APA dues for 1 member, (\$600).
6702	PUBLICATIONS & SUBSCRIPTIONS	200	Annual updated California Environmental Quality Act (CEQA) and Subdivision Map Act guidebooks.
6704	MEETINGS/ CONFERENCES	2,500	APA State Conference for 2 staff members, (\$1,250); League of CA Cities Planning Commissioner Conference for 2 Planning Commissioners & 1 staff member, (\$1,250).
SUBTOTAL FOR OPERATIONS		\$25,313	

INTERNAL ALLOCATIONS	ADOPTED BUDGET	DESCRIPTION
7901 OTHER INTERNAL SERVICE ALLOC.	\$46,439	Internal service allocation for self insurance cost, (\$6,426); building and facilities maintenance, (\$16,456); information technology support, (\$22,443); copier charges, (\$1,114).
7902 GENERAL ADMIN. ALLOC.	150,165	Allocation of services provided to this fund based on the cost allocation plan conducted in 2005-06.
SUBTOTAL FOR INTERNAL ALLOCATIONS	<u>\$196,604</u>	
GRAND TOTAL	<u><u>\$455,121</u></u>	

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BUILDING
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COMMUNITY DEVELOPMENT 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.
- **REDEVELOPMENT SUPPORT**
Building Inspection staff assists Redevelopment in job specification, and technical support. Code Enforcement staff informs the public of redevelopment loans that may assist them in resolving code enforcement issues.

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.

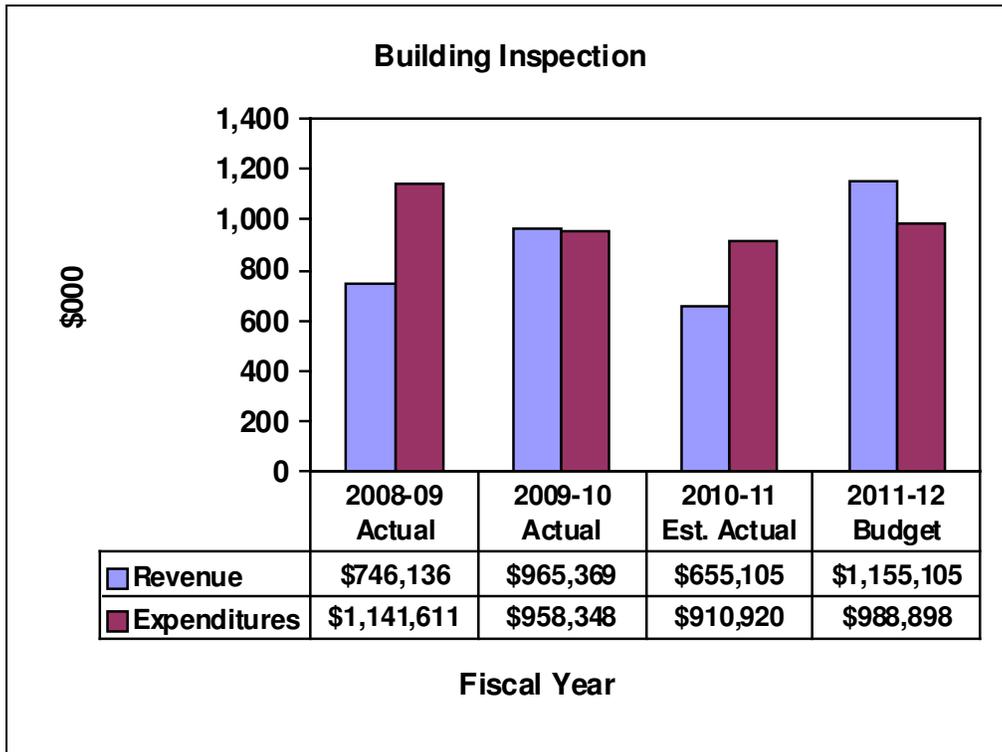
Front counter staff supports Building Inspection by performing minor plan checks, routing plans, issuing permits, scheduling inspections, sending letters for expired permits and time limit ordinance violations, and invoicing customers. The construction time limit ordinance has proven to be very effective 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. "Video Handouts" will also be posted on YouTube, to compliment the standard handouts.

Code Enforcement will monitor foreclosed and vacant properties to see that they are maintained to help preserve property values. Code Enforcement staff will continue to work with customers facing economic hardships to continue to achieve voluntary compliance of Code Enforcement cases. 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 utilize the Code Enforcement Strategy Guide that establishes enforcement and voluntary 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.

The Building Division has made the rebuilding and restoration of the Glenview community 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, professional designers and contractors to ensure that projects are completed in an expeditious manner.

PROGRAM RESOURCES



REVENUES

Building and Code Enforcement receives revenue through building permit fees, administrative citations, and associated cost recovery charges for inspector and officer time for some code enforcement cases. Fees collected in one fiscal year may cover inspections that occur in the next fiscal year when construction phases are ready for inspection. Many small-scale projects are anticipated as people continue to stay in their current homes. Large projects are expected to remain at a low level during fiscal year 2011-2012 due to economic conditions. Major projects anticipated for 2011-12 are:

- Rebuilding of the Glenview neighborhood.
- Start of tenant improvements for the remainder of the Crossings Retail.
- Start of the rehabilitation project at the Pacific Bay Vista Apartments (formerly Treetops Apartments).
- Condominium conversion project on Whitman Way.
- Cedar Grove project of new single-family homes.
- Commercial project at the former Lee’s Buffet site on El Camino Real.

A continued reduction in revenues as compared to the peak construction boom years is projected as the economic recession continues.

EXPENDITURES

PERSONNEL
Personnel Summary

Community Development Department	General Fund		Redevelopment Fund		Total
	Planning Division	Building & Code Enforcement	Operations	Low/Mod Income Housing	
Community Devel. Director	0.25	0.25	0.35	0.15	1.00
Building Official	0.00	0.80	0.10	0.10	1.00
Redevelopment Manager	0.00	0.00	0.65	0.35	1.00
Senior Planner	0.00	0.00	0.35	0.15	0.50
Building Inspector	0.00	1.60	0.20	0.20	2.00
Associate Planner	0.50	0.00	0.35	0.15	1.00
Assistant Planner	0.50	0.00	0.35	0.15	1.00
Senior Code Enforcement Officer	0.00	0.40	0.35	0.25	1.00
Code Enforcement Officer	0.00	0.40	0.35	0.25	1.00
Community Devel. Tech I/II	0.50	0.80	0.55	0.15	2.00
Total	1.75	4.25	3.60	1.90	11.50

2010-11 ACCOMPLISHMENTS

- ✓ Responded to the Glenview fire by inspecting 379 homes and properties within the initial days following the disaster, ensuring that residents return home safely.
- ✓ Provided escorts to victims of the Glenview disaster to properties and damaged homes and assisted residents to locate personal items at the site of destroyed homes.
- ✓ Provided assistance to Search and Rescue crews.
- ✓ Provided assistance to residents planning to rebuild their homes in the Glenview neighborhood through personal consultations and with informational handouts and participation in workshops.
- ✓ Issued first building permits for new home construction in the Glenview neighborhood.
- ✓ Responded to the California Regional Water Quality Control Board (San Francisco Bay Region) audit by enhancing the Enforcement Response Plan to achieve effective and timely compliance with the stormwater ordinance and to comply with the regional stormwater permit for industrial and commercial site controls, illicit discharge detection and elimination, and construction site control.
- ✓ Promoted educational and training goals for staff by attending various trainings including: California Building Officials Education Week, Americans with Disabilities Act training, lead paint, mold, human trafficking, recertification in the Safety Assessment Program (to evaluate buildings after an earthquake), certification as a Disaster Safety Worker Coordinator, preparation for the Certified Accessibility Specialist test.

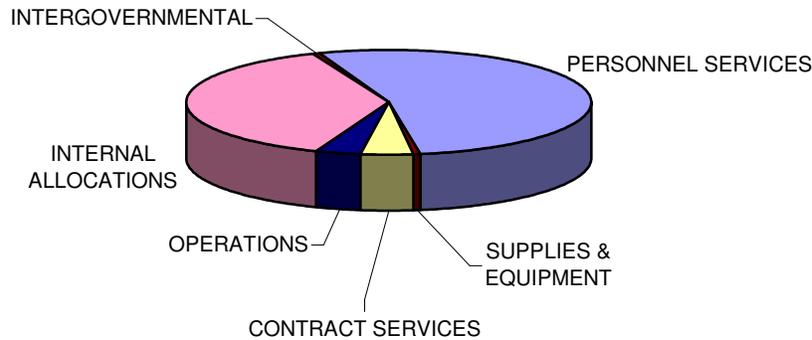
- ✓ Increased utilization of electronic plan checking for initial submittals, revisions, requests for information, etc. This is especially being utilized on large projects such as the Pacific Bay Vistas Apartments rehabilitation project, saving time and money.
- ✓ Developed new, revised and updated documents and brochures to reflect the current 2010 California building codes.
- ✓ Developed policies and procedures, such as: protocols for inspections of businesses for illicit discharges and accessibility.
- ✓ Continued to promote green building and sustainability by helping the adoption process for tier 1 of the Green Building Standards Code.
- ✓ Increased Code Enforcement case closure rate by 46% over the prior fiscal year.
- ✓ Utilized the foreclosed and vacant property programs to maintain properties and reduce blight.
- ✓ Continued diligent performance of the graffiti abatement program.
- ✓ Completed the Code Enforcement Strategy Guide including: resolution schedules, enforcement schedules, and Code Enforcement tool kit.
- ✓ Completion of the inspections for the apartments and condominiums at the Crossings 3 and 4.
- ✓ Completion of inspections for the Crossings Retail building shell, Jack's restaurant, and Scott Trade.
- ✓ Completion of inspections for Cleo's Brazilian Steakhouse.
- ✓ Completion of inspections for Don Pico's restaurant expansion.

2011-12 GOALS & OBJECTIVES

- Improve upon our existing building process to aid in the rebuilding of the Glenview neighborhood by providing an efficient plan check and inspection process.
- Promote green building and sustainability by educating property owners, architects and contractors about the Tier 1 California Green Building Code.
- Continue to improve the division website by adding more customer information, such as checklists for inspection requirements and developing a FAQ section.
- Utilize in house plan checking as much as possible, to provide expedited service by training staff to perform more extensive plan checks, such as photo-voltaic systems, kitchens, and bathroom remodels and additions.
- Continue the expired permit reduction program by informing owners and contractors informed about permit deadlines, and working with them to acquire resolution through compliance plans.

- ❑ Complete scanning of completed plans and permits in 30 days or less for availability to the public.
- ❑ Continue to create and revise building pamphlets and construction guides with up to date code requirements, available on line, at the CDD counter and at the resource center.
- ❑ 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.
- ❑ Provide expedited plan checks and inspections for victims of the Glenview disaster.
- ❑ Complete a majority of the inspections of the Pacific Bay Vistas apartments project.

Community Development - Building Inspection 2011-12 Adopted Budget



	2011-12 ADOPTED	PERCENT OF TOTAL
PERSONNEL SERVICES	\$523,779	53%
SUPPLIES & EQUIPMENT	7,450	1%
CONTRACT SERVICES	40,000	4%
OPERATIONS	36,764	4%
INTERGOVERNMENTAL	4,550	0%
INTERNAL ALLOCATIONS	376,446	38%
GRAND TOTAL	\$988,989	100%

PERSONNEL SERVICES	ADOPTED BUDGET	DESCRIPTION
5101 REGULAR SALARIES	\$372,911	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period. Subject to benefits per applicable MOUs. Salaries include city-wide furlough.
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.
5200 EMPLOYEE BENEFITS	149,868	City's cost of CalPERS pension, Medicare, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance.
SUBTOTAL FOR PERSONNEL SERVICES	\$523,779	

SUPPLIES & EQUIPMENT	ADOPTED BUDGET	DESCRIPTION
6001 OFFICE SUPPLIES	\$2,000	Supplies for daily operations.
6101 GAS & OIL	3,950	Fuel and oil for 5 vehicles.
6102 OPERATING SUPPLIES	500	Shirts with department and City logo, gloves, coveralls, safety boots, respirators and dust masks, & misc. equipment.

Supplies & Equipment (Cont.)

6204	SUPPLIES & EQUIPMENT	500	File cabinets, shelves, ergonomic upgrade of equipment such as chairs, back supports, and keyboard trays as replacement is required.
6650	TOOLS & EQUIPMENT	500	Annual purchase of safety boots and other safety equipment, such as respirators, tool belts, rain gear and flashlights, in accordance with MOU.
SUBTOTAL FOR SUPPLIES & EQUIPMENT		\$7,450	

	CONTRACT SERVICES	ADOPTED BUDGET	DESCRIPTION
6401	PROFESSIONAL SERVICES	\$40,000	Counter and in-house plan check services.
SUBTOTAL FOR CONTRACT SERVICES		\$40,000	

	OPERATIONS	ADOPTED BUDGET	DESCRIPTION
6112	POSTAGE	\$1,250	Allocation of postage required by department operations for outside correspondence including regular, certified, return receipt, and express/overnight mail.
6141	PRINTING, COPYING & BINDING	1,000	Printing costs for pamphlets, brochures, booklets, flyers, etc. for public information.
6405	STAFF TRAINING	2,000	The following staff training courses meet the continuing education unit requirement to maintain staff's current certification: ICC Special Inspector seminar, (\$290); ICC Training on code updates, code changes and special inspections, (\$600); IAPMO plumbing inspections training, (\$650); IAEI electrical inspections training, (\$460).
6406	PROFESSIONAL DEVELOPMENT	13,000	Professional development for 3 mid-managers in accordance with MOU, (\$1,500); Tuition reimbursements for 2 employees (\$11,500).
6409	SPECIAL PROJECTS/ EVENTS	15,000	Graffiti & nuisance abatement services.
6450	COMMUNICATIONS	1,044	Internal allocation charges for phones and phone service; Monthly charges for modems and fax lines; Wifi network cards and hands free ear piece.

Operations (Cont.)

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	PUBLICATIONS & SUBSCRIPTIONS	1,000	California Codes book updates.
6704	MEETINGS/ CONFERENCES	1,000	CACEO annual conference.
SUBTOTAL FOR OPERATIONS		\$36,764	

	INTERGOVERNMENTAL	ADOPTED BUDGET	DESCRIPTION
7069	INTERGOVERNMENTAL - OTHER	\$4,550	Peninsula Conflict Resolution Center - facilitation of neighborhood and other disputes.
SUBTOTAL FOR INTERGOVERNMENTAL		\$4,550	

	INTERNAL ALLOCATIONS	ADOPTED BUDGET	DESCRIPTION
7901	OTHER INTERNAL SERVICE ALLOC.	\$74,323	Internal service allocation for self insurance cost, (\$19,477); building and facilities maintenance, (\$16,456); information technology support, (\$24,576); copier charges, (\$143); central garage support, (\$13,671).
7902	GENERAL ADMIN. ALLOC.	295,759	Allocation of services provided to this fund based on the cost allocation plan conducted in 2005-06.
9079	TRANSFER TO EQPT. RESERVES	6,364	Allocation of reserve funding to provide for replacement of capital assets at the end of their useful lives.
SUBTOTAL FOR INTERNAL ALLOCATIONS		\$376,446	
GRAND TOTAL		\$988,989	

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COMMUNITY SERVICES
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COMMUNITY SERVICES DEPARTMENT

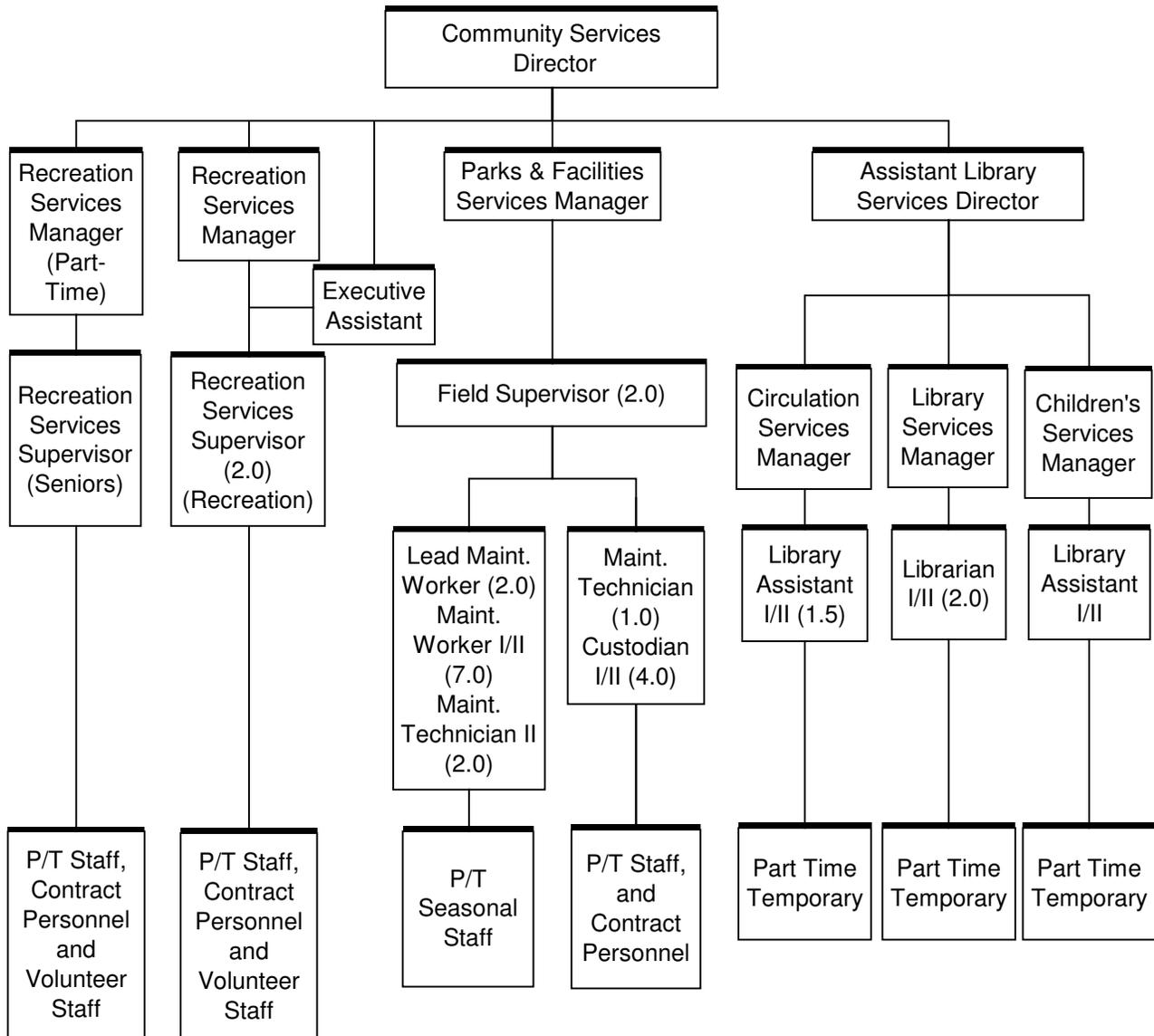
RECREATION SERVICES DIVISION

PARKS MAINTENANCE DIVISION

SENIOR SERVICES DIVISION

LIBRARY SERVICES DIVISION

COMMUNITY SERVICES



RECREATION
(INSERT DIVIDER)

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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 the 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 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. In the past year, the pool underwent a resurfacing project using grant funds and Equipment Reserve funds.

- **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 each San Bruno resident three times each year.

- **FACILITY AND PICNIC SITE RENTALS**

Thirteen sites in City Park, three in Commodore Park and one 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 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.

- **SPORTS**

In addition to providing facilities for many local non-profit sports organizations, the Recreation Division conducts a wide variety of sports leagues for both youth and adults. Youth in grades 2-5 can compete in basketball, kickball and flag football. Practices were held at each elementary school site to make attending practice convenient for families. Adults have opportunities to participate in softball, flag football and basketball league. The past year the City operated the after school sports program at Parkside for students in grades 6-8. As in the past year, students participated in flag football, volleyball, cross country, and basketball. New programs offered through Parkside sports were track, golf, badminton and tennis.

▪ **YOUTH PROGRAMS**

The Recreation 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 ages of 18 to attend these fee-based programs. The Youth Activities Committee begins its third year of assisting with special events, recreation programs and special projects. The Division also offers social events for developmentally disabled individuals.

PRIORITY FOCUS

The Recreation Services Division provides exceptional customer service to the community using the recreation facilities, programs and services. The Division accommodates the busy schedules of its customers, residents and non-residents, by providing a broad range of programs and services during both 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.

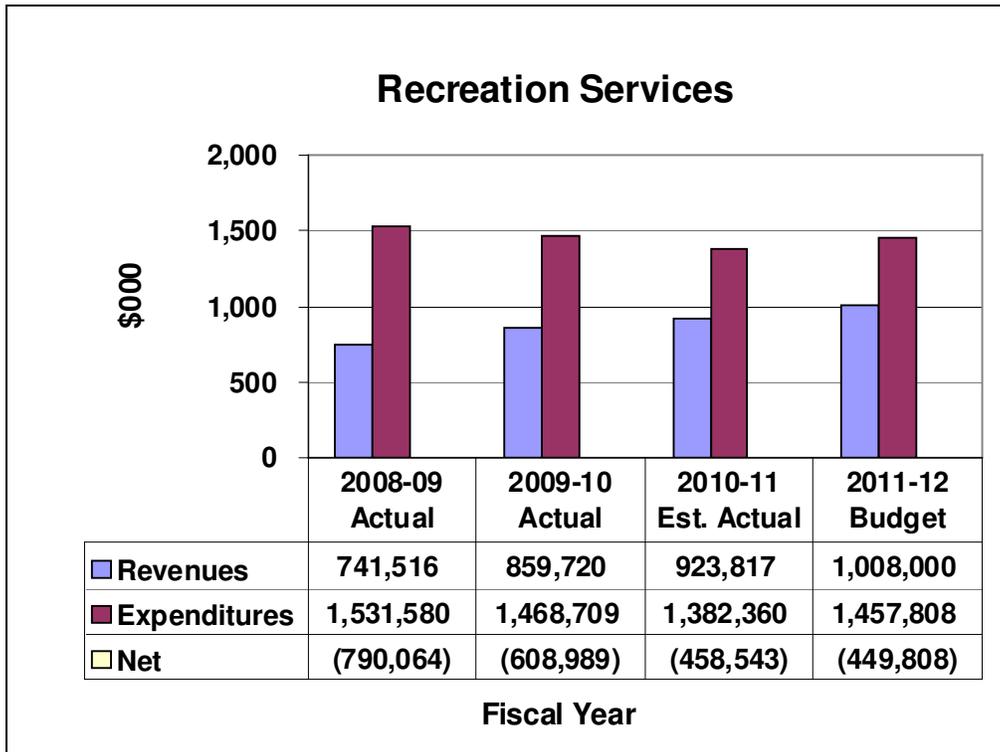
The Recreation Services Division is committed to utilizing the available facilities to their fullest potential. The Department currently maintains three year-round facilities (the Veterans Memorial Recreation Center, Portola Performing Arts Center, and the Belle Air Firehouse) and opens the City Park Swimming Pool for the summer season. The current facilities are used for both Recreation Division programming as well as community needs. 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 has begun working with the San Bruno Park School District to offer after school enrichment classes at the school sites. Four school sites are currently offering 8-10 enrichment classes per season.

During the Glenview Fire incident and in the week's following the explosion and the fire, the Community Services Department carried out the following major actions:

- Opened the Emergency Operations Center (EOC)
- Staffed the EOC's Logistics Section to provide a wide variety of items to the emergency responders, victims or City administration
- Established Emergency Shelters at the Recreation and Senior Centers
- Provided food at the Recreation Center for victims, at the EOC, and at the Command Post
- Managed the donated food, clothing and other donated items
- Operated the public emergency phone lines for the first four days
- Established a Volunteer Staging Area at the Library and performed intake on convergent volunteers
- Cancelled all activities in the Recreation Center and City Park for ten days
- Calculated lost revenues from cancelled activities or rentals, the value of the destroyed playground and burned trees, and expenses incurred by the Department
- Hosted several community meetings at the Recreation and Senior Centers
- Provided transportation for community meetings and visits from elected officials
- Helped coordinate the re-entry process
- Coordinated the Local Assistance Center (LAC) at the Recreation Center and the Recovery Center at 900 Cherry Drive
- Served as a liaison to the Long-Term Recovery Committee

PROGRAM RESOURCES

A key statistic on the chart below for the Recreation Division is “Cost Recovery”. This line shows the percentage of Division expenditures recovered through revenues from recreation programs, facility rentals or other sources. The Division anticipates recovering 60% of its costs in 2011-12 compared to less than 50% just two years ago.



REVENUES

In fiscal year 2009-10, the Master Fee Schedule adjusted the fee structure of classes and services to market level with the intended outcome of additional participation and increased revenues. Staff continues to analyze and evaluate programs and services each trimester looking for new revenue opportunities while enhancing services to the public. Attracting and retaining high quality staff and instructors are prominent components in developing and maintaining a revenue base for recreation activities.

EXPENDITURES

Approximately 54% of the Division’s total operating budget is appropriated for salaries and benefits for full time employees and salaries for part time temporary employees. The remaining share of the operations budget accommodates contracts, supplies, services, and internal service allocations.

In March, staff was approached by the San Bruno Park School District to provide the new after school enrichment program at Allen Elementary School. The District received \$112,050 for the State After School Education and Safety Program grant (ASES) to provide healthy and active after school programs for the students. The Recreation Division will run the ASES Program for the 2011-12 school year staffing recreation leaders, enrichment instructors and bilingual tutors for approximately 85 participants. The City will receive a fee of \$7.50 per participant per day for the length of the program,

up to a maximum of \$107,288. The total expenditures anticipated for this program are \$64,000 for part time staffing and \$40,000 for supplies and contract enrichment instructors.

PERSONNEL
Personnel Summary

Community Services Department	General Fund				Internal Services	Total
	Recreation Services	Park Maintenance	Senior Services	Library	Buildings & Facilities	
Classification						
Community Services Director	0.25	0.25	0.15	0.25	0.10	1.00
Assistant Library Services Director	0.00	0.00	0.00	1.00	0.00	1.00
Recreation Services Manager	1.00	0.00	0.00	0.00	0.00	1.00
Parks & Facilities Manager	0.00	0.50	0.00	0.00	0.50	1.00
Children's Services Manager	0.00	0.00	0.00	1.00	0.00	1.00
Library Services Manager	0.00	0.00	0.00	1.00	0.00	1.00
Circulation 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
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
Senior 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 Assistance I/II	0.00	0.00	0.00	2.50	0.00	2.50
Executive Assistance	0.80	0.10	0.10	0.00	0.00	1.00
Total	4.05	13.35	1.25	8.75	6.10	33.50

The Recreation Division has 4.05 full time employees. These employees are responsible for the development, planning, supervision and administration of numerous broad based recreation and leisure service programs and activities, including facility rentals, consistent with community needs and the City's cost recovery objectives. In addition, the Division emphasizes customer service not only at the front counter and by telephone, but also at the various special events, classes and programs.

The Division's part-time temporary employees play a major role in service delivery of the programs offered through the Recreation Services Division. These employees are front line staff who work directly with the community members in programs such as aquatics, camp, special events, after school programs and sports leagues. Part time staff also work in the front office during the evening and weekend hours to supervise rentals, take registration and other customer service related duties.

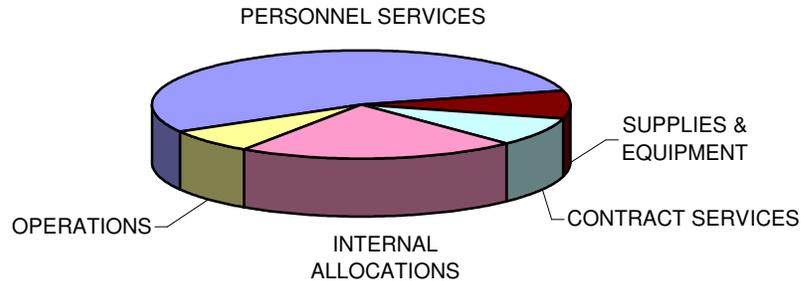
2010-11 ACCOMPLISHMENTS

- ✓ Distributed approximately \$8,000 in scholarship money for department programs to children and families in need.
- ✓ Held four free concerts at the Rotary Pavilion with approximately 300 people in attendance at each concert.
- ✓ Resurfaced the San Bruno Park Swimming Pool to help extend its life.
- ✓ Developed a facilities marketing brochure to market rental facilities to residents.
- ✓ Developed elementary and middle school after school sports programs at San Bruno School District schools.
- ✓ Developed and maintain Community Services Monthly e-Newsletter distributed to over 2500 community members.
- ✓ Coordinated a joint bid process with Millbrae, Burlingame, Highlands District, San Carlos, East Palo Alto, South San Francisco to decrease activity guide printing costs.
- ✓ Developed Youth Tournament brochure and distributed to participating teams noting all the amenities available to them during their stay in San Bruno.

2011-12 GOALS & OBJECTIVES

- ❑ Assist the Public Services Department with the development of the Lions Field Synthetic Grass capital improvement project.
- ❑ Develop and run Afterschool Education and Safety Program at Allen Elementary School with State Grant money.
- ❑ Develop a fundraising campaign for the synthetic grass field at Lions.
- ❑ Expand after school programming at elementary schools.

Community Services - Recreation Services 2011-12 Adopted Budget



	2011-12 ADOPTED	PERCENT OF TOTAL
PERSONNEL SERVICES	\$789,888	54%
SUPPLIES & EQUIPMENT	121,158	8%
CONTRACT SERVICES	126,500	9%
OPERATIONS	106,268	7%
INTERNAL ALLOCATIONS	313,994	22%
GRAND TOTAL	\$1,457,808	100%

PERSONNEL SERVICES	ADOPTED BUDGET	DESCRIPTION
5101 REGULAR SALARIES	\$326,951	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period. Subject to benefits per applicable MOUs. Salaries include city-wide furlough.
5102 REGULAR PART-TIME	302,778	Base salary for temporary employees working fewer than 980 hours per fiscal year (\$238,778). New afterschool program temporary employees (\$64,000). Employees in this category are exempt from all benefits.
5200 EMPLOYEE BENEFITS	160,159	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance.
SUBTOTAL FOR PERSONNEL SERVICES	\$789,888	

SUPPLIES & EQUIPMENT		ADOPTED BUDGET	DESCRIPTION
6001	OFFICE SUPPLIES	\$7,000	Misc. office supplies utilized for daily operations.
6101	GAS & OIL	1,058	Fuel to operate 3 department vans.
6102	OPERATING SUPPLIES	71,700	Supplies for all programs and services offered including: after school program, (\$5,000); seasonal camps, (\$11,000); youth and adult sports, (\$13,700); teens, (\$750); special needs, (\$1,000); Outdoor Adventure, (\$3,750); First Aid supplies, (\$3,000); Aquatics, (\$17,000); Supplies to maintain the pool, (\$10,000); and special events supplies, (\$6,500).
6204	SUPPLIES & EQUIPMENT	40,000	Supplies & funding for contract enrichment instructors for new afterschool program (ASES) which is supported by a school district grant.
6304	OFFICE EQUIPMENT MAINTENANCE	1,400	Maintenance of copy machine.
SUBTOTAL FOR SUPPLIES & EQUIPMENT		\$121,158	

CONTRACT SERVICES		ADOPTED BUDGET	DESCRIPTION
6419	OTHER SERVICES	\$126,500	Contract services for special events, (\$9,000); DJ services for teens and special needs dances, (\$7,000); transportation for seasonal camps, (\$6,000); weight room and concession stand, (\$900); Youth and adult sports umpires and referees, (\$21,500); Enrichment classes, (\$52,100); Online class enrollment services, (\$30,000).
SUBTOTAL FOR CONTRACT SERVICES		\$126,500	

OPERATIONS		ADOPTED BUDGET	DESCRIPTION
5152	TRANSPORT. ALLOWANCES	\$3,600	Monthly auto allowance (\$300/month) in accordance with MOU.
6112	POSTAGE	6,000	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 on recreation facilities.
6406	PROFESSIONAL DEVELOPMENT	6,000	Professional development reimbursement for department head & 3 mid-managers in accordance with MOU, (\$2,000); tuition reimbursement for 1 employee (\$4,000).
6450	COMMUNICATIONS	4,248	Costs associated with 2 cell phones for after school sites, 3 cell phones for Recreation manager and two supervisors, 9 office telephones, 8 data lines, and 1 fax machine.

Operations (Cont.)

6531 UTILITIES	56,000	Electric and gas utilities for 3 recreation facilities.
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.
SUBTOTAL FOR OPERATIONS	\$106,268	

INTERNAL ALLOCATIONS	ADOPTED BUDGET	DESCRIPTION
7901 OTHER INTERNAL SERVICE ALLOC.	\$187,589	Internal service allocation for self insurance cost, (\$16,742); building and facilities maintenance, (\$139,761); information technology support, (\$27,013); central garage support, (\$4,073).
7902 GENERAL ADMIN. ALLOC.	112,774	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.
SUBTOTAL FOR INTERNAL ALLOCATIONS	\$313,994	
GRAND TOTAL	\$1,457,808	

PARKS
(INSERT DIVIDER)

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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 support 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 area. The Division provides essential logistical support to City wide special events held in 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 Division is responsible for proper maintenance of our urban forest, including the City's street trees, trees on City property and in open space trees. 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 to improve the aesthetics of the City. Staff tasks in these areas include weeding, irrigating, planting and trimming.

- **SPORTS FIELD MAINTENANCE**

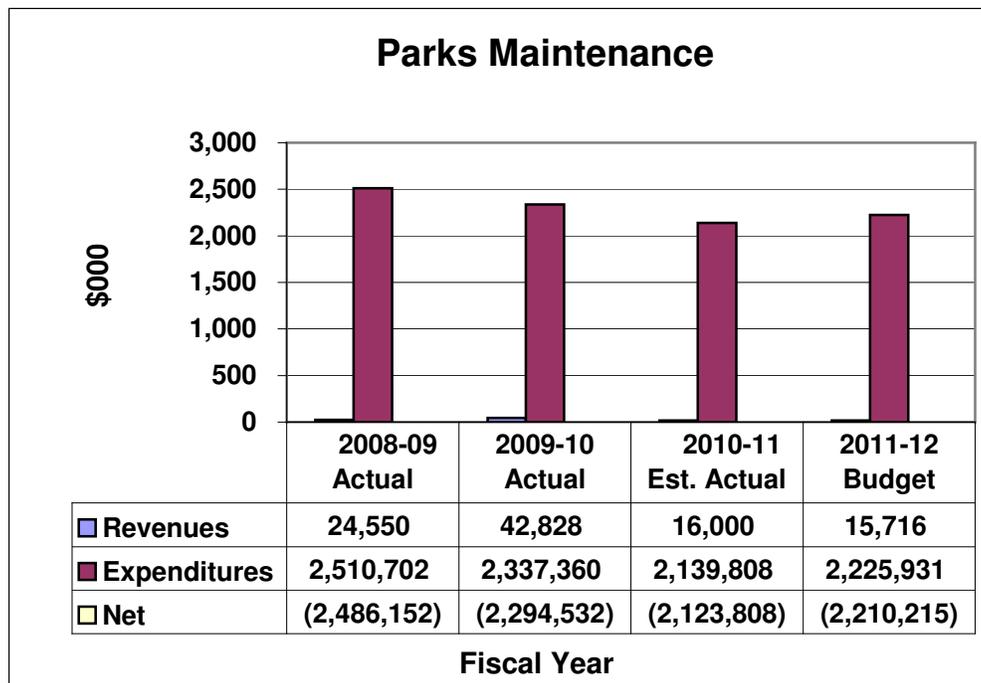
The general public, non-profit sports organizations and the Recreation Division programs heavily utilize the City's 22 sports fields. Maintenance to these areas includes mowing, irrigation, chalk lining, removing debris, grooming infields, filling potholes and repairs to adjacent fixtures such as benches, bleachers, lighting systems and backstops.

PRIORITY FOCUS

The Parks Division provides a high level of customer service to the public who utilize all of the City's parks, recreation and public facilities. 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 improve the overall 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 pro-active approach in open-space tree management with the goal of evaluating and addressing tree issues before they create problems.

PROGRAM RESOURCES



REVENUES

The Parks Division generates a small amount of revenues through fees charged for tree permits, sports user group fees and for field lighting costs associated with night games at Lara Field, Diamonds 2 and 3 and Lions Field.

EXPENDITURES

Approximately 62% of the Parks Division’s total operating budget is appropriated for salaries and benefits for full time employees and part time seasonal employees. The remaining share of the operations budget, 38%, accommodates contracts, materials, equipment, supplies, services, and internal service allocations.

PERSONNEL
Personnel Summary

Community Services Department	General Fund				Internal Services	Total
	Recreation Services	Park Maintenance	Senior Services	Library	Buildings & Facilities	
Community Services Director	0.25	0.25	0.15	0.25	0.10	1.00
Assistant Library Services Director	0.00	0.00	0.00	1.00	0.00	1.00
Recreation Services Manager	1.00	0.00	0.00	0.00	0.00	1.00
Parks & Facilities Manager	0.00	0.50	0.00	0.00	0.50	1.00
Children's Services Manager	0.00	0.00	0.00	1.00	0.00	1.00
Library Services Manager	0.00	0.00	0.00	1.00	0.00	1.00
Circulation 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
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
Senior 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 Assistance I/II	0.00	0.00	0.00	2.50	0.00	2.50
Executive Assistance	0.80	0.10	0.10	0.00	0.00	1.00
Total	4.05	13.35	1.25	8.75	6.10	33.50

For 2011-12, the Division will have 13.35 full time employees. These employees are responsible for the maintenance and administration of 18 parks, 10 acres of landscaped street medians, landscaped areas around City facilities, public right-of-ways, landscapes in public parking areas, and an extensive street tree program, that includes pruning, planting and maintenance.

2010-11 ACCOMPLISHMENTS

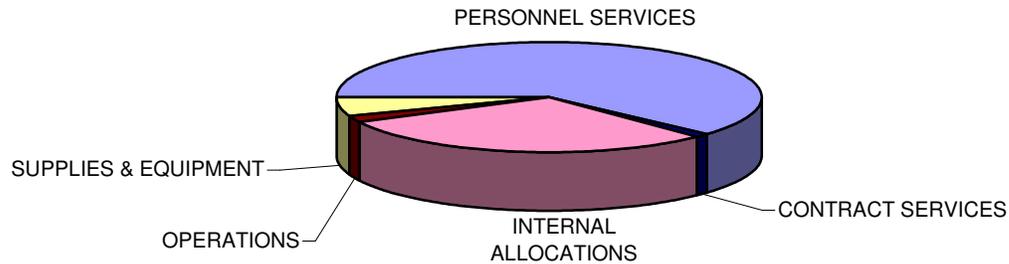
- ✓ Installed a new playground at Catalpa Tot Lot.
- ✓ Completed the installation of a new scoreboard at Diamond # 3 donated by Pee-Wee Baseball.
- ✓ Continued to meet standards required to qualify for Tree City USA status and hold an annual Arbor Day tree-planting event.
- ✓ Developed a Dog Park Brochure to provide information to residents regarding Dog Parks on the peninsula.
- ✓ Provided assistance with the renovation of El Camino Real Phase #1 Medians and the installation of new Gateway monuments.
- ✓ Completed standards and equipment replacement schedule for all parks and recreation facilities throughout the city.

- ✓ Completed tree inventory for street, park and selected open space trees.
- ✓ Maintained a quality level of service and maintenance of Parks, landscaped areas, downtown medians, athletic fields and right of ways, despite the elimination of two full time Parks Maintenance workers.

2011-12 GOALS & OBJECTIVES

- Complete City's Tree Management Plan.
- Work with new tree inventory program to streamline documentation of tree work.
- Develop strategies for emergency tree work.
- Assist the Public Services Department with the renovation of medians on El Camino Real (Phase # 2), lower San Bruno Avenue, and Sneath Lane.
- Assist the Public Services Department with the Lions Field Synthetic Grass capital improvement project.
- Work with local non-profit organizations to secure the funds necessary to break ground on Lions Field Synthetic Grass project through grants and donations.
- Identify and implement tree inspection strategies and cycles.
- Work with San Bruno Cable TV to install new scoreboard at Greenberg Field.

Community Services - Parks Maintenance 2011-12 Adopted Budget



	2011-12 ADOPTED	PERCENT OF TOTAL
PERSONNEL SERVICES	\$1,371,747	62%
SUPPLIES & EQUIPMENT	122,535	5%
CONTRACT SERVICES	27,500	1%
OPERATIONS	41,547	2%
INTERNAL ALLOCATIONS	662,602	30%
GRAND TOTAL	\$2,225,931	100%

PERSONNEL SERVICES	ADOPTED BUDGET	DESCRIPTION
5101 REGULAR SALARIES	\$914,582	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period. Subject to benefits per applicable MOUs. Salaries include city-wide furlough.
5102 REGULAR PART-TIME	51,284	Base salary and incentives 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	395,881	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance.
SUBTOTAL FOR PERSONNEL SERVICES	\$1,371,747	

SUPPLIES & EQUIPMENT		ADOPTED BUDGET	DESCRIPTION
6001	OFFICE SUPPLIES	\$1,200	Purchase of office supplies and service necessary for the delivery of services including: paper, pens, misc office supplies utilized for documentation of daily operations.
6101	GAS & OIL	38,800	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); uniforms, laundry service, and safety boot replacement, (\$11,835); gardening supplies for parks, medians, and landscaped area, (\$6,800).
6201	BUILDING & GROUNDS SUPPLIES	57,500	Supplies for parks and landscaped area amenities and facilities repairs, (\$19,000); supplies for maintenance of sports field maintenance, irrigation, pesticides, and other gardening maintenance (\$38,500).
6650	TOOLS & EQUIPMENT	1,400	Replacement of older non-efficient equipment. Equipment purchase of string trimmers, blowers, chain saws, edgers, mowers and hand pruners.
SUBTOTAL FOR SUPPLIES & EQUIPMENT		\$122,535	

CONTRACT SERVICES		ADOPTED BUDGET	DESCRIPTION
6411	CONTRACTUAL SERVICES	\$27,500	Cost for contractors needed for garage door and fence repairs, open space tree maintenance, and open space dying and hazardous trees mitigation, (\$25,000); tree inventory database service (\$2,500).
SUBTOTAL FOR CONTRACT SERVICES		\$27,500	

OPERATIONS		ADOPTED 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.
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.
6450	COMMUNICATIONS	4,147	Allocation for local and long distance 7 office telephone, 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.

Operations (Cont.)

6601	RENTAL & LEASES	1,500	Rental of porta-potti at Pacific Heights Park and rental of welding tanks for the corporation yard and mobile van.
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.
SUBTOTAL FOR OPERATIONS		\$41,547	

	INTERNAL ALLOCATIONS	ADOPTED BUDGET	DESCRIPTION
7901	OTHER INTERNAL SERVICE ALLOC.	\$289,855	Internal service allocation for self insurance cost, (\$136,292); building & facilities maintenance, (\$9,026); information technology support, (\$14,014); central garage support, (\$130,523).
7902	GENERAL ADMIN. ALLOC.	283,037	Allocation of services provided to this fund based on the cost allocation plan conducted in 2005-06.
9079	TRANSFER TO EQPT. RESERVES	89,710	Allocation of reserve funding to provide for replacement of capital assets at the end of their useful lives.
SUBTOTAL FOR INTERNAL ALLOCATIONS		\$662,602	
GRAND TOTAL		\$2,225,931	

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SENIOR CENTER
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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 classes, programs, health screening, transportation, a daily congregate lunch program and information referral services to seniors 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 older adults (50 and over) in the community.

This budget provides for the costs associated with maintaining the Senior Center facility and staffing the Division's various programs. A majority of the classes and programs that fill the facility are supported by revenue generated from non-General Fund organizations, including the San Bruno Senior Center's Operational Trust Fund, the Nutrition Site Council Fund, and Government Grants. The primary services provided by the General Fund include:

- **FACILITY USE AND RENTAL**
Approximately 300 community members use the facility daily for classes, programs and drop-in activities. The Senior Center facility is available for rental use for community groups and private parties.
- **AREA AGENCY ON AGING GRANT ADMINISTRATION**
The Senior Center receives \$111,000 of partial funding for program costs associated with the Congregate Nutrition, Information and Referral and Transportation programs. In addition, the City purchases and maintains a 20-passenger van to make approximately 8,000 trips per year for 400 frail San Bruno residents.

SUPPLEMENTAL PROGRAMS AND SERVICES (Funded by Non-General Fund Sources)

- **SPECIAL EVENTS**
Includes a minimum of three major events per month with lunchtime parties, biannual Friday evening get-togethers, holiday events, Sunday programs, dances and a New Year's event. Includes trips to casinos, shopping, musicals, hiking and other destinations.
- **CONGREGATE NUTRITION PROGRAM**
Program provides major funding for the Older American Act's Congregate Nutrition Program. Approximately 25,000 lunches are served annually to at least 2,000 registered participants.
- **INFORMATION AND REFERRAL SERVICES**
Provides assistance to more than 1,500 San Bruno families annually.

- **VOLUNTEER PROGRAM**

- Creates volunteer opportunities for approximately 200 community members resulting in more than 40,000 volunteer hours annually.

- **PROGRAMS, SERVICES, CLASSES AND ACTIVITIES**

- There are more than 70 scheduled recreation programs offered each week. They include academic classes, foreign language instruction, music instruction classes, discussion groups, dances, zumba, yoga, tai chi, Arthritis Management Classes, lunch parties, Happy Hour parties, billiards, exercise, card playing, bingo, crafts, health screenings (24 per year), contract classes with San Mateo Adult Education, and senior sports activities including; bocce ball, softball, billiards, Ping Pong, horseshoes, and a "Sports Week".

PRIORITY FOCUS

The Senior Center staff works with volunteers and community members to ensure the highest quality of programming and customer service. The structure of the volunteer program is designed to maintain communication between staff and participants, thereby insuring that the programs and services reflect the needs of the community.

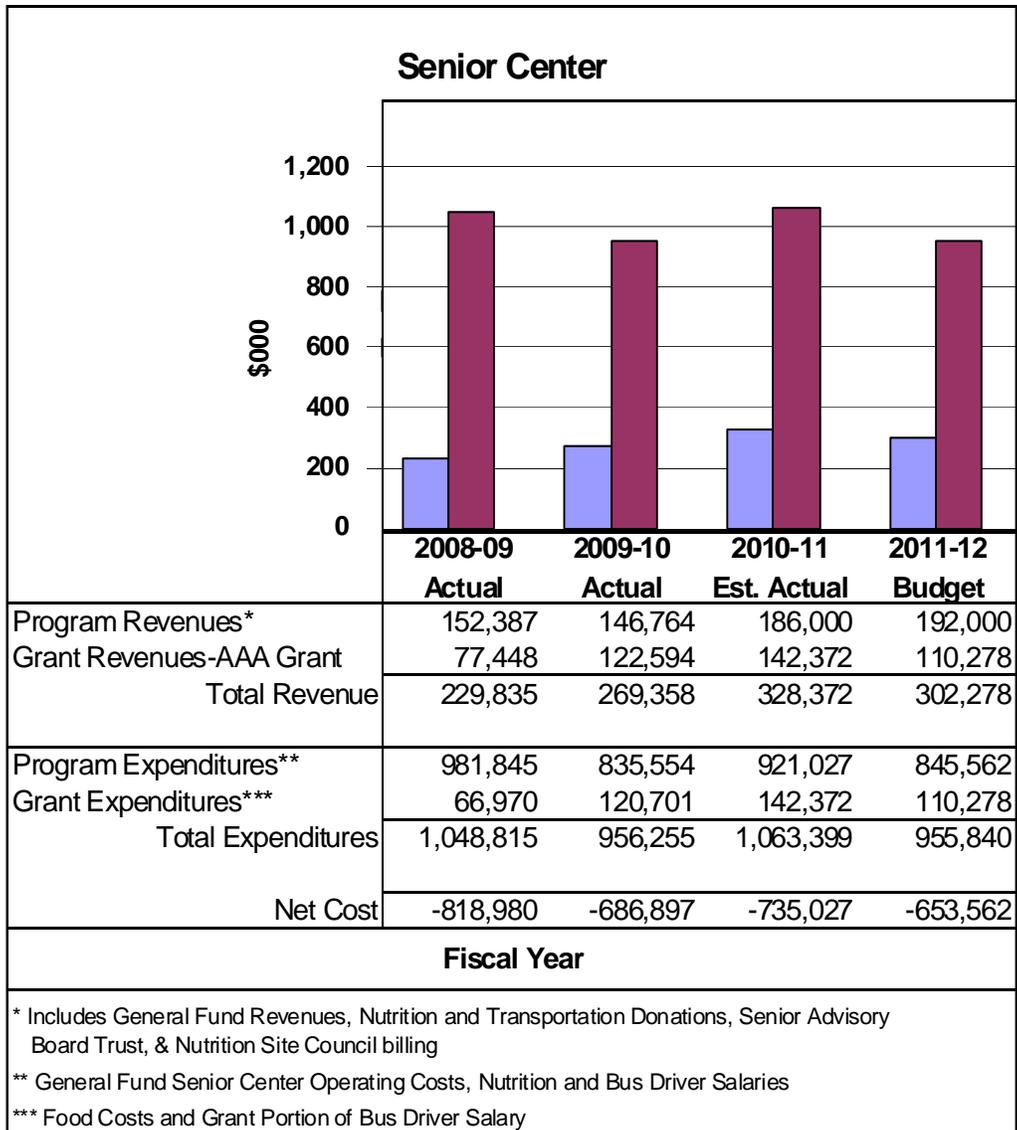
The Non-Profit Nutrition Site Council was established to provide the Senior Center with the ability to raise funds in order to insure a strong economic base that supports the programs and activities for San Bruno's older community members. City staff and the Nutrition Site Council volunteers work together to develop and manage these fund-raising programs.

PROGRAM RESOURCES

The total General Fund expenditure budget is representative of 50% of the revenues/funds required to maintain the facility for its programs and services. The remaining 50% of expenditures are generated from the fundraising efforts of staff and volunteers.

The General Fund expenditure budget covers the costs associated with one authorized full-time employee and nine part-time employees. Part-time employees at the Senior Center include the Recreation Services Manager, two Recreation Supervisors, two Bus Drivers and four Building Attendants. The Senior Center General Fund expenditure budget also provides partial funding for the Director and the Executive Secretary.

Revenues going toward the General Fund are generated from user fees, facility rentals, donations, fundraisers and grants from the Older Americans Act.



REVENUES

The Senior Center's Operational Trust Fund and the Non-Profit Nutrition Site Council generate income from bingo games, reception area coffee bar, donations, trips and special events.

Revenue generated by Senior Center programs and volunteer activities supplements the revenue listed in the General Fund. This total revenue is ample enough to recover 100 % of direct program costs. Excess funds are utilized to purchase equipment and supplies that the General Fund cannot support. For example, these funds have been used to purchase tables, chairs, a copier, a walk-in freezer, a high-speed duplicator, a commercial refrigerator and a coffee bar.

Sixty-five percent (65%) of the Senior Services Division's budget is supported by General Fund revenues with thirty-five percent (35%) coming from a combination of funds generated by the Senior Citizen's Advisory Board Operational Trust Fund and the Nutrition Site Council's Non-Profit.

EXPENDITURES

Approximately 49% of the Division's operating budget is appropriated to salaries and benefits for full time employees, and salaries for part time temporary employees. One percent (1%) of the Division's budget is allocated for supplies and equipment for the programs and services offered. The remaining 50% of the Division's budget is for internal service allocations and overhead expenses

PERSONNEL
Personnel Summary

Community Services Department	General Fund				Internal Services	Total
	Recreation Services	Park Maintenance	Senior Services	Library	Buildings & Facilities	
Community Services Director	0.25	0.25	0.15	0.25	0.10	1.00
Assistant Library Services Director	0.00	0.00	0.00	1.00	0.00	1.00
Recreation Services Manager	1.00	0.00	0.00	0.00	0.00	1.00
Parks & Facilities Manager	0.00	0.50	0.00	0.00	0.50	1.00
Children's Services Manager	0.00	0.00	0.00	1.00	0.00	1.00
Library Services Manager	0.00	0.00	0.00	1.00	0.00	1.00
Circulation 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
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
Senior 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 Assistance I/II	0.00	0.00	0.00	2.50	0.00	2.50
Executive Assistance	0.80	0.10	0.10	0.00	0.00	1.00
Total	4.05	13.35	1.25	8.75	6.10	33.50

The General Fund budget covers the costs associated with one authorized full-time employee and nine part-time employees. Part-time employees at the Senior Center include the Recreation Services Manager, two Recreation Supervisors, two Bus Drivers and four Building Attendants. The Senior Center General Fund expenditure budget also provides partial funding for the Director and the Executive Secretary. There are also approximately 200 Senior Center volunteers who assist with the delivery of programs and services through the Senior Center.

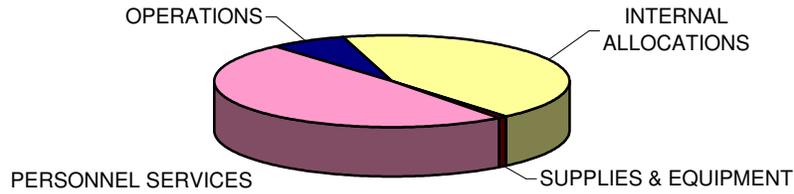
2010-11 ACCOMPLISHMENTS

- ✓ Increased Participation in Health and Fitness Classes:
 - Zumba/Yoga/Pilates/Tai Chi;
 - Safe Hiking Presentation;
 - Arthritis Foundation “Walk With Ease” Program.
- ✓ Reduced the number of full-time staff.
- ✓ Assisted with impacts of Glenview Fire
 - Hosted Town Hall Meetings;
 - Provided Information and Support Services to Community Members.
- ✓ Added new fundraisers
 - Paperback Book Sale.
- ✓ Added New classes
 - Karaoke and Singing Instruction.
- ✓ Purchased wireless phone for emergency use.

2011-12 GOALS & OBJECTIVES

- Establish a formal relationship between the City and the Nutrition Site Council of San Bruno to assure stability and continuity of program funding.
- Use Non-Profit Nutrition Site funds to purchase a new color copier for Senior Center administrative work.
- Generate new revenue by organizing additional fund-raising events.
- Celebrate the Senior Center’s 25th Anniversary.

Community Services - Senior Services 2011-12 Adopted Budget



	2011-12 ADOPTED	PERCENT OF TOTAL
PERSONNEL SERVICES	\$412,491	49%
SUPPLIES & EQUIPMENT	7,121	1%
OPERATIONS	59,918	7%
INTERNAL ALLOCATIONS	366,032	43%
GRAND TOTAL	\$845,562	100%

PERSONNEL SERVICES	ADOPTED BUDGET	DESCRIPTION
5101 REGULAR SALARIES	\$104,629	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period. Subject to benefits per applicable MOUs. Salaries include city-wide furlough.
5102 REGULAR PART-TIME	242,793	Base salary and incentives for all department personnel working less than 80 hours per pay period. Subject to benefits per applicable MOUs, (\$82,079); Nutrition Site Council portion, (\$160,714).
5199 ALLOCATION TO AAA	(11,387)	Portion of the salary paid for by AAA federal grant.
5200 EMPLOYEE BENEFITS	76,456	City's cost of CalPERS retirement, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, (\$49,992); Nutrition Site Council portion, (\$26,464).
SUBTOTAL FOR PERSONNEL SERVICES	\$412,491	

SUPPLIES & EQUIPMENT		ADOPTED BUDGET	DESCRIPTION
6001	OFFICE SUPPLIES	\$2,390	Flyers, monthly calendar, registration materials, computer materials, paper, printer ink, miscellaneous office supplies, note cards.
6101	GAS & OIL	3,731	Fuel and oil for senior bus.
6102	OPERATING SUPPLIES	1,000	Decorations, recreation supplies, prizes, program supplies for ceramics, bocce, billiards, other sports and special programs and events.
SUBTOTAL FOR SUPPLIES & EQUIPMENT		\$7,121	

OPERATIONS		ADOPTED BUDGET	DESCRIPTION
6112	POSTAGE	\$788	Postage for monthly calendar of events, advertising, correspondence.
6301	BUILDING & GROUNDS MAINTENANCE	2,000	Alarm system.
6304	OFFICE EQUIPMENT MAINTENANCE	1,800	Office duplicator and copier supplies and repair.
6406	PROFESSIONAL DEVELOPMENT	500	Professional development reimbursement in accordance with MOU.
6450	COMMUNICATIONS	2,220	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.
6701	DUES & MEMBERSHIPS	610	American Society on Aging; (\$450), California Parks and Recreation Society, (\$160).
SUBTOTAL FOR OPERATIONS		\$59,918	

INTERNAL ALLOCATIONS		ADOPTED BUDGET	DESCRIPTION
7901	OTHER INTERNAL SERVICE ALLOC.	\$314,188	Internal service allocations for self insurance cost, (\$15,715); building & facilities maintenance, (\$268,522); information technology support, (\$20,087); central garage support, (\$9,864).
7902	GENERAL ADMIN. ALLOC.	50,071	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.
SUBTOTAL FOR INTERNAL ALLOCATIONS		\$366,032	
GRAND TOTAL		\$845,562	

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LIBRARY
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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 six overlapping, cross-functional teams organized to optimize productivity, communication, and flexibility toward the ultimate goal of exceptional customer service, providing 47 open hours of Library services per week. The primary services provided include:

- **PUBLIC SERVICE**
Provide adult and children’s reference services, materials circulation, issuance of new library cards, cardholder account maintenance, proctoring and inter-library loan.
- **COLLECTION MAINTENANCE**
Select circulation and reference materials and provide materials, de-selection, re-shelving of returned materials, filling hold requests, and overall collection content.
- **PROGRAMMING**
Produce adult author and educational programs, three weekly children’s story-times, monthly special children’s programs and the annual Summer Reading Club.
- **TECHNICAL SUPPORT**
Provide free public computer and Internet access including wireless service, maintain 20 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.
- **TECHNICAL PROCESSING**
Responsible for processing materials for library circulation including receiving, cataloging, adding library identification, mending and adding security.
- **ADMINISTRATION**
Personnel management, marketing, public relations, strategic planning, administration of the operating and capital improvement project budgets to assure an adequate facility to meet community needs, liaison to Friends of the Library and representative on the Peninsula Library System’s Administrative Council.

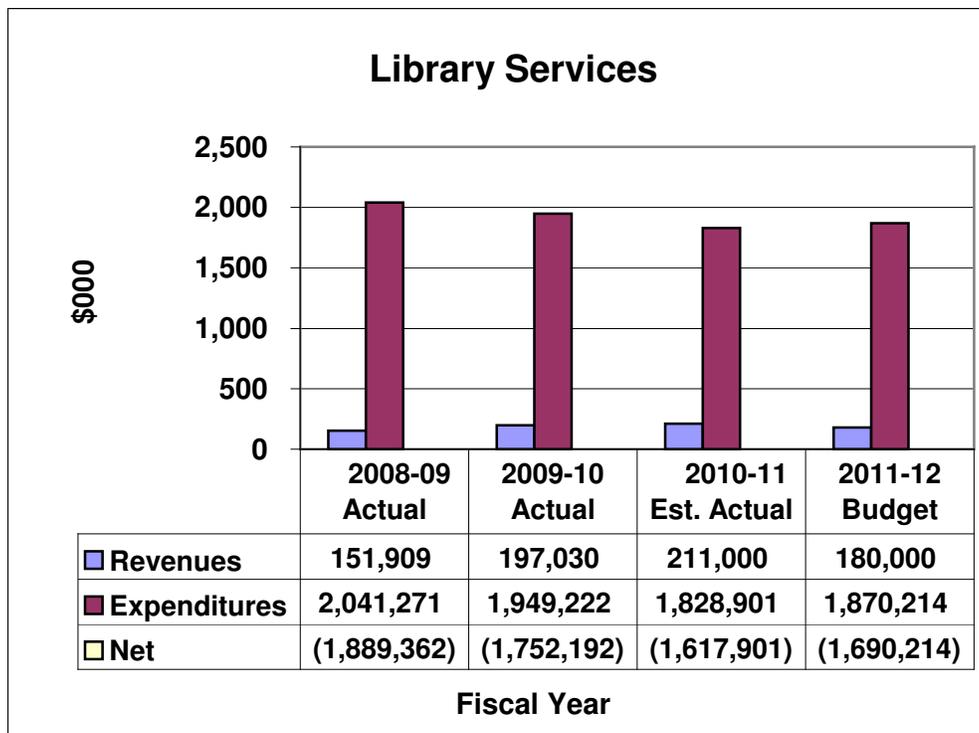
PRIORITY FOCUS

The Library Division’s chief focus for the 2011-12 fiscal year will be the implementation of Radio Frequency Identification technology to increase productivity and reduce costs. This county-wide Peninsula Library System project will utilize technology to reduce transaction times and incorporate a high level of user self-service. Once implemented, the project will be monitored and Library processes and policies will be adapted to fit this new model. Later in the year, an automated sorting component will be added to speed up the returns process and the main service desk will be replaced to accommodate the new equipment and system. Installation of a wheelchair lift to the Library basement will be an additional priority item for fiscal year 2011-12.

The Library will continue the schedule that was reduced and implemented in fiscal year 2010 –11. Hours of operation will be Monday through Thursday 11:00 am – 8:00 pm, Fridays 1:00 pm – 5:00 pm, and Saturdays 10:00 am – 5:00 pm.

PROGRAM RESOURCES

Library program resources are used for employee salaries, library materials and daily operations. To administer services at the current level, the Library has a workforce of nine authorized full-time employees, supplemented by part-time temporary employees who fill the positions of per-diem personnel such as Library Pages, Librarians and Library Assistants. Costs are partially defrayed through revenue streams listed below.



REVENUES

Library Division revenue sources include overdue fines and fees for various services (reserving materials, test proctoring, printing, copying and inter-library loan). The Division has also received funds each year from two California State programs: The Public Library Fund and Transaction-based Reimbursement. The Public Library Fund is a State program that provides funds to assure the availability to every resident of the state an adequate level of public library service regardless of the taxable wealth of the local jurisdiction providing the service. Funds are appropriated annually in the State budget to support the program. Transaction Based Reimbursement supports reimbursement of local libraries for a portion of the costs they incur when they extend lending services beyond their own jurisdictions and share items with other California libraries. Funds can be used for operating expenses provided the Library’s budget is not reduced by 10% or more from the prior year’s budget. The City Council has directed a portion (\$96,000) of these funds be used annually to cover the costs to maintain Friday afternoon service hours. Funds have also been approved in prior years for facility maintenance capital projects. The net annual reduction of funds from these reserves has been \$40,000. This year, the Governor’s budget proposes eliminating 50% of the funding for State Library programs to California libraries, potentially reducing the reserve funds by \$76,000 annually.

EXPENDITURES

The Library’s two major expenditures are the materials budget allocated at \$133,000 and contract services in the amount of \$107,153, which are both necessary for the delivery of programs. The materials budget is used to purchase collection content including books, CDs, DVDs, subscriptions and electronic services. Contract services are used for Peninsula Library System membership fees, and contracts with Library industry vendors.

PERSONNEL
Personnel Summary

Community Services Department	General Fund				Internal Services	Total
	Recreation Services	Park Maintenance	Senior Services	Library	Buildings & Facilities	
Community Services Director	0.25	0.25	0.15	0.25	0.10	1.00
Assistant Library Services Director	0.00	0.00	0.00	1.00	0.00	1.00
Recreation Services Manager	1.00	0.00	0.00	0.00	0.00	1.00
Parks & Facilities Manager	0.00	0.50	0.00	0.00	0.50	1.00
Children's Services Manager	0.00	0.00	0.00	1.00	0.00	1.00
Library Services Manager	0.00	0.00	0.00	1.00	0.00	1.00
Circulation 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
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
Senior 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 Assistance I/II	0.00	0.00	0.00	2.50	0.00	2.50
Executive Assistance	0.80	0.10	0.10	0.00	0.00	1.00
Total	4.05	13.35	1.25	8.75	6.10	33.50

The largest part of the Division's budget is personnel. The 2011-12 fiscal year allocation of 8.75 authorized positions remains unchanged from the previous year's approved budget. In addition to regular employees, the Library has a part-time temporary personnel budget, of which approximately 40% (\$41,302) is used for per-diem personnel and 60% (\$59,535) for Library Pages.

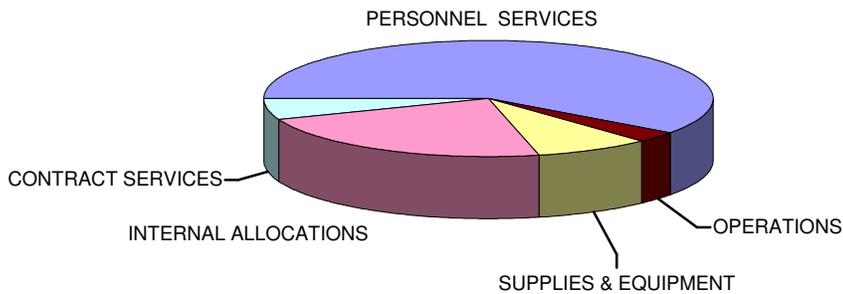
2010-2011 ACCOMPLISHMENTS

- ✓ Successfully completed the Americans with Disabilities Act improvements including the public restroom upgrade and wheelchair lift installation on the mezzanine level.
- ✓ Obtained additional block grant funds to install a second wheelchair lift to the basement meeting room.
- ✓ Began the conversion to Radio Frequency Identification (RFID) technology, which allows several items to be checked out simultaneously, thereby increasing productivity. Staff estimates that the library will realize an ongoing annual savings of \$45,000, if RFID self-checkout were implemented at existing staffing levels.
- ✓ Improved customer service by adding seating and electrical access for users with laptops on the mezzanine level.

2011-2012 GOALS & OBJECTIVES

- Complete the implementation of RFID technology and update library policies and procedures to reflect the change in business model.
- Purchase and install a wheelchair lift going from the basement to the meeting room and incorporate Library room rental into Community Services facilities rentals.
- Add library materials handling system to automate returns process.
- Replace main library service desk to accommodate materials handling system, increase public display space, and create self-service reserves pickup area for library users.

Community Services - Library 2011-12 Adopted Budget



	2011-12 ADOPTED	PERCENT OF TOTAL
PERSONNEL SERVICES	\$1,123,712	60%
SUPPLIES & EQUIPMENT	157,800	8%
CONTRACT SERVICES	107,153	6%
OPERATIONS	54,645	3%
INTERNAL ALLOCATIONS	426,904	23%
GRAND TOTAL	\$1,870,214	100%

PERSONNEL SERVICES	ADOPTED BUDGET	DESCRIPTION
5101 REGULAR SALARIES	\$706,092	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period. Subject to benefits per applicable MOUs. Salaries include city-wide furlough.
5102 REGULAR PART-TIME	100,914	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.
5200 EMPLOYEE BENEFITS	316,706	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance.
SUBTOTAL FOR PERSONNEL SERVICES	\$1,123,712	

SUPPLIES & EQUIPMENT		ADOPTED BUDGET	DESCRIPTION
6001	OFFICE SUPPLIES	\$18,000	General office supplies, including papers 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	133,000	Books and audiovisual materials; magazines, periodicals and newspaper subscriptions for library use and circulation.
6650	TOOLS & EQUIPMENT	6,800	Computer & peripheral replacement of the 5 oldest/non-working of the 41 computer inventory, (\$6,146); Replace public laptop for checkout, (\$327); Replace multi-function printer, (\$327).
SUBTOTAL FOR SUPPLIES & EQUIPMENT		\$157,800	

CONTRACT SERVICES		ADOPTED BUDGET	DESCRIPTION
6419	OTHER SERVICES	\$107,153	Services provided by Peninsula Library System such as JPA Fees, One Book One Community program, materials delivery, and maintenance of centralized library catalog and library website and network infrastructure, (\$66,808); Local services provided by Peninsula Library System Automated Network, (\$11,788); Library research database and downloadable content services, (\$10,494); Renewal of 3-year Checkpoint Self Checkout Machine maintenance contract, (\$6,736); Costs associated with obtaining, registering, and loading electronic library records with the Online Computer Library Center, (\$4,000); Tutor.com live - online homework help program, (\$7,327).
SUBTOTAL FOR CONTRACT SERVICES		\$107,153	

OPERATIONS		ADOPTED BUDGET	DESCRIPTION
6112	POSTAGE	600	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.
6304	OFFICE EQUIPMENT MAINTENANCE	1,000	Monthly copier usage charges.
6406	PROFESSIONAL DEVELOPMENT	7,000	Professional development reimbursement for 4 mid-managers, in accordance with MOU, (\$2,000); Tuition reimbursement, (\$5,000).

Operations (Cont.)

6409	SPECIAL PROJECTS/ EVENTS	7,000	After-school special performers, such as Cotton Candy Express, P & T Puppet Theatre, Lizzard Lady (\$2,000); weekly programs and activities relating to the Summer Reading Program (\$3,000); family, pre-school and toddler weekly story times and young adult programs (\$2,000).
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	6,200	Monthly lease payments for two copy machines.
6701	DUES & MEMBERSHIPS	1,200	Membership in California Library Association, (\$600); American Library Association (\$500); Innovative Users Group, (\$100).
6703	TRAVEL/VEHICLE USE	500	Reimbursement for business-related travel expenses.
6704	MEETINGS/ CONFERENCES	2,100	Peninsula Library System meetings and workshops, (\$360); California Library Association Annual Conference, (\$1,740).
SUBTOTAL FOR OPERATIONS		\$54,645	

	INTERNAL ALLOCATIONS	ADOPTED BUDGET	DESCRIPTION
7901	OTHER INTERNAL SERVICE ALLOC.	\$217,163	Internal service allocations for self insurance cost, (\$28,922); buildings and facilities maintenance, (\$150,648); information technology support, (\$37,593).
7902	GENERAL ADMIN. ALLOC.	200,728	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.
SUBTOTAL FOR INTERNAL ALLOCATIONS		\$426,904	
GRAND TOTAL		\$1,870,214	

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NON DEPARTMENTAL
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NON DEPARTMENTAL

GENERAL NON-DEPARTMENTAL

GENERAL LONG TERM DEBT SERVICE

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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, the retiree medical reimbursement program, and principle and interest payments for the City Hall remodeling and update project.

- **RETIREE MEDICAL AND SEPARATION PAY**
This program makes payments for benefits to separated employees eligible for MOU benefits.
- **LEASE PURCHASE PAYMENT TRANSFER**
Allows for lease principle and interest payments to be made to the lender without penalties.

PERSONNEL SERVICES	ADOPTED BUDGET	DESCRIPTION
5200 EMPLOYEE BENEFITS	\$250,000	Earned vacation and sick leave payout upon General Fund employee separation, including retirement, in accordance with MOUs.
SUBTOTAL FOR PERSONNEL SERVICES	\$250,000	

OPERATIONS	ADOPTED BUDGET	DESCRIPTION
5214 RETIREE HEALTH INS.	\$50,000	Benefits to limited number of retired employees per MOUs.
SUBTOTAL FOR OPERATIONS	\$50,000	

INTERNAL ALLOCATIONS	ADOPTED BUDGET	DESCRIPTION
7902 GENERAL ADMIN. ALLOC.	(3,518,107)	Allocation of services provided to this fund based on the cost allocation plan conducted in 2005-06.
9096 ENERGY DEBT ALLOC.	378,501	Lease/purchase agreement payment for City Hall Remodeling and Update Project.
SUBTOTAL FOR INTERNAL ALLOCATIONS	(\$3,139,606)	
GRAND TOTAL	(\$2,839,606)	

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GENERAL LONG-TERM DEBT SERVICE

PROGRAMS

The debt service fund is responsible for the accumulation and payment of funds for the City's long-term debt. Revenues for this fund consist of transfers from other City funds related to specific debt items. Disbursements from this fund are for the payment of principle amounts and interest expenses on the lease/purchase agreement.

- **CITY HALL REMODELING AND UPDATE PROJECT**
120-month lease payments for the remodeling and update of City Hall.

PERSONNEL SERVICES	ADOPTED BUDGET	DESCRIPTION
9001 Prinsipal Payment on Debt	\$365,592	City Hall Remodeling & Update Project Lease/Purchase.
9002 Interest Payment on Debt	12,909	City Hall Remodeling & Update Project Lease/Purchase.
SUBTOTAL FOR PERSONNEL SERVICES	\$378,501	

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INTERNAL SERVICE FUNDS
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INTERNAL SERVICE FUNDS

CENTRAL GARAGE

BUILDING & FACILITIES

GENERAL EQUIPMENT RESERVE

TECHNOLOGY SUPPORT

SELF INSURANCE

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CENTRAL GARAGE
(INSERT DIVIDER)

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CENTRAL GARAGE

CENTRAL GARAGE FUND SUMMARY

	2010-11 Budget	2010-11 Estimated Actual	2011-12 Budget
Transfers In	\$ 623,197	\$ 623,197	\$ 667,092
Central Garage Operating Expenses	659,858	604,785	652,903
Equipment Reserve Purchase	-	-	14,000
Change in Fund Balance	\$ (36,661)	\$ 18,412	\$ 189
Unrestricted Fund Balance, July 1		270,144	288,556
Unrestricted Fund Balance, June 30		288,556	288,745

CENTRAL GARAGE

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 a customer service Division responsible for providing support to all non-fire City departments 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.

PROGRAM RESOURCES

Delivery of the Division’s core services during fiscal year 2011-12 will require an expenditure budget of \$652,904 and personnel resources of 3.35 full time equivalent employees.

REVENUES

As an Internal Service Fund, the department will recover all of its expenditures through allocations to user departments.

EXPENDITURES

As with prior years, the Department’s expenditure appropriation is split 54% for personnel costs and 46% for operations and professional services. The largest category of non-personnel expenditures in this budget consists of repair parts and supplies and contract equipment repair, comprising approximately 26% of the total budget request.

PERSONNEL
Personnel Summary

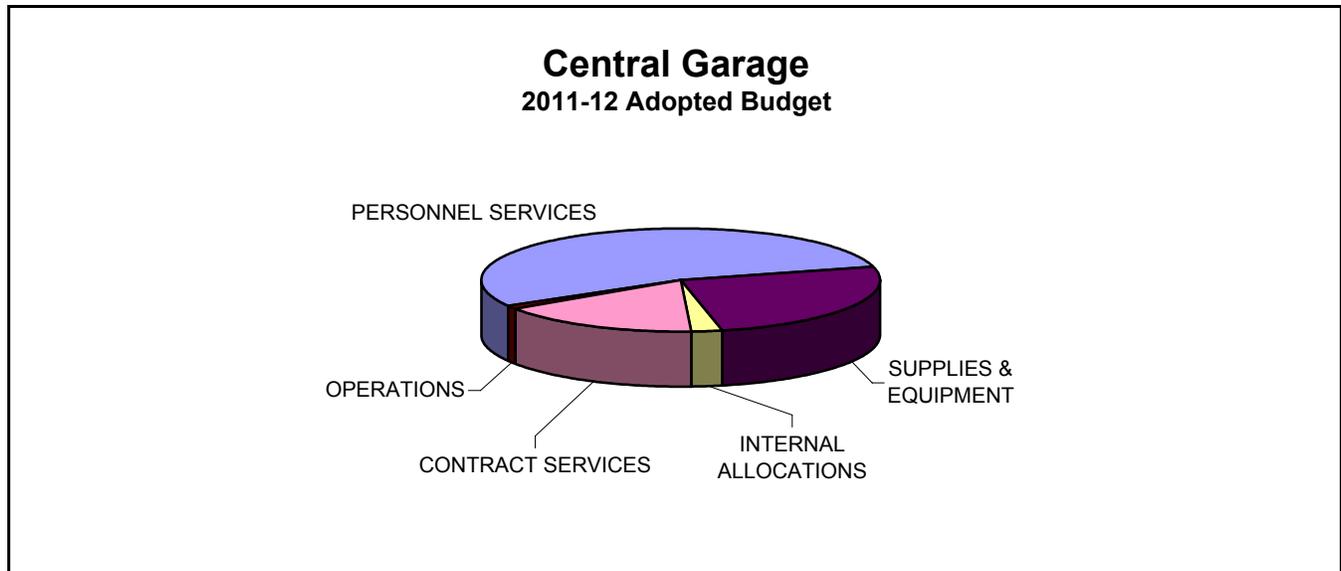
Public Services Department	General Fund		Water		Storm water	Waste water	Internal Services	Special Revenue	Total
	Admin & Engr	Streets	Supply	Distrib.	Ops.	Ops.	Central Garage	Solid Waste	
Public Services Director	0.15	0.05	0.20	0.15	0.05	0.35	0.05	0.00	1.00
Deputy Director of Engineering	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
Deputy Director of Utilities Maintenance Services Manager	0.00	0.20	0.15	0.20	0.05	0.35	0.05	0.00	1.00
Associate Civil Engineer Water System Conservation Manager	0.00	0.50	0.30	0.70	0.50	1.00	1.00	0.00	4.00
Water Quality Technician	3.00	0.00	0.50	0.00	0.00	1.50	0.00	0.00	5.00
Management Analyst I/II	0.00	0.00	0.50	0.50	0.00	0.00	0.00	0.00	1.00
Engineering Technician	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	1.00
Pump Mechanic I/II	0.45	0.00	0.50	0.25	0.00	0.25	0.25	0.30	2.00
Lead Maintenance Worker	1.00	0.00	0.00	0.50	0.00	0.50	0.00	0.00	2.00
Maintenance Worker I/II	0.00	0.00	0.25	0.75	0.00	2.00	0.00	0.00	3.00
Mechanic I/II	0.00	0.50	1.00	1.00	0.50	1.00	0.00	0.00	4.00
Executive Assistance	0.00	3.50	1.20	6.80	2.50	8.00	0.00	0.00	22.00
Secretary	0.00	0.00	0.00	0.00	0.00	0.00	2.00	0.00	2.00
Total	1.15	0.05	0.20	0.15	0.05	0.35	0.00	0.05	2.00
	0.00	0.25	0.25	0.25	0.00	0.25	0.00	0.00	1.00
	6.75	5.05	5.05	12.25	3.65	15.55	3.35	0.35	52.00

2010-11 ACCOMPLISHMENTS

- ✓ Passed the annual California Highway Patrol fleet inspection that certifies that the fleet owner's vehicles are inspected and maintained to comply with all applicable requirements. This is the eighteenth consecutive year the Central Garage has been certified.
- ✓ Maintained smog certificates and records with no failed smog tests.
- ✓ Maintained records with no failed test for the California Air Resources Board that required periodic smoke inspection program for the fifth consecutive year.
- ✓ Procured and integrated into the fleet: four police patrol vehicles, one parking enforcement vehicle, a one-ton dump truck for the Streets Division, and two hybrid vehicles for Public Services, keeping the City's commitment to lessen the environmental impact of its fleet.
- ✓ Assisted with the removal of the underground diesel fuel storage tank and installation of the above ground storage tank.

2011-12 GOALS & OBJECTIVES

- Continue to meet the demands of user departments in a professional and cost effective manner.
- Continue to develop an accurate and meaningful database of fleet costs and other management information.
- Continue to review opportunities to use alternative fuel vehicles or other opportunities to reduce air pollution.
- Continue to review opportunities to reduce our carbon footprint.
- Perform necessary upgrades to garage repair bays and facilities.
- Continue to review opportunities to reduce the size of the fleet as a way of reducing ongoing operation costs and decreasing our environmental impact.



	2011-12 ADOPTED	PERCENT OF TOTAL
PERSONNEL SERVICES	\$353,114	54%
SUPPLIES & EQUIPMENT	169,450	26%
CONTRACT SERVICES	108,380	17%
OPERATIONS	6,584	1%
INTERNAL ALLOCATIONS	15,375	2%
GRAND TOTAL	\$652,903	100%

PERSONNEL SERVICES	ADOPTED BUDGET	DESCRIPTION
5101 REGULAR SALARIES	\$242,896	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period. Subject to benefits per applicable MOUs. Salaries include city-wide furlough.
5105 OVERTIME	1,500	Overtime pay for emergency callout and 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	108,718	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.
SUBTOTAL FOR PERSONNEL SERVICES	\$353,114	

SUPPLIES & EQUIPMENT		ADOPTED BUDGET	DESCRIPTION
6001	OFFICE SUPPLIES	\$500	Supplies for daily operations.
6101	GAS & 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 & 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).
6650	TOOLS & EQUIPMENT	7,500	Replace inoperable shop heating system.
SUBTOTAL FOR SUPPLIES & EQUIPMENT		\$169,450	

CONTRACT SERVICES		ADOPTED 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	8,380	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).
SUBTOTAL FOR CONTRACT SERVICES		\$108,380	

OPERATIONS		ADOPTED BUDGET	DESCRIPTION
6405	STAFF TRAINING	\$500	Bi-annual Terminal Inspection training; hybrid vehicle safety training.
6406	PROFESSIONAL DEVELOPMENT	500	One mid-management employee, in accordance with MOU.
6450	COMMUNICATIONS	834	Internal allocation of dedicated fax and data lines, three office telephone charges and two mobile phones.
6531	UTILITIES	1,250	Allocation of PG&E services to the Corporation Yard.
6701	DUES & MEMBERSHIPS	200	Maintenance Superintendents Association and Public Fleet Supervisors Association.

Operations (Cont.)

6702	PUBLICATIONS & SUBSCRIPTIONS	3,000	Shop Key online repair manual subscription, (\$1,500); purchase of other hard copy repair manuals as needed, (\$1,500).
6704	MEETINGS/ CONFERENCES	300	Local Fleet and State meetings including Bay Area Air Quality Management District and California Air Resources.
SUBTOTAL FOR OPERATIONS		\$6,584	

	INTERNAL ALLOCATIONS	ADOPTED BUDGET	DESCRIPTION
7901	OTHER INTERNAL SERVICE ALLOC.	\$15,375	Internal service allocation for self insurance cost, (\$9,572); information technology support, (\$5,803).
SUBTOTAL FOR INTERNAL ALLOCATIONS		\$15,375	
GRAND TOTAL		\$652,903	

**2011-12 EQUIPMENT RESERVE
ACQUISITION DESCRIPTIONS**

Internal Services Equipment Reserve

New Lubrication Delivery System and Bulk Oil Storage \$14,000

The current vehicle lubrication system used by Central Garage was originally installed when the building was constructed in 1973, and has received few modifications. Many of its replacement parts are no longer available and it has outlived its useful life. Bulk oil is currently delivered to the Garage in 55-gallon drums and a forklift is needed to hoist the drums up to the loft area twelve feet above the shop bays. These 55-gallon drums are difficult to move and more costly compared to oil purchased and stored in 200-gallon tanks. Staff proposes replacing the old lubrication system with one that both deploys the lubricant and stores oil in a new 200-gallon tank. The new system will save on average \$0.30 per quart and can be refilled without the assistance of Garage staff or a forklift.

Internal Services Equipment Reserve Total \$14,000

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BUILDING & FACILITIES
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BUILDING AND FACILITIES

BUILDING AND FACILITIES FUND SUMMARY

	2010-11 Budget	2010-11 Estimated Actual	2011-12 Budget
Transfers In	\$ 1,006,061	\$ 1,006,061	\$ 913,004
Building & Facilities Operating Expenses	869,990	863,060	915,884
Change in Fund Balance	\$ 136,071	\$ 143,001	\$ (2,880)
Unrestricted Fund Balance, July 1		664,283	807,284
Unrestricted Fund Balance, June 30		807,284	804,404

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**
Provides routine custodial services for 17 City facilities.
- **FACILITY MAINTENANCE**
Ensures proper maintenance and repair is performed on equipment in 17 City facilities.
- **FACILITY MANAGEMENT**
Manages contracts and vendor relationships necessary to ensure that the City's building maintenance needs are being properly met.

PRIORITY FOCUS

The Buildings and Facilities Division provides a high level of customer service to the public and employees who utilize all of the City's facilities. For fiscal year 2011-12, the focus of the Division will be to continue to work closely with all City departments and meet goals and objectives set by each. Emphasis will be placed on renegotiating additional maintenance contracts to realize cost savings, creating a maintenance schedule for carpets and resilient floors, and completing leak repairs at the Police Station.

PROGRAM RESOURCES

Buildings and Facilities resources are used for employee salaries, maintenance supplies and equipment, and for contractual services to maintain infrastructure systems related to City facilities.

REVENUES

The Buildings and Facilities Division is funded by internal allocations from both General Fund and Enterprise Fund Departments.

EXPENDITURES

Approximately 67% of the Buildings and Facilities Division's total operating budget is appropriated for salaries and benefits for full time employees. The remaining share of the operations budget provides for contracts, materials, equipment, custodial supplies, services, and internal service allocations.

PERSONNEL
PERSONNEL SUMMARY

Community Services Department	General Fund				Internal Services	Total
	Recreation Services	Park Maintenance	Senior Services	Library	Buildings & Facilities	
Classification						
Community Services Director	0.25	0.25	0.15	0.25	0.10	1.00
Assistant Library Services Director	0.00	0.00	0.00	1.00	0.00	1.00
Recreation Services Manager	1.00	0.00	0.00	0.00	0.00	1.00
Parks & Facilities Manager	0.00	0.50	0.00	0.00	0.50	1.00
Children's Services Manager	0.00	0.00	0.00	1.00	0.00	1.00
Library Services Manager	0.00	0.00	0.00	1.00	0.00	1.00
Circulation 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
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
Senior 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 Assistance I/II	0.00	0.00	0.00	2.50	0.00	2.50
Executive Assistance	0.80	0.10	0.10	0.00	0.00	1.00
Total	4.05	13.35	1.25	8.75	6.10	33.50

The Building and Facilities Division consists of 6.10 full time employees. These employees are responsible for providing preventative maintenance and repair of all City buildings and facilities. Oversight of this Division is provided by Community Services Department management and support staff, and is incorporated as part of the Parks Division operations.

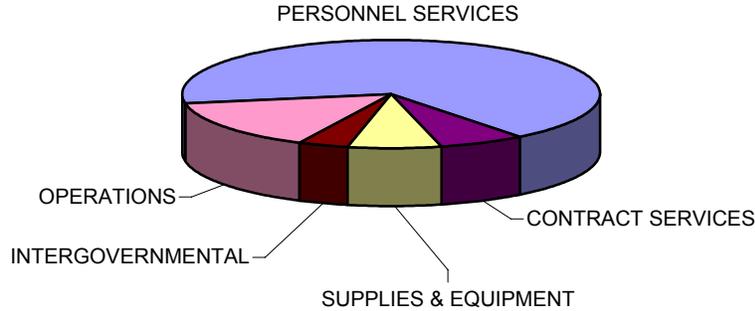
2010-11 ACCOMPLISHMENTS

- ✓ Evaluated maintenance contracts and vendors to reduce expenditures. Renegotiation of the generator maintenance contract resulted in \$20,000 in savings.
- ✓ Successfully provided preventative maintenance services to insure the maximum longevity to the City's inventory of buildings and facilities.
- ✓ Corrected issues identified by the City Safety Committee including leveling of uneven pavement on the patio outside City Hall.
- ✓ Tested and confirmed that all smoke dampers in the Police Station are in proper working condition. This is the first time they had been checked since the facility opened in 2003.

2011-12 GOALS & OBJECTIVES

- ❑ Complete repairs recommended by City Building Official to bring Library into Americans with Disabilities Act compliance.
- ❑ Create and implement a maintenance schedule for carpets and resilient floors in City buildings.
- ❑ Continue to analyze maintenance contracts where opportunities exist for additional costs savings, with a focus on Heating, Ventilating, and Air Conditioning maintenance.
- ❑ Repair all remaining leaks at Police Plaza station.
- ❑ Replace deteriorated awnings on the Senior Center patio.

Building and Facilities 2011-12 Adopted Budget



	2011-12 ADOPTED	PERCENT OF TOTAL
PERSONNEL SERVICES	\$615,600	67%
SUPPLIES & EQUIPMENT	66,597	7%
CONTRACT SERVICES	60,100	7%
OPERATIONS	138,242	15%
INTERNAL ALLOCATIONS	35,345	4%
GRAND TOTAL	\$915,884	100%

PERSONNEL SERVICES	ADOPTED BUDGET	DESCRIPTION
5101 REGULAR SALARIES	\$395,910	Base salary and incentives for all department personnel working a minimum of 80 hours per pay period. Subject to benefits per applicable MOUs. Salaries include city-wide furlough.
5102 REGULAR PART-TIME	22,836	Salaries for seasonal part-time, temporary staff utilized in the Building and Facilities Division. Employees in this position will work less than 980 hours per fiscal year. Employees working in this category are exempt from all benefits.
5105 OVERTIME	10,000	Overtime pay in accordance with the applicable MOU. Overtime pay is only subject to Medicare and FICA employer contributions, where applicable.
5200 EMPLOYEE BENEFITS	186,854	City's cost of CalPERS retirement, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance.
SUBTOTAL FOR PERSONNEL SERVICES	\$615,600	

SUPPLIES & EQUIPMENT		ADOPTED BUDGET	DESCRIPTION
6001	OFFICE SUPPLIES	\$400	Office supplies needed for facilities office operations and for HVAC computer control systems.
6101	GAS & OIL	897	Cover cost for fuel and supplies for 3 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 3 Recreation Centers; Custodian safety shoes and uniforms.
6201	BUILDING & GROUNDS SUPPLIES	27,000	Maintenance and repair supplies for city facilities including: City Hall, Cable TV, Fire and Police stations, Library, Corporation Yard, Senior Center, and 3 Recreation Centers.
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.
SUBTOTAL FOR SUPPLIES & EQUIPMENT		\$66,597	

CONTRACT SERVICES		ADOPTED BUDGET	DESCRIPTION
6411	CONTRACTUAL SERVICES	\$60,100	Repairs to facility equipment and fixtures.
SUBTOTAL FOR CONTRACT SERVICES		\$60,100	

OPERATIONS		ADOPTED BUDGET	DESCRIPTION
6301	BUILDING & GROUNDS MAINTENANCE	\$75,000	Service contracts for facility maintenance including HVAC, generators, structural pest control, automatic doors, elevators, and fire extinguishers for all facilities and city vehicles.
6405	STAFF TRAINING	225	Building and Facilities staff training includes certification for staff on back flow certification for ten back flow devices.
6406	PROFESSIONAL DEVELOPMENT	500	Reimbursement for one mid-manager in accordance with MOU.
6450	COMMUNICATIONS	2,192	Cost of 5 mobile phones for custodial personnel.
6531	UTILITIES	60,000	Gas, electric, and garbage charges for City Hall and Library.
6703	TRAVEL/VEHICLE USE	100	Transportation cost for custodial staff to travel between facilities.
6704	MEETINGS/ CONFERENCES	225	Green Building Seminar related to facility maintenance for 2 staff members.
SUBTOTAL FOR OPERATIONS		\$138,242	

INTERNAL ALLOCATIONS	ADOPTED BUDGET	DESCRIPTION
7901 OTHER INTERNAL SERVICE ALLOC.	\$35,345	Internal service allocation for self insurance cost, (\$21,998); information technology support, (\$5,123); central garage support, (\$8,224).
SUBTOTAL FOR INTERNAL ALLOCATIONS	\$35,345	
GRAND TOTAL	\$915,884	



General Equipment Reserve
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GENERAL EQUIPMENT RESERVE

GENERAL EQUIPMENT RESERVE FUND SUMMARY

	2010-11 Budget	2010-11 Estimated Actual	2011-12 Budget
Transfers In	\$ 430,587	\$ 430,587	\$ 430,587
Expenses			
Equipment Reserve Purchases	549,000	603,760	85,200
Payment of RDA advance to General Fund	400,000	-	-
Transfer Out:			
Parks & Facilities Capital	90,000	90,000	
Total Expenses	1,039,000	693,760	85,200
Ending Balance, June 30	\$ (608,413)	\$ (263,173)	\$ 345,387
Unrestricted Fund Balance, June 30		5,930,192	5,667,019
Unrestricted Fund Balance, July 1		5,667,019	6,012,406

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

**2011-12 EQUIPMENT RESERVE
FUNDING SUMMARY**

Total Requests by Fund

General Fund Equipment Reserve	85,200	
Total		<u>85,200</u>

Expenditures

Police

Sig Sauer Handguns	12,000	
Ballistic Vest	18,200	

Streets

Asphalt Drum Compactor	55,000	
Total		<u>85,200</u>

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**2011-12 EQUIPMENT RESERVE
ACQUISITION DESCRIPTIONS**

General Fund Equipment Reserve

Police

Sig Sauer Handguns (6650) \$12,000

The Sig Sauer handguns issued to Police Officers and Reserve Police Officers have been in service for over ten (10) years. These firearms are experiencing periodic maintenance issues and reliability has become a concern. With availability of a trade-in credit for the present guns, the total cost, including holsters, would be approximately \$200 per handgun, a total of 60 handguns and holsters. At least one vendor is willing to guarantee that the weapons being traded in will only be sold to members of the law enforcement community.

Ballistic Vest (6650) \$18,200

The ballistics vests issued to all Police Officers and Reserve Police Officers have been in service for five (5) years and will exceed the manufacturers warranty period during this fiscal year. The total cost is expected to be offset by grant funding from the Bureau of Justice Administration which should pay for 1/2 the total cost of the vests. The Equipment Cost listed below represents 1/2 of the total cost of 52 vests @ \$700 per vest.

Streets

Asphalt Drum Compactor (8014) \$55,000

An asphalt drum compactor is an essential piece of equipment used for large street repairs. Aside from compacting newly laid hot mix asphalt, the City also uses the equipment to re-compact a road base layer after the existing pavement has been pulverized by the Asphalt Zipper and removed. Originally purchased in 1991, the compactor has had a long and productive life. However, it needs more frequent maintenance, and repair supplies are harder to find due to the age of equipment. A similar drum compactor approximately 40-47" in width with an environmentally compliant diesel motor will replace the existing equipment.

General Fund Equipment Reserve Expenditures Total \$85,200

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TECHNOLOGY
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TECHNOLOGY SUPPORT

TECHNOLOGY SUPPORT FUND SUMMARY

	2010-11 Budget	2010-11 Estimated Actual	2011-12 Budget
Transfers In	\$ 487,766	\$ 487,766	\$ 471,916
Expenses			
Technology Operating Expenses	486,851	472,931	483,610
Transfer Out:			
Phone System Replacement	91,576	91,576	-
Total Expenses	578,427	564,507	483,610
Ending Balance, June 30	\$ (90,661)	\$ (76,741)	\$ (11,694)
Unrestricted Fund Balance, July 1		501,318	424,577
Unrestricted Fund Balance, June 30		424,577	412,883

TECHNOLOGY SUPPORT

The Technology Support Division (TSD) of Cable Television 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.

PROGRAMS

Technology Support maintains and provides support for over 320 network accounts, over 500 pieces of peripheral equipment, and over 20 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 Works 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 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. The primary services provided include:

- **ON-GOING MAINTENANCE AND MONITORING**
Technology Support monitors network equipment to provide 24/7 remote and direct access to the City's data network.
- **STAFF TRAINING**
The Division trains City employees on network features and software to increase users' proficiency and comfort with technology as well as offer employees the ability to take training classes for more advanced coursework.
- **CENTRALIZED HELPDESK**
The Division provides tracking, prioritizing of support calls, delivery of fast response time and departmental reporting.
- **CENTRALIZED PHONE MANAGEMENT**
The Division maintains citywide phone system allowing for the addition, subtraction, and modification of phone extensions and voicemail boxes. The Division also manages cell phone and various calling plans.
- **CITY WEB SITE ADMINISTRATION**
Technology Support manages the City's municipal website by ensuring access, stability, and usability.

PRIORITY FOCUS

As an internal service, the Division provides technology 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 provide the tools necessary for departments to conduct business.

PROGRAM RESOURCES

For fiscal year 2011-12 the Division will focus on maintaining the integrity and reliability of the network as identified in the Goals & Objectives section below.

REVENUE

The Division is an Internal Service Fund, deriving its funding by allocating its expenditures to user departments based on a usage formula. This Fund supports all City departments and centralizes costs associated with the operation of the City network, hardware and software replacement. This Fund also supports the information system personnel costs and the contract costs for any outsourced labor. Allocation of this Fund's activities is based on a user Department's number of network peripherals, telephone system connections in use, and department specific software or hardware needs or requests.

EXPENDITURES

The primary focus of the Division will be to provide user support and to ensure reliable network operations. The reliability of the network is paramount. To this end, there are various networking components such as the phone system and the storage area network operating system that must be upgraded to insure the continued smooth operation of City networking functions.

The Division continues to promote efficient, self-reliant operations, eliminating the need to outsource regular maintenance work. The Division maintains an umbrella support contract for expert technical support in the event of an emergency, allowing for speedy resolution and reduction of network downtime. The contract allows for unlimited phone support to troubleshoot any problems with the City's data networking equipment.

PERSONNEL
Personnel Summary

Cable Television Department	Cable Enterprise		Internal Services	Total
	Operations	Local Origination	Technology Support	
CATV Director	0.85	0.15	0.00	1.00
System Engineer	1.00	0.00	0.00	1.00
Business Manager	1.00	0.00	0.00	1.00
Programmer & Technology Mgr	0.00	1.00	0.00	1.00
Info. Tech. Analyst I/II	0.00	0.00	1.00	1.00
Computer Support Tech.	0.00	0.00	2.00	2.00
CATV Field Supervisor	1.00	0.00	0.00	1.00
CATV Technician III	2.00	0.00	0.00	2.00
CATV Technician I/II	7.00	0.00	0.00	7.00
Warehouse Clerk	1.00	0.00	0.00	1.00
Accounting & Customer Services Supervisor	1.00	0.00	0.00	1.00
Accounting & Customer Services Representatives III	1.00	0.00	0.00	1.00
Accounting & Customer Services Representatives I/II	3.00	0.00	0.00	3.00
Total	18.85	1.15	3.00	23.00

The City's Technology Support Division is staffed with one (1) Information Technology Analyst and two (2) Computer Support Technicians.

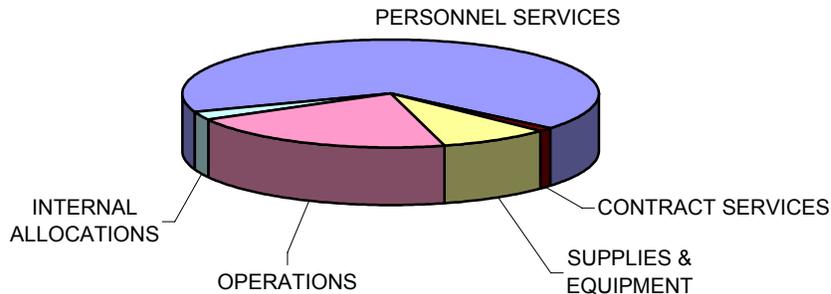
2010-11 ACCOMPLISHMENTS

- ✓ Upgraded the Citrix infrastructure from Citrix 4.0 to version 5.0. Added Audio and video streaming features. The upgrade included a complete rebuild of all Citrix servers. Last Citrix upgrade was in 1997.
- ✓ Upgraded EDEN Financial Suite software from version 4.4 to 5.5.
- ✓ Migrated cellular telephones to new wireless carrier and upgraded all cellular telephones. Annual savings of approximately \$24,000.
- ✓ Installed and configured a Blackberry Enterprise Server (BES) to fully manage all City Blackberry phone units.
- ✓ Upgraded GIS system from ArcView 9.3 to 10.1. Centralized all maps for better control and security. Provided end user training.
- ✓ Researched and upgraded property database software Metroscan to online version. Cost savings of \$2,200 annually.
- ✓ Configured and installed cordless Cisco phones and Wifi Access Point at Library and Senior Center locations.
- ✓ Upgraded Public Services computerized maintenance management system (CMMS) application Maintstar from version 10.0 to version 11.0.2.
- ✓ Create City of San Bruno Facebook and Twitter accounts.

2011-12 GOALS & OBJECTIVES

- ❑ Implement business continuity plan to ensure continued critical system operations in the event of emergency and duplication of City Hall data center servers at disaster recovery center using Virtual Machine technology. This project includes an upgrade to the current storage system.
- ❑ Upgrade Microsoft Office Suite applications from Office 2000 to Office 2010 and provide staff training on the upgraded applications (Word, Excel, PowerPoint, Publisher).
- ❑ Upgrade CRW/TrakIT application from version .0527 to version 'TrakIT.NET'.
- ❑ Upgrade the shared San Bruno / City of Millbrae fire records management software FireRMS.
- ❑ Continue to provide customer support to City staff on all network applications & equipment, telephones, and other related services.
- ❑ Continue to coordinate City staff computer training needs.

Technology Support Division 2011-12 Adopted Budget



	2011-12 ADOPTED	PERCENT OF TOTAL
PERSONNEL SERVICES	\$322,152	67%
SUPPLIES & EQUIPMENT	41,300	9%
CONTRACT SERVICES	5,400	1%
OPERATIONS	103,235	21%
INTERNAL ALLOCATIONS	11,523	2%
GRAND TOTAL	\$483,610	100%

PERSONNEL SERVICES	ADOPTED BUDGET	DESCRIPTION
5101 REGULAR SALARIES	\$225,000	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period. Subject to benefits per applicable MOUs. Salaries include city-wide furlough.
5200 EMPLOYEE BENEFITS	97,152	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.
SUBTOTAL FOR PERSONNEL SERVICES	\$322,152	

SUPPLIES & EQUIPMENT	ADOPTED BUDGET	DESCRIPTION
6001 OFFICE SUPPLIES	\$19,500	Toner and other printer consumables for 32 department printers.
6204 SUPPLIES & EQUIPMENT	1,000	Backup Tapes, cabling, and network and computer components.

Supplies & Equipment (Cont.)

6650	TOOLS & EQUIPMENT	\$20,800	Data backup system, including drives, tape cartridges, and virtual machines, (\$6,400); Cisco IP Phone system, (\$980); Memories for 3 servers, (\$1,095); Window7 upgrade for 2 personal computers, (\$220); SQL Server 2005 and Client Access Licenses, (\$5,650); Citrix User License, (\$1,655); Uninterruptible power supplies, (\$550), laptop for Technology Support staff, (\$1,250); and 5 personal computers for Police Department, (\$3,000).
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SUBTOTAL FOR SUPPLIES & EQUIPMENT	\$41,300
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CONTRACT SERVICES	ADOPTED BUDGET	DESCRIPTION
6401 PROFESSIONAL SERVICES	\$5,400	Assistance with E-Commerce, Intranet, and web site maintenance, (\$2,000); Assistance with upgrade of Database SunPro FireRMS application, (\$3,400).
SUBTOTAL FOR CONTRACT SERVICES	\$5,400	

OPERATIONS	ADOPTED BUDGET	DESCRIPTION
6112 POSTAGE	\$300	Allocation of postage required by department operations for outside correspondence including regular, certified, return receipt, and express/overnight mail.
6304 OFFICE EQUIPMENT MAINTENANCE	28,730	Firewall hardware - Annual maintenance/ support, (\$2,950); VMware - Annual maintenance/ support, (\$3,700); MTM Technology support and annual maintenance, (\$6,600); Dell/EMC storage system - 2-year maintenance/ support, (\$10,000); Blade servers and Enclosure - 2-year maintenance/ support, (\$4,600); Printer maintenance/ support - CATV printers, (\$880).
6403 PERSONNEL SERVICES	1,600	LearnIT corporate card passes/training vouchers.
6405 STAFF TRAINING	7,350	Citrix Presentation Server Administrator's course.
6406 PROFESSIONAL DEVELOPMENT	500	Professional development in accordance with MOU.
6450 COMMUNICATIONS	2,620	Internal allocation of 8 dedicated fax and data lines, office telephone charges and 3 mobile phones.
6541 LICENSING FEES	37,150	Support/licensing for: ArcView/GIS software licensing, (\$5,250); Citrix metaframe presentation server, (\$5,000); Antivirus software support/licensing, (\$3,500); CRW/TrakIT software, (\$8,000); Metroscan software, (\$6,300); SunPro/FireRMS software, (\$3,400); Miscellaneous software for internet network monitoring, remote access, Web site and digital forms editing software, web calendar software, (\$2,500); SIRE Document Imaging software, (\$3,200).

Operations (cont.)

6601	RENTAL & LEASES	23,651	Lease payments for Postage and Stuffer machine, (\$8,050) and City Hall copiers, (\$15,601).
6701	DUES & MEMBERSHIPS	334	Municipal Information Systems Association of California (MISAC), (\$130); Cable Engineer Membership, (\$204).
6703	TRAVEL/VEHICLE USE	300	Reimbursement for business use of personal vehicles.
6704	MEETINGS/ CONFERENCES	700	Annual MISAC conference.
SUBTOTAL FOR OPERATIONS		\$103,235	

INTERNAL ALLOCATIONS	ADOPTED BUDGET	DESCRIPTION
7901 OTHER INTERNAL SERVICE ALLOC.	\$11,523	Internal service allocation for self insurance cost, (\$8,865); Building and facilities allocation, (\$2,658).
SUBTOTAL FOR INTERNAL ALLOCATIONS	\$11,523	
GRAND TOTAL	\$483,610	

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SELF INSURANCE
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SELF INSURANCE FUND

GENERAL LIABILITY

WORKERS' COMPENSATION

UNEMPLOYMENT INSURANCE

SELF INSURANCE FUND SUMMARY

	2010-11 Budget	2010-11 Estimated Actual	2011-12 Budget
Transfers In	\$ 1,578,156	\$ 1,578,156	\$ 1,584,432
Expenditures			
Workers Compensation Expenses	861,393	464,493	865,424
Liability Expenses	849,092	645,861	847,264
Unemployment Expenses	58,000	60,000	58,000
Total Expenses	<u>1,768,485</u>	<u>1,170,354</u>	<u>1,770,688</u>
Change in Fund Balance	<u>\$ (190,329)</u>	<u>\$ 407,802</u>	<u>\$ (186,256)</u>
Unrestricted Fund Balance, July 1		479,246	887,048
Unrestricted Fund Balance, June 30		887,048	700,792

SELF INSURANCE 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 \$1,584,432 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.

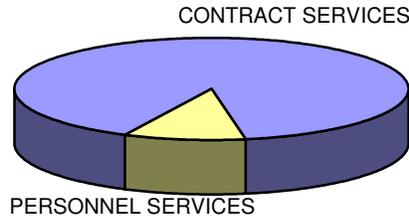
EXPENDITURES

As with prior years, the Department's expenditure appropriation is split approximately 10% for personnel costs and 90% for professional services. The 2011-12 budget is approximately \$1,800 below the 2010-11 budget.

PERSONNEL Personnel Summary

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

Self Insurance - General Liability 2011-12 Adopted Budget



	2011-12 ADOPTED	PERCENT OF TOTAL
PERSONNEL SERVICES	\$84,864	10%
CONTRACT SERVICES	762,400	90%
GRAND TOTAL	\$847,264	100%

PERSONNEL SERVICES	ADOPTED BUDGET	DESCRIPTION
5101 REGULAR SALARIES	\$62,725	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period. Subject to benefits per applicable MOUs. Salaries include city-wide furlough.
5200 EMPLOYEE BENEFITS	22,139	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.
SUBTOTAL FOR PERSONNEL SERVICES	\$84,864	

CONTRACT SERVICES	ADOPTED BUDGET	DESCRIPTION
6521 INSURANCE PREMIUMS	\$475,000	ABAG Plan Liability Coverage with Self-Insured Retention of \$100,000 Premium, (\$440,021); Bond premium, (\$805); City property insurance premium, (\$34,174).
6525 CLAIMS	287,400	Liability claims paid.
SUBTOTAL FOR CONTRACT SERVICES	\$762,400	
GRAND TOTAL	\$847,264	

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 \$1,584,432 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 service provided includes:

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

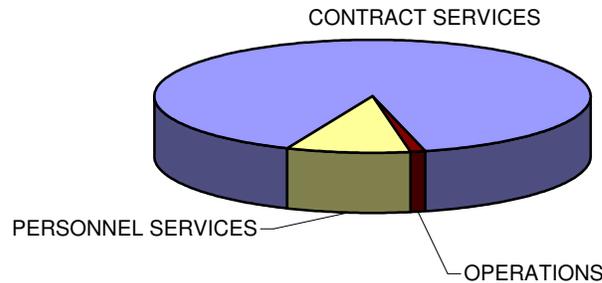
PERSONNEL

Personnel Summary

Human Resources	General Fund	Self Insurance Fund		
Classification	Human Resources	Workers Compensation		Total
Human Resources Director	0.75	0.25		1.00
Administrative Analyst	1.00	0.00		1.00
Total	1.75	0.25		2.00

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

Self Insurance - Workers' Compensation 2011-12 Adopted Budget



	2011-12 ADOPTED	PERCENT OF TOTAL
PERSONNEL SERVICES	\$78,499	9%
CONTRACT SERVICES	777,600	90%
OPERATIONS	9,325	1%
GRAND TOTAL	\$865,424	100%

PERSONNEL SERVICES	ADOPTED BUDGET	DESCRIPTION
5101 REGULAR SALARIES	\$57,631	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period. Subject to benefits per applicable MOUs. Salaries include city-wide furlough.
5200 EMPLOYEE BENEFITS	20,868	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance.
SUBTOTAL FOR PERSONNEL SERVICES	\$78,499	

CONTRACT SERVICES	ADOPTED BUDGET	DESCRIPTION
6521 INSURANCE PREMIUMS	\$160,000	Excess workers compensation premium.
6525 CLAIMS	527,600	Worker's compensation claims paid.
6529 OTHER INSURANCE COSTS	90,000	Third-party claim adjustment services.
SUBTOTAL FOR CONTRACT SERVICES	\$777,600	

OPERATIONS		ADOPTED BUDGET	DESCRIPTION
6405	STAFF TRAINING	\$5,000	Mandatory training for OSHA compliance.
6408	MEDICAL EXAMS	3,500	Medical examinations.
6701	DUES & MEMBERSHIPS	225	Public Agency Risk Management Association (PARMA).
6704	MEETINGS/ CONFERENCES	600	PARMA conference.
SUBTOTAL FOR OPERATIONS		\$9,325	
GRAND TOTAL		\$865,424	

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SELF INSURANCE 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 \$1,584,432 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.

EXPENDITURES

The City has elected the reimbursement method for financing unemployment insurance costs for former employees.

CONTRACT SERVICES	ADOPTED BUDGET	DESCRIPTION
6401 PROFESSIONAL SERVICES	\$3,000	E-Group Unemployment Insurance Services administrative fee.
SUBTOTAL FOR PERSONNEL SERVICES	\$3,000	
INTERGOVERNMENTAL	ADOPTED BUDGET	DESCRIPTION
5254 CLAIMS	\$55,000	Reimbursement to State of California for former employees claiming unemployment benefits.
SUBTOTAL FOR PERSONNEL SERVICES	\$55,000	
GRAND TOTAL	\$58,000	

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SPECIAL REVENUE FUNDS
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REDEVELOPMENT
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REDEVELOPMENT OPERATIONS

REDEVELOPMENT OPERATIONS FUND SUMMARY

	2010-11 Budget	2010-11 Estimated Actual	2011-12 Budget
Revenues			
80% Tax Increment	\$ 7,007,679	\$ 7,200,000	\$ 7,245,000
Investment Income	-	27,495	32,171
Total Revenues	7,007,679	7,227,495	7,277,171
Operating Expenditures			
Redevelopment Operations	1,652,001	2,017,444	1,263,044
Pass Thru Payments	3,328,647	3,328,647	3,332,700
Interest Payment to General Fund	200,000	173,703	173,703
Total Operating Expenditures	5,180,648	5,519,794	4,769,447
Operating Income (Deficit)	1,827,031	1,680,206	2,507,724
Non-Operating Revenue (Expense)			
Debt Service	(647,438)	(647,438)	(652,138)
SERAF Payment	(409,534)	(409,534)	-
Transfer to Capital	(684,064)	(684,064)	-
Total Non-Operating Income (Deficit)	(1,741,036)	(1,741,036)	(652,138)
Change in Fund Balance	\$ 85,995	\$ (60,830)	\$ 1,855,586
Unrestricted Fund Balance July 1		1,520,373	1,459,543
Unrestricted Fund Balance June 30		1,459,543	3,315,129

REDEVELOPMENT FUNDS OPERATIONS

The mission of the Redevelopment - Operations is to develop, implement and administer programs designed to improve the economic and physical conditions and to stimulate private investment in the San Bruno Redevelopment Area.

PROGRAMS

The Redevelopment Agency operates under the policy direction of the City Council sitting as the Redevelopment Agency Board. The City Manager serves as Executive Director of the Redevelopment Agency. The Redevelopment Operations Division is responsible for non-housing activities in the San Bruno Redevelopment Area with the goal of improving physical conditions, promoting a strong and diverse economic base, providing employment, and increasing sales tax revenues to enhance the quality of life in San Bruno. The Division develops and implements programs and projects to assist existing and prospective businesses, markets the community to commercial office and retail users, explores funding opportunities to leverage tax increment funds, works with the Redevelopment Advisory Committee (RAC), and administers debt service consistent with the goals of the Redevelopment Plan.

Redevelopment Operations emphasizes economic revitalization of commercial areas. Redevelopment works with the Planning Division to prepare the Transit Corridors Specific Plan, which will serve as a guide for private development and public improvements in the commercial areas surrounding the future San Bruno Avenue Caltrain Station, including downtown (San Mateo Avenue), El Camino Real and San Bruno Avenue. With the completion of the residential and El Camino Real commercial development in Spring 2011, only the hotel site remains to be developed at The Crossing. Approved housing development at the former downtown cinema site, Skycrest and Glenview Terrace continue to be delayed due to the ongoing depressed housing and financing markets, but is expected to resume when the market improves. Current and new redevelopment programs include:

- **ECONOMIC DEVELOPMENT**

Redevelopment provides resources and incentives for economic revitalization in downtown and commercial corridors. This includes continued operation of the Building Façade Improvement Program, outreach to the Chamber of Commerce, marketing and promotional materials for Downtown businesses and developing a specific plan for the transit corridors area, which includes the downtown business district.

To address high retail vacancies in downtown San Bruno, the Agency proposes to create a new small business training program with the goal of identifying, preparing and supporting individuals to start and grow sustainable local businesses. Following intensive group and individual training, clients that demonstrate sufficient ability and resources will be eligible to access startup/expansion capital and offered incubation within space leased by the City and managed by a non-profit organization. The Agency would contract with a non-profit economic development organization to manage the program.

- **DEVELOPMENT ACTIVITIES**

Redevelopment works closely with Planning staff to facilitate development projects in the Project Area. When development projects are proposed, staff evaluates the proposals

for consistency with the goals of the Redevelopment Plan, including the eliminating blight and stimulating private investment. These include development of The Crossing, and the mixed-use project on the vacant cinema site at 406-418 San Mateo Avenue in downtown.

- **REDEVELOPMENT PLANNING**

Redevelopment planning establishes the framework for future development in the Project Area. The Agency completed preparation of the Agency's third 5-Year Implementation Plan for 2010-2014 and will continue to work towards the completion of the Transit Corridors Specific Plan.

- **CODE ENFORCEMENT SUPPORT**

Redevelopment Operations supports ongoing mitigation of code violations in commercial areas within the Project Area in cooperation with the Building Inspection and Code Enforcement Division.

Governor Brown's revised 2011-12 State Budget proposal released in May 2011 proposes legislation to phase out existing redevelopment agencies beginning in 2011-12. Existing agencies will be required to cease creation of new obligations and successor agencies will be required to retire redevelopment agency debts in accordance with existing payment schedules. No existing obligations will be impaired. As of May 2011, the proposal has not received sufficient support from the State Legislature to approve the governor's proposal. A possible alternative to the governor's proposal is the adoption of redevelopment reform legislation by the State Legislature. This Budget assumes that the Redevelopment Agency will continue to receive tax increment revenues to carry out redevelopment projects.

In response to the Governor's proposal to dissolve redevelopment agencies, the Agency and City Council adopted the Public Improvements Reimbursement Agreement to contractually bind the Agency to fund and support specific critical public improvement projects. The Agency has thereby pledged funds to ensure completion of specified public improvement projects associated with critical, ongoing priorities that the City and Agency have previously envisioned for the Redevelopment Area.

Although the timing of this action is driven by the prospect of state action precluding the use of redevelopment funds, the identification and funding of the public improvement projects is consistent with the community's well-established, long-term priorities and associated previous planning efforts and Agency Board actions. They range from significant public infrastructure projects in support of the Transit Corridors Plan to participation of in public-private development projects that assist in the elimination of blight and serve as a catalyst for private investment and economic development. The public improvement projects are consistent with the Redevelopment Plan, the Implementation Plan, and the Draft Transit Corridors Plan. The Reimbursement Agreement encumbers existing and future tax increment from the Redevelopment Area to cover the costs of the projects.

PRIORITY FOCUS

Redevelopment Operations emphasizes economic revitalization and physical improvement of commercial areas in the Project Area to develop a strong economic base and enhance the City's appearance and image. The Agency's third Five-Year Implementation Plan (2010-2014) was completed in January 2010. The Implementation Plan provides guidance in prioritizing programs and projects. The Agency proposes to establish a new small business training program to support individuals who wish to start and grow new businesses in downtown.

The Agency will continue to support completion of the Transit Corridors Specific Plan. The Transit Corridors Specific Plan seeks to improve the quality of development, strengthen the economic base, and provide a guide for future development in the area surrounding the future San Bruno Avenue Caltrain Station over the next 10 to 20 years. The Specific Plan will include design guidelines and development standards that will provide clear direction to developers wanting to redevelop in these areas. The Plan will also provide the development standards for the new General Plan Transit Oriented Development (TOD) land use district, in coordination with the update of the zoning code and associated regulations. This work complements the City's participation in the El Camino Real Grand Boulevard Initiative, which assesses opportunities for development and suitability of TOD within proximity of San Bruno's BART and Caltrain stations and along El Camino Real.

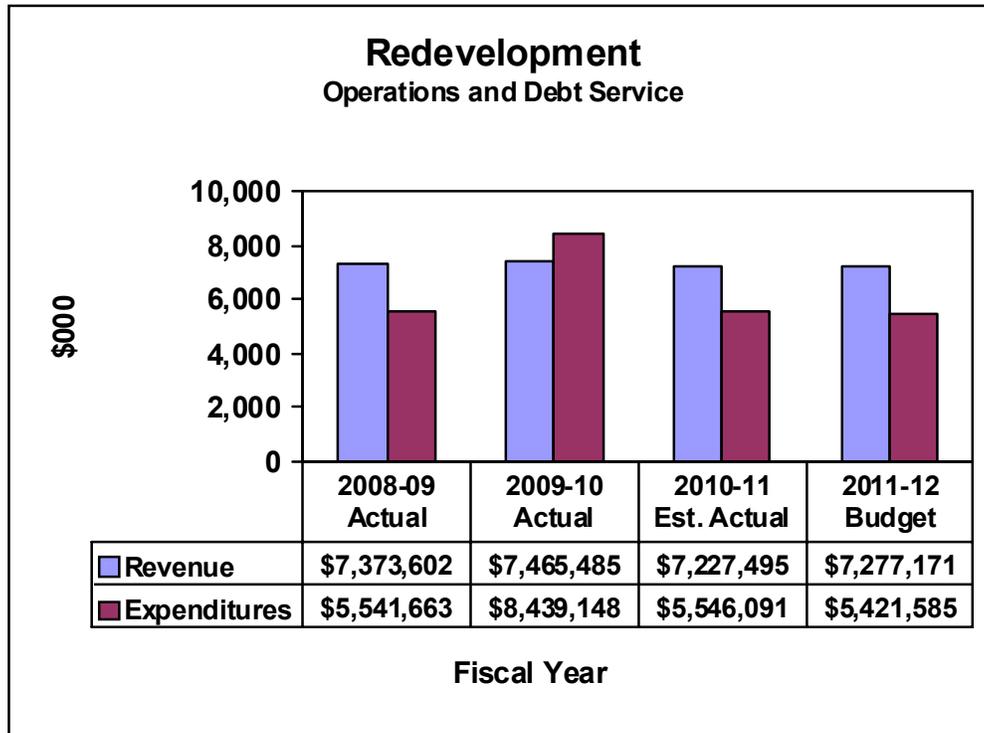
The Agency will continue to provide financial assistance to local businesses and property owners to upgrade commercial properties through the Building Façade Improvement Program. To better serve Redevelopment Area businesses and to create stronger incentives for business and property owners to upgrade their properties, the Agency will consider modifying the Façade Program, such as increasing the amount of assistance and providing architectural and design assistance.

In addition, the Agency will continue to work with businesses and the Chamber of Commerce to promote the economic revitalization and new development along El Camino Real including the redevelopment of the old Navy site and businesses along San Mateo Avenue.

To enhance the City's appearance and image, Redevelopment Operations will continue to provide code enforcement support to enhance the neighborhood and business districts. It will also assist in funding the graffiti abatement program and additional abatement programs, such as weeds and garbage, in the Redevelopment Area.

PROGRAM RESOURCES

Redevelopment is a separate fund with its own revenue source. The core services and personnel resources of Redevelopment Operations are anticipated to remain largely unchanged from previous years. It is expected that the Redevelopment Operations budget will continue to be fully funded by tax increment revenues generated from increased development in the Project Area. The Redevelopment Operations budget ended its reliance on advances from the Equipment Reserve Fund in 2008-09.



REVENUES

Revenues for Redevelopment Operations are derived from property tax increment revenues. In prior years, Redevelopment has been required to borrow operations funds from the City’s Equipment Reserve to fund on-going activities. As the Agency’s activity has increased to encourage redevelopment of properties in the Project Area, tax increment revenues have increased and have been sufficient to fully fund operations since fiscal year 2008-09.

Twenty percent (20%) of gross Redevelopment tax increment revenues are deposited to the Agency’s Housing Set Aside Fund. Approximately 50% of total Redevelopment Revenues are passed through to other taxing Agency’s inception. The remaining tax increment is designated for Redevelopment program and project administration and delivery.

Revenue	2008-09 Actual	2009-10 Actual	2010-11 Est. Actual	2011-12 Budget
80% Tax Increment	\$7,341,321	\$7,420,274	\$7,200,000	\$7,245,000
Interest Income	32,281	45,211	27,495	32,171
Total Revenues	\$7,373,602	\$7,465,485	\$7,227,495	\$7,277,171

EXPENDITURES

Redevelopment program operations cover assigned staff costs in the Community Development Department related to the planning and administration of Redevelopment programs. Professional services are programmed into the budget to fund the public improvements for commercial corridors in the Redevelopment Area, with an emphasis on downtown. The annual debt service for Police Plaza located at 1177 Huntington Avenue is funded through Redevelopment resources.

Funding of public improvements in the transit corridors area will be recommended in conjunction with the completion of the Downtown and Transit Corridors Specific Plan as a public investment for the purpose of facilitating new development and economic revitalization. The Specific Plan will establish the primary means of regulating land use and development within the transit corridors area. The Specific Plan will also guide planning for City actions and investments in support of growth in the downtown and the area surrounding the future San Bruno Avenue Caltrain Station.

PERSONNEL
Personnel Summary

Community Development Department	General Fund		Redevelopment Fund		Total
	Planning Division	Building & Code Enforcement	Operations	Low/Mod Income Housing	
Community Devel. Director	0.25	0.25	0.35	0.15	1.00
Building Official	0.00	0.80	0.10	0.10	1.00
Redevelopment Manager	0.00	0.00	0.65	0.35	1.00
Senior Planner	0.00	0.00	0.35	0.15	0.50
Building Inspector	0.00	1.60	0.20	0.20	2.00
Associate Planner	0.50	0.00	0.35	0.15	1.00
Assistant Planner	0.50	0.00	0.35	0.15	1.00
Senior Code Enforcement Officer	0.00	0.40	0.35	0.25	1.00
Code Enforcement Officer	0.00	0.40	0.35	0.25	1.00
Community Devel. Tech I/II	0.50	0.80	0.55	0.15	2.00
Total	1.75	4.25	3.60	1.90	11.50

Redevelopment Operations receives staff assistance from the Community Development Department specialized personnel services and general administration from other City departments, through the General Administration allocation.

2010-11 ACCOMPLISHMENTS

- ✓ Completed two Building Façade Improvement Program projects: 589-591 San Mateo Avenue (Marshall Arts Studio and Paradise Lounge) and 446 San Mateo Avenue (Cleo’s Restaurant). Approved four façade projects: 1600 El Camino Real (St. Vincent de Paul), 532 San Mateo Avenue (3 new spaces to replace vacated Lullaby Lane), 451 El Camino Real (Don Pico’s Restaurant), and 486 San Mateo Ave (Never Too Latte).
- ✓ Completed work on the draft Transit Corridors Specific Pan and began work on the Environmental Impact Report and Water Supply Assessment for the Plan.
- ✓ Construction of the Crossing commercial project completed, and opening of Jack’s restaurant as the anchor tenant was opened, along with Scott Trade.

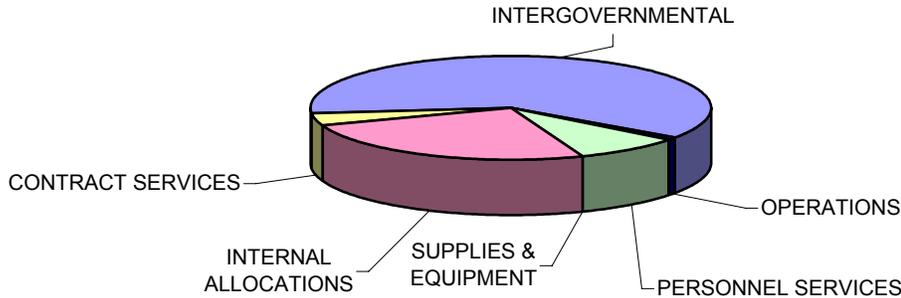
- ✓ Supported code enforcement activities including a total of approximately 185 new cases and 118 cases resolved within the Redevelopment Area in calendar year 2010 (over 50% of code cases in the City).
- ✓ Continued funding of Capital Improvement projects located within the Project Area, including sidewalk repair, street median and pedestrian improvements.
- ✓ Prepared and adopted Reimbursement Agreements to contractually bind the Agency to fund and support specific critical public improvement and housing projects. The Agency pledged funds to ensure completion of specified public improvement projects associated with critical, ongoing priorities that the City and Agency have previously envisioned for the Redevelopment Area.

2011-12 GOALS & OBJECTIVES

- Create a new small business training program with the goal of identifying, preparing and supporting individuals to start and grow sustainable local businesses.
- Complete and adopt the Transit Corridors Specific Plan and Environmental Impact Report (EIR). Prepare a ballot initiative and educational materials for citywide election to increase building height limits in the Transit Corridors Area.
- Continue operation of the Commercial Façade Improvement Program, and initiate new commercial façade projects primarily focused on the downtown area.
- Modify the Façade Program to create stronger incentives to upgrade commercial properties, including providing design and architectural services, increasing the maximum amount of assistance, and changing the assistance from a grant to a forgivable loan.
- Continue participation in the El Camino Real Grand Boulevard Initiative to implement a new vision for housing and urban development, balancing the need for cars and parking with viable options for transit, walking and biking.
- Work with property owners and developers to facilitate development projects in the Project Area, including the approved of mixed-use project at the former cinema site and three adjacent bars at 406-418 San Mateo Avenue in downtown and the vacant bank building located at San Bruno Avenue and Huntington Avenue.
- Work with the Agency to implement goals and policies of the City's updated General Plan and specific projects identified in the Downtown and Transit Corridor Plan.

- ❑ Pursue Code Enforcement activities related to commercial properties within the Redevelopment Project Area.
- ❑ Identify strategies to encourage and accelerate redevelopment of key sites in the Project Area in coordination with priorities outlined in the Transit Corridor Plan including property acquisition.
- ❑ Continue funding of Capital Improvement projects located within the Project Area, such as sidewalk repair, street median and pedestrian improvements, and support for oversight of Caltrain's grade separation project construction.
- ❑ Consider issuance of a tax allocation bond to raise funds to carry out public improvement projects listed in the Public Improvements Reimbursement Agreement.

Redevelopment - Operations Division 2011-12 Adopted Budget



	2011-12 ADOPTED	PERCENT OF TOTAL
PERSONNEL SERVICES	\$467,527	9%
SUPPLIES & EQUIPMENT	1,000	0%
CONTRACT SERVICES	207,500	4%
OPERATIONS	48,829	1%
INTERGOVERNMENTAL	3,332,700	61%
INTERNAL ALLOCATIONS	1,364,029	25%
GRAND TOTAL	\$5,421,585	100%

PERSONNEL SERVICES	ADOPTED BUDGET	DESCRIPTION
5101 REGULAR SALARIES	\$335,007	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period. Subject to benefits per applicable MOUs. Salaries include city-wide furlough.
5200 EMPLOYEE BENEFITS	132,520	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance.
SUBTOTAL FOR PERSONNEL SERVICES	\$467,527	

SUPPLIES & EQUIPMENT	ADOPTED BUDGET	DESCRIPTION
6001 OFFICE SUPPLIES	\$1,000	Office supplies for daily operations.
SUBTOTAL FOR SUPPLIES & EQUIPMENT	\$1,000	

CONTRACT SERVICES		ADOPTED BUDGET	DESCRIPTION
6401	PROFESSIONAL SERVICES	\$182,500	Consultant services for preparation of Economic analysis of development projects, (\$25,000); Annual audit, (\$7,500); Business recruitment services and software, (\$50,000); <i>Hire contractor to promote economic development, (\$100,000).</i>
6402	LEGAL SERVICES	25,000	Legal services related to development and redevelopment matters.
SUBTOTAL FOR CONTRACT SERVICES		\$207,500	

OPERATIONS		ADOPTED BUDGET	DESCRIPTION
6112	POSTAGE	\$500	Postage required by department operations and the Transit Corridors Plan for correspondence.
6141	PRINTING, COPYING & BINDING	3,000	Print and copy marketing materials to promote businesses in downtown and along with Transit Corridors Plan, Redevelopment Improvement Plan, and Housing Element.
6406	PROFESSIONAL DEVELOPMENT	500	Professional development reimbursement for 1 mid-manager in accordance with MOU.
6409	SPECIAL PROJECTS/ EVENTS	35,000	Graffiti and nuisance abatement services in RDA commercial areas.
6450	COMMUNICATIONS	1,069	Internal allocation charges for phones and phone service; Monthly charges for modems and fax lines.
6501	PUBLIC NOTICES	2,500	Legal ads to notice projects in the Redevelopment Area.
6701	DUES & MEMBERSHIPS	5,000	Annual membership dues calculated based on city population & tax increment revenue for APA & AICP (\$450) and CRA (\$4,550).
6702	PUBLICATIONS & SUBSCRIPTIONS	250	Purchase of redevelopment and planning books, including 3 copies of Redevelopment in California (with legislative updates), for Community Development, City Attorney and City Manager; Economic Development Toolbox (reference for economic development strategies and methods).
6703	TRAVEL/VEHICLE USE	250	Reimbursement for business-related personal vehicle use.
6704	MEETINGS/ CONFERENCES	760	CRA Conference for 1 staff.
SUBTOTAL FOR OPERATIONS		\$48,829	

INTERGOVERNMENTAL		ADOPTED BUDGET	DESCRIPTION
7069	INTERGOVERNMENTAL - OTHER	3,332,700	RDA pass-through to the City, County of San Mateo, Millbrae Elementary, San Bruno Park Elementary, San Mateo High, San Mateo Jr College, Colma Creek Flood Control, San Bruno Creek Flood, Bay Area Air Pollution, County Harbor District, Mosquito Abatement, Peninsula Hospital District, and County Education Tax.
SUBTOTAL FOR INTERGOVERNMENTAL		\$3,332,700	
INTERNAL ALLOCATIONS		ADOPTED BUDGET	DESCRIPTION
7901	OTHER INTERNAL SERVICE ALLOC.	\$16,775	Internal service allocation for self insurance cost, (\$13,205); information technology support, (\$3,426); and copier charges, (\$144).
7902	GENERAL ADMIN. ALLOC.	521,413	Allocation of services provided to this fund based on the cost allocation plan conducted in 2005-06.
8999	NON-OPERATING TRANSF	652,138	Debt transfer: Admin Service, (\$2,500); Debt transfer: principal payment, (\$240,000); Debt transfer: interest payment (\$409,638).
9002	INTEREST	173,703	Interest Payment to the general fund for debt.
SUBTOTAL FOR INTERNAL ALLOCATIONS		\$1,364,029	
GRAND TOTAL		\$5,421,585	

**REDEVELOPMENT
DEBT SERVICE**

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REDEVELOPMENT DEBT SERVICE

PROGRAMS

The debt service fund is for the accumulation and disbursement of funds for debt relating to redevelopment projects. The 2011-12 budget contains payments for the Certificates of Participation financing for the Joint Police Facility. The primary service includes:

- **1177 Huntington Ave. Financing**
Certificates of Participation issued in 2000 to fund construction of 1177 Huntington Ave. Debt will be fully repaid in 2030.

EXPENDITURES

CONTRACT SERVICES	ADOPTED BUDGET	DESCRIPTION
6419 OTHER SERVICES	\$2,500	Payment to fiscal agent for administrative services.
INTERNAL ALLOCATIONS & TRANSFERS	ADOPTED BUDGET	DESCRIPTION
9001 PRINCIPAL PAYMENT ON DEBT	\$240,000	Payment of principal for police facility.
9002 INTEREST PAYMENT ON DEBT	409,638	Payment of interest for police facility.
SUBTOTAL FOR INTERNAL ALLOCATIONS & TRANSFERS	\$649,638	
GRAND TOTAL	\$652,138	

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**LOW AND MODERATE INCOME
HOUSING FUND**

LOW AND MODERATE INCOME HOUSING FUND SUMMARY

	2010-11 Budget	2010-11 Estimated Actual	2011-12 Budget
Revenues			
20% Tax Increment	\$ 1,751,920	\$ 1,781,562	\$ 1,790,000
Investment Income	0	26,950	31,533
Total Revenues	1,751,920	1,808,512	1,821,533
Expenditures			
Low/Moderate Income Housing Operations	1,403,166	1,339,527	1,408,688
Change in Fund Balance	\$ 348,754	\$ 468,985	\$ 412,845
Unrestricted Fund Balance July 1		2,738,510	3,207,495
Unrestricted Fund Balance June 30		3,207,495	3,620,340

REDEVELOPMENT AGENCY FUND LOW & MODERATE INCOME HOUSING DIVISION

The mission of the Redevelopment – Low and Moderate Income Housing (LMIH) Program is to support the preservation, improvement or production of housing affordable to persons of very low-, low-and moderate-incomes, and to promote the conservation and enhancement of residential neighborhoods.

PROGRAMS

The Low & Moderate Income Housing (LMIH) Program is responsible for developing strategies to implement the adopted housing policies of the City consistent with California Community Redevelopment Law requirements. The primary services provided include:

- **AFFORDABLE HOUSING DEVELOPMENT**
Plans for affordable housing development throughout the Project Area; evaluates housing development opportunities as they become available, coordinates with affordable housing developers and regional agencies; enters into Affordable Housing Agreements with developers and monitors compliance for projects in the Redevelopment Area; implements the statutorily required Ten-Year Housing Compliance Plan for the Redevelopment Agency; implements the BMR Ordinance; provides redevelopment housing funds where appropriate, and; assists in securing other housing funds for housing developments and programs.
- **RESIDENTIAL REHABILITATION PROGRAM**
LMIH works with the San Mateo County Department of Housing and the San Bruno Building Division to promote housing rehabilitation for low and moderate income homeowners in the Redevelopment Area.
- **COMMUNITY PROMOTIONS**
Provides funding for local and regional housing efforts, including those coordinated by Human Investment Project (HIP), Shelter Network and North Peninsula Neighborhood Services Center.
- **CODE ENFORCEMENT SUPPORT**
LMIH supports ongoing mitigation of code violations in residential areas within the Project Area in cooperation with the Building Inspection and Code Enforcement Divisions.
- **PLANNING DIVISION SUPPORT**
LMIH works with the Planning Division to plan for affordable housing, including implementation of the City's new Below Market Rate (BMR) housing ordinance; supports planning efforts for preparation of the Transit Corridors Plan and adoption of the new Housing Element; and participates in local and regional housing efforts.

Governor Brown's 2011-12 state budget proposal includes a plan to eliminate redevelopment agencies statewide and the requirement that future tax increment be used only to satisfy the agencies' existing obligations. As of May 2011, the proposal has not received sufficient support from the state legislature to approve the dissolution of redevelopment agencies. This Budget assumes that redevelopment agencies will not be dissolved, and the Redevelopment Agency will continue to receive tax increment revenues to carry out Redevelopment Housing projects.

In response to the Governor's proposal to dissolve redevelopment agencies, the Agency and City Council adopted an Affordable Housing Reimbursement Agreement to contractually bind the Agency to fund and support specific critical housing projects. The Agency has thereby pledged funds to ensure completion of specified affordable housing projects associated with critical, ongoing priorities that the City and Agency have previously envisioned for the Redevelopment Area.

Although the timing of this action is driven by the prospect of State action precluding the use of Redevelopment funds, the identification and funding of the housing projects is consistent with the community's well-established, long-term priorities and associated previous planning efforts and Agency Board actions. They range from significant public infrastructure projects in support of the Transit Corridors Plan to participation in public-private development projects that assist in the elimination of blight and serve as a catalyst for private investment and economic development. The affordable housing projects are consistent with the Redevelopment Plan, the Implementation Plan, and the Draft Transit Corridors Plan. The Reimbursement Agreement encumbers existing and future tax increment from the Redevelopment Area to cover the costs of the projects.

PRIORITY FOCUS

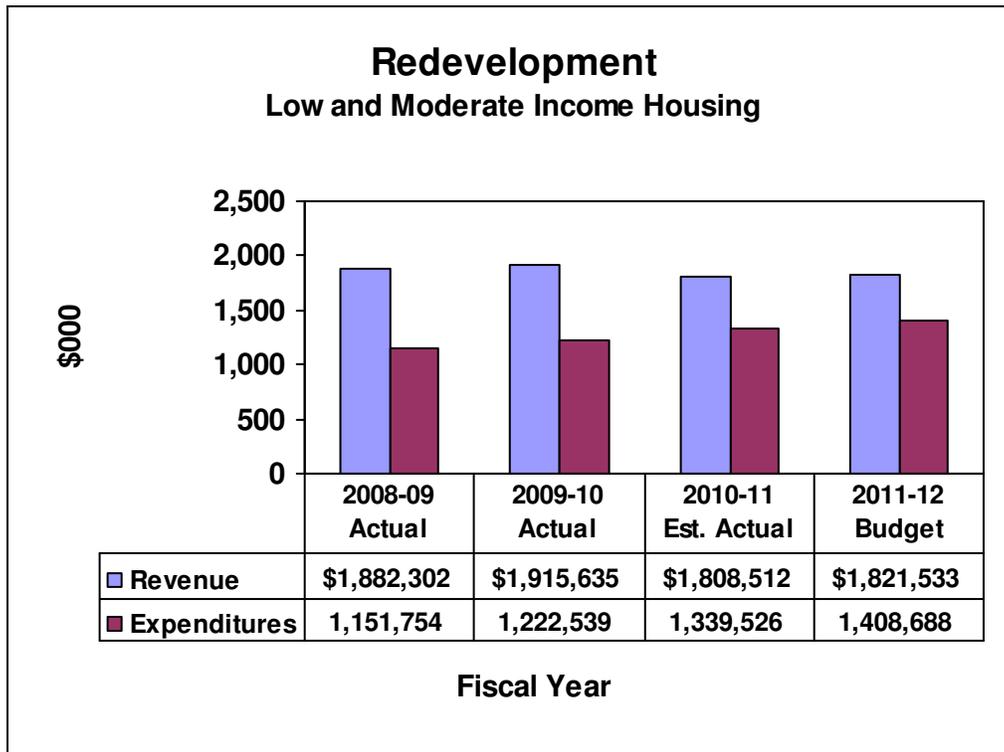
The LMIH emphasis on preserving, improving and increasing the housing affordable to households with a wide range of incomes is an important factor in developing a strong economic base and enhancing the city's appearance and image. To address the housing needs of San Bruno residents and aid in providing housing for homeless persons, the Agency will continue to provide financial assistance to Shelter Network and Human Investment Project (HIP). The Agency will also continue to work with the Building Division and the San Mateo County Housing Department to implement the residential rehabilitation program.

To promote affordable housing development, the Agency assists with the implementation of the Housing Element, preparation of the Transit Corridors Plan, and administration of the Below Market Rate (BMR) housing ordinance. In certain cases, with the approval of the City Council, the BMR ordinance allows payment of in-lieu fees as an alternative for projects that cannot feasibly meet their affordable housing obligation on-site. The fees are held in a separate fund, which can be used to leverage other federal, state and/or local funding sources to help a developer build affordable units in the Redevelopment Area. To date, \$2.7 million in BMR In-lieu fees have been generated from residential projects inside and outside the Redevelopment Area. In lieu fees can also be used to increase affordable housing inside the Redevelopment Area.

To improve the appearance and safety of housing and attractiveness of neighborhoods in the Redevelopment Area, the Agency will continue to support code enforcement activities, including identifying and mitigating building and nuisance code violations, as well as the graffiti abatement program and other abatement programs, such as weeds and garbage.

PROGRAM RESOURCES

The purpose of LMIH is to provide assistance to homeowners, landlords and developers to improve, preserve and create affordable housing, when it is not feasible for the private housing market to fill this need. The housing programs must meet strict guidelines to qualify for financial assistance and the staff performs rigorous due diligence, including the use of outside financial consultants, in evaluating the level of financial assistance that is justified for a project.



REVENUES

Redevelopment LMIH revenues are derived entirely from the 20 percent set-aside of property tax increment revenues.

Revenue	2008-09 Actual	2009-10 Actual	2010-11 Est. Actual	2011-12 Budget
20% Tax Increment	\$1,878,093	\$1,887,788	\$1,781,562	\$1,790,000
Interest Earnings	4,209	27,846	26,950	31,533
Total Revenues	\$1,882,302	\$1,915,635	\$1,808,512	\$1,821,533

EXPENDITURES

The Program’s expenses cover personnel and operation costs related to the planning and administration of Redevelopment housing programs. The largest single category of expenditures is funding for the annual subsidy payments to maintain the affordability of required affordable units at the Crossing provided for in the Owner Participation Agreements, including 60 very low-income units at the Archstone I Apartments (annual cap of \$311,000), and 37 very low-income units at the Archstone II (annual cap of \$370,000). LMIH also allocates \$100,000 annually to the Residential Rehabilitation Program.

PERSONNEL
Personnel Summary

Community Development Department	General Fund		Redevelopment Fund		Total
	Planning Division	Building & Code Enforcement	Operations	Low/Mod Income Housing	
Classification					
Community Devel. Director	0.25	0.25	0.35	0.15	1.00
Building Official	0.00	0.80	0.10	0.10	1.00
Redevelopment Manager	0.00	0.00	0.65	0.35	1.00
Senior Planner	0.00	0.00	0.35	0.15	0.50
Building Inspector	0.00	1.60	0.20	0.20	2.00
Associate Planner	0.50	0.00	0.35	0.15	1.00
Assistant Planner	0.50	0.00	0.35	0.15	1.00
Senior Code Enforcement Officer	0.00	0.40	0.35	0.25	1.00
Code Enforcement Officer	0.00	0.40	0.35	0.25	1.00
Community Devel. Tech I/II	0.50	0.80	0.55	0.15	2.00
Total	1.75	4.25	3.60	1.90	11.50

The Housing and Redevelopment Manager is the primary staff person for Redevelopment LMIH (0.35 FTE). The Division receives staff assistance from the Community Development Department and specialized personnel services from other city departments through the General Administration allocation.

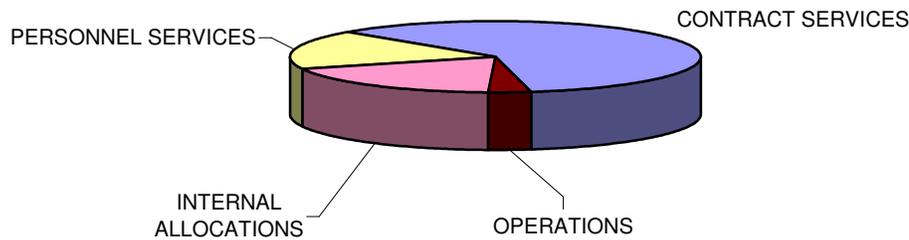
2010-11 ACCOMPLISHMENTS

- ✓ Completed the 2010-2014 Five-Year Implementation Plan, which includes an Affordable Housing Compliance Plan for the Redevelopment Area.
- ✓ Participated in the Countywide Technical Advisory Committee on Housing Element implementation and regional housing needs allocation (RHNA), and regional planning process for the Sustainable Communities Strategy.
- ✓ Completed construction of the final residential phase at the Crossing, 350-unit SNK project on Parcels 3 & 4. The Crossing includes a total of 1,063 residential units, including, 300 units at Archstone I (60 very low income units), 185 units at Archstone II (37 very low income units), and 228 units at Village Senior Apartments (187 low income units, 41 very low income units).
- ✓ Monitored compliance with affordable housing covenants of Archstone I and II and the Village at the Crossing in accordance with Owner Participation Agreements.
- ✓ Provided information to the public on affordable housing resources and programs available in San Bruno.
- ✓ Explored development opportunities and continued outreach to affordable housing developers at various sites in the Transit Corridors Area, including former cinema site in downtown, the vacant bank building at the corner of San Bruno Avenue and Huntington Avenue, and the Budget Motel site.
- ✓ Supported code enforcement activities including a total of approximately 185 new cases and 118 cases were resolved within the Redevelopment Area in calendar year 2010 (over 50% of code cases in the City).
- ✓ Provided \$7,500 in financial assistance to Shelter Network to support housing for homeless persons, and provided HIP Housing \$30,000 to support housing opportunities to San Bruno residents.
- ✓ Housing Element certified by State Housing and Community Development Department (HCD) in June 2010.
- ✓ Prepared and adopted Reimbursement Agreement to contractually bind the Agency to fund and support specific critical affordable housing projects. The Agency pledged funds to ensure completion of these projects associated with critical, ongoing priorities that the City and Agency have previously envisioned for the Redevelopment Area.

2011-12 GOALS & OBJECTIVES

- ❑ Implement the RDA Ten-Year Housing Compliance Plan, Housing Element of the General Plan, and BMR Ordinance.
- ❑ Work with developers to facilitate development of key housing sites in the Transit Corridors Area, such as the vacant bank at the corner of San Bruno Avenue and Huntington Avenue, the Budget Motel site, and the former cinema site in downtown.
- ❑ Monitor developments at the Crossing receiving Agency assistance for compliance with affordable housing agreements - Archstone I and II (97 very low income units), and Village Senior Apartments (228 affordable units).
- ❑ Complete the Transit Corridors Plan and EIR, including planning for housing affordable at a range of income levels.
- ❑ Work with the Planning Division to continue implementation of the BMR Housing Ordinance to comply with state law, best practices and changing market conditions.
- ❑ Continue cooperative efforts with the San Mateo County Housing Department, North Peninsula Neighborhood Services Center and Rebuilding Together Peninsula to undertake housing rehabilitation projects.
- ❑ Support Code Enforcement activities in residential neighborhoods within the Redevelopment Project Area.
- ❑ Support non-profit housing organizations including HIP Housing and Shelter Network that provide housing services in San Bruno.
- ❑ Consider issuance of a housing tax allocation bond to raise funds to carry out affordable housing projects listed in the Affordable Housing Reimbursement Agreement.

RDA - Low/Mod Income Housing 2011-12 Adopted Budget



	2011-12 ADOPTED	PERCENT OF TOTAL
PERSONNEL SERVICES	\$248,537	18%
CONTRACT SERVICES	846,000	60%
OPERATIONS	48,500	3%
INTERNAL ALLOCATIONS	265,651	19%
GRAND TOTAL	\$1,408,688	100%

PERSONNEL SERVICES	ADOPTED BUDGET	DESCRIPTION
5101 REGULAR SALARIES	\$177,438	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period. Subject to benefits per applicable MOUs. Salaries include city-wide furlough.
5200 EMPLOYEE BENEFITS	71,099	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance.
SUBTOTAL FOR PERSONNEL SERVICES	\$248,537	

CONTRACT SERVICES	ADOPTED BUDGET	DESCRIPTION
6401 PROFESSIONAL SERVICES	\$40,000	Planning services.
6402 LEGAL SERVICES	25,000	Legal services related to affordable housing activities.
6419 OTHER SERVICES	781,000	Archstone I & II apartments affordable housing subsidy (\$681,000); housing rehabilitation program, (\$100,000).
SUBTOTAL FOR CONTRACT SERVICES	\$846,000	

OPERATIONS		ADOPTED BUDGET	DESCRIPTION
6141	PRINTING, COPYING & BINDING	\$4,000	Allocation for providing affordable housing information to the public and print copies of the 5-Year Implementation Plan.
6502	COMMUNITY PROMOTION	43,500	HIP Housing Programs, (\$30,000); Shelter Network family homeless shelter, (\$7,500); North Peninsula Neighborhood Services Center home repair program, (\$6,000).
6704	MEETINGS/ CONFERENCES	750	Attendance at annual CRA Affordable Housing Conference by Housing & Redevelopment Manager.
6702	PUBLICATIONS & SUBSCRIPTIONS	250	Purchase of affordable housing technical publications, such as updated California Affordable Housing Handbook and reference materials related to planning and economics of affordable housing.
SUBTOTAL FOR OPERATIONS		\$48,500	

INTERNAL ALLOCATIONS		ADOPTED BUDGET	DESCRIPTION
7901	OTHER INTERNAL SERVICE ALLOC.	\$6,993	Internal service allocation for self insurance cost.
7902	GENERAL ADMIN. ALLOC.	258,658	Allocation of services provided to this fund based on the cost allocation plan conducted in 2005-06.
SUBTOTAL FOR INTERNAL ALLOCATIONS		\$265,651	
GRAND TOTAL		\$1,408,688	

SOLID WASTE
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SOLID WASTE

SOLID WASTE FUND SUMMARY

	2010-11 Budget	2010-11 Estimated Actual	2011-12 Budget
Revenues			
1% AB 939 Fee	\$ 65,862	\$ 65,862	\$ 66,815
State of California	6,000	11,000	11,000
Interest Earnings	0	1,242	1,454
Total Revenues	<u>71,862</u>	<u>78,104</u>	<u>79,269</u>
Expenditures			
Solid Waste Operations	106,255	58,207	102,628
Change in Fund Balance	<u>\$ (34,393)</u>	<u>\$ 19,897</u>	<u>\$ (23,359)</u>
Unrestricted Fund Balance July 1		138,256	158,153
Unrestricted Fund Balance June 30		158,153	134,794

SOLID WASTE PROGRAM

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, formerly funded through the General Fund, are now funded via a 1% fee assessed on garbage bills for the City's franchised solid waste hauler. The division performs the following levels of service:

- **DISCRETIONARY CUSTOMER SERVICE ACTIVITIES**
Assists with the implementation of resident and business engagement efforts such as Operation Clean Sweep, the Green Business program and others. Identifies funding opportunities to increase citywide beautification efforts.
- **BEST PRACTICES TO OPTIMIZE SERVICE**
Publishes and distributes promotional materials to encourage waste diversion by residents. Develops and implements programs or policies to further encourage recycling and other alternatives to reduce waste stream. Coordinates outreach activity with Recology San Bruno.
- **MINIMUM SERVICES FOR BASIC FUNCTIONALITY AND 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 our 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 improved recycling and the continuing sponsorship of annual clean up events such as Operation Clean Sweep 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.

PROGRAM RESOURCES

Delivery of the program's core services during fiscal year 2011-12 will require an expenditure budget of \$102,628 and personnel resources of 0.35 full time employee equivalents.

REVENUES

As a special revenue fund, the Solid Waste Fund is completely dependent on the one percent AB939 fee assessed under the City's garbage franchise.

EXPENDITURES

As with prior years, the Department's expenditure appropriation is split approximately 42% for personnel costs and 58% for operations and professional services. Professional services in this budget are for specialized assistance with recycling and sustainability outreach. Staff anticipates this relatively high level of expenditures will be temporary and will occur for several years in order to increase recycling participation among multifamily dwellings and the commercial sector.

PERSONNEL
Personnel Summary

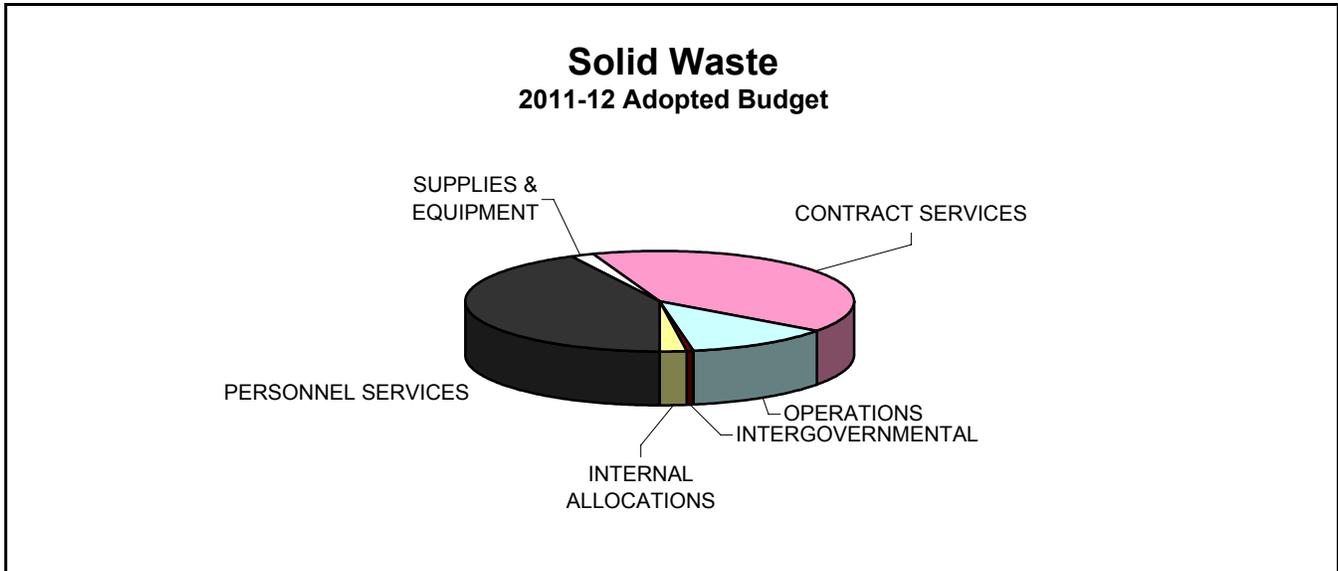
Public Services Department	General Fund		Water		Storm water	Waste water	Internal Services	Special Revenue	Total
	Admin & Engr	Streets	Supply	Distrib.	Ops.	Ops.	Central Garage	Solid Waste	
Classification									
Public Services Director	0.15	0.05	0.20	0.15	0.05	0.35	0.05	0.00	1.00
Deputy Director of 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	1.00	0.00	4.00
Associate Civil Engineer	3.00	0.00	0.50	0.00	0.00	0.50	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	0.45	0.00	0.50	0.25	0.00	0.25	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	0.50	1.00	1.00	0.50	1.00	0.00	0.00	4.00
Maintenance Worker I/II	0.00	3.50	1.20	6.80	2.50	8.00	0.00	0.00	22.00
Mechanic I/II	0.00	0.00	0.00	0.00	0.00	0.00	2.00	0.00	2.00
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	6.75	5.05	5.05	12.25	3.65	14.55	3.35	0.35	51.00

2010-11 ACCOMPLISHMENTS

- ✓ Submitted the City's 2009 Annual Waste Diversion Report to the California Integrated Waste Management Board. The City was successful and came in under its per capita disposal target.
- ✓ Managed grant funds from State Department of Conservation, which provided funding for Operation Clean Sweep.
- ✓ Organized City involvement in recycling and waste reduction promotions, including procurement of recycling containers distributed to businesses and schools throughout the city.
- ✓ Coordinated efforts with Recology San Bruno to increase compliance among commercial clients to accept solid waste disposal service.
- ✓ Served on a steering committee with several other cities and City/County Association of Governments to develop a template Climate Action Plan for use by all cities in San Mateo County.

2011-12 GOALS & OBJECTIVES

- Adopt a Climate Action Plan to reduce greenhouse gas emissions from City operations and the greater San Bruno community.
- Work with other jurisdictions to implement an energy retrofit and solar installation program in San Mateo County.
- Focus resources to increase recycling among multifamily dwellings and the commercial customers.
- Seek grant opportunities to replace waste receptacles along San Mateo Avenue and El Camino Real.
- Submit the 2010 Annual Waste Diversion Report to CalRecycle.



	2011-12 ADOPTED	PERCENT OF TOTAL
PERSONNEL SERVICES	\$43,562	42%
SUPPLIES & EQUIPMENT	2,100	2%
CONTRACT SERVICES	41,600	41%
OPERATIONS	12,500	12%
INTERGOVERNMENTAL	700	1%
INTERNAL ALLOCATIONS	2,166	2%
GRAND TOTAL	\$102,628	100%

PERSONNEL SERVICES	ADOPTED BUDGET	DESCRIPTION
5101 REGULAR SALARIES	\$30,928	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period. Subject to benefits per applicable MOUs. Salaries include city-wide furlough.
5200 EMPLOYEE BENEFITS	12,634	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.
SUBTOTAL FOR PERSONNEL SERVICES	\$43,562	

SUPPLIES & EQUIPMENT		ADOPTED 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.
SUBTOTAL FOR SUPPLIES & EQUIPMENT		\$2,100	

CONTRACT SERVICES		ADOPTED BUDGET	DESCRIPTION
6401	PROFESSIONAL SERVICES	\$40,000	Contractor assistance to assist with increasing recycling among commercial customers, (\$20,000); and among multifamily dwelling, (\$20,000).
6419	OTHER SERVICES	1,600	Renew of membership to ICLEI-Local Governments for Sustainability to provide resources on waste reduction and other environmentally sustainable activities, (\$600); Sustainable Silicon Valley membership to provide resources and training related to sustainability programs, (\$1,000).
SUBTOTAL FOR CONTRACT SERVICES		\$41,600	

OPERATIONS		ADOPTED BUDGET	DESCRIPTION
6112	POSTAGE	\$2,700	Utility insert to promote various recycling programs, (\$1,350); Utility insert for Operation Clean Sweep, (\$1,350).
6405	STAFF TRAINING	150	Various training related to methods to increase waste diversion.
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).
6701	DUES & MEMBERSHIPS	100	Municipal Managers Association of Northern California.
6702	PUBLICATIONS & SUBSCRIPTIONS	50	Recycling and waste reduction publications.
6704	MEETINGS/ CONFERENCES	200	Waste reduction, recycling and sustainability workshops.
SUBTOTAL FOR OPERATIONS		\$12,500	

INTERGOVERNMENTAL		ADOPTED BUDGET	DESCRIPTION
7069	INTERGOVERNMENTAL - OTHER	\$700	Portion of City's annual dues to the City/County Assn. Of Governments in support of County wide Solid Waste programs.
SUBTOTAL FOR INTERGOVERNMENTAL		\$700	

INTERNAL ALLOCATIONS		ADOPTED BUDGET	DESCRIPTION
7902	GENERAL ADMIN. ALLOC.	\$2,166	Allocation of services provided to this fund based on the cost allocation plan conducted in 2005-06.
SUBTOTAL FOR INTERNAL ALLOCATIONS		\$2,166	
GRAND TOTAL		\$102,628	

IN LIEU FUNDS
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IN LIEU FUNDS

PARK IN LIEU FUND

BELOW MARKET RATE HOUSING-IN-LIEU FUND

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PARK-IN-LIEU FUND

Developers are required to dedicate park land or pay fees in lieu of park lands as a strategy in addressing the needs of future residents and mitigating future impacts of development. The Quimby Act, which is part of the Subdivision Map Act, allows local agencies to develop park land and open space by establishing development standards in accordance with state law. The City has by ordinance required developers to provide park land or park-in-lieu fees as a condition to the approval of a subdivision map.

FUND SUMMARY

	2010-11 Budget	2010-11 Estimated Actual	2011-12 Budget
Revenues			
Development Fee	\$ 229,000	\$ 306,622	\$ 202,200
Interest Earnings	15,000	17,382	20,339
Total Revenues	244,000	324,004	222,539
Non-Operating Revenue (Expense)			
Transfers Out:			
Parks & Facilities Capital	-	-	-
Total Expenses	-	-	-
Change In Fund Balance	\$ 244,000	\$ 324,004	\$ 222,539
Unrestricted Fund Balance July 1		1,557,147	1,881,151
Unrestricted Fund Balance June 30		1,881,151	2,103,690

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BELOW MARKET RATE HOUSING-IN-LIEU FUND

The Below Market Rate Housing Program encourages the development and availability of housing affordable to a broad range of households with varying income levels within the City as mandated by state law. The City's Housing Element includes a policy to adopt inclusionary housing standards requiring new residential developments throughout the City with 10 or more housing units to provide a minimum of 15% of total housing units affordable to very low, low, and moderate income households through construction or alternative methods such as donation of land and/or payment of in-lieu fees.

FUND SUMMARY

	2010-11 Budget	2010-11 Estimated Actual	2011-12 Budget
Revenues			
Development Fee	\$ -	\$ -	\$ 411,600
Interest Earnings	-	17,382	20,339
Total Revenues	-	17,382	431,939
Expenses	-	-	-
Total Expenses	-	-	-
Change in Fund Balance	\$ -	\$ 17,382	\$ 431,939
Unrestricted Fund Balance July 1		2,601,907	2,619,289
Unrestricted Fund Balance June 30		2,619,289	3,051,228

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GRANT FUNDS
(INSERT DIVIDER)

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GRANT FUNDS

AREA AGENCY ON AGING GRANT FUND

STATE LIBRARY FUND

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AREA AGENCY ON AGING GRANT FUND

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

FUND SUMMARY

	2010-11 Budget	2010-11 Estimated Actual	2011-12 Budget
Revenues			
Area Agency on Aging Grant			
Transportation	\$ 14,000	\$ 16,500	\$ 14,000
Congregate Nutrition Program	76,000	117,094	96,278
County General Fund		8,778	
Investment Income		300	351
Total Revenues	90,000	142,672	110,629
Expenditures			
Congregate Nutrition Program (meal expense)	76,000	117,094	96,278
Transportation Program (pays part of p/t salary for bus driver)	14,000	16,500	14,000
Senior Center operating expenses		8,778	
Total Expenditures	90,000	142,372	110,278
Change in Fund Balance	\$ -	\$ 300	\$ 351
Unrestricted Fund Balance July 1		0	300
Unrestricted Fund Balance June 30		300	651

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STATE LIBRARY FUND

These funds come from reimbursements made annually by the California State Library for resource sharing and Inter Library Loan cooperation. Funds from the ILL program are transferred to the General Fund to support Library operations and the remaining amounts are used to support non-operating expenditures including facility improvements.

FUND SUMMARY

	2010-11 Budget	2010-11 Estimated Actual	2011-12 Budget
Revenues			
Public Library Fund	\$ 15,000	\$ 20,000	
Inter-Library Loan Program	45,000	40,000	20,000
Interest Earnings		5,135	6,008
Total Revenues	60,000	65,135	26,008
Expenditures			
Transfer Out:			
General Fund Support (ILL program)	137,000	137,000	100,000
Library Facility Maintenance Program	106,000	106,000	
Total Expenses	243,000	243,000	100,000
Change in Fund Balance	\$ (183,000)	\$ (177,865)	\$ (73,992)
Unrestricted Fund Balance, July 1		631,596	453,731
Unrestricted Fund Balance, June 30		453,731	379,739

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STREETS FUNDS
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STREET FUNDS

GAS TAX

MEASURE A

(TO BE INSERTED UPON ADOPTION OF CIP BUDGET)

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GAS TAX FUND SUMMARY

	2010-11 Budget	2010-11 Estimated Actual	2011-12 Budget
Revenues			
Gas Tax	\$ 1,148,543	\$ 1,177,803	\$ 1,210,785
Investment Income	-	2,724	3,187
Total Revenues	1,148,543	1,180,527	1,213,972
Expenses			
General Fund for Street Operations	(753,706)	(753,706)	(753,037)
Non-Operating Revenue (Expense)			
Transfers Out:			
Streets Capital	(127,675)	(127,675)	-
Total Expenditures	(881,381)	(881,381)	(753,037)
Change in Fund Balance	\$ 267,162	\$ 299,146	\$ 460,935
Unrestricted Fund Balance July 1		405,931	705,077
Unrestricted Fund Balance June 30		705,077	1,166,012

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ENTERPRISE FUNDS
(INSERT DIVIDER)

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ENTERPRISE FUNDS

WATER

WASTEWATER

STORMWATER

CABLE TELEVISION

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WATER FUND
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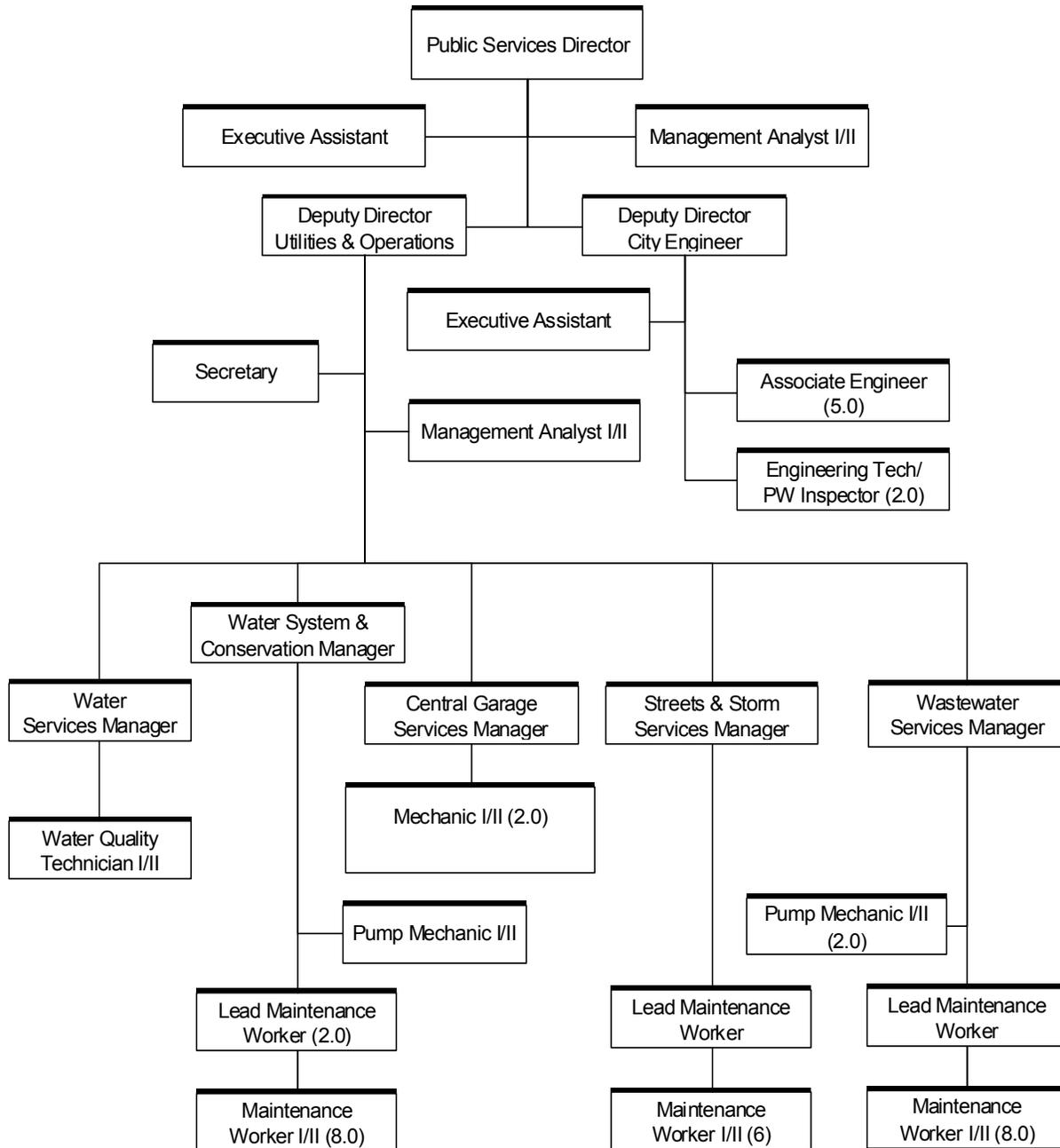
WATER ENTERPRISE FUND

WATER SUPPLY DIVISION

WATER DISTRIBUTION DIVISION

WATER ENTERPRISE FUND

A DIVISION OF PUBLIC SERVICES DEPARTMENT



WATER ENTERPRISE FUND FUND SUMMARY

	2010-11 Budget	2010-11 Estimated Actual	2011-12 Budget
Revenues			
Operating Revenues	\$ 9,897,186	\$ 9,489,035	\$ 10,598,241
Capacity Charges	100,000	9,000	100,000
Interest Income	60,000	70,754	82,788
Total Revenues	10,057,186	9,568,789	10,781,029
Operating Expenses			
Supply Operating Expenses	4,381,164	4,181,592	4,945,238
Distribution Operating Expenses	2,437,689	2,565,442	2,530,611
Total Operating Expenses	6,818,853	6,747,034	7,475,849
Operating Surplus (Deficit)	3,238,333	2,821,755	3,305,180
Non Operating Revenue (Expense)			
Capital Improvement Program Expenses	(892,496)	(1,984,645)	
Equipment Reserve Purchases	(38,000)		(150,000)
Non Operating Surplus (Deficit)	(930,496)	(1,984,645)	(150,000)
Change in Fund Balance	\$ 2,307,837	\$ 837,110	\$ 3,155,180
Fund Balance, July 1		8,068,379	8,905,489
Fund Balance, June 30		8,905,489	12,060,669

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

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WATER SUPPLY DIVISION

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WATER ENTERPRISE – 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 five (5) production wells, thirteen (13) pressure zones, eight (8) storage tanks located at six (6) sites, and five (5) connections to major transmission pipelines, four (4) owned and operated by the San Francisco Public Utility Commission and one by the North Coast County Water District.

PREVENTIVE SYSTEM MAINTENANCE, REHABILITATION AND REPLACEMENT

Maintain, rehabilitate and assure necessary replacement of all eight-storage tanks and five 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, and the Waterwise Program for all fifth graders. 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.

MINIMUM SERVICES FOR BASIC FUNCTIONALITY AND REGULATORY COMPLIANCE

Assure disinfection at five wells, treatment for iron and manganese at two 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

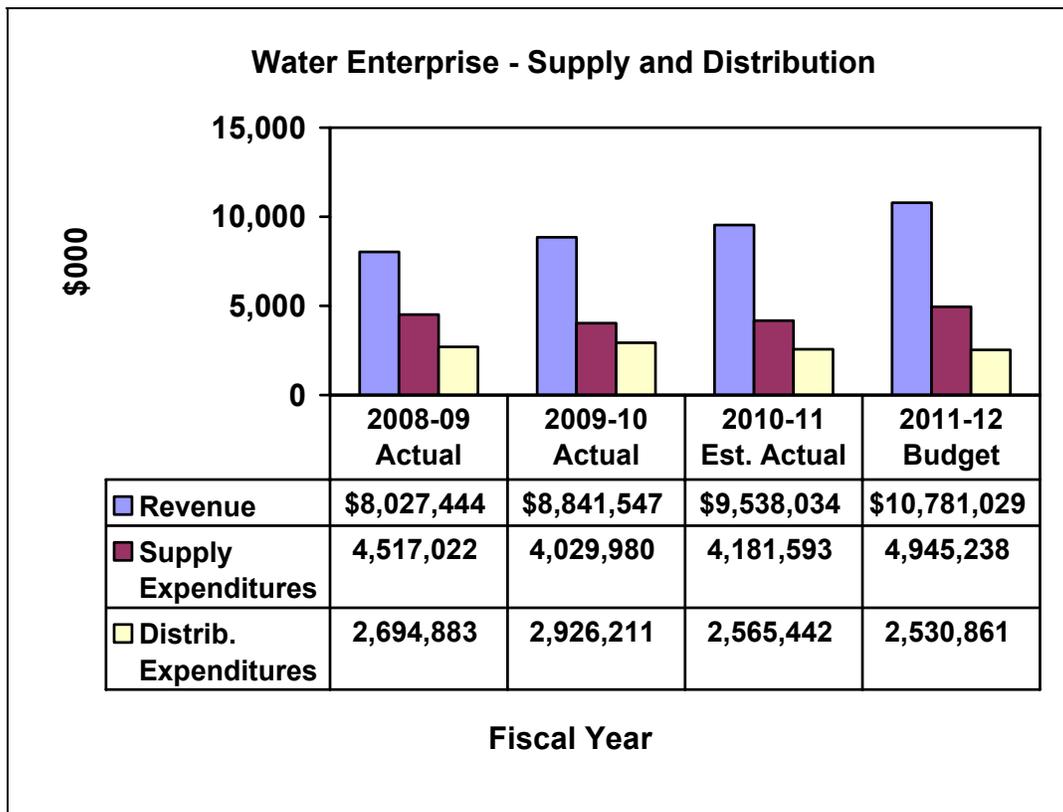
The Water Supply Division places an emphasis on customer service by providing a high quality and safe supply of potable drinking water to customers that meets or exceeds all established drinking water standards and by responding promptly to any water quality concerns.

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 and the Water Master Plan currently under revision, have guided past priorities for system supply improvements, and will help establish priorities for future capital improvement programs. As a long-term strategy to ensure appropriate,

coordinated management of the Westside Basin Aquifer underlying San Bruno, the City is engaged with the San Francisco Public Utilities Commission (SFPUC) and other local groundwater pumpers, the City of Daly City and the California Water Company, to evaluate establishment of a conjunctive use program. Through the program, the City would agree to manage its pumping to allow for recharge of the aquifer during wet years so that water can be stored for use in dry years. This year, the City will be adopting a Groundwater Management Plan (GMP) with all four Westside Basin pumpers utilizing a state grant awarded to San Bruno. With adoption of the GMP San Bruno will be the leader in monitoring the City’s valuable resource the Westside Basin.

PROGRAM RESOURCES

The Division’s core services during fiscal year 2011-12 will require an expenditure budget of \$5,149,238 and personnel resources of 5.05 full time employees.



REVENUES

The Water Division is funded entirely by Water Enterprise Fund revenue derived from the utility rates charged to residents, commercial and industrial users based on their meter charges and water consumption.

Revenues	2008-09 Actual	2009-10 Actual	2010-11 Est. Actual	2011-12 Budget
Operating Revenues	\$8,075,203	\$8,705,618	\$9,489,034	\$10,598,241
Capacity Charges	99,034	63,784	9,000	100,000
Interest Income	(146,793)	72,145	40,000	82,788
Total Revenues	\$8,027,444	\$8,841,547	\$9,538,034	\$10,781,029

EXPENDITURES

The cost of water purchases from the San Francisco PUC will increase for 2010-11 largely due to costs associated with the PUC’s comprehensive system wide seismic retrofit and upgrade program. The wholesale cost per unit is projected to increase by approximately 50% from its current level of \$1.90 per unit (100 cubic feet).

Expenditures	2008-09 Actual	2009-10 Actual	2010-11 Est. Actual	2011-12 Budget
Water Supply	\$4,517,022	\$4,029,980	\$4,181,593	\$4,945,238
Water Distribution	2,694,883	2,926,211	2,565,442	2,530,611
Equipment Reserve Purchase	42,955	15,884	116,978	150,000
Total Expenditures	\$7,254,860	\$6,972,075	\$6,864,013	\$7,625,849

PERSONNEL
Personnel Summary

Public Services Department	General Fund		Water		Storm water	Waste water	Internal Services	Special Revenue	Total
	Admin & Engr	Streets	Supply	Distrib.	Ops.	Ops.	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	1.00	0.00	4.00
Associate Civil Engineer	3.00	0.00	0.50	0.00	0.00	1.50	0.00	0.00	5.00
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	0.45	0.00	0.50	0.25	0.00	0.25	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	0.50	1.00	1.00	0.50	1.00	0.00	0.00	4.00
Maintenance Worker I/II	0.00	3.50	1.20	6.80	2.50	8.00	0.00	0.00	22.00
Mechanic I/II	0.00	0.00	0.00	0.00	0.00	0.00	2.00	0.00	2.00
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	6.75	5.05	5.05	12.25	3.65	15.55	3.35	0.35	52.00

2010-11 ACCOMPLISHMENTS

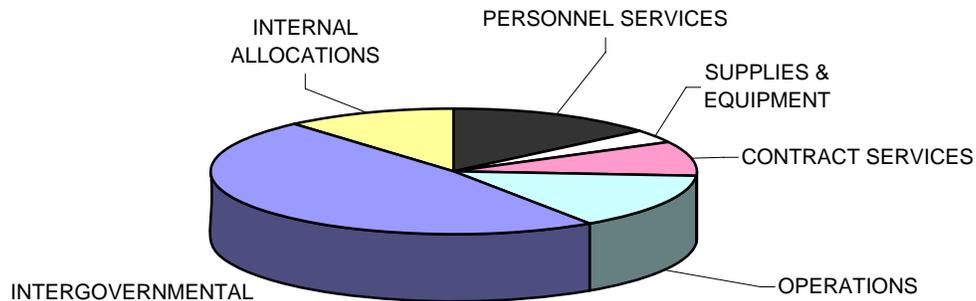
- ✓ Installed mixers in six water tanks to insure high water quality standards; two mixers are powered with solar technology keeping with San Bruno’s commitment to alternative energy sources.
- ✓ Refurbished and transferred a pump and motor from inactive Well No. 15 pump to Well No. 17, resulting in an increased pumping capacity of 120 gallons per minute.

- ✓ Completed the annual Cross-Connection survey in conjunction with San Mateo County Health Services.
- ✓ Replaced filter media and roof at Well No. 16.
- ✓ Completed the Hazardous Material Business Plan in conjunction with San Mateo County Environmental Health.
- ✓ Continued water conservation programs such as Waterwise, rebates for toilets and washing machines, and the Large Landscape Audit.
- ✓ Completed the annual Sanitary Survey in conjunction with the California Department of Health Services.
- ✓ Maintained an aggressive continuing education program that results in all Water personnel receiving the appropriate level of certification required by the State of California.
- ✓ Represented the City's interest in coordination with the Bay Area Water Supply & Conservation Agency's (BAWSCA) work to complete negotiation with the SFPUC for a new multi-year Master Water Supply Agreement and updated Supply Assurance Agreement for the City of San Bruno.

2011-12 GOALS & OBJECTIVES

- Manage the drilling of test wells to determine the appropriate location for replacing Well No. 15.
- Partner with Engineering to ensure completion of high priority water capital projects including retrofit of Tank No. 3, the completion of the Groundwater Sustainability Plan 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.
- Maintain an aggressive continuing education program to ensure that all Water personnel hold the appropriate level of certification required by the State of California.
- Develop written standard operating procedures for critical maintenance activities, with a target of five SOPs for both Supply and Distribution.

Water Enterprise - Water Supply Division 2011-12 Adopted Budget



	2011-12 ADOPTED	PERCENT OF TOTAL
PERSONNEL SERVICES	\$681,019	14%
SUPPLIES & EQUIPMENT	167,800	3%
CONTRACT SERVICES	436,613	9%
OPERATIONS	719,101	15%
INTERGOVERNMENTAL	2,378,700	48%
INTERNAL ALLOCATIONS	562,005	11%
GRAND TOTAL	\$4,945,238	100%

PERSONNEL SERVICES	ADOPTED BUDGET	DESCRIPTION
5101 REGULAR SALARIES	\$408,308	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period. Subject to benefits per applicable MOUs. Salaries include city-wide furloughs.
5102 PART-TIME SALARIES	6,370	Base salary for temporary employees working fewer than 980 hours per fiscal year. Employees in this category are exempt from all benefits.
5105 OVERTIME	98,000	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. Overtime is for after-hour callouts primarily to respond to water main leaks.
5200 EMPLOYEE BENEFITS	168,341	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.
SUBTOTAL FOR PERSONNEL SERVICES	\$681,019	

SUPPLIES & EQUIPMENT		ADOPTED BUDGET	DESCRIPTION
6102	OPERATING SUPPLIES	\$102,000	Water quality testing wells, (\$3,000); Uniforms and safety, (\$9,000); Chemicals at five wells, (\$90,000).
6109	PARTS AND MATERIALS	60,000	Chemical feed pumps, chlorine analyzer, and chemical, (\$26,500); Water tank sampling supplies, (\$5,000); Pipes, fittings and replacement parts, (\$28,500).
6201	BUILDING AND GROUND SUPPLIES	5,800	Building, yard, shop and field supplies.
SUBTOTAL FOR SUPPLIES & EQUIPMENT		\$167,800	

CONTRACT SERVICES		ADOPTED BUDGET	DESCRIPTION
6401	PROFESSIONAL SERVICES	\$50,000	Groundwater monitoring and analysis of wells, as deemed necessary by water quality fluctuation, pumping rate, and regulatory requirement.
6402	LEGAL SERVICES	25,000	Outside legal counsel assistance with conjunctive use program evaluation and water policy.
6411	CONTRACTUAL SERVICES	165,000	Contract repair of pumps, motor controls, and filtration facilities to maintain daily operations.
6419	OTHER SERVICES	196,613	EPA and State Health Departments annual costs, (\$42,000); State-mandated sampling, (\$21,000); Initial Distribution System Evaluation (IDSE) testing, (\$9,500); CCR printing, (\$7,500); SFPUC water quality testing, (\$42,000); ALPHA water quality testing, (\$21,000); SCADA license and maintenance, (\$20,000); Water quality/reporting, (\$30,000); Annual support from MaintStar Computer Maintenance Management System, (\$3,613).
SUBTOTAL FOR CONTRACT SERVICES		\$436,613	

OPERATIONS		ADOPTED 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 GROUND MAINTENANCE	13,000	Maintenance contract for standby generators.
6309	RADIO MAINTENANCE	400	Maintenance of two-way radios.
6405	STAFF TRAINING	3,000	Staff certification training for educational credits for California Department of Public Health.

Operations (Cont.)

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.
6450	COMMUNICATIONS	1,719	Internal allocation of a shared fax line, office telephone charges and 6 mobile phones and radios.
6502	COMMUNITY PROMOTION	77,500	Water conservation landscape program by BAWSCA, (\$5,000); Water wise program administered by BAWSCA, (\$11,500); 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, (\$11,000).
6531	UTILITIES	435,000	Energy costs for five wells and eight pump stations.
6601	RENTAL & LEASES	182,232	Rental and leases for wells and water pump stations.
6701	DUES & MEMBERSHIPS	2,500	Dues and memberships for: American Water Works Association (AWWA) - 10 memberships, (\$900); Peninsula Water Works Association (PWWA) - for entire division, (\$1,000); American Public Works Association (APWA), (\$600) - 4 memberships.
6702	PUBLICATIONS & SUBSCRIPTIONS	300	UpFlow Newsletters, (\$150); Other publications as necessary, (\$150).
6704	MEETINGS/ CONFERENCES	1,500	Water Systems and Conservation Manager and Water Services Manager to attend 2010 American Water Works Association (AWWA) Conference.
SUBTOTAL FOR OPERATIONS		\$719,101	

	INTERGOVERNMENTAL	ADOPTED BUDGET	DESCRIPTION
7061	WATER PURCHASES-SF	\$2,348,700	Water purchases from SFPUC, (\$2,218,500); Water purchases from North Coast County Water District (NCCWD), (\$130,200).
7069	INTERGOVERNMENTAL - OTHER	30,000	Bay Area Water Supply and Conservation Agency (BAWSCA) agency membership.
SUBTOTAL FOR INTERGOVERNMENTAL		\$2,378,700	

INTERNAL ALLOCATIONS	ADOPTED BUDGET	DESCRIPTION
7901 OTHER INTERNAL SERVICE ALLOC.	\$16,163	Self-Insurance Allocation.
7902 GENERAL ADMIN. ALLOC.	545,842	PW Administration Allocation, (\$184,309); General Administration Allocation, (\$361,533).
SUBTOTAL FOR INTERNAL ALLOCATIONS	\$562,005	
GRAND TOTAL	\$4,945,238	

WATER DISTRIBUTION DIVISION

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WATER ENTERPRISE – 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, as well as meets secondary standards such as taste and color through active distribution system infrastructure assessment and flushing programs. The primary services provided include:

DISCRETIONARY CUSTOMER SERVICES ACTIVITIES

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.

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.

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

Daily 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.

MINIMUM SERVICES FOR BASIC FUNCTIONALITY AND REGULATORY COMPLIANCE

Pump 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 commercial redevelopment 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 2011-12, 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. In addition, plans are moving forward to enable remote meter reads in real-time so that customers can be informed of excessive use—a sign of a potential leak. When leaks are detected, the Division will continue to deploy the hydraulic excavator as a powerful tool to quickly and effectively repair broken water lines. Taken together, this work effort will provide customers with better service, fewer water outages, reduced time for repairs and a greater probability that customers will continue to receive water service even after a seismic event.

PROGRAM RESOURCES

Delivery of the Division's core services during fiscal year 2011-12 will require an expenditure budget of \$2,530,861 and personnel resources of 12.25 full time employees.

REVENUES

The Water Division is funded entirely by Water Enterprise Fund revenue derived from the utility rates charged to residents, commercial and industrial users based on their meter charges and water consumption. These rates were revised in fiscal year 2009-10 to reflect the increased cost of providing water service, acquiring wholesale water resources, and investing in the replacement of aging infrastructure.

EXPENDITURES

Non-personnel expenditures under this budget are paid primarily to purchase supplies and materials necessary to maintain and repair the water distribution system. The fiscal year 2011-12 expenditure budget includes equipment purchases that enhance efficiency or are regulatory/safety required and contractual services for complex non-capital projects.

PERSONNEL
Personnel Summary

Public Services Department	General Fund		Water		Storm water	Waste water	Internal Services	Special Revenue	Total
	Admin & Engr	Streets	Supply	Distrib.	Ops.	Ops.	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 Maintenance Services Manager	0.00	0.20	0.15	0.20	0.05	0.35	0.05	0.00	1.00
Associate Civil Engineer Water System Conservation Manager	0.00	0.50	0.30	0.70	0.50	1.00	1.00	0.00	4.00
Water Quality Technician	3.00	0.00	0.50	0.00	0.00	1.50	0.00	0.00	5.00
Management Analyst I/II	0.00	0.00	0.50	0.50	0.00	0.00	0.00	0.00	1.00
Engineering Technician	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	1.00
Pump Mechanic I/II	0.45	0.00	0.50	0.25	0.00	0.25	0.25	0.30	2.00
Lead Maintenance Worker	1.00	0.00	0.00	0.50	0.00	0.50	0.00	0.00	2.00
Maintenance Worker I/II	0.00	0.00	0.25	0.75	0.00	2.00	0.00	0.00	3.00
Mechanic I/II	0.00	0.50	1.00	1.00	0.50	1.00	0.00	0.00	4.00
Executive Assistance	0.00	3.50	1.20	6.80	2.50	8.00	0.00	0.00	22.00
Secretary	0.00	0.00	0.00	0.00	0.00	0.00	2.00	0.00	2.00
Total	1.15	0.05	0.20	0.15	0.05	0.35	0.00	0.05	2.00
	0.00	0.25	0.25	0.25	0.00	0.25	0.00	0.00	1.00
Total	6.75	5.05	5.05	12.25	3.65	15.55	3.35	0.35	52.00

2010-11 ACCOMPLISHMENTS

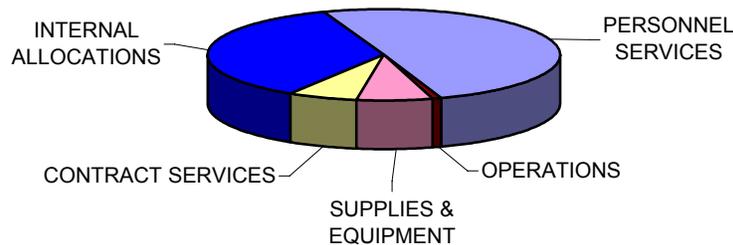
- ✓ Installed fire truck connections at two water tanks for emergency preparedness.
- ✓ Completed reroofing of Pump Station No. 7 and 8.
- ✓ Purchased two 10,000-gallon portable water tanks utilized to store water above ground during emergencies or repairs.
- ✓ Successfully repaired over 120 main leaks throughout the distribution system with minimal interruptions of service to customers.
- ✓ Purchased four rechargeable portable LED lighting systems relying less on portable generators in keeping with San Bruno’s commitment to alternative energy sources.
- ✓ Purchased an enclosed trailer to be used as a portable shop and eliminated one older, less used vehicle.
- ✓ Supported the completion of the Mastick Avenue Utility Improvements Project.
- ✓ Completed entering water assets into the City’s geographic information system and computerized maintenance management system databases.

- ✓ Successfully completed the overhaul and rebuild of two emergency diesel powered pumps critical in the Glenview Fire response.
- ✓ After the Glenview Fire, repaired the water main near the explosion crater, provided fire flow and water quality information for the affected area, and removed water meters from the destroyed homes.

2011-12 GOALS & OBJECTIVES

- Replace pump and motor assembly and motor control center at Pump Station No. 1.
- Enhance the pump station and periodic preventive maintenance plan to ensure the essential pumping capacity throughout the distribution system.
- Keep main leaks in the City's aging infrastructure to a minimum by on-going preventive maintenance to the distribution systems pressure regulators, which regulates adequate pressures between pressure zones.
- Implement the construction of the Arbor Court regulator.
- 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.
- Develop written standard operating procedures for critical maintenance activities, with a target of five standard operating procedures for both Supply and Distribution.
- As part of the Glenview Neighborhood Reconstruction Project, assist with the development of a water model to assess the need to replace neighborhood water mains.

Water Enterprise - Water Distribution Division 2011-12 Adopted Budget



	2011-12 ADOPTED	PERCENT OF TOTAL
PERSONNEL SERVICES	\$1,269,473	50%
SUPPLIES & EQUIPMENT	175,819	7%
CONTRACT SERVICES	158,113	6%
OPERATIONS	25,085	1%
INTERNAL ALLOCATIONS	902,121	36%
GRAND TOTAL	\$2,530,611	100%

PERSONNEL SERVICES	ADOPTED BUDGET	DESCRIPTION
5101 REGULAR SALARIES	\$838,002	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period. Subject to benefits per applicable MOUs. Salaries include city-wide furlough.
5102 PART-TIME SALARIES	18,000	Base salary for temporary employees working fewer than 980 hours per fiscal year. Employees in this category are exempt from all benefits.
5105 OVERTIME	40,000	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	373,471	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.
SUBTOTAL FOR PERSONNEL SERVICES	\$1,269,473	

SUPPLIES & EQUIPMENT		ADOPTED BUDGET	DESCRIPTION
6001	OFFICE SUPPLIES	\$2,500	Office supplies for Water Distribution Division.
6101	GAS & OIL	29,219	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.
6650	TOOLS & EQUIPMENT	16,600	Three (3) 3-inch trash pumps and hoses for use in main break repair, (\$5,000); Pneumatic valve exercise machine for hydrant flushing, (\$6,500); Replace two (2) portable backup generators for emergency preparedness, (\$5,100).
SUBTOTAL FOR SUPPLIES & EQUIPMENT		\$175,819	

CONTRACT SERVICES		ADOPTED BUDGET	DESCRIPTION
6401	PROFESSIONAL SERVICES	\$15,000	Consultant services related to water quality, (\$5,000); Update water rate model, (\$10,000).
6411	CONTRACTUAL SERVICES	125,500	Fire hydrant painting program, (\$3,000); Quarterly inspections, (\$5,000); Pump repair failures, (\$30,000); Contractor for main repairs, (\$87,500).
6419	OTHER SERVICES	17,613	Security and alarm monitoring, (\$2,000); Testing of pipe repairs, (\$7,000); Cleaning and laundry services, (\$3,000); SCADA and CMMS technical support, (\$5,613).
SUBTOTAL FOR CONTRACT SERVICES		\$158,113	

OPERATIONS		ADOPTED BUDGET	DESCRIPTION
6304	OFFICE EQUIPMENT MAINTENANCE	\$500	Office equipment maintenance.
6309	RADIO MAINTENANCE	500	Radio maintenance.
6405	STAFF TRAINING	5,000	Shift operators continuing education units in compliance with California Department of Public Health.

Operations (Cont.)

6450	COMMUNICATIONS	10,885	Internal allocation of a shared fax line, office telephone charges and 8 mobile phones, pagers and radios.
6601	RENTAL & LEASES	1,300	Rentals of emergency equipment.
6701	DUES & MEMBERSHIPS	4,400	Dues and memberships: Public Works Association (APWA) - 3 membership, (\$500); American Water Works Association (AWWA) - division wide, (\$3,000); USA - division wide, (\$500); American Peninsula Water Works Association (PWWA) - division wide, (\$400).
6702	PUBLICATIONS & SUBSCRIPTIONS	1,000	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 2010 American Water Works Association (AWWA) Conference in California.
SUBTOTAL FOR OPERATIONS		\$25,085	

INTERNAL ALLOCATIONS	ADOPTED BUDGET	DESCRIPTION
7901 OTHER INTERNAL SERVICE ALLOC.	\$340,259	Self-Insurance Allocation, (\$228,341); Building Facilities Allocation, (\$15,023); IT Allocation, (\$15,139); Central Garage Allocation, (\$81,756).
7902 GENERAL ADMIN. ALLOC.	561,862	PW Administration Allocation, (\$184,309); General Admin Allocation, (\$92,759); Revenue Services Allocation, (\$284,794).
SUBTOTAL FOR INTERNAL ALLOCATIONS	\$902,121	
GRAND TOTAL	\$2,530,611	

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**2011-12 EQUIPMENT RESERVE
ACQUISITION DESCRIPTIONS**

WATER FUND EQUIPMENT RESERVE

Water Pump Mechanic Truck 261 \$50,000

The 2001 Ford F-350 rear dual wheel service body w/ 1300 lb. lift gate is a water pump mechanic truck used on a daily basis to transport personnel and equipment to and from the City's wells and water pump stations, and has 100,000 miles of stop-and-go driving. This vehicle will be replaced with a one-ton truck with lift gate similar to an F350, capable of handling a variety of tools and equipment needed for routine maintenance and periodic servicing of the pump stations.

Water Distribution Repair Truck \$100,000

The Water Division currently operates a 2000 Isuzu dual rear wheel truck with a service body and 1,200 lb crane. This vehicle is exclusively used for all water service calls, leak repairs, and—due to its inventory of tools and equipment that includes pipe cutters, portable water pumps, jackhammer, compressor, pipe fittings, etc.—emergency mainline repairs. This vehicle has approximately 30,000 miles of stop-and-go driving and frequently tows a variety of portable equipment such as pumps, hoses, and generators. These conditions are equivalent of 90,000 miles under normal driving conditions.

WATER FUND EQUIPMENT RESERVE TOTAL \$150,000

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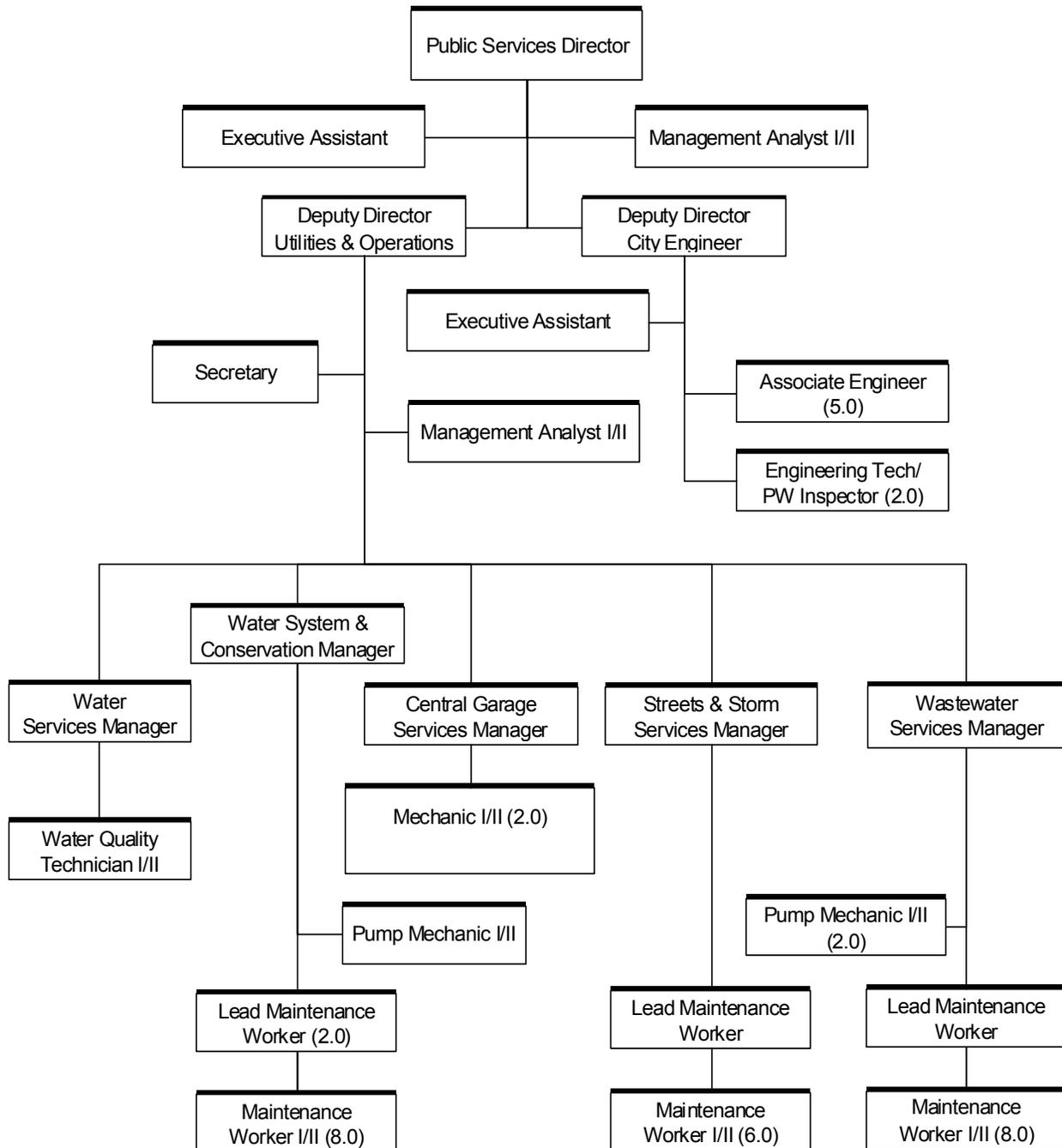
WASTEWATER FUND
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WASTEWATER ENTERPRISE FUND

WASTEWATER ENTERPRISE FUND

A DIVISION OF PUBLIC SERVICES DEPARTMENT



**WASTEWATER ENTERPRISE FUND
FUND SUMMARY**

	2010-11 Budget	2010-11 Estimated Actual	2011-12 Budget
Revenues			
Operating Revenues	\$ 10,475,626	\$ 10,126,594	\$ 11,118,478
Capacity Charges	75,000	1,000	75,000
Interest Income	40,000	37,748	44,168
Total Revenues	10,590,626	10,165,342	11,237,646
Operating Expenses			
Wastewater Operations	6,866,211	6,869,041	7,331,368
Interest Expense	740,610	740,610	712,259
Total Operating Expenses	7,606,821	7,609,651	8,043,627
Operating Surplus (Deficit)	2,983,805	2,555,691	3,194,019
Non Operating Revenues (Expenses)			
Capital Improvement Program Expenses	(460,000)	(439,996)	
Debt Service Principal Payment	(1,121,572)	(1,121,572)	(1,155,536)
Equipment Reserve Purchase	(365,000)	(365,000)	(267,500)
Non Operating Surplus (Deficit)	(1,946,572)	(1,926,568)	(1,423,036)
Change in Fund Balance	\$ 1,037,233	\$ 629,123	\$ 1,770,983
Fund Balance, July 1		5,168,868	5,797,991
Fund Balance, June 30		5,797,991	7,568,974

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

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WASTEWATER ENTERPRISE—OPERATIONS

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.

REGULATORY COMPLIANCE AND RESPONSE TO URGENT COMMUNITY NEEDS

Provide around-the-clock customer service response to respond 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.

MINIMUM SERVICES FOR BASIC FUNCTIONALITY AND 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 that are used to target needed Capital Improvement Projects.

PRIORITY FOCUS

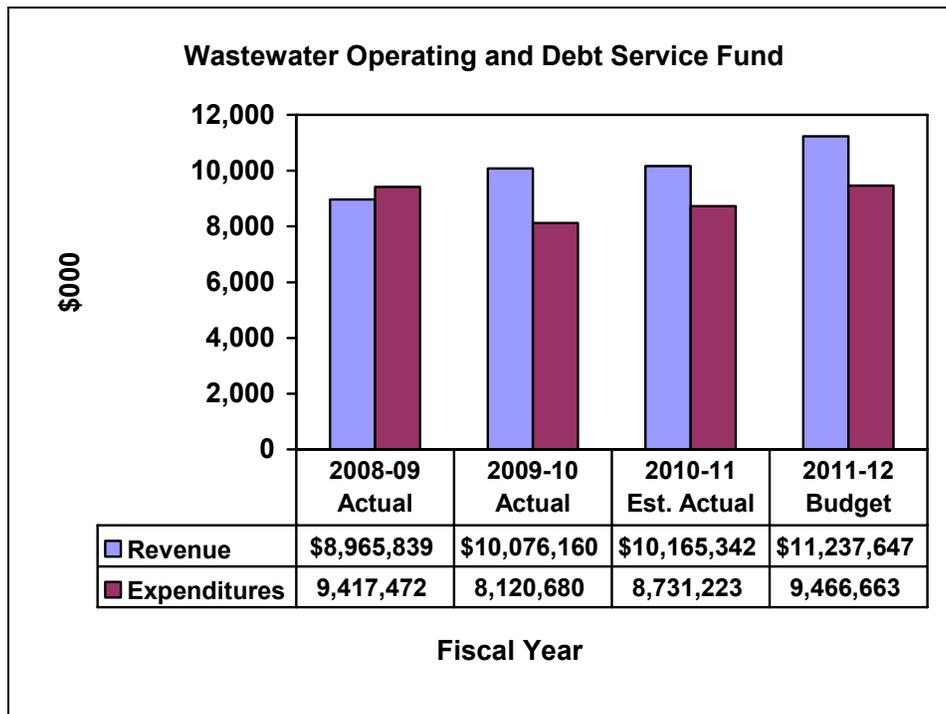
The Wastewater Division places an emphasis on customer service through timely and regular maintenance of the sewer collection system and utilization of preventative maintenance practices. The

Division makes regular use of high-pressure hydraulic cleaning methods such as the Vactor and jetter trucks. The Vactor truck removes debris and grease from sewer mains and pump station wet wells. The jetter truck handles all emergency sewer calls (mains and laterals) 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 is revising its on-going preventative maintenance program and implementing 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 will also sponsor several environmental programs aimed at increasing water quality and administer a grant program to encourage homeowners in the Sharp Park neighborhood to replace their sewer laterals.

PROGRAM RESOURCES

Delivery of the Division’s core services during fiscal year 2011-12 will require an expenditure budget of \$7,331,368 and personnel resources of 15.55 full time employees.



REVENUES

The Wastewater Division is funded entirely by Wastewater Enterprise Fund revenue derived from the utility rates charged to residents and businesses based on their service charges and winter water consumption. These rates were revised effective July 1, 2009 to reflect the increased cost of providing wastewater treatment and replacement of the system’s aging infrastructure. In addition, adequate revenue must be maintained in order to cover bond covenants and conditions.

	2008-09 Actual	2009-10 Actual	2010-11 Est. Actual	2011-12 Budget
Revenues				
Wastewater Operations	\$8,847,632	\$10,005,553	\$10,126,594	\$11,118,479
Capacity Charges	214,157	33,340	1,000	75,000
Interest & Investment Earnings	(95,950)	37,267	37,748	44,168
Total Revenues	\$8,965,839	\$10,076,160	\$10,165,342	\$11,237,647

EXPENDITURES

The Department’s expenditure appropriation is split approximately 21% for personnel costs and 79% for operations and professional services. Nearly half of the expenditure under this budget is allocated to cover the cost of San Bruno’s share of operating and maintaining the SSF-SB Water Quality Control Facility. Other non-personnel expenditures under this budget primarily cover the cost of supplies, materials and contractual services necessary to maintain and repair the wastewater collection system.

	2008-09 Actual	2009-10 Actual	2010-11 Est. Actual	2011-12 Budget
Expenditures				
Operations	\$7,145,255	\$7,358,849	\$6,869,041	\$7,331,368
Equipment Reserve Purchase	0	0	0	267,500
Debt Service	2,272,217	761,831	1,862,182	1,867,795
Total Expenditures	\$9,417,472	\$8,120,680	\$8,731,223	\$9,466,663

PERSONNEL
Personnel Summary

Public Services Department	General Fund		Water		Storm water	Waste water	Internal Services	Special Revenue	Total
	Admin & Engr	Streets	Supply	Distrib.	Ops.	Ops.	Central Garage	Solid Waste	
Classification									
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 Maintenance Services Manager	0.00	0.20	0.15	0.20	0.05	0.35	0.05	0.00	1.00
Associate Civil Engineer Water System Conservation Manager	0.00	0.50	0.30	0.70	0.50	1.00	1.00	0.00	4.00
Water Quality Technician	3.00	0.00	0.50	0.00	0.00	1.50	0.00	0.00	5.00
Management Analyst I/II	0.00	0.00	0.50	0.50	0.00	0.00	0.00	0.00	1.00
Engineering Technician	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	1.00
Pump Mechanic I/II	0.45	0.00	0.50	0.25	0.00	0.25	0.25	0.30	2.00
Lead Maintenance Worker	1.00	0.00	0.00	0.50	0.00	0.50	0.00	0.00	2.00
Maintenance Worker I/II	0.00	0.00	0.25	0.75	0.00	2.00	0.00	0.00	3.00
Mechanic I/II	0.00	0.50	1.00	1.00	0.50	1.00	0.00	0.00	4.00
Executive Assistance	0.00	3.50	1.20	6.80	2.50	8.00	0.00	0.00	22.00
Secretary	0.00	0.00	0.00	0.00	0.00	0.00	2.00	0.00	2.00
Total	1.15	0.05	0.20	0.15	0.05	0.35	0.00	0.05	2.00

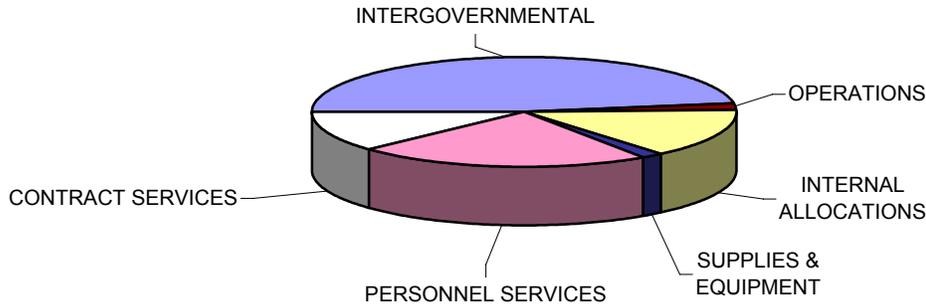
2010-11 ACCOMPLISHMENTS

- ✓ Continued implementation of Computerized Maintenance Management System (CMMS) within City database and workstations.
- ✓ GIS mapping link to CMMS module was purchased and installed.
- ✓ The electric grinder for the Crestwood Sewer Lift Station (Capital Improvement Project) was installed and has decreased maintenance downtime of vital sewer pumps.
- ✓ Completed emergency sewer main, lower laterals, and manhole installations along the 1100 and 1000 block of Montgomery Ave. and Fleetwood Drive.
- ✓ Installed four sewer manhole lid Smart Covers that will detect and alert crews of a pending Sanitary Sewer Overflow before it happens.
- ✓ Continued Fats, Oils, and Grease (FOG) inspections of food producing establishments by personnel from the South San Francisco/San Bruno Treatment Plant.
- ✓ Completed video inspection of 20% of the sewer system. 60% of the collection system has been video inspected within the last two years.

2011-12 GOALS & 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 on a daily basis.
- Complete construction of the Supervisory and Data Acquisition System to enable computer display and control over the six-wastewater pumping stations.
- Complete video inspection of remaining 40% of the sewer collection system.
- Enhance the FOG inspection program.
- Aggressively implement the Sewer System Overflow reduction plan.
- Develop written standard operating procedures for critical maintenance activities, with a target of five standard operating procedures.

Wastewater Enterprise - Operations 2011-12 Adopted Budget



	2011-12 ADOPTED	PERCENT OF TOTAL
PERSONNEL SERVICES	\$1,653,579	23%
SUPPLIES & EQUIPMENT	127,178	2%
CONTRACT SERVICES	865,613	12%
OPERATIONS	150,891	2%
INTERGOVERNMENTAL	3,482,457	48%
INTERNAL ALLOCATIONS	1,051,650	14%
GRAND TOTAL	\$7,331,368	100%

PERSONNEL SERVICES	ADOPTED BUDGET	DESCRIPTION
5101 REGULAR SALARIES	\$1,032,581	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period. Subject to benefits per applicable MOUs. Salaries include city-wide furlough. <i>Service level enhancement for an additional Associate Engineer, (\$87,244).</i>
5105 OVERTIME	143,000	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. Overtime is for after-hour callouts primarily to respond to sanitary sewer overflow events.
5200 EMPLOYEE BENEFITS	477,998	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. <i>Service level enhancement for an additional Associate Engineer, (\$34,933).</i>
SUBTOTAL FOR PERSONNEL SERVICES	\$1,653,579	

SUPPLIES & EQUIPMENT		ADOPTED BUDGET	DESCRIPTION
6001	OFFICE SUPPLIES	\$2,000	Office supplies for Wastewater Division.
6101	GAS & OIL	20,178	Fuel and oil for vehicles assigned to Wastewater Division.
6102	OPERATING SUPPLIES	35,000	Safety supplies, (\$4,000); Uniforms, (\$9,000); Field tools, (\$22,000).
6201	BUILDING AND GROUND SUPPLIES	17,500	Maintenance supplies, (\$8,750); Replacement supplies, (\$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.
6650	TOOLS & EQUIPMENT	24,000	Eight smart cover manhole lids for early SSO notification.
SUBTOTAL FOR SUPPLIES & EQUIPMENT		\$127,178	

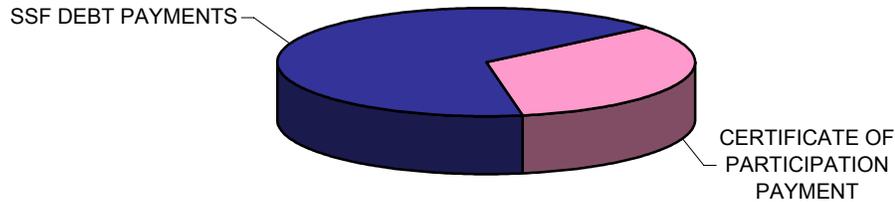
CONTRACT SERVICES		ADOPTED BUDGET	DESCRIPTION
6401	PROFESSIONAL SERVICES	\$133,613	Organizational review of Wastewater Division, (\$45,000); Development of best management practices, (\$15,000); Update of Sewer System Management Plan as required by the Regional Water Board, (\$30,000); Fats, oils and grease outreach program, (\$15,000); GIS mapping, (\$5,000); State-mandated background sampling and SSO sampling, (\$20,000); Annual support for CMMS, (\$3,613).
6402	LEGAL SERVICES	236,000	Outside legal counsel assistance, (\$75,000); Baykeeper Legal Fees, (\$131,000); Baykeeper Monitoring Fees, (\$30,000).
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	46,000	On Call phone service, (\$3,500); Main root treatment, (\$36,000); Uniform cleaning/replacement, (\$6,500).
SUBTOTAL FOR CONTRACT SERVICES		\$865,613	

OPERATIONS	ADOPTED BUDGET	DESCRIPTION
6112 POSTAGE	\$300	Allocation of postage required by department operations for outside correspondence including regular, certified, return receipt, and express/overnight mail.
6405 STAFF TRAINING	16,000	Traffic control class, (\$1,000); Confined space class, (\$2,000); 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).
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 MOU.
6450 COMMUNICATIONS	15,173	Internal allocation of a shared fax line, office telephone charges and 12 mobile phones, pagers, radios, (\$12,293); Smart manhole cover notification, (\$2,880).
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).
6701 DUES & MEMBERSHIPS	4,400	Maintenance Superintendent Association (MSA) dues, (\$200); California Water Environment Association (CWEA) dues, (\$1,000); Bay Area Clean Water Agency (BACWA) dues, (\$1,500); General Waste Discharge Requirement registration, (\$1,400); Water Environment Federation (WEF) dues, (\$150); American Public Works Association (APWA), (\$150).
6702 PUBLICATIONS & SUBSCRIPTIONS	1,000	Training books and publications used by staff to prepare for certifications.
6704 MEETINGS/ CONFERENCES	3,500	Bay Area Clean Water Agency (BACWA), (\$250); American Public Works Association (APWA), (\$3,000); Maintenance Superintendents Association (MSA), (\$250).
SUBTOTAL FOR OPERATIONS	\$150,891	

INTERGOVERNMENTAL		ADOPTED BUDGET	DESCRIPTION
7062	WASTE TREATMENT- SSF	\$3,305,394	Operation and maintenance costs or treatment of San Bruno's wastewater at the jointly owned South San Francisco/San Bruno Water Quality Control Plant.
7069	INTERGOVERNMENTAL - OTHER	177,063	Fees to the County of San Mateo and the California State Water Resources Control Board, (\$1,513); Regional Board cash payment, (\$125,550); Payment to Rose Foundation, (\$50,000).
SUBTOTAL FOR INTERGOVERNMENTAL		\$3,482,457	

INTERNAL ALLOCATIONS		ADOPTED BUDGET	DESCRIPTION
7901	OTHER INTERNAL SERVICE ALLOC.	\$276,452	Self-Insurance Allocation, (\$188,320); Building Facilities Allocation, (\$15,023); Technology Allocation, (\$13,941); Central Garage Allocation, (\$59,168).
7902	GENERAL ADMIN. ALLOC.	775,198	Public Works Administration Allocation, (\$253,425); General Admin Allocation, (\$267,767); Revenue Services Allocation, (\$254,006).
SUBTOTAL FOR INTERNAL ALLOCATIONS		\$1,051,650	
GRAND TOTAL		\$7,331,368	

Wastewater Enterprise - Debt Services 2011-12 Adopted Budget



	2011-12 ADOPTED	PERCENT OF TOTAL
SSF DEBT PAYMENTS	\$1,245,492	67%
CERTIFICATE OF PARTICIPATION PAYMENT	622,303	33%
GRAND TOTAL	\$1,867,795	100%

SSF DEBT PAYMENTS		ADOPTED BUDGET	DESCRIPTION
2722	DUE TO SSF - JOINT PLANT	\$930,536	Payments to City of South San Francisco (SSF) for joint debt on treatment plant: SSF loan #1 (\$180,713); SSF loan #2 (\$433,265); SSF loan #3 (\$316,558).
2705	INT PAYABLE TO SSF	173,043	Debt service interest paid to SSF.
6350-9002	SSF INT EXPENSE	141,913	Debt service interest paid to SSF.
SUBTOTAL FOR SSF DEBT PAYMENTS		\$1,245,492	

CERTIFICATE OF PARTICIPATION PAYMENT		ADOPTED BUDGET	DESCRIPTION
2725	CERTIFICATES OF PARTICIPATION PAYABLE	\$225,000	2002 Wastewater Certificates of Participation debt service principal.
6350-9002	CERTIFICATES OF PARTICIPATION INT EXPENSE	397,303	Debt service interest.
SUBTOTAL FOR CERTIFICATE OF PARTICIPATION PAYMENT		\$622,303	
GRAND TOTAL		\$1,867,795	

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**2011-12 EQUIPMENT RESERVE
ACQUISITION DESCRIPTIONS**

WASTEWATER FUND EQUIPMENT RESERVE

Wastewater Pump Mechanic Truck 628 \$50,000

This 2000 Chevrolet 3500 dual rear wheel service body truck is assigned to the Wastewater Division pump mechanics. Used on a daily basis to transport personnel and equipment to and from the City's 6 sewer lift stations, this truck has over 175,000 of stop-and-go driving. This vehicle will be replaced with a one ton truck similar to an F350, capable of handling a variety of tools and equipment needed for routine maintenance and periodic servicing of the pump stations.

Vacuum Combination Unit \$217,500

The Wastewater Division and Stormwater Division share a vacuum-combination vehicle—a large truck capable of using high-pressure jets of water to flush clean sewer and Stormwater mains and a hose to vacuum soil, sewage or other debris. The Wastewater Division primarily uses the vacuum combination unit for preventative maintenance cleaning of sewer mains, response to sewer system overflows and to assist with main and lateral repairs. The Stormwater Division uses the vacuum combination unit to vacuum debris out of storm drain catch basins and to clear blockages in storm drain lines. Purchased in 2001, the unit has reached the end of its useful life and requires replacement. The estimated replacement cost is \$435,000, of which \$217,500 will come from the Wastewater Equipment Reserve.

WASTEWATER FUND EQUIPMENT RESERVE TOTAL \$267,500

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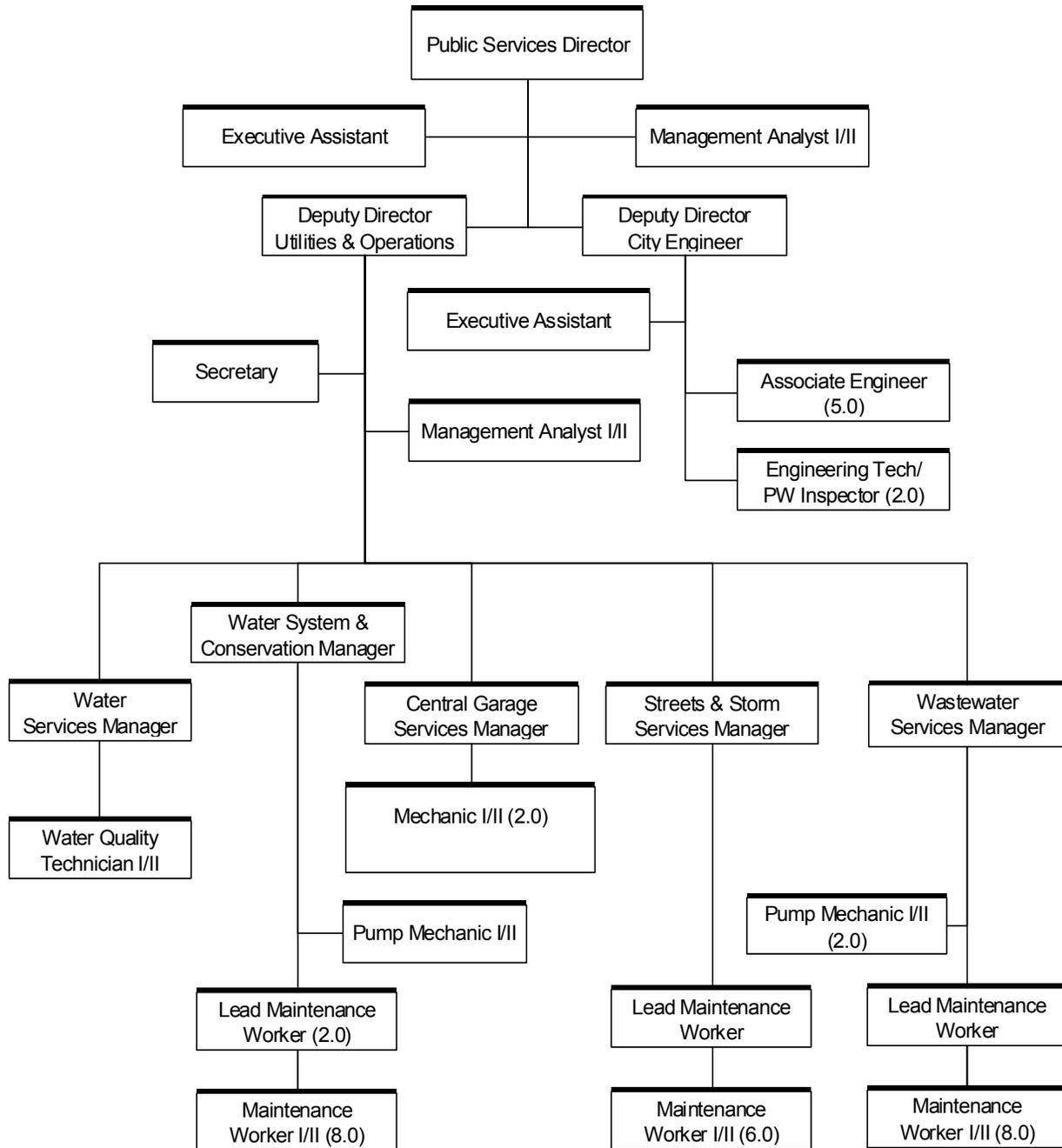
STORMWATER
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STORMWATER ENTERPRISE FUND

STORMWATER ENTERPRISE FUND

A DIVISION OF PUBLIC SERVICES DEPARTMENT



**STORMWATER ENTERPRISE FUND
FUND SUMMARY**

	2010-11 Budget	2010-11 Estimated Actual	2011-12 Budget
Revenues			
Operating Revenues	\$ 540,000	\$ 600,000	\$ 570,000
Reimbursements	37,000	37,000	37,000
Interest Income	20,000	10,038	11,745
Total Revenues	597,000	647,038	618,745
Expenses			
Stormwater Operations	526,465	440,744	541,903
Operating Surplus (Deficit)	70,535	206,294	76,842
Non-Operating Income (Expense)			
Capital Improvement Program Expenses	(161,243)	(132,004)	
Equipment Reserve Purchase			(217,500)
Non-Operating Surplus (Deficit)	(161,243)	(132,004)	(217,500)
Change in Fund Balance	\$ (90,708)	\$ 74,290	\$ (140,658)
Fund Balance, July 1		1,169,117	1,243,407
Fund Balance, June 30		1,243,407	1,102,749

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

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STORMWATER ENTERPRISE

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

Construct 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. 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.

MINIMUM SERVICES FOR BASIC FUNCTIONALITY AND REGULATORY COMPLIANCE

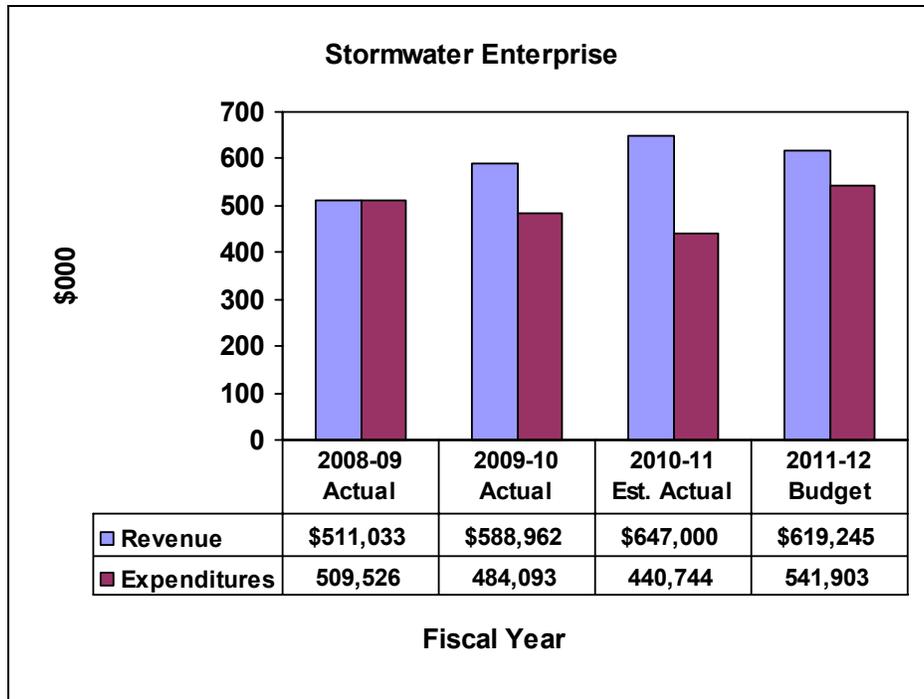
Perform semimonthly cleaning of all residential, commercial and industrial roadways. Clean storm grates and trash racks during periods of rainfall to prevent flooding. Inspect known hill slide locations during and after periods of rainfall.

PRIORITY FOCUS

The Stormwater Division primarily focuses on reducing the amount of sediment, nutrients, bacteria, oils, metals, organics, pesticides on City streets by performing semimonthly street cleaning of the City's residential, commercial, and industrial areas; 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.

PROGRAM RESOURCES

Delivery of the Division's core services during fiscal year 2011-12 will require an expenditure budget of \$541,903 and personnel resources 3.65 full time employees. As an enterprise fund, the Stormwater Fund is fully funded by a drainage parcel fee assessed against all properties as a function of the parcel type and potential for drainage runoff.



REVENUES

As an enterprise fund, the Stormwater Division is completely dependent on revenues derived from a drainage fee applied against all parcels and collected with the property tax. These fees remain stable unless the City Council authorizes and a majority of voters approve to increase fees, in accordance with Proposition 218 provisions.

Revenues	2008-09 Actual	2009-10 Actual	2010-11 Est. Actual	2011-12 Budget
Interest Earnings	(\$48,602)	\$14,166	\$10,038	\$11,745
Stormwater Assessment	521,936	556,260	600,000	570,000
Street Sweeping Reimb.	37,699	18,536	37,000	37,500
Total Revenues	\$511,033	\$588,962	\$647,038	\$619,245

EXPENDITURES

As with prior years, the Department's expenditure appropriation is split approximately 62% for personnel costs and 38% for operations and professional services.

Expenditures	2008-09 Actual	2009-10 Actual	2010-11 Est. Actual	2011-12 Budget
Operations	\$509,526	\$484,093	\$440,744	\$541,903
Equipment Reserve Purchase	0	0	0	217,500
Total Expenditures	\$509,526	\$484,093	\$440,744	\$759,403

PERSONNEL
Personnel Summary

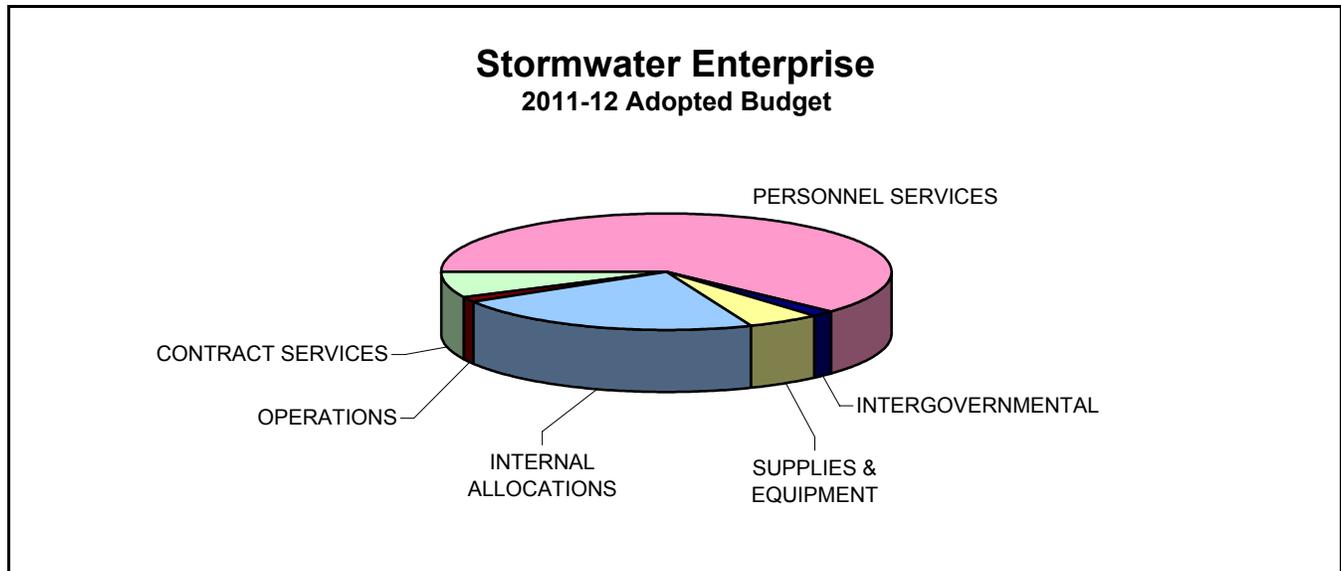
Public Services Department	General Fund		Water		Storm water	Waste water	Internal Services	Special Revenue	Total
	Admin & Engr	Streets	Supply	Distrib.	Ops.	Ops.	Central Garage	Solid Waste	
Classification	Admin & Engr	Streets	Supply	Distrib.	Ops.	Ops.	Central Garage	Solid Waste	Total
Public Services Director	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	1.00	0.00	4.00
Associate Civil Engineer Water System	3.00	0.00	0.50	0.00	0.00	1.50	0.00	0.00	5.00
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	0.45	0.00	0.50	0.25	0.00	0.25	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	0.50	1.00	1.00	0.50	1.00	0.00	0.00	4.00
Maintenance Worker I/II	0.00	3.50	1.20	6.80	2.50	8.00	0.00	0.00	22.00
Mechanic I/II	0.00	0.00	0.00	0.00	0.00	0.00	2.00	0.00	2.00
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	6.75	5.05	5.05	12.25	3.65	15.55	3.35	0.35	52.00

2010-11 ACCOMPLISHMENTS

- ✓ Identified trash hot spot in response to Stormwater Municipal Regional Permit (MRP) and exceeded cleanup requirements.
- ✓ Entered approximately 25% of Stormwater assets into the City's geographic information system (GIS).
- ✓ Implemented Stormwater Pollution Prevention Plan as required by the MRP.
- ✓ Collaborated with Wastewater Division to reroute all Stormwater mains within the Corporation Yard to the Sanitary Sewer.
- ✓ Obtained a \$38,000 grant from the Association of Bay Area Governments for the purchase and installation of storm drain inlet trash capture devices, which will be installed in catch basins located within a 42 square acre area prior to the end of December 2011.
- ✓ Installed stormwater control measures less than one week after the Glenview Fire and coordinated the video inspection of the underground stormwater system in the impacted area.

2011-12 GOALS & OBJECTIVES

- ❑ Continue and increase rate of Stormwater asset inventory and GIS input.
- ❑ Locate and document privately owned valley gutters.
- ❑ Through the use of trash capture devices, continue progress on reducing trash in the storm drain system by 40% by July 2014 as required in the MRP.
- ❑ Continue to pump out the water collecting in the crater of the PG&E transmission line and discharge it to the sanitary sewer system.



	2011-12 ADOPTED	PERCENT OF TOTAL
PERSONNEL SERVICES	\$336,224	62%
SUPPLIES & EQUIPMENT	27,598	5%
CONTRACT SERVICES	39,613	7%
OPERATIONS	7,300	1%
INTERGOVERNMENTAL	9,200	2%
INTERNAL ALLOCATIONS	121,968	23%
GRAND TOTAL	\$541,903	100%

PERSONNEL SERVICES	ADOPTED BUDGET	DESCRIPTION
5101 REGULAR SALARIES	\$232,788	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period. Subject to benefits per applicable MOUs. Salaries include city-wide furlough.
5105 OVERTIME	9,095	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. Overtime is for after-hour callouts primarily to respond to storm related cleanups.
5200 EMPLOYEE BENEFITS	94,341	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.
SUBTOTAL FOR PERSONNEL SERVICES	\$336,224	

SUPPLIES & EQUIPMENT		ADOPTED BUDGET	DESCRIPTION
6101	GAS & OIL	\$8,968	Fuel and oil for vehicles and equipment assigned to Stormwater Division.
6102	OPERATING SUPPLIES	12,400	Uniforms and safety equipments, field supplies, and storm and flood supplies.
6201	BUILDING & GROUNDS SUPPLIES	1,530	Building yard and shop supplies.
6202	STREET REPAIRS AND SUPPLIES	4,700	Replacement of asphalt/concrete/base rock/sand following repairs, (\$3,700); Sand for sandbag construction, (\$1,000).
SUBTOTAL FOR SUPPLIES & EQUIPMENT		\$27,598	

CONTRACT SERVICES		ADOPTED BUDGET	DESCRIPTION
6401	PROFESSIONAL SERVICES	\$10,000	Consultation for GIS input of Stormwater assets, (\$3,000); Geotechnical surveys to respond to rain events when necessary, (\$7,000).
6411	CONTRACTUAL SERVICES	23,500	Quarterly pressure washing of downtown San Mateo Avenue, (\$11,000); Contract repair of storm drain grates and mains, (\$5,000); Contract of temporary workers for sandbag construction, (\$3,000); Video inspection of storm mains (\$4,500).
6419	OTHER SERVICES	6,113	Uniform cleaning (\$1,000); Annual support for MaintStar CMMS, (\$3,613); Disposal of excavation material, (\$1,500).
SUBTOTAL FOR CONTRACT SERVICES		\$39,613	

OPERATIONS		ADOPTED BUDGET	DESCRIPTION
6405	STAFF TRAINING	\$1,250	Competent person training in the areas of trench shoring and excavation, (\$375); Forklift operator training, (\$150); Subsurface utility locating and marking best practices, (\$600); On site traffic control and flagger class, (\$125).
6406	PROFESSIONAL DEVELOPMENT	250	Professional development for 1/2 of a mid-manager (50% Stormwater, 50% Streets) in accordance with MOU.
6450	COMMUNICATIONS	140	Internal allocation of dedicated fax and data lines, office telephone charges and mobile phones.
6601	RENTAL & LEASES	5,000	Rentals and leases of equipment for County storm stations.
6701	DUES & MEMBERSHIPS	60	California Water Environment Association (CWEA).

Operations (Cont.)

6702	PUBLICATIONS & 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).
SUBTOTAL FOR OPERATIONS		\$7,300	

INTERGOVERNMENTAL	ADOPTED BUDGET	DESCRIPTION
7041 COUNTY SVCE.CHARGES	\$200	County assessment service charge.
7069 INTERGOVERNMENTAL - OTHER	9,000	Fees for the California State Water Resources Control Board.
SUBTOTAL FOR INTERGOVERNMENTAL		\$9,200

INTERNAL ALLOCATIONS	ADOPTED BUDGET	DESCRIPTION
7901 OTHER INTERNAL SERVICE ALLOC.	\$86,120	Self-Insurance Allocation, (\$24,383); Technology Allocation, (\$737); Central Garage Allocation, (\$61,000).
7902 GENERAL ADMIN. ALLOC.	35,848	Public Works Administration Allocation, (\$11,519); General Administration Allocation, (\$24,329).
SUBTOTAL FOR INTERNAL ALLOCATIONS		\$121,968
GRAND TOTAL		\$541,903

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**2011-12 EQUIPMENT RESERVE
ACQUISITION DESCRIPTIONS**

STORMWATER FUND EQUIPMENT RESERVE

Vacuum Combination Unit \$217,500

The Wastewater Division and Stormwater Division share a vacuum-combination vehicle—a large truck capable of using high-pressure jets of water to flush clean sewer and Stormwater mains and a hose to vacuum soil, sewage or other debris. The Wastewater Division primarily uses the vacuum combination unit for preventative maintenance cleaning of sewer mains, response to sewer system overflows and to assist with main and lateral repairs. The Stormwater Division uses the vacuum combination unit to vacuum debris out of storm drain catch basins and to clear blockages in storm drain lines. Purchased in 2001, the unit has reached the end of its useful life and requires replacement. The estimated replacement cost is \$435,000, of which \$217,500 will come from the Wastewater Equipment Reserve.

STORMWATER FUND EQUIPMENT RESERVE TOTAL \$217,500

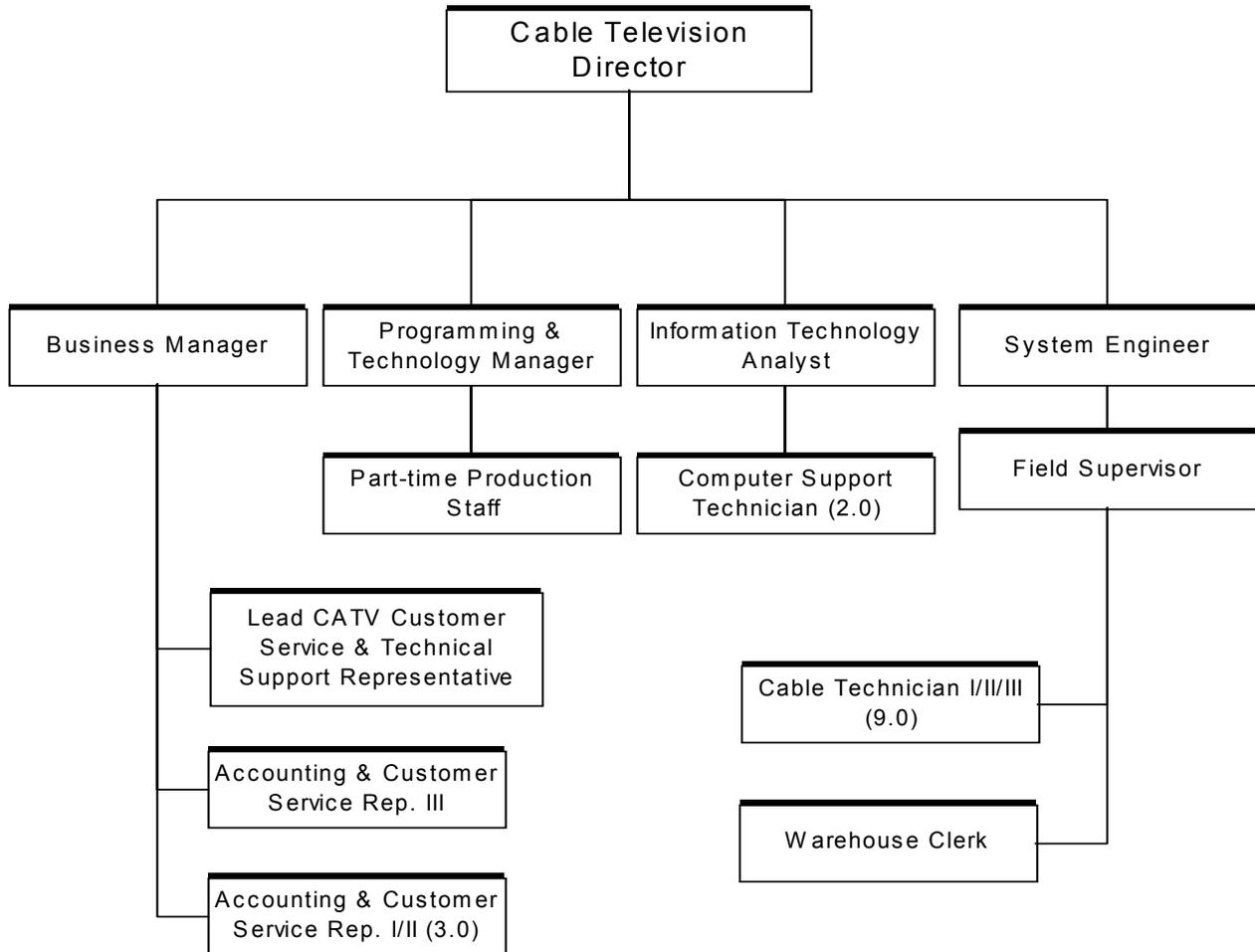
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CABLE FUND
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CABLE ENTERPRISE FUND

CABLE ENTERPRISE FUND



**CABLE ENTERPRISE FUND
FUND SUMMARY**

	2010-11 Budget	2010-11 Estimated Actual	2011-12 Budget
Revenues			
Basic Service (incl Local Orig.)	\$ 5,291,028	\$ 4,688,944	\$ 4,418,981
Internet Service Fees	2,453,878	2,336,215	2,711,098
Premium Channels	727,063	833,742	857,848
Digital Service	1,403,302	1,248,832	1,368,525
Pay-Per-View	100,662	67,113	67,401
Video On Demand (VOD)	150,790	103,363	103,893
International Programming	148,758	141,063	130,715
Pass-Through Fees	418,509	376,238	378,881
Voice Service	413,480	415,755	441,308
Fiber Leasing	17,352	-	-
TV Guide Magazine	4,644	4,177	3,888
Voice Taxes and Fees	65,881	43,565	54,736
Commercial Data Service	184,125	64,633	152,002
Commercial Phone Service	133,509	17,137	82,347
Other Receipts	197,236	246,192	286,207
Total Revenues	11,710,217	10,586,969	11,057,830
Expenses			
Operating Expenses	8,876,184	7,986,248	8,153,163
Local Origination Expenses	186,108	167,372	178,205
Pass Thru Fees	627,758	566,027	591,237
Equity Earnings Transfer	1,122,583	999,519	1,000,000
Interest Expense	110,972	110,972	75,206
Total Expenses	10,923,605	9,830,138	9,997,811
Operating Surplus (Deficit)	786,612	756,831	1,060,019
Non Operating Revenues (Expenses)			
Transfer In: Technology Capital	91,576	91,576	
Debt Service Principal Payment	(630,010)	(630,010)	(742,590)
Capital Improvement Program Expenses	(334,156)	(278,692)	
Non Operating Surplus (Deficit)	(872,590)	(817,126)	(742,590)
Change in Fund Balance	\$ (85,978)	\$ (60,295)	\$ 317,429
Fund Balance, July 1		(3,012,111)	(3,072,406)
Fund Balance, June 30		(3,072,406)	(2,754,977)

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

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CABLE TELEVISION - OPERATIONS & LOCAL ORINATION 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; San Bruno Cable Channel 1, the City's governmental access channel; and the City's Information Technology Support Division. 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.

On March 31, 2011, San Bruno Cable served 7,691 Limited Basic Cable, 6,819 Expanded Basic, 3,162 Digital Basic, 3,308 High Definition, 5,542 High Speed Internet, and 1,017 Digital Phone customers. Of the 7,691 Limited Basic Cable customers, 345 received a 25% low-income discount on the Limited Basic Cable Service. Also, of the 5,542 High Speed Internet customers, 1,260 of the customers are Internet only customers. Among the estimated 15,000 homes in San Bruno, 8,951 subscribe to at least one service from San Bruno Cable. In the 12-month period between April 1, 2010 and March 31, 2011, San Bruno Cable experienced a loss of nearly 693 video service customers. This decline in subscribers is resulting due to the depressed state of the economy, intensifying competition in the market, and customer sensitivity to pricing.

Through March 31, there were 1,100 new service connections and 1,800 service disconnections. The deeply discounted competitive offers floating in the market are driving this high rate of customer churn. Competitors have also conducted very aggressive door-to-door sales campaigns to steal market share from the City. The City launched its own promotional campaign between August and December 2010, which produced nearly 2,000 new subscriptions for Cable, Internet and Phone services. The City's promotional offer was expanded in April 2011 to more effectively address the evolving competitive environment.

San Bruno Cable's operations were also impacted by the September 9, 2010 PG&E gas pipeline explosion and fire in the Glenview neighborhood. The incident caused considerable damage to a main fiber trunk that traversed through Glenview, and to a fiber distribution system that served the neighborhood, disrupting service to most of the homes in that area. San Bruno Cable restored service to the Glenview neighborhood within three days of getting access to the site.

The damage to the main fiber distribution line also disrupted service to other areas of the City resulting in the need to dedicate all in-house technical resources to address service outage issues. This emergency work caused a backlog of service installation appointments, which were completed through contract labor.

In December 2010, San Bruno Cable settled its Federal Communications Commission Program Access Complaint against Comcast SportsNet, and renewed its agreement for the carriage of Comcast SportsNet Bay Area and Comcast SportsNet California for a 5-year term through 2014.

Additionally, San Bruno Cable successfully launched its Commercial Services in July 2010. Through March 2011, San Bruno Cable had gained over twenty data and voice service customers generating approximately \$10,000 in monthly revenue. San Bruno Cable also extended its fiber network to all the complexes in the Bayhill Office Park, and the Veterans Administration building and Airport Trade Center on Sneath Lane.

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 option 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**
Offer a comprehensive suite of video products including Standard Definition television, High Definition television, Video on Demand, Pay-Per-View, sports subscription packages, and digital music services. Design and offer a variety of value oriented packages to enhance customer choice and value.
 - **HIGH SPEED INTERNET SERVICE**
Internet service with speeds of up to 100 Mbps down and 5 Mbps up with 500 GB of data downloads per month.
 - **WI-FI INTERNET SERVICE**
Wi-Fi Internet service at the Shops at Tanforan and City facilities. Service to expand to other areas within the City based on feasibility and demand.
 - **VOICE OVER INTERNET PROTOCOL PHONE SERVICE (VOIP)**
SIP based 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 SERVICES VOICE**
SIP based commercial voice using multimedia terminal adapters or as a hosted IP PBX service on the Cisco Unified Communications Call Manager system, and additional value added services such as eFax (Internet based fax solution), 1-800 and Virtual Number service.

DATA

Dedicated IP Ethernet, point-to-point Ethernet transport, DNS hosting and Firewall services.

- **LOCAL ORIGATION PROGRAMMING**

Cover live City meetings, events and festivities; and produce and air local programming related to issues that are of interest to the city and the community of San Bruno.

PRIORITY FOCUS

During FY 2011-12, the Cable Department will pursue the following key initiatives:

- **PROMOTION OF COMPANY AND SERVICES**

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, and to win back customers from other service providers.

- **CUSTOMER CARE AND SERVICE**

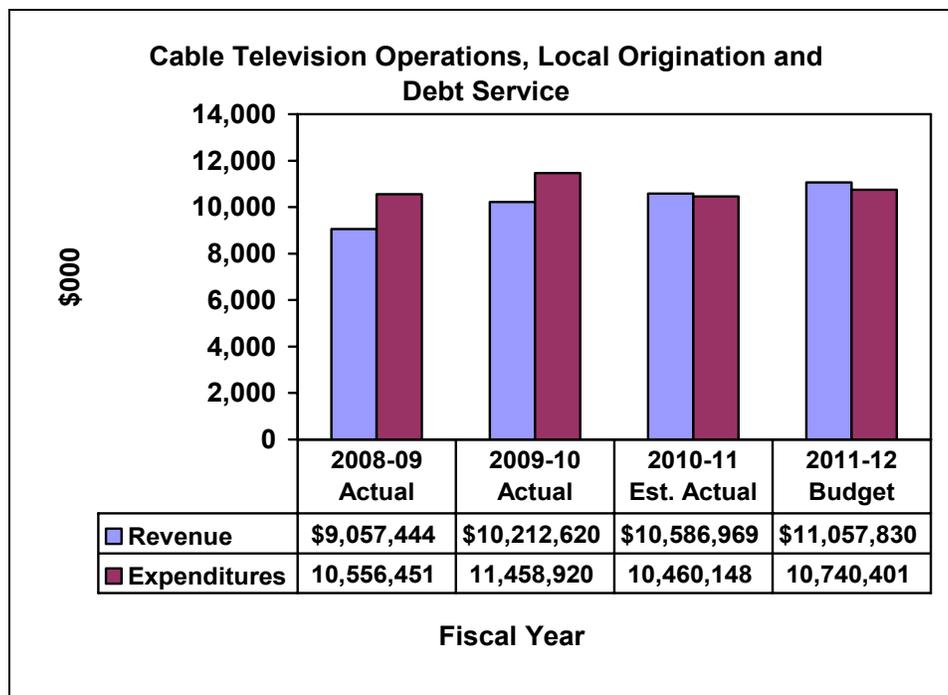
Deliver the highest level of 24/7 customer care and support via telephone, online and over the counter.

- **NETWORK STABILITY**

Continue to monitor and improve video and data networks to minimize system failures and to ensure optimal network performance.

PROGRAM RESOURCES

In fiscal year 2011-12, San Bruno Cable is expected to generate \$11,057,830 in revenue and incur expenditures in the amount of \$10,740,401.



REVENUES

San Bruno Cable will derive its revenue from delivery of products and services to existing customers and to new customers to be generated through promotional campaigns.

The table below is a summary of rate adjustments on key services for 2011-12 to take effect on July 1, 2011.

PROPOSED RATE ADJUSTMENTS	CURRENT	PROPOSED	CHANGE	% CHANGE
Limited Basic Cable* (Channels 1 - 26)	\$18.75	\$20.55	\$1.80	9.60%
Preferred Basic Cable* (Channels 27 - 99)	\$60.82	\$63.86	\$3.04	5.00%
Digistar Basic* (Channels 100 - 198)	\$81.36	\$85.03	\$3.67	4.51%
Premium Services (HBO, Cinemax, Showtime, TMC, Starz & Encore)*	\$17.80	\$18.84	\$1.04	5.84%
Bulk Basic*	\$5.97	\$7.02	\$1.05	17.59%
Bulk HBO*	\$4.82	\$5.87	\$1.05	21.78%
Internet I^ (16 Mbps/3 Mbps/350 GB)	\$37.95	\$41.95	\$4.00	10.54%
Internet II^ (12 Mbps/768Kbps/350GB)	<i>Eliminate Tier</i>			
Internet III^ (16 Mbps/1.5 Mbps/500GB)	<i>Eliminate Tier</i>			
Continuation of 20% discount on Double and Triple Play Packages				
All Video Packages*	<i>Increase commensurate with Services Included in Package (Amount Varies by Package)</i>			
*Includes Franchise Fee and/or Copyright ^Franchise Fee and/or Copyright is not applied USF, E911, EMTA and other fees extra				

The incremental revenue from the rate adjustments will be utilized to cover increases in programming and basic operational costs.

The Department will continue its residential direct sales campaign to win back customers, which is expected to generate approximately 2,800 new revenue-generating units (RGU) and \$450,000 in incremental revenue. The direct sales campaign will consist of door-to-door sales program beginning in July and ending in December. The sales commission for the campaign is estimated at \$125,000.

As of March 31, 2011, twenty businesses have signed up for Commercial Data and Voice services, generating approximately \$10,000 in monthly revenue. The Commercial Services revenue is expected to grow to \$18,750 per month or \$225,000 in 2011-12.

The Local Origination Division is funded at a monthly rate of \$1.90 per Basic Cable subscriber. Based on projected subscriber activity, the funding is estimated at \$164,694 for 2011-12. This funding covers the operation costs of San Bruno Cable Channel 1, including salaries and benefits of the Programming and Technology Manager and part-time temporary employees, and the purchase and maintenance of video production equipment.

Revenues	2008-09 Actual	2009-10 Actual	2010-11 Est. Actual	2011-12 Budget
Basic Service (incl Local Orig.)	\$4,958,369	\$4,512,851	\$4,688,944	\$4,418,981
Internet Service Fees	1,712,538	\$2,311,874	\$2,336,215	\$2,711,098
Premium Channels	649,964	\$777,548	\$833,742	\$857,848
Digital Service	709,206	\$1,158,139	\$1,248,832	\$1,368,525
Pay-Per-View	57,430	\$102,144	\$67,113	\$67,401
Video On Demand (VOD)	66,278	\$118,476	\$103,363	\$103,893
International Programming	54,198	\$139,254	\$141,063	\$130,715
Pass-Through Fees	352,915	\$364,342	\$376,238	\$378,881
Voice Service	46,446	\$322,785	\$415,755	\$441,308
Fiber Leasing	14,730	\$28,752	\$0	\$0
TV Guide Magazine	-	\$4,851	\$4,177	\$3,888
Voice Taxes and Fees	-	\$37,181	\$43,565	\$54,736
Commercial Data Service	-	\$387	\$64,633	\$152,002
Commercial Phone Service	-	\$6,888	\$17,137	\$82,347
Other Receipts	435,368	\$327,148	\$246,192	\$286,207
Total Revenues	\$9,057,444	\$10,212,620	\$10,586,969	\$11,057,830

EXPENDITURES

The key operating costs of the Cable Department include salaries and benefits, programming, Internet bandwidth and VoIP wholesaler charges, 24/7 customer care and support, sales and marketing, equipment maintenance and support, debt service costs, capital expenditure funding, local origination funding, and remittance of pass through franchise fees and equity earnings transfer. The enterprise returns 10% of gross revenues to the general fund annually in addition to the 5% franchise fee on video services.

Employee salaries and benefits cost of \$2,224,873 represents approximately 21% of the Department's total expenditures. These costs have been maintained at 2010-11 levels. No salary increases are proposed and the 8-day work furlough adopted in 2011-12 will continue.

Cable Programming cost of \$3,908,152 represents approximately 35% of the Department's total expenditures. These costs are rising by over 6% in 2011-12. San Bruno Cable purchases the bulk of its cable programming through its membership with the National Cable Television Cooperative, a programming and hardware purchasing organization. The City achieves the best prices for both programming and hardware purchases through its Co-op membership.

Data and voice service cost of \$680,436 represents approximately 6% of the Department's total expenditures. The Department utilizes two dedicated Internet backbone circuits with a burstable capacity of 1 Gbps each to provide High Speed Internet and IP Ethernet services. The increasing number of customers downloading video content from Netflix, Blockbuster and Amazon has increased the utilization of Internet bandwidth from 600 Mbps to over 1 Gbps on a monthly basis. In order to ensure efficient utilization of bandwidth and faster downloads for customer a video and high capacity data caching server is proposed for purchase. FY 2011-12 will be the third year of 3-year contracts for 24/7 technical support services and for the provision of VoIP services. The City will have the option to discontinue these contracts with advance written notice. At this time, both vendors are satisfactorily fulfilling their contractual obligations.

The Community Promotions (or sales and marketing) cost at \$170,000 represents 1.5% of the Department's total expenditures. A Priority Focus of the Department is to win back as many customers as possible. San Bruno Cable has experienced a steady loss of customers in the last decade for a variety of reasons including competition, lack of programming, rate sensitivity, and recently depressed

state of the economy. Direct marketing campaigns, including door-to-door sales and direct mail, are planned for FY 2011-12.

The Network System Maintenance cost of \$139,440 represents 1.3% of the Department’s total expenditures. These expenditures are necessary for ensuring optimal network performance and reliability. A generally acceptable level of redundancy and backup support systems are in place to avoid network failures. Additionally, critical network elements are covered under support and maintenance contracts to enable quick restoration of service through phone technical support or emergency parts replacement. The department maintains an inventory of spare equipment for items that are not covered by a support contract.

The principal and interest payment on the two outstanding notes of \$817,796 represents approximately 7% of the Department’s total expenditures. The final payment of \$412,982 will be made on the 5-year note to finance the purchase of digital set-top boxes, and a payment of \$404,814 will be the third payment on the 5-year note to finance the purchase of commercial services equipment.

The purchase of set-top boxes, cable modems, satellite receivers, and plant electronics will continue in fiscal year 2010-11. The capital required for such purchases is \$414,966 or approximately 4% of the Department’s total expenditures.

The cost of operating San Bruno Cable Channel 1 is \$178,205 or approximately 1.5% of the Department’s total expenditures. These costs are recovered through an allocation of the Basic Cable rate.

The City’s Cable Television Ordinance requires San Bruno Cable to return 10% of its gross revenues to the General Fund. For FY 2011-12, it is proposed that the City adopt an amendment to its policy that caps the return to the General Fund to an annual maximum of \$1,000,000. The combined pass-through franchise fee amount of \$378,881 and the \$1,000,000 equity earnings transfer, represent approximately 12.4% of the Department’s total expenditures.

Expenditures	2008-09 Actual	2009-10 Actual	2010-11 Est. Actual	2011-12 Budget
CATV Operations	\$9,904,055	\$10,825,831	\$9,551,794	\$9,744,400
Local Origination	205,996	170,107	167,372	178,205
Debt Service - Principal	360,000	359,069	630,010	742,590
Debt Service - Interest	86,400	103,913	110,972	75,206
Total Expenditures	\$10,556,451	\$11,458,920	\$10,460,148	\$10,740,401

PERSONNEL
Personnel Summary

The Cable Department is comprised of 23 tenured, highly skilled and dedicated employees. Every employee understands the competitive nature of the telecommunications business and is driven to provide the highest level of customer care and support, and to maintain an efficient and viable municipal enterprise. While San Bruno Cable’s business has grown by over 50% since 2004, the staff level has remained the same during this period. The department is operating at high efficiency or full capacity at this time, so further demands on personnel will result in consideration for additional staffing.

Cable Television Department	Cable Enterprise		Internal Services	Total
	Operations	Local Origination	Technology Support	
Classification				
CATV Director	0.85	0.15	0.00	1.00
System Engineer	1.00	0.00	0.00	1.00
Business Manager	1.00	0.00	0.00	1.00
Programmer & Technology Mgr	0.00	1.00	0.00	1.00
Info. Tech. Analyst I/II	0.00	0.00	1.00	1.00
Computer Support Tech.	0.00	0.00	2.00	2.00
CATV Field Supervisor	1.00	0.00	0.00	1.00
CATV Technician III	2.00	0.00	0.00	2.00
CATV Technician I/II	7.00	0.00	0.00	7.00
Warehouse Clerk	1.00	0.00	0.00	1.00
Accounting & Customer Services Supervisor	1.00	0.00	0.00	1.00
Accounting & Customer Services Representatives III	1.00	0.00	0.00	1.00
Accounting & Customer Services Representatives I/II	3.00	0.00	0.00	3.00
Total	18.85	1.15	3.00	23.00

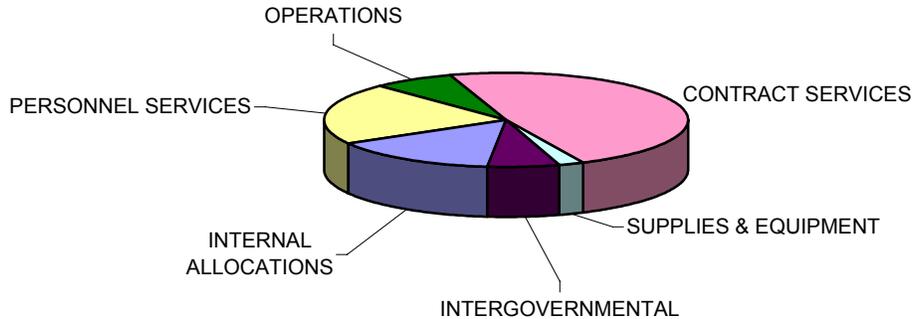
2010-11 ACCOMPLISHMENTS

- ✓ Launched and grew commercial data and voice services.
- ✓ Launched DOCSIS 3.0 High Speed Internet Service with speeds of up to 100 Mbps down and 5 Mbps up.
- ✓ Added new cable programming channels and Video on Demand content.
- ✓ Extended fiber network to all complexes at the Bayhill Office Park, and VA Building and Airport Trade Center on Sneath Lane.
- ✓ Extended cable plant to new residential and commercial developments at The Crossings.
- ✓ Implemented direct sales campaign utilizing door-to-door sales to win back customers.
- ✓ Repaired main fiber trunk and distribution node damaged by Glenview gas pipeline explosion and fire.
- ✓ Local programming on San Bruno Cable Channel 1 enhanced with additional episodes of Storytime and Senior Moments, and the launch of What’s Happening Around Town (WHAT).

2011-12 GOALS & OBJECTIVES

- ❑ Continue direct sales and other marketing campaigns to win back customers.
- ❑ Aggressively market commercial services to the business community.
- ❑ Add web-caching server to improve quality of service for Internet customers, and for efficient utilization of Internet backbone circuits.
- ❑ Explore channel additions and enhancements to Video on Demand content.
- ❑ Extend cable plant to new development as opportunities arise.
- ❑ Continue expansion of local programming on San Bruno Cable Channel 1.

Cable Enterprise - Operations 2011-12 Adopted Budget



	2011-12 ADOPTED	PERCENT OF TOTAL
PERSONNEL SERVICES	\$2,057,922	21%
SUPPLIES & EQUIPMENT	213,284	2%
CONTRACT SERVICES	4,703,058	49%
OPERATIONS	690,579	7%
INTERGOVERNMENTAL	605,165	6%
INTERNAL ALLOCATIONS	1,474,392	15%
GRAND TOTAL	\$9,744,400	100%

PERSONNEL SERVICES	ADOPTED BUDGET	DESCRIPTION
5101 REGULAR SALARIES	\$1,392,055	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period. Subject to benefits per applicable MOUs. Salaries include city-wide furlough.
5105 OVERTIME	72,500	Overtime pay in accordance with the applicable MOU. Overtime pay is only subject to Medicare and FICA employer contributions, when applicable.
5200 EMPLOYEE BENEFITS	593,367	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.
SUBTOTAL FOR PERSONNEL SERVICES	\$2,057,922	

SUPPLIES & EQUIPMENT		ADOPTED BUDGET	DESCRIPTION
6001	OFFICE SUPPLIES	\$10,500	Purchase of office supplies for the delivery of services to customers.
6101	GAS & OIL	18,048	Allocation of fuel used by Cable division's vehicles.
6102	OPERATING SUPPLIES	45,000	Uniforms for cable employees, (\$5,000); Field supplies for installation of services, (\$40,000).
6204	SUPPLIES & EQUIPMENT	9,000	Electronic maintenance and repairs of plant, converters, office equipment and headend equipment.
6650	TOOLS & EQUIPMENT - \$25K	130,736	Tool replacements, (\$9,271); 80 deep cycle batteries for power supplies, (\$11,144); Genesis power supply upgrade unit, (\$36,775); 4-port and 8-port service taps, (\$33,431); MoCA meter upgrade, (\$6,686), Meter repair, (\$2,786); Tower inspection and repair, (\$7,800); Satellite dish multi-feed replacement, (\$7,243); Simulsat dish tuning, (\$3,900); Fiber optic fusion splicer, (\$10,586); Tech room computer replacement, (\$1,114).
SUBTOTAL FOR SUPPLIES & EQUIPMENT		\$213,284	

CONTRACT SERVICES		ADOPTED BUDGET	DESCRIPTION
6402	LEGAL SERVICES	\$15,000	Legal reviews of contract renewals and new service contracts.
6411	CONTRACTUAL SERVICES	3,908,152	Standard Pay Per View, (\$29,518); Video on Demand (VOD) Pay Per View, (\$49,614); National Cable Television Cooperative (NCTC) programming license fees, (\$2,431,777); Direct affiliation programming license fees, (\$1,393,565); TV Guide Magazine, (\$3,678).
6412	INTERNET SERVICE FEES	680,436	Internet service provider: XO Communications Ethernet IP circuit, (\$46,170); Level 3 Ethernet IP circuit, (\$62,400); Internet, Phone and Cable technical support services, (\$249,754); Momentum Telecom fully hosted VOIP service, (\$252,262); ARIN IP address lease fee, (\$2,250); CALEA compliance, (\$3,600); Bear Data network monitoring and support, (\$64,000).
6419	OTHER SERVICES	99,470	Credit card and ACH fees, (\$79,560); Bill presentation, (\$12,500); Security alarm service, (\$3,000); PPV processing fees, (\$3,900); Document shredding service, (\$375); HBO guides for hotels/motels, (\$135).
SUBTOTAL FOR CONTRACT SERVICES		\$4,703,058	

OPERATIONS		ADOPTED BUDGET	DESCRIPTION
6112	POSTAGE	\$55,000	Allocation of postage required by department operations for outside correspondence including regular, certified, return receipt, and express/overnight mail.
6304	OFFICE EQUIPMENT MAINTENANCE	139,440	Emergency alert system support, (\$3,500); Hunter equipment support, (\$3,722); Big band support, (\$6,219); Arris equipment support, (\$14,000); Enhanced Communications Incorporated (ETI) support, (\$4,500); Great Lakes Data Systems annual billing software license, (\$18,085); Great Lakes Data System billing system support, (\$17,400); Motorola encryption equipment support, (\$5,000); Motorola Digital Access Controller (DAC) support, (\$42,000); RGB equipment support, (\$17,000); Ineoquest monitoring, (\$6,320); Arista Copier Maintenance, (\$495); Cable leakage meter license fee, (\$1,199).
6405	STAFF TRAINING	5,000	Cisco Certification Classes, (\$2,600); National Cable Television Institute (NCTI) Courses, (\$1,800); Society of Cable Television Engineers (SLTE) Courses, (\$600).
6406	PROFESSIONAL DEVELOPMENT	4,500	Professional development for 1 department head and 3 mid-managers in accordance with MOUs, (\$2,000); Tuition reimbursement, (\$2,500).
6409	SPECIAL PROJECTS/ EVENTS	22,250	Contingency for miscellaneous repair and maintenance work of plant, satellite dishes or headend emergencies, (\$22,000); Staff recognition, (\$250.)
6450	COMMUNICATIONS	14,715	Internal allocation of 7 dedicated fax and data lines, office telephone charges and 14 mobile phones, pagers and radios.
6502	COMMUNITY PROMOTION	170,000	Marketing, promotions using direct mail, bill inserts, bill messaging, internet, print and video advertisements, (\$40,000); Contributions to local organizations to support youth sports leagues, non-profit organizations, event sponsorships such Operation Clean Sweep, Autumn Fest, San Bruno Business Expo, etc., (\$5,000); Door-to-Door Sales, (\$125,000).
6531	UTILITIES	132,560	Water and garbage fees, (\$4,200); Electric service for Cable headend, office, warehouse, and 24 field power supply units, (\$128,360).
6601	RENTAL & LEASES	35,802	Utility pole rental fees, (\$15,000); Fiber lease, (\$4,242); Co-location site rental, (\$16,560).
6701	DUES & MEMBERSHIPS	6,712	Society of Cable Television Engineers, (\$952); San Bruno Chamber of Commerce annual membership, (\$150); ASCAP/BMI music license fees, (\$875); California Cable Telecommunications Associations, (\$4,660); SCAN-NATOA annual membership, (\$75).
6702	PUBLICATIONS & SUBSCRIPTIONS	500	Subscriptions to Cable Fax, Cable World, Multichannel News.
6703	TRAVEL/VEHICLE USE	100	Reimbursement for business use of personal vehicles.

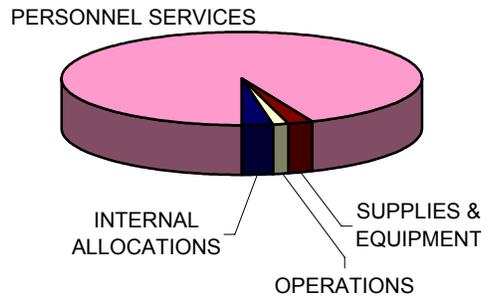
Operations (Cont.)

6704	MEETINGS/ CONFERENCES	4,000	National Cable Television Cooperative (NCTC), (\$2,000); National Cable Television Association Cable Show, (\$2,000).
6919	BAD DEBT EXPENSE	100,000	Write-off of bad debt and uncollectible accounts.
SUBTOTAL FOR OPERATIONS		\$690,579	

INTERGOVERNMENTAL	ADOPTED BUDGET	DESCRIPTION	
7063	CITY TAXES & FEES	\$591,237	In-Lieu Franchise Fee, (\$519,180); Copyright Fees, (\$17,321); VOIP Taxes & Fees, (\$54,736).
7069	INTERGOVERNMENTAL - OTHER	13,928	SAMCAT annual dues, (\$1,000); SAMCAT PenTV dues, (\$11,800); LAFCO share, (\$1,128).
SUBTOTAL FOR INTERGOVERNMENTAL		\$605,165	

INTERNAL ALLOCATIONS	ADOPTED BUDGET	DESCRIPTION	
7901	OTHER INTERNAL SERVICE ALLOC.	\$185,468	Self-Insurance Allocation, (\$74,310); Building Facilities Allocation, (\$29,702); Technology Allocation, (\$46,906); Central Garage Allocation, (\$34,550).
7902	GENERAL ADMIN. ALLOC.	288,924	General Administration Allocation, (\$242,741); Revenue Services Allocation for processing of daily transactions and deposits, (\$46,183).
8926	CATV EQUITY EARN.TRANSF.	1,000,000	Equity earnings transfer.
SUBTOTAL INTERNAL ALLOCATION		\$1,474,392	
GRAND TOTAL		\$9,744,400	

Cable Enterprise - Local Origination 2011-12 Adopted Budget



	2011-12 ADOPTED	PERCENT OF TOTAL
PERSONNEL SERVICES	\$166,951	94%
SUPPLIES & EQUIPMENT	3,900	2%
OPERATIONS	2,232	1%
INTERNAL ALLOCATIONS	5,122	3%
GRAND TOTAL	\$178,205	100%

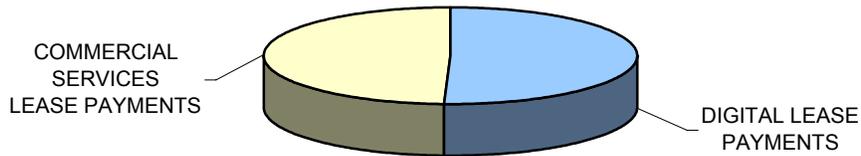
PERSONNEL SERVICES	ADOPTED BUDGET	DESCRIPTION
5101 REGULAR SALARIES	\$114,318	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period. Subject to benefits per applicable MOUs. Salaries include city-wide furlough.
5102 PART-TIME SALARIES	8,000	Base salary for temporary employees working fewer than 980 hours per fiscal year. Employees in this category are exempt from all benefits.
5200 EMPLOYEE BENEFITS	44,633	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.
SUBTOTAL FOR PERSONNEL SERVICES	\$166,951	

SUPPLIES & EQUIPMENT	ADOPTED BUDGET	DESCRIPTION
6102 OPERATING SUPPLIES	\$750	Repair of audio visual equipment.
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).
6650 TOOLS & EQUIPMENT - \$25K	900	Video tapes, DVD's, CD's and cases, (\$500); Digital still camera, (\$350); Light stand, (\$50).
SUBTOTAL FOR SUPPLIES & EQUIPMENT	\$3,900	

OPERATIONS	ADOPTED BUDGET	DESCRIPTION
6405 STAFF TRAINING	\$500	Technical training for employees.
6406 PROFESSIONAL DEVELOPMENT	500	Professional development for 1 mid-manager in accordance with MOU.
6450 COMMUNICATIONS	432	Internal allocation of mobile phone, fax and data lines, and telephone local and long distance charges.
6502 COMMUNITY PROMOTION	500	Miscellaneous program development costs, (\$500).
6701 DUES & MEMBERSHIPS	300	Alliance for Community Media and National Association of Television Program Executives (NAPTE) Membership.
SUBTOTAL FOR OPERATIONS	\$2,232	

INTERNAL ALLOCATIONS	ADOPTED BUDGET	DESCRIPTION
7901 OTHER INTERNAL SERVICE ALLOC.	\$5,122	Self-Insurance Allocation.
SUBTOTAL FOR	\$5,122	
GRAND TOTAL	\$178,205	

Cable Enterprise - Debt Service 2011-12 Adopted Budget



	2011-12 ADOPTED	PERCENT OF TOTAL
DIGITAL LEASE PAYMENTS	\$412,982	50%
COMMERCIAL SERVICES LEASE PAYMENTS	404,814	50%
GRAND TOTAL	\$817,796	100%

DIGITAL LEASE PAYMENTS	ADOPTED BUDGET	DESCRIPTION
2745 LEASE/PURCHASE OBLIGATION PAYABLE	\$397,546	Digital set-top box purchases debt service principal payment.
6450-9002 INT EXPENSE	15,436	Debt service interest for set-top boxes.
SUBTOTAL FOR DIGITAL LEASE PAYMENTS	\$412,982	

COMMERCIAL SERVICES LEASE PAYMENTS	ADOPTED BUDGET	DESCRIPTION
2745 LEASE/PURCHASE OBLIGATION PAYABLE	\$345,044	Commercial Services project debt service principal payment.
6450-9002 INT EXPENSE	59,770	Debt service interest for Commercial Services.
SUBTOTAL FOR COMMERCIAL SERVICES LEASE PAYMENTS	\$404,814	
GRAND TOTAL	\$817,796	

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APPENDIX
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RESOLUTION NO. 2011 - 67

**RESOLUTION APPROVING THE CITY MANAGER'S RECOMMENDED
2011-12 GENERAL FUND, SPECIAL REVENUE FUNDS, AND
ENTERPRISE FUNDS BUDGET**

WHEREAS, the City Manager transmitted the 2011-12 Recommended General Fund, Special Revenue Funds, Enterprise 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, Special Revenue Funds, and Enterprise 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, the City Council first considered development of the 2011-12 budget and budget strategies on February 16, 2011 and gave the City Manager the underlying direction for preparation of the City Manager's 2011-12 Recommended Budget; and

WHEREAS, the budget preparation process began with each department directed to reduce and/or contain costs in all categories. This "hold the line" approach was intended to assure the minimum proposed cost for delivery of all services; and

WHEREAS, the City Council held duly noticed public study sessions on June 21, 2011 and June 22, 2011; and

WHEREAS, rates for the 2011-12 Cable Television Enterprise Fund were adopted on May 24, 2011; and

WHEREAS, the City will make no advance of funds to the San Bruno Redevelopment Agency and the Agency shall continue making an interest payment of earlier advances (\$173,703) in 2011-12 in accordance with the Cooperation Agreement dated August 10, 1998; and

WHEREAS, the City Manager's Recommended Budget includes supplemental budget enhancements including:

City Centennial Commemoration	\$10,000
Cost Allocation Plan Update	\$15,000
San Bruno Entrepreneurship Program	\$100,000

WHEREAS, following the Budget Study Sessions changes to Professional Development costs were made to the City Attorney, Planning, and Building Departments for a \$1,500 reduction to the General Fund, and a \$250 reduction to Solid Waste.

WHEREAS, the City Council, being fully advised and informed and having fully reviewed the City Manager's Recommended Budget for 2011-12, 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 \$31,891,677 and expenditures and transfers, including supplemental budget requests, of \$32,237,748 for 2011-12; and

BE IT FURTHER RESOLVED, that the Recommended General Fund Budget including the use of Undesignated Fund Balance of \$346,071 be and are hereby incorporated into the General Fund revenues and expenditures appropriations; and

BE IT FURTHER RESOLVED, that the budget appropriations for the Stormwater and Cable Television Enterprise Funds are adopted totaling revenues of \$11,676,575 and expenditures and transfers of \$11,499,804 for 2011-12 including all Funds revenues, expenditures, and transfers including;

Enterprise Funds	Revenues	Expenditures
Stormwater Fund	\$618,745	\$759,403
Cable Television	\$11,057,830	\$10,740,401

;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 \$4,067,031 and expenditures and transfers of \$3,921,785 for 2011-12 including all Funds revenues, expenditures, and transfers including;

Internal Service Funds	Revenues	Expenditures
Central Garage	\$667,092	\$666,903
Building & Facilities Maint.	\$913,004	\$915,384
General Equipment Reserve	\$430,587	\$85,200
Technology Support	\$471,916	\$483,610
Self Insurance	\$1,584,432	\$1,770,688

;and

BE IT FURTHER RESOLVED, that the budget appropriation for other Special Revenue Funds are adopted totaling revenues of \$2,084,356 and expenditures and transfers of \$1,065,943 for 2011-12, including all Funds revenues, expenditures, and transfers including;

Special Revenue Funds	Revenues	Expenditures
Agency on Aging	\$110,629	\$110,278
Solid Waste	\$79,269	\$102,628
Gas Tax	\$1,213,972	\$753,037
Library Special Revenue	\$26,008	\$100,000
BMR Housing in-Lieu	\$431,939	\$0
Park-In-Lieu	\$222,539	\$0

;and

BE IT FURTHER RESOLVED, that specific revenue and expenditure line items and transfers enumerated in the City Manager's Recommended General Fund, Special Revenue Funds, and Enterprise Funds Budget are hereby appropriated.

--oOo--

I hereby certify that foregoing **Resolution No. 2011 - 67** was introduced and adopted by the San Bruno City Council at a regular meeting on June 28, 2011, by the following vote following vote:

AYES: Councilmembers: Ibarra, Medina, O'Connell, Salazar, Mayor Ruane

NOES: Councilmembers: None

ABSENT: Councilmembers: None


 Carol Bonner, Secretary

RESOLUTION NO. 2011 - 68

**RESOLUTION APPROVING THE CITY MANAGER'S RECOMMENDED 2011-12
SAN BRUNO REDEVELOPMENT AGENCY BUDGET**

WHEREAS, the Executive Director transmitted the 2011-12 Recommended San Bruno Redevelopment Agency in accordance with the Municipal Code Section 2.12.060;

WHEREAS, the San Bruno Redevelopment Agency prepares and adopts the budget with the intent of providing a planned policy program for Agency services and a financial system to carry out the planned program of services; and

WHEREAS, the Redevelopment Agency Board held a duly noticed public study session on June 21, 2011 and June 22, 2011 on the Executive Director's Proposed Budget for 2011-12; and

WHEREAS, the San Bruno Redevelopment Agency will continue interest payments on funds advanced by the City to the Agency (\$173,703) in 2011-12 in accordance with the Cooperation Agreement dated August 10, 1998; and

WHEREAS, the Redevelopment Agency Budget includes a supplemental request in the amount of \$100,000 to fund a small business incubator program; and

NOW THEREFORE, the San Bruno Redevelopment Agency hereby resolves to adopt the Redevelopment Agency Budget totaling revenues and transfers of \$9,098,704 and expenditures and transfers of \$6,830,273 for 2011-12, including all Funds revenues, expenditures, and transfers, and

FURTHER RESOLVED, that specific revenue and expenditure line items and transfers enumerated in the Executive Director's Recommended Operations Fund, Low & Moderate Income Housing Fund, and Debt Service Fund Budget document are hereby appropriated.

---oOo---

I hereby certify that foregoing **Resolution No. 2011 - 68** was introduced and adopted by the San Bruno Redevelopment Agency at a regular meeting on, June 28, 2011, by the following vote:

AYES: Members: Ibarra, Medina, O'Connell, Salazar, Chair Ruane
NOES: Members: None
ABSENT: Members: None



Carol Bonner, Secretary

RESOLUTION NO. 2011 - 69

RESOLUTION APPROVING TENTATIVE WATER AND WASTEWATER ENTERPRISE FUND BUDGETS FOR FISCAL YEAR 2011-12

WHEREAS, the City Manager has transmitted the 2011-12 Recommended Water and Wastewater Enterprise Fund Budgets to the City Council in accordance with the Municipal Code Section 2.12.060; and

WHEREAS, the City Council held a study session on June 22, 2011 to review the 2011-12 Enterprise Fund Budgets; and

WHEREAS, the City Council held a duly noticed public hearing on the 2011-12 Enterprise Fund Budgets on June 28, 2011; and

WHEREAS, in order to provide additional time for City Council review, staff recommends that consideration of approval of the Water and Wastewater Fund Budgets be scheduled at a later date within the next 30 days; and

WHEREAS, the City Council must appropriate revenues and expenditures in order for the City to maintain its operations beginning July 1 up to the point of approving the City Manager's Recommended Budget

NOW THEREFORE BE IT RESOLVED, the City Council of the City of San Bruno adopts tentative Water and Wastewater Enterprise Fund budgets of total revenues and transfer-in of \$10,781,029 and \$11,237,646 respectively and total expenditures and transfer-out of \$7,625,849 and \$9,456,664 respectively; and

BE IT FURTHER RESOLVED, that the specific revenue and expenditure line items and transfers enumerated in the Water and Wastewater Enterprise fund budgets transmitted on June 28, 2011 to the City Council are hereby appropriated; and

BE IT FURTHER RESOLVED, that the final Water and Wastewater Enterprise Fund appropriations for fiscal year 2011-12 revenues, expenditures, and transfers will be adopted within 30 days.

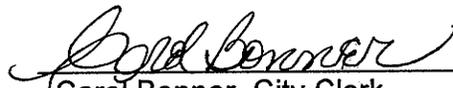
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I hereby certify that foregoing **Resolution No. 2011 - 69** was introduced and adopted by the San Bruno City Council at a regular meeting on June 28, 2011, by the following vote following vote:

AYES: Councilmembers: Ibarra, Medina, O'Connell, Salazar, Mayor Ruane

NOES: Councilmembers: None

ABSENT: Councilmembers: None



Carol Bonner, City Clerk

RESOLUTION NO. 2011 - 70

RESOLUTION OF THE SAN BRUNO REDEVELOPMENT AGENCY DETERMINING THAT THE PLANNING AND ADMINISTRATION EXPENSES BUDGETED IN FISCAL YEAR 2011-12 BY THE LOW AND MODERATE INCOME HOUSING FUND ARE NECESSARY FOR THE PRODUCTION, IMPROVEMENT, AND/OR PRESERVATION OF AFFORDABLE HOUSING FOR LOW AND MODERATE INCOME HOUSEHOLDS

WHEREAS, on July 6, 1999 the City Council of the City of San Bruno adopted the redevelopment plan for the San Bruno Redevelopment Area; and

WHEREAS, pursuant to Section 33334.2(a) of the California Community Redevelopment Law (Health and Safety Code Section 33000 et seq.) not less than 20% of all taxes which are allocated to the San Bruno Redevelopment Agency ("Agency") shall be set aside by the Agency in a Low and Moderate Income Housing fund and used by the agency for the purpose of increasing, improving and preserving the community's supply of low and moderate income housing available at affordable housing costs to people and families of low and moderate income; and

WHEREAS, pursuant to Section 33334.3(d) of the California Community Redevelopment Law (Health and Safety Code Section 33000 et seq.) it is the intent of the California State Legislature that the amount of money spent for planning and general administration from the Low and Moderate Income Housing fund not be disproportionate to the amount actually spent for the cost of production; now, therefore, be it

NOW THEREFORE, the San Bruno Redevelopment Agency hereby resolves that the Agency hereby determines that it is necessary to allocate for fiscal year 2011-12 \$507,195 of the \$1,408,688 Low and Moderate Income Housing Fund budget for planning and administrative expenses necessary for the production, improvement, and/or preservation of low and moderate income housing.

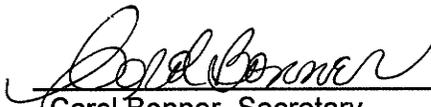
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I hereby certify that foregoing **Resolution No. 2011 - 70** was introduced and adopted by the San Bruno Redevelopment Agency at a regular meeting on, June 28, 2011, by the following vote:

AYES: Members: Ibarra, Medina, O'Connell, Salazar, Chair Ruane

NOES: Members: None

ABSENT: Members: None



(Carol Bonner, Secretary)

RESOLUTION NO. 2011 - 71

RESOLUTION APPROVING THE CITY'S APPROPRIATIONS LIMIT OF \$30,605,711 FOR FISCAL YEAR 2011-12 (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 2011-12 and is set forth in that certain document Appropriations Limit Calculation for Fiscal Year 2011-12, 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 2.51% and the City of San Bruno population change of 1.74%;
2. The Appropriation Limit for 2011-12 fiscal year is established at \$30,605,771;
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. 2011 - 71** was introduced and adopted by the San Bruno City Council at a regular meeting on June 28, 2011, by the following vote following vote:

AYES: Councilmembers: Ibarra, Medina, O'Connell, Salazar, Mayor Ruane

NOES: Councilmembers: None

ABSENT: Councilmembers: None



Carol Bonner, City Clerk

**City of San Bruno
2011-12 Gann Appropriation Limit
June 28, 2011**

2010-11 Appropriation Limit \$ 29,345,760

Calculation of 2011-12 Adjustment Factor

Annual Change Factors

Cost of Living Adjustment Factors for 2011-12

California Per Capita Personal Income (CPCPI) 2.51%

Population Adjustment Factors for 2011-12

San Bruno Population Change 1.74%

Adjustment Factor for 2011-12

$(1 + 0.0251) \times (1 + 0.0174)$ 1.04293674

2011-12 Appropriation Limit as Adjusted

30,605,771

2011-12 Estimated Tax Proceeds Subject to Appropriations Limit

Property Taxes

Current Secured & Unsecured 5,007,100

In-Lieu of Sales Tax 1,580,900

In-Lieu of Vehicle License Fees 3,211,900

Supplemental Taxes 114,000

Property Transfer Tax 124,000

Homeowner's Property Tax Exemption 41,300

Subtotal - Property Taxes 10,079,200

General Sales Tax 4,635,100

Hotel/Motel Tax 2,147,200

Business Taxes 2,684,400

Vehicle License Fee & Off-Highway License 128,800

Total Estimated Taxes Subject to Appropriations Limit 19,674,700

2011-12 Proposed Expenditures Exempt from Limit

Social Security & Medicare payments 380,192

San Mateo County Charges 548,324

FLSA - Fire 102,070

Total Proposed Expenditures Exempt from Limit (1,030,587)

2011-12 Appropriations Subject to Limit

18,644,113

Over (Under) Appropriations Limit

\$ (11,961,658)

Percent Over (Under)

-39%

**City of San Bruno
7-year Gann Appropriations Limit Comparison
June 28, 2011**

Fiscal Year Ending June 30,	Adjustment Factor		Gann Limit	Appropriation Subject to Limit	Over/(Under) Limit
2006	5.91%	(a)	24,227,496	16,768,616	(7,458,880)
2007	4.60%	(a)	25,343,064	18,328,490	(7,014,574)
2008	5.43%	(b)	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%	(c)	29,345,760	17,370,728	(11,975,032)
2012	4.29%		30,605,771	18,644,113	(11,961,658)

(a) - Adjustment Factor changed as suggested by auditor.

(b) - Adjustment Factor changed to reflect San Mateo County Population Percent Change.

(c) - Adjustment Factor changed to reflect change in non-residential Assessed Valuation due to new construction within the City.

SERVICE ENHANCEMENT
(INSERT DIVIDER)

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**CITY COUNCIL ADOPTED SERVICE LEVEL ENHANCEMENT
 City Council**

BUDGET INCREASE REQUEST	TOTAL ADDITIONAL COST	NEW REVENUE OR ALLOCATION	NET IMPACT ON FUND
Account: 001-1110-6409			
Description of Item/Service			
Supplies for preparation of San Bruno Centennial. The plan is to budget \$10,000 in each of the next 3 fiscal years to procure the necessary supplies for the Centennial celebration.	10,000	- 0 -	10,000
	\$10,000	\$0	\$10,000

CITY COUNCIL ADOPTED SERVICE LEVEL ENHANCEMENT
Finance

BUDGET INCREASE REQUEST	TOTAL ADDITIONAL COST	NEW REVENUE OR ALLOCATION	NET IMPACT ON FUND
Account: 001-1250-6401			
Description of Item/Service			
Update the City's Cost Allocation Plan (CAP) that was last conducted in 2005-06. The CAP is the basis for allocating the City's General Administration Costs to the various departments/programs.	15,000	- 0 -	15,000
	\$15,000	\$0	\$15,000

**CITY COUNCIL ADOPTED SERVICE LEVEL ENHANCEMENT
 Redevelopment Agency Operations**

BUDGET INCREASE REQUEST	TOTAL ADDITIONAL COST	NEW REVENUE OR ALLOCATION	NET IMPACT ON FUND
Account: 151-3510-6401			
Description of Item/Service			
To address the issue of vacant storefronts in the downtown, contract with an economic development organization to create a small business training program with the goal of identifying, preparing and supporting individuals to start and grow sustainable local businesses. Provide startup/expansion assistance and incubation within space leased by the City.	100,000	- 0 -	100,000
	\$100,000	\$0	\$100,000

**CITY COUNCIL ADOPTED SERVICE LEVEL ENHANCEMENT
Public Services: Wastewater Division**

The following items are 2011-12 fiscal impact items as a result of the settlement agreements with the State Regional Quality Board and Baykeepers (includes both settlement and on-going work commitment costs)

BUDGET INCREASE REQUEST	TOTAL ADDITIONAL COST	NEW REVENUE OR ALLOCATION	NET IMPACT ON FUND
Account: 631-6310-5101,5105,5200 Description of Item/Service Salary and associated benefits to hire an additional engineer funded from the Wastewater Division. This individual's time will mostly be split between assisting with spot repairs and delivering CIP projects for the sewer system. Timely spot repairs and delivery of the CIP Wastewater CIP program are critical to reducing sanitary sewer overflows and meet the various timelines included within the Cease and Desist Order and Consent Decree. Missing these deadlines would likely expose the City to additional legal action.	122,178	- 0 -	122,178
Account: 631-6310-6102 Description of Item/Service Additional field tools and nozzles for the Vactor that replaced the jetter.	5,000	- 0 -	5,000
Account: 631-6310-6401 Description of Item/Service Implementation of best management practices for critical O&M tasks such as sewer cleaning, SSO assessment, information and asset management Sewer System Management Plan as required by the Regional Water Board Institute outreach program and provide FOG program enhancements for greater inspection and oversight administered by South San Francisco. Engage Public Works benchmarking specialist to perform a maintenance and operations evaluation to determine appropriate staffing levels and work priorities.	15,000 30,000 15,000 45,000	- 0 - - 0 - - 0 - - 0 -	15,000 30,000 15,000 45,000
Account: 631-6310-6402 Description of Item/Service Cash payment to State Board Cleanup and Abatement Account Baykeeper Legal Fees Fees to Baykeeper to cover the cost of monitoring City implementation of the consent decree. Mitigation payment to Rose Foundation. Cost of attorneys to represent the City against the Regional Board and Baykeeper.	125,550 131,000 30,000 50,000 50,000	- 0 - - 0 - - 0 - - 0 - - 0 -	125,550 131,000 30,000 50,000 50,000

**CITY COUNCIL ADOPTED SERVICE LEVEL ENHANCEMENT
Public Services: Wastewater Division**

The following items are 2011-12 fiscal impact items as a result of the settlement agreements with the State Regional Quality Board and Baykeepers (includes both settlement and on-going work commitment costs)

BUDGET INCREASE REQUEST	TOTAL ADDITIONAL COST	NEW REVENUE OR ALLOCATION	NET IMPACT ON FUND
Account: 631-6310-6411 Description of Item/Service The City must implement an aggressive spot repair program to ensure that the number of annual sanitary sewer overflows (SSOs) is equal to or less than the amount allowed by the Baykeeper and Regional Board settlements.	325,000	- 0 -	325,000
Account: 631-6310-6419 Description of Item/Service The City must increase the amount of chemical root foaming activity to ensure that the number of annual sanitary sewer overflows (SSOs) is equal to or less than the amount allowed by the Baykeeper and Regional Board settlements.	20,000	- 0 -	20,000
Account: 631-6310-6650 Description of Item/Service Installation of 8 new Smart Covers that monitors the height of sewage in a manhole, giving advance notice of a potential sanitary sewer overflow.	24,000	- 0 -	24,000
BUDGET INCREASES INCLUDED IN THE 2011-12 CITY MANAGER'S RECOMMENDED BUDGET	\$865,550	\$0	\$865,550
TOTAL FISCAL IMPACT FOR FY 2011-12	\$987,728	\$0	\$987,728

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END OF OPERATING BUDGET ~